



**Graduate Catalog
2006-2008**

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History and Character of Drake University

It was an ambitious undertaking.

Confronted with declining economic conditions, the Disciples of Christ in Iowa were faced with the decision to move their established Oskaloosa College, the first Christian college founded in Iowa, to another location.

In 1881, a zealous group, led by George Thomas Carpenter, journeyed to Des Moines, where they found support for their proposed move. In March 1881, bolstered with a \$20,000 pledge from General Francis Marion Drake of Centerville, Iowa, the educational institution became a reality. In gratitude, the University's trustees named their institution after General Drake, a Civil War general, former Iowa governor, banker, railroad builder and attorney.

This was Drake University's modest beginning. Its founders dreamed of an institution that was broad-based and liberally nonsectarian. To establish the educational climate in which the University would operate, they issued the following statement:

"This University has been designed upon a broad, liberal and modern basis. The articles of incorporation provide that all its departments shall be open to all without distinction of sex, religion or race. In its management and influence, it will aim at being Christian, without being sectarian."

While corporate affiliation with the Disciples was eventually terminated, the University continues to be guided by this statement of nondiscrimination and the progressive vision of its founders.

During the administration of Drake's first president and chancellor, George T. Carpenter (1881-1893), the University established itself as an integral part of a young and growing community in the world's richest agricultural area. In 10 years, it boasted of eight departments, 53 teachers and more than 800 students — more than tenfold the number of students enrolled during its first semester in 1881. In 1888, a University plan was developed that separated the departments into colleges.

Upon the death of President Carpenter, Barton O. Aylesworth was named acting chancellor and served until 1897, when William Bayard Craig became chancellor. Subsequently led by President Hill McClelland Bell (1902-1918), Drake expanded its academic programs and established new ones as needed.

An outstanding educator and administrator at Drake University and in the state of Iowa, President Bell led Drake through a major building program and the economic difficulties that began with the outbreak of World War I in 1914. Cole Hall, which is now the Office of Admission, was dedicated in 1904; Memorial Hall was built in 1905; Carnegie Hall was erected in 1908, and an addition to Howard Hall was completed in 1909. Cole, Carnegie and Howard halls now are listed on the National Register of Historic Places along with Drake's main administration building, Old Main.

President Bell also fostered a top faculty trained in scholarship, dedicated to teaching and committed to maintaining a high standard of academic achievement.

The year 1893 marked the advent of organized, planned sports at Drake. John L. Griffith, who became coach and director of athletics in 1908, accelerated the growth of athletics at the University. The D Club, which recognizes athletic letter winners,

was organized that year. The Drake teams, which had been called Ducklings, Drakes, Ganders and even Tigers, became the Drake Bulldogs.

Coach Griffith made his greatest contribution to the University, however, in 1910 when he organized America's Athletic Classic, the Drake Relays. Now one of the largest university/college track and field meets in the world, the Relays also features a week of fun campus activities, entertainment and other events.

The University is revitalizing Drake Stadium, home of the Drake Relays since its opening in 1926. The \$15 million project, to be completed before the 2006 Drake Relays, will include new seating for fans, a wider track that meets international competition standards, an outside safety lane for athletes, a state-of-the-art artificial grass field by FieldTurf that will be large enough to accommodate Drake's NCAA football and men's and women's soccer teams and a new scoreboard. The improvements will position Drake and Des Moines to bid for the NCAA Outdoor Track and Field Championships, along with AAU and USA Track and Field competitions. The estimated economic impact of these events and the ongoing Drake Relays will be in excess of \$300 million over 10 years.

With the end of World War I, Drake University's fifth president, Arthur Holmes (1918-1923), turned to peacetime planning. He set up a psychological clinic, established new departments and used an elementary school as a practice school for prospective teachers. He also recognized and emphasized the need for student residences.

Daniel Walter Morehouse served as Drake's president from 1922 to 1941. Under his leadership, the University constructed new student residences and classroom facilities to meet demands of growing student enrollment. A Phi Beta Kappa chapter also was established.

As the University celebrated its 50th anniversary in 1931, the country was in the midst of the Great Depression. The effects were felt on campus as well. However, in 1937, the Gardner Cowles Foundation donated funds for Cowles Library, Drake's main library. In 1966, a \$1.7 million addition to the original building tripled its size.

Drake also further developed its graduate studies, which had existed at the University since 1883. President Morehouse organized a graduate division to increase the list of master's degrees in professional fields.

Following President Morehouse's death in 1941, the responsibility for leading the University through the chaotic period of World War II fell to President Henry Harmon (1941-1964). New and more vigorous policies governing selection and admission of students were established; the Office of the Dean of Students (now incorporated in the Office of the Provost) was created in 1945; and a community college offering evening programs for adults was established in 1946. In 1950, the College of Commerce and Finance became the College of Business Administration and, in 1962, the journalism program became the School of Journalism.

Between 1946 and 1966, 16 new buildings designed by distinguished architects Eiel and Eero Saarinen; Ludwig Mies van der Rohe; Harry Weese and Associates; and Brooks, Borg and Skiles were constructed on campus. The structures brought national attention to Drake.

Led by President Paul F. Sharp, Drake experienced rapid growth and development from 1966 to 1971. Library resources increased by more than 50 percent. The size and quality of the faculty increased. New undergraduate and graduate programs were instituted. To support these developments, a capital campaign, the Centennial Development Program, was launched.

Dr. Wilbur C. Miller became Drake's ninth president in 1972. The Harmon Fine Arts Center opened that fall and Olmsted Center opened in 1974. In 1973, the Olin Foundation Inc. provided a \$3,263,000 grant to build Olin Hall of Biological Science, which opened in 1975.

Drake constructed a new Law School classroom building, Harold G. Cartwright Hall, in 1976. The Bell Center for Physical Education and Recreation opened in late 1977. Master's degrees in mass communication and in general studies were first offered in 1976. In 1980, the Aliber Foundation made possible the construction of Aliber Hall, the new College of Business Administration building, which opened in the fall of 1982. Amid these developments, Drake celebrated its centennial in 1981.

Dr. Michael R. Ferrari became the University's 10th president in July 1985. Dedicated to ensuring Drake's position as a leader in higher education, President Ferrari built upon programs already in place and instituted changes to strengthen the University.

The National Commission on the Future of Drake University was developed in 1987. Made up of 11 task forces and 330 members — including leaders from across the nation in business, education, government and the professions — and chaired by Drake alumnus and former Iowa Governor Robert D. Ray, the commission examined critically Drake's programs, aspirations and plans. The commission presented its final report, with more than 250 recommendations, to the Board of Governors in June 1988.

That report served as a framework for future planning and as the cornerstone for The Campaign for Drake, a \$115 million national fundraising program to advance Drake for students and society. Publicly announced on October 7, 1989, the Campaign was chaired by Madelyn M. Levitt, a Des Moines civic leader and member of Drake's Board of Governors. On May 7, 1993, the University announced that the \$115 million overall goal of the Campaign had been exceeded — more than one full year ahead of its scheduled May 31, 1994, completion. At its official conclusion, the Campaign had raised more than \$130 million for the University.

As part of the Campaign, the University launched in 1991 the most comprehensive construction effort on campus since the Saarinen plan of the 1940s. The William C. Knapp Center for recreation, sports and convocations and the Tennis Center opened in fall 1992. Dwight D. Opperman Hall and Law Library opened the following spring, and the new Pharmacy and Science Hall was dedicated in fall 1993.

In addition, the acoustically perfect Old Main Auditorium, listed on the National Register of Historic Places, was rededicated as Everett A. Sheslow Auditorium in January 1993. Fitch and Ingham halls were renovated, too, and plans were implemented for the upgrading of Cowles Library. Finally, the first phase of a campus landscaping project, Wifvat Plaza, was completed in 1993.

The University continued its proactive planning approach by creating in 1993 the National Commission II — Toward the 21st Century, chaired by distinguished Drake

alumnus Benjamin B. Ullem. Working in 13 task forces, the commission's 400 members presented nearly that many recommendations for Drake's further advancement. Their final report helped establish priorities for Campaign Drake — Think of the Possibilities, a \$190 million national fundraising effort announced on November 1, 1997. The campaign, the largest ever undertaken by a private college or university in Iowa, reached its goal on May 31, 2002.

In April 1998, the University's Board of Governors appointed distinguished Drake alumnus Robert D. Ray as Drake's 11th president. Known statewide and beyond for his integrity and commitment to serving others, Ray served as Iowa's governor from 1969 to 1983 and then as president and chief executive officer of two major insurance corporations. Past chair of the University's Board of Governors, Ray also served as interim mayor of Des Moines, Iowa, Drake's home city, in 1997.

Dr. David E. Maxwell became the University's 12th president on May 15, 1999. Upon his arrival, he immediately began work with faculty, staff and students to clearly define the mission, values, vision and goals of Drake and to develop a long-term strategic plan for the University.

Before joining Drake, Dr. Maxwell was director of the National Foreign Language Center from 1993 to 1999, and from, 1989 to 1993, he was president of Whitman College in Walla Walla, Washington. From 1981 to 1989 he served as dean of undergraduate studies at Tufts University, where he also was a faculty member for 10 years.

Drake consistently ranks among the top universities in academic reputation among more than 140 Midwest master's universities ranked by U.S. News and World Report magazine. The magazine also rates Drake as one of today's best values in higher education as does Peterson's Guide to Competitive Colleges and Barron's 300 Best Buys in College Education.

A total of approximately 5,220 students are enrolled in the six colleges and schools of the University: the Colleges of Arts and Sciences (including Fine Arts), Business and Public Administration, and Pharmacy and Health Sciences; and the Schools of Education, Journalism and Mass Communication, and Law.

Mission Statement

Drake's mission is to provide an exceptional learning environment that prepares students for meaningful personal lives, professional accomplishments, and responsible global citizenship. The Drake experience is distinguished by collaborative learning among students, faculty, and staff and by the integration of the liberal arts and sciences with professional preparation.

Vision Statement

Drake University will enhance its position as a premier comprehensive university in the Midwest and as a national leader in higher education for learning, faculty roles, and public service.

Graduate Studies

The following graduate degrees are offered at Drake University.

College of Pharmacy and Health Sciences

DOCTOR OF PHARMACY

College of Business and Public Administration

MASTER OF ACCOUNTING

MASTER OF BUSINESS ADMINISTRATION

MASTER OF BUSINESS ADMINISTRATION/
DOCTOR OF JURISPRUDENCE (Joint Program)

MASTER OF BUSINESS ADMINISTRATION/
DOCTOR OF PHARMACY (Joint Program)

MASTER OF FINANCIAL MANAGEMENT

MASTER OF PUBLIC ADMINISTRATION

MASTER OF PUBLIC ADMINISTRATION/
DOCTOR OF JURISPRUDENCE (Joint Program)

MASTER OF PUBLIC ADMINISTRATION/
DOCTOR OF PHARMACY (Joint Program)

Drake Law School

DOCTOR OF JURISPRUDENCE

School of Education

MASTER OF ARTS IN TEACHING: Secondary Certification

Endorsements Available: American History, American History/American Government, Art, Biology, Chemistry, Earth Science, Economics (2nd endorsement) English, English/Speech/Theatre (English emphasis), Theatre/Speech/English (Theatre emphasis), ESL (2nd endorsement), General Business, General Science, Geography, Journalism (2nd endorsement), Mathematics, Physics, Physical Science, Sociology, World History, All Social Studies, All Science, World Languages—Spanish, French, German

MASTER OF SCIENCE IN TEACHING: Elementary Certification

Endorsements Available: Art, Early Childhood, Unified Early Childhood (emphasis in Special Education), ESL (2nd endorsement), Health, History, English/Language Arts, Mathematics, Reading, Theatre/Communication Studies, Science, Social Studies

MASTER OF SCIENCE: Rehabilitation Administration; Rehabilitation Counseling; Rehabilitation Placement; Adult Learning, Performance and Development; Community Counseling

MASTER OF SCIENCE IN EDUCATION: Education Leadership (PK-12); Effective Teaching, Learning, and Leadership; School Counseling (elementary and secondary); Special Education

SPECIALIST IN EDUCATION: Education Leadership

DOCTOR OF EDUCATION: Leadership

Various certification programs are also available through the School of Education.

Combined Degree Programs

COMBINED DEGREE PROGRAMS also are available: Law and M.B.A.; Law and M.P.A.; Pharmacy and M.B.A.; Pharmacy and M.P.A.; Pharmacy and Law.

ACCREDITATION OF GRADUATE PROGRAMS

Drake University is a member of the Midwestern Association of Graduate Schools and is also a member of the Council of Graduate Schools in the United States.

The Master of Business Administration and Master of Accounting programs are fully accredited by the AACSB International: The Association to Advance Collegiate Schools of Business.

The School of Education is fully accredited by the Iowa State Department of Education.

Drake's pharmacy program is accredited by the Accreditation Council for Pharmacy Education, and the College of Pharmacy and Health Sciences is a member of the American Association of Colleges of Pharmacy.

Drake Law School is one of the 25 oldest law schools in the country and is accredited by the American Bar Association and the Association of American Law Schools.

Drake University is fully accredited by the North Central Association of Colleges and Schools.

GRADUATE FACULTY

Courses offered for graduate credit are taught by members of the faculties of Drake's colleges and schools. Faculty also advise graduate students and supervise their research. Consult the college and school sections of the University's General Catalog for information about faculty personnel.

Graduate Admission Requirements

A student who plans to study toward a graduate degree or a certification program must make application as follows:

- Submit a formal application for admission to the Office of Graduate Admission together with official transcripts of all prior undergraduate and graduate study and required official test scores, at least three months in advance of registration. For the School of Education, students recommended for admission must be admitted at least one month prior to the end of the semester to which they applied or that admission will be updated to the next term. Financial aid would only be possible beginning in the term in which the student is formally admitted. Processing the paperwork will typically take 2-3 weeks, so the student is responsible for completing the application process in a timely manner. Late applications are given consideration, when possible, on an individual basis. (Transcripts are not returned to the applicant but become the property of Drake University. Drake transcripts are not required.) See Graduate Catalog doctoral program summary of requirements for doctoral application deadline dates.

Failure to report and provide all previous academic work or falsification of any documentation is considered sufficient cause for rejection of an application or cancellation of admission or registration. It also precludes the later release of a Drake transcript.

- Pay an application fee of \$25, which must accompany the application. An exception to this is an applicant who has previously applied to Drake and paid the fee at that time.
- Possess a baccalaureate degree or equivalent from an accredited college or university. (A degree from an unaccredited college or university may be validated with such additional measures of competence, as the director of admission shall specify.) The Master of Science in Adult Learning, Performance and Development allows the use of the Graduate Management Admission Test, the Drake Writing Competency Test, the Miller Analogies Test or the Graduate Record Examination general test.
- Fulfill other requirements as specified by the department to which the student is applying.

International student requirements also include a completed health certification, financial certification, copy of their diploma, and an official copy of the Test of English as a Foreign Language (TOEFL) test score.

Students enrolling in either undergraduate or graduate credit courses who seek neither a Drake graduate degree nor teacher certification need to provide only information concerning their previous degrees as requested on the enrollment form. In such instances, transcripts are not usually required.

Law School applicants should apply through the Drake University Law School Admission Office located in Cartwright Hall, 2507 University Avenue, Des Moines, Iowa 50311.

College of Business and Public Administration domestic applicants should apply through the College of Business and Public Administration Graduate Programs Office located in Aliber Hall, 2507 University Avenue, Des Moines, Iowa 50311.

College of Pharmacy and Health Sciences Doctor of Pharmacy applicants should apply through the Pharmacy Centralized Application Service, located at <http://pharmcas.org>. Questions should be directed to the College of Pharmacy and Health Sciences, 2507 University Avenue, Des Moines, Iowa 50311.

Students wanting to pursue an additional bachelor's degree should apply through the Office of Undergraduate Admission located in Cole Hall, 2507 University Avenue, Des Moines, Iowa 50311.

Veterans should contact the Drake University Office of Student Accounts at least 30 days in advance of enrollment. The Office of Student Accounts is located in Old Main, 2507 University Avenue, Des Moines, Iowa 50311.

Information concerning employment opportunities or graduate financial aid is available upon request.

Applicants are encouraged to request assistance from the Office of Graduate Admission on any questions concerning admission.

Students will be considered for admission if they meet the following requirements (unless otherwise specified in another section of the catalog):

For master's degree programs:

- Have achieved a general grade-point average (GPA) of at least 2.5 on a 4.0 scale in the last half of undergraduate work. Have achieved a grade average of at least a B (3.0 GPA) in the last half of undergraduate work in the field or fields of study closely related to the graduate field of study.
- Have achieved a 3.0 grade-point average or higher on all courses taken for graduate credit.
- Present an acceptable official Miller Analogies Test (MAT) score, official Graduate Record Examination-General (Aptitude) Test (GRE) score for consideration, or official Graduate Management Admission Test (GMAT) score for the Master of Accounting, the Master of Business Administration and Master of Financial Management programs. Law School applicants must submit an acceptable score from the Law School Admission Test (LSAT). Students seeking either the Master of Arts in Teaching or the Master of Science in Teaching must also complete the PRAXIS-Pre-Professional Skills Test (PPST) as a part of the admission process. (See Test Information; also see departmental test requirements.)
- Meet departmental requirements in the chosen field, including any special testing; be approved by the department for graduate study; and receive approval of the Office of Graduate Admission.
- Full-time students must have on file at Drake's American Republic Student Health Center a completed health history form and meet guidelines concerning measles immunity and tuberculin testing as outlined in the Drake Immunization Policy. The health history and immunization requirement must be completed at the

student's expense and preferably before enrolling. Telephone inquiries should be directed to the Student Health Center, 515-271-3731.

- Applicants to the graduate degree programs in the School of Education (SOE) must hold a bachelor's degree from an accredited institution, have achieved a grade-point average of at least 2.5 on a 4.0 scale for all previous undergraduate work and 3.0 on a 4.0 scale for all previous graduate work attempted. Additional requirements are described in the School of Education section of this catalog.

For specialist and doctoral programs: Consult departmental and Office of Graduate Admission requirements specific to those programs.

- Applicants to the M.B.A. Program in the College of Business and Public Administration must have achieved a grade-point average of at least 2.5 on a 4.0 scale in all undergraduate work, or a 2.75 grade-point average in the last half of undergraduate work. In addition, applicants must have achieved a grade-point average of at least 3.0 in all foundation requirements.
- Applicants to the Master of Public Administration Program in the College of Business and Public Administration must have achieved a minimum grade-point average of 3.0 on a 4.0 scale for the last 60 hours of their undergraduate work.
- Applicants to the Doctor of Pharmacy Program in the College of Pharmacy and Health Sciences must have achieved a minimum grade-point average of 3.0 on a 4.0 scale for the pre-pharmacy course work and must submit an acceptable score (recommended 50th percentile or above) from the Pharmacy College Admission Test (PCAT) to PharmCAS.

Drake does not offer any type of conditional or provisional admission to students; although, it is possible for U.S. students in some areas within our School of Education to enroll in a limited number of courses prior to being fully admitted into a degree program. Students doing this should know that this does not guarantee admission to a degree program and students are not able to apply for loans until they are fully admitted to a degree program. Students seeking loans or other types of financial assistance must be admitted early in the term in which they wish assistance. Students not admitted early in the term may wish to delay enrollment or seek other methods of paying for their enrollment until they are fully admitted to a degree program.

SPECIAL GRADUATE STANDING may be granted to a qualified student with a bachelor's degree who enrolls for graduate study only for cultural or professional advancement and not for a Drake University graduate degree, provided the required information on educational background is submitted. Test scores and transcripts are not usually required. (This "special standing" also includes students who hold a master's or another advanced degree.) Students who want to take graduate courses in the College of Business and Public Administration must be formally admitted to a graduate degree program or already hold a graduate degree. Pharmacy and Law schools also require that students be admitted prior to enrollment.

Students with special graduate standing must maintain a minimum C grade average to be allowed to continue enrolling and must meet the necessary prerequisites for courses as defined by the departments or instructors of the courses. ENROLLMENTS ON THIS "SPECIAL" BASIS ARE NOT AUTHORIZED TO COUNT TOWARD A DRAKE

DEGREE PROGRAM. However, students may request adviser consideration. Exceptions must have departmental approval. Students seeking educational certification or endorsements rather than degree programs must maintain a 3.0 on all courses even though they are enrolled on that special student status. All students enrolled for graduate credit must be approved for graduate studies under one of the foregoing categories before the Office of Student Records can report credits earned as graduate credits. Exceptions must have departmental approval prior to enrollment.

Please contact the Office of Graduate Admission regarding unusual circumstances.

UNCLASSIFIED GRADUATE STANDING may be granted to a student for undergraduate course enrollments only, provided a baccalaureate degree from a recognized college or university is held and full information concerning the degree is given. "Unclassified" students must maintain a minimum C grade average on courses to be allowed to continue enrolling.

