
SECTION FOUR

General Academic Information

GENERAL INFORMATION

Eligibility for admission to the Graduate School does not insure admission to a specific graduate program. Some programs may have additional requirements beyond the university minimums. All students who intend to pursue a particular graduate program should refer to the specific program requirements listed in the college and/or department section of this *Catalog*.

All programs assume certain formal and informal prerequisites. Normally any deficiencies in preparation must be resolved during the first enrollment.

No student may receive graduate credit for a course without admission to the Graduate School.

Attendance in The Graduate School at Eastern Kentucky University is not a right. It is a privilege which may be withdrawn by the University or any area of graduate study if it is deemed necessary by the Office of Graduate Education and Research in order to safeguard the University's standards.

The Office of Graduate Education and Research reserves the right to withdraw without credit or refund any student for whom application is incomplete at the end of the first enrollment.

Student Responsibilities

It is the student's responsibility to become familiar with all regulations and procedures required by the graduate program being pursued. In no case should a student expect waiver or exception to published program requirements by pleading ignorance to the regulation or asserting that an advisor or other authority did not directly present the information. All students should become familiar with the general academic information section of this *Catalog* and the specific college/departmental program requirements. Only the Graduate Council has the authority to waive the basic requirements stated in this *Catalog*. No statements made by any person regarding waiver of admission/program requirements shall in anyway bind the Graduate Council.

Class Attendance

The University expects all students to attend class regularly. Students are responsible for course work covered during all class periods, including the first class meeting. Each instructor will record absences and deal with them in a manner consistent with departmental policy for that course. Since attendance policies vary among departments and for courses within departments, students must be familiar with the policy printed on the course syllabus.

If a student presents the instructor with an adequate and documented reason for an absence, the instructor normally will give the student an opportunity to make up the work missed, if this is feasible. Adequate reasons involve circumstances beyond the student's control, such as personal illness, critical illness or death in the immediate family, or participation in an approved University activity. It is the student's responsibility to initiate the request to make up class work missed.

Program Planning

Along with admission to the Graduate School, each student shall be assigned an advisor by the department offering the degree program into which the student plans to matriculate. The student shall take the initiative to become familiar with the objectives of his/her particular degree program and pertinent regulations, as they are described in this *Catalog*, prior to scheduling a conference with the assigned advisor. Discussion of the student's personal and program objectives should take place prior to the first registration.

During the first term, the student must meet with his/her advisor to develop a planned program. Subsequent changes of the program plan are permissible, but must be approved on the appropriate form by the advisor, the department chair, and the Dean of Graduate Education and Research.

Use of Course work from Non-degree or Certification Programs on Degree Programs

Normally, no more than nine semester hours of work earned as a certification or general non-degree student may be applied to a graduate degree. Only courses with 3.0 or above earned grade points may be applied, although a grade in any course taken as a certification or general non-degree student will be considered in computing a student's overall grade point average.

Graduate Course Description

The semester hours which may be earned by successful completion of the course are indicated in parentheses immediately following the course title. e.g., (3).

I, II and A used in the description of a course indicates the course will be offered the fall semester, spring semester, and by announcement, respectively.

The description of the course format for courses which include a laboratory experience is found at the end of the course description. A course which consists of three hours of classroom lecture and two hours of laboratory is described as "3 Lec/2 Lab."

Graduate Cooperative Education

Graduate cooperative education provides the student with an opportunity to blend theory with practice resulting in a balanced education. Learning within the classroom is combined with practical on-the-job training in business, industry, and/or government.

The determination of eligibility for participation in the Graduate Cooperative Education Program is primarily an academic matter involving the department in which the student is majoring. Prior to enrolling in cooperative education, a graduate student should normally have completed nine (9) semester hours of graduate credit. All graduate students must have a 3.0 grade point average when applying for cooperative education.

Acceptance of a student into the program is also contingent upon the location of a suitable graduate level training site and an agreement with the employer to hire. The co-op student will normally be employed full-time for a period of one semester in accordance with the employer's schedule. The type of employment and the total hours of employment are determining factors in assigning co-op credit. The University requires a minimum of 80 hours of employment for each semester hour of academic credit for graduate co-op, field placement, practicum, internship and other such placements. The salary for each position is negotiable but must fall within state and federal wage guidelines. For additional information, contact the Director of Cooperative Education at (859) 622-1296.

ACADEMIC REGULATIONS**Academic Load**

During the fall and spring term the normal full-time course load for a graduate student is 9 - 12 credit hours. Exceptional graduate students may request dean's permission to register for additional course work, up to a maximum enrollment of 15 credit hours. Graduate assistants are permitted to carry a maximum course load of 12 hours and a minimum load of nine hours of graduate work toward their program.

Six semester hours is considered a normal graduate student course load for the summer term. For enrollment verification and financial aid purposes 6 - 12 credit hours is full time summer status for graduate students. A graduate student who has established a superior academic record may petition the dean of the college of the student's major for permission to enroll in excess of 12 credit hours during the summer term; however the absolute maximum summer course load is 15 hours.

