



Graduate Education and Research The Graduate School

STEPS IN CHANGING OR ADDING TO YOUR PROGRAM

1. Complete Program Change application for Admission:

The Program Change application form for Admission is used to prepare the student's computer registration information for the semester indicated on the application form, provided the application is received at least two weeks prior to registration dates. Please note: you cannot register until you have been accepted into your new program. Please notify the Graduate School Office (see box below for contact information) if your registration plans change from that indicated on your application. Incomplete applications will not be processed.

2. Write a statement of Personal and Professional Objectives:

Since the statement of Personal & Professional Objectives should be related to your intended program of study, a new statement must be included with any request for change in graduate program. Applicants for degree and certificate programs are required to submit a brief description of personal and professional objectives. This statement assists faculty in evaluating applicants and planning an appropriate program. Applicants are strongly encouraged to contact their intended program of study for specific instructions regarding the Statement of Personal and Professional Objectives. *The Statement should accompany the application form on a separate paper.*

3. Provide Graduate School with official GRE, GMAT and PRAXIS II scores:

If you have previously turned in official test scores with your first application, the Graduate School Office should have them on file. If test scores were not sent in before, you will need to have official scores sent.

All applicants for degree programs (except MBA degrees) must submit official scores from Graduate Record Examination (GRE) at the time they are considered for the degree program. Applications to take these exams may be obtained from Educational Testing Service, www.ets.org. (Note: **For scores to be official they must come directly from ETS.**) Students who are applying for a Master of Business Administration (MBA) degree must provide official scores on the General Management Admission Test (GMAT). Students applying for Education programs may be able to submit PRAXIS II scores for admissions. Students must check with their department for approval and contact the Dept. of Teacher Admission & Certification the Associate Director/Instructor at coeadvising@eku.edu or 859-622-1830 to see where Praxis scores are to be sent.

4. Have official transcripts sent to the Graduate School:

If you have previously had official transcripts sent in with your first application, the Graduate School Office should have them on file. You will still need to list on Program Change form all schools attended and dates.

Applicants who are not Eastern Kentucky University graduates must have each institution attended send one official transcript directly to the Graduate School, SSB 310 CPO 68, Eastern Kentucky University, 521 Lancaster Ave., Richmond, KY 40475-3168. Those applicants who have not completed their undergraduate degrees should forward only one transcript at the time of application and one official transcript after the degree is completed and recorded. No action can be taken on your admission until official transcripts are received. (Note: *For transcripts to be official they must come directly from the higher education institution to the Graduate School Office.*)

VISITING STUDENTS - Students who have been admitted and who continue in good standing with another accredited graduate school may attend EKU, taking courses for which they have prerequisites for one term without formal admission to a specific program. Official transcripts and test scores are not required provided a Visiting Student Certificate signed by the graduate dean where you have been previously admitted is submitted to the EKU Graduate School. *Students must complete a Visiting Student form for each semester in which they take a course.* Visiting student forms will be mailed to the student to forward to their institution once your application has been received in the Graduate School Office at EKU. If you have applied as a Visiting Student for one semester then decide to attend another you will need to either complete the Program Change Application to reapply or send in a letter stating that you wish to attend EKU as a Visiting Student for another semester and name the semester you are wanting to attend. If the Graduate School Office has not received the first Visiting Student Certificate from your accredited graduate school, you will not be allowed to take another class until this form is in. If any questions, please contact the Graduate School Office.

INTERNATIONAL STUDENTS - International students are required to complete applications for admission by the International Deadlines dates for the term in which they want to enter. Certain additional requirements are imposed by the U.S. Department of Justice on all foreign students who wish to study in the United States. **Please refer to the Special Instructions for International Students.**

NOTE: Credentials submitted for admission purposes become the property of the Eastern Kentucky University. If the applicant does not enroll within one year, the admission file is destroyed unless the student contacts the Graduate School.

APPLICATION DEADLINES

All applications for degree and/or certification programs must be received no later than **two weeks prior** to the beginning of the semester for which the student wishes to enroll. Applications for non-degree seeking students should be submitted at least one week prior to the beginning of the term.

International Students - Oct. 15 (Spring), March 15 (Summer), June 1 (Fall).

SPECIFIC DEPARTMENT DEADLINES

M.A.T. - Nov. 15 (Spring), April 15 (Summer)

M.B.A. - Nov. 20 (Spring), April 5 (Summer), and July 9 (Fall)

M.P.H. - Oct. 1 (Spring), May 1 (Summer), and May 1 (Fall)

M.S.N. - Feb. 15 (Summer), Mar. 15 (Fall)

Occupational Therapy - Feb. 1 (for students without undergraduate degree or certification in OTR).