TEACHER LICENSURE/ENDORSEMENT: In the School of Education, students who do not seek a master's degree but who wish to earn teaching licensure or add a teaching endorsement must do so at the graduate level. Students must file formal graduate application to the University, provide supporting official transcripts of all prior college work, submit evidence of an acceptable undergraduate grade-point average and test scores from the Drake Writing Competency Test (DWCT), the Miller Analogies Test or the Graduate Record Examination at least three months in advance of registration. Once all documents are submitted, a decision is made on the student's application for admission. As mentioned previously, students who are admitted into a teacher licensure/endorsement program must maintain a minimum B grade or 3.0 grade-point average on a 4.0 scale while in the program. Students should begin the process early to allow time for the processing of applications and financial aid.

SENIOR PETITION FOR GRADUATE CREDIT: A senior at Drake University in the last two semesters of undergraduate study who has completed the residency requirement for the bachelor's degree may petition for admission to graduate credit courses beyond any bachelor's requirement. A student in a nearby college or university may petition for a similar arrangement. The combined program of graduate and undergraduate hours may not exceed 16 hours. If the credits are to apply to a Drake University graduate program, the early application procedures for admission to graduate study must be followed.

ENTRANCE EXAMINATIONS: Information on entrance examinations may be obtained by contacting the School of Education, 515-271-2054 for information about the Drake Writing Competency Test (DWCT), 515-271-3727, for information about the Miller Analogies Test (MAT), or the Sylvan Learning Center, 515-867-8500 for information about the Graduate Record Examination (GRE), the Graduate Management Admission Test (GMAT), the Test of English as a Foreign Language (TOEFL) and the PRAXIS Pre-professional Skills Test (PPST). The Office of Graduate Admission, 515-271-3871, may also be contacted for information about these examinations. Information about the Law School Admission Test (LSAT) may be obtained through the Drake University Law School, 515-271-2782 or toll-free within the U.S. at 1-800-443-7253, extension 2782. Information about the Pharmacy College Admissions Test (PCAT) may be obtained from <http://www.pcat.org>.

NO ENTRANCE EXAMINATION is required for the Master of Public Administration program.

GMAT: The Graduate Management Admission Test is required for entrance into the Master of Accounting, the Master of Business Administration and Master of Financial Management programs. The GMAT may be substituted for the GRE or MAT for the Master of Science in Adult Learning, Performance and Development.

GRE general test or MAT: Either of these examinations may be used as the required examination for all other graduate degree programs offered at Drake University except the Pharm.D. degree which in certain instances will require the PCAT. Please see the Drake University General Catalog for information about the Pharm.D. program and the PCAT examination. The Drake Writing Competency Test (DWCT) may be substituted for the GRE or the MAT for master's and specialist programs within the School of Education. The doctoral program requires either the GRE or MAT.

LSAT: The Law School Admission Test is required for admission to the Doctor of Jurisprudence degree program.

PCAT: The Pharmacy College Admission Test is required for admission to the Doctor of Pharmacy degree program.

PPST: The Praxis Pre-professional Skills Test, is required as a part of the admission process in addition to the DWCT, GRE or the MAT for individuals wishing to enter the Master of Arts in Teaching or Master of Science in Teaching degree programs.

Questions regarding admission to graduate studies should be addressed to the Office of Graduate Admission, Cole Hall, Drake University, 2507 University Avenue, Des Moines, Iowa 50311; telephone toll-free within the United States, 1-800-443-7253, extension 3871, or locally and outside the United States 515-271-3871. E-mail requests should be addressed to: gradadmission@drake.edu.

Costs and Financial Information

Drake University reserves the right to change tuition and room and board rates and fees at the beginning of any term.

TUITION

The following rates are in effect for the fall and spring semesters 2006-07.

FULL-TIME STUDENTS	Per semester
Law	\$12,900
Pharm.D.	\$13,950
 PART-TIME STUDENTS (Less than 10 credit hours)	 Per credit hour
Law	\$900
Law, Web	\$915
Master's, Accounting	\$450
M.B.A.	\$450
M.B.A., Web	\$465
M.P.A.	\$385
M.P.A., Web	\$400
Pharm.D.	\$790
Pharm.D., Web	\$805
General Grad	
(School of Education, School of	
Journalism and Mass Communication)	\$355
General Grad, Web	\$380

ROOM AND BOARD

Graduate students may contact the Drake Real Estate Office at 1-800-443-7253, extension 2196, or locally at 515-271-2196, for information about renting Drake-owned residential properties. Properties are available on a limited basis.

The following rates are in effect for the fall and spring semesters 2005-06:

	Per semester
12-Meal Plan	\$1,500
Lite Plan (non-residence hall)	\$975
On the Go Plan (non-residence hall)	\$720
Block Meal Plan	\$1,730

FEES AND DEPOSITS

Application Fee (non-refundable)	\$25
Law School Application Fee (non-refundable)	\$50
Pharm.D. Application Fee (non-refundable)	\$50
Returned Check Fee	\$25
Penalty Fee (non-refundable)	\$60
Activity Fee (semester fee for full-time students)	\$56
Student Photo Identification Card Replacement Fee	\$20
Recreational Locker Deposit	\$30
Technology Fee (semester fee for full-time students)	\$150
Thesis Binding Fee	\$30
Doctoral Dissertation Fee	\$70
Doctoral Binding Fee	\$30

Special Examination Fee (per course)	\$50
Automobile Registration Fee (per sticker)	\$100

TRANSCRIPTS: \$5 each. Students should allow from three to five days to receive a transcript from the University. Requests for transcripts must be in writing and must be submitted through the Office of Student Accounts.

PAYMENT PLANS

Starting this academic year, 2005-06, Drake University students can split their tuition bills into smaller monthly installments through Academic Management Services (AMS).

Drake has partnered with AMS, providers of the Tuition Pay Monthly Plan. AMS works with Drake to collect tuition installments and forward them on to the school. In addition, AMS offers personalized counseling to help budget tuition payments, as well as tools to track payment history and next due date.

To use this service, call AMS at 1-800-635-0120 to enroll. Tuition Pay consultants will help students pick the right plan and budget for their situation. A low, annual enrollment fee is required, which includes Tuition Protection Coverage (life insurance). Failure to remain current with the payment plan could result in complete withdrawal from the University or AMS program.

Drake is pleased to offer this service from AMS and encourages students to take advantage of it because it is a responsible tool for managing debt and making education more affordable. For more information, visit www.tuitionpay.com/drake.

Full payment plan: Payments in full for the fall semester (after financial aid has been applied) should be received in the Student Accounts Office by August 15; for the spring semester, by December 15. Credit card payments are accepted with this plan. Failure to pay by the due date may result in total withdrawal from the University.

LATE PAYMENT CHARGE

A charge of 15 percent per annum is applied on amounts past due for more than 10 days.

LATE REGISTRATION

Students with late registration should contact the Office of Student Accounts for billing and payment information at 1-515-271-2151.

WITHDRAWAL: THE IMPACT ON FINANCIAL AID

Tuition Adjustments Based on Enrollment Changes (other than complete withdrawals)

A reduction of credit hour enrollment within the first two weeks of the semester may occur without tuition penalty. After the first two weeks of the enrollment period, a change from full-time to part-time status or a reduction in credit-hour enrollment, other than a complete withdrawal, will not change tuition charges. For example, a student enrolled full-time will receive no tuition adjustment if he or she drops below full-time enrollment after the first two weeks of the semester. Tuition adjustments for increased enrollment continue throughout the term.

Tuition Adjustments for Complete Withdrawals

Students withdrawing from Drake must formally notify their College Dean's Office or the Office of Student Records of intent to withdraw. A portion of the tuition charges may be credited to the student's account if the withdrawal occurs before 60 percent of the enrollment period (semester) has been completed. After 60 percent of the enrollment period, no adjustment to tuition is made.

The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the enrollment period. Calendar days are used; breaks of five or more days are excluded from both the numerator and denominator. Scheduled breaks are measured from the first day of the break to the next day that classes are held. If a break begins on Wednesday and no classes are held the following weekend (classes resume on Monday), the five-day break would be excluded from the calculation.

The enrollment period for the Fall 2006 term is considered to be the semester and contains 112 days.

Examples for Fall 2006 percentages:

Withdrawal on Day 1 = $1/112 = 0.9$ percent

Withdrawal on Day 2 = $2/112 = 1.8$ percent

Withdrawal on Day 68 = $68/112 = 60.7$ percent

Refunds

Refunds based on partial or total withdrawals will be calculated and processed once all adjustments, tuition, room and board and/or financial aid have been made.

Financial Aid Adjustments

Changes in Enrollment (other than complete withdrawals)

Financial aid may be adjusted during the first two weeks of enrollment based upon changes in enrollment and changes in tuition and fees. Eligibility for financial aid for increased enrollment is not "automatically" calculated with an enrollment change.

Please contact the Office of Student Financial Planning to discuss changes in enrollment and financial aid eligibility.

Complete Withdrawals

(see Tuition Adjustments for Complete Withdrawals for information regarding the withdrawal process and the calculation of enrollment percentages)

During the first 60 percent of the enrollment period, financial aid from federal, certain state and institutional programs is earned based on the number of days the student remains enrolled. Financial aid from private scholarship programs is returned to those programs per their individual regulations. Private loans and payments made by students and parents are not subject to the earned aid percentage. These funds are used to pay the remaining balance after adjustments to federal, state, institutional aid, and institutional charges have been completed. Any credit balance remaining is returned to the source of payment. The total amount of unearned Title IV funds, other than Federal Work Study, must be returned. Unearned Title IV aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned under the federal formula. Title IV returns are credited in the following order: Federal Unsubsidized Stafford Loans, Federal Subsidized Stafford Loans, Federal Perkins

Loan, Federal PLUS, Federal Pell Grant, Federal SEOG, other Title IV aid. Students may need to repay financial aid that they did not earn.

Unearned state and institutional program funds are to be returned to their specific program.

A student who remains enrolled beyond the 60 percent point earns all aid for the period. The 60 percent point must be met, without rounding off to the nearest percent, to earn 100 percent of aid for the period.

Institutional costs play no role in determining the amount of Title IV funds to which a withdrawn student is entitled. Students will be responsible for payments of costs not covered by the amount of aid earned. Student/parent payments toward original charges may not be refunded in the same proportion as the revised aid.

A student living in a University residence hall who withdraws from the University is entitled to a pro-rated credit for room and board beginning with the Monday of the week following approved withdrawal.

This policy is subject to federal regulations, specifically, the Higher Education Amendments of 1998, Public Law 105-244. Please contact the Office of Student Financial Planning at 515-271-2905 to discuss individual circumstances.

Employment Opportunities and Graduate Financial Aid

The following financial aid opportunities are available to graduate students. Details are subject to change and individual appointments may vary.

EMPLOYMENT

Drake University's Professional and Career Development Services aids graduate students in securing employment in their field related to their interests, abilities, and experience. Jobs available on-campus, as well as in the Des Moines area, are listed on the Web site <http://www.drake.edu/career>. Inquiries may also be directed to 515-271-3721.

VETERANS BENEFITS

Veterans should contact the Drake University Veterans' Certification Officer (VCO) at the end of each semester to process forms for the following semester. The following must be completed prior to a veteran receiving benefits:

1. New veterans must be admitted to Drake University and submit a D.V.A. Application for Education Benefits form. This form is available from the Department of Veterans Affairs Web site www.va.gov.
2. Notify the VCO with enrollment plans for each semester or summer term at Drake. Certification for educational benefits each semester may not be completed by the VCO until the information is provided.

All veterans receiving benefits have the responsibility to notify Drake University of any changes in hours during the semester or summer enrollment. Failure to notify the Veterans' Certification Officer may result in an overpayment for which the veteran will be held liable.

Most VA students at Drake meet the conditions for "satisfactorily pursuing" a program of study for receiving VA benefits by meeting the Drake University catalog requirements. However, a few VA requirements are more stringent than the Drake University catalog requirements and are listed as follows:

1. Regular attendance: All VA students must be in regular attendance of all classes for which they are registered. Drake University periodically spot-checks attendance through the instructors.
2. Unsatisfactory progress: The University must notify the Veterans Administration that a student has made unsatisfactory progress if the student (1) fails or withdraws from all classes or (2) is suspended by the University. Education benefits are terminated when a student makes unsatisfactory progress.
3. Classes not completed: Unless there are extenuating circumstances, all VA students do not receive benefits for any portion of a class dropped after the 10-day add/drop period; nor are they paid for classes in which incomplete (delayed) grades are received that are not completed within one year.

Because of these more stringent requirements, the VA student should check carefully if contemplating repeating a course, withdrawing from the University, dropping a class, electing to take a delayed grade or interrupting class attendance.

Drake University is a member of Service Members Opportunity Colleges, a consortium of more than 1,300 institutions pledged to be reasonable in working with service members and veterans who are trying to earn degrees while pursuing

demanding, transient careers. As an SOC member, Drake is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and work experiences. SOC is sponsored by 15 national higher education associations along with the military services, the National Guard Bureau and the Office of the Secretary of Defense serving as cooperating agencies.

GRADUATE ASSISTANTSHIPS

Inquiries regarding graduate assistantships should be addressed to the following departments: Adult Education, Education Leadership, Effective Teaching, Residence Life, Special Education, Student Financial Planning, Teaching and Learning, Recreation Services, and Office of Student Accounts. Assistantships are typically available based on half-time service (20-24 hours per week). A typical graduate assistantship includes a monthly stipend in the \$300 to \$500 range and up to 24 credits of tuition waiver per academic year (summer/fall/spring terms). Departments review applications as vacancies become available.

Generally, two types of financial assistance are available to M.B.A. students: student loans and part-time employment on and off campus.

Students should contact Professional and Career Development Services if interested in part-time employment and the Office of Student Financial Planning if interested in a student loan.

FINANCIAL ASSISTANCE FOR REHABILITATION COUNSELING AND REHABILITATION ADMINISTRATION STUDENTS

These master's degree programs are partially funded by the Rehabilitation Services Administration, U.S. Department of Education. A limited number of scholarships and stipends are available. Contact the Counseling program office, School of Education, 515-271-4842.

THE EMPLOYER TUITION SUPPORT PAYMENT PLAN provides the option of a delayed payment; the amount of the delayed payment is based upon the anticipated tuition reimbursement provided to the student by his or her employer. There is a \$35 non-refundable processing fee for each term, and the plan is available only for part-time attendance (enrollment no greater than 9 credits per term). The plan can be used only for tuition costs and will not be processed until the student is enrolled in classes as listed on his or her application.

An application must be submitted for each term of enrollment (i.e. fall, spring, summer). Increased enrollment that occurs after an application has been processed will require a new application. Only applications completed in full, including a signature and date will be considered received and eligible for processing. No co-signer is required.

By completing an application, the student is certifying that the employer will reimburse at the level the student has reported and that the student agrees to pay Drake this amount by the due date for the term. The Drake Employer Tuition Support Payment is due and payable regardless of the student's standing with the employer at the time the payment is due (i.e. student has left employment, the benefit has been cancelled, etc.). Fall term payments are due on the following February 1, spring term payments are due on the following July 1 and summer term

payments are due on the following October 1. If a student withdraws from a class (or classes), payment becomes immediately due and payable.

The Employer Tuition Support Payment Plan amount will be the lesser of the cost of tuition for that term or the amount the employer will reimburse the student for attendance. For example, an M.B.A. student enrolls in a 3-credit class and is charged \$1,290 (\$430 per credit). The student's employer will reimburse 50 percent of their tuition costs. The student can process an Employer Tuition Support Payment Plan application for \$645 (the amount of employer reimbursement for tuition).

If a student elects to use financial aid programs (i.e. Federal Stafford student loans, other grants or scholarships, etc.), proceeds received from those programs will first be used as immediate payment(s) to the amount owed for the Drake Employer Tuition Support Payment Plan for that term. For additional questions regarding applying for the Drake Employer Tuition Support Payment Plan, phone the Office of Student Accounts at 1-800-443-7253, extension 2151 #4.

FINANCIAL AID

General Information: All new and continuing graduate students who file a Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA, and who provide follow-up information as requested, are reviewed for scholarship, work and loan consideration. Financial aid eligibility for graduate students rests primarily in the Federal Stafford and Health Profession Student Loans. Graduate students may also be eligible for private educational loans including loans designed for non-degree seeking students and students who are enrolled less than half-time. For more information about the financial aid available for specific programs or to arrange an individual appointment, phone the Office of Student Financial Planning toll-free at 1-800-44-DRAKE, extension 2905, locally at 515-271-2905, or e-mail the staff at financialaid@drake.edu. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

Federal Stafford Loan: To qualify for a Federal Stafford Loan, a student must file a FAFSA, be admitted to a degree or certificate program, be enrolled at least half-time, receive an award notice indicating eligible loan amount(s), and submit a loan request form to the Office of Student Financial Planning. Payments on Federal Stafford Loans are deferred during the student's period of enrollment and for a six-month grace period following graduation, withdrawal, or a drop below half-time attendance. Federal Stafford Loans are awarded as subsidized (no interest accrues for the student during enrollment and grace period) and/or unsubsidized (interest does accrue). Federal Stafford Loans are variable rate loans with an interest cap of 8.25 percent. The in-school interest rate for Federal Stafford Loans in 2005-06 is 4.7 percent.

Graduate and professional school students may borrow up to \$8,500 per academic year in the subsidized loan, and a maximum of \$10,000 in the unsubsidized loan. While these are the maximum loan amounts available, eligible amounts for individual students are determined by the student's financial need and cost of attendance for an academic period. Students not eligible for the subsidized loan may borrow up to \$18,500 in an unsubsidized Stafford loan.

Health Professions Student Loan (HPL): Students admitted to the Doctorate of Pharmacy program are eligible for this loan, and it is awarded on a funds-available basis. Individual amounts are based upon financial need; the maximum awarded per

student at Drake University is typically \$3,000 for an academic year. The HPL is interest free to the student during enrollment and during the 12-month grace period following graduation, withdrawal, a drop below half-time enrollment or ceasing enrollment in the College of Pharmacy and Health Sciences. The repayment interest rate is 5 percent.

Financial Aid Regulations

SATISFACTORY ACADEMIC PROGRESS STANDARDS AND DURATION OF ELIGIBILITY FOR RECEIVING FINANCIAL AID

The Higher Education Act of 1965, as amended, requires students to maintain satisfactory progress toward their degrees in order to receive financial aid. At Drake University, these standards are established for students who are receiving or applying for financial aid from one or more of the various federal, state or institutional grant, scholarship, work or loan programs.

The Drake University Satisfactory Academic Progress Standards for Financial Aid apply to all students who want to establish or maintain financial aid eligibility. THESE STANDARDS APPLY TO A STUDENT'S ENTIRE DEGREE PROGRAM INCLUDING TERMS IN WHICH FINANCIAL AID WAS NOT APPLIED FOR OR DISBURSED.

These standards require that students complete a specific number of credit hours each academic year and maintain the minimum GPA as defined by the standards. These are minimum standards that must be completed. Specific aid programs, college or department standards may require MORE THAN these minimum standards.

The academic progress of financial aid recipients will be monitored at least once each academic year. Students should contact the Office of Student Financial Planning with questions regarding the intent and interpretation of these standards.

Duration of Eligibility

Students must earn two-thirds or 67 percent of their attempted credit hours. Students who do not have the appropriate credit hours will be granted one warning or probationary year in which to increase their credit hours earned. Failure to achieve this standard at any point following the probationary year will result in the loss of financial aid eligibility until the student has earned two-thirds of the attempted credit hours.

Eligibility will terminate when the credit hours required for a specific degree/program are earned or the student has attempted greater than 150 percent of the credit hours required for a specific degree/program. Please note that only one warning will be given to a student for either duration of eligibility or grade-point average deficiencies.

Grade-Point Average (GPA) Requirements

Students must have a 2.00 cumulative GPA. Students who do not have a 2.00 (University) cumulative GPA will be granted one warning or probationary year in which to raise their GPA to the 2.00 level. Failure to achieve this standard at any point following the probationary year will result in the loss of financial aid eligibility until the cumulative GPA is 2.00. A college or department may require more than a 2.00 GPA to remain in satisfactory academic standing. Please note that only one warning will be given to a student for either duration of eligibility or grade-point average deficiencies.

Transfer Credits

Upon admission, transfer students will be assumed to be maintaining satisfactory academic progress. After admission to the university, courses successfully completed in subsequent terms at another institution that fulfill degree requirements at Drake

University may be used to achieve satisfactory academic progress compliance. Students must provide documentation to the Office of Student Financial Planning regarding such credit. Contact the Assistant Director, Continuing Student Programs at the Office of Student Financial Planning to discuss acceptable reporting mechanisms.

Credit by Examination

Credits earned by examination may be used to satisfy cumulative credit requirements.

Non-Credit Coursework

Incomplete grades, repeats in which a passing grade was previously earned, non-credit coursework, audits and withdrawals will not be counted in the minimum credit requirement.

Evaluation Process

The Office of Student Financial Planning will evaluate the progress of each student according to these standards on an annual basis.

Appeal Process and Satisfactory Academic Progress Questions

Extenuating circumstances that result in a student failing to achieve the minimum credit hours and/or GPA requirements will be evaluated by the Financial Aid Committee. For questions regarding this policy or to submit written appeals, please contact:

Assistant Director, Continuing Student Programs
Office of Student Financial Planning
Carnegie Hall
Drake University
2507 University Avenue
Des Moines, IA 50311-4505
Phone: 515-271-2905 or 800-44-DRAKE, extension 2905

Graduate Registration Procedures

Graduate students who have been admitted to a degree program should plan their coursework with their advisers before registering.

