

GRADUATE

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Eastern Kentucky University Graduate Catalog 2024-2025

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Dr. David T. McFaddin

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Notifications

All statements in this publication are announcements of present policy only and are subject to change without prior notice. Nothing contained in this publication is intended to create nor shall be construed as creating a contract, either express or implied, or guarantee for any term or for any specific procedures.

Eastern Kentucky University is an Equal Opportunity (EEO) institution and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, national origin, disability, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g., athletics, academics and housing) which it conducts, or in any employment policy or practice, in conformity with Title IX of the Education Amendments of 1972, 20 U.S.C § 1681 and its implementing regulation at C.F.R. Part 106. Any complaint arising by reason of alleged discrimination or harassment should be directed to the Office of Equal Opportunity & Title IX, Eastern Kentucky University, Jones Building, Richmond, Kentucky 40475- 3102, (859) 622-8020 or the U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington DC. 20202, 1-800- 421-3481 (V), 1-877-521-2172 (TDD). The University's complete Policy on Discrimination and Harassment (1.4.1) can be found at <https://www.eku.edu/in/policies/discrimination-and-harassment-1-4-1pol/>.

Office of Institutional Equity of Eastern Kentucky University
Jones Building, Room 416, CPO 37A
Richmond, KY 40475-3102
859-622-8020 v/tdd

The Board of Regents of Eastern Kentucky University does hereby reaffirm the University's commitment to providing educational opportunities to all qualified students regardless of economic or social status and ensuring that participation in all University sponsored activities will be administered in a way that furthers the principles of equal employment and educational opportunities.

Eastern Kentucky University does not discriminate on the basis of disability in the admission or access to educational opportunities, programs or activities. The Director of The Center for Student Accessibility, Whitlock Building 361, CPO 66, Eastern Kentucky University, Richmond, Kentucky 40475, coordinates compliance with all federal, state and local laws and regulations concerning access for disabled individuals. Requests for information concerning the Americans with Disabilities Act and other federal and state laws relating to disabilities and the rights provided thereunder, as well as all requests for accommodations based upon disability should be directed to this office.

Eastern Kentucky University is committed to providing a healthy and safe environment for its students, faculty and staff through its compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. In accordance with these laws, students, faculty and staff are hereby notified of the standards of conduct which shall be applicable while on University property, on University business or at University sponsored activities.

By University rules and regulations, federal laws, state laws, and local ordinances, students, faculty and staff are prohibited from the unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs on University property, on University business and/or at University sponsored activities.

Any member of the student body, faculty or staff who violates the University's standards of conduct shall be subject to appropriate disciplinary action up to and including suspension and/or termination. In addition to disciplinary sanctions, students or employees may face prosecution and imprisonment under federal and/or state laws which make such acts felony or misdemeanor crimes. The specifically defined standards of conduct, the disciplinary procedures and possible sanctions appear in the *Student Handbook* and the *Faculty Handbook*.

Continuous efforts are made to make students, faculty and staff aware of the on-campus and off-campus programs which provide information and professional services on matters related to the abuse of alcohol and drugs. For additional information individuals should contact the Eastern Kentucky University Counseling Center.

Federal Regulations

Provisions of the Family Educational Rights and Privacy Act of 1974 (as amended) Public Law 93-380

This is to serve notice to all students of Eastern Kentucky University of the rights and restrictions regarding the maintenance, inspection, and release of student records contained in the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. The University is composed of six colleges and offers a wide variety of services to students. Each college and service requires the maintenance of some records concerning students enrolled in a particular college or participating in a nonacademic service. The location and type of record maintained by the University depends upon the field of study or service in which the student is enrolled. The following is a list of the types of records maintained by the University for students:

1. Grade reports
2. Transcripts
3. Curriculum information
4. Applications for graduation
5. Correspondence with students, if any
6. Withdrawal records, if applicable

7. Admission forms
8. ACT test scores
9. Student teacher evaluations, if applicable
10. Letters of recommendation, if applicable
11. Nominations for awards, if applicable
12. Biographical data
13. Evaluation forms, if applicable
14. Weekly student teacher logs, if applicable
15. Mid-term evaluation, if applicable
16. Records of school visitations, if applicable
17. Physical education requirement waivers
18. Field training evaluations and correspondence, if applicable
19. Professional conduct agreements and liability insurance coverage

1. **Access to Records:** In general, the records maintained by the University are available only to the student, to University personnel with legitimate educational interests, to other institutions where the student is seeking financial aid, and to authorized representatives of the Comptroller General of the U.S., the Secretary of Education, or an administrative head of an education agency, in connection with an audit or evaluation of federally support programs, and as provided by Section 164.283 of the Kentucky Revised Statutes. However, information may be released by the institution to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. Records may also be furnished in compliance with a judicial order or pursuant to a subpoena or with the consent of the student.

Students may inspect and review all records pertaining to them within forty-five (45) days of making request for same, except for

- a. records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting or assisting in a professional capacity in connection with treatment of the student (except that the student may have these records reviewed by a physician or appropriate professional designated by the student),
- b. financial records of the student's parents,
- c. confidential letters and recommendations put in the files prior to January 1, 1975, and
- d. confidential recommendations relating to admission, applications for employment, or honors, if the student has waived his/her right to review such records.

Where a particular record cannot be reviewed by a student without revealing confidential information relating to other students, the records custodian will inform the student, upon request, of the contents of the record pertaining to that student.

Parents who claim a student as a dependent may present their federal tax declaration, in lieu of having the student's written consent, to gain access to information concerning their children's grades.

2. **Procedures for Challenge:** A student who believes that any record maintained by the University pertaining directly to that student is inaccurate, misleading, or otherwise violative of the right of privacy of the student as provided by Title IV of Pub. L. 90-247, as

amended, and Publ. L. 93-380 as amended by Senate Joint Resolution 40 (1974) may request a hearing before a panel of three persons appointed by the President of the University. The panel may direct that appropriate action be taken to correct, explain, or expunge the record(s) challenged.

Request for hearings should be addressed to the

Office of University Counsel
Eastern Kentucky University
Coates Room 212, CPO 40A
521 Lancaster Avenue
Richmond, Kentucky 40475-3102.

3. **Directory Information:** The University may release information without the student's consent where the information is classified as "directory information." The following categories of information have been designated by the University as directory information: name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous education institution attended by the student. Students who do not wish such information released without their consent should notify the Student Records Office in writing. Any such request should be sent to

Office of the Registrar, Office of Academic Records/Transcripts
Eastern Kentucky University
Whitlock Building Room 239, CPO 58
521 Lancaster Avenue
Richmond, Kentucky 40475-3158.

4. **Notification of Rights Under FERPA for Postsecondary Institutions:** The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. They are:
 - a. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
 - b. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the

ABOUT EASTERN KENTUCKY UNIVERSITY

Introduction

Eastern Kentucky University is a regional, coeducational, public institution of higher education offering general and liberal arts programs, pre-professional and professional training in education and various other fields at both the undergraduate and graduate levels. Located in Richmond, Madison County, Kentucky, Eastern Kentucky University has a distinguished record of more than a century of educational service to the Commonwealth.

Situated near the heart of the Bluegrass, Richmond is served by a network of major highways which makes Eastern Kentucky University easily accessible from all parts of Kentucky and surrounding states. Richmond is 26 miles southeast of Lexington, Kentucky. Interstate Highways 1-75 (north-south) and I-64 (east-west) make the metropolitan areas of Cincinnati, 112 miles to the north, and Louisville, 110 miles to the west, within convenient distance by automobile. Richmond is also served by U.S. Route 25 from south Eastern Kentucky and Kentucky Route 52 from the east and west. The Kentucky Turnpike and the Mountain, Hal Rogers, and Cumberland Parkways provide even greater accessibility by automobile since the city is located near the convergence of these arterial highways into the interstate system.

Richmond, the county seat of Madison County, is an expanding community of approximately 36,000 population.

In and around Richmond are many areas of historic and scenic interest. Boonesborough State Park, birthplace of Kentucky, is located 12 miles to the north. Many other historical places are within easy driving distance. Scenic and recreational areas surround this section of the state.

History

The Kentucky General Assembly of 1906 enacted legislation establishing the Eastern Kentucky State Normal School. Governor J. C. Beckham signed the bill into law on March 21, 1906. On May 7 of that year, the Normal School Commission, meeting in Louisville, selected the campus of the old Central University, founded in 1874, in Richmond, Kentucky, as the site of the new school. On June 2, 1908, Ruric Nevel Roark was chosen President of the Normal School and the training of teachers was begun.

In 1922, Eastern Kentucky University became a four-year institution known as the Eastern Kentucky State Normal School and Teachers College. The first degrees were awarded by this institution in 1925. In 1928, the College was accredited by the Southern Association of Colleges and Secondary Schools. In 1930, the General Assembly renamed the school the Eastern Kentucky State Teachers College.

In 1935, a graduate program was approved at Eastern, leading to the Master of Arts degree in Education. In 1948, the General Assembly removed the word "Teachers" from the name of the college and granted the college the right to award nonprofessional degrees.

The most significant day since its founding came for Eastern on February 26, 1966, when Governor Edward T. Breathitt signed into law a bill renaming the institution Eastern Kentucky University (EKU) and

sanctioning the awarding of graduate degrees in academic fields other than education.

During this period of time, Eastern Kentucky University has increased rapidly in size and stature. Beginning with a few students engaged in short review and certificate courses, the University today serves thousands of Kentuckians. The curriculum leads to associate degrees, baccalaureate degrees, and an expanding graduate program that currently offers degrees at the master's level in many other fields as well as the already well-established Master of Arts degree in Education and the various fifth- and sixth-year leadership programs in education. Specialist degree programs have been implemented in education and psychology.

In 2008, EKU offered its first doctoral degree, the Doctor of Education (Ed.D.). In addition to these programs, Eastern Kentucky University offers cooperative doctoral programs with cooperating institutions.

Ever-mindful of the purpose of its founding, Eastern continues to recognize its historic function of preparing quality teachers for the elementary and secondary schools of the Commonwealth. However, a strong liberal arts curriculum leading to appropriate degrees, together with pre-professional courses in several areas and graduate programs, enable Eastern to serve the Commonwealth as a regional comprehensive university.

Experience Excellence: EKU Mission (2025-2030)

Vision

Eastern Kentucky University will be excellent in all that we choose to do.

Mission

Eastern Kentucky University is the School of Opportunity where everyone belongs. World-class faculty and staff create opportunities for personal growth through exceptional experiences, to ensure students realize their fullest potential and achieve excellence. EKU graduates shape the success and vitality of their professions and communities.

Strategic Priorities

- **Goal 1: Knowledge** – Knowledge is at the center of EKU's commitment to serve as the School of Opportunity. From academic teaching and learning to experiential co- and extracurricular activities, EKU strategically advances academic and student success programs that support EKU's learners.
- **Goal 2: Innovation** – Innovative thinking and bold action will elevate and differentiate EKU. Innovation will enhance organizational stewardship, intellectual and creative capacity, and economic vitality within EKU and the communities we serve.
- **Goal 3: Transformation** – EKU is dedicated to transforming lives and communities. EKU's learning environments support intellectual growth, creativity, empowerment, and life-changing experiences by centering access, opportunity, dignity, and respect.

Guiding Values

- **Opportunity** – Community Engagement, Multiple Perspectives and Lived Experiences, Professional Growth, Hospitality, Celebration

- **Trust** – Consistency, Effective Communication, Accountability, Efficiency, Leadership

ACCREDITATIONS

Accreditations

Eastern Kentucky University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, educational specialist, and doctorate degrees. Eastern Kentucky University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Eastern Kentucky University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org (<https://nam02.safelinks.protection.outlook.com?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=05%7C01%7CShannon.Tipton%40eku.edu%7C5b4c19b0db8c4055dae208daf32e8cc1%7Ce23043271af04dee83fbc1b2fd6d90b1%7C0%7C0%7C638089678497515429%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAilLCJQljiV2luMzliLCJBTiI6Ikh1bWwgWykiOjE6MD%3D%7C3000%7C%7C%7C&sdata=EE0tqD%2BWJJ9rOKG7NJvd%2B58whs6dioBYboY%2BwI0t1Jg%3D&reserved=0>)).

EKU Branch Campuses

Accreditation by SACSCOC of the Corbin branch campus of Eastern Kentucky University is dependent on the continuing accreditation of the University's main campus in Richmond, KY.

Accreditation by SACSCOC of the Manchester branch campus of Eastern Kentucky University is dependent on the continuing accreditation of the University's main campus in Richmond, KY.

Accreditation by SACSCOC of the Somerset branch campus of Eastern Kentucky University is dependent on the continuing accreditation of the University's main campus in Richmond, KY.

Program Accreditations

AACSB International – The Association to Advance Collegiate Schools of Business (AACSB International) (<http://www.aacsb.edu/>) for Master of Business Administration, Bachelor of Business Administration in Accounting, Computer Information Systems, Risk Management & Insurance, General Business, Management, and Marketing.

Accreditation Commission for Education in Nursing (ACEN) (<http://www.acenursing.org/>) for Associate Degree in Nursing.

Accreditation Council for Education in Nutrition and Dietetics (ACEND) (<https://www.eatrightpro.org/acend/>) of the Academy of Nutrition and Dietetics for Didactic Program in Dietetics for Bachelor of Science in Food and Nutrition, Dietetics concentration.

Accreditation Council for Occupational Therapy Education (ACOTE) (<https://acoteonline.org/>) for the Master of Science and Doctorate in Occupational Therapy.

American Academy of Forensic Sciences – Forensic Science Education Programs Accreditation Commission (AAFS-FEPAC) (<http://www.aafs.org/fepac/>) for Bachelor of Science in Digital Forensics and Cybersecurity and Bachelor of Science in Forensic Science Program (Forensic Biology and Forensic Chemistry concentrations).

American Bar Association (ABA) (<http://www.americanbar.org/aba.html>) for Associate of Applied Science in Paralegal Studies, Bachelor

of Arts in Paralegal Science, and Undergraduate Certificate in Paralegal Science.

American Council for Construction Education (ACCE) (<http://www.acce-hq.org/>) for Bachelor of Science in Construction Management.

American Psychological Association (APA) (<https://www.apa.org/ed/accreditation/programs/>) for Doctor in Psychology.

American Speech-Language-Hearing Association (ASHA) (<http://www.asha.org/>) for Masters of Arts in Communication Disorders.

Association of Technology, Management, and Applied Engineering (ATMAE) (<http://www.atmae.org/>) for Bachelor of Science in Engineering Technology Management, Bachelor of Science in Cyber Systems Technology, and Associate of Applied Science in Technology.

Commission on Accreditation of Allied Health Education Programs – American Council on Educational Programs for EMT Paramedic (CAAHEP-EMT) (<http://www.caahep.org/>) for Bachelor of Science in Emergency Medical Care and Associate of Science in Paramedicine.

Commission on Accreditation of Athletic Training Education (CAATE) (<http://caate.net/>) for Master of Science in Athletic Training.

Commission on Collegiate Interpreter Education (CCIE) (<http://www.ccie-accreditation.org/>) for Bachelor of Science in ASL and English Interpretation.

Commission on Collegiate Nursing Education (CCNE) (<http://www.ccnaccreditation.org/>) for Bachelor of Science in Nursing; Master of Science in Nursing; post-graduate Advanced Practice Registered Nurse certificate; Doctor of Nursing Practice.

Commission on Health Informatics and Information Management Education (CAHIIM) (<http://www.cahiim.org/>) for Bachelor of Science in Health Services Administration.

Computing Accreditation Commission of ABET (ABET-CAC) (<http://www.abet.org/>) for Bachelor of Science in Computer Science (with Concentration in General Computer Science).

Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association (<https://caa.asha.org/>) for Master of Arts in Communication Disorders.

Council on Accreditation of Parks, Recreation and Tourism (<https://accreditationcouncil.org/>) for Bachelor of Science in Recreation and Parks Administration.

Council for Accreditation of Counseling and Related Educational Programs (CACREP) (<http://www.cacrep.org/>) for Master of Arts in Clinical Mental Health Counseling, the Master of Arts Education in School Counseling Programs, and the Doctor of Education (Concentration in Counselor Education and Supervision).

Council for the Accreditation of Educator Preparation (CAEP) (<http://caepnet.org/>) (formerly the National Council for Accreditation of Teacher Education) for CARES (formerly Teacher Education Services), for Bachelor of Science in Elementary Education, Bachelor of Science in Middle Grade Education, Master of Arts Teaching, Master of Arts Education in Elementary Education, Master of Arts Education in Middle Grade Education, Master of Arts Education in Secondary Education, Master of Arts Education in Library Science, Master of Arts Education in Literacy, Master of Arts Education in Gifted Education, Rank I Elementary Education, Rank I Middle Grade Education, Rank I Secondary

Education, Rank I Library Science, Business and Marketing Education/Teaching, Career and Technical Education/Teaching, School Psychology – Specialist in Psychology Degree Program, Physical Education/Teaching, Health Education/Teaching, and Family & Consumer Science Education/Teaching Programs.

Council on Education for Public Health (CEPH) (<http://ceph.org/>) for Bachelor of Science in Public Health and Master of Public Health.

Council on Social Work Education (CSWE) (<http://www.cswe.org/>) for Bachelor of Social Work and Master of Social Work.

Education of the Deaf and Hard of Hearing Program (<http://councilondeafed.org/>) for Bachelor of Science in Education of the Deaf and Hard of Hearing, Master of Arts Education (Graduate Deaf and Hard of Hearing Certification), Master of Arts Teaching (Deaf and Hard and Hard of Hearing Education).

Engineering Technology Accreditation Commission of ABET (ABET-ETAC) (<https://www.abet.org/>) for Bachelor of Science in Fire Protection and Safety Engineering Technology.

International Fire Service Accreditation Congress (IFSAC) (<https://ifsac.org/>) for Bachelor of Science in Fire Protection Administration, Bachelor of Science in Fire Arson and Explosion Investigation, and Bachelor of Science in Fire Protection, and Safety Engineering Technology.

Kentucky Board of Nursing (KBN) (<http://www.kbn.ky.gov/>) for Associate of Science in Nursing, Bachelor of Science in Nursing, Master of Science in Nursing, and Doctor of Nursing Practice.

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) (<http://www.naacls.org/>) for Bachelor of Science in Medical Laboratory Science.

National Association of Schools of Music (NASM) (<http://nasm.arts-accredit.org/>) for Master of Music and Bachelor of Music.

National Association of School Psychologists (NASP) (<http://www.nasponline.org/>) for Specialist in School Psychology Program.

National Environmental Health Science and Protection Accreditation Council (EHAC) (<https://www.nehspac.org/>) for Bachelor of Science in Environmental Health Science and Sustainability and Master of in Public Health.

Network of Schools of Public Policy, Affairs, and Administration (NSPPAA) (<http://www.naspaa.org/>) (formerly National Association of Schools of Public Affairs and Administration) for Master of Public Administration.

North American Association for Environmental Education (<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnaaee.org%2F&data=04%7C01%7CJennifer.Wies%40eku.edu%7C9f6062c638e14c198ec108d9b4fc26d2%7Ce23043271af04dee83fbc1b2fd6db0bb%7C0%7C0%7C637739817334393485%7CUnknown%7CTWFpbGZsb3d8eyJWlloiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000&sdata=LdV1gIrtG2g6U%2Bh0Xh6%2BYepLQgt%2Fi8XHN4u2BCTv9hk%3D&reserved=0>) for the Undergraduate Certificate in Environmental Education and the Graduate Certificate in Environmental Education.

Professional Golfers Association of America (PGA) (<http://www.pga.com/home/>) for Bachelor of Business Administration in Marketing (PGA Golf Management Concentration).

Public Relations Society of America (Certification) (PRSA) (<http://www.prsa.org/>) for Bachelor of Arts in Public Relations Program.

Recognitions and Certifications

Accreditation Council for Cooperative Education (ACCE) (<http://www.co-opaccreditation.org/>) for Co-Operative Education Programs.

American Chemical Society (Certification) (ACS) (<http://www.acs.org/content/acs/en.html>) for Bachelor of Science in Chemistry (all options) Program.

Federal Aviation Administration (Certification) (FAA) (http://www.faa.gov/licenses_certificates/) for Aviation Part 141 Professional Flight Program.

International Association of Counseling Services (IACS) (<http://www.iacsinc.org/>) for Counseling Center.