Psychology - March 15

Communication Disorders - February 1 (Fall)

For Admissions Questions, call according to your program:

Education, Justice & Safety: (859) 622-2316

Arts & Sciences, Business & Technology, Health Sciences: (859) 622-1743

General/Request Information: (859) 622-1742

Cooperative Doctoral Programs, Graduation: (859) 622-1745

Graduate Assistants, Thesis/Specialist Projects: (859) 622-1744

Fax Number: 859-622-2975

Email: graduateschool@eku.edu

www.gradschool.eku.edu

PROGRAM CHANGE

Office of Graduate Education & Research

SSB 310 CPO 68
Eastern Kentucky University
521 Lancaster Avenue
Richmond, Kentucky 40475-3168

Social Security Number	EKU ID Number
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1. Name: _____
(Last Name) (First Name) (Middle Name)
2. Previous Name(s) (If applicable): _____
(Last Name) (First Name) (Middle Name)
3. Permanent Address: _____
(Street) (County) (City) (State) (Zip)
Phone No: (_____) _____
4. Current Address: _____
(If different from above) (Street) (County) (City) (State) (Zip)
Phone No: (_____) _____
5. Email Address: _____
6. Employer: _____ Full-time Part-time Phone: _____
7. Are you currently or have been and EKU employee within the last twelve months? If so, and your name has changed you MUST contact Human Resources Office to make the change. Employee Student worker Graduate Assistant Not an EKU employee
8. Emergency Contact: _____ Relationship: _____
Address _____
(Street) (City) (State) (Zip) (Phone)
9. Sex: Male Female
10. Date of Birth: ____/____/____
Month Day Year
11. Citizen: U.S. Other _____
(Country, Type of Visa, Visa Expiration Date)
12. Ethnic Group: (EKU must demonstrate to the U.S. Dept. of Education its compliance with Title VI of the 1964 Civil Rights Act. This information is used for statistical purposes only.)
1. White (Non-Hispanic) 2. Black (Non-Hispanic) 3. Asian or Pacific Islander Hispanic
4. Hispanic 5. American Indian or Alaskan 6. Other (Please Specify): _____
13. Term in which you are enrolling: Spring Summer Fall Year: _____
14. I am enrolling: Full-time Part-time 15. If full time, would you like to be considered for an assistantship? Yes No
16. OLD PROGRAM: Please write the name of the program in which you have previously applied or been admitted

Have you completed the program indicated above? Yes No Do you plan to complete this program? Yes No
If YES, when? _____ If YES, when? _____

17. NEW PROGRAM: In which degree program are you enrolling? MAED MA MAT MSN MS MBA
 MPA MPH MFA MM Specialist in Psychology Specialist in Education Cooperative Doctoral
Program Name: _____
Choose Program Name from those listed on Page 2 of this form (example - Applied Computing-Bioinformatics)
NOTE: Please make sure you enter the name of the degree, certification or rank program to which you are applying. Failure to provide this information will result in delays in processing your application.

I am not enrolling in a degree program, I desire a:

- Certification** (list area: e.g. Teacher Certification in Library Science): _____
 Rank II (list area): _____
 ***Rank I** in Special Education or Curriculum & Instruction (list area): _____
 ***Rank I** in Leadership – with this program you MUST also select & list another Leadership Certification or Master's degree program.

I do not wish to enroll in a program; I am applying as a *Non-Degree Student *Visiting Student

***Rank I, Non-Degree, and Visiting Students are not eligible for Financial Aid.**

18. Beginning with the most recent, list ALL colleges and universities you have attended, including the one in which you are currently enrolled. List all schools, regardless of the length of time enrolled or number of credits completed. If the college is part of a university with a different name, give the name of the university. Attach an additional sheet if necessary. Foreign applicants: List actual name of degree received or expected; do not translate or interpret in terms of American or Canadian equivalent. Refer to Special Instructions for International Students.

ALL STUDENTS: EKU Graduate School must receive an official transcript directly from each institution listed below. Students who received their degree from EKU will not be required to send an official copy of their transcript, but need to list EKU below.

NAME OF INSTITUTION (Do not use Initials)	LOCATION (City, State, Country)	DATE ATTENDED From Through	MAJOR/MINOR	DEGREE EXPECTED /RECEIVED	DATE EXPECTED /RECEIVED

19. Type of teaching or other certificate (if any), issued by which state/agency? Number of years experience (specify level and area)

20. I have completed the:

- GRE Scores: *Taken after October 2002* Verbal _____ Quant. _____ Analytical. Writing _____ Date Completed: _____
- GRE Scores: *Taken prior to October 2002* Verbal _____ Quantitative _____ Analytical _____ Date Completed: _____
- GMAT Score: _____ Date completed: _____
- MAT Test Score: _____ Date completed: _____
- I have not taken the GRE or GMAT or MAT test. Date taking test: _____
- GRE/GMAT/MAT exams are not required for my program. (Students applying for some Education programs may be able to submit PRAXIS II scores for admission. Students must check with their department for approval and contact the Dept. of Teacher Admission & Certification at coepraxis@eku.edu for information regarding the applicability of Praxis scores).
- TOEFL (International Students Only) Score: _____ Date Completed: _____

AFFIDAVIT OF AGREEMENT

I understand and accede to the Graduate School of Eastern Kentucky University the right to exercise academic sanctions against me in the event I fail to:

1. Observe prerequisites listed for admission to course(s) for which I enroll.
2. Provide official transcripts of all college credits earned to date prior to the end of my initial enrollment period.
3. Meet published academic or other criteria for admission to the program of any choice as specified in the Graduate Catalog or as required by the academic department.

I fully understand that no person or persons can waive any of the requirements for admission to Graduate School and, further, understand that any waiver to admission requirements can only be granted by the Graduate Council of Eastern Kentucky University. No statements made by any other person regarding waiver of admission requirements shall in any way bind the Graduate Council. I understand that withholding information requested or giving false information makes me ineligible for admission and enrollment.

Signature: _____ Date: _____

Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution

