

# UNDERGRADUATE

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## Eastern Kentucky University Undergraduate Catalog 2025-2026

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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/>.

As noted above, 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 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 expulsion 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, disciplinary procedures and possible sanctions appear in the Employee Handbook (<https://www.eku.edu/in/employee-handbook/>) as well as in the University's Policy on Student Code of Conduct and Disciplinary Procedures (5.1.3), which can be found at <https://www.eku.edu/in/policies/student-code-of-conduct-and-disciplinary-procedures/>.

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. Students can access mental health support from a licensed professional 24 hours/day by calling the University's Counseling Center at (859) 622-1303. Faculty and Staff of the University can access the Employee Assistance Program by calling (800) 441-1327 or (502) 451-8262. Further, the ECU Psychology Clinic is an outpatient behavioral health facility operated by the University's Department of Psychology and offers services to faculty, staff and students.

### Federal Regulations

#### Family Educational Rights and Privacy Act of 1974, 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 five 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 insurance coverage
17. Physical education requirement waivers
18. Field training evaluations and correspondence, if applicable
19. Professional conduct agreements and liability
20. Disciplinary Records

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. **Disciplinary Records:** Disciplinary records are defined as those records (maintained in any format) which relate exclusively to violations of University **General Regulations Governing Student Behavior** which have been adjudicated through the office of Student Rights and Responsibilities. Complaints to the Office of Student

Rights and Responsibilities which have been dismissed or withdrawn by the University are not considered disciplinary records. A student disciplinary record includes and is limited to:

- a. violation report,
- b. student notification letter,
- c. sanction sheet,
- d. notice of hearing,
- e. students right form,
- f. roll call of hearing participants in any hearing,
- g. documents presented as evidence during any hearing,
- h. record of Student Disciplinary Council hearing;
- i. appeal letter with accompanying documents; and
- j. final disposition of appeal.

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 (excluding EKU residence hall room number), telephone listing (excluding cell phone), 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, academic level (undergraduate or graduate), academic class (freshman, sophomore, junior, or senior), dates of attendance, enrollment status, degrees and awards received, student photo or likeness, 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. All EKU students are informed of their FERPA rights each year during the fall term through an email notification sent to their official EKU email address. Each student's FERPA rights 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.



# 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.). Since that time, EKU also offers the Doctor of Nursing Practice (DNP) and the Occupational Therapy Doctorate (OTD).

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](http://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%7Ce23043271af04dee83fbc1b2fd6d90bb%7C0%7C0%7C638089678497515429%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAilLCJQljiV2luMzliLCJBTiI6Ikh1bWwgWyJCYC96MmM%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/](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.

# ADMISSION TO THE UNIVERSITY

## General Requirements for Undergraduate Admission

All applicants must provide an application and evidence of appropriate scholastic achievement through prior educational experience.

Please note that certain degree programs have special admission requirements. Admission to the University does not mean automatic admission to all degree programs.

The completed application and all required supporting documentation must be received by the University no later than:

- August 1 for fall enrollment
- December 1 for spring enrollment
- May 1 for summer enrollment

To apply for undergraduate admission to Eastern Kentucky University (EKU), submit an application at [application.eku.edu](https://application.eku.edu) ([https://application.eku.edu/portal/apply\\_eku/](https://application.eku.edu/portal/apply_eku/)) and submit your materials noted below electronically or by mail to:

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

## Admission Requirements for First-Time Freshmen Standard Admission

Students who meet the criteria of unweighted high school grade point average of 2.5-4.00 on a 4.00 scale will be granted Standard Admission.

### Success First Admission

Students who have a cumulative unweighted high school grade point average of 2.0-2.49 on a 4.0 scale will be granted Success First Admission and must successfully complete directed coursework during the first academic year.

1. **Note:** *All admitted students must meet the state-mandated college readiness standards for all subjects prior to registering for classes, or they must enroll in required preparatory coursework beginning their first academic semester.*

While ACT scores are not required, students are encouraged to submit scores for proper course placement in English, mathematics, and reading courses. If scores are not provided, students will be required to prove proficiency through testing or appropriate course completion. Questions may be directed to the Office of Admissions, 859-622-1892.

*Although test scores are not used for admission purposes, they are required for course placement and academic readiness purposes.*

*Students will be required to provide proof of high school graduation or GED prior to attending classes and disbursement of financial aid.*

## Admission on Appeal

Students who apply but are denied admission to the University may submit an appeal to the Admissions Appeals Committee. New first time freshmen must have a 2.0 minimum GPA in order to appeal their admission decision. The committee will carefully consider all aspects of the applicant's situation, including academic record, ACT or SAT scores that indicate the applicant has met benchmarks in the academic readiness areas of English, mathematics, and/or reading and desire to attend EKU, as presented in the appeal request. If granted admission by the committee, students will partner with an academic success coach and sign a Student Success Agreement specifying academic expectations and requirements for remaining enrolled at the University.

The admissions appeal information regarding the process can be found on the EKU Admissions website. For more information regarding the Student Success Agreement, see that portion of the catalog.

## Requirements for International Students

International applicants must also submit:

1. International application for admission
2. TOEFL Scores-minimum requirement 530 (paper based), 195 (computer based), 95 or higher on the Duolingo English Test, or 71 (internet based with no band score below 16) OR Official IELTS Scores- must have at least 5.0 in all categories and 6.0 overall. Prospective Japanese students may qualify with an EIKEN test score of Pre-1. Eastern Kentucky University will accept completion of level 112 from any English Language Services (ELS) program in lieu of TOEFL/IELTS Scores. Students may also submit ACT or SAT scores with reading and English scores for consideration as demonstrated language proficiency. ACT sub-scores of an 18 in English and 19 in Reading OR SAT Evidence-Based Reading + Writing score of 510 or higher will also be sufficient to meet the English Language and Reading requirements. Applicants may petition to appeal their English Language Requirement, with significant justification, (i.e. test scores, US coursework, or work experience in English). An appeals committee will meet to determine eligibility and conduct an oral and written interview with the applicant.
3. Declaration and Certification of Finances and a supporting bank letter, showing financial support to attend Eastern Kentucky University.
4. Official Secondary School Record(s) provided to the Office of Admissions with a 2.5 GPA on a 4.0 scale. If transcripts are not in English or 4.00 grade scale, an official evaluation and translation must be provided. Photocopies are not acceptable unless they are certified copies.
5. Official College or University transcripts (Photocopies of academic documents are not considered official unless they carry an original signature and stamp of authorization from the issuing institution). You must have a minimum institutional GPA of 2.0 and at least 24 credit hours from an accredited institution. University level courses taken at institutions outside of the U.S. must be evaluated by an outside NACES (<https://www.naces.org/>) or AACRAO affiliated agency. Questions regarding the process of foreign transcript evaluation may be directed to the Office of Admissions. Photo copies are not accepted.