National Association for the Education of Young Children (NAEYC) (<http://www.naeyc.org/>) for Burrier Child Development Center.

STUDENT RESIDENCY

Since registration and other fees and residence hall room rents are subject to change periodically, no attempt is made in this publication to itemize these costs. This information is available from the Office of Admissions prior to the beginning of each academic year.

Any veteran of the Armed Forces of the United States or National Guard who is eligible for Post-9/11 GI Bill® benefits who enrolls as a student in the university as a non-Kentucky resident will be charged no more than the maximum tuition reimbursement provided under the Post-9/11 GI Bill® to public universities for eligible Kentucky residents. Veterans must submit a DD-214 or VA Certificate (Letter) of Eligibility for Post 9-11 (Chapter 33) GI Bill® benefits through the Office of Military and Veterans Affairs to the Office of Admissions to validate their eligibility for this provision.

13 KAR 2:045. Determination of residency status for admission and tuition assessment purposes.

Relates to: KRS 13B, 164.020, 164.030, 164A.330(6), 38 U.S.C. 3301-3325

Statutory Authority: KRS 164.020(8)

Necessity, Function, and Conformity

KRS 164.020(8) requires the Council on Postsecondary Education to determine tuition and approve the minimum qualifications for admission to a state-supported postsecondary education institution and authorizes the Council to set different tuition amounts for residents of Kentucky and for nonresidents. This administrative regulation establishes the procedure and guidelines for determining the residency status of a student who is seeking admission to, or who is enrolled at, a state-supported postsecondary education institution.

Section 1. Definitions

1. "Academic term" means a division of the school year during which a course of studies is offered, and includes a semester, quarter, or single consolidated summer term as defined by the institution.
2. "Continuous enrollment" means enrollment in a state-supported postsecondary education institution at the same degree level for consecutive terms, excluding summer term, since the beginning of the period for which continuous enrollment is claimed unless a sequence of continuous enrollment is broken due to extenuating circumstances beyond the student's control, such as serious personal illness or injury, or illness or death of a parent.
3. "Degree level" means enrollment in a course or program which could result in the award of a:
 - a. Certificate, diploma, or other program award at an institution;
 - b. Baccalaureate degree or lower, including enrollment in a course by a non-degree-seeking post-baccalaureate student;
 - c. Graduate degree or graduate certification other than a first-professional degree in law, medicine, dentistry, or "Pharm. D"; or
 - d. Professional degree in law, medicine, dentistry, or "Pharm. D".
4. "Dependent person" means a person who cannot demonstrate financial independence from parents or persons other than a spouse and who does not meet the criteria for independence established in Section 5 of this administrative regulation.
5. "Determination of residency status" means the decision of a postsecondary education institution that results in the classification of a person as a Kentucky resident or as a nonresident for admission and tuition assessment purposes.
6. "Domicile" means a person's true, fixed, and permanent home and is the place where the person intends to remain indefinitely, and to which the person expects to return if absent without intending to establish a new domicile elsewhere.
7. "Full-time employment" means continuous employment for at least forty-eight (48) weeks at an average of at least thirty (30) hours per week.
8. "Independent person" means a person who demonstrates financial independence from parents or persons other than a spouse and who meets the criteria for independence established in Section 5 of this administrative regulation.
9. "Institution" means an entity defined by KRS 164.001(12) if the type of institution is not expressly stated and includes the Kentucky Virtual University, the Council on Postsecondary Education, and the Kentucky Higher Education Assistance Authority.
10. "Kentucky resident" means a person determined by an institution for tuition purposes to be domiciled in, and a resident of, Kentucky as determined by this administrative regulation.
11. "Nonresident" means a person who:
 - a. Is domiciled outside Kentucky;
 - b. Currently maintains legal residence outside Kentucky; or
 - c. Is not a Kentucky resident as determined by this administrative regulation.
12. "Parent" means one (1) of the following:
 - a. A person's father or mother; or
 - b. A court-appointed legal guardian if:
 - i. The guardianship is recognized by an appropriate court within the United States;
 - ii. There was a relinquishment of the rights of the parents; and
 - iii. The guardianship was not established primarily to confer Kentucky residency on the person.
13. "Preponderance of the evidence" means the greater weight of evidence or evidence that is more credible and convincing to the mind.
14. "Residence" means the place of abode of a person and the place where the person is physically present most of the time for a non-educational purpose in accordance with Section 3 of this administrative regulation.
15. "Student financial aid" means all forms of payments to a student if one (1) condition of receiving the payment is the enrollment of the student at an institution, and includes student employment by the institution or a graduate assistantship.
16. "Sustenance" means:
 - a. Living expenses, such as room, board, maintenance, and transportation; and
 - b. Educational expenses, such as tuition, fees, books, and supplies.

Section 2. Scope

1. State-supported postsecondary education institutions were established and are maintained by the Commonwealth of Kentucky primarily for the benefit of qualified residents of Kentucky. The substantial commitment of public resources to postsecondary education is predicated on the proposition that the state benefits significantly from the existence of an educated citizenry. As a matter of policy, access to postsecondary education shall be provided so

far as feasible at reasonable cost to a qualified individual who is domiciled in Kentucky and who is a resident of Kentucky.

2. In accordance with the duties established in KRS 164.020, the Council on Postsecondary Education may require a student who is neither domiciled in, nor a resident of, Kentucky to meet higher admission standards and to pay a higher level of tuition than resident students.
3. Unless otherwise indicated, this administrative regulation shall apply to all student residency determinations, regardless of circumstances, including residency determinations made by:
 - a. The state-supported institutions for prospective and currently-enrolled students;
 - b. The Southern Regional Education Board for contract spaces;
 - c. Reciprocity agreements, if appropriate;
 - d. The Kentucky Virtual University;
 - e. Academic common market programs;
 - f. The Kentucky Educational Excellence Scholarship Program; and
 - g. Other state student financial aid programs, as appropriate.

Section 3. Determination of Residency Status; General Rules

1. A determination of residency shall include:
 - a. An initial determination of residency status by an institution:
 - i. During the admission process;
 - ii. Upon enrollment in an institution for a specific academic term; or
 - iii. For admission into a specific academic program;
 - b. A reconsideration of a determination of residency status by an institution based upon a changed circumstance; or
 - c. A formal hearing conducted by an institution upon request of a student after other administrative procedures have been completed.
2. An initial determination of residency status shall be based upon:
 - a. The facts in existence when the credentials established by an institution for admission for a specific academic term have been received and during the period of review by the institution;
 - b. Information derived from admissions materials;
 - c. If applicable, other materials required by an institution and consistent with this administrative regulation; and
 - d. Other information available to the institution from any source.
3. An individual seeking a determination of Kentucky residency status shall demonstrate that status by a preponderance of the evidence.
4. A determination of residency status shall be based upon verifiable circumstances or actions.
5. Evidence and information cited as the basis for Kentucky domicile and residency shall accompany the application for a determination of residency status.
6. A student classified as a nonresident shall retain that status until the student is officially reclassified by an institution.
7. A student may apply for a review of a determination of residency status once for each academic term.
8. If an institution has information that a student's residency status may be incorrect, the institution shall review and determine the student's correct residency status.
9. If the Council on Postsecondary Education has information that an institution's determination of residency status for a student may be incorrect, it may require the institution to review the circumstances and report the results of that review.

10. An institution shall impose a penalty or sanction against a student who gives incorrect or misleading information to an institutional official, including payment of nonresident tuition for each academic term for which resident tuition was assessed based on an improper determination of residency status. The penalty or sanction may also include:
 - a. Student discipline by the institution through a policy written and disseminated to students; or
 - b. Criminal prosecution.

Section 4. Presumptions Regarding Residency Status

1. In making a determination of residency status, it shall be presumed that a person is a nonresident if:
 - a. A person is, or seeks to be, an undergraduate student and admissions records show the student to be a graduate of an out-of-state high school within five (5) years prior to a request for a determination of residency status;
 - b. A person's admissions records indicate the student's residence to be outside of Kentucky when the student applied for admission;
 - c. A person moves to Kentucky primarily for the purpose of enrollment in an institution;
 - d. A person moves to Kentucky and within twelve (12) months enrolls at an institution more than half time;
 - e. A person has a continuous absence of one (1) year from Kentucky; or
 - f. A person attended an out-of-state higher education institution during the past academic year and paid instate tuition at that institution.
2. A presumption arising from subsection (1) of this section shall only be overcome by preponderance of evidence sufficient to demonstrate that a person is domiciled in and is a resident of Kentucky.

Section 5. Determination of Whether a Student is Dependent or Independent

1. In a determination of residency status, an institution shall first determine whether a student is dependent or independent. This provision shall be predicated on the assumption that a dependent person lacks the financial ability to live independently of the person upon whom the student is dependent, and therefore, lacks the ability to form the requisite intent to establish domicile.
- A determination that a student is independent shall be one (1) step in the overall determination of whether a student is or is not a resident of Kentucky.
2. In determining the dependent or independent status of a person, the following information shall be considered, as well as other relevant information available when the determination is made:
 - a.
 - i. Whether the person has been claimed as a dependent on the federal or state tax returns of a parent or other person for the year preceding the date of application for a determination of residency status; or
 - ii. Whether the person is no longer claimed by a parent or other person as a dependent or as an exemption for federal and state tax purposes; and
 - b. Whether the person has financial earnings and resources independent of a person other than an independent spouse necessary to provide for the person's own sustenance.

3. An individual who enrolls at an institution immediately following graduation from high school and remains enrolled shall be presumed to be a dependent person unless the contrary is evident from the information submitted.
4. Domicile may be inferred from the student's permanent address, parent's mailing address, or location of high school of graduation.
5. Marriage to an independent person domiciled in and who is a resident of Kentucky shall be a factor considered by an institution in determining whether a student is dependent or independent.
6. Financial assistance from, or a loan made by, a parent or family member other than an independent spouse, if used for sustenance of the student:
 - a. Shall not be considered in establishing a student as independent; and
 - b. Shall be a factor in establishing that a student is dependent.
3. Membership in the National Guard or civilian employment at a military base alone shall not qualify a person for Kentucky residency status under the provisions of subsections (1) and (2) of this section. If a member of the Kentucky National Guard is on active duty status for a period of not less than thirty (30) days, the member shall be considered a Kentucky resident, as shall the spouse or a dependent child of the member.
4. A person eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008, 38 U.S.C. 3301-3325, or any other educational benefits provided under Title 38 of the United States Code shall be entitled to Kentucky resident status for purposes of tuition charged at state-supported institutions.
5. A person's residency status established pursuant to this section shall be reassessed if the qualifying condition is terminated.

Section 6. Effect of a Determination of Dependent Status on a Determination of Residency Status

1. The effect of a determination that a person is dependent shall be:
 - a. The domicile and residency of a dependent person shall be the same as either parent. The domicile and residency of the parent shall be determined in the same manner as the domicile and residency of an independent person; and
 - b. The domicile and residency of a dependent person whose parents are divorced, separated, or otherwise living apart shall be Kentucky if either parent is domiciled in and is a resident of Kentucky regardless of which parent has legal custody or is entitled to claim that person as a dependent pursuant to federal or Kentucky income tax provisions.
2. If the parent or parents of a dependent person are Kentucky residents and are domiciled in Kentucky, but subsequently move from the state:
 - a. The dependent person shall be considered a resident of Kentucky while in continuous enrollment at the degree level in which currently enrolled; and
 - b. The dependent person's residency status shall be reassumed if continuous enrollment is broken or the current degree level is completed.

Section 7. Member or Former Member of Armed Forces of the United States, Spouse and Dependents; Effect on a Determination of Residency Status

1. A member, spouse, or dependent of a member whose domicile and residency was Kentucky when inducted into the Armed Forces of the United States, and who maintains Kentucky as home of record and permanent address, shall be entitled to Kentucky residency status:
 - a. During the member's time of active service; or
 - b. If the member returns to this state within six (6) months of the date of the member's discharge from active duty.
2.
 - a. A member of the armed services on active duty for more than thirty (30) days and who has a permanent duty station in Kentucky shall be classified as a Kentucky resident and shall be entitled to in-state tuition as shall the spouse or a dependent child of the member.
 - b. A member, spouse, or dependent of a member shall not lose Kentucky residency status if the member is transferred on military orders while the member, spouse, or dependent requesting the status is in continuous enrollment at the degree level in which currently enrolled.

Section 8. Status of Nonresident Aliens; Visas and Immigration

1.
 - a. A person holding a permanent residency visa or classified as a political refugee shall establish domicile and residency in the same manner as another person.
 - b. Time spent in Kentucky and progress made in fulfilling the conditions of domicile and residency prior to obtaining permanent residency status shall be considered in establishing Kentucky domicile and residency.
2. A person holding a nonimmigrant visa with designation A, E, G, H-1, H-4 if accompanying a person with an H-1 visa, I, K, L, N, R, shall establish domicile and residency the same as another person.
3.
 - a. An independent person holding a nonimmigrant visa with designation B, C, D, F, H-2, H-3, H-4 if accompanying a person with an H-2 or H-3 visa, J, M, O, P, Q, S, TD, or TN shall not be classified as a Kentucky resident because that person does not have the capacity to remain in Kentucky indefinitely and therefore cannot form the requisite intent necessary to establish domicile as defined in Section 1(6) of this administrative regulation.
 - b. A dependent person holding a visa as described in paragraph (a) of this subsection, but who is a dependent of a parent holding a visa as described in subsection (2) of this section, shall be considered as holding the visa of the parent.
 - c. A dependent person holding a visa described in subsection (2) of this section or paragraph (a) of this subsection, if a parent is a citizen of the United States and is a resident of and domiciled in Kentucky, shall be a resident of Kentucky for the purposes of this administrative regulation.
4. A person shall be a Kentucky resident for the purpose of this administrative regulation if the person graduated from a Kentucky high school and:
 - a. Is an undocumented alien;
 - b. Holds a visa listed in subsections (2) or (3)(a) of this section; or
 - c. Is a dependent of a person who holds a visa listed in subsections (2) or (3)(a) of this section.
5.
 - a. Except as provided in paragraph (b) of this subsection, a person who has petitioned the federal government to reclassify visa status shall continue to be ineligible until the petition has been granted by the federal government.
 - b. A person who has petitioned the federal government to reclassify his or her visa status based on marriage to a Kentucky resident

and who can demonstrate that the petition has been filed and acknowledged by the federal government, may establish Kentucky domicile and residency at that time.

Section 9. Beneficiaries of a Kentucky Educational Savings Plan Trust

A beneficiary of a Kentucky Educational Savings Plan Trust shall be granted residency status if the beneficiary meets the requirements of KRS 164A.330(6).

Section 10. Criteria Used in a Determination of Residency Status

1.
 - a. A determination of Kentucky domicile and residency shall be based upon verifiable circumstances or actions.
 - b. A single fact shall not be paramount, and each situation shall be evaluated to identify those facts essential to the determination of domicile and residency.
 - c. A person shall not be determined to be a Kentucky resident by the performance of an act that is incidental to fulfilling an educational purpose or by an act performed as a matter of convenience.
 - d. Mere physical presence in Kentucky, including living with a relative or friend, shall not be sufficient evidence of domicile and residency.
 - e. A student or prospective student shall respond to all requests for information regarding domicile or residency requested by an institution.
2. The following facts, although not conclusive, shall have probative value in their entirety and shall be individually weighted, appropriate to the facts and circumstances in each determination of residency.
 - a. Acceptance of an offer of full-time employment or transfer to an employer in Kentucky or contiguous area while maintaining residence and domicile in Kentucky;
 - b. Continuous physical presence in Kentucky while in a nonstudent status for the twelve (12) months immediately preceding the start of the academic term for which a classification of Kentucky residency is sought;
 - c.
 - i. Filing a Kentucky resident income tax return for the calendar year preceding the date of application for a change in residency status; or
 - ii. Payment of Kentucky withholding taxes while employed during the calendar year for which a change in classification is sought;
 - d. Full-time employment of at least one (1) year while living in Kentucky;
 - e. Attendance as a full-time, nonresident student at an out-of-state institution based on a determination by that school that the person is a resident of Kentucky;
 - f. Abandonment of a former domicile or residence and establishing domicile and residency in Kentucky with application to or attendance at an institution following and incidental to the change in domicile and residency;
 - g. Obtaining licensing or certification for a professional and occupational purpose in Kentucky;
 - h. Payment of real property taxes in Kentucky;

- i. Ownership of real property in Kentucky, if the property was used by the student as a residence preceding the date of application for a determination of residency status;
 - j. Marriage of an independent student to a person who was domiciled in and a resident of Kentucky prior to the marriage; and
 - k. The extent to which a student is dependent on student financial aid in order to provide basic sustenance.
3. Except as provided in subsection (4) of this section, the following facts, because of the ease and convenience in completing them, shall have limited probative value in a determination that a person is domiciled in and is a resident of Kentucky.
 - a. Kentucky automobile registration;
 - b. Kentucky driver's license;
 - c. Registration as a Kentucky voter;
 - d. Long-term lease of at least twelve (12) consecutive months of non-collegiate housing; and
 - e. Continued presence in Kentucky during academic breaks.
4. The absence of a fact contained in subsection (3) of this section shall have significant probative value in determining that a student is not domiciled in or is not a resident of Kentucky.

Section 11. Effect of a Change in Circumstances on Residency Status

1. If a person becomes independent or if the residency status of a parent or parents of a dependent person changes, an institution shall reassess residency either upon a request by the student or a review initiated by the institution.
2. Upon transfer to a Kentucky institution, a student's residency status shall be assessed by the receiving institution.
3. A reconsideration of a determination of residency status for a dependent person shall be subject to the provisions for continuous enrollment, if applicable.

Section 12. Student Responsibilities

1. A student shall report under the proper residency classification, which includes the following actions:
 - a. Raising a question concerning residency classification;
 - b. Making application for change of residency classification with the designated office or person at the institution; and
 - c. Notifying the designated office or person at the institution immediately upon a change in residency.
2. If a student fails to notify an institutional official of a change in residency, an institutional official may investigate and evaluate the student's residency status.
3.
 - a. If a student fails to provide, by the date specified by the institution, information required by an institution in a determination of residency status, the student shall be notified by the institution that the review has been canceled and that a determination has been made.
 - b. Notification shall be made by registered mail, return receipt requested.
 - c. Notification shall be made within ten (10) calendar days after the deadline for receipt of materials has passed.
4.
 - a. The formal hearing conducted by an institution and the final recommended order shall be a final administrative action with no appeal to the Council on Postsecondary Education.

- b. A formal administrative hearing conducted by the Council on Postsecondary Education for residency determinations related to eligibility for the Academic Common Market and Regional Contract Programs shall be conducted pursuant to the provisions of KRS Chapter 13B and 13 KAR 2:070. The recommended order issued by the President of the Council shall be a final administrative action.
- 5. A student shall not be entitled to appeal a determination of residency status if the determination made by an institution is because a student has failed to meet published deadlines for the submission of information as set forth in subsection (3) of this section. A student may request a review of a determination of residency status in a subsequent academic term.
 - i. The right of a student to be represented by legal counsel; and
 - ii. The right of a student to present information and to present testimony and information in support of a claim of Kentucky residency; and
 - c. A recommendation to be issued by the hearing officer.
- 4. An institution's formal hearing procedures shall be filed with the Council on Postsecondary Education and shall be available to a student requesting a formal hearing.

Section 15. Cost of Formal Hearings

1. An institution shall pay the cost for all residency determinations including the cost of a formal hearing.
2. A student shall pay for the cost of all legal representation in support of the student's claim of residency.

Adopted effective April 5, 1991; Amended effective May 16, 1996; Amended effective June 16, 1997; Amended effective July 13, 1998; Amended effective June 7, 1999; Amended effective November 12, 2002; Amended effective April 2, 2010; Amended effective June 9, 2015.

Section 13. Institutional Responsibilities

Each institution shall:

1. Provide for an administrative appeals process that includes a residency appeals officer to consider student appeals of an initial residency determination and which shall include a provision of fourteen (14) days for the student to appeal the residency appeals officer's determination;
2. Establish a residency review committee to consider appeals of residency determinations by the residency appeals officer. The residency review committee shall make a determination of student residency status and notify the student in writing within forty-five (45) days after receipt of the student appeal;
3. (Establish a formal hearing process as described in Section 14 of this administrative regulation; and
4. Establish written policies and procedures for administering the responsibilities established in subsections (1), (2), and (3) of this section and that are:
 - a. Approved by the institution's governing board;
 - b. Made available to all students; and
 - c. Filed with the council.