Transfer of Credit

A student may transfer from other accredited or professional graduate schools up to 12 hours of course work that has been accepted by his/her Master's or Specialist degree program without transferring in all graduate course work taken at that institution. Only the transferred work for the degree program will be used to calculate the overall grade point average. Any programs covered by an articulation agreement between Eastern Kentucky University and other colleges or universities are excluded from the 12 hour transfer limit. Official copies of transcripts must be submitted and evaluated before any transfer credit can be accepted. Certain courses submitted for transfer may not be considered equivalent to specified program requirements even though course titles are the same. Official requests for transfer of credits must be recommended by the student's advisor, the department chair, the college dean, and approved by the Office of Graduate Education and Research. Students who expect to transfer credits to meet program requirements at EKV should obtain official approval prior to registration for transfer courses. Official transcripts of approved transfer credits must be submitted to the Office of Graduate Education and Research, Eastern Kentucky University, Coates CPO 5A, 521 Lancaster Avenue, Richmond, KY 40475-3102 within 60 days after the course has been completed. Transfer credits taken during the final semester of a program will delay graduation and certification approval until official transcripts have been received in the Graduate School Office. If transfer work is taken during the semester in which a student is to graduate with a degree, the official graduate school transcript must be received in Eastern's Office of Graduate Education and Research within two (2) weeks of the end of the semester.

Credits earned at other institutions may be transferred only when grade points of "B" (3.0 on a 4.0 scale) or above has been earned. The credit-producing experience must be taught by a graduate faculty member with scholarly competence in the subject matter area to be considered for transfer. Graduate credit for "special workshop courses" may be considered for transfer only when it can be clearly documented that the course in question meets Eastern Kentucky University's graduate instructional standards and is clearly distinguishable from undergraduate work and from continuing education activities. Students on academic probation cannot take a course from another institution for the purpose of transferring the credit to their program.

Graduate Course Credit

All 700 level courses have undergraduate 500 level counterparts bearing the same last two digits. The 700 level courses are offered only for graduate level credit and require additional appropriate experiences for all students enrolled. Credit will not be awarded for both the 500 and 700 level of the same course. Students who have previously taken the undergraduate counterpart of these courses at the 500 level will not be permitted to enroll for graduate level credit in the 700 level counterpart. Courses numbered in the 700 and 800 series are open only to graduate students.

Correspondence courses from any source are not applicable for graduate credit.

Graduate level courses are expected to require a minimum of four hours of outside preparation for every hour of lecture. Course syllabi are to reflect these expectations. Graduate courses other than those which are independently directed, shall be based upon a minimum of 12.5 clock hours of contact per hour of graduate credit. Workshop courses shall have a minimum of 25 clock hours of contact per hour of graduate credit. All credit producing experiences shall be based upon a minimum of one week of instruction per hour of graduate credit. The University requires a minimum of 80 hours of employment for each semester of academic credit for graduate co-op, field placement, practicum, internship and other such placements.

Grading System

1. Graduate Letter Grades

<u>Grade</u>	<u>Meaning</u>	<u>Grade Points Per Hour</u>
A		4.00
B		3.00
C		2.00
D	Failure	0.00
F	Failure	0.00
I	Incomplete	0.00
P	Passing	0.00
S	Passing	0.00
U	Failure	0.00
W	Withdraw	0.00
AU	Audit	0.00
CR	Credit Only	0.00
IC	Incomplete Correspondence	0.00
IP	In Progress	0.00
NC	No Credit	0.00
NR	Not Reported	0.00

Throughout this *Catalog*, specific grade requirements are to be interpreted precisely as stated. Thus, if a requirement specifies that a grade of at least "C" is required, a "C-" will not satisfy the requirement. If it is intended that "C-" is to be allowed, a "C-" will be listed rather than "C." This applies to all specific grade requirements.

The grade point average (GPA) is based on those courses in which a student earns a normal letter grade ("A"- "F", or "U"). The overall graduate grade point average includes all graduate course work taken by the student at any institution at any time unless specifically excluded. The program graduate grade point average includes only those courses included as a part of the student's planned program.

An instructor shall assign a grade of "I" if the instructor believes that the student has been unable to complete the course on time because of unavoidable conditions. Any student receiving a grade of "I" must coordinate with the instructor to satisfy all outstanding coursework for the course. Students should not register to repeat the course in a subsequent term. Once outstanding requirements for the course are satisfied the instructor will process a change of grade converting the "I" to a letter grade. The deadline for the grade change is the last day of class of the next full-length (i.e., fall or spring) term. Once this deadline has passed, the "I" becomes an "F."

A grade of "IP" is available for courses which the graduate faculty has anticipated may take more than the normal semester, such as thesis. "IP" grades are available only in courses which have been approved to receive "IP" grades by the Graduate Council and the Council on Academic Affairs. A student assigned an "IP" grade for internship, practicum or self-paced courses must complete requirements within the calendar year after the "IP" is awarded to receive credit for the course. If requirements are not completed, the Registrar will change the "IP" grade to "NC" (No Credit), and the student must register again for the course to receive credit. Grades of "IP" for thesis must be changed within seven years.

2. Grade Appeals

If a student believes that the final grade assigned in a course is unjustified, that student should consult the instructor, seeking a satisfactory explanation. If, after doing so, the student still feels that the grade is unjustified, the student may appeal the grade, in writing, to the department chair. A written appeal must be filed with the chair within 30 days after the beginning of the next semester (exclusive of summer session). Refer to the *University Handbook for Students* for complete policy concerning grade appeals.