Students who wish to work toward a graduate degree should file a graduate application and be formally admitted to ensure that courses taken will fulfill degree requirements. A student must be formally admitted prior to the first registration to assure that credits are authorized to count in a degree program and to apply for financial aid.

A student holding a baccalaureate degree must register as a graduate student, unless the student is seeking an additional undergraduate degree at Drake University or a Law School degree. Students enrolling for graduate credit courses, though not working toward a Drake University graduate degree, must enroll under special graduate standing. These students include:

- (1) those working in a graduate program in another institution;
- (2) those enrolling in graduate credit courses for professional growth or for cultural advancement.

Students who wish to receive federal financial aid must be fully admitted to their programs.

Online registration is now available at Drake University. See MYDUSIS (My Drake University Shared Information Service) at <http://www.drake.edu/students/index.html>

OFF-CAMPUS REGISTRATIONS

Enrollment and registration by graduate students must follow graduate admission procedures above.

General Graduate Academic Requirements

GENERAL. A candidate for a graduate master's degree must complete a program of study with at least a "B" grade (3.0 GPA) average. A candidate for a graduate Ed.D. must complete a program of study with at least a 3.5 grade-point average. Graduate students enrolled in 100-199 numbered courses approved for graduate credit are required to do extra work and exhibit a higher degree of competency than students taking the courses for undergraduate credit.

INDEPENDENT STUDY (course number 230). Within a specified degree program, graduate students may earn a maximum of six hours of graduate credit for directed independent study if appropriate to their programs of study and within departmental limitations. Students seeking credit for directed independent study must have the prior approvals of the departmental chairperson and the supervising faculty graduate adviser.

GRADING. Credit for degree purposes is limited to those courses passed with grades of "A," "B" or "C." Students must progress satisfactorily by maintaining a grade average of B (3.0 GPA). This average is based on all work taken for graduate credit at Drake University. Grades of D and F are used in computing the average even though credits do not count for degree purposes.

Students seeking an M.B.A., M.P.A. MAcc, or M.F.M. degree must maintain a "B" average (3.0 GPA) for all graduate coursework and may not have more than two "C" grades in their graduate programs.

Upon recommendation of the graduate program adviser and approval of the department or college/school, a graduate student may repeat one time, and only one time, any graduate course in which a grade of C or below was earned. Ordinarily, a maximum of two courses may be repeated. Only the highest grade and credit hours earned are used in computing the student's cumulative grade-point average. Lower grades removed from the computation by the student repeating a course appear on the student's permanent record marked by a designated symbol.

The mark "I" (Incomplete) indicates a student has not submitted all evidence required for a final grade. The student must make satisfactory arrangements with the instructor to complete the work by the end of the next semester of enrollment (excluding enrollment in summer terms). The instructor writes out the conditions that must be met to remove the incomplete. As a component of these conditions, the instructor may demand an accelerated deadline (e.g., the midterm of the following semester) or may provide an extended deadline if special circumstances warrant (e.g., a semester abroad, student teaching, etc.). The instructor will indicate the final grade for the course in the event the work is not completed. The statement is filed with the dean of the student's college or school. A copy is also given to the student. Marks of incomplete are changed to a final grade either by the instructor (upon completion of the work) or by the Office of Student Records (if the work is not completed after one semester has passed). Marks of incomplete are not computed in the grade-point average.

The mark of "IP" (In Progress) may be given in certain courses where special conditions make the grade of Incomplete unrepresentative of the status of the students at the close of the semester. The grade of "IP" is appropriate only when the coursework could not be finished during the semester for the entire class (e.g., internships, practicums, or courses that do not fit the standard academic calendar; fieldwork or research presentations that may take place after a semester has ended; theses or dissertations; or other special situations where coursework extends beyond one semester). A grade of "IP" must be changed to a final grade by the instructor by the end of the next semester. The instructor must indicate to the appropriate dean's office in what courses students will be assigned an "IP."

Implementation: This began with grades issued for the Spring 2005 semester. That is, during January 2006, the first automatic grade changes would replace any remaining "I's" issued for the Spring 2005 semester.

A student may not graduate/earn a degree from Drake University with an "I" (Incomplete) or an "IP" (In Progress) notation on his/her transcript.

Implementation: This rule will take effect for the Spring 2005 semester registrations. Thus all students in the Spring 2005 semester and in future semesters/terms will not graduate until any "I" or "IP" has been changed to a grade for those semesters. This rule does not apply to the semesters of enrollment prior to Spring 2005.

Students who are new to Drake and enrolling for the first time beginning with the Spring 2005 semester are subject to this rule and may not graduate from Drake with an "I" or "IP" on their transcripts.

On satisfactory completion of all requirements, the mark of "CR" is awarded for enrollments in 299 or 399 credits.

WITHDRAWAL. A student may drop any course up to the midpoint of the term (in short courses, prior to the midpoint of the course). If this procedure is followed, no record of the course being taken appears on the transcript. To drop a course after the midpoint of the term (in the case of short courses, after the midpoint of the course), a student must have the approval of the dean and adviser with the advice of the instructor, and a "W" is assigned. Students in weekend courses have until 5 p.m. of the Monday following the first weekend of the course to drop a course without penalty.

RESIDENCE. At least two-thirds of the total required hours of course credits needed for a master's degree must be taken in courses offered by Drake University, exclusive of credit for 299-Graduate Project hours. See specialist program and specific doctoral program sections of the Graduate Catalog for specific requirements for residency for those degrees.

TRANSFER OF CREDIT. Graduate course credits may be considered for transfer that are (1) within five years preceding **completion** of a Drake degree for all Master's programs in College of Business and Public Administration and within five years preceding **admission** for programs in the School of Education, (2) at least "B" grade, and (3) directly related to the student's Drake graduate program and recommended by the adviser.

Master's programs: A maximum transfer of one-third of the course credits in a master's program (299-Graduate Project hours excluded) may be considered if they meet the foregoing requirements.

Specialist program: The same maximum number of credits for transfer can be considered, except that such credits in addition to the foregoing requirements must have been earned after having completed a master's degree program and must be from an institution offering specialist and/or doctoral degrees.

Doctoral programs: See sections of this catalog regarding doctoral programs and transfer of credit for such programs.

Although credits are not transferable, non-graded workshops and seminars from accredited graduate schools may in some cases be used for waivers of up to six hours of Drake graduate credit. This allows consideration of graduate workshops and seminars where "S" for Satisfactory or "CR" for Credit have been designated on a transcript. Waivers for such credit are limited to a maximum of six hours of credit out of the total transfer of credit limitation for the particular degree program. This same waiver of credit provision for a Drake master's program also is available for consideration of graduate credits from an undergraduate college without graduate degree programs, provided approval for offering graduate credits on a limited basis has been given that college by the regional accrediting association.

When formally admitted to a master's degree program at Drake University, a student may request adviser's and dean's approval for transfer of appropriate extension (off-campus) credits from another institution prior to any enrollment in such courses. (Request detailed information from your assigned adviser.) Off-campus credits from

another institution cannot be applied to the Drake specialist or doctoral degrees. See the Time Limits section in this catalog regarding applications of credits or waivers.

Drake University has special procedures for courses with certain Iowa colleges and school systems concerning limited credit arrangements for individual students. Inquiries regarding any such arrangements should be directed to the student's graduate adviser.

All arrangements under this Transfer of Credit section must be recommended by the student's adviser, meet limitations and requirements for a particular degree, and be approved by the department or college/school. See the Time Limits section regarding possible application of transfer credits or waivers.

TIME LIMITS. All requirements for a master's or specialist degree, including special departmental requirements, must be met within five years from the candidate's formal admission to the graduate program. A one-year extension for completion without additional course requirements may be granted on written request of the candidate with recommendation of the adviser and the approval of the dean.

If, on petition by the candidate, the departmental adviser and dean approve extension beyond six years, course credits that are more than six but no more than 10 years old at the time the candidate completes all requirements for the degree may be credited for degree purposes at one-half original value. Course credits more than 10 years old by the time all requirements are met may not be counted for master's or specialist degree purposes.

Petitions for special consideration must be filed within one year beyond the time limit for completion of a degree.

TIME LIMITS FOR SCHOOL OF EDUCATION: All requirements for a master's or specialist degree, including special departmental requirements, must be met within five years from the candidate's formal admission to the graduate program. A one-year extension for completion without additional course requirements may be granted on written request of the candidate with recommendation of the adviser and the approval of the dean.

If, on petition by the candidate, the departmental adviser and dean approve extension beyond six years, course credits that are more than six but no more than 10 years old at the time the candidate is admitted for the degree may be credited for degree purposes at one-half original value.

Petitions for special consideration must be filed within one year beyond the time limit for completion of a degree.

DRAKE INTERNATIONAL PROGRAMS ABROAD

Graduate students wishing to study abroad must make individual arrangements with their advisers, with assistance from the Study Abroad Office in Drake's Center for International Programs and Services.

STUDENT LOAD. The maximum load permitted a graduate student during a regular semester is 15 credit hours. The maximum load for the summer session is 12 credit hours. Students are considered full-time if they carry more than 10 hours per semester and part-time if they carry less than 10 credit hours per semester.

Students enrolled while employed full-time are limited to six credit hours per semester unless a written recommendation of the program adviser is made.

CONTINUOUS GRADUATION. During any given semester or summer session, a graduate student must give early notice to the college/school and the appropriate department of intent to graduate. If the student is certified to have met all graduation requirements, this is reported to the Office of Student Records. The following month, a diploma is mailed. (See Summary of Requirements in this catalog for specific schedule of requirements for graduation.) Commencement is held once each year in May.

Degree Requirements

CANDIDACY FOR A DEGREE

In most programs, students wishing to earn a master's or specialist degree at Drake University must file a formal petition for admission to candidacy. Doctoral students in the School of Education also file such a petition in the form of a "Doctoral Plan of Work" approved by committee. (See doctoral requirements.)

In degree programs where the petition is required, it should be filed during the first two weeks of the fall or spring semester, or during the first week of the summer session, depending upon the candidate's eligibility as defined below. The petition should be filed in the term when the total credit hours of enrollment in the degree program reaches 12.

All graduate students admitted to work toward a degree must be qualified with respect to candidacy requirements at the normal point for candidacy (upon completion of 12 hours of graduate credit in a program), or further enrollment is not permitted. Exceptions must have approval of the student's department or college/school. (See later sections for doctoral candidacy requirements.)

To be eligible for approval as a candidate in a program, each applicant must meet all of the following conditions:

1. Be fully admissible to graduate studies with full graduate status, which includes completion of all prerequisite courses. (See Graduate Admission Requirements.)
2. Have completed at least 12 hours of acceptable graduate credit with at least a B average (3.0) and with no incompletes in courses. (See individual programs for exceptions.)
3. File a complete program for the degree that carries the approval signature of the graduate adviser. This statement contains a list of courses yet to be completed for the degree, including at least six credit hours in courses at the 200 level exclusive of 299-Graduate Project or 230-Directed Independent Study credits. The student's plan for completing the graduate project, if required, must be indicated.
4. Be recommended by the adviser(s) and the college or school as a worthy candidate for a graduate degree.

GRADUATE PROJECT REQUIREMENT

Candidates for many of the degrees must complete a graduate project as one piece of evidence of their attainment of the master's, specialist or doctoral level of professional or academic preparation, with course number 399 referring to doctoral dissertations and course number 299 for all others. Requirements are described below.

Enrollment in one credit of graduate or doctoral project (299 or 399) is required during the semester or summer after the adviser-approved preliminary statement of a graduate project has been filed (dissertation, thesis, or field report). Enrollment in one credit in each subsequent semester is then required (and summer if desired) but only as needed to fulfill the total graduate hours required in a program.

Completion of a degree program need not be delayed because of the enrollment procedures described above. Enrollment in any remaining 299 or 399 doctoral

project hours depends on the type of project and is accomplished at the following times:

1. Upon submission of the final draft of a dissertation or thesis and prior to the oral examination.
2. Upon submission of a final draft or a field report. Exceptions to these procedures must have the approval of the student's dean. All 299 and 399 enrollments are at the prevailing day school rate of tuition, including summer enrollments. The schedule of courses may be found online via the MyDUSIS system. Students who wish to receive a schedule of classes or mail-in enrollment materials should contact the college or school in which they plan to enroll (see the first page for a list of contacts) or the Office of Student Records. Enrollments in 299 or 399 need not be made during the first week of regular registration unless an enrollment is to be made in a course also; however, 299/399 enrollments should be processed within the first two weeks of a semester or summer.

In many cases, graduate projects are in the form of a dissertation, thesis, or field report. Candidates should consult later sections of this catalog for requirements for specific degrees. They should consult their academic departments for official standards of writing and detailed suggestions regarding the planning and preparation of theses and reports.

DOCTORAL DISSERTATION drafts are required on earlier dates and at least 30 days prior to the oral examination. At least one week must be allowed before the master's thesis oral examination. Upon receipt of the final draft of the thesis or field report, the department may appoint a committee to review its acceptability and to prescribe any revision necessary for approval. Candidates for certain degrees also are required to take oral examinations over their theses. The oral examination date is formalized by the dean's office on recommendation of the thesis adviser and must not be later than one week after the foregoing dates for receipt of thesis drafts for graduation that term.

A candidate who has met all the requirements for a degree except the thesis, field report or dissertation may complete the writing of it in absentia, if the candidate can arrange for the necessary conferences with the major professor. The candidate must, in any case, have registered for thesis credit and must pay the required tuition and fees no later than the end of the month prior to graduation. In a program in which the thesis or dissertation is required, the candidate must be present for the oral examination.

Upon approval by the department and the thesis or dissertation committee, the thesis or field report may then be prepared in final form for binding.

Three copies of the final report must be filed no later than the end of the month prior to graduation. The original and first copy including abstract is bound and placed in the Drake University library. The second copy is to be given to the student's adviser for the adviser's personal file. One additional copy of the abstract of the final report must also be filed with the college or school. The report is considered the property of Drake University. (See Doctoral Programs in this catalog for dissertation requirements.)

COMPREHENSIVE EXAMINATIONS

Each candidate for many master's or specialist degrees must pass a final comprehensive examination over the major and minor fields or complete a capstone project. These examinations are usually written examinations, but they may also be taken on a computer with prior arrangement. They are designed to measure the individual's competence in broad areas of learning and are not designed as substitutes for end-of-the-course examinations. The examinations are intended to integrate the contribution of several courses in broad areas and to pose problems that draw from many different areas for their ultimate solution. To be eligible for approval to write the examination, the candidate must:

1. Be enrolled in the final courses in the program, 299-Graduate Project hours excluded. (See individual programs for special requirements or exceptions.)
2. Have a minimum grade average of B at the time the examination is given, with no incompletes in courses.

Comprehensive examinations are administered, by most departments, once during each semester and the summer session.

Candidates should make application to the college or school and the appropriate department no later than the first week of the semester or summer session to write the examination. This allows the faculty time to prepare and collate examinations for each candidate. The application must be made at the beginning of the semester in which the examination is to be written.

If the candidate does not successfully complete the comprehensive examination at the first sitting, the candidate may retake the examination one additional time. The second attempt is the final attempt that is allowed.

Candidates for the master's or specialist degrees are examined in the following areas:

DEGREE AND MAJOR	EXAMINATIONS GIVEN IN
MASTER OF ARTS AND MASTER OF SCIENCE	THE MAJOR AND MINOR FIELDS
MASTER OF ARTS IN TEACHING	GENERAL PROFESSIONAL EDUCATION, THE AREA OF SPECIALIZATION OR SUBJECT AREA
MASTER OF SCIENCE IN EDUCATION AND MASTER OF SCIENCE IN TEACHING	GENERAL PROFESSIONAL EDUCATION, THE AREA OF SPECIALIZATION OR SUBJECT AREA
SPECIALIST IN EDUCATION	ALL PROGRAM AREAS

Generally, major examinations are two to three hours in length; minor(s) examinations, one to two hours in length, for a total of at least four hours. Contact individual departments for further information and requirements.

NOTES ON SUMMARY OF REQUIREMENTS

GENERAL REQUIREMENTS — A minimum B average is required on all Drake courses taken for graduate credit.

SPECIALIST RESIDENCY — Resident (on-campus) attendance is required sometime during the program as follows: (1) two consecutive terms with six credits each or (2) by a nine-hour enrollment either in a fall or spring semester. Exception to this is when the Drake master's program included the residence requirement within five years of the completion of the second-year program.

PETITIONS — Petitions for special considerations must be filed within one year beyond the deadline for the master's or specialist degree requirements.

CONTINUOUS GRADUATION — During any given semester or summer session, a graduate student must give early notice of intent to graduate to the college or school and appropriate department. If the student is certified to have met all graduation requirements, this is reported to the Office of Student Records the following month for posting of the degree to the permanent record. The Office of Student Records mails the diploma.

For participation in May commencement, a graduate student who is in good standing, but not eligible for graduation until June, July or August, may file a signed request with the Office of Student Records, no later than April 1, stating that graduation is planned for the summer and that all graduation requirements can be completed during the summer. Each student is permitted to appear in only one commencement for a particular degree.

Commencement

APPLICATION

The graduation application is required prior to degree completion. Students are required to file an application early in their final term. The form is used by college or school personnel for degree clearance, preparation of the annual Commencement program and diploma presentation, and it is the student's first step toward participation in the annual Commencement ceremony.

ACADEMIC COSTUME

Principal features of academic dress are the gown, the cap and the hood. It became necessary for universities to set rules to preserve the dignity and meaning of academic dress. Since the 15th century, both Cambridge and Oxford have made academic dress a matter of university control, even to its minor details, and have repeatedly published revised regulations. American universities agreed on a standardized system in 1895. The current guidelines have been in place since 1960.

DRAKE ATTIRE

Whereas the Commencement ceremony is a formal affair, academic attire is required. For all Drake University degrees, the black gown is appropriate. The bachelor's gown has pointed, open sleeves with a closed front. The master's gown has closed sleeves with an open or closed front. The doctoral gown has full bell sleeves with wide cuffs. It should be faced down in front with black velvet and three bars of velvet across the upper sleeve.

The cap is a Cambridge-style cap (resembling a large beret) for all doctoral degrees and a square mortarboard (Oxford style) for all other degrees. The cap should be adorned only with a tassel of the discipline color. The gold metallic tassel is appropriate for all doctoral degrees. The hood is worn by candidates for master's degrees and higher. The inside silk lining is the Drake blue with a single white chevron. The outside of the master's or specialist hood is black with velvet trim of the discipline. The outside of the doctoral hood is a wide velvet band in the color of the discipline.

ELIGIBILITY FOR CEREMONY ATTENDANCE

Any student who has earned a degree and has not participated in a previous Drake Commencement ceremony for that degree is encouraged to participate.

Students who expect to complete degree requirements in either May or August are encouraged to participate in the ceremony in the year they finish their degrees.

Participation in the May ceremony can be granted on an individual basis to students finishing their degrees the following December. Students must submit a written request and obtain their dean's permission no later than 30 days prior to the ceremony.

APPEAL

When a dean denies a December graduate's petition to participate in the May ceremony before the degree is completed, the student may appeal the decision to the Office of the Provost. The appeal must be in writing with supporting documentation attached.

EXCEPTION CRITERIA

The following are the criteria for granting ceremony participation on the exception basis for students with a cumulative grade-point average of 2.0 or higher.

A student must have completed the summer and fall registration process, and those courses must fulfill the full degree requirements. The student also must meet one of the following:

- The student will graduate with multiple degrees or majors, and requirements for one degree will be complete in May or August, OR
- The student has only the student teaching requirement remaining to be completed during the upcoming fall semester, OR
- The student can document a serious hardship associated with participation in the commencement ceremony on the day established.

Student Services

OFFICE OF GRADUATE ADMISSION The Office of Graduate Admission serves students wanting information about Drake's graduate programs and the steps required to apply to a variety of degree or certification programs. The office provides degree, course, and application processing information. The Office of Graduate Admission, located in Cole Hall, 27th and University, is open daily, Monday through Friday, 8 a.m. to 4:30 p.m. Parking is available in the Olmsted Center lot located north of University Avenue near 29th Street. For information, call 515-271-3871 locally, and from outside the United States, or toll-free within the United States 1-800-443-7253, extension 3871. The e-mail address is: gradadmission@drake.edu.

OFFICE OF STUDENT FINANCIAL PLANNING

The Office of Student Financial Planning, located in the main level of Carnegie Hall, provides counseling and services designed to help students meet the costs of financing an education at Drake University. For more information about the financial aid available for specific programs or to arrange an individual appointment, phone the Office of Student Financial Planning toll-free at 1-800-44-DRAKE, extension 2905, locally at 271-2905, or e-mail the staff at financialaid@drake.edu. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

LIBRARIES

Cowles Library (<http://www.lib.drake.edu/>), the main library for the University, is an integral part of the learning experience for Drake students. Library collections and services serve as a primary resource for course work and research. Librarians and staff are available to assist individual users, and offer a variety of instructional opportunities, including Library 046, a course designed to promote effective use of information resources and critical thinking.