Section 14. Formal Institutional Hearing

1. A student who appeals a determination of residency by a residency review committee shall be granted a formal hearing by an institution if the request is made by a student in writing within fourteen (14) calendar days after notification of a determination by a residency review committee.
2. If a request for a formal hearing is received, an institution shall appoint a hearing officer to conduct a formal hearing. The hearing officer shall:
 - a. Be a person not involved in determinations of residency at an institution except for formal hearings; and
 - b. Not be an employee in the same organizational unit as the residency appeals officer.
3. An institution shall have written procedures for the conduct of a formal hearing that have been adopted by the board of trustees or regents, as appropriate, and that provide for:
 - a. A hearing officer to make a recommendation on a residency appeal;
 - b. Guarantees of due process to a student that include:

RESIDENCY APPEALS POLICY AND PROCEDURES

1. Basis for Residency Classification

The Commonwealth of Kentucky has established a process and corresponding criteria for the determination of residency classification for students seeking admission to, or enrolled in, public institutions of higher education. The Council on Postsecondary Education (hereinafter referred to as "CPE") has established Kentucky Administrative Regulation 13 KAR 2:045 (hereinafter referred to as "the Regulation") to be followed by all public institutions of higher education in the Commonwealth concerning residency classification. This Regulation can be found in the current Undergraduate Catalog and the current Graduate Catalog and copies are available upon request from the Office of Admissions, located in the Whitlock Building, Room 112 or by calling (859) 622-21-6 or 1-800-465-9191.

2. Institutional Administration of the Residency Policy

The Council on Postsecondary Education authorizes each institution to establish a procedure for the determination of residency classification based upon the Regulation.

2.1 Office of Admissions

The Office of Admissions
Whitlock Building, Room 112, CPO 54
521 Lancaster Avenue
Richmond, KY 40475-3154

The Office of Admissions at Eastern Kentucky University serves as the coordinating office for institutional implementation of the Regulation. Instructions for filing applications for reclassification and copies of the Regulation are available in this office. Also, Admissions staff members are available to answer questions regarding policy and procedures.

2.2 Initial Classification

The initial determination of residency status is made by the University based upon the credentials submitted by an applicant for admission to the University in accordance with the Regulations.

2.3 Appeal of Residency Status

Once an initial classification of residency is made by the Office of Admissions, it is the student's responsibility to initiate an appeal of such classification. Request for reclassification must be filed with the Dean of Students Office **no later than thirty (30) calendar days** after the first full day of classes of the fall or spring academic term for which reclassification is sought or not later than ten (10) calendar days after the first day of class for the summer term. Requests for reclassification are to be made in affidavit form on the form available from the Office of Admissions or the Dean of Students Office. A student may apply only once during an academic term. A student classified as a non-resident will retain that status until a change is brought about by successful appeal. If an appeal results in a change of classification, the change will not be effective earlier than the semester during which the appeal is filed. If a student is initially classified non-resident but does not enroll the semester for which the student originally applied, the residency classification will be reassessed for subsequent semesters.

2.4 Affidavit (Application for Reclassification)

Affidavits will not be accepted unless the form is fully completed, properly signed and notarized. In no case will a decision be granted without an affidavit and all required supporting documentation.

2.5 Documentation

Because of the variety of factors related to establishing residency for tuition purposes, the number of documents required to complete an appeal may vary from case to case. In all cases, the University may require certification of authenticity of documents.

It is the appealing student's responsibility to provide sufficient documentation to clarify circumstances related to the appeal. In all cases, circumstances related to establishing domicile must be verifiable.

2.6 Review of the Residency File by the Residency Appeals Officer

A Residency Appeals Officer designated by the University shall review the affidavit and documentation and notify the student, in writing, within fourteen (14) days of making a determination. Students who do not agree with the Residency Appeals Officer's determination may appeal his/her residency status to the University's Residency Review Committee within fourteen (14) days of the Residency Appeals Officer's determination.

3. University Residency Review Committee

Pursuant to the Regulation, Eastern Kentucky University has a Residency Review Committee (hereinafter referred to as the "Committee") to review and evaluate student affidavits for reclassification and to consider changes in the residency classification.

3.1 Timely Appeal

The Student must notify the Residency Appeals Officer in writing, if he or she wishes his/her case to be reviewed by the Committee, within fourteen (14) calendar days after notification of the Residency Appeals Officer's determination. The Residency Appeals Officer shall immediately forward the request and the student's residency file to the Chair of the Committee.

3.2 Committee Membership

The Residency Review Committee shall be comprised of three members: the Executive Director for Enrollment Management; a member of the Faculty-at-Large, who shall be appointed annually by the Faculty Senate; and a member of the student body, who shall be appointed by the Office of the Vice President for Student Affairs from a list of students recommended by the Student Association.

3.3 Determination of the Committee

The Committee shall issue a written decision citing the section of the Regulation on which the decision is based. The Committee may vote to defer a case for additional documentation, or the Committee may make a decision contingent upon conditions prescribed by the Committee. The Chair of the Committee will then determine when and whether contingencies are met.

3.4 Notification of Decision

The Committee shall make a determination of student residency status and notify the student, in writing, within forty-five (45) days after receipt of the student appeal. Decisions denying appeals are communicated to the student by certified mail, return receipt requested. In all cases where the Committee reaches a determination granting in-state residency

status, copies of the letter of notification will be sent to the Office of Admissions, Student Accounting Services, the Registrar's Office, and Student Financial Assistance.

4. Request for Formal Hearing

Pursuant to the Regulation, the University shall provide a formal hearing in the event a student wishes to appeal the determination of the Residency Review Committee.

4.1 Timely Request

A student who wishes to appeal the determination of the Committee shall be granted a formal hearing by the University if the student notifies the Executive Director for Enrollment Management, Whitlock Building, Room 436, CPO 69, Richmond, KY 40475-3163 in writing, within fourteen (14) calendar days after notification of the Residency Review Committee's determination. The Executive Director for Enrollment Management shall immediately forward the request and the student's residency file to the Office of the President.

4.2 The Hearing Officer

Upon receipt of a request for a formal hearing, the University President shall appoint a Hearing Officer to conduct the hearing. The Hearing Officer shall not be a person involved in determinations of residency at a public institution of higher education in Kentucky (including the Kentucky Commonwealth Virtual University) and shall not be an employee of the same organizational unit as the Residency Appeals Officer.

4.3 Formal Hearing Procedures

The hearing shall be conducted in accordance with the following procedures:

4.3.1. Notice of Hearing

4.3.1.a. The University shall conduct the hearing as soon as practicable and shall give notice of the hearing to the parties not less than twenty (20) days in advance of the date set for the hearing. A reasonable effort shall be made to schedule the hearing on a date that is convenient to all parties involved.

4.3.1.b. The hearing notice shall be served on all parties by certified mail, return receipt requested, to the last known addresses of the parties, or by personal service.

4.3.1.c. The notice shall be in plain language and shall include:

- the date, time and place of the hearing;
- the name, official title, and mailing addresses of the Hearing Officer;
- the names, official titles, mailing addresses, and, if available, telephone numbers of all parties involved in the hearing, including the counsel or representative of the University; and
- a statement advising the student of his/her right to legal counsel.

4.3.2. Hearing Procedure

4.3.2.a. The Hearing Officer shall conduct the hearing and all related proceedings in a manner which will promote the orderly and prompt conduct of the hearing.

4.3.2.b. To the extent necessary for the full disclosure of all relevant facts and issues, the Hearing Officer shall give all parties the opportunity to respond, present evidence and argument, conduct cross-examination, and submit rebuttal evidence.

4.3.2.c. Any party to the hearing may participate in person or be represented by counsel. A student shall pay for the cost of all legal representation in support of the student's claim or residency. Legal counsel for the student must file a notice of appearance with the Hearing Officer prior to the date of the hearing.

4.3.2.d. The Hearing Officer may conduct all or part of the hearing by telephone, television, or other electronic means, if each party to the hearing has an opportunity to hear, and if technically feasible, to see the entire proceeding as it occurs, and if each party agrees.

4.3.2.e. The hearing shall be open to the public unless specifically closed pursuant to a provision of law. If the hearing is conducted by telephone, television, or other electronic means, and is not closed, public access shall be satisfied by giving the public an opportunity, at reasonable times, to hear or inspect the University's records.

4.4 Findings of Fact; Evidence; Recording of Hearing; Burden of Proof

4.4.1. Findings of fact shall be based exclusively on the evidence on the record.

4.4.2. All testimony shall be made under oath or affirmation.

4.4.3. Objections to evidence presented may be made by any party and shall be noted in the record.

4.4.4. The University shall be responsible for having all testimony, motions and objections in a hearing accurately and completely recorded. Any person, upon request, may receive a copy of the recording or a copy of the transcript, if the hearing has been transcribed, at the discretion of the University, unless the hearing is closed by law. The University may prepare a transcript of a hearing or a portion of a hearing upon request but the party making the request shall be responsible for the transcription costs. The form of all requests and fees charged shall be consistent with KRS 61.870 to 61.884.

4.4.5. Unless otherwise provided by state or federal law, the student appealing the residency decision has the burden of proving the student's right to having his/her residency status changed. The student has the ultimate burden of proof of persuasion as to this issue to be shown by a preponderance of evidence in the record. Failure to meet the burden of proof is grounds for a recommended order from the Hearing Officer.

4.5 Prohibited Communications

4.5.1. The Hearing Officer shall not communicate off the record with any party to the hearing or any other person who has a direct or indirect interest in the outcome of the hearing, concerning any substantive issue, while the hearing is pending.

4.6. Recommended Order

4.6.1. The Hearing Officer shall complete and submit to the University President, no later than sixty (60) days following receipt of the student's residency file, a written recommended order which shall include the Hearing Officer's findings of fact, conclusion of law, and recommended disposition of the hearing.

4.6.2. A copy of the Hearing Officer's recommended order shall also be sent to each party in the hearing. Each party shall have fifteen (15) days from the date the recommended order is mailed within which to file exceptions to the recommendations with the University President.

The recommended order may be sent by regular mail to the last known address of the party.

4.7. Final Order

4.7.1. In making the final order, the University President shall consider the record including the recommended order and any exceptions filed by, or on behalf of, the student.

4.7.2. The University President may accept the recommended order of the Hearing Officer and adopt it as the University's final order, or he or she may reject or modify, in whole or in part, the recommended order, or he or she may send the matter, in whole or in part, back to the Hearing Officer for further proceedings as appropriate.

4.7.3. The final order shall be in writing. If the final order differs from the recommended order, it shall include separate statements of findings of fact and conclusions of law.

4.7.4. The University President shall render a final order within thirty (30) days after receipt of the recommended order unless the matter is sent back to the Hearing Officer for further proceedings.

4.7.5. A copy of the final order shall be transmitted to each party or to his/her attorney of record by certified mail, return receipt requested, sent to the last known address of the parties, or by personal service. A copy of the final order shall also be sent to the Office of Admissions, Student Accounting Services, the Registrar's Office, and Student Financial Assistance.

5. Records

All official files and materials relating to a student's appeal of an initial residency determination shall be returned to the Office of Admissions to be placed with the application for admissions at whatever point in the process the appeals procedure is terminated.

DIVISION OF FINANCE & ADMINISTRATION & TREASURER

The Division of Finance coordinates the following areas of University operations:

1. Accounting and Financial Services,
2. Budgeting & Financial Planning,
3. Business Services,
4. EKV Center for the Arts,
5. Facilities Management,
6. Purchases & Stores,
7. Sustainability,
8. Student Accounting Services, and
9. University Card Services.

Additionally, the following contractual departments report to the University through the Division of Finance:

1. EKV Dining Services,
2. EKV Bookstore,
3. University Mail Services, and
4. University pouring rights.

Students may view the mission statement of each of the above areas by visiting the Division of Finance web page at <http://www.financialaffairs.eku.edu>.

Financial Obligations of the Student

Any student or former student who is indebted to the University and who fails to make satisfactory settlement within a time limit prescribed is liable for administrative action. Students who are indebted to the University may not register at the University nor will their transcript or diploma be released until the debt is paid. Any student indebted to the University who cannot meet his or her financial obligations within the time limit prescribed is responsible for calling on the division of Student Accounting Services and explaining the reasons for failure to pay. Students who fail to pay their account balance in a timely manner may also be liable for additional collection costs incurred by the University in collecting the amount owed.

Refund Policy

No refund can be made on certain class fees and optional fees as established by the Eastern Kentucky University Board of Regents. Students wishing to withdraw from courses must do so online via EKUDirect (on the EKV home page at www.eku.edu (<http://www.eku.edu>)). When a student officially withdraws from the University or from any course or courses for which hourly rates apply, tuition and fees will be adjusted in the following manner:

Time Period ¹	Refund
During add/drop period for any class (for full semester classes = 1st week)	100%
From end of 1st week through end of 2nd week of class	75%

From end of 2nd week through end of 3rd week of class	50%
From end of 3rd week through end of 4th week of class	25%
After the 4th week of class	0%

¹ Partial semester courses vary in length and the percentage of refunds and the effective dates will be modified accordingly.

This policy applies to refundable fees only; non-refundable fees are not included. In no case shall a refund of rent be made to a person who remains a student but moves from University housing at his or her convenience.

Financial Appeals

An appeals process exists for students who feel that individual circumstances warrant exceptions from published policy. Financial appeals may be submitted if a student had an unforeseeable and unavoidable situation during the semester the charges were incurred that prevented them from attending classes and completing the semester. All appeal letters should be submitted by the student in writing clearly stating the reason for the appeal.

Documentation should be attached to all appeal letters to validate the situation. Circumstances that do not qualify for financial appeal include pre-existing conditions, routine pregnancy, employment opportunities and financial hardship, including denial of financial aid. In most cases, any refund that is the result of an approved appeal will be returned to the source of the payment, the student, the financial aid lender, or a third party entity. Financial appeals should be submitted to the

Financial Appeals Committee
Whitlock Building CPO 60
521 Lancaster Avenue
Richmond, KY 40475.

Any student whose appeal is denied by the initial Financial Appeals Committee may ask to have their appeal reviewed by a second, escalated Financial Appeals Committee.

Barnes & Noble at EKV Bookstore

Powell Building
Phone: (859) 622-2696
Fax: (866) 504-8325
www.shopeku.com (<http://www.shopeku.com>)

Barnes & Noble is the University's partner in delivery of EKV BookSmart which provides free textbooks to all EKV undergraduate and graduate students. The Barnes & Noble at EKV Bookstore is located in the heart of campus on the Plaza Level of Powell Student Center. The Bookstore is the place for one-stop shopping for all EKV licensed merchandise and much more. It offers a wide variety of products, services, and events including:

- Class supplies
- Trade books, gift items, greeting cards, diploma frames, nursing shop.
- Convenience items
- Adidas, Under Armour, Nike, Champion, Cutter & Buck, and much more.
- Computers and computer supplies
- Backpacks

- Barnes & Noble gift cards
- Book signings
- Graduation regalia
- Faculty receptions

The Barnes & Noble at EKU Bookstore works diligently with departments, faculty and staff to ensure that the course materials required for each class are readily available to students through the BookSmart program. Textbook adoptions are required from departments and faculty by these dates:

- March 1 For the upcoming **SUMMER** sessions
- April 1 For the upcoming **FALL** semester
- October 1 For the upcoming **SPRING** semester

Regular EKU Bookstore hours are:

Day	Hours
Monday-Thursday	7:45 a.m. - 6:00 p.m.
Friday	7:45 a.m. - 5:00 p.m.
Saturday	11:00 a.m. - 3:00 p.m.

Card Services

Powell 08-E (Plaza Level)

Phone: (859) 622-2179

Fax: (859) 622-8089

<https://cardservices.eku.edu/>

Card Services provides students with a variety of services related to their EKU student identification card, the Colonel Card. This identification card is used for meal plans, Colonel Cash, campus vending machines, and the EKU Bookstore. In addition, EKU has partnered with U.S. Bank to add optional banking solutions.

Card Services is responsible for issuing a new or a replacement identification card and will assist with troubleshooting potential card issues experienced by students, faculty, and staff. Students, faculty, and staff may purchase meal plans and add funds to their card accounts in the Card Services Office.

The Colonel Card will allow students access to the following:

- Athletic events
- University Library facilities
- Campus Recreation
- University sponsored events
- Student Health Services

The Colonel Card has three different associated accounts:

- Colonel Cash – This is a prepaid account that can be used at all EKU Dining Services locations, the EKU Bookstore, campus vending machines, and a select number of participating off-campus merchants. This account will carry balances over from semester-to-semester.
- Meal Plans – EKU Dining Services has several different meal plans to accommodate any student's needs. Meal plans can be used at any EKU Dining Services location. Students under the residential requirement must select a meal plan meeting the residential meal plan requirement. All other students enrolled in nine (9) or more credit hours are required to participate, at a minimum, in the \$300

Dining Dollar program (refundable). Meal plans may be upgraded any time during the semester and downgraded only within the first two (2) weeks of the semester.

- Optional Flex - This is a prepaid account that can be used at any EKU Dining Services location. Please check with EKU Dining Services regarding terms and conditions associated with this account.

Students may purchase meal plans or add funds to their accounts by logging into MyEKU. Acceptable methods of payment for meal plans, Optional Flex, or Colonel Cash accounts are Visa and MasterCard. Meal plans, when selected on MyEKU, will be assessed to the student account.

Card Services follows the University holiday schedule and is open daily during the University's normal business hours:

Monday through Friday 8:00 a.m. – 4:30 p.m.

The Colonel Card is property of Eastern Kentucky University and is issued for convenience. It must be presented (or surrendered) upon request by authorized officials of the University. Any expenditure associated with the use of this card is the responsibility of the holder until it is reported lost/stolen. A fee will be charged for damage made to the identification card or if the card is lost or stolen. The loss of a card must be reported immediately to Card Services, Powell 08-E, (859) 622-2179.

EKU Dining Services

Case Dining Hall, 101

Phone: (859) 622-3691

Fax: (859) 622-6226

www.ekudining.com (<http://www.ekudining.com>)

EKU Dining Services offers a variety of dining alternatives including fresh food options, an assortment of national-brand restaurants, catering, and athletic concessions. It is the goal of EKU Dining Services to provide high quality and satisfying dining experiences for the entire campus community.

Case Kitchen and Stratton Café offer freshly cooked dining options in a comfortable atmosphere. Lower Case Food Court offers Chick-fil-A, Moe's Southwest Grill, Panda Express, P.O.D. (Provisions on Demand) Express, and Subway.

In other areas of campus, EKU Dining Services boasts a variety of dining options including Java City in the Crabbe Library; Einstein Bros. Bagels in the Weaver Building offering gourmet coffees, bakery items, as well as grab & go salads and sandwiches; as well as Starbucks and The Corner, offering Zen Sushi and the Colonel's Grill, located in the Powell Student Center.

EKU Dining Services provides full-service catering and a dedicated catering staff for both on- and off-campus events. A special Student Catering Guide is available to accommodate the dynamic requests and requirements of students.

LIBRARIES

Julie George, Dean of Libraries
 Library 202A
 (859) 622-1778
[library.eku.edu \(http://library.eku.edu\)](http://library.eku.edu)

Eastern Kentucky University Libraries includes the John Grant Crabbe Main Library, centrally located on University Drive, and one branch location: the Rogow Business Library and Academic Commons in the Business and Technology Complex. ECU Libraries provides a wide range of support including research help, study spaces, collections, and technology designed to meet the evolving academic needs of ECU students. In support of online and distance learners, ECU Libraries provides a full range of help and collections services equivalent to those offered at the physical locations.

The Main Library offers a variety of study spaces, ranging from a large collaborative area on the first floor to the Silent Study Zone on the very top floor. Noise levels are also monitored on the fourth floor to ensure plenty of silent space for individual study. In addition to spaces designed for quiet and group study, an outdoor area is available on the Noel Reading Porch, adjacent to the Library Plaza. Refreshments are available in the Java City Library Café or the vending machines on the first floor. To learn more about ECU Libraries' spaces or to make a reservation, visit <https://libguides.eku.edu/reserve-room> (<https://libguides.eku.edu/reserve-room/>).