3. Repeating Courses and Grade Calculation

Students may repeat a graduate course one time for the purposes of grade replacement, as long as the repeat is not prohibited by the policy of the graduate program. Individual graduate programs may impose limitations on course repetitions, and the student should consult with the advisor and/or graduate program coordinator/department chair for the program's policy regarding repeat of courses. An enrollment is counted as a repeat if previous enrollment in the course resulted in a passing or failing grade. The grade earned in the last taking of the course will replace the earlier grade. A graduate student may enroll in a course for the third time (second repeat) only under unusual circumstances and with the written approval of the advisor, the department chair/program coordinator of the student's major, the dean of the college of the student's major, and the Dean of the Graduate School. If a student enrolls in a course for a third or subsequent time without approval, the student may be administratively withdrawn from the course. The grade earned in a course taken at another institution will not replace a grade earned at Eastern Kentucky University. A grade of "S," "CR," or "P" will not replace a letter grade.

4. Grade Change

All grade changes must be made by the following deadlines: for fall semester grades - the last day of classes for the following spring semester; and for spring and summer semester grades - the last day of classes for the following fall semester.

5. Changes to Transcript

Once a degree has been posted to the transcript, changes will not be made to courses or grades earned prior to the posting of the degree.

6. Pass-Fail Grades and Audit

The Pass-Fail and Audit options are available for students who wish to take graduate courses for their own professional growth or personal interest. Not all courses are approved to be taken as Pass-Fail or Audit. The Office of the Registrar can verify whether a course is approved to be taken as Pass-Fail or Audit. The Office of the Registrar can verify whether a course is approved to be taken as Pass-Fail. Courses taken Pass-Fail or Audit may not be

used in any graduate program. A few courses such as practicum, internship, and thesis which have been specifically designated for satisfactory-unsatisfactory grading only by the department may be used on any graduate program.

Students may select the "Pass-Fail" option by completing the Audit/Pass-Fail registration form, available from the Office of the Registrar. Students may change to or from the Pass-Fail option by the date specified each semester in the Colonel's Compass. The student must submit to the Registrar's Office the completed form as authorization to change their registered course to Pass/Fail.

Academic Honesty

The University faculty have the right to expect students to adhere to the principles of academic honesty.

Therefore, academic dishonesty will not be tolerated. Depending upon the seriousness of the infraction, students found guilty of plagiarizing or cheating will be sanctioned in any of several ways. These normally range from receiving a failing grade on the assignment to being assigned a failing grade in the course; however, if the case is assigned to the Student Disciplinary Council, stronger sanctions are possible.

For a full description of what is considered plagiarizing and cheating, refer to the section entitled Academic Honesty Policy in the *University Handbook for Students*.

Academic Probation

Students pursuing graduate degrees are expected to maintain a 3.0 graduate grade point average at all times. Students falling below the 3.0 GPA will be placed on academic probation. One semester may be allowed for removing the GPA deficiency. Continued enrollment beyond the probationary semester will be permitted only with the recommendation of the advisor and the department chair/program coordinator to the Office of Graduate Education and Research. Students on academic probation cannot take a course from another institution for the purpose of transferring the credit to their program.

APPLICATION TO THE GRADUATE SCHOOL

Admission to the Graduate School at Eastern Kentucky University is based upon evidence that the applicant has already attained a certain minimal academic proficiency and will be able to pursue creditably a program of graduate study in a given field. Applicants must assume responsibility for filing complete admission data with the Office of Graduate Education and Research including the following materials:

Application Form—Each student must submit a completed application form with all requested information provided. Forms are available online at www.gradschool.eku.edu or upon request from the Office of Graduate Education and Research. There is a nonrefundable \$35 application fee for all first time applicants. An application submitted without the fee will not be processed.

Transcripts—One official copy of transcripts of all previous college/university credits showing all grades received and any degrees or certificates that have been awarded must be provided by each applicant. An official transcript must bear the seal and signature of the registrar from the sending institution. Graduates from all schools other than Eastern Kentucky University should contact their registrar(s) and request the official copy of their transcript be forwarded directly to the Office of Graduate Education and Research, Eastern Kentucky University, Coates

CPO 5A, Richmond KY 40475-3102. **For a transcript to be “official” it must come *directly* from the Registrar(s) office to the Office of Graduate Education and Research.** Students seeking admission must be graduates of a fully accredited four year institution of higher learning authorized to grant the baccalaureate degree.

Examination Scores: Graduate Record Examination, Miller Analogies Test, Graduate Management Admission Test, PRAXIS—All applicants for admission to degree programs must submit satisfactory official score reports from one of the following tests as required by their prospective program: (1) the general section of the Graduate Record Examination (GRE); (2) the Miller Analogies Test (MAT); (3) the Graduate Management Admissions Test (GMAT); or (4) PRAXIS at the time of application for admission to graduate studies as required by the applicant’s degree program. **Please refer to program areas for specific information on required tests.** Certain domestic students who have not had a prior opportunity to take the required test may be admitted provisionally for one semester provided they take the test during their initial semester as a graduate student. This opportunity is not available for all programs. Please refer to specific programs in this *Catalog* for this requirement. Some programs require area scores in the subject field in addition to the general section of the exam. Students who are applying for a Master of Business Administration degree must provide official scores on the Graduate Management Admission Test (GMAT). Students can obtain GRE and GMAT information by visiting the Educational Testing Service at www.ets.org. Additional information for the GMAT can be found at www.mba.com. Additional information for the GRE can be found at www.gre.org. The school code for Eastern Kentucky University is 1200. Some students may be eligible for a fee waiver for the GRE. Students who are interested may contact the Graduate School for additional information. To schedule the Miller Analogies (MAT) students may contact the Office of Academic Testing at (859) 622-1281 or at www.testing.eku.edu. It is the student’s responsibility to apply for and take the examination(s) and to have the official scores sent to: The Office of Graduate Education and Research, Eastern Kentucky University, Coates CPO 5A, 521 Lancaster Avenue, Richmond, KY 40475-3102.