The library is both a repository of content and a gateway to a vast array of print and electronic information. The collections include more than 550,000 books and journals, 94,000 federal and state government documents, 777,000 microform records, 90 electronic databases, and approximately 18,000 scholarly online journals. The collections also include DVDs and music CDs, as well as a digital repository of scholarship and historical material unique to Drake. The library also provides interlibrary loan and document delivery services to obtain materials not owned by the library. All of these resources and services can be accessed through the library Web site – both on and off campus. Assistance can also be obtained through the “AskUs Online” a virtual reference service maintained by Drake librarians.

The building features an Information Commons that provides technology and service support, and a variety of different types of study spaces, including a grand reading room that has recently been restored. A wireless network supports laptop computer access to the Drake network from any seat in the library.

In addition to regular services, the library frequently hosts presentations, exhibits, and other cultural events. The library maintains a news and awareness Web page at <http://www.lib.drake.edu/site/newsEvents/>

INTERNATIONAL PROGRAMS AND SERVICES

Drake's Center for International Programs and Services offers three areas of service:

- special orientation programs and advising for international students
- an Intensive English Program for students who want to improve their English Language skills
- affordable, academically-focused study abroad opportunities in over 60 countries world wide.

Drake enrolls nearly 200 international students from over 60 countries. Living and interacting with them or participating in study abroad opportunities helps Drake students add an international dimension to their fields of study.

For more information visit <http://www.drake.edu/international> or call the International Center at 515-271-2084.

PROFESSIONAL AND CAREER DEVELOPMENT SERVICES

The philosophy of Professional and Career Development Services (PCDS) is to provide encouragement and assistance to students throughout their college careers in developing and achieving meaningful and satisfying career goals.

Services include guidance in making career decisions; job search-related materials such as company information, salary and employment trends information; assistance with resumes, cover letters and interview preparation; referral to alumni and friends of Drake, annual job fair events and a Web site that lists open positions on campus and in the community, internships and the latest career-related information. The URL is <http://www.drake.edu/career>

PCDS assists graduate students in planning a job search in the fields related to their interests, abilities, experiences and college preparation. Programs and workshops are available for students throughout all phases of their career development.

COUNSELING CENTER

The Counseling Center provides a setting in which a student may discuss with a qualified psychologist or counselor, on a confidential basis, any personal problem. The center also maintains a limited number of psychological tests designed to assist Counseling Center staff in their work with students about their concerns. There is no charge for counseling.

STUDENT HEALTH SERVICES

The American Republic Student Health Center provides outpatient services to full-time students to address their illnesses, injuries and routine health care needs. The center is located on the Drake campus at 3116 Carpenter Avenue, and health professionals are available on site Monday, Tuesday, Thursday, 8:30 a.m. to 5:00 p.m. and Wednesday and Friday, 8:30 a.m. to 3:00 p.m. Services include health screening, immunizations and injections, acute care for illnesses and injuries, annual physicals and health education and counseling. If students require emergency treatment or specialized care beyond services provided by the Health Center, they are referred to local physicians, specialists and emergency departments as necessary.

Students are expected to assume financial responsibility for health care obtained from another facility. The American Republic Student Health Center's phone number is 515-271-3731.

STUDENTS OF COLOR

Drake University recognizes the Coalition of Black Students (C.B.S.), Black American Law Students Association (B.A.L.S.A.), and La Fuerza Latina (Hispanic/Latino students) organizations. The Black Cultural Center and La Casa Cultural provide opportunities for all students to meet informally for programs and activities.

SERVICES FOR STUDENTS WITH DISABILITIES

Student Disability Services, located in the Student Health Center, assists students with disabilities in identifying and requesting necessary accommodations. Staff members work with students with all types of disabilities, including learning disabilities; attention deficit disorder; mobility restrictions; and visual, hearing, physical and psychological disabilities.

Disability services include assessment of learning and support needs; classroom and test accommodation assistance; campus accessibility consultation; and support for faculty and staff. The telephone number for Student Disability Services is 515-271-3100; TDD, 515-271-2825. For more information, visit the Student Disability Services Web site at <http://www.drake.edu/sds>.

SENIOR CITIZENS

Persons 62 years of age and older may attend any credit course for which they meet prerequisites (except applied instrumental instruction), if there is space available in the classroom, for a fee per credit hour. They are not assigned a grade, nor is their attendance entered on a permanent record. To register, contact the Office of Student Records in Old Main.

RELIGIOUS LIFE

All major Protestant denominations, the Catholic and Jewish faiths, as well as interdenominational and nondenominational organizations are part of the Drake Campus Ministry. Regular worship and a wide variety of programs are available to the campus community.

UNIVERSITY GOVERNANCE

Drake University governance includes a Faculty Senate and Student Senate. The Faculty Senate has 21 voting members elected from and by the faculty of instruction: 12 elected at large, one from each of the four divisions of the College of Arts and Sciences, and one each from the College of Business and Public Administration, School of Journalism and Mass Communication, College of Pharmacy and Health Sciences, School of Education, and the Law School. The President of the University and the Provost sit as non-voting members.

It is the responsibility of the Faculty Senate to establish educational policy affecting the University as a whole; to enact academic regulations; to recommend special actions to the President and the Board of Trustees; and to establish standing and ad hoc committees.

The student body elects the members of the Student Senate, which has 22 voting members: the student body president, who serves as chair; the student body vice president; the Student Senate vice president; presidents of the Coalition of Black Students, Residence Hall Association, International Student Association, Interfraternity Council, and Panhellenic Council; and 14 senators – eight elected at large, and one each from the College of Arts and Sciences, College of Business and Public Administration, School of Journalism and Mass Communication, College of Pharmacy and Health Sciences, School of Education, and the Law School.

The Student Senate acts as ombudsman on behalf of the student body; assures adherence to University policy, procedures and rules; and makes recommendations regarding policies or other student concerns to appropriate University committees or administrative officers.

GENERAL ADMINISTRATION

The General Administrative Staff of the University carries out the various administrative tasks and implements those programs approved by the Board of Trustees. A listing of University personnel may be viewed at <http://www.drake.edu>.

DRAKE UNIVERSITY BOARD OF TRUSTEES

Full authority on matters pertaining to Drake University rests with the University's Board of Trustees. These men and women are responsible for resource management and policy-making. They represent a broad sphere of professional endeavor; they join together at Drake in support of higher education. A listing of members of the Board of Trustees may be viewed at <http://www.drake.edu/president/trustees.html>.

Programs in the College of Business and Public Administration

Mission statement: The College of Business and Public Administration offers graduate degree programs of high quality designed to meet the needs of the private and public sectors in the region.

- A. The college recruits students with diverse academic backgrounds who indicate a strong potential for success in graduate education.
- B. The college's graduate programs are directed primarily toward the employed, part-time graduate student.
- C. The college strives to produce graduates who will have the education and professional competencies to perform effectively in significant managerial roles.
- D. The college uses a variety of pedagogical approaches, such as case analyses, field assignments, simulations, lectures and role-playing, to emphasize application while still providing the theoretical foundation necessary for broad understanding and continued growth.

Master of Accounting

The Master of Accounting degree (MAcc) provides students with the requisite knowledge to sit for the Certified Public Accountant (C.P.A.) examination and to enter the profession of public accounting. Currently, 48 of the 54 jurisdictions awarding the C.P.A. certificate have passed laws that require 150 hours of college study comprising an accounting major for the C.P.A. It is anticipated that additional jurisdictions will adopt this extension of the education requirement for the C.P.A. beyond the bachelor's degree in the coming years.

Description of program: The Master of Accounting program is offered in the evening on a year-round basis. Classes are offered in the fall, spring and summer semesters. The program requires 30 semester hours beyond the prerequisite requirements for an advanced degree in business. A 30-hour program presumes that a student has completed principles of accounting, intermediate financial accounting, a cost accounting or taxation course, and an introduction to business law.

The program requires a minimum of 15 hours of graduate courses in accounting. The remaining 15 hours of electives may be in accounting or other areas recommended to complement individual needs.

All candidates for a Master of Accounting degree take the following courses:

- ACCT 210 — Accounting for Not-for-Profit Entities
- ACCT 250 — Accounting and the Law
- ACCT 255 — Tax Research, Policy and Writing
- ACCT 275 — Seminar in Auditing
- ACCT 280 — Corporate Financial Reporting

Unless previously completed, the following courses are also taken:

- ACCT 155 — Income Tax I
- ACCT 156 — Income Tax II
- ACCT 175 — Auditing

The background of the individual candidate, his or her interests, and the demands of the C.P.A. examination will dictate the best combination of additional courses for each student. It is expected, however, that most students will require additional

study in taxation, auditing, financial accounting and business law. Advanced study in information systems and finance are also highly recommended.

Additional graduate accounting courses currently in the curriculum include the following: .

- ACCT 230 — Independent Study
- ACCT 265 — Accounting Theory
- ACCT 277 — Fraud Examination
- ACCT 285 — Current Topics in Managerial Accounting
- ACCT 291 — Accounting Practicum
- ACCT 298 — Current Issues in Accounting

Admission requirements: Candidates for the MAcc degree program must hold a bachelor's degree from an accredited college or university. An acceptable score on the Graduate Management Admission Test is required. The other regular graduate school and academic requirements must be satisfied.

Students with a strong undergraduate major in accounting may wish to pursue an M.B.A. degree, described below, with a concentration in accounting rather than a Master of Accounting degree. Twelve hours of graduate accounting courses within the M.B.A. curriculum provide the concentration.

Master of Business Administration

Description of program: The Master of Business Administration degree (M.B.A.) is designed to:

- Emphasize a general management perspective;
- Provide advanced study in the functional areas of business — accounting, finance, marketing and management;
- Provide study of the techniques used in evaluating the performance of an organization;
- Provide study of the integrative nature of information systems and the potential of information technology and systems to enhance enterprise performance;
- Provide study of the potential and appropriate uses of statistical and quantitative techniques for measuring and improving quality and productivity;
- Consider ethical, global, legal and regulatory, political and social issues;
- Continually incorporate the latest developments in business management thought and practice; and
- Provide sufficient flexibility to allow each student to individualize his or her program.

The Master of Business Administration program is primarily an evening program designed for students pursuing the degree on a part-time basis while remaining fully employed within the community. After foundation courses are completed, a part-time student can complete the program in six terms. It is possible for a full-time student to complete the program in one calendar year beyond foundation course requirements, but four terms is more realistic. Drake's M.B.A. degree is accredited by the AACSB International: The Association to Advance Collegiate Schools of Business.

Admission requirements: The Drake M.B.A. degree program is designed for students with diverse undergraduate majors. The program consists of 15 semester hours of foundation requirements and 34 semester hours of graduate courses. Foundation requirements may be met on the basis of exemption examinations or

recent equivalent coursework of high quality. An acceptable score on the Graduate Management Admission Test is required.

Program requirements: Minimum of 34 credit hours. A minimum grade-point average of 3.0 is required for all M.B.A. courses with a maximum of two "C" grades.

<i>Foundation Requirements</i>	<i>Semester hours</i>
ACCOUNTING 200 — Introduction to Financial Reporting	3
INFORMATION SYSTEMS 200 — Information Systems in Organizations	3
FINANCE 200 — Financial Management	3
MANAGEMENT 200 — Management of Organizations	3
MARKETING 200 — Marketing Management	3
TOTAL	15

These courses, or equivalent courses, should have been completed with a grade of C or better within the past six years. Students with extensive professional experience should discuss this with the director of graduate programs.

<i>Graduate Requirements</i>	<i>Semester hours</i>
PERSPECTIVE:	
MBA 210 — The Environment of Business	3
MBA 212 — Data Analysis for Decision Making	3
MBA 214 — Corporate Governance	3
CREATING VALUE:	
MBA 220 — Strategic Financial Processes	3
MBA 221 — Organizational Processes and Administrative Systems	3
MBA 222 — Strategic Process Management, Evaluation and Control	4
MBA 223 — Creating Value for Customers	3
CREATING EXPERTISE:	
Electives	9

A student may select nine hours of graduate electives in a particular area of interest or concentration. Approved areas of emphasis and their educational outcomes are:

Human Resource Management

To develop the knowledge and skills necessary for the effective management of employee concerns in a global and diverse work environment.

Financial Resource Management

To develop the knowledge and skills necessary to make value enhancing investment and financing decisions.

Executive Development

To develop the ability to lead, transform and direct organizations in a dynamic environment.

Nonprofit Management

To develop the knowledge and skills necessary for managing a variety of nonprofit entities with an emphasis on enhancing service quality, performance and organizational sustainability.

- * Graduate level elective courses outside of the College must be approved by the graduate adviser in advance of the student's enrollment in these courses.
- * A maximum of two upper division undergraduate courses (*100-level courses taken for graduate credit) may be counted towards the M.B.A. degree. Advance approval by the graduate adviser is required.

VALIDATION:

MBA 295 — Strategic Business Policy	3
TOTAL	34

These courses are open to graduate students only.

DEGREE REQUIREMENTS: In order to qualify for the M.B.A. degree, candidates must (1) complete all foundation courses with grades of C or better, (2) complete all core and elective M.B.A. courses with at least a 3.0 GPA within the approved time limit (generally five years from the end of the first semester of enrollment in MBA core or elective courses), and (3) have no more than two C grades in graduate level M.B.A. courses.

Combined Law and M.B.A. Program (J.D., M.B.A.)

In cooperation with the Drake Law School, a joint program is offered leading to the J.D. and M.B.A. degrees. This program, available only to full-time students, consists of a minimum of 81 law hours and 25 M.B.A. hours. The J.D. must be completed to secure the M.B.A. Admission must be gained to both the Law School and the M.B.A. program.

For information on admission to the Law School, contact the Office of Admission at 1-800-443-7253, extension 2782, toll-free; locally, call 515-271-2782 or send an e-mail to lawadmit@drake.edu.

For information on M.B.A. requirements, write to the Director of Graduate Programs, College of Business and Public Administration, Drake University, Des Moines, Iowa 50311, or call Drake's toll-free telephone number: 1-800-443-7253, extension 2188; locally, call 515-271-2188.

Combined Pharmacy and M.B.A. Program (Pharm.D., M.B.A.)

In cooperation with the College of Pharmacy and Health Sciences, a joint program is offered leading to the Doctor of Pharmacy and M.B.A. degrees. The program, available to pharmacy majors, consists of completing the prerequisite credits for the M.B.A. program as electives in the pharmacy curriculum. M.B.A. coursework may be taken as early as the fourth year in the pharmacy curriculum and completed during the fifth and sixth years of the pharmacy curriculum. The combined degree program decreases the time required to complete the two degrees independently.

Admission must be gained to the College of Pharmacy and Health Sciences initially and then to the M.B.A. program before enrolling in the graduate level courses.

For information on admission to the College of Pharmacy and Health Sciences, write to the Director of Student Services, College of Pharmacy and Health Sciences, Drake University, Des Moines, Iowa 50311. You may call 1-800-443-7253, extension 3018, toll-free; locally, call 515-271-3018.

For information on M.B.A. requirements, write to the Director of Graduate Programs, College of Business and Public Administration, Drake University, 2507 University Avenue, Des Moines, Iowa 50311, or call Drake's toll-free telephone number: 1-800-443-7253, extension 2188, or 515-271-2188 locally. The director of graduate programs should be contacted for M.B.A. application information and procedures to be completed prior to enrollment in any graduate course.

Accelerated M.B.A. Program

This joint program, available to full-time undergraduate students, leads to the B.A./B.S. and M.B.A. degrees. Admission must be initially gained to the appropriate undergraduate program and then to the M.B.A. program. Application is made to the M.B.A. program prior to the end of the third year of instruction. Interested students should inquire as early as possible and not later than the end of the first semester, sophomore year.

The program, available to any major, consists of completing the prerequisite credits for the M.B.A. program before the beginning of the fourth year and completing M.B.A. courses during the fourth and fifth years. Students wishing to further accelerate their programs may do so by taking M.B.A. coursework in the summer terms between the third and fourth years and the fourth and fifth years.

For information on admission to Drake's undergraduate programs, write to Dean of Admission, Drake University, 2507 University Avenue, Des Moines, Iowa 50311. You also may call 1-800-443-7253, extension 3181, toll-free; locally, call 515-271-3181.

For information on M.B.A. requirements, write to the Director of Graduate Programs, College of Business and Public Administration, Drake University, 2507 University Avenue, Des Moines, Iowa 50311, or call Drake's toll-free telephone number: 1-800-443-7253, extension 2188, or 515-271-2188 locally.

Master of Financial Management

The Master of Financial Management (M.F.M.) degree is designed to provide a specialized masters level program which prepares individuals to excel in the financial services industry.

Description of Program: The Master of Financial Management degree consists of 6 semester hours of foundation requirements and 33 semester hours of advanced study. Students with an academic or professional background related to financial management can request to be exempted from the 6 credit hours of foundation courses. The remaining 33 hours consist of 24 hours of required courses and 9 hours of electives.

The required courses can be categorized into two broad classifications: general business core courses and financial management core courses. Students complete 9 semester hours of general business core courses and 15 semester hours of financial management core courses.

General business core courses consist of:

- MFM 212 — Data Analysis for Decision Making
- MFM 214 — Corporate Governance
- MFM 220 — Strategic Financial Processes

Financial management core courses include:

- ACCT 280 — Financial Reporting and Financial Statement Analysis
- ECON 280 — Business, Government and the Global Economy
- FIN 280 — Investment Analysis and Portfolio Management
- FIN 281 — The Regulatory Environment of Financial Institutions
- FIN 284 — Fixed Income Markets and Related Derivatives

Students then select 9 semester hours of elective courses. While students have the flexibility to choose any of the electives, they may also target specific areas by combining electives designed to enhance areas of emphasis. Additionally, electives provide a set of classes that help students pursue the Chartered Financial Analyst (CFA) designation.

Financial Asset Management Electives:

- FIN 283 — Multinational Financial Management
- FIN 285 — Equity Valuation
- FIN 288 — Futures, Options and Swaps
- QUAN 270 — Quantitative Analytical Methods

Financial Institutions Management Electives:

- ACCT 250 — Accounting and the Law
- FIN 286 — Risk Management for Financial Institutions
- INS 280 — Risk Management and Insurance
- IS 284 — E-Commerce Strategies

Additional available electives:

- ACCT 210 — Accounting for Not-for-Profit Entities
- FIN 282 — Seminar in Corporate Finance
- MFM 298 — Current Issues in Financial Management
- PADM 240 — Public Budgeting and Financial Management

Admission requirements: Candidates for the M.F.M. degree program must hold a bachelor's degree from an accredited college or university. An acceptable score on the Graduate Management Admission Test is required. The other regular graduate school and academic requirements must be satisfied.

Master of Public Administration

The M.P.A. Mission: The Master of Public Administration (M.P.A.) degree program is dedicated to providing current and future leaders with the knowledge, skills and abilities necessary to interact with and manage public, nonprofit and private organizations.

Description of the program: The changing environments of the public and nonprofit sectors coupled with the blurring of the roles among public, private and nonprofit organizations present significant challenges to the modern professional administrator in the formulation and the delivery of public policy. Managers in the public and nonprofit arenas must balance the needs for efficiency and effectiveness with an adherence to democratic values, ethical principles and civic engagement. The public and nonprofit administrator must have the managerial and financial expertise of the private sector and also possess an understanding of the public policy process, its implementation and evaluation.

The M.P.A. degree program is designed to incorporate these two spheres of knowledge and skills into an integrative and multidisciplinary educational program. The location of the M.P.A. program in the College of Business and Public Administration allows learners to integrate public management coursework with course offerings in business management, accounting, finance, marketing, and information systems. Selected courses from the Schools of Law, Education, Journalism and Mass Communication and the Colleges of Pharmacy and Health Sciences and Arts and Sciences may also be incorporated into the program of study.

The M.P.A. degree program is comprised primarily of mid-career professionals seeking to upgrade their managerial skills but also includes learners who recently received their undergraduate degrees. Learners in the M.P.A. degree program have diverse demographic, educational and employment backgrounds.

The M.P.A. is a terminal professional degree and is designed for the recent graduate as well as for those with previous administrative experience.

The M.P.A. Curriculum

The M.P.A. Curriculum is a 36-credit hour degree program. Learners in the M.P.A. degree program are required to complete 21 credit hours of core courses and select 15 credit hours in an area of emphasis. Each area of emphasis allows learners to address their career objectives. The areas of emphasis and the educational outcomes include:

Executive Development Emphasis

Outcome: To develop the ability to transform, lead and direct organizations in a dynamic environment. Emphasis is on leadership and strategic planning enhanced by options relating to performance measurement, quality improvement and management in a global context.

Public Policy Emphasis

Outcome: To develop the knowledge and skills necessary to design, implement and evaluate policies and programs in public/nonprofit organizations in an economic, social and legal context. Learners may pursue additional in-depth analysis in substantive policy areas.

Resource Development Emphasis

Outcome: To develop the abilities and skills necessary to identify, acquire and manage effectively the human, financial, technological and physical resources of diverse organizations. Students may choose to emphasize a particular resource area.

Admission to the M.P.A.