The Main Library also includes the Learning Resources Center (<https://libguides.eku.edu/education/introduction/>) in support of the College of Education; the Law Library; the Noel Studio for Academic Creativity (<https://www.eku.edu/studio/>); The Faculty Center for Teaching and Learning (<https://www.eku.edu/fctl/>), Special Collections and Archives (<https://archives.eku.edu/>), The Student (<https://successcenter.eku.edu/>) Success Center, (<https://successcenter.eku.edu/>) The Bratzke Center (<https://www.eku.edu/saasc/>), The Bobby Verdugo & Yoli Rios Bilingual Peer Mentor and Tutoring Center (<https://centro-de-tutoria-bobby-verdugo.eku.edu/>), and Education Abroad (<https://www.eku.edu/studyabroad/>). ECU Libraries provides access to print and online books, videos, and other resources that best serve students, faculty, and staff. Visit library.eku.edu (<http://library.eku.edu>) to search and browse our collections. If you can't find the item you need, request it and our Library Express staff will get it to you.

Have a question about a library research assignment? One of our many qualified and friendly librarians is available to help you one-on-one in the library, via chat (<https://libanswers.eku.edu/>), or by scheduling a research appointment in advance (<http://libanswers.eku.edu/faq/176776/>). Prefer DIY help? Check out our Frequently Asked Questions (FAQ) (<https://libanswers.eku.edu/faq/176776/>) Tight on time? A library staff member can pull an item from their shelves and put it on hold for you to pick up at our Main Desk by using the "Request It" link (<https://libanswers.eku.edu/faq/218643/>). Taking classes online or at a distance? We have a vast array of online resources available 24/7 (<https://libguides.eku.edu/library/>), including books, articles, and videos. Also, if you need a print resource, we can mail items to off-campus students. For more details, see our FAQ on checking out books (<https://libanswers.eku.edu/faq/334133/>).

OTHER STUDENT SERVICES

The International Alumni Association

Alumni Center at Blanton House

Phone: (859) 622-1260

Fax: (859) 622-6620

www.alumni.eku.edu (<http://www.alumni.eku.edu>)

The Eastern Kentucky University International Alumni Association serves as a link between the University and its alumni by maintaining records, fostering communication, and sponsoring programs and activities designed to enhance this relationship.

All Eastern Kentucky University degree recipients and former students with 25 or more credit hours are considered alumni of EKU. The International Alumni Association is served by a board of 30 alumni volunteers, representing the diversity of our alumni constituency, who meet three times annually. Their work includes selection of the Alumni Awards, Alumni Scholarship recipients and general committee work.

The Alumni Association coordinates multiple gatherings across the nation to encourage alumni and friends of EKU to come together. The greatest of these is Homecoming and Reunion Weekend held annually in the fall. This celebration brings alumni back to campus to reconnect with their classmates and learn more about University improvements and initiatives.

The International Alumni Association encourages fellow alumni to advocate in a positive way for EKU both online and among friends, attend EKU sponsored events, give back to the university financially, and volunteer your time by serving on an advisory board, referring a student, or assisting with an event. We encourage alumni from the past to complete these four fundamental actions to impact the future.

Colonel's Cupboard

212 Commonwealth Hall

Phone: (859) 622-3855

Email: food.pantry@eku.edu

www.communityservice.eku.edu/cupboard ([http://](http://www.communityservice.eku.edu/cupboard/)

www.communityservice.eku.edu/cupboard/)

Who We Are

The Colonel's Cupboard is an initiative of the Office of Student Life & First-Year Experience, opened in 2014. The Cupboard was started to fight the growing problem of food insecurity on campuses across the nation. Today, we strive to help students succeed by providing them with their basic needs of food, clothing, and toiletry items. We are entirely run off of donations from EKU students, faculty, and staff, as well as community members. All enrolled students at the university are eligible to use the Cupboard.

What We Do

- Provide food, clothing, and toiletry items to any currently enrolled student who has a need.
- Connect students with other resources, on and off campus, to help with other needs.
- Provide educational materials about food insecurity, healthy eating, etc.

- Host volunteers, both groups and individuals, who want to give back on campus.
- Donate overstocked goods to other local food pantries in need.

How it Works

- Complete the form at communityservice.eku.edu/cupboard (<http://www.communityservice.eku.edu/cupboard/>) or email food.pantry@eku.edu to make an appointment.
- Stop by the Colonel's Cupboard in Commonwealth Hall during open hours to "Shop" for your needs, or pick up a prepackaged food box at one of our partner locations

EKU Police

EKU Police Department and 911 Center

701 Vickers Drive

Phone: (859) 622-1111

Fax: (859) 622-2243

<https://www.eku.edu/police-department/>

The EKU Police Department is a fully accredited law enforcement agency available 24-hours a day, 7 days a week. For emergencies from a campus phone, dial 911, or (859) 622-1919 from any phone. For non-emergencies please call (859) 622-1111. We recommend you program these numbers into your phone as favorites. You should call EKU Police to report all crimes and for any matters requiring a police, fire, medical, or hazardous materials response.

The mission of the Eastern Kentucky University Police Department is to enhance the quality of life by providing a safe and secure environment through professional service to the community. The success of our mission depends on this partnership utilizing a community policing philosophy. The Department places a high priority on honesty and integrity and values the need for effective and open communication with the community we serve. We value our employees and are committed to their professional development.

EKU Police provide 24-hour patrols of the EKU campus, including buildings, parking lots, residence halls, and grounds. EKU Police Officers have county-wide law enforcement authority with primary jurisdiction encompassing all University property and all roads and streets adjacent to the campus. The EKU Police also have the authority to investigate crimes anywhere in the state that were committed on University property.

The EKU Police Department includes 25 sworn police officers and seven dispatchers. EKU Police Officers maintain high visibility on campus with motor vehicle, bicycle, and foot patrol. The EKU Police Department maintains a Daily Crime & Fire Log available to the public at <https://www.eku.edu/police-reports/>. Crimes occurring on EKU properties and fires occurring in student housing are listed here in an ongoing effort to help you make informed decisions regarding your safety and security.

The Eastern Kentucky University Police Department has an excellent working relationship with state, local, and federal law enforcement agencies, and other emergency providers. Visit the Department web page at <https://www.eku.edu/police-department/> to find links to the Daily Crime Log, the Annual Security and Fire Safety Report, Crime Prevention tips, and much more. You can also connect with EKU Police on Twitter, Facebook, and Instagram.

Parking & Transportation Services

Commonwealth Hall, Room 212

Phone: (859) 622-7275
www.parking.eku.edu

Eastern Kentucky University Parking & Transportation Services provides parking and transportation services in support of the University's mission, by providing quality customer service and proper management of parking and transportation resources. This mission is accomplished by enforcing applicable parking rules and regulations, providing safe and efficient transportation services, conveying a positive attitude, and requiring the highest standards of personal and professional conduct.

Parking Services provides parking information, registers vehicles for the campus community and visitors, coordinates parking for special events and enforces parking rules and regulations. Transportation Services provides day and evening transit services and motor pool/fleet services.

See the Parking and Transportation website (www.parking.eku.edu (http://www.parking.eku.edu)) for additional parking and transportation information including parking regulations, transit schedules, and hours of operation.

Student Automobiles

In order to facilitate parking for all students, faculty, staff and visitors, Eastern Kentucky University requires the registration of all motor vehicles utilizing campus parking facilities. Vehicle registration information can be obtained by contacting Parking Services at (859) 622-7275 or by <https://eku.t2hosted.com> (<https://eku.t2hosted.com/Account/Portal/>) During the registration period, prior to the first day of classes, students registering for classes may park in any legal, non-reserved parking space in all areas, except employee parking lots (Zone E) which are marked by yellow signs.

After the commencement of classes, residential hall lots (Zone R), which are marked by blue signs, are restricted to residence hall permits 24-hours per day, seven days a week. Grand Campus Lot, which is marked by purple signs, is restricted to Grand Campus permits 24-hours per day, seven days a week. Enforcement of employee and commuter parking (Zone C) regulations begins at 2:00 a.m. Monday-Friday. Commuter permits are also valid from 4:30 p.m. to 7:00 p.m. in employee (Zone E) parking lots. The Jones Lot is an exception to this rule and is reserved for employees only until 9:00 p.m. Evening parking for unregistered vehicles without permits is available in the Alumni Coliseum Lot from 4:30 p.m. to 2:00 a.m., Monday through Friday, and all-day Saturday and Sunday. Visitors may register for temporary parking by visiting <https://eku.t2hosted.com> (<https://eku.t2hosted.com/Account/Portal/>) Visitors are permitted to park in the Alumni Coliseum Lot with a valid visitor permit.

Speech-Language-Hearing Clinic

Wallace Building 245
Phone: (859) 622-4444
www.slhclinic.eku.edu (<http://www.slhclinic.eku.edu>)

The Communication Sciences and Disorders Department offers free therapy services to students, faculty, staff, and members of the community at the Speech-Language-Hearing Clinic in Wallace 245.

Diagnostic and clinical treatment services provided by the Clinic include the following:

1. Screening for speech, language, swallowing, and hearing problems.
2. Assessment and treatment of articulation disorders, phonological delays, delayed or disordered language, stuttering, voice disorders including laryngectomy, swallowing, speech and language problems resulting from stroke or head injury, language disorders related to learning disability, and speech and language problems of individuals in areas of exceptionality such as mental handicap, developmental delay, cerebral palsy, cleft palate, hearing impairment, autism spectrum disorder, and emotional/behavioral disorder.
3. Accent modification for speakers of English as a second language and those desiring Standard English skills.

Anyone interested in the above services should contact the Clinic Office Associate at (859) 622-4444, Wallace 245, or visit the Clinic website: www.slhclinic.eku.edu (<http://www.slhclinic.eku.edu>)

Student Publications

Eastern Kentucky University provides a variety of laboratory experiences through student publications. The Eastern Progress Media Network has been established to provide professional involvement in the activities of The Eastern Progress, the University's student online and print publication. Academic and support units coordinate the institutional support of student publications but do not govern the content. The courts have consistently held that where a tradition of student decision making exists in student publications, those publications are afforded the same Constitutional First Amendment protection as other publications. Concomitant with those rights, go certain responsibilities, which also accrue to the student publications. Accordingly, the responsibility for the content of the publications is that of the student editors and writers and not Eastern Kentucky University or its Board of Regents.

The **Eastern Progress Media Network** is a learning lab for students interested in media, marketing and public relations. The EPMN produces a newspaper and online multimedia content and is the official student publication of the University. All students are encouraged to take advantage of the journalism and advertising training it offers. Since its establishment in 1922, The Progress has been rated as an All American Newspaper by Associated Collegiate Press and a Medalist paper by Columbia Scholastic Press Association. The Progress and its student journalists have won many state and national awards, including countless Kentucky Press Association honors, national Pacemakers and Gold Crown awards. In January 2019, student journalists at the Eastern Progress Media Network and other state campus publications were recognized as KPA's Most Valuable Member. Reach the Progress online at www.easternprogress.com (<http://www.easternprogress.com>).

Aurora is a magazine of student writings published by its student staff to encourage interest in literary activity. Aurora accepts poems, one-act plays, short stories, prose sketches, and essays from any Eastern student. Editions are published in the fall (online by the ENG 420 Stylistics, Editing, Publishing class) and spring (hard copy). Cash prizes are awarded for the best works (fiction and poetry) at the time of the spring publication.

Technology and Related Resources

IT Service Desk - Keen Johnson Basement
Phone: (859) 622-3000
Website: it.eku.edu (<http://it.eku.edu/>)

Password & Accounts are mailed or communicated through their EKU Portal to all students admitted to EKU.

- Students receive a nine-digit EKU ID number which is their unique ID for all official records. This ID starts with "900" or "901".
- Each student also receives an EKU username. The username is based on your first name_last name (e.g., John Smith = john_smith12). Your username and password provide secure access to Wi-Fi, campus computers, and other electronic resources. Your single sign-on (SSO) for services like myEKU and Blackboard and email is YourUsername@mymail.eku.edu.
- Reset your password at the website <https://it.eku.edu/password> (<https://it.eku.edu/password/>)
- Reset your two-factor authentication (2FA) settings at the website it.eku.edu/2FA
- myMail (student email account) is provided through Microsoft. Students may retain their EKU email address upon graduation from EKU: it.eku.edu/mymail (<https://it.eku.edu/mymail/>)
- Microsoft Office 365 is free for all registered students and can download through their official myMail account. <https://it.eku.edu/support/office-365-education> (<https://it.eku.edu/support/office-365-education/>)
- Google Workspace (formerly G Suite) and Office 365 for Education are available to all employees and students while employed or a current student. <https://it.eku.edu/collaboration> (<https://it.eku.edu/collaboration/>)

The IT ServiceDesk is EKU students' first point of contact for all service issues, questions, troubleshooting, and consultation. Call 859-622-3000 or click link to - Submit IT work request (<https://form.asana.com/?k=nie2ebJmvfm3f7r9z-6xyA&d=978674317228910>). The IT ServiceDesk also offers electronic equipment checkouts (laptops and calculators). Visit the website www.eku.edu/in/it/

Computer Labs are located across campus. For a list of all computer labs, visit the website - www.eku.edu/in/guides/computer-lab-locations/

Log in to EKU The EKU homepage has a menu for easy login access to myEKU, Canvas, Student Email, and Degree Works.

myEKU provides access to a wide range of data for students from admission through graduation. Students register for classes, obtain parking permits, check grades, and more with myEKU. Log in to myEKU at my.eku.edu. (<https://my.eku.edu/>)

Canvas is EKU's Learning Management System (LMS). Students are automatically enrolled in Canvas upon registration. Course sites do not appear for students until the instructor opens them. Canvas is used for all online courses and many on-campus courses. To learn more go here: <https://go.eku.edu/canvas> (<https://go.eku.edu/canvas/>)

Degree Works helps students plan an academic roadmap to graduation. Degree Works and your advisor will ensure you are on the right track to graduate. View Degree Works information at registrar.eku.edu/DegreeWorks/

ResNet is the EKU residential network and provides high-speed wired and wireless internet access in all residence halls. Wired connections are recommended for devices that support that option. To view all articles related to IT support visit www.eku.edu/in/it/

Peer-to-peer software is not permitted on the EKU network. Downloading copyrighted materials is illegal and prohibited.

Acceptable Use of Information Technology Resources: www.eku.edu/in/policies/acceptable-use-of-information-technology-resources/

Phishing and Spam: IT @ EKU will NEVER request passwords or other personal information via email. Messages requesting such information are fraudulent. Forward all suspicious messages to spam@eku.edu. In the unlikely event, the message is legitimate, we will tell you.

Emergency Management & Security

Adams House

424 Lancaster Ave

Campus Operations - Public Safety

Phone: (859) 622-8987 or (859) 622-1111

<https://www.eku.edu/emergency-management/>

Emergency Notifications and Timely Warnings:

Rave Mobile Safety is EKU's primary mass notification system. The University has implemented a multi-modal emergency notification system to inform the community about incidents and emergencies affecting campus. Realizing that message redundancy is a necessity, EKU has seven primary notification methods available for the community. Any one, or a combination, of these alert methods may be used depending on the nature and severity of the event. More information about Situational Awareness, Emergency Notifications, and Timely Warnings can be found at the following web page: <https://www.eku.edu/in/guides/emergency-notifications/>

Systems Include:

- Text Messaging - An opt-out notification where a text message can be received on your mobile phone. EKU and Rave do not charge for this service; however, your carrier may have standard text messaging charges. (Important: Students should periodically check their mobile phone numbers when their numbers change and make corrections as necessary).
- Voice Messaging - An opt-out notification where a voice message can be received on your mobile or home phone. (Important: Students should periodically check their mobile phone numbers when their numbers change and make corrections as necessary).
- Email Messaging - This notification provides an email message about an event. Current students, faculty, and staff are automatically registered to receive notifications on their EKU email account and cannot opt-out of this type of notification. You can opt-in to receive emails on other email accounts. Community members are encouraged to check their email frequently throughout the day to be sure they see any message sent by this alert method.
- Network Messaging - A visual notification can be made across university owned computers connected to the EKU network. When an alert is sent out, a pop-up box appears on the screen. No personal information is gathered or transmitted with the use of this alerting method.
- Social Media - EKU can use X and Facebook to send notifications to the community. These social systems require the user to check to receive any messages posted. Follow @EKUEmergency on X and LIKE EKU Emergency Management on Facebook.
- RSS Feeds - A message can be posted on the University web pages.
- Sirens - Audible sirens can be broadcast over four loudspeakers strategically placed on campus. This system can be activated by the

Madison County Emergency Operations Center or ECU Public Safety for weather and community emergency notifications.

Review your contact information in Rave Mobile Safety

Rave Mobile Safety

Current Students, Faculty, and Staff are Already Registered:

- Log on to MyEKU
- Use your Single Sign On (SSO) authentication.
- Under the MyEKU Important Contacts Card, click on the Rave Emergency Notifications link.
- Under My Account you can check and edit your Mobile Phones, your Voice Only Line Contacts, and your Email. Click the Add Buttons to add additional Mobile Phones, Voice Only Line Contacts, and Emails.
- Note: Email messages are automatically sent to all current ECU email addresses. You cannot opt-out of receiving messages on your ECU email account.
- Note: Texts and voice calls are also automatically entered into the system (provided you have given your mobile phone number(s) to the university), and you can opt-out of these notifications if you desire. Please give careful consideration to opting-out, however, because once you opt-out, you will no longer receive important emergency information intended to help you to stay safe. (Important: Students should check their mobile phone numbers at the beginning of every semester and make changes as their circumstances change.)
- *Message and data rates may apply. Text messages are sent on an as-needed basis. This service is provided per the Terms of Use (<https://www.getrave.com/help/Terms.action/>) and Privacy Policy. Text STOP to 67283 (MRAVE), 226787 (CAMPUS), 78015, or 77295 to cancel, or Text HELP for tech support.*
- Note: ECU and Rave do not charge for text service; however, your carrier may have standard text messaging charges.

Other Community Members:

- While current ECU employees, and registered ECU students, are automatically enrolled in Rave Mobile Safety – Emergency Notifications, other community members, such as parents, visitors, or contractors, may SMS (Text) to Opt-In for emergency notifications, sent from Public Safety, using our text alert method. Be informed. Text “EKUAlerts” to 67283 (MRAVE), 226787 (CAMPUS), 78015, or 77295.
- *Message and data rates may apply. Text messages are sent on an as-needed basis. This service is provided per the Terms of Use and Privacy Policy. Text STOP to 67283 (MRAVE), 226787 (CAMPUS), 78015, or 77295 to cancel, or Text HELP for tech support.*
- Rave does not charge subscribers to send or receive text messages. Standard or other messaging charges may apply depending upon your wireless carrier plan and subscription details.

Living Safely at ECU

Life can be unpredictable. The Division of Campus Operations asks that all our community members download the **ECU S.A.F.E. App**.

<https://www.eku.edu/in/guides/s-a-f-e-app/>

(Note: For maximum utility, you must turn on your location services, for this app, so your location can be checked, and sent to Public Safety, or to one of your Contacts. Privacy is your concern, and you decide whether

to enable your location services. Enabling this feature, on your mobile phone, for this app, helps people get to you when you need assistance.)

Eastern Kentucky University’s Student Government Association (SGA) and Public Safety have once again partnered to introduce the next generation of mobile phone safety technology with the ECU S.A.F.E. App.