Letters of Recommendation—Applicants for degree programs should solicit three letters of recommendation and request that they be mailed directly to the department offering the degree program as soon as possible. Certain programs may withhold admission until letters have been received. Please refer to program areas for specific requirements regarding letters of recommendation.

Application Deadlines—To provide adequate time for evaluating and processing applications for admission, some departments/colleges require materials to be submitted well in advance of the start of the academic term when attendance is planned. Please check with the department/college sponsoring the program in which you have interest to obtain information about application deadlines. ***All other applications must be received no later than two weeks prior to the beginning of the semester for which the student wishes to enroll. Post-deadline applications will be considered by the Graduate School only in exceptional cases.***

TYPES OF GRADUATE ADMISSION

After evaluation of an applicant’s credentials by the appropriate department and by The Office of Graduate Education and Research, the applicant will be notified by letter from the Office of Graduate Education and Research that (1) admission has been granted under one of the categories listed below, or (2) admission has been denied, or (3) a decision has been deferred for reasons listed in the notice. An admission letter will be issued by The Office of Graduate Education and Research stating the conditions of admission and period of validity for the admission. An applicant who has not received an admission, denial, or deferral notice 48 hours prior to the beginning of the final regular registration period should contact, in person, the Office of Graduate Education and Research for clarification.

In certain areas the University may need to limit the number of students accepted for graduate work if the number of applicants exceeds the capacity of available facilities/faculty.

Attendance in the Graduate School at Eastern Kentucky University is not a right. It is a privilege which may be withdrawn by the University or any area of graduate study if it is deemed necessary by The Office of Graduate Education and Research in order to safeguard the University’s standards.

Clear Admission

Applicants who meet the requirements for both general admission to graduate degree study and for a particular program are eligible for clear admission. General requirements for clear admission are:

- A. A baccalaureate degree from a regional, accredited institution.
- B. An overall undergraduate grade point average (UGPA) of 2.5 or of 2.75 (4.0 = A) on the last 60 semester hours of the baccalaureate program (all hours attempted in the semester in which the 60th hour occurs will be counted).
- C. Submission of acceptable official Graduate Record Examination (GRE) General Test Scores or an approved alternative examination. (See specific program requirements for information on acceptable alternative examinations and scores).
- D. A department may waive the requirements for clear admission stipulated in B. and C. for applicants having earned a graduate degree from a regional, accredited institution.
- E. Individual programs may have additional or higher criteria for clear admission.

Provisional Admission

An applicant unable to supply all of the required application materials prior to admission consideration, but who otherwise meets the admission requirements may be granted provisional admission upon the recommendation of the appropriate department and approval of the Office of Graduate Education and Research. Complete and satisfactory credentials must be received by the Office of Graduate Education and Research before the end of the semester in which the student has registered in a provisional status. A student will not be permitted to enroll in a graduate program with a provisional status for more than one semester. Provisional admission does not guarantee, in any way, subsequent clear admission. International students may not be admitted on a provisional basis.

Probationary Admission

An applicant who does not meet conditions B and/or C of the admission requirements for clear admission but does show promise for successful graduate study may be granted probationary admission upon the recommendation of the appropriate department chair and approval of the appropriate college dean and Dean of Graduate Education and Research. Students must be removed from probationary admission prior to registering in any graduate course work beyond an initial 12 hours. After obtaining probationary admission, the minimum condition for transfer from probationary admission status to clear admission status is the successful completion of at least nine hours of approved graduate course work at Eastern Kentucky University with a graduate grade point average of at least 3.0 at the end of the term in which the nine-hour minimum was completed and with no more than one grade (regardless of the number of course credit hours) of "C" or lower. Special course requirements or other conditions may be imposed by the department, academic dean, and/or the Office of Graduate Education and Research. The Office of Graduate Education and Research will inform the student of all conditions for consideration for clear admission at the time the student is granted probationary admission status. Since the transfer from a probationary admission status to a clear admission status requires the successful completion of graduate course work at Eastern Kentucky University, no student should attempt to take graduate course work for transfer from another school during the probationary admission period. A student admitted under probationary admission may not attempt any graduate course work graded pass/fail. In the case where specific courses have been designated by a program for the satisfactory/unsatisfactory grading mode, a maximum of three hours of course work graded satisfactory/unsatisfactory may be permitted during the initial 12 hours. A student in probationary status may not hold an assistantship or be admitted to candidacy for any graduate degree without first achieving clear admission status. International students may not be admitted on a probationary admission basis.