Applicants to Drake University's M.P.A. program must:

1. Hold a baccalaureate or professional degree from an accredited college or university; no specific undergraduate field of study is required;
2. Present a record of above-average achievement for the last 60 credit hours of the undergraduate degree program;
3. Supply informational materials as required to the College of Business and Public Administration graduate director, at the following address: Director of Graduate Programs, College of Business and Public Administration, Drake University, 2507 University, Des Moines, Iowa 50311.

Program requirements:

The M.P.A. core curriculum is required of all M.P.A. degree learners. The M.P.A. core consists of 21 semester hours of coursework in management, human resources, organizational behavior and information and financial analysis. The M.P.A. core provides a framework for understanding public and nonprofit sector issues as well as a developing a foundation for the functional skills necessary for managing public and nonprofit organizations. Students must complete the following M.P.A. core requirements:

<i>Course of study</i>	<i>Credit hours</i>
MPA 215 — Changing Environment and Management of Public and Nonprofit Management	3 hrs.
MPA 216 — Managing Human Resources as Assets	3 hrs.
OR MGMT 282 — Human Resource Management	3 hrs.
MPA 217 — Applying Information, Research and Analysis in Nonprofit and Public Environments	3 hrs.
MPA 221 — Organizational Processes and Administrative Systems	3 hrs.
MPA 225 — Financial Aspects of Public and Nonprofit Organizations	3 hrs.
MPA 226 — Public Policy Decision Making and Analysis	3 hrs.
MPA 227 — Policy and Management Issues in the Digital Organization	3 hrs.
OR IS 200 — Information Systems in Organizations	3 hrs.

Students concentrate their studies in one area of emphasis. The three areas of emphasis are:

EXECUTIVE DEVELOPMENT EMPHASIS

Learners must complete BUS 212 and PADM 280 plus at least two additional courses from the list of executive development offerings. The fifth course may be taken from any of the M.P.A. areas of emphasis.

Approved Executive Development emphasis area courses:

BUS 211 — Management and Organizational Ethics
 PADM 281 — Program Performance Evaluation and Management
 PADM 282 — Comparative Management and Policy Analysis in a Global Context
 STAT 272 — Tools for a Continuous Quality Improvement Organization
 MGMT 280 — International Management
 MKTG 200 — Survey of Marketing Mgmt
 MKTG 291 — Services Marketing
 MBA 211 — Introduction to Strategic Management
 MBA 223 — Creating Value for Customers
 ADED 239 — Leadership Essentials
 ADED 261 — Strategic Planning
 JMC 235 — Graduate Public Relations Seminar

PUBLIC POLICY EMPHASIS

This emphasis area requires completion of PADM 281 plus three additional courses from the list of approved public policy offerings. The fifth course can be taken from any of the M.P.A. areas of emphasis.

Approved Public Policy emphasis area courses:

PADM 240 — Public Budgeting and Financial Management

PADM 261 — Health Care Policy
PADM 280 — Managing Across Sector Boundaries
PADM 282 — Comparative Management and Policy Analysis in a Global Context
PADM 283 — External Resource Development
PADM 284 — Environmental Policy and Management
PADM 285 — Management of Community and Economic Development
PADM 286 — State Government Administration
PADM 289 — Urban Government and Administration
BUS 211 — Management and Organizational Ethics
MGMT 280 — International Management
LAW 201 — Administrative Law
REHA 210 — Disability Policy and the Americans with Disabilities Act

RESOURCE MANAGEMENT EMPHASIS

This emphasis area requires completion of PADM 288 and PADM 240 plus at least two additional courses from the list of approved resource management course offerings. The fifth course can be taken from any of the M.P.A. areas of emphasis.

Human Resources Area

PADM 287 — Contemporary Workplace/Workforce Issues
PADM 288 — Human Resource Management Applications
MPA 216 — Managing Human Resources as Assets
(Or)
MGMT 282 — Human Resource Management
MGMT 281 — Seminar in Industrial Management
REHA 210 — Disability Policy and the Americans with Disabilities Act

Health Care Area

PADM 261 — Health Care Policy
PADM 262 — Health Care Regulation
PADM 263 — Health Care Administration

Financial Area

PADM 240 — Budgeting and Financial Management
MBA 220 — Strategic Financial Processes
FIN 200 — Financial Management

Additional Courses for Resource Management Emphasis

PADM 280 — Managing Across Sector Boundaries
PADM 282 — Comparative Management and Policy Analysis in a Global Context
PADM 283 — External Resource Development
PADM 289 — Urban Government and Administration
BUS 211 — Management and Organizational Ethics
MGMT 280 — International Management
MKTG 291 — Services Marketing
QUANT 270 — Quantitative Analytical Methods
LAW 201 — Administrative Law

Combined Law and M.P.A. Program (J.D., M.P.A.)

In cooperation with the Drake Law School, a joint program is offered leading to the J.D. and M.P.A. degrees. The program, available only to full-time students, consists of a minimum of 27 M.P.A. hours and 81 law hours. The J.D. must be completed to

secure the M.P.A. Admission must be gained to both the Law School and the M.P.A. program.

For information on admission to the Law School, contact the Office of Admission at 1-800-443-7253, extension 2782, toll-free; locally, call 515-271-2782 or send an e-mail to lawadmit@drake.edu.

For information on M.P.A. requirements, write to the Director of Graduate Programs, College of Business and Public Administration, Drake University, Des Moines, Iowa 50311, or call Drake's toll-free telephone number: 1-800-443-7253, extension 2188, or 515-271-2188 locally.

Combined Pharmacy and M.P.A. Program (Pharm.D., M.P.A.)

In cooperation with the College of Pharmacy and Health Sciences, a joint program is offered leading to the Doctor of Pharmacy and M.P.A. degrees. The program, available to pharmacy majors, consists of beginning the courses for the M.P.A. program during the fourth year in the pharmacy curriculum and completing M.P.A. requirements during the fifth and sixth years of the pharmacy curriculum. The combined degree program decreases the time required to complete the two degrees independently.

Admission must be gained to the College of Pharmacy and Health Sciences initially and then to the M.P.A. program before enrolling in the graduate level courses.

For information on admission to the College of Pharmacy and Health Sciences, write to the Director of Student Services, College of Pharmacy and Health Sciences, Drake University, 2507 University, Des Moines, Iowa 50311. You may call 1-800-443-7253, extension 3018, toll-free; locally, call 515-271-3018.

For information on M.P.A. requirements, write to the Director of Graduate Programs, College of Business and Public Administration, Drake University, Des Moines, Iowa 50311, or call Drake's toll-free telephone number: 1-800-443-7253, extension 2188, or 515-271-2188 locally. The director of graduate programs should be contacted for M.P.A. application information and procedures to be completed prior to enrollment in any graduate course.

Programs in the School of Education

The mission of the Drake University School of Education is to be a diverse community of learners who work collaboratively to create an equitable culture of excellence, inquiry, and renewal.

- **Licensure Only and Added Endorsement Programs**
- **Master of Arts in Teaching**
- **Master of Science in Teaching**
- **Master of Science**
 - Adult Learning, Performance, and Development
 - Community Counseling
 - Rehabilitation Administration
 - Rehabilitation Counseling
 - Rehabilitation Placement
- **Master of Science in Education**
 - Counseling
 - Elementary Counseling
 - Secondary Counseling
 - Education Leadership
 - PK-12 Principalship
 - Effective Teaching, Learning and Leadership
 - Special Education
- **Specialist Degree**
 - Education Leadership
- **Doctoral Degree**
 - Education Leadership

RESIDENCY REQUIREMENT: The School of Education requires 24 credit hours in residence for any graduate degree program, a minimum of 12 credit hours in residence for any licensure-only program, a minimum of six credit hours in residence for any added-endorsement program.

CONTINUING EDUCATION/EXTENSION EDUCATION DIVISION

The Continuing Education/Extension Education Division of the School of Education has several program areas for educators seeking advanced degrees, re-licensure and/or professional development. These programs include but are not limited to:

- Master's degree in adult learning, performance, and development
- Master's degree in counseling and vocational rehabilitation
- Master's degree in effective teaching, learning and leadership
- Master's degree in education leadership
- Specialist degree in education leadership
- Endorsements in reading—elementary and secondary
- Consultant in special education

All classes are offered in an evening or weekend delivery format during the academic year and summer term. The programs at extended campus sites are the same programs offered on campus in Des Moines. In most instances, the graduate programs can be completed in two years. Each class usually meets three weekends per class per semester at selected locations throughout Iowa. Classroom sites may include area education agencies, ICN sites and public school districts.

DISTANCE LEARNING OPPORTUNITIES

A variety of courses are offered on the Internet/World Wide Web or in video correspondence format. Graduate credits are available in the following areas:

- General education methods
- Special education (Inclusion)
- Reading, math, science
- Classroom management
- Technology
- Coaching sports and adapted physical education

STAFF DEVELOPMENT OPPORTUNITIES

The School of Education faculty and staff cooperate with continuing education courses offered by the 12 Area Education Agencies of Iowa. These agencies employ staff development and content area specialists who offer courses each fall, spring and summer. In most instances, courses carry an option to receive from one to three credits through the Continuing Education/Extension Education Division.

For a more complete listing of Continuing Education degree programs, distance learning classes, special events and links to the Area Education Agencies, use the following Web site: <http://www.drakecontinuinged.com>

ADMISSION REQUIREMENTS

Admission requirements vary according to program and are listed in program sections.

ACADEMIC PROBATION AND SUSPENSION

The School of Education requires all graduate students to maintain a minimum overall grade-point average of at least 3.0. If a student's GPA falls below 3.0, the student is placed on academic probation and a letter to that effect is mailed to the student by the dean. Students placed on academic probation must raise their GPA to 3.0 within the next semester of registration to continue in any graduate program offered by the School of Education. This policy applies to all post-baccalaureate programs offered by the School of Education. Additional criteria may be required with specific programs.

LICENSURE-ONLY AND ADDED ENDORSEMENT PROGRAMS IN EDUCATION

Several programs are available to students with bachelor's degrees who wish initial teaching licensure or additional endorsements. Persons wishing to enroll in licensure-only or additional endorsement programs must follow the same admissions procedures for Master's Degree candidates if the endorsement equals 12 hours or more. Students who have less than 12 hours to finish an endorsement program of 12 hours or more must also follow the steps of the Admissions Requirements to Master's Degree.

Persons wishing to enroll in licensure-only or additional endorsement programs of **less** than 12 hours must follow the following admissions procedures.

Submit 1-8 listed below to: Office of Graduate Admission
Drake University
2507 University Ave.
Des Moines, IA 50311

1. **Graduate Admission Application.** Applications are available from the Drake Office of Graduate Admission or you may apply online at <http://www.drake.edu/admissions/graduate.html>.
2. **Application Fee** of \$25.00.
 - applicants who have previously paid the fee are not required to do so again.
 - online submissions require electronic fee payment that will be refunded if an admission fee was paid for a previous Drake program.
3. **Brief, word-processed explanation** of the degree, program, endorsement, or licensure you intend to pursue and why you want to pursue it.
4. **Official transcripts** for ALL undergraduate and graduate coursework from EVERY institution attended (even if a degree was not earned).
5. **Grade-point Average Criteria:** Students must have achieved the following Grade-point average (GPA) criteria for consideration to Drake's School of Education master's degree or graduate endorsement programs. Students who do not meet these GPA requirements may contact the Office of Graduate Admission for additional information.
 - Undergraduate GPA = 2.50 (cumulative)
 - Graduate GPA = 3.00 (cumulative) – If applicable
 - Doctoral Degree GPA = 3.5 (cumulative)
6. **Current professional resume or curriculum vitae**
7. **Program specific testing/interviews:**
 - ***Master of Science in Teaching (MST):***
Praxis Pre-Professional Skills Test (PPST I) scores
Minimums required: Reading = 171; Writing = 171; Math = 169
 - ***Master of Arts in Teaching (MAT):***
Praxis Pre-Professional Skills Test (PPST I) scores
Minimums required: Reading = 171; Writing = 171; Math = 169
 - ***Master of Science in Education (MSE):***
Education Leadership – Written Responses to the Iowa Standards –to be completed online at
http://www.educ.drake.edu/edl/assessment/app_written.html
(If not using these live Web links, please note the spaces in the URL address represent underscore that must be typed.)
8. Submission of two (2) professional letters of recommendation
(**READ CAREFULLY**)

For All SOE applicants other than Education Leadership applicants, letters should be submitted on the recommendation form that is available for printing at the following Web site:
http://www.educ.drake.edu/application/SOE_ltr_of_rec_form.htm. (If not using these live Web links, please note the spaces in the URL address represent underscore that must be typed.)

Only individuals who are familiar with the applicant's professional/academic achievement and/or scholarly work should submit letters. They should speak to the potential success of the applicant in a graduate program.

- **Education Leadership applicants** must request that each reference complete and submit the electronic form available at the following Web site:
http://www.educ.drake.edu/edl/assessment/applicant_master_eval.htm.
 (If not using these live Web links, please note the spaces in the URL address represent underscore that must be typed.)

Persons with a bachelor's degree may earn initial teaching licensure by completing either the Master of Arts in Teaching (Secondary) or the Master of Science in Teaching (Elementary). Requirements for these degrees are listed under Master's degree programs in education. Those seeking initial teaching licensure as License-Only must have an undergraduate grade-point average of at least 2.5 and must achieve acceptable scores on the Pre-Professional Skills Test (PPST) exams in reading, writing and mathematics in addition to completing the following requirements.

1. Admission to graduate study, including qualifying scores on the Miller Analogies Test, Graduate Record Examination, or Drake Writing Competency Test.
2. Formal acceptance to the Teacher Education Program.
3. Completion of the professional course requirements listed below.

ELEMENTARY LICENSURE ONLY

PRE-PROFESSIONAL COURSEWORK

<i>Required courses</i>	<i>Credit hours</i>
EDUC 203 — Foundations of Education (40-hour practicum included)	3
EDUC 208 — Educational Psychology of Teaching and Learning	4
SPED 220 — Introduction to Exceptional Children and Adults	3
EDUC 264 — Critical Perspectives on Race, Ethnicity, and Gender	3

PROFESSIONAL COURSEWORK

Admission to Teacher Education Program is required.

EDUC 222 — Curriculum and Pedagogy	3
EDUC 223 — Physical Education and Health in the Elementary School	2
EDUC 224 — Teaching of Literature of Childhood and Youth	3
EDUC 225 — Teaching of Science	3
EDUC 226 — Teaching of Mathematics	3
EDUC 237 — Primary Literacy Methods	3
EDUC 228 — Teaching of Social Studies	3
EDUC 239 — Intermediate Literacy Methods	3
EDUC 261 — Technology Integration in the Classroom	2

PROFESSIONAL SEMESTER

EDUC 265 — Instructional Management in the Elementary Grades	1
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EDUC 266 — Student Teaching Practicum in the Elementary School	8
ADDITIONAL REQUIREMENTS	
Must complete one of the following courses:	
ART 83 — Art for Children: An Introduction OR MUSIC 15 — General Music in Elementary Schools	3
Completion of a college-level mathematics or statistics course.	
4. For elementary teaching, a content area of at least 24 credit hours within endorsements offered at Drake is required. The content area may include courses from the undergraduate program.	
SECONDARY LICENSURE ONLY	
PRE-PROFESSIONAL COURSEWORK	
EDUC 203 — Foundations of Education (40-hour practicum is included)	3
EDUC 208 — Educational Psychology of Teaching and Learning	4
SPED 220 — Introduction to Exceptional Children and Adults	3
EDUC 264 — Critical Perspectives on Race, Ethnicity and Gender	3
PROFESSIONAL COURSEWORK	
Admission to Teacher Education Program is required.	
EDUC 232 — Methods of Teaching in the Secondary School (30-hour practicum required)	4
EDUC 242 — Reading at the Secondary Level and Interdisciplinary Curriculum Design (10-hour practicum required)	2
EDUC 261 — Technology Integration in the Classroom	2
PROFESSIONAL SEMESTER	
EDUC 267 — Instruction and Management in the Secondary School	1
EDUC 268 — Student Teaching Practicum in the Secondary Schools	8
5. For secondary teaching, a subject area of 30 to 62 credit hours within an endorsement offered at Drake is required. These credit hours may include course credits from the undergraduate program. Drake can only offer endorsements in those areas for which the university holds state approval.	
6. Completion of a mathematics or statistics course. The above requirements are for persons without any previous teaching licensure.	

ADDED ENDORSEMENT PROGRAMS

Programs for persons holding teaching licensure, but wishing to add another area of endorsement, are available in a wide variety of teaching areas. The following is a tentative listing of the endorsements – some of the course work may have already been taken in the student's undergraduate program. Students must work with their adviser in planning their program for adding an endorsement. The endorsement areas are subject to change.

ELEMENTARY ENDORSEMENT AREAS

Art
Early Childhood
Unified Early Childhood (Early Childhood with emphasis on Special Education)
English/Language Arts
ESL
Health
History
Mathematics
Reading
Science
Social Studies
Theater/Rhetoric

SECONDARY TEACHING AREA ENDORSEMENTS

Art
Business – General
ESL (2nd endorsement)
English/Language Arts
English/Speech/Theater with English emphasis
Theater/Speech/English with Theater emphasis
Journalism
Mathematics
Reading (2nd endorsement)
Biological Science
Chemistry
Earth Science
General Science
Physical Science
Physics
All Sciences
American History
American History with American Government
Economics (2nd endorsement only)
Sociology
World History
All Social Studies
World Languages—French
World Languages—German
World Languages—Spanish

MIDDLE SCHOOL ENDORSEMENT MIDDLE SCHOOL

This program completes an endorsement for middle school (grades five through eight) in the state of Iowa. The holder of this endorsement is authorized to teach ALL subjects in grades five through eight with the exception of art, industrial arts, music, reading, physical education, and special education. The endorsement is an "add-on" endorsement to Iowa General Elementary Endorsement (K-6) license or Iowa Secondary Level Endorsements (7-12), so the candidate for this endorsement must either currently hold a valid Iowa teacher's license at the elementary or secondary level or be concurrently seeking endorsement at the elementary or secondary level.

Core courses

EDUC 131/231 — Topics in Middle School Growth and Development

EDUC 134/234 — Middle School Curriculum and Methods

Required Course Work in Social Studies

Course work in American history

Course work in world history

Course work in geography

Mathematics

Course work in algebra and additional course work

Science

Course work in Life Science

Course work in Physical Science

Language Arts

Course work in adolescent literature

Course work in grammar

Course work in oral communication

MASTER'S DEGREE PROGRAMS IN EDUCATION

The graduate degree programs in the School of Education are designed to meet a variety of professional needs. Most master's degree programs are designed to enable candidates to complete endorsements or licensure needs for specific consultative, supervisory, administrative, counseling or teaching roles. Some are designed for educators in non-school settings, such as rehabilitation administration, rehabilitation counseling, rehabilitation placement, community counseling, adult learning, performance, and development programs.

Prospective teaching, counseling, and school leadership candidates should consult with the degree program adviser regarding specific Iowa Department of Education requirements for the various endorsements and licensures. Applicants for licensure/endorsement must be in good standing in the School of Education with a minimum grade-point average of 3.0 for all work attempted for graduate credit. Applications for state licensure and/or adding endorsements are filed with the associate dean.

Upon completion of 12 credit hours of course work, all graduate-level students must, with the assistance of an adviser, complete a Petition of Candidacy. This includes individuals seeking licensure only/endorsement only. The Petition of Candidacy cannot be completed by a student who has not gained admission to graduate study.

ADMISSION REQUIREMENTS TO MASTER'S OR GRADUATE ENDORSEMENT PROGRAMS OF MORE THAN TWELVE HOURS

Drake's School of Education (SOE) has implemented changes to admission requirements for all of its master's degree and endorsement programs requiring more than 12 credit hours. The following is required as part of this application process within the School of Education effective Fall 2003:

Submit 1-9 listed below to: Office of Graduate Admission
Drake University
2507 University Avenue
Des Moines, IA 50311

Graduate Admission Application. Applications are available from the Drake Office of Graduate Admission or you may apply online at <http://www.drake.edu/admissions/graduate.html>

1. **Application Fee** of \$25.00
2. Applicants who have previously paid the fee are not required to do so again
3. Online submissions require electronic fee payment that will be refunded if an application fee was paid for a previous Drake program.
4. **Brief, word processed explanation** of the degree, program, endorsement, or licensure you intend to pursue and why you want to pursue it (for the Education Leadership master's degree, the Written Response to Iowa Standards satisfies this requirement)
5. **Official transcripts** for ALL undergraduate and graduate coursework from EVERY institution attended (even if a degree was not earned)
6. **Grade-point Average Criteria:** Students must have achieved the following grade-point average (GPA) criteria for consideration to Drake's School of Education master's degree or graduate endorsement programs. Students who do not meet these GPA requirements may contact the Office of Graduate Admission for additional information.
7. Undergraduate GPA = 2.50 (cumulative) and Graduate GPA = 3.00 (cumulative) – If applicable.
8. **Current professional resume or curriculum vitae**
9. **Program specific testing/interviews:**
 - **Master of Science in Teaching (M.S.T.):**
Praxis Pre-Professional Skills Test (PPST I) scores
Minimums required: Reading = 171; Writing = 171; Math = 169
 - **Master of Arts in Teaching (M.A.T.):**
Praxis Pre-Professional Skills Test (PPST I) scores
Minimums required: Reading = 171; Writing = 171; Math = 169
 - **Master of Science in Education (M.S.E.):**
 - a. Education Leadership – Written Responses to the Iowa Standards to be completed online at http://www.educ.drake.edu/edl/assessment/app_written.html
(If not using these live web links, please note the spaces in the URL address represent underscores that must be typed.)
 - **Master of Science (M.S.):**
 - a. Rehabilitation Administration, Counseling, or Placement – an interview with SOE counseling administrators/staff
 - b. Programs not listed – no additional testing/interviews.
10. Submission of two (2) professional letters of recommendation.