The free personal safety app is available for download on both the Apple and Android platforms at:

Apple: <https://apps.apple.com/us/app/s-a-f-e-safety-app-for-eku/id1550124036> (<https://apps.apple.com/us/app/s-a-f-e-safety-app-for-eku/id1550124036/>)

and

Android: <https://play.google.com/store/apps/details?id=com.cutcom.apparmor.eku&pli=1> (<https://play.google.com/store/apps/details/?id=com.cutcom.apparmor.eku&pli=1>)

The app puts various safety services at the fingertips of users:

- Push Notifications – Allows users to receive emergency notifications and timely warnings sent from Public Safety, via ECU Alerts, using our email alert method. (Note: Community members, who are not ECU employees or ECU students, can also SMS to Opt-In for emergency notifications, sent from Public Safety, using our text alert method. Be informed. Text “EKUAlerts” to 67283 (MRAVE), 226787 (CAMPUS), 78015, or 77295.)
- Emergency HELP – Contains buttons to Call 911 if you are off the ECU Richmond Campus, Call ECU Police if you are on the Richmond Campus, chat with ECU Police via text for the deaf or hard of hearing or when it is not safe for you to speak. Emergency Call checks your physical location and determines that if you are inside the campus geofence, your call goes to ECU Police, and if you are outside the campus geofence, your call goes to 911 for help.
- Mobile BlueLight ALARM – Contains a button that simultaneously sends your location to ECU Police and makes a phone call to ECU Police. ECU Police can receive your location in real-time on their Dashboard and they can speak with you on the phone.
- Safety Escort | Friend Walk – Has options to contact the ECU Police, to request a safety escort on the Richmond Campus, or allows you to send your location in real-time to a friend, so they can watch you as you travel to your destination.
- WorkAlone – Allows you to start a session with either a personal contact, anywhere, or with Public Safety, if you are on the Richmond Campus. This feature will automatically check in on you while working or studying alone, and can automatically trigger a call to your personal contact, or Public Safety, if you fail to check-in at the allotted time, or if you press the emergency button.
- Report a Tip – Allows you to report tips, on a variety of topics, and gives you an option of attaching a photo or video. The tips are automatically routed to the appropriate offices.
- Health & Safety Toolbox – Has options to contact the ECU Police, the Counselling Center, Student Health Services, and Student Accessibility Office.
- Campus Maps – Provides access to a Parking Map, Enhanced Shelter In Place Buildings, and Evacuation Assembly Areas.
- Emergency Plans – Contains the University’s planned response to emergency situations. This is the content of the University Emergency Action Plan, and it provides important information about what you can do, to protect yourself, if an emergency does occur.

- Support Resources – Has options to contact University Housing, Facilities Management, Libraries, and Student Affairs.
- Manage Profile – Under the About / Preferences button, users can manage their profile and add information to help emergency responders. This information is only available to and used by ECU Public Safety for emergency purposes. It allows individuals to volunteer information to help us keep you safe. Items the user can volunteer include: Allergies, Medications, On-Campus Primary Address/Location, Secondary or Additional Addresses/Locations (For individuals whose work or studies take them to multiple locations on campus), Permanent Address, Additional Phone Numbers, Emergency Contact Name and Phone Number. The more information volunteered, the more effectively we can find you, and help you, if you get into trouble or have difficulties of any kind.

We are proud of our strong partnership with the Student Government Association as we collaborate to provide safety resources, such as this app, that benefits our entire campus community. Colonels care for one another and this app provides a platform for our community to look out for one another by reporting issues, communicating directly with the ECU Police Department, providing tips, watching friends virtually walk, and other safety items.

OFFICE OF STUDENT SUCCESS

Dr. Tanlee Wasson

Vice President of Student Success, Engagement & Opportunity
Whitlock Building 536
(859) 622-8663

Dan Hendrickson

Associate Vice President, Student Success, Engagement &, Opportunity
(859) 622-2106

<https://studentsuccess.eku.edu/>

Student Success, Engagement, & Opportunity provides student support services and programming throughout the student enrollment life cycle. SSEO helps students blend their quest for academic knowledge with the development of life skills through experiential learning and engagement activities.

The Vice President for Student Success, Engagement, & Opportunity guides a student-centered, forward thinking, innovative and collaborative unit, assisted by the Associate Vice President of Student Success, Engagement, & Opportunity who strive to recruit, retain and service an expanding and more diverse student body.

- Student Life and First Year Experience (<http://catalogs.eku.edu/graduate/office-student-success-affairs/life-first-year-experience/>)

- Bratzke Student-Athlete Academic Success Center (<http://catalogs.eku.edu/graduate/office-student-success-affairs/bratzke-athlete-academic-success-center/>)
- Campus Recreation (<http://catalogs.eku.edu/graduate/office-student-success-affairs/campus-recreation/>)
- Center for Inclusive Excellence and Global Engagement (<http://catalogs.eku.edu/graduate/office-student-success-affairs/center-inclusive-excellence-global-engagement/>)
- Center for Student Accessibility (<http://catalogs.eku.edu/graduate/office-student-success-affairs/center-accessibility/>)
- Counseling Center (<http://catalogs.eku.edu/graduate/office-student-success-affairs/counseling-center/>)
- Dean of Students (<http://catalogs.eku.edu/graduate/office-student-success-affairs/dean-students/>)
- ECU Housing and Residence Life (<http://catalogs.eku.edu/graduate/office-student-success-affairs/housing-residence-life/>)
- Financial Aid (<http://catalogs.eku.edu/graduate/office-student-success-affairs/financial-aid/>)
- International Student Scholar Services (<http://catalogs.eku.edu/graduate/office-student-success-affairs/international-student-scholar-services/>)
- NOVA Program (TRiO Student Support Services) (<http://catalogs.eku.edu/graduate/office-student-success-affairs/nova/>)
- Office of Admissions (<http://catalogs.eku.edu/graduate/office-student-success-affairs/admissions/>)
- Office of Military and Veterans Affairs (<http://catalogs.eku.edu/graduate/office-student-success-affairs/military-veterans-affairs/>)
- Student Conduct and Community Standards (<http://catalogs.eku.edu/graduate/office-student-success-affairs/conduct-community-standards/>)
- Student Health Services (<http://catalogs.eku.edu/graduate/office-student-success-affairs/health-services/>)

BRATZKE STUDENT-ATHLETE ACADEMIC SUCCESS CENTER

Mrs. Kate Johnson, Director

Office: Library 207E

Mailing Address: Library 103

Email: kate.johnson@eku.edu

Phone: 859-622-6648 (kate.johnson@eku.edu)

The Bratzke Student-Athlete Academic Success Center provides comprehensive academic support and resources for all student-athletes competing on NCAA varsity teams on EKU's campus. The Center provides opportunities and services to help student-athletes reach their academic goals from the time they arrive on campus through graduation. Our mission is to strive for academic excellence while focusing on a culture of integrity and accountability.

Bratzke Center services include but are not limited to: academic advising, priority registration, academic monitoring, mentoring, supervised study hall, tutoring, access to Learning Specialist, academic skill development, assistance with recruiting visits, as well as providing referrals to other academic resources on campus. Student-Athletes academic progress is monitored closely to ensure all academic eligibility requirements are met as determined by the NCAA, ASUN, UAC and EKU.

In collaboration with the Athletic department the Bratzke Center also assists with student-athlete development programming to promote student-athlete growth in five commitment areas: academics, athletics, personal development, service, and career/professional development. Throughout the year the center and Athletics plans and coordinates outreach activities for student-athletes in support of the local community and Eastern Kentucky.

CAMPUS RECREATION

Justin Raymer, Director of Campus Recreation
 Phone: (859) 622-6751
 Fax: (859) 622-6755
www.campusrec.eku.edu (<http://www.campusrec.eku.edu>)

The Department of Campus Recreation provides a variety of facilities and recreational opportunities to the university community. We are a place for you to restore, grow, find community, and find adventure. The department promotes lifelong wellness for students, faculty, and staff through health education, fitness programs, adventure programs, and competitive sports.

Campus Recreation oversees the operation of the **Student Recreation Center**. The Student Recreation Center is a state-of-art facility which includes:

- Full line of weight and fitness equipment
- Locker Rooms w/ Sauna
- Climbing/Bouldering Wall
- Three Group Exercise Rooms
- Four Multipurpose gymnasiums (Basketball, Volleyball, Pickleball, Soccer, etc.)
- Three racquetball courts
- Indoor Track
- Esports Lounge w/Full Swing Golf Simulator
- Aquatic Center with Spa
- Campus Recreation also oversees the operation of the **Intramural Field Complex and High Ropes Challenge Course** (<https://www.eku.edu/campusrec/facilities/>).

Fitness Program

The Fitness Program offers a variety of group fitness classes each week taught by trained, motivated, and friendly instructors. All fitness levels are welcome, and each class is free. Group fitness classes include CrossFit, Yoga, Pilates, Cycling, Dance, and much more.

For those needing a more personal touch, we offer affordable personal training by certified personal trainers. Personal training is a great way to attain one-on-one instruction incorporating exercise plans, goal-setting, and health education.

Adventure Programs

Adventure Programs offers a wide variety of trips and workshops each semester. Previous trips have included hiking and camping, backpacking, kayaking/canoeing, spelunking, white water rafting, climbing, and canyoneering. The climbing and bouldering walls are an exciting and engaging alternative to traditional exercise. In addition, Adventure Programs provides extensive outdoor equipment so you may embark on your adventures. Examples of outdoor rental equipment are tents, mountain bikes, kayaks, cook stoves, canoes, and much more.

Competitive Sports

Competitive Sports have been a campus tradition at ECU for over 50 years. Students can compete in team-oriented activities, including flag football, soccer, volleyball, dodgeball, and basketball. There are also numerous individual and dual events. For the more competitive athlete, we also offer Club Sports. Clubs compete on a regional and national level

against other universities and colleges. For the gamers out there, enjoy the 20+ Alienware gaming computers, the newest generation of console gaming, and more in our Esports Lounge.

Health Promotion

Health Promotion is a peer education program geared toward empowering students with knowledge and facts concerning health issues. It presents information on alcohol, obesity, sex, drug abuse, eating disorders, tobacco, and much more. The aim is not to enforce ideas but to assist students in making better-informed decisions by providing them with the proper tools, knowledge, and self-worth.

Employment

EKU Campus Recreation is one of the largest student employers on campus. We have a variety of opportunities to join our dedicated community of staff! All open positions will be posted on careers.eku.edu (<https://careers.eku.edu/>). Here are some entry-level positions we employ, and most have opportunities for advancement:

- Facility Attendant
- Group Exercise Instructor
- Marketing Assistant
- Intramural Referee
- Health Promotion Peer Educator
- Climbing Wall Attendant
- Personal Trainer
- Graphic Designer
- Lifeguard

CENTER FOR INCLUSIVE EXCELLENCE AND GLOBAL ENGAGEMENT

13 Powell Building
Phone: (859) 622-6775
<https://www.eku.edu/ciege/>

Looking for a place to connect, grow, and get involved? The Center for Inclusive Excellence and Global Engagement (CIEGE) is your go-to spot in the lower level of the Powell Student Center! Whether you're interested in leadership, community service, global experiences, or just meeting new people, CIEGE is here to support you at EKU.

We offer mentorship, workshops, study groups, panels, international student services, and hands-on events that celebrate our community and help you grow as a leader—both on campus and beyond. Our goal? To help you gain confidence, develop a service-oriented mindset, and make an impact from your first day at EKU to graduation and beyond.

Swing by to get involved, find your community, and make the most of your college experience!

Check out our website for more information on the following:

- International Student Services
- Leadership Programs
- Service Learning & Civic Engagement
- Bilingual Student services

CENTER FOR STUDENT ACCESSIBILITY

Dr. Kelly Cogar, Senior Director
Whitlock Building 361, CPO 66
Phone: (859) 622-2933
www.accessibility.eku.edu (<http://www.accessibility.eku.edu>)

The Center for Student Accessibility (CSA) assists students by coordinating campus and program accessibility and providing support in attaining educational goals. CSA is located in the Whitlock Building, Room 361. Appointments are made by calling (859) 622-2933 or emailing at accessibility@eku.edu.

Students requesting services, including deaf and hard-of-hearing students, must submit a completed application for services and current health-related documentation. Applications, documentation guidelines, and additional information are available on the CSA website. Services are individualized and may include academic adjustments that do not impede the academic integrity of the course, digital books, equipment loans, interpreters, note-taking software, testing accommodations, and other services.

ADA/504 Coordinator

The ADA/504 Coordinator serves the University by hearing individual ADA cases, including appeals for course substitutions, waivers, and other accessibility-related matters, and as a member of the ADA Appeals Committee. Appointments with the ADA/504 Coordinator can be made by contacting Dr. John Dixon at John.Dixon@eku.edu.

COUNSELING CENTER

Dr. Kevin Stanley, Director
Whitlock Building 571
Phone: (859) 622-1303
Fax: (859) 622-1305
<https://counselingcenter.eku.edu/>

The University Counseling Center offers services designed to promote the success of students in achieving their academic, social and personal goals. The Counseling Center staff consists of licensed clinicians who provide counseling both individually and in groups. Referral is provided when the need for counseling services is beyond the role and scope of the Counseling Center. Counseling relationships are considered confidential as delineated by the American Psychological Association (APA) Code of Ethics and, to the extent permitted by law, federal and Kentucky state laws.

Counseling Services

Counseling is viewed as another form of learning while in college. Typical college student concerns that may result in counseling are: adjustment to college, interpersonal conflicts, dealing with loss, test anxiety, time management, stress, academic pressures, anxiety, depression, motivation, substance abuse, traumatic experiences, eating concerns and choice of a major.

Rapid-Access Services

The ECU Counseling Center offers many services that are available on a drop-in basis, including: workshops, biofeedback, guided meditation, and drop-in groups. Be sure to check out our website: counselingcenter.eku.edu (<http://counselingcenter.eku.edu/>) for the semester schedule of services.

QPR Suicide Prevention Training

The ECU Counseling Center offers training in suicide prevention and only takes an hour! Participants learn: warning signs that someone might be considering suicide, how to have a caring conversation with someone about whom they are concerned, how to persuade that person to get help, and where to refer them for that assistance. Everyone can be a partner in suicide prevention.

Services for Faculty and Staff

The Counseling Center staff also provides consultation to the University community on referral and how to be most helpful to the distressed student. When a faculty member wishes to refer a student for immediate help, it is recommended that the faculty member call and speak with a staff member for consultation to discuss the appropriate action.

DEAN OF STUDENTS

Dr. Lara Vance, Dean
Whitlock Building 347
Phone: (859) 622-3436
Fax: (859) 622-2402
www.eku.edu/dean-of-students (<https://www.eku.edu/dean-of-students/>)

The Office of the Dean of Students promotes student success and development across all offices and may serve as primary contact point for students. The Dean of Students supports students in assisting them with their educational and personal growth by connecting them with resources, advocating for them, and helping them navigate situations that could impede their progress. The Dean collaborates with various departments, stays up-to-date on available student resources, and responds to student crises.

EKU HOUSING AND RESIDENCE LIFE

Karen Peavler | Associate Vice President, Student Engagement
Whitlock Building 552
Phone: (859) 622-1515
Email: housing@eku.edu

EKU Housing & Residence Life fosters the holistic development, engagement, and success of our residential community by providing a welcoming home that enhances the collegiate experience. Campus living offers opportunities that will help you excel academically, develop leadership skills and connect with life-long friends. You will meet students from all walks of life gathered together as part of a vibrant, close-knit community.

EKU has a residency requirement that requires certain students to live on-campus. All full-time undergraduate students are required to live on campus or be approved to commute if:

- They have less than 60 credit hours
- Are under the age of 21
- Are legally single
- Have less than four full academic semesters (fall or spring) living on campus

More details about the Residency Requirement, commuter eligibility and approval, and other exemption requests can be found at: <https://www.eku.edu/in/guides/residency-requirement/>. Note: students who do not meet the Residency Requirements, have not been approved to commute, and do not live on campus will be responsible for paying the lowest housing rate.

Residential Experience

Each Residence Hall at EKU has a dedicated Residence Hall Coordinator (RHC) who lives and works in the building to support students. RHCs are full-time, professional staff members who serve as a helpful resource for residents, whether they need assistance navigating campus life, resolving a concern, or connecting with support services. From managing day-to-day hall operations to fostering a welcoming environment, your RHC is there to ensure you have a successful and enjoyable on-campus experience.

EKU Housing & Residence Life offers Living Learning Communities (LLCs), which consist of students with similar majors and interests who live on the same floor(s) of a residence hall. Live and learn with others who share your goals, career interests and life passions!

Programming is offered and organized by Housing & Residence Life staff in all residence halls. These social, educational, and service-learning programs range from movie nights to volunteering for Habitat for Humanity. Many of these programs are open to all campus students, while some focus on residents getting to know each other so they can enjoy their housing experience even more.

Various leadership opportunities are available for resident's, including Student Employment positions such as Resident Advisor (RA) or Community Receptionist (CR). All residents are welcome to join our chapter of the National Residence Hall Honorary (NRHH) where those

in leadership roles engage in service opportunities and celebrate the contributions of our residential communities.

Our Residence Halls

Each Residence Hall room is furnished with a desk, chair, dresser or wardrobe, and bed for each student with at least one closet or wardrobe and set of window blinds. All residents have access to free laundry within their hall and high-speed internet connections with ResNet (wireless and wired connections available). Additionally, EKU's Residence Halls are conveniently located to campus resources such as Case Dining Hall, the Campus Recreation Center, the library, and Powell Student Center.

Each of our community, suite, and apartment style halls offer the following amenities included in the room rate:

- Laundry Facilities
 - Each Hall has at least one laundry facility with several washers and dryers. Apartment style rooms have a washer and dryer within the apartment.
- Kitchen Areas
- High-speed Internet with ResNet
- Computer Labs & Printers
- Study Rooms
- Recreational Spaces (Indoor and Outdoor)
- Vending

Visit eku.edu/housing (<http://eku.edu/housing/>) for information on the application and selection process, room rates, floor plans, what to bring/not bring lists, and more.

FINANCIAL AID

Mr. Justin Cristello
Whitlock Building 210
Phone: (859) 622-2361
<https://www.eku.edu/bigecentral>

Big E Central

Hours of Operation: Monday – Friday, 8 a.m. – 4:30 p.m.
Walk-In Availability: Monday – Thursday, 8 a.m. – 4:00 p.m.
Phone Hours: Monday – Friday, 9 a.m. – 4:00 p.m.
Email: bigecentral@eku.edu – Please include ECU Student ID number.
Phone: 859-622-2361
Address: 521 Lancaster Ave | Whitlock Room 210 CPO 63 | Richmond, KY 40475
Federal School Code: 001963

- Check your ECU email account and myEKU (<https://it.eku.edu/myEKU/>) for regular messages regarding your financial aid and awards.
- FAFSA confirmation will be sent to students' ECU email account.
- Scholarship award notifications are mailed to new students' permanent addresses and available in myEKU (<https://it.eku.edu/myEKU/>).
- Many questions can be answered by visiting the Self-Service Portal (<https://success.eku.edu/portal/BigEcentral/?tab=home>)

Financial assistance is available to help students offset the cost of their college education. There are five types of financial aid: grants, loans, employment, entitlements, and scholarships. The grants, loans, and federal work study programs are need-based. To determine how much money and for which programs the student qualifies, they must complete the Free Application for Federal Student Aid each year.

Entitlements include but are not limited to resources from the Veterans Administration and Vocational Rehabilitation. Scholarships are awarded from the University as well as outside sources. For information regarding entitlements or scholarships, students should contact Big E Central at (859) 622-2361. This office can guide the student to the proper source depending on the type of entitlement or scholarship the student is interested in pursuing.

Financial Aid Requirements

All applicants for financial aid are required to:

1. Apply for admission and be accepted to the University;
2. Be a degree-seeking student enrolled or accepted for enrollment in an eligible degree or certificate program. Student auditors, dual-enrolled high school students, and special non-degree students are not eligible for federal financial aid;
3. Complete, electronically sign, and submit a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education (ED). Every student, and parent as applicable, must have a Federal Student Aid ID (FSA ID) to start and sign the FAFSA. Students are urged to apply early for optimum financial aid benefits. Students should complete the FAFSA at (FAFSA® Application | Federal Student Aid (<https://studentaid.gov/h/apply-for-aid/fafsa/>)) and add ECU on

the school selection page, so we receive the student's FAFSA record; and

4. Complete FAFSA verification or any other aid reviews when required.

Once your FAFSA form is processed, you can log in to your StudentAid.gov account to view your FAFSA Submission Summary or check the processing status for your FAFSA form. The FAFSA Submission Summary includes an estimate of the amount of federal aid the student may be eligible for as well as the Student Aid Index (SAI). The SAI is a formula-based index number ranging from –1500 to 999999. Where your SAI falls within the SAI range helps your school determine how much financial support you may need.

The student's financial 'need' is the difference between the Cost of Attendance and the SAI. The Cost of Attendance, regardless of the student's dependency status, includes the educational expenses of:

- Tuition and Fees;
- Living Expenses (food and housing for students living on and off campus);
- Loan Fees;
- Transportation; and
- Personal/Miscellaneous expenses.

The amounts for these five educational expenses are the student's estimated **Cost of Attendance at Eastern Kentucky University**, and they become the student's budget for financial aid purposes. Only the actual tuition, fees, and food and housing (for resident students living in campus housing) costs are charged to the student's University bill.