Non-Degree Admission*General Non-Degree Admission*

An individual wishing to take graduate courses at Eastern Kentucky University for personal or professional development, but who does not plan to pursue a graduate degree program, may be admitted as a non-degree student with the approval of the Office of Graduate Education and Research. Non-degree students must hold a baccalaureate degree from an accredited institution and must have a minimum overall undergraduate grade point average of 2.0 (4.0 = A). Non-degree students are not eligible for graduate assistantships or financial aid offered through the University.

A former or currently enrolled non-degree student who wishes to apply for admission to a graduate degree program must submit a Program Change application to the Office of Graduate Education and Research for admission to a degree program. The student must meet all criteria for clear admission as stipulated by the department.

Certification Admission

An individual wishing to take graduate courses as a part of initial or additional certification programs, including Rank II and Rank I classification programs, is eligible for certification admission.

A former or currently enrolled certification student who wants to apply for admission to a graduate degree program must submit a Program Change application for Admission and all supporting

documents as listed in this *Catalog* under the section APPLICATION TO THE GRADUATE SCHOOL. Admission as a certification or general non-degree student does not guarantee subsequent clear admission into a graduate program. Graduate credit earned as a certification or general non-degree student may be applied to a degree program only when the student meets all the minimum admission requirements; is granted clear admission after initial application; and approval is granted by the appropriate department, the college dean, and the Dean of Graduate Education and Research. Normally, no more than nine semester hours of work earned as a certification or general non-degree student may be applied to a graduate degree. Only courses with 3.0 or above earned grade points may be applied, although a grade in any course taken as a certification or general non-degree student will be considered in computing a student's overall grade point average.

Visiting Student Admission

Because of its unique programs and facilities, faculty, diversified institutes and workshops, Eastern Kentucky University is attractive to many students who have been previously admitted to other accredited graduate schools. In order for a visiting student to be officially enrolled for graduate credit at Eastern Kentucky University, the student must file an application form and submit an official Visiting Student Certificate. The Visiting Student Certificate must bear the seal of the Graduate School and the signature of the Graduate Dean where the student has been admitted. Copies of the visiting student forms may be obtained from the Office of Graduate Education and Research or will be sent to the student when the Office of Graduate Education and Research receives an application for Visiting Student Admission.

Undergraduate Admission - Concurrent

An undergraduate student who needs nine or fewer credit hours in one semester (three or fewer credit hours in one summer session) to complete all of the requirements of a baccalaureate degree at an accredited institution may be allowed to register for graduate credit work under the conditions described below.

All work for undergraduate credit will be completed during that semester or summer session. The total registration for all work will not exceed 12 credit hours in a semester (six credit hours in a summer session). All work to be counted for graduate credit must be approved in advance of registration by the graduate program advisor, the student's undergraduate college dean, and the Dean of Graduate Education and Research.

Approval forms for undergraduate/graduate concurrent enrollment may be obtained from the Office of Graduate Education and Research. The student must make application to the Graduate School and meet all pertinent conditions for admission. Graduate credits earned must not be used to meet undergraduate requirements.

Undergraduate Honors Admission - Concurrent

An Eastern Kentucky University undergraduate student who needs 30 or fewer credit hours to complete all of the requirements of the baccalaureate degree may be considered for undergraduate honors admission to the Graduate School to enroll in graduate course work or be considered for special provisional admission to a graduate degree program. To be eligible for undergraduate honors admission, the student must have an overall undergraduate grade point average of at least 3.5 at the time of admission. The student must maintain an overall undergraduate grade point average of at least 3.5 and a graduate grade point average of at least 3.0 to continue in the honors program. Students who wish to be

considered for provisional admission to a graduate degree program are advised to take the GRE or other appropriate test during their junior year or during the first semester they hold undergraduate honors admission status. Students may earn a maximum of 12 graduate credit hours while holding undergraduate honors admission status. A maximum academic load of 15 hours during a regular fall or spring semester and of nine hours during the summer session is permissible when the student is concurrently enrolled in graduate and undergraduate level course work.

Application for undergraduate honors admission should be initiated by the student by completing an application to the Graduate School at least 30 days prior to requesting enrollment in any graduate classes. Undergraduate honors admission to Graduate School must be supported by all appropriate advisors and college deans, as well as the Dean of Graduate Education and Research.

Senior Citizens Admission

A senior citizen (65 years or older) who holds a bachelor's degree from an accredited institution may be granted special provisional admission to a degree program. Upon the completion of nine graduate credit hours with a minimum grade point average of 3.0, the student may be considered for clear admission to that degree program.

International Student Admission

International students who meet specific program requirements and for whom Eastern Kentucky University has appropriate programs at the graduate level are invited to make application. Such applications must be supported by satisfactory evidence of their qualifications to pursue a full course of study at this institution. Applications for admission of international students are not considered complete without official transcripts showing grades and degree(s) awarded, official Test of English as a Foreign Language (TOEFL) scores, official scores on the of the Graduate Record Examination (GRE), Declaration and Certification of Finances and three letters of recommendation. Students who are applying for a Master of Business Administration program must provide official scores on the Graduate Management Admission Test (GMAT). Each of these examinations is given in a large number of centers throughout the world. Specific information on center locations, test dates, fees, and application materials should be requested from Educational Testing Service, CN 6000, Princeton, New Jersey 08541-6000, U.S.A. or www.ets.org.