## Requirements for Admission as a Transfer Student

To be admitted as a transfer student, you must:



1. Submit a final official transcript from each United States Department of Education institution you have attended. Eastern Kentucky University does not accept credits from institutions that are not recognized by the United States Department of Education. Note that the transcript must be sent from the student's institution to Eastern Kentucky University's Office of Admissions. Hand-carried transcripts that are not sealed will not be accepted. See Section Five of this catalog for information regarding transfer course credit.
2. Have a 2.0 grade point average (GPA) on a 4.0 scale on all work from accredited institutions.
3. Provide evidence that you are eligible to return to any institution you have previously attended when good academic standing is not indicated on the official transcript.
4. Students with less than 24 college academic credits awarded since high school graduation will be considered first time freshmen for admissions purposes and will need to submit high school transcripts. While ACT scores are not required for transfer students with less than 24 credit hours earned since high school graduation, students are encouraged to submit scores for proper course placement in English, mathematics, and reading courses. If proficiency in English, mathematics, and/or reading cannot be established by a review of the college transfer record, students will be required to prove proficiency through testing or appropriate course completion. Questions may be directed to the Office of Admissions, 859-622-1892.

**Note:** If you are admitted as a transfer student, your institutional GPA will include hours attempted and quality points earned from all regionally accredited institutions. The Office of Advising & Career Services and the academic department of your major will determine the applicability of your courses to your academic program.

**Note:** Eastern Kentucky University subscribes fully to the policies of the "General Education Transfer Agreement" of the Kentucky Council on Postsecondary Education. Thus, Eastern Kentucky University will apply courses transferred from Kentucky public institutions to its general education requirements in accord with those policies.

## Requirements for Readmission

All previously enrolled ECU undergraduate students who have not attended Eastern Kentucky University for a period longer than 24 months must apply and be approved for readmission to the University before being allowed to continue taking classes.

Students who wish to return to ECU but were academically suspended or dismissed with an institutional GPA of less than a 1.5 must appeal for readmission through the Registrar's Office, in addition to submitting an application for readmission to the Office of Admissions. The form and instructions for an appeal for readmission can be found on the ECU Registrar's website.

If the student's appeal is approved he/she will be readmitted upon submitting an application for readmission. Both the application to the Office of Admissions, and the appeal to the Registrar's Office may be submitted simultaneously.

If their appeal to return to ECU is approved these students will return on Academic Probation status. They will be assigned an academic coach in the Office of Advising and Career Services, and will develop an academic success plan with their coach before being allowed to register for classes. Continued enrollment is contingent upon adherence

to their signed academic Student Success Agreement and meeting ECU Academic Standards Policy.

If a student has attended another institution since leaving ECU, and has been out of the University for longer than 24 months, his/her return to ECU will be considered under the readmission guidelines above instead of the student being considered a transfer student.

Students who were dismissed under the former Developmental Dismissal policy must submit documentation (a transcript or official test scores) indicating that proficiency has been earned for any needed developmental coursework before they may be readmitted to the University.

See the "Stopping Out" procedure in Section Five for additional information.

## Other Types of Admission

### 1. ECU Dual Credit

ECU's dual credit program is open to high school and homeschool juniors and seniors, who meet eligibility requirements, and whose school is partnering with ECU through a memorandum of agreement. High school and homeschool sophomores may be considered for limited participation in select enrollment opportunities approved by the Dual Credit Office. The dual credit program allows students to earn college credit while still enrolled in high school.

Additional eligibility criteria and enrollment policies apply. For full details, refer to the ECU Dual Credit Program catalog listing and visit [eku.edu/dualcredit](https://www.eku.edu/dualcredit/) (<https://www.eku.edu/dualcredit/>).

### 2. Early High School Graduates

Applicants must meet full admissions requirements to the university:

- A minimum cumulative GPA of 2.0 on a 4.0 scale
- A complete application consists of:
  - ECU Application (apply.eku.edu (<http://www.apply.eku.edu>))
  - An Official High School Transcript
- Applicants must have a date of graduation prior to the start of your intended term of entry. If the high school transcript does not include an expected graduation date, we may need additional time to follow up with your high school.
- The high school transcript must reflect that the student has completed at least 75% of our recommended high school course work (equivalent to completion of junior year) before we can make decision. For most early graduates, we expect to see at least six semesters of high school work completed, though we may review transcripts with just five semesters completed for applicants graduating a full year early.
- A letter from the applicant's counselor, on official letterhead, stating that early graduation has been approved by the High School. If the student is completing early graduation through the State of Kentucky, a Letter of Intent must be completed as well.
- Admission is conditional until a final, official high school transcript has been received. Admitted students are not able to register for the second semester of enrollment until a final, official transcript has been received.

### 3. Visiting Students

If you are a student at another institution and wish to enroll at Eastern Kentucky University as a visiting, or "transient," student, you may be

admitted by submitting an official transcript or a statement indicating that you are eligible to return to your institution.

#### **4. Admission as a Non-Degree Student**

Upon submission of an application, you may be admitted as a non-degree student provide you have graduated from high school or earned a G.E.D. If so admitted,

1. Your eligibility for enrollment in specific courses will be dependent upon meeting the stated course prerequisites.
2. You must meet with an academic advisor to be advised and receive a RAC number;
3. You will **not** be eligible to receive financial assistance awards.