Financial aid recipients are selected based on demonstrated financial need, academic success, and other merits. Most ECU financial aid awards are based on full-time enrollment in aid eligible courses, which is a minimum of 9 credit hours for a graduate student per semester. Federal student loans and federal grants usually require a minimum of half-time enrollment. Each financial aid recipient is issued an official Financial Aid Offer, which is the University's official estimate of a student's financial aid and costs to attend for the academic year. Financial Aid Offers are emailed to the student's ECU email account. It is the student's responsibility to review the Financial Aid Offer and notify BEC of any additional aid being received and of any desired reduction or cancellation of the aid offered.

To continue to receive institutional or federal student aid, an ECU student must maintain Financial Aid Satisfactory Academic Progress (SAP).

Satisfactory Academic Progress

To continue to receive institutional or federal student aid, an ECU student must maintain Satisfactory Academic Progress (SAP). In the event Satisfactory Academic Progress (SAP) is not maintained, financial aid may be withheld. Eastern Kentucky University's SAP policy can be reviewed at: <https://www.eku.edu/in/guides/satisfactory-academic-progress/>.

Renewal Requirement

The Free Application for Federal Student Aid (FAFSA®) form applies to a single academic year. That means you need to submit a FAFSA form each year—and make sure you meet the FAFSA deadlines for state and college aid to maximize the amount and types of aid you could receive.

FAFSA Priority Deadlines

Fall Semester - As soon after October 1 as possible.

Spring Semester - October 25

Summer Term - March 20

Grants and Loans

Direct Unsubsidized Loans

Graduate students may be eligible to borrow Direct Unsubsidized Loans; however, they are not eligible to borrow Direct Subsidized Loans. There is no requirement to demonstrate financial need, and the student's institution will determine the amount the student can borrow based on the student's cost of attendance and other financial aid they receive.

The student is responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If the student chooses not to pay the interest while in school and during grace, deferment, or forbearance periods, then interest will accrue and be added to the principal amount of the loan.

- Graduate students must be enrolled in a minimum of 4.5 credit hours to borrow a Direct Unsubsidized Loan.
- Generally, graduate students can borrow up to \$20,500 per academic year in Direct Unsubsidized Loans.
- Students cannot borrow over the aggregate limit of \$138,500 in Direct Unsubsidized Loans.
- The current interest rates for Direct Unsubsidized Loans can be found on <https://studentaid.gov/understand-aid/types/loans/interest-rates> (<https://studentaid.gov/understand-aid/types/loans/interest-rates/>).

Graduate PLUS loan

If students need to borrow more than what they have been offered in Direct Unsubsidized Loans, they may apply for a Graduate PLUS loan at www.StudentAid.gov (<https://studentaid.gov/>)

- Graduate PLUS loans are subject to credit approval, and an additional Master Promissory Note (MPN) must be signed for that PLUS loan.
- PLUS loans can generally be awarded up to the student's cost of attendance, if approved for that much.

Student Employment

Graduate Assistantships: Graduate assistantships are positions given to the most outstanding students. Duties may include laboratory supervision, teaching, and research-related tasks. Stipends are competitive and assistantships supported through the Graduate School include a partial tuition waiver of six graduate hours per semester for a full-time appointment. Additional assistantships are available through the Office of Student Housing and other academic and administrative units and many of these also provide a partial tuition waiver.

Graduate Assistants (GAs) are appointed by the individual departments of each college and subject to the approval of the Graduate School. Questions regarding application for appointment should be directed to the graduate coordinators of that department.

- Graduate Assistants must be enrolled in a graduate degree program and must be enrolled in a minimum of 9 hours of graduate coursework applicable to their degree.

- Students in their final semester of graduate study who have applied for graduation may hold an assistantship with less than full-time enrollment.
- Students admitted to the Graduate School on Probationary Admission are typically not eligible for Graduate Assistantships.
- Graduate assistants on part-time appointments are permitted to work up to 10 hours per week in other on-campus employment subject to approval by the Graduate School.
- Appointments are limited to no more than four academic terms (summers excluded).
 - Exceptions to this may be considered for students enrolled in graduate program that exceed 36 hours.

Institutional Work Study: Eastern Kentucky University offers an institutional work program to employ students on a part-time basis, and students are paid every two weeks for the hours they have worked. Their job schedule is built around their class schedule. A variety of jobs are available including typing, filing, farm work, food service, resident hall assistants, tutorial work, as well as community service jobs. Student employment opportunities can be reviewed using the EKV human resources job search engine (<https://careers.eku.edu/jobs/search/>). Student employment processes and procedures can be reviewed here: <https://hr.eku.edu/student-employment-services> (<https://hr.eku.edu/student-employment-services/>)

Other Assistance Programs

SAFE Award: The Student Assistance Fund for Eastern (SAFE) provides short-term financial assistance to Eastern Kentucky University students who are unable to meet immediate, essential expenses due to an unexpected emergency or crisis situation. More information can be found here: <https://www.eku.edu/in/guides/student-assistance-fund-for-eastern-safe/>

Veterans Affairs: The Veterans Program at Eastern Kentucky University is approved by the Kentucky Approving Agency for Veterans Education for the education of veterans and their eligible dependents. Students concerned with veterans training should have, at the time of registration, a certificate of eligibility. This is secured from the regional office of the Veterans Administration. The University is responsible for the completion of certain Veterans Administration forms and the other necessary information about students who receive this aid.

- Educational benefits for eligible students including Montgomery GI Bill, Chapter 30 (active duty), Chapter 33 (Post 9/11), Chapter 1606 (reserve/national guard), Chapter 35 (Dependents Educational Assistance Program), and Chapter 31 (Veteran Readiness and Employment VR&E).
- If you have completed courses while in the armed forces, ask the Office of Military and Veterans Affairs about the possibility of receiving credit for such courses.

Veterans Administration Benefits: War orphans, widows, children and spouses of deceased and disabled veterans should contact the Veterans Administration, 600 Federal Place, Louisville, Kentucky (phone: 1-800-827-1000). Application forms are available through the EKV Office of Veterans Affairs. For information concerning assistance, please contact the Office of Veterans Affairs at Eastern Kentucky University in the Powell Building, Room 137. The telephone number is (859) 622-2345, and their email is EKUVets@eku.edu.

Vocational Rehabilitation (OVR): EKU supports the efforts of OVR to serve eligible individuals with disabilities. The Kentucky Office of Vocational Rehabilitation provides vocational rehabilitation services to eligible individuals with disabilities. Individuals receiving OVR services may also contact the EKU Center For Student Accessibility for academic accommodation. For more information about eligibility criteria call the Office of Vocational Rehabilitation toll free at 1-800-372-7172 or (502) 564-7172, or visit the website at <https://kcc.ky.gov/>.

O'Donnell Scholars: The O'Donnell Scholarship provides an opportunity for persons aged 65 and older to become students at Eastern Kentucky University by enrolling in any courses listed available via myEKU. O'Donnell Scholars are responsible for the cost of any required materials, parking permits and applicable income taxes. Tuition and fees are paid through funds authorized by the Commonwealth of Kentucky. For further information, please visit <https://www.eku.edu/in/guides/community-education-policies/>

Students can contact Big E Central to learn more about other forms of financial assistance.

Payments of Awards

Financial aid awards are normally made on an academic year basis conditional with fulfilling academic and registration requirements. Financial aid is disbursed after the Last day to ADD or DROP a class (receiving a 100% refund for that course) for each semester and is applied directly to tuition and fees, housing, meal plans and any other applicable charges. Awarded amounts in excess of institutional charges are refunded electronically or by paper check sent by USPS to the student's primary mailing address. Student employment wages are distributed every two weeks. Disbursement is different from refunds.

All first-time Direct Loan recipients are required to complete an entrance counseling session and Master Promissory Note (MPN) prior to their loan funds being disbursed and an exit counseling session prior to graduation or withdrawing from the University. This can be done online at <https://studentaid.gov/>.

Personal Financial Liability - Withdrawing or all failing grades

Students who withdraw from EKU before attending over 60 percent of the semester or who stop attending and therefore receive all failing grades may be financially liable to repay the student aid received. Persons desiring to withdraw from EKU must do so according to the university's withdrawal policy which can be found on the school's website (<https://registrar.eku.edu/reg-withdrawal-information> (<https://registrar.eku.edu/reg-withdrawal-information/>))

Return to Title IV policy- <https://www.eku.edu/bigecentral/return-title-iv-funds/>

INTERNATIONAL STUDENT SCHOLAR SERVICES

Mr. Matthew Cox, Assistant Director - International Student Success
Powell Building 013
Phone: (859) 622-3446
international@eku.edu
www.international.eku.edu (<http://www.international.eku.edu>)

The Office of International Student and Scholar Services (OISSS) provides services, programs, and resources to assist international students and visitors with their transition to campus and to life in the United States.

Eastern Kentucky University has more than 100 international students studying at both the undergraduate and graduate levels. These students represent approximately 30 nations.

OISSS supports international students and works with campus partners in providing educational, social, and cultural programs which promote cross-cultural understanding and contribute to campus internationalization.

The office also has a dedicated staff who works directly with sponsored students studying at EKU through various governmental programs or scholarships. Finally, the office provides immigration visa advising to our international population and serves to keep the university and students in compliance with federal immigration regulations.

NOVA PROGRAM (TRIO STUDENT SUPPORT SERVICES)

Ms. Sierrah Anderson, Project Director
Cammack 005
Phone: (859) 622-1047
www.eku.edu (<http://www.nova.eku.edu/nova>)

The NOVA Program is a federal TRIO Student Support Services grant project committed to fostering the intellectual, personal, and professional growth of first-generation and low-income students from Orientation to Graduation. NOVA's retention model is comprehensive in design, providing targeted services designed to meet each student's individual needs.

Program Services:

- Academic Advising
- Career Counseling
- Classroom Instruction
- Cultural Events & Trips
- Financial Aid Counseling
- Financial Literacy
- Graduate School Preparation
- Personal Counseling
- Living Learning Community
- Peer Mentoring
- Personal Counseling
- Registered Student Organization
- Service-Learning Experiences
- Scholarship Opportunities
- Supplemental Grant Aid Opportunities
- Tutoring Services
- Workshops

Students who are interested in joining NOVA may apply online at www.eku.edu (<http://www.nova.eku.edu/nova>) or e-mail the Project Director (Sierrah.Anderson@eku.edu) for an application. For more information, please call (859) 622-1047 during ECU business hours.

OFFICE OF MILITARY AND VETERANS AFFAIRS

Vin Thomas, Director
Powell Student Center 137
Phone: (859) 622-2345
Fax: (859) 622-5076
www.eku.edu/omva (<http://www.eku.edu/va/>)

The Office of Military and Veterans Affairs serves veterans and military students by assisting with admissions, obtaining VA benefits and credit for military training, and advocating for veterans' issues throughout the campus community.

VA Certification Process and Details

To utilize VA education benefits and obtain a Certificate of Eligibility, eligible veterans and military students must apply directly to the Veterans Administration online at www.va.gov (<http://www.vets.gov/>). Upon receipt of the certificate, please upload a copy to the student document upload portal (<https://success.eku.edu/portal/omva/?tab=home>). Additionally, a Course Enrollment Form must be submitted online each semester for each VA benefit you wish to use. Submit a Course Enrollment Form here (https://success.eku.edu/portal/omva_login/#_ga=28038907913617490021695041732-11017881681670256313).

Covered individuals (defined by the VA as any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill[®] benefits) may attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 (A "Statement of Benefits" obtained from the Department of Veterans Affairs VA) website – eBenefits, or a VA Form 28-1905 form for chapter 31 authorization purposes can substitute for a COE) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE.

The University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds because of the inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from VA under chapter 31 or 33. If any late fees do appear, they will not be charged to the covered individual until after the 90 days referenced above.

The Monthly Housing Allowance is calculated based on the location of the campus where a student attends most of their classes, based upon Section 107 (FGIB). A "campus" may include internships, externships, training, practicums, etc. Students enrolled in 100% online programs will receive a reduced MHA amount based on their enrollment status. Hybrid courses must be certified at the on-campus rate, per VA regulations. All veterans and dependents eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 (38 U.S.C. Section 3301 et seq.) or any other federal law authorizing educational benefits for veterans or dependents will receive in-state tuition and fees.

Veterans needing assistance obtaining a copy of their Joint Service Transcript or CCAF transcript should email EKUVets@eku.edu (<http://>

catalogs.eku.edu/graduate/office-student-success-affairs/military-veterans-affairs/file:///C:/Users/thomasv/Desktop/Projects/Catalog%20updates/EKUVets@eku.edu) or call 859-622-2345.

Rate of Pursuit for Federal GI Bill Entitlement

Students must meet full-time requirements to receive 100% of VA benefits. If a student falls below full-time requirements, the VA will prorate and adjust benefit entitlements accordingly. Please refer to the table below for graduate-level requirements.

Chapters 31 / 33

<u>Length of Term</u>	<u>Full Time Credit Requirement</u>
16 Weeks	9 Hours
12 Weeks	6 Hours
8 Weeks	4 Hours
6 Weeks	3 Hours

Chapters 30 / 35 / 1606

<u>Length of Term</u> <u>Reported Status</u>	<u>Credit Hours</u>
16 Weeks Full time	9 or More Hours
16 Weeks 3/4 time	6-8 Hours
16 Weeks 1/2 time	5 Hours
16 Weeks 1/4 time	3-4 Hours
12 Weeks Full time	6 Hours
12 Weeks 3/4 time	4-5 Hours
12 Weeks 1/2 time	3 Hours
8 Weeks Full time	4 Hours
8 Weeks 3/4 time	3 Hours
8 Weeks 1/2 time	2 Hours
6 Weeks Full time	3 Hours

Kentucky National Guard Tuition Award Program

Active members of the Kentucky National Guard can utilize the Kentucky National Guard Tuition Award Program if they meet all eligibility criteria

with the National Guard. Members must maintain all minimum standards, be eligible for all positive personnel actions, and have completed basic training or its equivalent. Eligible members will be awarded up to in-state tuition for full or part-time study at any Kentucky public college while funds are available. Members must apply to utilize the Kentucky National Guard Tuition Award Program each semester. The deadline to apply for the Fall semester is April 1, and the deadline to apply for the Spring semester is October 1. The application is available online at <https://ky.ngb.army.mil/tuitionstudent> (<https://ky.ngb.army.mil/tuitionstudent/>). Members can contact the Boone National Guard at (502) 607-1039 for additional information.

Survivors' and Dependents' Educational Assistance

DEA (Chapter 35) provides education and training opportunities to eligible dependents and survivors of certain veterans. For more information on DEA eligibility, visit www.va.gov (<http://www.vets.gov/>).

Kentucky Department of Veterans Affairs Tuition Waiver

If you are the child or spouse of a veteran who died while serving on active duty or is entitled to 100% VA disability, you may also be entitled to a tuition waiver in addition to your DEA benefits. Under the provisions of KRS 164.505, 164.507, and 164.515, children and spouses of Kentuckians who were killed in military action or who were permanently and totally disabled during military service are eligible for this waiver. For more information, contact the Kentucky Department of Veterans Affairs Tuition Waiver Coordinator at (502) 503-7911. More information and the application form can be found at [Kentucky Tuition Waiver - Kentucky Department of Veterans Affairs](https://veterans.ky.gov/Benefits/Pages/Education-for-Veterans-in-Kentucky.aspx) (<https://veterans.ky.gov/Benefits/Pages/Education-for-Veterans-in-Kentucky.aspx>).

STUDENT CONDUCT AND COMMUNITY STANDARDS

Emily Jo Davis, Director

Whitlock 347

Phone: (859) 622-1500

Student Conduct and Community Standards (<https://www.eku.edu/student-conduct-and-community-standards/>)

The Office of Student Conduct and Community Standards at Eastern Kentucky University promotes student success by upholding the Student Code of Conduct, advocating for community standards, and maintaining a fair conduct system that addresses the diverse needs of the individual and community. The Office fosters student development through honesty, mutual respect, responsibility, and integrity. To meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity.

The Office of Student Conduct and Community Standards will:

- Provide information to all students relating to the Student Code of Conduct,
- Adjudicate all reports of alleged violations of the Student Code of Conduct and the Policy for Academic Integrity (<https://www.eku.edu/in/policies/academic-integrity/>) in a consistent manner and in compliance with University Policy (<https://www.eku.edu/in/policies/student-code-of-conduct-and-disciplinary-procedures/>) and relevant laws, including but not limited to KRS 164.370 (<https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=52970>),
- Facilitate due process rights set forth by the University Handbook for Students and
- Ensure fair and impartial hearings.

STUDENT HEALTH SERVICES

Brenda Caudill, Director
Rowlett 103
Phone: (859) 622-1761
Fax: (859) 622-1767
www.healthservices.eku.edu (<http://www.healthservices.eku.edu/>)

The mission of Student Health Services at Eastern Kentucky University is to promote the mental and physical well-being of our students through disease prevention strategies and acute care of illness. Students are better equipped for academic success when they are physically and mentally healthy

Student Health Services has three primary goals: first, to address any acute medical condition that threatens health, interferes with function, reduces performance, and serves as an obstacle to learning and personal growth; second, to educate our student body on healthy lifestyle choices that promote wellness and reduce the chances of disease—the preventive approach; third, to serve as a source of information and access to community based assistance programs. Services provided at the Health Center include:

- Outpatient acute medical care
- Allergy shots
- Basic laboratory tests
- Certain immunizations
- Sexual health/STI testing and treatment*
- Tuberculosis skin testing
- Gynecologic health*
- Mental health

*To make an appointment to see a provider for one of the starred issues above, please go to the SHS website and click on the icon at the bottom left corner of the home page: "Schedule Online Appointment". For all other appointments, call 859-622-1761.

STUDENT LIFE AND FIRST YEAR EXPERIENCE

Powell 152
 Phone: (859) 622-3855
<https://www.eku.edu/student-life-and-first-year-experience/>

The mission of Student Life & First-Year Experience is to enhance the quality of life of Eastern Kentucky University students by supporting the University's commitment to the academic success and holistic development of every Colonel. Our goal is to foster intellectual, physical, and social development through programs and direct services that challenge and support students as they develop attitudes, abilities, and skills for lifelong learning within an ever-changing global environment. The first step to getting involved is visiting our website: <https://www.eku.edu/student-life-and-first-year-experience/>.

Exceptional Eastern Experience (E3)

At EKU, you'll do much more than go to classes and study. You'll meet new people. You'll have fun. You'll make lifelong memories. It's all part of the Exceptional Eastern Experience (E3). Throughout the semester, you'll enjoy free concerts, comedians, athletic events, and lively activities right here on campus. Check out upcoming events at <https://www.eku.edu/in/student-life/>.

Colonel's Cupboard

The Colonel's Cupboard is an on-campus food pantry that assists EKU students experiencing food insecurity. We also offer toiletry items and clothing through the Colonel's Closet, which is housed within the Colonel's Cupboard.

<https://www.eku.edu/in/colonels-cupboard/> (<https://www.eku.edu/in/colonels-cupboard/>)

Fraternity & Sorority Life

EKU is home to a vibrant fraternity and sorority community with four governing councils: the Cultural Greek Council (CGC), the National Pan-Hellenic Council (NPHC), the Panhellenic Association (CPA), and the Interfraternity Council (IFC).

Visit <https://www.eku.edu/in/greek-life/> to learn more about the recruitment process and these values-based organizations focusing on scholarship, service, leadership, and life.

Parent & Family Programs

The EKU Parent & Family Network empowers EKU parents, family, and friends with resources, timely and important information, and programs to support their Colonel's success. The network assists in helping families stay connected and informed about the EKU community. More information can be found at www.familyprograms.eku.edu (<http://www.familyprograms.eku.edu/>).

Student Organizations

SL&FYE is home to various Registered Student Organizations (RSO) that EKU students can get involved with anytime! RSOs at EKU include a group of 6 or more current EKU students who have formulated an organization for a common purpose. Student organization information

can be found at <https://eku.campuslabs.com/engage/organizations> (<https://eku.campuslabs.com/engage/organizations/>).