The completed application, all official transcripts, official TOEFL and GRE or GMAT scores, and the Declaration and Certification of Finances must be received by the Office of Graduate Education and Research no later than June 1 for fall admission, October 15 for spring admission and March 15 for summer admission. Please note that some programs have earlier application deadlines and/or only admit students for a particular semester, e.g. fall. Materials for these programs must be received in the graduate school 45 days prior to the program application deadline. Please see the program description for published deadlines. Appropriate I-20 forms will be issued after all official credentials have been received and the completed application has been reviewed. The U.S. Bureau of Citizenship and Immigration Services requires certification that all standards for admission have been met before the I-20 form is issued. Please see below for additional information concerning international student admission to Eastern Kentucky University.

SPECIAL INSTRUCTIONS FOR INTERNATIONAL STUDENTS ONLY

Eastern Kentucky University welcomes applications for graduate study from all qualified international students. The criteria for admission to the various programs of graduate study at this institution are the same for all students, but the United States immigration laws impose certain additional requirements which all U.S. institutions of higher education must abide by in admitting international students.

Admission procedures for all international students are developed in compliance with existing laws of the United States Department of Justice, Bureau of Citizenship and Immigration Services. International students are strongly encouraged to visit the Graduate School website at www.gradschool.eku.edu for additional application materials and instructions.

Transcript Requirements

To be considered for entry as a graduate student, an applicant must have had four years of university level work following a twelve year elementary-secondary program and have been awarded a degree equivalent to the four year baccalaureate degree awarded by U.S. universities. The international institution of learning must be recognized by the American Association of Collegiate Registrars and Admissions Officers, and individual credits may be evaluated for acceptance or transfer. Grade point standings will be determined by appropriate conversion scales from the individual institutions.

When credentials are submitted in support of any application, they should be the original document (in certain rare cases, certified "true copies" bearing the United States Embassy official seal may be accepted). An official translation must be attached to these records if they are in a language other than English. Credentials must include a record of all degrees earned, detailing all subjects taken and grades obtained. Remember that uncertified photostat copies are not acceptable.

English Proficiency Requirement

Eastern Kentucky University requires the Test of English as a Foreign Language (TOEFL) of all applicants whose native tongue is other than English, including those from India. A minimum score of 550 is needed on the test to be accepted at Eastern Kentucky University. To register you must obtain the TOEFL BULLETIN, which includes a registration form. BULLETINS are available in many locations outside the U.S., usually at American embassies and consulates, Office of the United States Information Service (USIS), United States educational commissions and foundations, binational centers, and many private organizations such as the Institute of International Education (IIE), African American Institute (AAI), American Friends of the Middle East (AFME), and American-Korean Foundation.

Students who cannot obtain a TOEFL BULLETIN and registration form locally should write for them, WELL IN ADVANCE, to: TOEFL Services, CN 6151, Princeton, New Jersey 08541-6151, USA.

Financial Resources Requirement

Graduate applicants MUST complete the Declaration and Certification of Finances from which accompanies the application for admission to Graduate School. Applicants should have available the approximate sum of \$17,000 American dollars for each academic year at Eastern Kentucky University, exclusive of travel expenses. We estimate this amount will cover the bare

minimum cost of tuition fees, books and supplies, room and meals, health insurance (see below) and incidentals for a single person. It should also be indicated how expenses will be met for subsequent years of study if the program of study will require more than one year. It should be kept in mind when computing expenses that students holding F-1 visas will be not authorized to work by the Bureau of Citizenship and Immigration Services except under extraordinary circumstances. Therefore, the applicant should not look to employment, either part-time during the academic year or full-time during the summer, as a significant means of support while attending Eastern Kentucky University.

You will need this documentation of sufficient funds when you apply to your local governmental agency for a visa and when you are cleared for entry by U.S. Consular officials. We suggest that you make and retain copies for this purpose.

An extremely limited number of graduate assistantships are available in some departments requiring research, laboratory, and other instructional duties. These assistantships are awarded on a competitive basis to a few exceptionally well qualified graduate applicants possessing special skills and qualifications. Native ability in English is a prerequisite. Students should write directly to the chair of the department to which they are applying for additional information about assistantships.

NOTE: Even if an assistantship is awarded, it is not sufficient to cover the total expenses of an academic year. The “Declaration and Certification of Finances” form should still be submitted indicating the additional funds available for the remainder of your expenses.

At the beginning of each registration period, you will be expected to pay in full the established fees for tuition, housing, and health insurance.

Health Insurance Requirement

At the beginning of the first semester on campus, international students must present evidence that they have current hospitalization, accident care, and surgery insurance that is payable in the United States, or they must be prepared to enroll in the University student insurance plan. They must carry some type of health insurance as long as they are enrolled at the University. Application should be made upon arrival at the Personnel Office, Jones Building room 203, Eastern Kentucky University.

University Housing

University Housing is usually available for single and married students. For complete information on housing, write well in advance to: Housing Office, Student Services Building CPO 51, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, Kentucky 40475-3151.

Application Requirements

Applications for admission and all supporting credentials must reach the Office of Graduate Education and Research as far in advance as possible before the opening of the term you wish to enter. Completed applications and all official credentials (transcripts, letters of recommendation, Declaration and Certification of Finances, TOEFL scores, GRE scores, and GMAT scores for MBA candidates) must be evaluated at least 30 days prior to the initial enrollment date.

NOTE: I-20 forms (required for visa authorization) can only be issued by the University after the student has submitted all required official credentials and qualifications for admission to the graduate program indicated are verified.

Visiting Scholars

Visiting scholars at the graduate level may be admitted as non-degree students on the strength of their academic credentials by submitting transcripts and certificates of degrees. Scholars who are applying for the J-1 visa program must satisfy their host department and the J-1 Responsible Officer as to their academic preparation and their English language ability. The TOEFL test is not a requirement for such candidates; instead, they must demonstrate to the host department their ability to use English as necessary in their specific field or discipline. Visiting scholars will be issued the form IAP-66 by the Responsible Officer and must follow the regulations of the State Department as regards J-1 visa holders. Other non-degree international students may submit TOEFL scores to qualify for admission.

REGISTRATION

Graduate students may register via the web at www.eku.edu, (click on **EKUDirect**) on the dates stipulated in the *Colonel's Compass* (also found at www.eku.edu, look underneath **EKUDirect**, click on “Colonel’s Compass”). Students should consult with their advisors. The student bears the responsibility for courses scheduled, subject to the policies and approval of the Office of Graduate Education and Research. The student is responsible for registering a motor vehicle, housing arrangements, and payments of all fees and assessments in accordance with prevailing University policy.

Students with interruptions of study on campus who wish to participate in registration should notify the Office of Graduate Education and Research of their plans to continue study, furnishing full names and social security numbers, at least two weeks in advance of the published registration dates.

Change of Schedule

The University reserves the right to cancel a course when the registration is not sufficient to warrant its continuance, to divide classes if the enrollment is too large for efficient instruction, and to change instructors when necessary. Additional courses will be organized if the demand is sufficient.

The Graduate School reserves the right to suspend or alter registration orders not in consonance with the individual’s planned program or in the instance of closed or canceled sections. Program modifications should be accomplished through the regular drop-add procedure on the dates designated.

Students who are assigned a grade of “F” in a course due to academic dishonesty will not be permitted to drop the course.

Withdrawal From The University

Students finding it necessary to withdraw from the University must withdraw from all courses via the Web. A withdrawal is granted only through the eighth week of classes during a regular semester or through the midpoint of any summer session or nonstandard course. A grade of “W” is assigned. Students who leave the University without an official withdrawal are subject to the grade of “F.”

After the eighth week, a student who is the victim of extraordinary circumstances may petition to the Late Withdrawal

Appeals Committee through the Office of the Registrar. The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal. The student should prepare a written petition and should include *justification and documentation* for the withdrawal. If approved, the Registrar will assign grades of “W” and will notify the instructors of the classes.

DEGREE COMPLETION REQUIREMENTS

Admission to Candidacy

Admission to candidacy for a degree program is a function of the department’s consideration of the student’s potential for matriculation into a degree program based on his/her performance at the graduate level, and represents a stage beyond admission to the Graduate School. Students must be admitted to candidacy to be considered eligible for the master’s degree. A copy of the admission to candidacy for the student shall be submitted by his/her advisor to be approved by the department chair and the Office of Graduate Education and Research as soon as possible. Admission to candidacy must be approved by the Office of Graduate Education and Research prior to the student’s registration in any of the last 12 hours of the degree program. A copy of the student’s planned program must be on file in the Graduate School at the time of application to candidacy. A student will not be eligible to graduate in the same semester the student is admitted to candidacy unless that student is completing the program within two consecutive semesters. A permanent committee will be assigned on approval of candidacy. The permanent graduate committee must consist of a minimum of three to a maximum of five faculty members. Subsequent changes of the committee are permissible, but must be approved on the appropriate form by the advisor, the department chair, and the Dean of Graduate Education and Research. Admission to candidacy must be completed prior to the scheduling of comprehensive examination(s) or thesis defense.

All conditions for clear admission to the Graduate School and any prerequisites must have been satisfied before the candidacy application may be approved. No student shall become an approved candidate without a minimum overall and program graduate grade point standing of 3.0. No graduate credit shall be granted for a grade below “C.” Students may not repeat a course to improve standing without the explicit permission of their advisor and the Office of Graduate Education and Research.

When candidacy is approved, the student is notified that he/she is a candidate for the degree program. After becoming a candidate, students are eligible to file applications for graduation. Applications for graduation must be received in the Office of Graduate Education and Research prior to the semester in which the program completion is expected. Graduation application forms are available upon request from the Office of Graduate Education and Research. Refer to the following section for complete details concerning applications for graduation.

Application for Graduation

A student planning to receive the master’s or specialist’s degree should apply prior to the beginning of the semester in which the student intends to graduate.

Students will be considered candidates for graduation only if they have an overall and program graduate grade point average of 3.0 or higher at the beginning of the term in which they wish to graduate. The Office of Graduate Education and Research may not accept an application for graduation from a student who is not eligible to be considered for graduation.

Language Requirements

In graduate programs requiring competence in a foreign language, the requirement may be met in one of three ways: 1) 12 hours of college credit in an appropriate language may be accepted; 2) a reading examination may be taken covering material appropriate to the discipline; 3) achievement of 3.0 or above in earned grade points in a designated course will be accepted as meeting the requirement.