If you subsequently decide to pursue a degree, you must reapply for admission as a degree seeker. If you are thus admitted,

1. You will be required to remediate all pre-college curriculum deficiencies and to satisfy all Eastern Kentucky University academic readiness requirements.

#### **5. O'Donnell Scholarship Recipients**

If you are at least 65 years of age, you may be admitted to Eastern Kentucky University with a waiver of tuition. Once you are admitted, Student Accounting Services will facilitate the application of your tuition waiver.

#### **6. Home-Schooled Students**

Eastern Kentucky University applies the same admissions requirements to home-schooled students as those who graduate from a public or private high school.

Home-schooled students are subject to the secondary education standards established by the Kentucky Department of Education and the Kentucky Council on Post Secondary Education. This includes meeting the curriculum guidelines of the State approved Pre-College Curriculum.

In order to gain admission to Eastern Kentucky University, in addition to the application and application fee, these students must submit a copy of their official transcript demonstrating they have met the PCC curriculum and have a minimum cumulative GPA of 2.0 on a 4.0 scale. It is recommended to also submit ACT scores for course placement and to review eligibility for the KHEAA ACT bonus scholarship.

#### **7. International Baccalaureate**

Students who complete the International Baccalaureate Diploma may present their official exam results for demonstration of completion of secondary education. Based on the exam scores received, students will qualify for advanced academic placement.

# KENTUCKY PRE-COLLEGE CURRICULUM

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The Kentucky Pre-College Curriculum (PCC) is defined by the Kentucky Council on Postsecondary Education (CPE). According to the state admissions guidelines “pre-college curriculum” means completion of:

1. The Kentucky minimum high school graduation requirements, or another approved course of study; and
2. two units of a single world language, or demonstration through assessment of a world language proficiency.

The PCC better prepares students for college-level work and reflects high school graduation requirements established by the state of Kentucky.

Kentucky minimum high school graduation requirements are a prescribed set of high school courses required for admission to an associate or baccalaureate degree program at a Kentucky public university:

- 4 credits of Language Arts (English I, English II, English III, English IV; students not meeting Kentucky college readiness benchmarks for Language Arts shall take an English transition course or intervention before exiting high school);
- 3 credits of Mathematics (to include Algebra I, Geometry or Algebra II; any mathematics course other than these listed shall be counted as an elective; students not meeting Kentucky college readiness benchmarks for mathematics shall take a mathematics transition course or intervention before exiting high school);
- 3 credits of Social Studies;
- 3 credits of Science (to include a lab-based scientific investigation experience);
- 1 credit of History and Appreciation of Visual and Performing Arts;
- a ½ credit of Health;
- a ½ credit of Physical Education.

**World Languages Requirement:** In addition to the above listed high school graduation requirements, high school students should complete two levels of the same World Language to be considered as having met the PCC for Kentucky universities. Students who do not complete two levels of the same World Language in high school are required to complete two levels (six credit hours) of the same Foreign Language at ECU. The following ECU courses will satisfy the World Languages PCC:

- ASL 101 American Sign Language I and ASL 102 American Sign Language II; or
- FLS 101 Language Topics:\_\_\_ and FLS 102 Language Topics:\_\_\_;or
- FRE 101 Conversational French I and FRE 102 Conversational French II; or
- GER 101 Conversational German and GER 102 Conversational German II; or
- JPN 101 Conversational Japanese I and JPN 102 Conversational Japanese II; or
- SPA 101 Conversational Spanish I and SPA 102 Conversational Spanish II.

Note: Transfer students who have completed 6 hours in another World Language, such as Chinese, Portuguese, Urdu, etc. will be considered as having met the World Languages PCC. All college-level World Languages classes count toward degree credit.

Students under 21 years of age must complete the Pre-College Curriculum if they are admitted to the University as a degree seeking student and transfer to ECU with fewer than 24 credit hours. PCC deficiencies must be remediated via placement in the appropriate General Education courses before college graduation.

Questions about Kentucky Pre-College Curriculum requirements may be directed to the Office of Enrollment Management.

# 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 nondegree-seeking postbaccalaureate 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 noneducational 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 noncollegiate 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. EKU 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. EKU Dining Services,
2. EKU 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 MyEKU (on the EKU home page at [www.eku.edu](http://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 <sup>1</sup>	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%

<sup>1</sup> 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 EKU Bookstore

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

Barnes & Noble is the University's partner in delivery of EKU BookSmart which provides free textbooks to all EKU undergraduate and graduate students. The Barnes & Noble at EKU 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 EKU 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) (<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.

# ADDITIONAL 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) (<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 ECU. 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 ECU 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 ECU both online and among friends, attend ECU 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](mailto:food.pantry@eku.edu)

[www.communityservice.eku.edu/cupboard](http://www.communityservice.eku.edu/cupboard) (<http://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 ECU 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://communityservice.eku.edu/cupboard) (<http://www.communityservice.eku.edu/cupboard/>) or email [food.pantry@eku.edu](mailto: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 ECU 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 ECU 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 ECU campus, including buildings, parking lots, residence halls, and grounds. ECU 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 ECU Police also have the authority to investigate crimes anywhere in the state that were committed on University property.

The ECU Police Department includes 25 sworn police officers and seven dispatchers. ECU Police Officers maintain high visibility on campus with motor vehicle, bicycle, and foot patrol. The ECU Police Department maintains a Daily Crime & Fire Log available to the public at <https://www.eku.edu/police-reports/>. Crimes occurring on ECU 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 ECU Police on Twitter, Facebook, and Instagram.

## Parking & Transportation Services

Commonwealth Hall, Room 212

Phone: (859) 622-7275

[www.parking.eku.edu](http://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)) (<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 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 visiting <https://eku.t2hosted.com/>. 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/>. 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) (<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) (<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) (<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) (<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](https://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/) (<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=nie2ebJmvmf3f7r9z-6xyA&d=978674317228910>). The IT ServiceDesk also offers electronic equipment checkouts (laptops and calculators). Visit the website [www.eku.edu/in/it/](http://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/](http://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). (<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](https://registrar.eku.edu/DegreeWorks/). (<https://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/](http://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/](http://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](mailto: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 EKU 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 EKU email addresses. You cannot opt-out of receiving messages on your EKU 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: EKU and Rave do not charge for text service; however, your carrier may have standard text messaging charges.

#### Other Community Members:

- While current EKU employees, and registered EKU 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 EKU

Life can be unpredictable. The Division of Campus Operations asks that all our community members download the **EKU 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 EKU 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 EKU Alerts, using our email alert method. (Note: Community members, who are not EKU employees or EKU 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 EKU Richmond Campus, Call EKU Police if you are on the Richmond Campus, chat with EKU 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 EKU 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 EKU Police and makes a phone call to EKU Police. EKU 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 EKU 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 EKU 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 EKU 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.

# LIBRARIES

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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) (<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/>).

# OFFICE OF STUDENT SUCCESS

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## Dr. Tanlee Wasson

Vice President of Student Success, Engagement & Opportunity  
Whitlock Building 536  
(859) 622-2106

## Dan Hendrickson

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

## Student Success, Engagement, and Opportunity (SSEO)

Student Success, Engagement, and Opportunity (SSEO) provides comprehensive support services and programming throughout the student enrollment life cycle at Eastern Kentucky University (EKU). 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, and Opportunity leads a student-centered, forward-thinking, innovative, and collaborative unit aimed at recruiting and retaining students. SSEO is dedicated to fostering a supportive and engaging environment that promotes academic achievement, personal growth, and career readiness.

### Services and Programs Offered by SSEO:

- **Academic Advising:** Personalized guidance to help students navigate their academic journey and achieve their educational goals.
- **Career Services:** Resources and support for career exploration, internships, job placement, and professional development.
- **Student Engagement:** Opportunities for involvement in student organizations, leadership development, and community service.
- **Tutoring and Academic Support:** Access to tutoring, study groups, and workshops to enhance academic performance.
- **Experiential Learning:** Programs that integrate hands-on learning experiences, such as internships, co-ops, and service-learning projects.
- **Wellness and Support:** Services that promote physical, mental, and emotional well-being, including counseling and health services.
- **Adult & Transfer Center** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/atc/>)
- **Bratzke Student-Athlete Academic Success Center** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/bratzke-student-athlete-academic-success-center/>)
- **Campus Recreation** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/campus-rec/>)
- **Center for Inclusive Excellence and Global Engagement** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/center-inclusive-excellence-global-engagement/>)
- **Center for Student Accessibility** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/center-accessibility/>)
- **Center for Student Parents** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/center-student-parents/>)
- **Community Service** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/community-service/>)
- **Counseling Center** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/counseling-center/>)
- **Dean of Students** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/dean-students/>)
- **Dual Credit** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/dualcredit/>)
- **EKU Housing and Residence Life** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/housing-residence-life/>)
- **First-Year Courses and Learning Communities** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/first-year-courses-learning-communities/>)
- **International Student Scholar Services** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/international-student-scholar-services/>)
- **Office of Admissions** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/admissions/>)
- **Office of Advising and Career Services** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/advising-career-services/>)
- **Office of Financial Aid** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/financial-aid/>)
- **Office of Military and Veterans Affairs** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/office-military-veterans-affairs/>)
- **Student Conduct and Community Standards** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/student-conduct-community-standards/>)
- **Student Health Services** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/student-health-services/>)
- **Student Life and First Year Experience** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/student-life-first-year-experience/>)
- **Student Success Center** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/student-success-center/>)
- **TRIO Programs** (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/trio-programs/>)



# ADULT & TRANSFER CENTER

## Graduate, Online, Adult, and Transfer Enrollment Center

Lakin Wooldridge, Sr. Director  
Phone: 859-622-2106

The Graduate, Online, Adult, and Transfer Enrollment Center is designed for on-campus or online graduate, transfer, adult/non-traditional students seeking first time admission and online freshman. The Enrollment Center provides comprehensive support to students from initial inquiry through registration for their first semester of classes, serving as an advocate to promote their needs along the way. Prospective students receive individualized advising services in the areas of application support, admissions on-boarding, degree audits, program or major selection, academic fresh start, credit transfer process, and course registration for their first semester. This office also provides students with answers to basic questions regarding filing for financial aid, financial aid appeals, and scholarships.

For Undergraduate Admission standards, please refer to the General Requirements for Undergraduate section of this catalog. For Graduate Admissions standards, please refer to the Application and Admission to Graduate School section of the Graduate catalog.

For further information, contact the Enrollment Center by visiting the website at <https://www.eku.edu/admissions/> or emailing the team using one of the following options: [grad.recruitment@eku.edu](mailto:grad.recruitment@eku.edu), [onlinedegrees@eku.edu](mailto:onlinedegrees@eku.edu) or [transfer@eku.edu](mailto:transfer@eku.edu).

## The Office of Articulation and Transfer Systems (OATS)

Ms. Lisa Cox, Director  
Whitlock Building  
Phone: (859) 622-8340

The Office of Articulation and Transfer Systems (OATS) is responsible for recording transcripts for all students enrolling in undergraduate degree programs and facilitates articulation of all undergraduate transfer credits. The office supports visiting, non-degree seeking and re-entry students through individualized consulting services in the areas of admissions, degree audits, major selection, academic fresh start, credit transfer process and course registration prior to their first semester. Students can also get assistance answers to basic questions regarding Academic Fresh Start, financial aid appeals, and receiving credit for prior learning.

OATS also supports the maintenance of transfer pathways KCTCS students can use to help select KCTCS courses which will transfer to their EKU degree.

### Reverse Transfer

KCTCS students who transfer to EKU prior to earning their Associate of Arts or Associate Science degree can opt to have their EKU records sent back to KCTCS to be reviewed for degree conferral once they meet the following:

- Have earned at least 15 credit hours at a single KCTCS college.
- Earned at least 60 hours of combined hours between KCTCS and EKU.
- Have earned at least three semester credit hours from EKU.

- Have at least a 2.0 GPA at both EKU and KCTCS.

## Colonel Connection Program

The Colonel Connection Program facilitates the transfer process from other colleges to EKU, and eases students' transition to and timely graduation from EKU. The joint admission program is available to students who are currently enrolled at KCTCS and intend to transfer to EKU to complete a baccalaureate degree.