GENERAL ACADEMIC INFORMATION

The Office of Graduate Education and Research Administration

Dr. Ryan Baggett, Dean

415 Jones Building

(859) 622-1744

gradschool.eku.edu (<http://gradschool.eku.edu>)

- Academic Information (<http://catalogs.eku.edu/graduate/general-academic-information/academic-information/>)
- Academic Regulations (<http://catalogs.eku.edu/graduate/general-academic-information/academic-regulations/>)
- Application and Admission to the Graduate School (<http://catalogs.eku.edu/graduate/general-academic-information/application-admission/>)
- Degree Completion Requirements (<http://catalogs.eku.edu/graduate/general-academic-information/degree-completion-requirements/>)
- Grades (<http://catalogs.eku.edu/graduate/general-academic-information/grades/>)
- Graduate Assistantships (<http://catalogs.eku.edu/graduate/general-academic-information/graduate-assistantships/>)
- Registration (<http://catalogs.eku.edu/graduate/general-academic-information/registration/>)

ACADEMIC INFORMATION

General Information

This section of the Graduate Catalog outlines the University's policies governing graduate programs. These policies are designed to assure academic integrity and the quality of graduate degrees attained through Eastern Kentucky University. All graduate students are expected to be familiar with these policies and to abide by them throughout their program of study at EKU.

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.

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 a period longer than 24 months must apply for re-entry to the Graduate School and be accepted for reinstatement by the graduate program. Graduate students enrolled in an EPSB credentialed program who discontinue their enrollment for a period longer than 12 months must reapply for re-entry to the Graduate School and be accepted for reinstatement by the graduate program. Students who are readmitted under these circumstances will be governed by the catalog in force at the time of re-entry.

Any currently active 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.

Graduate Student Learning Outcomes

The Graduate School has adopted a core set of Graduate Student Learning Outcomes common to all graduate programs offered at EKU. While individual courses might not incorporate all of these, programs are expected to demonstrate that they are contained in a graduate student's program of study.

When students graduate from EKU Graduate Programs, they will be informed, critical and creative thinkers who communicate effectively.

Informed thinkers demonstrate mastery of the significant ideas of, and skills and abilities demanded by, their discipline.

- SLO 1: Graduate students are able to explain, discuss, and apply clearly and accurately the key concepts and central theories, and demonstrate expertise appropriate to the discipline.

Critical and creative thinkers raise vital questions and problems with a clear and appropriate methodology; gather and assess relevant information in ways that distill accurate and appropriate meaning from abstract ideas; analyze assumptions through alternative systems of thought; and generate new knowledge or creative expressions through the self-reflective synthesis of problems, information, evaluation and analysis.

- SLO 2: Graduate students are able to formulate and express important/essential questions and issues related to the discipline with clarity and accuracy, and appropriate depth and breadth.

- SLO 3: Graduate students are able to identify, collect, analyze, and evaluate relevant information to understand essential questions and issues and to advance knowledge in the discipline.
- SLO 4: Graduate students are able to identify, analyze, and evaluate underlying assumptions of arguments, abstract ideas, and alternative perspectives and theories.
- SLO 5: Graduate students are able to generate new knowledge, application, or creative expressions through the self reflective synthesis of information, evaluation, and analysis of critical questions or issues/problems related to their discipline.

Effective communicators illustrate and successfully defend their point of view, information, analysis, and conclusions, using oral, visual, and written methods, in ways that demonstrate clearly and logically the appropriateness of their conclusions and the implications thereof.

- SLO 6: Graduate students are able to communicate clearly and logically using oral, written, and/or artistic forms.

Class Attendance

Students must be registered in a class in order to attend and participate. Individuals not registered are prohibited from doing so.

Research shows that students who regularly attend class are more likely to succeed. EKU 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. No absence of any nature will be construed as relieving the student from responsibility for the timely completion of all work assigned by the instructor. Initiating the request to make up class work is the student's responsibility.

First Day of Class Attendance

This process is designed to ensure clear reinforcement of the message that class attendance at EKU is important. All faculty (undergraduate and graduate, online and all other modes of delivery) are required by the University to drop a student for being absent (or not participating online) on the first day of class/first week of class (as scheduled by the Registrar's Office). Students who know they will be absent should contact their instructor or the academic department office **prior to the 1st class meeting** to explain their absence and request that the instructor not drop them from the class.

Students are responsible for monitoring their class schedule and should never assume that missing the first day of class will automatically result in removal from that class. A student who never attends a class but remains enrolled will receive a failing grade in the course and is responsible for tuition and fees for that class.

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 Office of Advising and Career Services at (859) 622-1296.

Program Planning

At the time of 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 as listed in DegreeWorks. Subsequent changes of the program plan are permissible, but must be approved on the appropriate exception form by the advisor, the department chair, and the Dean of the Graduate School.

Student Responsibilities

Student success is an ECU priority. The General Academic Information section provides students with key information to help them succeed on the path toward completing a degree. All students should become familiar with the General Academic Information section of the Catalog as well as specific college and departmental program requirements. Being unaware of these regulations and requirements does not exempt a student from complying with the 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.

Use of Coursework from Non-Degree or Certification Programs on Degree Programs

Normally, no more than twelve 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.

ACADEMIC REGULATIONS

Academic Fresh Start

Academic fresh start allows graduate students who have been in a different graduate program from their current graduate program at EKU to void a portion of the work attempted during one or more semesters of the prior enrollment(s). EKU offers this option because it recognizes that some students fail to perform satisfactorily due to factors that interfere with their academic performance.

Students considering academic fresh start should make careful note of the following policy conditions:

1. The student must apply to a different graduate program than the one in which he or she was enrolled during the semester of the work to be considered for fresh start.
2. The student must have been out of the previously enrolled program for a period of at least one year after attempting the work to be considered for fresh start.
3. The student must not have previously participated in academic fresh start (or declared bankruptcy) of EKU work. Students can participate in Fresh Start only once.
4. Only semesters where the term GPA is below 2.0 will be considered for fresh start.
5. Within eligible terms (see 4. above), only courses with grades of "C", "D", or "F", or the equivalent, may participate in fresh start.
6. Before formally requesting consideration for fresh start, the student must confer with experts in the Graduate School to determine which semesters may qualify for fresh start and the impact the fresh start program will have on the student's GPA. The student must then complete the graduate academic fresh start form indicating their intention to participate in academic fresh start to the Graduate School.

If fresh start is granted, the work will remain on the transcript but it will not be counted in the student's GPA and will not count toward degree requirements. Students admitted to a new degree program under this policy will only be admitted with probationary status and must meet the requirements for probationary admission in order to maintain enrollment in the new graduate program.

Academic Integrity

EKU students are expected to adhere to the highest standards of academic integrity. Students who are found guilty of academic dishonesty will be sanctioned in a manner that is appropriate to the infraction. Sanctions may range from receiving a failing grade on the assignment to being assigned a failing grade in the course. Stronger sanctions are possible in the event a case is assigned to the Student Disciplinary Council.

For a full description of academic dishonesty, including plagiarism, cheating, and fabrication, refer to the section entitled Academic Integrity Policy in the University Handbook for Students.

Academic Load

The normal full-time course load for a graduate student is 9-12 credit hours. Exceptional graduate students may request permission from the Graduate Dean 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.

*Graduate students utilizing Veteran's benefits enrolled in 8-week terms may be subject to different enrollment status requirements as defined by the VA; please contact the Office of Military and Veteran Affairs for further details.

Academic Probation and Dismissal

All graduate students 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. Students who fail to achieve a graduate GPA of 3.0 or higher after their probationary semester will be dismissed from their graduate program. Students who wish to appeal their dismissal must do so within two years of the date of notification of dismissal. Reinstatement in the graduate program will be permitted only with the recommendation of the advisor and the department chair/program coordinator to the Office of Graduate Education and Research and approval by the Graduate Dean. Students on academic probation or who have been dismissed cannot take a course from another institution for the purpose of transferring the credit to their program.

Cross Listed Courses

Some courses are offered under different prefixes with the same course content. Students will not be awarded credit in any course for which they have previously received credit under a cross listed prefix.

APPLICATION AND ADMISSION TO THE GRADUATE SCHOOL

Application to the Graduate School

Students may apply to the Graduate School as either Degree-Seeking or Certificate Seeking or Non-Degree students. The application and all supporting documents (transcripts, test scores, etc.) must be received at least two weeks prior to the beginning of the term in which the student wishes to enroll. Some graduate programs have earlier deadlines. Please check the graduate programs page on the Graduate School website for complete information regarding application deadlines.

Required Application Materials: Degree-Seeking and Non-Degree Seeking

Application—Each student must submit a completed application with all requested information provided. Students may apply online at gradschool.eku.edu/apply (<http://gradschool.eku.edu/apply/>).

Transcripts—One official copy of transcripts from the degree-granting institution showing all grades received and any degrees or certificates that have been awarded must be provided by each applicant at the time of application. 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:

Office of Admissions
Eastern Kentucky University
112 Whitlock Building CPO 54
521 Lancaster Avenue
Richmond, KY 40475-3154

If possible, submission of electronic transcripts through the National Student Clearinghouse is preferred. Official transcripts marked "Issued to student" or similar language, and submitted in an envelope sealed by the sending institution or certified in some other way may also be acceptable. Students seeking admission must be graduates of an accredited four-year institution of higher learning authorized to grant the degree.

Required Application Materials: Degree-Seeking

Entrance Examination Scores: — At the time of their application for admission to degree programs, applicants 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 Graduate Management Admissions Test (GMAT).

Please refer to the program areas for specific information on required tests and target scores. The GRE may be required by certain graduate degree programs. Visit the graduate program webpage for additional details. All official test scores should be sent to:

Office of Admissions
Eastern Kentucky University
112 Whitlock Building CPO 54
521 Lancaster Avenue

Richmond, KY 40475-3154

Students can obtain GRE and GMAT information by visiting the Educational Testing Service at www.ets.org (<http://www.ets.org>). GRE scores are valid for a period of 5 years following the date of test completion. Additional information for the GMAT and GRE can also be found at www.mba.com (<http://www.mba.com>) and www.gre.org (<http://www.gre.org>), respectively. The school code for Eastern Kentucky University is 1200.

Letters of Recommendation—Some graduate programs require letters of recommendation or will require applicants to provide contact references in support of an application. Requests for recommendation letters should be submitted within the application. Certain programs may withhold admission until letters have been received. Please refer to program areas for specific requirements regarding letters of recommendation.

Admission 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. All programs assume certain formal and informal prerequisites. Normally any deficiencies in the program must be resolved at the time of admission.

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. In certain programs, 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. In no case does meeting the minimum criteria for admission guarantee acceptance into the Graduate School or graduate program.

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 Administration in order to safeguard the University's standards.

Categories of Admission for Degree-Seeking Students

After evaluation of an applicant's credentials by the appropriate department and by the Graduate School, the applicant will be notified by letter from the Office of Graduate Education and Research Administration 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.

The letter from the Graduate School will stipulate the conditions of admission and period of validity for the admission, or reasons for denial or deferment of 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 Administration for clarification.

Clear Admission

Applicants who have submitted a complete application and meet the requirements for both general admission to the Graduate School and their selected graduate degree program are eligible for clear admission. The minimum requirements for clear admission to the Graduate School are:

1. A baccalaureate degree from an accredited institution.
2. An overall undergraduate grade point average (UGPA) of 2.5 (4.0 = A) of the baccalaureate program
3. Submission of acceptable official examination (GRE/GMAT) if required by the graduate program.

Individual programs may have additional or higher criteria for clear admission. A department may waive the requirements for clear admission stipulated in 2 and 3 for applicants having earned a graduate degree from an accredited institution.

Provisional Admission

An applicant unable to supply an official transcript showing the awarding of an undergraduate degree and/or official Entrance Examination scores, 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 Administration. Complete and satisfactory credentials must be received by the Office of EKV Admissions before a student is permitted to register for any subsequent term.

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. The Office of Graduate Education and Research Administration reserves the right to withdraw without credit or refund any student for whom application is incomplete at the end of the first enrollment. International students may not be admitted on a provisional basis.

Probationary Admission

An applicant who has submitted all required application materials but does not meet the minimum 2.5 cumulative GPA requirement will be required to complete a learning contract at time of application and may be considered for probationary admission. To receive probationary admission, the applicant must show promise for successful graduate study and receive the recommendation of the appropriate department chair and approval of the Dean of the Graduate School. Students must be removed from probationary admission prior to registering in any graduate course work beyond an initial 12 hours. *Students who do not attain the required 3.0 GPA at the end of the term in which the nine-hour minimum was completed will be dismissed from the graduate program without appeal.*

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. Special course requirements or other conditions may be imposed by the department, College dean, and/or the Office of Graduate Education and Research Administration.

The Office of Graduate Education and Research Administration 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 without first achieving clear admission status. International students may not be admitted on a probationary admission basis.

Admission Appeals

Students who apply but are denied admission to the University may submit an online admissions appeal form to be reviewed by the Graduate Council Executive Subcommittee and Graduate School Dean in consultation with the graduate program's coordinator, chair and dean. The subcommittee will carefully consider all aspects of the applicant's situation, including academic record, GRE or GMAT scores which indicate the applicant has met benchmarks in the academic readiness for graduate level education. If granted admission by the subcommittee, students will partner with their faculty advisor to develop an academic success plan, specifying academic expectations and requirements for remaining enrolled at the University. The link to the admission's appeal form and information regarding the appeals process can be found on the EKV Graduate School's website.

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 Administration. 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 may apply as a degree-seeking student. The student must meet all criteria for clear admission as stipulated above. Students admitted as General Non-Degree are not eligible for any form of Financial Aid offered through the University.

Certification Admission

A former or currently enrolled certification student who wants to apply for admission to a graduate degree program must submit an application for admission and all supporting documents and any required entrance examinations 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 the Graduate School. Normally, no more than twelve 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.

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 or Enrollment Verification Letter. The Visiting Student Certificate or Letter must bear the seal of the Graduate School and the signature of the Graduate Dean where the student has been admitted.

Concurrent Enrollment

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 concurrent enrollment to the Graduate School. To be eligible for undergraduate concurrent enrollment, the student must show exceptional promise in graduate courses and have an overall undergraduate grade point average of at least 3.0 at the time of review. The student must maintain an overall undergraduate grade point average of at least 3.0 and a graduate grade point average of at least 3.0 to continue in the undergraduate concurrent program. Students may earn a maximum of 9 graduate credit hours while holding undergraduate concurrent 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.

The concurrent enrollment form should be initiated by the student at least 30 days prior to requesting enrollment in any graduate classes. Undergraduate concurrent enrollment to Graduate School must be supported by all appropriate advisors and college deans, as well as the Dean of the Graduate School.

Note: Federal regulations permit undergraduate students to receive financial assistance **only** for coursework required for their current degree program. Students who are enrolled in both undergraduate and graduate course work in the same semester **may receive less financial aid** than if only enrolled for undergraduate course work. Students are advised to contact Big E Central to find how their financial aid amount would be adjusted for mixed enrollment.

O'Donnell Scholarship

If you are at least 65 years old and hold a bachelor's degree from an accredited institution, you may be granted admission to a degree program with a waiver of tuition. Refer to the "Required Application Materials" section of the catalog.

Readmission

All graduate students who have not been enrolled at Eastern Kentucky University for a period longer than 24 months, or have withdrawn from the University, must submit a new application to the Graduate School and be accepted for reinstatement by the graduate program before being permitted to register for graduate coursework. Please note that programs within the College of Education and Applied Human Sciences may require readmission after 12 months.

International Student Admission

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 by which all U.S. institutions of higher education must abide 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 (<http://www.gradschool.eku.edu>) for additional application materials and instructions.

Applications for admission of international students are not considered complete without:

1. Official transcripts (if in the States) or course-by-course foreign credential evaluation showing applicable U.S. baccalaureate equivalency. You must have a minimum cumulative GPA of 2.5 to be eligible for admissions review.
2. English Language Proficiency Exam:
 - TOEFL (Test of English as a Foreign Language) - 550 Paper Based, 79 for Internet-Based, or 213 by Computer or
 - IELTS (International English Language Testing System) - A minimum score of 5 on each section - Listening, Reading, Writing and Speaking and a minimum score of 6.5 on the overall band score.
 - TOEFL and IELTS scores are valid for a period of two years from the date of test completion.
 - Duolingo - A minimum score of 95.
 - Duolingo scores are valid for a period of two years from the date of the test completion.
 - ELS (English Language Services) - Students who receive conditional admission when applying to EKU Graduate School qualify to participate in the program.
 - Students must obtain an ELS Level 112 Intensive English for Academic Purposes certificate in order to qualify for admission.
1. Official entrance exam (GRE or GMAT) scores. The requirement to submit GRE or GMAT and associated target scores vary per program course of study.
2. Declaration and Certification of Finances. Must show financial support that covers cost of attendance for the academic year.
3. Bank or scholarship letter. Bank letters are valid six months and scholarship letters are valid one year from the date on the letter.

The completed application and all official admissions materials must be received by the Office of EKU Admissions within two weeks of the start date of any given semester. Appropriate I-20 forms will be issued after all official credentials have been received and admission is granted. 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.

Conditional Admission - International Students

International students who meet all graduate admission requirements except the English Language Proficiency (TOEFL, IELTS, Duolingo, or baccalaureate degree from Institution where English is the native language) may be eligible for Conditional Admission. Conditionally Admitted international students will be referred to the English Language

Services (ELS) program. Students must then enroll in the ELS program and begin their intensive English language study. Students are eligible to enroll in graduate courses for the program to which they have been conditionally admitted upon successful completion of the ELS program with an Exit Exam Competency Level 112 Intensive English for Academic Purposes.

For students who do not meet the exemption requirements for Entrance Exams (GRE or GMAT), Conditionally Admitted students must successfully complete the Entrance Exam requirement established by the program before they can be moved to Clear Admission status.

Applicants are advised that not all programs will offer Conditional Admission. Please review the information on the ELS website for specific questions about the intensive English language program.

Health Insurance Requirement

Health insurance coverage is mandatory for every international student on an F-1 or a J-1 visa enrolled at Eastern Kentucky University (EKU). All international students will be automatically enrolled in the Eastern Kentucky University's health insurance plan at the time of class registration. The charge for coverage will be automatically added to your bill each semester. For more information, contact international@eku.edu

University Housing

For complete information on housing, contact the Housing Office, Whitlock Building 552 or email: housing@eku.edu

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 or IELTS tests are 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.

DEGREE COMPLETION REQUIREMENTS

Application for Graduation

A student planning to receive a university certificate, master's, specialist's or doctoral degree must apply for graduation prior to the deadline established by the Office of Graduate Education and Research Administration. Students will be billed a \$55.00 graduation fee. This graduation fee only partially offsets the full cost of commencement celebrations and production and mailing of diplomas and certificates.

Applications received after the deadline will be assessed a late charge. For application deadlines and late charges see the EKU Graduation website: gradschool.eku.edu/graduation-commencement (<http://gradschool.eku.edu/graduation-commencement/>). (<https://gradschool.eku.edu/graduation-commencement/>)

Candidates for Ed.D doctoral degrees are required to schedule their dissertation defense before applying for graduation. Candidates who are unable to complete thesis, dissertation, or other requirements for graduation during the term for which they have applied for graduation may have their application deferred for up to one year. Candidates who fail to complete all requirements within the year must reapply for graduation.

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 Administration may not accept an application for graduation from a student who is not eligible to be considered for graduation.

Graduation Academic Regalia

Students order and pay for commencement regalia (cap, tassel, hood, and gown) through the EKU Barnes & Noble bookstore (<https://registrar.eku.edu/graduation-celebrations> (<https://registrar.eku.edu/graduation-celebrations/>)). Refer to the Graduation Information website for more details regarding graduation fees, commencement attendance confirmation, and/or other commencement related inquiries.

Degree Conferral Dates

The Board of Regents of Eastern Kentucky University approves the conferring of degrees four times per year. These conferral dates represent confirmation that all degree and/or university certificate requirements have been met by that date. The formal conferral date is posted to the student's academic transcript and is the date printed on the diploma and certificate.

Below are the EKU degree conferral dates:

Semester	Date
Fall (end of full semester)	December: Last Day of Full Semester
Winter	January: Last Day of Term
Spring (end of full semester)	May: Last Day of Full Semester
Summer (end of full semester)	August: Last Day of Full Semester

Diploma and University Certificate Production

Diplomas and University Certificates are produced and mailed to students after all final grades are reviewed and it has been confirmed that all degree requirements have been met. The graduation confirmation process takes several weeks to complete. Therefore, students should expect to receive their diploma 6-8 weeks after the end of finals week. Students who are indebted to the University will not have their transcript or diploma released until the debt is paid. Any questions regarding student financial obligations should be directed to Big E Central.