Students must satisfy the language requirement prior to scheduling of the comprehensive examinations. Certain programs may require statistical competencies in lieu of a foreign language requirement.

Time Requirements

A graduate student is expected to complete requirements for the master’s degree no later than seven years after beginning course work (e.g., a student whose initial registration for courses was Fall 2006 must complete the program in order to include this course work by the end of the Summer term 2013.) The minimum time interval required for completion of a graduate degree is two semesters of full-time study.

The Graduate Council in recognition of the importance of assisting and safeguarding the student’s right to due process will consider requests for waiver of the above stated requirement upon the recommendation of the student’s advisor, the department chair, the college dean, and the Dean of Graduate Education and Research.

Minimum Hours Required

All master’s degree programs and specialist’s degree programs require a minimum of 30 semester hours each. Some programs require additional hours that exceed this minimum.

At least half of the total course work, excluding thesis, practicum, internship or co-op courses, shall be in courses open only to graduate students (800 level).

Master’s Thesis Or Specialist’s Project

Students who submit a thesis in partial fulfillment of the master’s or specialist’s degree must prepare it in conformity with the regulations approved by the Graduate Council. Two approval pages bearing original signatures of the graduate committee must be included with two typewritten, clear, unbound copies of the thesis and presented to the Office of Graduate Education and Research at least two weeks prior to summer Commencement and three weeks prior to the end of the fall and spring semesters. These two copies are bound and become the property of the University Library. If any additional bound copies are desired by the student or the department, they should be presented directly to the Library or a commercial bindery.

Theses must be on white paper of at least 50 per cent rag or cotton fiber content and must be in a form acceptable to the Office of Graduate Education and Research. Instructions for the preparation of theses should be obtained from the Office of Graduate Education and Research before the thesis is typed.

Theses must be developed under the direction of a faculty member who holds full graduate faculty status at Eastern Kentucky University.

Comprehensive Examination(s)

All candidates shall perform satisfactorily on a written and/or oral examination of the contents of their program of studies and/or the defense of their thesis. Particulars are specified by program.

Comprehensive examinations are scheduled after application for a degree has been filed and evidence exists indicating that the student should complete all degree requirements. Comprehensive examinations are not to be given prior to admission to candidacy, or while the student's overall or program graduate grade point average is below 3.0.

Committee chairs must file the Schedule of Oral/Comprehensive Examination in the Office of Graduate Education and Research with copies to the student and committee members at least two weeks prior to the comprehensive examination. Committee chairs shall certify the results of the completion of the comprehensive examination to the Office of Graduate Education and Research no later than ten days in advance of Commencement.

A review period of not less than 60 days nor more than one year is required of candidates who fail the comprehensive examination or thesis defense initially. Additional courses or thesis work may be required of a failing student. Committee changes are not normally approved between the first taking of the comprehensive examination or thesis defense and the retake. Comprehensive examinations may not be retaken more than once for the master's or specialist's degrees.

SECOND MASTER'S DEGREE REQUIREMENTS

Students desiring to pursue a second master's degree at Eastern Kentucky University shall have completed all requirements for the first master's degree at Eastern Kentucky University or another accredited university. In general, the same basic requirements for general admission, admission to candidacy, and other conditions previously stated in this *Catalog* relative to the first master's degree are also applicable to the second degree with the following exceptions:

A maximum of fifty percent of the required credit hours for the second master's degree may be applied from the first degree if such courses are within the seven year time limit, are appropriate for the second program and are approved by the program.

Candidates for a second master's degree must file application for admission to Graduate School and identify their second program prior to registration for additional course work. A student may apply for admission to a second degree program anytime after they have applied for graduation in their first program. Students should be admitted to the second master's program with an approved Planned Program prior to any additional registration. Individual programs have specific requirements which must be met before pursuing a second master's degree. Normally, any deficiencies in preparation for a second master's degree must be resolved during the first enrollment.

SPECIALIST'S DEGREE REQUIREMENTS

The University offers advanced graduate work leading to the Specialist in Education and Specialist in Psychology degrees. Beginning graduate students interested in two-year programs with special preparation for teaching or professional service opportunities in post-secondary technical school, junior or senior colleges should seek early advisement in order to assure proper program development. Students should refer to the appropriate college/department section for specific admission and program requirements. Twelve hours of course work must be completed after admission to candidacy for this degree.

COOPERATIVE DOCTORAL PROGRAMS

Eastern Kentucky University, in cooperation with the University of Kentucky, offers cooperative doctoral programs in education, geology, and rehabilitation sciences. These programs permit candidates to complete one year of graduate work beyond the master's degree at Eastern Kentucky University. The work of a candidate is directed by a joint faculty committee from both institutions. Throughout the term of the program, the student shall be enrolled in both schools but will pay fees only to the resident university. The doctoral degree is awarded by the University of Kentucky.

Any student considering a cooperative doctoral program should contact the Office of Graduate Education and Research to discuss their program prior to applying.

CATALOG APPLICABILITY

Students who are continuously enrolled in a graduate program will be governed by the catalog in force during the school year in which they were officially admitted to a graduate program. Graduate students who discontinue their enrollment for more than one calendar year, must apply for re-entry to the Graduate School and will be governed by the catalog in force at the time of re-entry. A student may elect to comply with the catalog currently in force. Exceptions to this policy must be approved by the Office of Graduate Education and Research.