Upon admission to the Colonel Connection program, participating students are granted continuous access to EKU's degree audit system, Degree Works, allowing them to view their individualized degree plan and progress towards an EKU baccalaureate degree. The degree audit is kept current through regular submission of transcripts to EKU for credit evaluation, which OATS facilitates on the student's behalf, free of charge.

Jointly admitted students are eligible to concurrently enroll in up to 12 hours of EKU courses at the KCTCS price. Students who are receiving FAFSA must complete a consortium agreement, verifying that the EKU courses can be transferred back to KCTCS

When ready to transfer to EKU, the student notifies the OATS office of their intent to enroll as a degree-seeking student and locks in any transfer scholarship for which the student might be eligible.

To maintain enrollment in the Colonel Connection program, a student must:

- maintain a minimum 2.0 grade-point average (GPA) on all college-level work completed to date;
- complete, with a grade of C or better, no fewer than six (6) credits in the most recent fall/spring semester; and
- meet with an assigned EKU advisor at least twice per academic year to discuss their progress and plans for transfer and graduation.

Students who fail to meet any of the above standards will be given one fall or spring semester to comply, after which they will be disenrolled from the Colonel Connection program.

Upon enrollment in the Colonel Connection program, participants will have a catalog year associated with their student record designating the academic year for their degree program as well as General Education and University graduation requirements. Should graduation requirements subsequently change, students may request a move to the current Catalog through the Registrar's Office. The catalog year may be found on the student's Degree Works degree audit.

Students who fail to maintain their enrollment in the Colonel Connection program may apply for readmission to the program; however, their catalog year will be based on the date of re-enrollment.

For further information regarding the Colonel Connection program, contact the Office of Articulation and Transfer Systems via email at ([OATS@eku.edu](mailto:OATS@eku.edu)).

# BRATZKE STUDENT-ATHLETE ACADEMIC SUCCESS CENTER

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Mrs. Kate Johnson, Director

Office: Library 207E

Mailing Address: Library 103

Email: [kate.johnson@eku.edu](mailto:kate.johnson@eku.edu)

Phone: 859-622-6648 ([kate.johnson@eku.edu](mailto: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

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Justin Raymer, Director of Campus Recreation  
 Phone: (859) 622-6751  
 Fax: (859) 622-6755  
[www.campusrec.eku.edu](http://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 and are taught by trained, motivated and friendly instructors. All fitness levels are welcome and each group fitness class is offered at no charge. Examples of group fitness classes are CrossFit, Yoga, Pilates, Cycling, Dance, and much more.

For those who need a more personal touch, we offer very 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, canyoneering. The climbing and bouldering walls are an exciting and engaging alternative to traditional exercise. In addition, Adventure Programs provides an extensive amount of outdoor equipment so you may embark on your own 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 a variety of team-oriented activities including: flag-football, soccer, volleyball, dodge ball, basketball, and

more. 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, come 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 towards empowering students with knowledge and facts concerning health issues. Health Promotion 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 students 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) (<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

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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

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Dr. Kelly Cogar, Senior Director  
Whitlock Building 361, CPO 66  
Phone: (859) 622-2933  
[www.accessibility.eku.edu](http://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 [accessibility@eku.edu](mailto: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 are made by contacting Dr. John Dixon, [John.Dixon@eku.edu](mailto:John.Dixon@eku.edu).



# CENTER FOR STUDENT PARENTS

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Robyn Moreland, MSW, CSW Director

(859) 622-6684- Richmond or (859) 622-6705- Corbin

<https://www.eku.edu/center-for-student-parents/>

Richmond, Corbin, Manchester and Online

Parenting college students can feel supported, accepted and prepared through programs and services offered by the **Center for Student Parents**.

Academic support, advising, workshops, referrals, and employment opportunities, help parenting students reach educational and personal goals. Funded by the Cabinet for Health and Family Services, the Center for Student Parents has supported EKU's parenting student population since 1998. Contact us to learn more about the support offered, such as:

- Work-Study individuals receiving Kentucky Transitional Assistance (KTAP) qualify for work study. Ask us more about this program.
- Campus and Community Resources
- Private Computer and Study Lab
- Family Friendly Study Space
- Lactation Room
- Academic Support Services
- Personal and Professional Support

Drop in anytime Monday-Friday form 8 a.m.- 4:30 p.m.

Richmond campus- Turley House

Corbin campus- Room 135

# COUNSELING CENTER

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

The ECU 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 recommended services are not offered in 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 services are available to all eligible ECU students. Services are covered by the Student Health fee. There is no out-of-pocket expense. Typical college student concerns that may be addressed in counseling include (but are not limited to): 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.

To begin ongoing counseling, students can schedule an **Initial Assessment** by calling 859-622-1303 or visiting the Counseling Center in person.

For students who prefer a one-time conversation with a counselor without committing to ongoing services, a **Single Session Therapy** appointment is available as an alternative to the Initial Assessment.

## Rapid-Access Services

The ECU Counseling Center offers many services that are available on a drop-in basis, including: crisis counseling, wellness workshops, the Relaxation Room, and a variety of drop-in groups. Be sure to check out our website: [eku.edu/counseling-center](https://www.eku.edu/counseling-center/) (<https://www.eku.edu/counseling-center/>) 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 can also **consult with university faculty and staff** on how to best support students in distress and make appropriate referrals.

If a faculty member needs to **refer a student for immediate help**, it's recommended they **call and speak directly with a Counseling Center clinician** to discuss the most appropriate course of action.

# DEAN OF STUDENTS

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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/) (<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 a primary contact point for students. The Dean of Students provides support for students to assist 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.

# DUAL CREDIT

## EKU Dual Credit Program

Division of Student Success, Outreach, & Opportunity

<https://www.eku.edu/dualcredit> (<https://www.eku.edu/dualcredit/>)

The EKU Dual Credit Program offers qualified high school students the opportunity to earn college credit while completing high school graduation requirements. As a statewide leader in early college access, the EKU Dual Credit Program promotes student success, accelerates college readiness, and builds a direct path to postsecondary achievement.

### Eligibility and Admission

The EKU Dual Credit Program is open to eligible high school juniors and seniors. Sophomores may be considered for participation in onsite courses hosted at their high school and in other opportunities specifically approved by the EKU Dual Credit Office.

To be admitted, students must attend a participating high school with an active Dual Credit Memorandum of Agreement (MOA) with EKU. Out-of-state students may be approved for enrollment by the EKU Dual Credit Office for select pathway-aligned opportunities.

Students must meet the following admission requirements:

- Voluntarily complete a dual credit student application
- Hold an unweighted high school GPA of 2.5 or higher
- Submit an official high school transcript
- Complete the EKU Dual Credit Student Orientation each academic year

Students who do not meet the minimum GPA requirement may be considered under an exception policy. High school principals may recommend up to 2% of their school's EKU Dual Credit enrollment (or two students, whichever is greater) for exception each year. All requests are reviewed by the EKU Dual Credit Office.

While ACT scores are not required for admission, students are strongly encouraged to submit test scores for accurate course placement in English, Mathematics, and Reading. EKU also accepts KYOTE, ALEKS, EKU Placement Tests, and PSAT scores as substitutes. Additional information is available from the EKU Office of Academic Testing at <https://www.eku.edu/in/guides/academic-readiness/#placement-guidelines>. (<https://www.eku.edu/in/guides/academic-readiness/#placement-guidelines>)

### Enrollment and Advising

EKU offers a variety of Dual Credit Pathways aligned with high-demand majors and career & technical education (CTE) programs. Students may pursue a defined pathway or register for individual courses that align with their goals, interests, and eligibility.

Dual Credit advisors work collaboratively with high school counselors and other representatives to support course selection and academic planning. Students are encouraged to explore how their dual credit coursework connects to their future academic or career plans. Students are ultimately responsible for ensuring they are enrolled in appropriate

courses and meeting all registration deadlines. Recommended courses, pathway guidance, and planning tools are available on the EKU Dual Credit website.

Students may enroll themselves in eligible courses through myEKU after successfully completing the Dual Credit Student Orientation. Orientation is completed online and must be renewed each academic year before students may enroll in courses. The EKU Dual Credit Office assists with registration for onsite courses offered at participating high schools.

Students are not permitted to enroll in academic readiness or corequisite support courses through the Dual Credit Program.

Students may enroll in courses delivered online, on EKU's Richmond or regional campuses, or onsite at their high school, as available. Dual credit students may register for any course for which they meet the stated prerequisites and placement requirements, subject to program and departmental approval.

### Academic Performance & Enrollment Continuation

To remain eligible for enrollment in the EKU Dual Credit Program, students must maintain a minimum 2.0 institutional GPA. Students who earn a D or F in a course must successfully repeat the course and earn a 2.0 term GPA during the repeated semester to retain eligibility. Repeat enrollment must be coordinated through the EKU Dual Credit Office and completed in the next available semester.

Unless otherwise notified, dual credit students follow the official EKU academic calendar for all add, drop, and withdrawal deadlines. If alternate deadlines apply due to course format or high school scheduling, students will be notified via their EKU email account.

### Student Standing and University Expectations

EKU Dual Credit students are admitted as undergraduate students and are subject to all applicable academic policies and university regulations. Students are responsible for understanding and following EKU's expectations for academic integrity, course conduct, and institutional procedures. These policies are outlined in the EKU Student Handbook and Undergraduate Catalog.

Students have access to university resources and support services, including academic advising, tutoring, library services, and technology support. The EKU Dual Credit Office is available to support students and families with questions related to admissions, enrollment, scholarships, and academic planning. Students are expected to check their EKU email regularly, communicate with instructors, and meet all program deadlines and responsibilities independently.

### Cost and Scholarships

#### Tuition

EKU Dual Credit students are charged no more than the state-set dual credit tuition rate, which is determined annually by the Kentucky Council on Postsecondary Education. Current tuition rates are published at <https://www.eku.edu/dualcredit> (<https://www.eku.edu/dualcredit/>).

#### Scholarships

Eligible Kentucky high school and homeschool students may receive the following scholarships that reduce or eliminate tuition costs:

- KHEAA Dual Credit Scholarship – for general education courses
- Work Ready Dual Credit Scholarship – for approved Career & Technical Education aligned courses

Students are responsible for ensuring their enrollment qualifies for scholarship funding. Scholarships are not automatically applied and must follow KHEAA and ECU processes. Students must also monitor their ECU accounts to confirm award status and resolve any issues.

### **Additional Costs**

- Dual credit students are financially responsible for:
  - Required textbooks and course materials
  - Applicable course or lab fees
  - Parking passes if enrolled in on-campus courses at ECU's Richmond campus
  - Recreation Center access fees, if students age 16 or older request use of ECU's Student Recreation Center

Dual credit students do not qualify for the ECU BookSmart program.

Students who choose to self-pay for courses not covered by scholarships are billed directly through their ECU student account.

### **Financial Holds**

Unpaid or outstanding balances may result in financial holds that block future course registration and delay transcript release. These holds may also impact a student's ability to enroll as a first-time freshman at ECU after high school graduation.

### **Transition to ECU**

Many ECU Dual Credit students choose to continue their academic journey at Eastern Kentucky University after high school. While participation in the Dual Credit Program does not guarantee undergraduate admission, it provides students with a strong foundation for success and may help satisfy college-level prerequisites in advance.

Students who wish to enroll at ECU after high school graduation must submit a separate undergraduate application and meet all published admission criteria and deadlines. Application information and deadlines are available at <https://www.eku.edu/admissions> (<https://www.eku.edu/admissions/>).

Outstanding balances or financial holds from dual credit enrollment may delay transcript release or interfere with registration for future coursework at ECU. Students should ensure that their accounts are in good standing before applying for undergraduate admission.



# EKU HOUSING AND RESIDENCE LIFE

Karen Peavler | Associate Vice President, Student Engagement  
Whitlock Building 552  
Phone: (859) 622-1515  
Email: [housing@eku.edu](mailto: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/) (<http://eku.edu/housing/>) for information on the application and selection process, room rates, floor plans, what to bring/not bring lists, and more.

# FIRST-YEAR COURSES AND LEARNING COMMUNITIES

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Dr. Starr Wentzel, Director  
Library 301  
Phone: (859) 622-7322  
[www.firstyearcourses.eku.edu](http://www.firstyearcourses.eku.edu) (<http://www.firstyearcourses.eku.edu>)

## The Office of First-Year Courses & Learning Communities

The Office of First-Year Courses & Learning Communities administers Student Success Seminars for all first-year students. Student Success Seminars include content about campus resources, study skills, and critical thinking, helping students find ways to get connected to the university during the transition to college. Our courses teach the structure and functions of the university.

Our instructors teach learning strategies backed by science. Our students participate in a variety of out-of-class experiences and co-curricular learning opportunities. These opportunities include seminars and events on topics such as financial literacy, student health, and cultural awareness.

Students in GSD 101 Foundations of Learning participate in Major and Career Exploration allowing students to evaluate potential major and career paths.

Student Success Seminars teach students to think critically, solve problems, and take advantage of the resources and opportunities EKU has to offer. As such, our courses are often the first step many Colonel's take on their paths to success.

All new first-time first-year students seeking an associate or a baccalaureate degree must complete a (3) credit hour GSD 101 Student Success Seminar Course.

- Full time students must complete the Student Success Seminar during their first semester.
- Part time students must complete the Student Success Seminar within their first (18) credit hours but are strongly encouraged to complete the requirement during their first semester.
- Transfer students who have 30 or more transfer credits upon admission to EKU may have this requirement waived. Non-collegiate transfer credit, including military transfer credit, does not count toward waiving this requirement. Some majors require all students to take a Student Success Seminar, regardless of transfer status. **Student Success Seminars will not be waived for AP and Dual Credit hours.**
- Students who earn a grade of "W," "F," or "FN" in a Student Success Seminar must repeat the course the following term.

Eastern Kentucky University offers several variations of the seminar for some student populations or majors.

- Students who enter the University with a declared major enroll in a (3) credit hour seminar in their college.
- Exploratory students (students who have not declared a major in a college) will enroll in a (3) credit hour seminar, GSD 101 Foundations of Learning, which incorporates a major and career series (MaC) developed by the Office of Advising and Career Services. The MaC

Series helps students evaluate potential major and career paths through interviews, market data research, personality assessments, and critical thinking and success strategies.

- Sections of GSD 101 Foundations of Learning are also offered for special populations, such as NOVA and student-athletes as enrollment allows.
- Sections of GSD 101 Foundations of Learning are also offered for special student populations as paired Learning Communities in English (ENG 101 Reading, Writing, and Rhetoric), and Psychology (PSY 200 Introduction to Psychology). Eligible students are pre-enrolled in Learning Communities on an as-available basis. In a Learning Community, students take two classes with the same group of students and have opportunities to interact with instructors, classmates, and peer mentors outside of class.
- Students who are admitted into the university as Success First will be paired in a Learning Community with ENG 101R Reading, Writing, and Rhetoric (Supported), ENG 101 Reading, Writing, and Rhetoric or PSY 200 Introduction to Psychology. Students are enrolled in these Learning Communities with their GSD 101 Foundations of Learning course contributing to the fulfillment of their Learning Contract.

# INTERNATIONAL STUDENT SCHOLAR SERVICES

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Matthew Cox, Associate Director - CIEGE

Powell Building 013

Phone: (859) 622-3446

Matthew.cox@eku.edu

[www.international.eku.edu](http://www.international.eku.edu) (<http://www.international.eku.edu>)

The Center for Inclusive Excellence and Global Engagement 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 150 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.

# OFFICE OF ADMISSIONS

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Blair Skidmore  
Executive Director, Admissions & Enrollment  
blair.skidmore@eku.edu  
Whitlock 112  
(859) 622-2106

## Office of Admissions

The Office of Admissions is responsible for the recruitment and admission of qualified undergraduate students to Eastern Kentucky University (EKU). This office also manages the processing of applications for new, readmitted, non-traditional, transfer, and international students. For inquiries regarding residency status, students can contact the Office of Admissions at [admissions@eku.edu](mailto:admissions@eku.edu).

## Orientation

Orientation is the first phase of the first-year experience for new students at EKU. During Orientation, students and their families visit the campus, meet with faculty, staff, and current students, and gain insights into life at EKU. Students also register for their first semester of classes. Representatives from various departments are available to answer questions about financial aid, tuition payment, housing, dining services, and tutoring services.

### Orientation Schedules:

- **First-Year Students:** Various dates are available throughout the summer. ([orientation@eku.edu](mailto:orientation@eku.edu))
- **Transfer & Adult Students:** Special advising sessions tailored to transfer students' needs. ([transfer@eku.edu](mailto:transfer@eku.edu))

For more information about orientation schedules and to register for a session, please visit our Orientation website (<https://www.eku.edu/info-for/admitted-students/>) or contact the Office of Admissions.

# OFFICE OF ADVISING AND CAREER SERVICES

Bethany Warner, Director  
Whitlock Building 468  
(859) 622-1296

The Office assists students in achieving their academic and career-related goals, from navigating their first year of college and choosing an inspiring major/career to pursuing experiential learning and preparing to target a variety of job opportunities. Services include academic advising, career counseling, co-op/internship search and assistance, job search preparation, employer events and a Part-Time Job Program.

## Major and Career Exploration

Academic and Career Advisors in the office help students identify and explore their major and career of choice. A variety of assessments allow students to articulate their interests, skills, personality characteristics and work related values, generating a list of major/career options to be explored in terms of reliable and factual information with the guidance of office staff. Through extensive one-on-one counseling sessions, the advisors help students make sense of the information gathered, to reach a meaningful decision and pursue it with a realistic action plan.

## Academic Advising

Academic advising is a dialogue between student and advisor to promote responsible and appropriate choices and facilitate a successful academic experience. All undergraduate students are assigned an academic advisor through the Office of Advising and Career Services. Designated departmental faculty and college staff serve as advisors to students with declared majors. Academic and Career Advisors in the Office of Advising and Career Services serve as advisors for Exploratory, visiting, non-degree seeking, and those students not meeting KY academic readiness standards and assigned to the Associate of General Studies (AGS) program.