(READ CAREFULLY)

11. **For All SOE applicants** other than Education Leadership applicants, letters should be submitted on the recommendation form that is available for printing at the following Web site:
http://www.educ.drake.edu/application/SOE_ltr_of_rec_form.htm.
Only individuals who are familiar with the applicant's professional/academic achievement and/or scholarly work should submit letters. They should speak to the potential success of the applicant in a graduate program.
- Education Leadership applicants must request that each reference complete and submit the electronic form available at the following Web site:
http://www.educ.drake.edu/edl/assessment/applicant_master_eval.htm
(If not using these live web links, please note the spaces in the URL address represent underscores that must be typed.)
12. **Test requirement options:** satisfy **ONE** of the following:
- Option A:** Achievement of the minimum required score(s) on **ONE** of the following standardized tests:
- **Graduate Record Exam (GRE):** Minimum Required Scores - Verbal = 400, Quantitative = 460
For GRE testing information, go to: <http://www.gre.org>
 - Or**
 - **Miller Analogies Test (MAT):** Minimum Required Score = 36 or 389 (new scoring)
For MAT Testing information and dates, contact Annmarie McGowan at the School of Education at 515-271-3727 or 1-800-443-7253, extension 3727
- Option B:** Submission of **ONE** of the following indicators of writing competency:
- **GRE – Analytical Writing Section:** Minimum score = 4.0
 - **Drake Writing Competency Test (DWCT):** Administered and developed by the School of Education
Evaluated on the following criteria:
 - Analysis of complex idea(s)
 - Support and development of main points with logically sound reasons and/or well-chosen examples
 - Organization and general focus of response
 - Demonstration of appropriate use of sentence variety/structure and language usage to convey meaning clearly
- This service is offered twice a month for a fee on the first Wednesday and the third Thursday of each month and must be scheduled at least one week before test date. To register or for more information, contact Bonnie Porter at the SOE via e-mail: bonnie.porter@drake.edu or by phone at 515-271-2054.

Please Note:

1. Students who do not possess a required grade-point average may be allowed to take from 6-12 graduate credit hours at Drake before admission as a "non-degree seeking student."
2. Students who are taking classes at the Drake School of Education as a "non-degree seeking student" are not guaranteed admission to a program, nor are they eligible for financial aid.
3. Once students are admitted to certain endorsement programs, they may be eligible to apply for financial aid. For additional information, contact Drake's Office of Student Financial Planning at 515-271-2905.

The four categories of master's degrees offered by the School of Education (M.A.T., M.S.T., M.S., M.S.E.) are briefly described below to assist prospective candidates in making initial program selection.

MASTER OF ARTS IN TEACHING

Description of program: The Master of Arts in Teaching (M.A.T.) degree is designed for a person with a bachelor's degree, but without teaching licensure, who wishes to prepare for service as a secondary school teacher. The 36-hour graduate program includes nine hours of graduate-only coursework, 12 hours of state-required courses shared with the undergraduate teacher-preparation program, six hours of endorsement-related electives, and a nine-hour individualized teaching semester. In coursework shared with the undergraduate teaching program, students in the graduate program complete additional assignments, and are expected to approach the coursework with greater emphasis on research and its application to effective teaching. To successfully earn the M.A.T. degree, candidates must also complete a comprehensive written examination at the end of the program.

Program requirements:

The student must earn 36 graduate hours, GPA 3.0 or above.

The student must complete a Petition for Candidacy to outline completion of the program. This form should be completed and approved by the adviser and department chair in the term in which 12 semester hours has been completed.

The student must demonstrate successful performance on a final comprehensive written examination, preferably taken during the semester prior to student teaching.

A professional portfolio will be completed demonstrating proficiency in 10 Interstate New Teacher Assessment and Support Consortium (INTASC) teaching standards and Drake University School of Education Guiding Principles.

Teaching content area:

The student also must fulfill a teaching endorsement requirement of 24-58 course credit hours in a selected teaching field. These courses may have been part of the candidate's undergraduate program. Course credits taken as part of the M.A.T. degree must be taken at the graduate level and approved by the adviser.

Many, but not all of the M.A.T. courses are available in the evening or during the summer terms. However, practicum requirements during Foundations, Methods and Student Teaching require daytime commitments. Taking nine hours or less per semester allows students to enroll at part-time graduate tuition rates.

Required courses *Credit hours*

PRE-PROFESSIONAL COURSE WORK

EDUC 203 — Foundations of Education (40-hour practicum included)	3
EDUC 208 — Educational Psychology of Teaching and Learning	4
SPED 220 — Introduction to Exceptional Children and Adults	3
EDUC 264 — Critical Perspectives on Race, Ethnicity, and Gender	3
Two adviser-approved electives - graduate level	6

PROFESSIONAL COURSE WORK

Acceptance to the Teacher Education Program is required.

EDUC 232 — Methods of Teaching in the Secondary School (24-hour practicum included)	4
EDUC 242 — Reading at the Secondary Level and Interdisciplinary Curriculum Design	2
EDUC 261 — Technology Integration in the Classroom	2

PROFESSIONAL SEMESTER

EDUC 267 — Instruction and Management in the Secondary School	1
EDUC 268 — Student Teaching Practicum in the Secondary School	8

ADDITIONAL REQUIREMENTS

Course work in mathematics or statistics

MINIMUM DEGREE REQUIREMENT: 36 graduate hours

A comprehensive examination is required. To qualify to write the comprehensive examination, the candidate must have approval of the department and the Associate Dean of the Drake University School of Education.

MASTER OF SCIENCE IN TEACHING

Description of program: The Master of Science in Teaching (M.S.T.) program is designed for a person with a bachelor's degree, but without teaching licensure, who wishes to prepare for service as an elementary school teacher. This graduate program includes nine hours of graduate-only pre-professional coursework, 29 hours of state-required courses shared with the undergraduate teacher-preparation program, and a nine-hour individualized student teaching semester. In coursework shared with the undergraduate teaching program, students in the M.S.T. program complete additional assignments, and are expected to approach the coursework with greater emphasis on research and its application to effective teaching. To successfully earn the M.S.T. degree, candidates must complete a comprehensive written examination.

Program requirements:

The student must earn 36 graduate hours, GPA 3.0 or above. Note: Most students need more hours (47 hours total) as shown below in order to meet the state-approved program requirements; however, some students may

meet these requirements by taking some program courses as part of their undergraduate program.

The student must complete a Petition for Candidacy to outline completion of the program. This form should be completed and approved by the adviser and department chair in the term in which 12 semester hours has been completed.

The student must demonstrate successful performance on a final comprehensive written examination, preferably taken during the semester prior to student teaching.

A professional portfolio will be completed demonstrating proficiency in ten INTASC teaching standards and Drake University School of Education Guiding Principles.

Teaching Content Area: The student also must fulfill a teaching endorsement requirement of 24-58 course credit hours in a selected teaching field. These course credits may have been part of the candidate's undergraduate program. An alternative option is the completion of a formal interdisciplinary program in humanities, language and communication, natural science, or social science. All elementary license candidates must have a concentration area.

While several courses are available in the evening and during the summer terms, the MST is predominately a day program. Taking 9 hours or less per semester allows students to enroll at part-time graduate tuition rates.

<i>Required courses</i>	<i>Credit hours</i>
PRE-PROFESSIONAL COURSEWORK	
EDUC 203 — Foundations of Education (40-hour practicum required)	3
ÉDUC 208 — Educational Psychology of Teaching and Learning	4
SPED 220 — Introduction to Exceptional Children and Adults	3
EDUC 264 — Critical Perspectives on Race, Ethnicity, and Gender	3
PROFESSIONAL COURSEWORK	
Admission to Teacher Education Program is required.	
EDUC 222 — Curriculum and Pedagogy	3
EDUC 223 — Physical Education and Health in the Elementary School	2
EDUC 224 — Teaching of Literature of Childhood and Youth	3
EDUC 225 — Teaching of Science	3
EDUC 226 — Teaching of Mathematics	3
EDUC 237 — Primary Literacy Methods	3
EDUC 228 — Teaching of Social Studies	3
EDUC 239 — Intermediate Literacy Methods	3
EDUC 261 — Technology Integration in the Classroom	2
PROFESSIONAL SEMESTER	
EDUC 265 — Instruction and Management in the Elementary Grades	1
EDUC 266 — Student Teaching Practicum in the Elementary School	8

ADDITIONAL REQUIREMENTS

One of the following courses is required by the state of Iowa for licensure:

Art 83 OR Music 15.
Course work in mathematics or statistics.

MINIMUM DEGREE REQUIREMENT: 36 graduate hours

A comprehensive examination is required. To qualify to write the comprehensive examination, the candidate must have approval of the department and the associate dean.

MASTER OF SCIENCE (M.S.) GRADUATE DEGREES

MASTER OF SCIENCE IN ADULT LEARNING, PERFORMANCE, AND DEVELOPMENT

The Master of Science in Adult Learning, Performance and Development (M.S. A.L.P.D.) program is designed for corporate trainers, adult educators, human resources development specialists, human resource managers, performance managers, and leaders in business and industry, health services, education and other private and public organizations. The goal of the degree program is to advance the knowledge base and skill level of students in the areas of organizational training, human performance improvement, leadership, adult learning, e-learning, and other pertinent fields of study. Two nine-hour concentrations — Leadership and Human Resource Management are offered as options in the degree program as well as affiliate programs in e—learning (see Web-site).

Degree candidates for the M.S. degree in Adult Learning, Performance and Development typically finish the degree within two calendar years. Students may begin as visiting graduate students to "test the waters" or enroll in select courses of interest. All of the courses can be completed by attending weekend and/or blended-learning courses. This program is offered on campus in Des Moines, Omaha, Nebraska, and other select locations. For more information visit (<http://www.educ.drake.edu/aded>) and contact Tom Westbrook, Professor and Coordinator of the Adult Learning, Performance, and Development graduate degree program at (thomas.westbrook@drake.edu).

<i>Required courses</i>	<i>Credit hours</i>
Course Work in Adult Learning & Human Resource Development	
ADED 242 — Adult Learning, Training, and Development	1
ADED 243 — Human Performance Improvement	1
ADED 244 — Distance Education and Instructional Technologies	1
ADED 247 — Adult and Organizational Learning	3
ADED 262 — Needs Analysis and Evaluation	3
ADED 263 — Designing Learning Interventions	3
ADED 264 — Methods and Technologies of Facilitation	3
ADED 268 — Coaching and Collaboration	3
Course Work in Management/Leadership	
ADED 239 — Leadership Essentials	3
ADED 250 — Human Resources Management	3
ADED 261 — Strategic Planning	3
Research	
ADED 219 - Applied Research in Adult Learning	3
Electives	6

Electives could include special topic courses such as Internship, Coaching for Performance, Gender Communication, Global Diversity, Brain-based Learning, Leading with Emotional Intelligence, Financial Considerations of Training and Development, and others

Degree Requirements

36

Program Emphases with ALPD degree program (Nine credit-hour concentrations)

Students may elect to earn program concentrations within the ALPD program. These concentrations are listed on the student's transcript.

Leadership (9 credit hours)

ADED 239 — Leadership Essentials	3
ADED 245 — Leadership in Organizations	3
One from the following:	
ADED 261 — Strategic Planning	3
ADED 238 — Leading the Learning Function	3
ADED 199 — Special Topics	1-3
BUS 212 — Ethics and Leadership in the Modern Organization	3

Human Resource Management (9 credit-hours)

ADED 199 or MPA 282 — Contemporary Workplace Issues	3
ADED 199 — Compensation and Benefits	3
BUS 283 — Negotiation and Conflict Resolution	3
MPA 282 — Managing Human Resources as Assets	3

CONCENTRATION IN ADULT LEARNING, PERFORMANCE, AND DEVELOPMENT

The Department of Leadership, Counseling and Adult Development offers a concentration in Adult Learning, Performance and Development. The Concentration is designed for individuals who have earned a master's degree in a field outside of adult education/human resource development and want to increase their knowledge and skill level in this field.

Individuals may start by attending select classes, but they must be fully admitted through the University's Graduate Admission Office to earn the certificate. The Concentration in Adult Learning, Performance, and Development will appear on the student's academic transcript upon successful completion of all requirements. For more information, visit <http://www.educ.drake.edu/aded> and contact Tom Westbrook, Professor and Coordinator of the Adult Learning, Performance, and Development graduate degree program at thomas.westbrook@drake.edu.

<i>Required courses</i>	<i>Credit hours</i>
ADED 242 — Adult Learning, Training, and Development	1
ADED 243 — Human Performance Improvement	1
ADED 244 — Distance Education and Instructional Technologies	1
ADED 247 — Adult and Organizational Learning	3
ADED 262 — Needs Analysis and Evaluation	3
ADED 263 — Designing Learning Interventions	3
ADED 264 — Methods and Technologies of Facilitation	3
	OR
ADED 268 — Coaching and Collaboration	3
Concentration Requirement	18

MASTER OF SCIENCE IN EDUCATION IN COUNSELING

The master's degree program in Counseling prepares individuals to work as counselors in school, community, and rehabilitation settings. The program emphasizes both theoretical and practical/experiential learning. It is designed for maximum student flexibility, with the majority of classes scheduled in the evening and on weekends. Successful completion of all degree requirements satisfies the educational standards for State of Iowa licensure and/or certification as a school counselor, licensed mental health counselor (LMHC), and certified rehabilitation counselor (CRC). { See Rehabilitation Counseling }

MASTER OF SCIENCE IN COMMUNITY COUNSELING

The Master of Science in Community Counseling is a 48-hour program for students interested in seeking licensure as a Licensed Mental Health Counselor (LMHC) in the state of Iowa. The program provides academic preparation and skill development necessary to seek licensure in Iowa. Following completion of the program students obtain additional clinical hours and apply for licensure as a LMHC in Iowa. The program prepares students for careers providing personal/emotional counseling services in a variety of settings. Students typically take six hours each semester, plus summer, and complete the degree in 2 ½ to 3 years.

Master of Science

<i>Required courses</i>	<i>Credit hours</i>
COUN 200 — Introduction to Counseling	3
COUN 201 — Educational Research I	3
COUN 215 — Theories of Counseling	3
COUN 220 — Career Development/Occupational Information	3
COUN 221 — Methods of Counseling	3
COUN 224 — Assessment	3
COUN 225 — Human Development	3
COUN 228 — Psychiatric Disorders	3
COUN 236 — Group Counseling and Procedures	3
COUN 240 — Family Counseling	3
COUN 245 — Understanding Diverse Populations	3
COUN 260 — Counseling Practicum Electives	6
COUN 291 — Community Counseling Internship	6
Degree Requirement	45

MASTER OF SCIENCE IN REHABILITATION COUNSELING

The Master of Science in Rehabilitation Counseling program prepares individuals to work as rehabilitation counselors in private and public rehabilitation settings. Specific emphasis is placed on job placement, counseling and assessment in either public or private rehabilitation settings.

Master of Science

<i>Required courses</i>	<i>Credit hours</i>
COUN 200 — Introduction to the Counseling Profession	3
COUN 201 — Education Research I	3
COUN 210 — Disability Policy and the Americans with Disabilities Act (ADA)	3
COUN 215 — Theories of Counseling	3
COUN 220 — Career Development/Occupational Information	3
COUN 221 — Methods and of Counseling	3
COUN 224 — Assessment	3

COUN 228 — Psychiatric Disorders	3
COUN 233 — Human Resources Field Work	3
COUN 240 — Family Counseling	3
COUN 245 — Understanding Diverse Populations	3
COUN 246 — Medical and Vocational Aspects of Disability	3
COUN 260 — Counseling Practicum	3
COUN 262 — Case Management	3
COUN 265 — Advanced Placement	3
COUN 292 — Rehabilitation Internship	6
Degree Requirement	51

A minimum of 51 credit hours is required and 60 credit hours are recommended. Students who pursue the 60 credit hour option may take nine credit hours of electives. A comprehensive examination is not required. Students should take the national examination for Certified Rehabilitation Counselor (CRC) administered by the Commission on Rehabilitation Counselor Certification.

MASTER OF SCIENCE IN REHABILITATION ADMINISTRATION

The Master of Science in Rehabilitation Administration (M.S. READ) program is designed to prepare individuals to work in positions of leadership within rehabilitation agencies. Specific emphasis is placed on positions in nonprofit agencies.

Master of Science

<i>Required courses</i>	<i>Credit hours</i>
COUN 200 — Introduction to the Rehabilitation Profession	3
COUN 201 — Education Research I	3
COUN 210 — Disability Policy and the Americans with Disabilities Act (ADA)	3
COUN 220 — Career Development/Occupational Information	3
COUN 232 — Administration Field Work	3
COUN 233 — Human Resources Field Work	3
COUN 237 — Program Evaluation	3
COUN 245 — Understanding Diverse Populations	3
COUN 246 — Medical Aspects of Disability	3
COUN 262 — Case Management	3
COUN 263 — Rehabilitation Administration	3
COUN 273 — Professional Issues in Rehabilitation Administration	3
EDL 243 — Strategic Planning	3
COUN 290 — Administration Internship	3
Degree Requirement	42

MASTER OF SCIENCE IN REHABILITATION PLACEMENT

The Master of Science in Rehabilitation Placement (M.S. RFP) program is designed to prepare individuals to assume positions as professional vocational rehabilitation job development/job placement specialists. Specific emphasis in the curriculum is placed on client development, employer and job development, and job placement.

Master of Science

<i>Required courses</i>	<i>Credit hours</i>
COUN 200 — Introduction to the Counseling Profession	3
COUN 201 — Education Research I	3

COUN 210 — Disability Policy and the Americans with Disabilities Act (ADA)	3
COUN 215 — Theories of Counseling	3
COUN 220 — Career Development/Occupational Information	3
COUN 228 — Psychiatric Disorders	3
COUN 224 — Assessment	3
COUN 233 — Human Resource Field Work	3
COUN 246 — Medical and Vocational Aspects of Disability	3
COUN 260 — Counseling Practicum	3
COUN 262 — Case Management	3
COUN 265 — Advanced Placement	3
COUN 290 — Internship	6
Degree Requirement	42

MASTER OF SCIENCE IN EDUCATION (M.S.E.) GRADUATE DEGREES

MASTER OF SCIENCE IN EDUCATION IN SCHOOL COUNSELING – ELEMENTARY AND SECONDARY

The Master of Science in Education in School Counseling is a 39-hour program for students already certified as teachers in Iowa. For non-certified students, the program includes two additional classes and is a 45-hour program. The program prepares students for careers as school counselors at either the elementary or secondary level. Students interested in certification at both the secondary and elementary level will take both COUN 241 Elementary Guidance and COUN 242 Secondary Guidance and complete two internships, COUN 290. Students typically take six hours each semester, plus summer, and complete the degree in 2½ to 3 years.

Master of Science in Education

<i>Required courses</i>	<i>Credit hours</i>
COUN 200 — Introduction to the Counseling Profession	3
COUN 201 — Educational Research I	3
COUN 215 — Theories of Counseling	3
COUN 220 — Career Development/Occupational Information	3
COUN 221 — Methods of Counseling	3
COUN 224 — Assessment	3
COUN 225 — Human Development	3
COUN 236 — Group Counseling and Procedures	3
COUN 240 — Family Counseling	3
COUN 241 — Elementary Guidance	3*
OR COUN 242 — Secondary Guidance	3*
COUN 245 — Understanding Diverse Populations	3
COUN 260 — Counseling Practicum	3
COUN 290 — School Counseling Internship	3
Degree Requirement	39*

*Note: Thirty-nine hours to complete Elementary or Secondary program only. Forty-five hours to complete requirements for certification in both programs. Forty-five hours to complete one certification for non-certified teachers. Fifty-one hours to complete both certifications for non-certified teachers.

Additional courses required for individuals who do not have teacher licensure:
SPED 220 — Introduction to Exceptional Children
COUN 295 — Classroom Management and Teaching for Counselors

EDUCATION LEADERSHIP

The graduate programs in education leadership provide for the completion of the requirements for master and specialist degrees. Each program focuses on and provides special preparation in school administration. Students at the master's degree level earn licensure for PreK-12 school administration (principal, assistant/associate principal, dean of students, curriculum, teacher leader, consultant, athletic administration, etc.), with a special education endorsement for local programs. District-level and PK-12 licensure endorsements are available for administrators whose licenses need renewal in the State of Iowa. Students who wish to exercise this option must have advance written adviser approval before taking classes.

MASTER OF SCIENCE IN EDUCATION DEGREE IN EDUCATION LEADERSHIP (PK-12 Licensure)

This department offers a Master of Science in Education degree in Education Leadership for candidates seeking a principal's license in the state of Iowa. Applicants must hold a valid teaching license, have three years of teaching experience before applying for licensure, and be recommended by the Dean of the Drake University School of Education.

All candidates for the master's degree will be enrolled in two-year cohorts. A candidacy petition for program completion will be created during the initial term. Students who wish to transfer in graduate credits from other programs or universities must secure approval from the cohort advisor.

EDUCATIONAL LEADERSHIP PK-12 LICENSURE

<i>Required courses</i>	<i>Credit hours</i>
EDL 270 — Personal and Professional Assessment Seminar	3
EDL 271 — Leadership and the Profession	3
EDL 272 — Organizational and System Behavior	3
EDL 273 — Instruction and Learning	3
EDL 274 — Community and Society	3
EDL 275 — Planning, Research, Measurement and Evaluation	3
EDL 277 — Diversity in Schools	3
EDL 278 — Supervising Instruction	3
EDL 279 — Managing Schools	3
EDL 280 — Clinical Experience I	3
EDL 281 — Clinical Experience II	3
EDL 282 — Culmination Seminar	3
Degree Requirements:	36

ADMISSION REQUIREMENTS TO THE MASTER OF SCIENCE IN EDUCATION (PK-12 ADMINISTRATIVE LICENSURE)

Submit the following to: Office of Graduate Admission
Drake University
2507 University Ave.
Des Moines, IA 50311

1. **Graduate Admission Application.** Paper applications are available from the Drake Office of Graduate Admission or you may apply online at <http://www.drake.edu/admissions/graduate.html> If you access this information electronically, right click on the hyperlink, and select "open hyperlink."
2. **Application Fee** of \$25.00
 - applicants who have previously paid the fee are not required to do so again.
 - online submissions require electronic fee payment that will be refunded if an application fee was paid for a previous Drake program.
3. Brief, word processed explanation of your intent to pursue administrative licensure and why you want to pursue it.
4. Official transcripts for ALL undergraduate and graduate coursework from EVERY institution attended (even if a degree was not earned).
5. Grade-point Average Criteria: Students must have achieved the following grade-point average (GPA) criteria for consideration to Drake's School of Education graduate endorsement programs. Students who do not meet these GPA requirements may contact the Office of Graduate Admission for additional information. Undergraduate GPA = 2.50 (cumulative) and Graduate GPA = 3.00 (cumulative).
6. Current professional resume or curriculum vitae.
7. Written Responses to the Iowa Standards available online. Go to http://www.educ.drake.edu/edl/assessment/app_written.html If you access this form electronically, right click on the hyperlink, and select "open hyperlink." If you enter the Web address manually, the underscore between "app" and "written" must be included for the link to work properly. (PLEASE COMPLETE THE FORM, PRINT IT, AND MAIL IT TO THE OFFICE OF GRADUATE ADMISSION AT DRAKE UNIVERSITY. BE CERTAIN TO KEEP A COPY FOR YOUR RECORDS.)
8. Submission of two (2) professional letters of recommendation. The form is available online. Go to http://www.educ.drake.edu/edl/assessment/applicant_master_eval.htm If you access this form electronically, right click on the hyperlink, and select "open hyperlink." If you enter the Web address manually, the underscore characters between "applicant" and "master" and "master" and "eval" must be included for the link to work properly. (PLEASE HAVE REFERENCES MAIL THE COMPLETED FORM DIRECTLY TO THE OFFICE OF GRADUATE ADMISSION AT DRAKE UNIVERSITY.)
9. Test requirement options: satisfy ONE of the following:
Option A: Achievement of the minimum required score(s) on ONE of the following standardized tests:
 - Graduate Record Exam (GRE)
Minimum Required Scores — Verbal = 400, Quantitative = 460
For GRE testing information, go to: <http://www.gre.org>
Or
 - Miller Analogies Test (MAT)
Minimum Required Score = 389
For MAT testing information and dates, contact Annmarie McGowan at annmarie.mcgowan@drake.edu at the School of Education or at 515-271-3727 or 1-800-443-7253, extension 3727
Option B:
 - Submission of ONE of the following indicators of writing competency:
 - GRE – Analytical Writing Section – Minimum score = 4.0

Drake Writing Competency Test (DWCT)
Administered and developed by the School of Education
Evaluated on the following criteria:
Analysis of complex idea(s)
Support and development of main points with logically sound reasons
and/or well-chosen examples
Organization and general focus of response
Demonstration of appropriate use of sentence variety/structure and
language usage to convey meaning clearly

This service is offered twice a month for a fee on the first Wednesday
and the third Thursday of each month, and must be scheduled at least
one week before test date. To register or for more information, contact
Bonnie Porter at bonnie.porter@drake.edu or 515-271-2054 or 1-800-
443-7253, extension 2054 at the School of Education.

Note: Students applying for a graduate degree program are not eligible for
financial aid until they are admitted to that program.

Other Contact Information:

Office of Graduate Admission
gradadmission@drake.edu
515-271-3871 or
1-800-443-7253, extension 3871
Fax: 515-271-2831

School of Education:

Dr. David Darnell,
Department Chair
david.darnell@drake.edu
515-271-2082; 1-800-443-7253,
extension 2082

TEACHING AND LEARNING

The Department of Teaching and Learning offers two master's of science degree
programs.

- The Master of Science in Education: Effective Teaching, Learning and
Leadership is a unique non-thesis master's degree designed for the teaching
professional whose career goal is to remain in the classroom as a master
teacher. Students are trained in the skills of teaching, become knowledgeable
regarding the various models of effective teaching and utilize the research,
leadership and dissemination techniques necessary to serve as a
teacher/researcher or teacher/leader. Graduates of this program could expect
to assume the role of "master teacher," "mentor," or "supervising teacher."
This program is designed for any certified elementary, middle school or
secondary teacher to continue to improve teaching skills with a group of
supportive colleagues.

The program is designed to be completed in 2 to 5 years. Of the 32 credit
hours required, 26 credit hours are in required core courses and 6 credit
hours are advisor-approved electives.

- The Master of Science in Education: Special Education is designed to prepare
highly competent special educators to provide special education services in
public and private school settings to students with behavior disorders,
learning disabilities or mental disabilities. Specialization in one, two or three
categories of disability at either the elementary or secondary level and at

several levels of disability (mild, moderate and multicategorical) can be obtained.

MASTER OF SCIENCE IN EDUCATION, EFFECTIVE TEACHING, LEARNING AND LEADERSHIP

The Master of Science in Education, Effective Teaching, Learning, and Leadership is a unique non-thesis master's degree designed for the teaching professional whose career goal is to remain in the classroom as a master teacher. Graduates of this program could expect to assume the role of "master teacher," "mentor," or "supervising teacher." They are trained in the skills of teaching, become knowledgeable regarding the various models of effective teaching, and utilize the research, leadership and dissemination techniques necessary to serve as a teacher/researcher or teacher/leader. The program is designed for any certified elementary, middle school or secondary educator to continue to improve teaching skills with a group of supportive colleagues.

The program is designed to be completed in two to five years. Of the 32 credit hours required, 16 credit hours are in required core courses, and 16 credit hours build an adviser-approved concentration. Electives vary with the strand, but no more than six hours of EDEX credit may be transferred into a master's program.

<i>Required courses (recommended sequence)</i>	<i>Credit hours</i>
EDUC 214 — Contemporary Issues in Education	3
EDUC 280 — Electronic Toolbox for Educators	3
EDUC 216 — Models of Effective Teaching (prerequisites 214, 280)	4
EDUC 201 — Education Research I	3
EDUC 219 — Leadership and Dissemination (prerequisites 216)	3
Total Core Requirements	16

Professional Strands (16 credit hours):

1. Curriculum Leadership	
EDUC 276 — Curriculum Design and Development	3
EDUC 279 — Curriculum Leadership and Consulting	3
Electives in topic area	10
2. Middle School Endorsement	
EDUC 231 — Topics in Middle School Growth & Development	3
EDUC 234 — Middle School Curriculum & Methods	3
Electives to fill out endorsement areas	10
3. Reading Endorsement—Elementary	
EDUC 255 — Language and Literacy	3
EDUC 270 — Reading in the Content Area	3
EDUC 275 — Assessment & Instruction in Literacy I	3
EDUC 278 — Assessment & Instruction in literacy II	3
Electives to fill out endorsement area	4
4. Reading Endorsement — Secondary	
EDUC 271 — Issues in Adolescent Literacy	3
EDUC 242 — Reading & Interdisciplinary Curriculum	3
EDUC 275 — Assessment & Instruction in Literacy I	3
EDUC 278 — Assessment & Instruction in literacy II	3
EDUC — Secondary Reading Methods	3
Electives to fill out endorsement area	2
5. Early Childhood (Endorsement 103)	
EDUC 252 — Curriculum in Early Childhood	3

EDUC 253 — Methods in Early Childhood	3
EDUC 255 — Language & Literacy	3
SPED 272 — Schools, Family, & Community	3
EDUC 259 — Student Teaching (6 wks) in an ECE Environment (summer)	3
<i>Note: Human Development requirement must be met. ECE with Special Education is available with an additional 6 hours and appropriate student teaching placement.</i>	
Elective	1
6. The Reading Professional (Reading endorsement prerequisite)	
EDUC 287 — Reading Theory & Research	2
EDUC 288 — Supervised Practicum in Reading	1
EDUC 289 — Reading Consulting & Supervision	3
Electives	10
7. Urban Education	
EDUC 281 — Implications of Pedagogy in Urban Areas	3
EDUC 282 — School Policy & Practice in Urban Areas	3
EDUC 283 — Urban Education: An Interdisciplinary Concept	3
EDUC 284 — Practicum for Urban Education	1
Electives	6
Professional Strand credits	16

A Comprehensive Program Portfolio is required at the end of the program.

Degree Requirement **32**

SPECIAL EDUCATION PROGRAMS

The special education program offerings are designed to prepare individuals to teach (a) students who have mild and moderate needs, (b) students who have learning disabilities and/or behavior disorders and (c) students, birth to age 8, with disabilities. The program leads to a master's degree or an endorsement.

Applicants must meet admission requirements to graduate programs in the School of Education. Applicants must also hold the applicable regular education certification.

IOWA ENDORSEMENTS AVAILABLE

The program offers courses leading to **endorsement only** in Iowa in the following areas:

Area	Total credit hours
Instructional Strategist I: mild and moderate (K-6)	28
Instructional Strategist I: mild and moderate (7-12)	30
Instructional Strategist II: behavior disorders/learning disabilities (K-12)	33
Teacher, pre-kindergarten-grade 3 including Special Education	
Special Education Consultant	
Work Experience Coordinator (secondary special education endorsement and SPED 274)	

Required courses for Instructional Strategist I: mild and moderate K-6

SPED 220 — Introduction to Special Education	3
SPED 222 — Characteristics of Students with Mild/Moderate Disabilities	3
SPED 223 — Learning Environments and Social Interactions.	3
SPED 224 — Differentiated Instruction in the Content Areas	3
SPED 251 — Assessment, Diagnosis, and Evaluation	3
SPED 253 — Applied Behavior Analysis and Positive Behavior Support	3
EDUC 275 — Literacy Assessment and Instruction I	3
SPED 272 — Schools, Families, Communities and Disabilities	3
SPED 275 — Career, Vocational, and Transitional Planning	1
SPED 227 — Practicum in Special Education, Mild and Moderate Disabilities (K-6)	3
Total Credits	28

Required courses for Instructional Strategist I: mild and moderate 7-12

SPED 220 — Introduction to Special Education	3
SPED 222 — Characteristics of Students with Mild/Moderate Disabilities	3
SPED 223 — Learning Environments and Social Interactions	3
SPED 224 — Differentiated Instruction in the Content Areas	3
SPED 251 — Assessment, Diagnosis, and Evaluation	3
SPED 253 — Applied Behavior Analysis and Positive Behavior Support	3
EDUC 275 — Literacy Assessment and Instruction	3
SPED 272 — Schools, Families, Communities and Disabilities	3
SPED 275 — Career, Vocational, and Transitional Planning	1
SPED 276 — Coordination of Cooperative Occupational Programs	2
SPED 228 — Practicum in Special Education, Mild and Moderate Disabilities (7-12)	3
Total Credits	30

Required courses for Instructional Strategist II: behavior disorders/learning disabilities K-12

SPED 220 — Introduction to Special Education	3
SPED 223 — Learning Environments and Social Interactions	3
SPED 224 — Differentiated Instruction in the Content Areas	3
SPED 225 — Introduction to Behavioral Disorders and Learning Disabilities	3
SPED 226 — Evidence Based Interventions for Students with Learning Disabilities and/or Behavioral Disorders	3
SPED 251 — Assessment, Diagnosis, and Evaluation	3
SPED 253 — Applied Behavior Analysis and Positive Behavior Support	3
EDUC 275 — Literacy Assessment and Instruction I	3
SPED 272 — Schools, Families, Communities and Disabilities	3
SPED 275 — Career, Vocational, and Transitional Planning	1
SPED 276 — Coordination of Cooperative Occupational Programs	2
SPED 229 — Practicum in Behavioral Disorders and/or Learning Disabilities (K-12)	3
Total Credits	33

SPECIAL EDUCATION MASTER'S PROGRAMS AVAILABLE

The following master's programs are available:

Area	Total credit hours
Instructional Strategist I: mild and moderate K-6	35
Instructional Strategist I: mild and moderate 7-12	37

Instructional Strategist II: behavior disorders/learning disabilities 40
K-12 Teacher, pre-kindergarten-grade 3 including Special Education

The Instructional Strategist I and II master's programs consist of the endorsement requirements above plus the following 3 courses:

EDUC 201 — Educational Research	3
EDUC 278 — Consultation and Inservice Training Skills	3
SPED 291 — Professional Seminar	1

Requirements for a special education consultant are:

Master's in special education or master's in another area of education plus 30 graduate semester hours in special education. (See adviser for teaching experience requirements.)

The following coursework and credit hours:

SPED 278 — Consultation and Inservice Training Skills	3
SPED 221 — Supervision of Instruction for Students with Special Needs	3
EDUC 276 — Principles of Program/Curriculum Development	3

Requirements for the Teacher, pre-kindergarten-grade 3 including special education are:

100 documented hours of observation prior to student teaching.

Cardiopulmonary resuscitation and first aid certification.

The following coursework:

EDUC 205 — Human Development – Early Childhood	3
EDUC 255 — Language and Literacy	3
EDUC 252 — Curriculum in Early Childhood	3
SPED 272 — Schools, Families, & Community	3
SPED 252 — Characteristics and Assessment of Young Children with Diverse Needs	3
SPED 253 — Applied Behavior Analysis and Positive Behavior Support	3
EDUC 253 — Teaching Methods of Early Childhood	3
SPED 258 — Practicum for Early Childhood Education	5

Additional requirements for the master's degree:

EDUC 201 — Educational Research	3
EDUC 272 — Issues and Research in Early Childhood Seminar	3
Elective	1

Special Education Consultant

Applicant must have Master's Degree in Special Education or another area with 30 graduate credit hours in special education. Applicant must have four years of special education classroom teaching, two years, which must be congruent with the special education consultant endorsement sought.

Required courses for endorsement: *Credit Hours*

SPED 221 — Supervision of Special Education Instruction	3
SPED 278 — Consultation and Inservice Training Skills in Support of Special Education Students	3
EDUC 276 — Principles of Program and Curriculum Development	3

Work Experience Coordinator

Student must hold secondary special education teaching license

<i>Required courses for endorsement</i>	<i>Credit Hours</i>
SPED 274 — Career and Vocational Assessment and Guidance	3
SPED 275 — Career and Vocational Planning	1
SPED 276 — Coordination of Cooperative Occupational Programs	2

SPECIALIST DEGREE IN EDUCATION LEADERSHIP (Ed.S.)

This 30-credit hour education specialist degree program is designed for an experienced leader in school or human service organizations. A specialist degree may be earned with or without an Iowa superintendent/central office endorsement. The degree without the endorsement requires a minimum of adviser approved 30 credit hours, including three of the courses listed below (EDL 245 and 262 and EDUC 202). The remaining 21 hours must be approved by the advisor. Specialist degree candidates may earn licensure for district-level administration (superintendent, assistant/deputy superintendent, curriculum, human relations, special education, etc.)

Students seeking the endorsement with the specialist degree must have all of the following courses plus three years of teaching experience and three years of administrative experience before applying for licensure.

TRANSFER CREDITS

Course credits required for this degree may be transferred into the program from an accredited graduate institution and must be master's level or higher. All transfer credits must be approved by the adviser and department chair for inclusion on the candidate petition.

SPECIALIST DEGREE with SUPERINTENDENT/CENTRAL OFFICE LICENSURE

<i>Required courses</i>	<i>Credit hours</i>
EDL 225 — Personnel Administration and Contract Negotiations	3
EDL 239 — Education and Political Action	3
EDL 242 — School Finance and Facilities Management	3
EDL 243 — Strategic Planning	3
EDL 245 — Leadership in Organizations	3
EDL 260/261 — Elementary/Secondary Field Experience	3
EDL 262 — Senior Level Field Experience	3
EDUC 202 — Education Research II	3
Adviser-approved electives	3
Adviser-approved Technology for Administrators	3
Degree Requirements	30

ADMISSION REQUIREMENTS TO THE EDUCATION SPECIALIST PROGRAM

Submit the following to: Office of Graduate Admission
Drake University
2507 University Ave.
Des Moines, IA 50311

- 1. Graduate Admission Application.** Paper applications are available from the Drake Office of Graduate Admission or applicants may apply online at <http://www.drake.edu/admissions/graduate.html> To access this information electronically, right click on the hyperlink, and select "open hyperlink."
- 2. Application Fee** of \$25.00. Applicants who have previously paid the fee are not required to do so again.

3. Online submissions require electronic fee payment that will be refunded if an application fee was paid for a previous Drake program.
4. Brief, word-processed explanation of your intent to pursue administrative licensure and why you want to pursue it.
5. Official transcripts for ALL undergraduate and graduate coursework from EVERY institution attended (even if a degree was not earned). Evidence of a master's degree earned with at least a 3.0 GPA.
6. Grade-point Average Criteria: Students must have achieved the following grade-point average (GPA) criteria for consideration to Drake's School of Education graduate endorsement programs. Students who do not meet these GPA requirements may contact the Office of Graduate Admission for additional information. Undergraduate GPA = 2.50 (cumulative) and Graduate GPA = 3.00 (cumulative).
7. Current professional resume or curriculum vitae.
8. Written Responses to the Iowa Standards available online. Go to http://www.educ.drake.edu/edl/assessment/app_written.html. To access this form electronically, right click on the hyperlink, and select "open hyperlink." To enter the Web address manually, the underscore between "app" and "written" must be included for the link to work properly. (PLEASE COMPLETE THE FORM, PRINT IT, AND MAIL IT TO THE OFFICE OF GRADUATE ADMISSION AT DRAKE UNIVERSITY. BE CERTAIN TO KEEP A COPY FOR YOUR RECORDS.)
9. Submission of two (2) professional letters of recommendation. The form is available online. Go to http://www.educ.drake.edu/edl/assessment/applicant_master_eval.htm. To access this form electronically, right click on the hyperlink, and select "open hyperlink." To enter the Web address manually, the underscore characters between "applicant" and "master" and "master" and "eval" must be included for the link to work properly. (PLEASE HAVE REFERENCES MAIL THE COMPLETED FORM DIRECTLY TO THE OFFICE OF GRADUATE ADMISSION AT DRAKE UNIVERSITY.)
10. Test requirement options: satisfy ONE of the following:
Option A: Achievement of the minimum required score(s) on ONE of the following standardized tests:
 - Graduate Record Exam (GRE)
Minimum Required Scores — Verbal = 400, Quantitative = 460
For GRE testing information, go to: <http://www.gre.org>
Or
 - Miller Analogies Test (MAT)
Minimum Required Score = 389
For MAT testing information and dates, contact Annmarie McGowan at annmarie.mcgowan@drake.edu at the School of Education, or 515-271-3727 or 1-800-443-7253, extension 3727
Option B: Submission of ONE of the following indicators of writing competency:
 - GRE – Analytical Writing Section – Minimum score = 4.0
 - Drake Writing Competency Test (DWCT)
 - Administered and developed by the School of Education
 - Evaluated on the following criteria:
 - Analysis of complex idea(s)
 - Support and development of main points with logically sound reasons and/or well-chosen examples
 - Organization and general focus of response
 - Demonstration of appropriate use of sentence variety/structure and language usage to convey meaning clearly

This service is offered twice a month for a fee on the first Wednesday and the third Thursday of each month, and must be scheduled at least one week before test date. To register or for more information, contact Bonnie Porter at bonnie.porter@drake.edu or 515-271-2054 or 1-800-443-7253 extension, 2054 at the School of Education.

Notes:

1. Students who have fewer than 12 hours to finish an endorsement program of 12 hours or more must still follow steps 1-9.
2. Students who are taking classes at the Drake School of Education as a "non-degree seeking student" are not guaranteed admission to a program, nor are they eligible for financial aid.
3. Students applying for a graduate degree program are not eligible for financial aid until they are admitted to that program.

Other Contact Information:

Office of Graduate Admission
gradadmission@drake.edu
515-271-3871 or
1-800-443-7253, extension 3871
Fax: 515-271-2831

School of Education:

Dr. David Darnell,
Department Chair
david.darnell@drake.edu
515-271-2082; 1-800-443-7253,
extension 2082

DOCTOR OF EDUCATION IN EDUCATIONAL LEADERSHIP (Ed.D.)

Designed for the experienced and practicing professional, the Doctor of Education program offers opportunities for leaders inside or outside the PK-12 school system. The on-campus cohort program for leaders in education, government, corporate settings, and human service organizations includes advanced formal study and applied practical study of educational leadership theories, systems leadership skills, and applied research methodologies.

The general curriculum plan (of seminars in current topics and courses in foundations, leadership, and research methods) is designed to allow flexibility and choice. Doctoral students are required to develop and explore personal interests and to pursue individual career/educational goals. Quality is maintained by rigorous class expectations, group and individual papers and presentations, cohort dialogue and team learning/evaluation, reflective responses, comprehensive examinations, and the dissertation.

FACULTY

All teaching faculty are full-time members of the faculty. Students are individually assigned a faculty advisor and a three person committee.

ACADEMIC PREPARATION

1. Students should have completed 60 graduate hours, including a master's degree, prior to being admitted to the doctoral program. The 60 hour requirement must be met before students may take comprehensive examinations. Completion of the doctoral program requires a minimum of 90 credit hours beyond the bachelor's degree.
2. Formal doctoral study constitutes a minimum of 30 credits in a cohort core program for which there are no transfer hours permitted. The doctoral core is

taken as a block and fulfills the residency requirement for the doctoral program. Students must register for six hours of credit during each of five cohort semesters and must then register for at least one hour of dissertation credit each semester (including summers) until the dissertation is completed.

3. Applicants for the doctoral program should have earned university course graduate credits beyond the master's degree within 10 years of the time of admission. In some cases, students may be required to take specific course work before beginning cohort studies.
4. Applicants who do not meet the 10 year requirement above must complete the common block of courses that are required of all specialist students (Advanced Leadership, Organizational Field Experience and Advanced Research or their equivalents as determined by the Director of the Doctoral Program) to be members of the doctoral cohort.
5. Doctoral students will have seven years to complete and defend their dissertations from the time of beginning the program.

A cohort of 18-25 students is admitted every other year (on even numbered years). It is assumed that everyone admitted will be able to access and use the web.

ADMISSION REQUIREMENTS

The applicant must complete a formal application form and present the following information and documents.

1. Evidence of a completed master's degree from an accredited institution and official transcripts for all post-secondary education. Applicant must have achieved an undergraduate grade-point average of 2.5 or better and a graduate grade-point average of 3.5 or better on a 4.0 scale. Transcripts and other supporting materials are not returned to the applicant but become the property of Drake University.
2. Evidence of a Miller Analogies Test (MAT) score of 43 (for exams taken *before* Oct. 2004) or 400 (for exams taken *after* Oct. 2004); or a Graduate Record Examination (GRE) score of 1,000 (combined quantitative and verbal scores) or better. The Drake Writing Competency Exam is not an acceptable testing option for this program.
3. Evidence of significant scholarly accomplishment, either a completed master's thesis or other written product(s) that demonstrate ability to write clearly and coherently and to develop a thesis or an idea.
4. A letter requesting admission, including reasons for pursuing the doctoral degree, an overview of professional background and goals, and a discussion of professional philosophy.
5. Three letters of recommendation – One from a current or recent employer and two from other qualified individuals who have first-hand knowledge of the applicant's professional abilities.

Not all qualified applicants can be admitted. Final admission decisions are based upon multiple criteria, including a range of applicant characteristics and the ability of the program to serve the applicant's needs.

GRADUATE PROGRAM REQUIREMENTS

1. A total of 60 graduate credits, including a master's degree and at least two courses in research methods, before admission to cohort (The 60 hours is expected to constitute a coherent body of study related to educational leadership.)
2. Completion of a 30-credit-hour (including dissertation studies) doctoral cohort experience – with GPA of 3.5 or above
3. Satisfactory performance on the Comprehensive Examination
4. Continuous registration (1-credit each semester/summer after completing the 30-credit cohort experience) until the dissertation is successfully defended
5. Satisfactory completion and defense of a doctoral dissertation within seven years of beginning doctoral studies

CAREER OPTIONS

Students can pursue careers in a wide variety of educational and leadership settings. The combination of cohort course study and individualized study allows each student freedom to prepare for changing career opportunities.

SCHOLARSHIPS

Some doctoral-level scholarships are available from outside sources. Interested students should contact the Admissions and Financial Aid Office.

COMMENCEMENT

An approved draft of the dissertation and successful oral defense of the research must be completed by April 15 for eligibility to participate in Commencement exercises held annually in May.

Programs in the Law School

For complete information on Drake Law School and its admission policies and procedures, academic and graduation requirements, special programs and financial aid opportunities, contact the Law School Office of Admission toll-free, 1-800-443-7253, extension 2782. Locally, call 515-271-2782.

Drake Law School offers a high-quality education that provides students with essential legal skills as well as opportunities for specialization. The Law School actively seeks to attract and admit students from a wide variety of backgrounds and accepts qualified students with undergraduate degrees in any academic area. Students need not have completed an undergraduate pre-law program to be eligible for admission.

The Law School's outstanding faculty have all practiced law before teaching, and this law-in-action perspective enables them to bring a balance of theory and practice to their teaching and scholarship. They share a commitment to teaching, public service, and scholarship, regularly publishing books, chapters and articles. The school's first-class facilities include the award-winning Dwight D. Opperman Hall and Law Library and state-of-the-art Neal and Bea Smith Legal Clinic. The Law School also has received national recognition for its electronic classrooms and wireless network.

Drake law students have ample opportunities to use the legal theories they learn in class. They work with clients at the Drake Legal Clinic, clerk for state and federal judges at the trial and appellate levels, intern with state and federal administrative agencies, the Iowa Legislature and state prosecutors, and work for law firms, insurance companies and private companies in Iowa's capital city. Des Moines serves as an excellent legal laboratory. Approximately 85 percent of Drake students either have clerkship opportunities or part-time work in the legal field during their education at Drake.

Joint Degree Programs

Drake Law School offers several joint degree programs in conjunction with other colleges and schools of the University. For more information, see the Programs in the College of Business and Public Administration section of this catalog.

The Law School also offers a "3+3 option" in which qualified Drake undergraduate students in the College of Business and Public Administration, the College of Arts and Sciences, and the School of Journalism and Mass Communication may complete both the undergraduate and J.D. degree requirements by enrolling for three years each in the undergraduate program and the Law School.

In addition, a law-pharmacy option is available in which qualified students in Drake's College of Pharmacy and Health Sciences may complete both the Doctor of Pharmacy (Pharm.D.) and J.D. degrees.

For more information on these joint degree options, contact the Law School.

Programs in the College of Pharmacy and Health Sciences

The College of Pharmacy and Health Sciences offers the following programs:

DOCTOR OF PHARMACY (PHARM.D.)
PHARMACY/MASTER OF BUSINESS ADMINISTRATION (M.B.A.)
JOINT DEGREE PROGRAM
PHARMACY/MASTER OF PUBLIC ADMINISTRATION (M.P.A.)
JOINT DEGREE PROGRAM
PHARMACY/LAW (J.D.) JOINT DEGREE PROGRAM

The pharmacy program of the Drake University College of Pharmacy and Health Sciences is accredited by the American Council on Pharmaceutical Education and is a member of the American Association of Colleges of Pharmacy.

Doctor of Pharmacy

The Doctor of Pharmacy (Pharm.D.) degree program is a six-year program that prepares students for community or institutional practice, postgraduate education or the many other practice opportunities available to pharmacists. Students may be admitted to the two-year pre-pharmacy program direct from high school and, upon completion of established criteria, may enter the four-year professional program. Students who have completed the proper coursework at another institution may apply for entry into the professional program.

The College of Pharmacy and Health Sciences offers admission to transfer students at both the pre-professional and professional program levels. Students who have completed approximately 60 semester hours, including two semesters of organic chemistry (with labs), calculus, computers, statistics and microbiology generally are considered for admission to the professional program. Students who do not meet these requirements are considered, in most cases, for admission to the pre-professional program. Please contact the Office of Undergraduate Admission for information.

A program leading to the Doctor of Pharmacy degree and Master of Business Administration degree is offered jointly by the College of Pharmacy and Health Sciences and the College of Business and Public Administration. These two colleges also offer a joint program to receive a Doctor of Pharmacy and a Master of Public Administration. In addition, a program leading to the Doctor of Pharmacy degree and Doctor of Jurisprudence degree is offered by the College and the Drake Law School. See the descriptions of these joint degree programs later in this section, and contact the College of Pharmacy and Health Sciences for more information.

EDUCATIONAL GOALS AND OBJECTIVES OF THE PROFESSIONAL PROGRAM IN PHARMACY

The purpose of the pharmacy professional program is to provide the graduate with the relevant knowledge base, skills, attitudes, ethics and values to engage in the entry-level practice of pharmacy. The curriculum is designed to provide the graduate with competence in these areas:

- A. **Problem solving and decision making.** In order to provide pharmaceutical care, the pharmacist must have the skills of inquiry, abstract logical thinking and

critical analysis to identify problems, make judgments and decisions based on available data, or identify additional needed data.

- B. **Management.** Pharmaceutical care entails managing drug therapy, including developing and implementing care plans and measuring therapeutic outcomes. In addition, pharmacists manage personnel, supplies, practices and departments. The effective and efficient delivery of pharmaceutical care requires the effective and efficient management of pharmacy practice.
- C. **Life-long learning.** Practice is a learning experience. The pharmacist must be able to learn from problem-solving experiences. Pharmacists must acquire a continuing flow of new knowledge. Life-long learning is dependent on the development of self-learning abilities and habits.
- D. **Communicating and educating.** The pharmacist must communicate with colleagues, other professionals and patients. Pharmacists, as members of society, communicate with other citizens about health. Pharmacists must have the basic knowledge, confidence, attitudes and skills to read, write, listen and speak effectively. Pharmacists must be able to deal effectively with dissent, being able to disagree articulately and persuasively about patients' therapies.
- E. **Policy formulation and professional governance.** Pharmacists must be able to take active roles in shaping policies, practices and future directions for the profession. Pharmacists must look beyond their immediate practice settings to the environment of pharmacy and the health care system. Pharmacists must be prepared to deal with issues of organization, financing, delivery, payment, access, quality and regulation of drugs and pharmacy services. Pharmacists must be aware of methods of shaping change in the profession through policy formation in the public and private sectors.
- F. **Professionalism.** Pharmacists must understand and accept their duties and responsibilities to patients, health care professionals and their profession. Pharmacists are expected to have developed value systems and ethical standards that guide their behavior. Pharmacists must have a sense of the obligation they owe their patients and their duty to ensure that obligation is fulfilled.

Upon graduation from the Drake University pharmacy program, the graduate also shall fulfill the outcomes of the Drake Curriculum, described in the front section of the undergraduate catalog.

Admission Requirements

Students may apply to the College of Pharmacy and Health Sciences and enter the pre-pharmacy program direct from high school, and, upon completion of established criteria, may enter into the professional program or the Bachelor of Science in Pharmaceutical Sciences. Students may apply for progression into the professional program if the established criteria are met. Students who have completed coursework at other institutions also may apply for admission. Admission of transfer students is highly competitive, and the number of students admitted for any year depends on the space available.

Placement in the curriculum is determined at the time of admission. Students who have successfully completed a minimum of 30 credit hours, including three hours of English composition, eight hours of general inorganic chemistry, eight hours of biology and four hours of calculus, may be considered for placement in the second year of the pre-pharmacy curriculum.

Students who have successfully completed a minimum of 60 credit hours — including the courses listed earlier, eight hours of organic chemistry and other electives applicable to the pharmacy curriculum — may be considered for placement in the first year of the professional program.

Specific Regulations/Academic Requirements

Pharmacy students should familiarize themselves with the General Information section of this catalog which covers many regulations that affect all Drake University students. The College of Pharmacy and Health Sciences also has a number of specific regulations and requirements that must be met to progress through the pharmacy curriculum. Some of these are listed below. Others are available in the Pharmacy Student Handbook on the pharmacy Web page at <http://pharmacy.drake.edu>.

The standard grading scale for pharmacy students enrolled in pharmacy-labeled courses is "A", "B", "C", "D" or "F". Pharmacy students are permitted to retake a pharmacy required course for a passing grade one time only. Students who fail to receive a "C" or higher in the repeated course will be dropped from the pharmacy program.

Many pharmacy courses have prerequisite requirements. Admission to a course is denied if prerequisite courses have not been successfully completed. Therefore, deviations from the curriculum as it is structured require careful consideration. Course prerequisites may be found in the course descriptions in the back of this catalog.

Pharmacy students may apply a maximum of nine hours of elective coursework on a credit/no credit basis toward graduation. Courses regularly graded on a credit/no credit basis are not included within the nine hours maximum. The student must have a minimum cumulative grade-point average of 2.75 before registering in a course on a credit/no credit basis.

All courses in the pre-pharmacy curriculum and the first three years of the professional curriculum must be successfully completed before a student enrolls in fourth-year (final year) coursework. In addition, Students entering rotations in May 2007 or later will have obtained a "C" or better in all required professional pharmacy course work.

All fourth-year pharmacy students are required to complete 40 weeks of experiential rotations (Pharmacy 285) prior to graduation. During these experiential rotations, students apply pharmaceutical principles related to diagnosis, treatment and patient care, monitor drug utilization and drug therapy, and interact with patients, physicians, nurses and other health care providers. Criminal background checks and chemical drug screenings will be completed at the time of admission as well as prior to entering the rotation year due to regulations at many of the experiential sites. Students who have a history of a felony are referred to the State Board of Pharmacy where they plan to practice pharmacy to determine if their record would prohibit licensure. Experiential sites have the right to refuse to accept a student for rotations based on the results of the criminal background check even if the history would not prohibit licensure as a pharmacist.

Candidates for the Doctor of Pharmacy degree are required to be in residence in the College of Pharmacy and Health Sciences for at least the last 30 credit hours before

becoming eligible for graduation. Credit earned by examination may not be counted toward fulfillment of the last 30 credit hours.

Candidates qualifying for the degree must complete 208 credit hours and have at least a 2.0 cumulative grade-point average.

Pre-pharmacy and pharmacy students are assigned a pharmacy faculty member as their academic adviser. Faculty advisers help students

- Adapt to the college environment
- Assist in the development of the student's education plan by providing input and feedback
- Encourage discussions about the appropriateness of their chosen career track and the career options within the profession
- Assist in identification of opportunities for professional skill development, and
- Make appropriate referrals to university student service offices when academic or personal difficulties arise.

The student affairs office is responsible for coordinating the registration process, verifying appropriate registration of courses, approve educational plan waivers and transfer credit requests, update degree audits with regard to substitutions, waivers, and transfer courses, answer student questions regarding registration, credit completion, course transfer process, and study abroad opportunities, serve as a resource for students in combined degree programs (M.B.A., M.P.A., Law), and coordinate and communicate opportunities for internship, study abroad, research and post-graduate study. The final responsibility for completion of graduation requirements, however, belongs to the student and, accordingly, each student should become familiar not only with the curriculum but also with the academic regulations of the college.

The Pharm.D. Curriculum

The following is the curriculum for the pre-pharmacy and professional programs. Please note that courses in the professional program may change. Please contact the Office of Undergraduate Admission for an updated curriculum.

PRE-PHARMACY PROGRAM

FIRST PRE-PROFESSIONAL YEAR

<i>Fall semester</i>	<i>Credit hours</i>
CHEMISTRY 1/3 — General Chemistry I and Lab	4
BIOLOGY 11 — The Biological Sciences	4
FIRST-YEAR SEMINAR	3
INFORMATION SYSTEMS 44 — Information Systems	3
PHARMACY 11 — Dean's Hour I	0.5
	14.5
<i>Spring semester</i>	
CHEMISTRY 2/4 — General Chemistry II and Lab	4
BIOLOGY 12 — The Biological Sciences	4
MATH 50 — Analytic Geometry and Calculus I	4
ELECTIVE	3
PHARMACY 31 — Dean's Hour II	0.5
	15.5

SECOND PRE-PROFESSIONAL YEAR

Fall semester

CHEMISTRY 107/109 — Organic Chemistry and Lab	4
Drake Curriculum Written Communication AOI	3
ELECTIVES	9
PHARMACY 51 — Dean's Hour III	0.5
	16.5

Spring semester

CHEMISTRY 108/110 — Organic Chemistry and Lab	4
RHETORIC 73 — Public Speaking	3
BIOLOGY 95 — Principles of Microbiology	3
STATISTICS 60 — Statistics for Pharmacy	3
ELECTIVES	3
PHARMACY 71 — Dean's Hour IV	0.5
	16.5

PROFESSIONAL PROGRAM

FIRST PROFESSIONAL YEAR

Fall semester

BIOLOGY 128 — Mammalian Physiology	4
PHARMACY 130 — Biochemistry	4
PHARMACY 131 — Introduction to Pharmacy Science	3
PHARMACY 101 — Communication Skills Practicum	1
PHARMACY 160 — Introduction to Pharmaceutical Care	2
PHARMACY 137 — Integrated Pharmacy Practice Experience	0.5
ELECTIVES	3
	17.5

Spring semester

PHARMACY 132 — Pathophysiology	4
PHARMACY 133 — Principles of Drug Action I	5
PHARMACY 171 — Social-Behavioral Aspects of the Health Care System	3
PHARMACY 102 — Drug Information Practicum	1
PHARMACY 138 — Integrated Pharmacy Practice Experience	0.5
PHARMACY 103 — Pharmacy Calculations	2
ELECTIVES	2
	17.5

SECOND PROFESSIONAL YEAR

Fall semester

PHARMACY 140 — Pharmaceutics I	3
PHARMACY 134 — Principles of Drug Action II	5
PHARMACY 172 — Basic Quantitative Methods for Pharmaceutical Care	3
PHARMACY 121 — Drug Distribution Practicum	1
PHARMACY 157 — Integrated Pharmacy Practice Experience	1
ELECTIVES	4
	17

Spring semester

PHARMACY 141 — Pharmaceutics II	3
PHARMACY 135 — Principles of Drug Action III	4

PHARMACY 173 — Applied Quantitative Methods for Pharmaceutical Care	3
PHARMACY 142 — Kinetics I	3
PHARMACY 151 — Sterile Products Practicum	1
PHARMACY 158 Integrated Pharmacy Practice Experience	1
ELECTIVE	3
	18

THIRD PROFESSIONAL YEAR

Fall semester

PHARMACY 143 — Kinetics II	2
PHARMACY 190 — Therapeutics I	6
PHARMACY 174 — Applied Social-Behavioral Sciences in Pharmaceutical Care	3
PHARMACY 180 — Counseling/Educating Patients Practicum	2
PHARMACY 177 – Integrated Pharmacy Practice Experience	1
ELECTIVES	4
	18

Spring semester

PHARMACY 192 — Therapeutics II	6
PHARMACY 178 – Integrated Pharmacy Practice Experience	1
PHARMACY 162 — Law and Ethics	3
PHARMACY 169 – Nonprescription Therapies	3
PHARMACY 181 — Patient Assessment Practicum	2
ELECTIVES	3
	18

FOURTH PROFESSIONAL YEAR

Fall semester

PHARMACY 285 — Rotations	18
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Spring semester

PHARMACY 285 — Rotations	18
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ELECTIVES

Pharmacy majors must complete electives that enable them to fulfill the outcomes of the Drake Curriculum, described in the front section of this catalog along with enough electives to complete the required number of credits for graduation. Students may also use electives to pursue a second major, a minor, or a concentration. The college currently offers a Diabetes Care Concentration. Please visit <http://pharmacy.drake.edu> for additional information on these options.

Electives also must include six credit hours of professional courses completed during the professional program.

Pharmacy/M.B.A. Joint Degree Program

Students may earn a Master in Business Administration in conjunction with the Pharm.D. Students who pursue this combination have opportunities in management and administrative positions. This program requires a careful selection of prerequisite courses for the M.B.A. degree as electives in the pharmacy curriculum. Students start at Drake in pharmacy and apply to the College of Business and Public Administration after completing the foundation courses. The combined degree

program typically takes an extra semester to complete beyond the pharmacy degree, rather than an extra two years.

Pharmacy/M.P.A. Joint Degree Program

Students may earn a Master in Public Administration through a joint program established in cooperation with the College of Business and Public Administration. Students are admitted to the College of Pharmacy and Health Sciences, and during their first professional year may seek admission to the M.P.A. program. Students who pursue this option have management and administrative opportunities in the public sector.

Pharmacy/Law Joint Degree Program

Students may elect to earn both a Doctor of Pharmacy degree and a Doctor of Jurisprudence (law) degree in a joint degree program offered in cooperation with the Drake Law School. The program allows students to focus their education on legal and health care issues. Participating students are admitted first to the College of Pharmacy and Health Sciences. A student pursuing this program should plan to take the LSAT and formally apply to the Law School during the spring semester of the first professional year. Each student's schedule is tailored individually in consultation with the joint degree adviser.

Please visit <http://pharmacy.drake.edu> for additional information on these joint degree programs.