Locking Academic History

(After Degree Has Been Awarded)

Once a degree has been conferred the academic record of all work contributed to the awarded baccalaureate, master's, or doctoral degree is locked. No course grades may be repeated or replaced for any classes used toward the conferred degree.

The Office of the Registrar takes great care to ensure that each student's academic record is accurate. Any student who believes an error has occurred should immediately bring this to the attention of the Office of the Registrar. Students have one calendar year after a degree is awarded to identify any item on their academic record believed to be in error. After that time the record is considered to be permanent. Please note that grade challenges have a different timetable and must always be directed to the chair of the department which offered the course in question. For details regarding the timetable and process for grade challenges please refer to the student handbook at <http://studentaffairs.eku.edu/studenthandbook> (<https://dos.eku.edu/>).

Time Requirements

For master's degree programs of 40 or fewer hours, 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 2018 must complete the program in order to include this course work by the end of the Summer term 2025). For degree programs of 41 or more hours, a graduate student is expected to complete requirements for the degree no later than ten years after beginning coursework. The minimum time interval required for completion of a graduate degree is two semesters of full-time study.

Minimum Hours Required

All master's degree programs require a minimum of 30 semester hours. All specialist's degree programs require a minimum of 60 hours of approved graduate coursework beyond the baccalaureate degree. Some programs require additional hours that exceed this minimum.

At least half of the total course work, shall be in courses open only to graduate students (800 level).

Theses and Dissertations

Students who submit a thesis in partial fulfillment of the master's or specialist's degree, or a dissertation in partial fulfillment of the doctoral degree must prepare it in conformity with the regulations approved by the Graduate Council. An approved template is available on the Graduate School website (gradschool.eku.edu/thesis-guidelines (<http://gradschool.eku.edu/thesis-guidelines/>)). The electronic copy of the thesis or dissertation in Microsoft Word document format must be submitted

to the Office of Graduate Education and Research Administration at least three weeks prior to the end of the term. Electronic copies will be posted in EKU's Encompass institutional repository and in the ProQuest EMI database.

Theses and dissertations must be developed under the direction of a committee consisting of at least three tenured, tenure-track, or retired faculty members who hold Graduate Faculty status at Eastern Kentucky University. Committees of larger than three are acceptable. However, the majority of faculty members serving on a committee must be EKU tenured, tenure-track, or retired faculty holding Graduate Faculty status. Comprehensive exam committees, and thesis/dissertation committees must be chaired by a Graduate Faculty member on tenure/tenure-track appointment.

Exit Competency Requirement

All candidates for graduate degrees shall perform satisfactorily on the appropriate exit competency for their selected program of study. Exit competencies may be in the form of a thesis or dissertation, including an oral defense, a written or oral comprehensive examination, a capstone course, portfolio evaluation or other suitable project. Exit competencies are not to be given while the student's overall or program graduate grade point average is below 3.0.

Exit Competency requirements should be designed by the program in a manner that synthesizes central elements of the student's graduate program and should be aligned with the Graduate Student Learning Outcomes described elsewhere in the Graduate Catalog. Candidates for the exit competency must register for the appropriate section of GRD 8X7 or 8X8, a thesis or dissertation course, or a program capstone course in the term for which they wish to attempt the exit competency. Committee chairs shall certify the results of the completion of the exit competency by submitting a grade of S, U, or IP for GRD 8X7 or 8X8, or grades for thesis, dissertation and capstone courses.

The department's comprehensive exam appropriate graduate committee must develop a remediation plan for any student who fails the program's exit competency requirement. The remediation plan must address all academic deficiencies identified in the exam exit competency and must be submitted to (approved by) the Office of Graduate Education and Research Administration before a second attempt at the exit competency is permitted. Additional courses or thesis work may be required of a failing student. A review period of not less than 30 days nor more than one year is required of candidates who fail the exit competency requirement for Master's degrees or specialist credentials. Doctoral programs may establish more stringent requirements on the development of a remediation plan and review period, provided that they are published in the Exit Requirements section of the Graduate Catalog for the program.

Continuing Enrollment

Graduate students who have completed all course requirements but have grades of IP (In Progress) for theses, dissertations, practicum and/or internships will be automatically enrolled in GRD 899 Research & Practicum Continuation. Continuing Enrollment allows students to access EKU Libraries, use lab facilities, etc. for up to one year while In Progress work is being completed. A Continuing Enrollment Fee will be assessed for each term in which a student is enrolled in GRD 899 Research & Practicum Continuation. While a student is enrolled in GRD 899 Research & Practicum Continuation, the student will remain in Active status and will be considered as being enrolled as a half-time student.

Additional MBA Degree Requirements

According to AACSB International business accreditation standards, students enrolled in University graduate degree programs, other than those within the EKU Business, will not receive credit toward their degree completion requirements for more than 50 percent of their graduate programs in credit hours in courses offered through EKU Business and/or business courses (courses commonly taught in a college of business) transferred from other colleges and universities or taken from other units within EKU.

Second Master's Degree Requirements

Graduate students seeking a second master's degree must file an application for admission to Graduate School for the new degree program. A student may apply for admission to a second graduate program any time after they have applied for graduation in their first program. Students are eligible for admission to a second degree program after they have been certified for completion of the first degree program by the Graduate School. Students may not register for coursework in the second degree program until they have been admitted to that program by the Graduate School.

Coursework taken in a prior graduate program may be applicable to a second master's degree. The maximum number of hours that can be used in a second program is subject to the limits set forth in the Graduate School's policy on transfer of credit. Prior coursework used toward a second degree must fall within the time-to-degree limits and must be approved by the faculty advisor, graduate program coordinator and/or department chair, and the Dean of the Graduate School.

Specialist's Degree Requirements

The University offers advanced graduate work leading to the Specialist in Education. 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.

GRADES

Grading System

Graduate Letter Grades

Grade	Meaning	Grade Points per Hour
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Failure	0.00
F	Failure	0.00
FN	Failure ¹ - Stopped Attending Class	0.00
FX	Failure - Academic Dishonesty	0.00
I	Incomplete	0.00
IM	Incomplete Due to Military Activation	0.00
P	Passing	0.00
S	Passing	0.00
U	Failure	0.00
UN	Failure ¹ - Stopped Attending Class	0.00
W	Withdraw	0.00
WM	Withdraw Due to Military Activation	0.00
AU	Audit	0.00
CR	Credit Only	0.00
IP	In Progress	0.00
NC	No Credit	0.00
NR	Not Reported	0.00

¹ FN/UN: Students who stop attending/participation in online courses and do not resume participation have unofficially withdrawn from the class. This act may have significant financial aid repercussions. EKU is required by the U.S. Department of Education to provide a last date of attendance/participation for such students.

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.

Incomplete Grade Agreement

When a student has extenuating circumstances that impede him/her from completing a course, an incomplete grade may be awarded as a temporary final grade. The incomplete grade cannot be used simply because a student has failed to complete the work in the course or as a means of raising the student's grade by doing additional work after the

grade report time. Students must request an incomplete grade from the faculty member prior to the last day of class when a student wishes to pursue an incomplete grade. If the instructor agrees that the student has extenuating circumstances beyond his/her control and the instructor agrees to assign an incomplete grade, the instructor must complete an Incomplete Grade Agreement detailing all outstanding assignments and/or conditions needed to complete the course, and a due date for each assignment.

An incomplete grade may not be given as a midterm grade. Any student given an incomplete is expected to have satisfactorily completed at least 60% of the course.

The following procedure applies when an instructor has agreed to assign a grade of "I" for students who are unable to complete the course because of extenuating circumstances.

1. On the Incomplete Grade Agreement, the instructor will identify all outstanding assignments and/or other conditions needed to complete the course, and due dates for each assignment.
2. Faculty are strongly encouraged to give students the shortest reasonable time period in which to complete the work. The longest possible time period is the end of the next regular semester (fall/spring); however, typically it benefits students to complete work before they begin classes the next semester.
3. The Incomplete Grade Agreement must be signed by the faculty member, student, chair of the department offering the course, and dean of the college offering the course. Student approval of the terms of the Incomplete Agreement can be submitted electronically, and attached to the form. Chairs should assure that the Agreement includes reasonable due dates for completing the work, and all signatures.
4. The Incomplete Grade Agreement must be received by the Registrar's Office no later than 15 university business days past the deadline for final grade submission. While the faculty will be able to submit the "I" grade through the online grade submission process, any "I" grade that is not accompanied by an Incomplete Grade Agreement within 15 university business days of the advertised final grade submission deadline will be converted to an "F."
5. Outstanding work must be completed by the student and a Grade Change form must be submitted by the instructor to the Registrar's Office by the deadline noted on the Incomplete Grade Agreement. If a grade change is not submitted by the established deadline, the incomplete will automatically default to a failing ("F") grade.
6. If, due to extenuating circumstances, a student is unable to complete the contracted course work to fulfill the incomplete course by the deadline on the Incomplete Grade Agreement, the student has the option of requesting a one-time, one semester extension to the incomplete deadline. The student must initiate the request through the instructor before the original deadline. Approval of the extension of an incomplete grade is not automatic and depends on the student's unique circumstances.

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.

A degree cannot be awarded to a student with any incomplete or non-recorded (NR) grades for EKU courses on his/her record. Any student who is a pending graduate with unresolved EKU incomplete grades ("I") will be given the choice of either accepting an "F" for the course (or "NC" for unresolved "IP" grades) or being deferred to the next term for graduation consideration.

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.

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. For repeated courses, the best grade earned will replace a lower grade in calculations of the student's term and cumulative GPA. The grade replacement occurs irrespective of whether the lower grade was earned in the original taking of the course or in a repeat enrollment.

The repeated course and grade will still appear on the transcript but with the notation indicating whether the grade is included or excluded from the student's GPA. If a student attempts to repeat a course and replace the grade but then withdraws from the course, that course attempt will not be counted among those for which grade replacement is available.

Students who repeat a course in which they earned a failing grade, and fail the course again, will have the most recent failing grade included in the GPA.

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.

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.

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.

Transcript Notations

A student's academic standing (good standing, academic probation, academic suspension, or academic dismissal) is determined at the conclusion of each semester and is notated term by term on the student's transcript.

Expulsion is the permanent separation of a student from the institution. Expulsion at EKU is restricted to the most egregious academic or disciplinary offenses. Expulsion, due to its permanent nature, is notated on the official transcript with the comment, "Expelled – ineligible to return".

Details of due process that can lead to expulsion of a student can be found in the Eastern Kentucky University Handbook for Students. For process and sanction details refer to the Office of Student Conduct and Community Standards <http://studentrights.eku.edu/student-conduct>

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 will verify the course is approved to be taken as Pass-Fail or Audit. Courses taken Pass-Fail or Audit may not be used in 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.

Satisfactory-Unsatisfactory ("S"- "U") Grading System

Some courses are approved to be taught exclusively on a "Satisfactory" ("S") or "Unsatisfactory" ("U") basis. Each student enrolled in the class will receive either a grade of "S" or "U." Hours passed under the Satisfactory-Unsatisfactory option will not be used in the computation of GPAs; however, hours failed ("U") will be used. A few courses such as practicum, internship, and thesis, which have been specifically designated by the department for satisfactory-unsatisfactory grading only, may be used on any graduate 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 or to undergraduate students granted concurrent enrollment or admitted to a 3+2 dual-degree program. Courses in the 900 series are open only to doctoral 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.

and the eligibility to apply credit for prior learning is contingent on each graduate program's policy. Students on academic probation cannot take a course from another institution for the purpose of transferring the credit to their program.

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 their Master's or Specialist degree program without transferring in all graduate course work taken at that institution. Up to 15 hours of coursework may be transferred into graduate degree programs requiring 45 or more hours and up to 18 hours for graduate degree programs requiring more than 54 hours. 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 would like to enroll in courses at another institution while enrolled at EKU and expect to transfer credits to meet program requirements at EKU should obtain official approval prior to registration for the courses at the other institution. Official transcripts of approved transfer credits must be submitted to the Office of Graduate Education and Research within 30 days after the course has been completed.

Office of Admissions
Eastern Kentucky University
112 Whitlock Building CPO 54
521 Lancaster Avenue
Richmond, KY 40475-3154

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 EKU's Office of Graduate Education and Research Administration 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. Credit for prior learning will be accepted in accordance to the Graduate School's transfer policy

GRADUATE ASSISTANTSHIPS

Graduate assistantships are positions given to the most outstanding students. Duties may include laboratory supervision, teaching, and research related tasks. Stipends are competitive and assistantships supported through the Graduate School include a partial tuition waiver of six graduate hours per semester for a full-time appointment. Additional assistantships are available through the Office of Housing & Residence Life and other academic and administrative units and many of these also provide a partial tuition waiver.

Graduate Assistants (GAs) are appointed by the individual departments of each college and subject to the approval of the Graduate School. Questions regarding application for appointment should be directed to the graduate coordinators of that department.

Graduate Assistants must be enrolled in a graduate degree program and must be enrolled in a minimum of nine hours of graduate coursework applicable to their degree. Students in their final semester of graduate study who have applied for graduation may hold an assistantship with less than full-time enrollment. Graduate Assistants must maintain and overall graduate GPA of 3.0 or higher. Students admitted to the Graduate School on probationary admission are typically not eligible for Graduate Assistantships. Graduate Assistantship appointments are limited to no more than four academic terms, excluding summers. Exceptions may be granted for programs exceeding 40 semester hours. Students may receive support in a second subsequent graduate program provided that they have completed all requirements for their first degree. Assistantships will not be awarded for a third master's program.

Additional on-campus employment for graduate assistants is normally not allowed. Under exceptional circumstances, additional on-campus may be considered for students who have completed 18 or more hours toward their graduate program with a graduate GPA of 3.5 or above. Graduate assistants who meet these conditions may be eligible for additional employment of up to 7.5 hours/week (17.5 hours/week for graduate assistants on half-time appointments). Additional employment must be recommended by the student's academic advisor and department chair and are subject to approval by the Graduate Dean. Requests forms for additional employment and additional information are available on the Graduate School website. International students on student visas may not be eligible for additional employment.

REGISTRATION

For forms and more details, refer to the Registrar's website.

Graduate students may register via the Web at www.eku.edu (<http://www.eku.edu>) (click on **myEKU**) on the dates stipulated in the Colonel's Compass (also found at www.eku.edu (<http://www.eku.edu>); look underneath **myEKU**, and 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 Administration 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 add-drop 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

Eastern Kentucky University is strongly committed to supporting students in achieving success in their intellectual and extracurricular endeavors. Students finding it necessary to withdraw from the University may withdraw from all courses online using myEKU until the end of the twelfth week for full semester classes. Classes of shorter duration have proportional withdrawal periods. Refer to the Colonels Compass for dates. Students enrolled in full semester classes are not allowed to withdraw from a course or from the University after the twelfth week of a regular term. A grade of "W" is assigned for each withdrawn class. Students are not allowed to withdraw from the University after the twelfth week of a regular term. Students who leave the University without an official withdrawal are subject to the grade of "F"

Late Withdrawal

After the twelfth week, a student who is the victim of extraordinary circumstances which does not qualify them for a Medical Withdrawal may petition for a late withdrawal from the University. The student who wishes to withdraw after the deadline to do so must appeal through the Registrar's Office. The deadline for filing a Petition for Late Withdrawal for Extenuating Circumstances is the last day of the full semester following the term from which the student is seeking withdrawal. The student must complete a Petition for Late Withdrawal form and should include justification and documentation for the withdrawal. If approved, the Registrar will assign grades of "W" to the indicated courses. Students are still responsible for all tuition and fees.

STATE AUTHORIZATION

State Authorization

State authorization refers to Eastern Kentucky University's ability to enroll students into distance education out-of-state. Eastern Kentucky University is a member of the State Authorization Reciprocity Agreement (SARA). Under the terms of SARA, EKU is authorized to offer most distance education programs in the 48 other SARA member states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. California is currently not a member of SARA, but EKU is permitted to offer most distance education programs to students residing in California. States and institutions who join SARA agree to operate under SARA standards when interacting with other member institutions and states. SARA's policies help protect students and benefit the states and institutions carrying out distance education in multiple states. The National Council for State Authorization Reciprocity Agreements (NC-SARA) website contains detailed information about SARA policy and procedures. (<https://www.nc-sara.org/>)

Professional Licensure Programs

SARA (State Authorization Reciprocity Agreement) has no bearing on state licensure boards. Licensure requirements are regulated by each state's respective board(s) and must be met to obtain a license. Eastern Kentucky University (EKU) reserves the right to offer program(s) that lead to licensure in the states where EKU has made every reasonable effort to determine its program(s) comply with each state's regulations for *educational requirements* for licensure in that state. Regulations often include, but are not limited to, specific degree levels and types, program accreditation, field placements, supervision, or residency requirements. Regulations are ever-evolving and can change without any notification to higher education institutions. Students are encouraged to contact their applicable state licensing board(s) to determine whether the program continues to meet educational requirements for licensure in that state before enrolling and during the learning experience.

Eastern Kentucky University provides general and direct disclosures related to our licensure programs. General disclosures can be found on the EKU State Authorization and Professional Licensure webpage (<https://www.eku.edu/state-authorization/>) and can help students determine if the desired EKU program is best for them. The information provided on the State Authorization and Professional Licensure webpage is the most accurate information available to EKU at the time but could become outdated due to changes in state licensure requirements that can change without notice.

Student Location and Out-of-State Educational Activities

Authorization to enroll students in a program means that only some EKU programs can be offered in their entirety in every SARA member state. Some states have additional consumer protection laws or regulations that must be followed. As states with potential limitations become known, they will appear on the EKU State Authorization and Professional Licensure webpage. (<https://www.eku.edu/state-authorization/>)

The following expectations are in place as part of EKU's concerted effort to adhere to known policies, regulations, or laws in other states. Students must (1) report their current residential address on their application for admission, (2) notify EKU regarding any changes in where they will be located while enrolled at EKU, and (3) notify EKU of the physical

location of supervised field placement activities that will occur outside of Kentucky. Examples of supervised field placements include but are not limited to cooperative education, internships, clinical rotations, student teaching, and fieldwork. Students should consult this list and speak to their advisor before ANY activity outside of Kentucky.

Out-of-State Relocation

Students who are enrolled in a program leading to licensure or any student intending to complete a supervised field placement (e.g., cooperative education, internship, student teaching, clinical, etc.) outside of Kentucky must notify the university and their advisor in advance of any plans to relocate out of state. Advisors will help students determine authorization and licensure eligibility requirements if the student relocates during the program. Licensure regulations vary by state, and relocating could affect whether a student will meet eligibility requirements for licensure and remain eligible for federal financial aid. Students must check with the state/territory licensing board where they desire licensure before relocating to ensure that they will be eligible for licensure or reciprocity. NC-SARA maintains a list of state board contact information (<https://www.nc-sara.org/professional-licensure-directory/>) for some of the most common programs that require licensure.

Complaints Related to Out-of-State Educational Activities

SARA defines a *complaint* as "a formal assertion in writing that a person, institution, state, agency, or other organization or entity operating under the provisions of the SARA Policy Manual has violated the policies outlined in the SARA Policy Manual or of laws, standards or regulations incorporated in the SARA Policy Manual." According to SARA Policy 4.5, student complaints about SARA activities must begin with the Eastern Kentucky University Student Complaint Process/Policy (<https://www.eku.edu/in/guides/student-complaints/>). A detailed description of the SARA student complaint process and related policy can be found on the NC-SARA Student Complaint webpage (<https://nc-sara.org/sara-student-complaints-0/>).

General Disclaimer Regarding Licensure

Please be advised that other factors besides educational requirements could prohibit your success in a program. A criminal record could affect your ability to successfully obtain professional licensure in many states and secure field placements, internships, externships, and practicums. Students may also be required by collaborating organizations to submit to a drug screen, criminal background check, sex offender registry search, OIG (Office of Inspector General) search, federal fingerprinting, and to submit copies of immunization records, including OSHA training certificates, HIPPA training certificates, and CPR certification. These tests are at the expense of the student. Collaborating organizations reserve the right to deny student field placements, internships, externships, and practicums for many reasons, including but not limited to if a student has a criminal record or fails the drug screen standards established by the collaborating organization. For more information on specific programs, please get in touch with the program advisor.