The Office of Advising and Career Services collaborates with students, faculty, and staff across campus to develop a meaningful academic plan tailored to a student's needs and goals. The Office serves students, faculty, and staff by:

- Providing year-round academic advising and student support to each ECU student.
- Providing advising tools and referring students to appropriate departments and campus resources.
- Providing customized academic planning and advising to Associate of General Studies (AGS) and Exploratory students.
- Assisting with probation recovery for students.
- Coordinating probation recovery workshops with representative college advisors.
- Conducting mid-term recovery workshops for new, first-time students.
- Assisting students with the declaration and/or change of major process.
- Assisting student in clarifying educational, career, and life goals.
- Coordinating advising resources for the Summer Orientation Program in conjunction with the Office of Admissions and the Office of the University Registrar.

## Co-op and Applied Learning (Internships)

Internships and Co-op provide students with an opportunity to connect what they learn in the classroom to career-related practice. Students gain on-the-job training in business, industry, and/or government. Acceptance of a co-op/internship position for academic credit is contingent upon a suitable learning objective approved by both the employer and the appropriate university official.

### Eligibility:

- Faculty Coordinator approval
- Completion of a minimum of 30 credit hours prior to enrolling (specific departments may require more credit hours); transfer students required to complete at least one semester at ECU.
- Minimum of 2.0 grade point average (GPA); some departments require a higher GPA.
- Salary (when applicable) must be within State and Federal wage guidelines.
- Compliance with the Experiential Learning Guidelines defined by the Office of Advising & Career Services and applied by the departments.

### Academic Credit:

- Determined by the academic college or department
- May earn .5 to 8 hours credit per semester
- Minimum of 80 hours of employment for each semester hour of academic credit, including .5 half credit (students must work to the end of the semester). Co-op is 16 weeks for spring and fall semesters and 12 weeks for summer term. For internships, students must work a minimum of 8 weeks over the summer semester/terms and 12 during the academic semester. Experiences lasting less than a full semester should be discussed with the Office of Advising & Career Services and the Faculty Coordinator and only when extenuating circumstances apply.
- Maximum of eight Summer semester hours and twelve Fall/Spring semester hours toward meeting requirements for the associate degree and sixteen hours toward the bachelor's degree.
- Credit is awarded for co-op/internship only when the student is enrolled in the University and in compliance with the Experiential Learning Guidelines from the Office of Advising & Career Services.
- Students who are not able to complete their experience in one semester will receive a grade of IP and be allowed one calendar year to successfully complete all requirements. Students who do not successfully complete a co-op/intern experience within the one calendar year maximum timeframe will receive a grade of "F" or "U" depending upon the grade mode.
- Students cannot use past experiences for credit. Only work completed **during** the semester that the student is registered can be counted for credit. Please consult the Timesheet for the semester you intend to co-op/intern for clarification of weeks accepted for counted hours.

### Work Requirements:

- Students must be in an environment where they are completing worthwhile, hands-on, industry related tasks while being supervised and mentored by an industry professional who can aid in their professional development.



- A supervisor assigned by the employer to provide direction and coordination on the job; also responsible for submitting a final evaluation report on the student
- Grades assigned by the Faculty Coordinator in accordance with criteria established by the Office of Advising & Career Services and the student's academic college/department.

Program Options:

#### Internship

A paid or un-paid experience that meets all of the eligibility requirements of a for-credit experience that can be completed over one or multiple semesters.

#### Co-op

A paid, multi-term (semester) experience that meets all eligibility requirements of a for-credit experience that follows one of the following plans:

- Parallel plan: students work part-time for multiple semesters (three or more semesters) while maintaining a full-time course load.
- Alternating plan: students employed full-time, alternating classroom training with work-based training for a period of two or more semesters, following the employer's schedule. Students may also work full-time during the summer semester (twelve weeks) but must also work in their co-op position during the fall and/or spring semesters.
- Special plans: developed to meet the needs of the student and employer.
- Students participating in the Internship Program must meet the eligibility requirements of the Co-op Program, but may choose to work only one semester in either a paid or non-paid assignment or in any assignment that does not meet the Co-op multiple term or length requirements.

### **Part-Time Job Program**

The Part-Time Job Program supports students in finding and obtaining part-time, temporary, and summer employment with local and regional businesses. Students who participate in the program gain experience in the workforce while networking in the community. The Part-time Job Program is open to all currently enrolled EKU students.

### **Job Search Preparation**

The Office helps students target job opportunities by offering workshops, face-to-face and online appointments on resume writing, cover letter critiques, job search strategies, networking and social media. Through the mock interview program, students can practice and improve their interviewing skills with personalized assistance and feedback. The Dress for Success Closet provides business attire at no cost to EKU students seeking internships or employment in a workplace that requires professional clothing.

### **Connecting with Employers**

The Office staff assists students in identifying and connecting with potential employers through job/career fairs, on-campus interviews, individual appointments, online tools, and other resources. The Office's database, Handshake, is an easy to use system that gives students and alumni access to jobs postings and employers targeting EKU students. It is easily accessible through the Office's homepage at [oacs.eku.edu](http://oacs.eku.edu) (<http://oacs.eku.edu>).

### **Students on Learning Contracts**

In addition to advising bachelor-degree-seeking Exploratory students, the Office of Advising and Career Services advises all students admitted as undeclared, associate-level (AGS) students under the Success First standard. Students admitted in this category are required by state statute to sign a Student Learning Agreement (Contract) before registering for their first classes. (See admission standards in this catalog).

The statute defines the contract as a student success document signed by the student and a school representative after a personal consultation. This contract sets forth the following:

1. Advising, mentoring, tutoring and support services expectations for both the student and the institution,
2. Student learning goals and expectations,
3. Student participation requirements in a financial literacy program,
4. The process by which student progress will be monitored, and
5. The specified length of the learning contract.

Once a student has completed the requirements specified in the Student Learning Agreement he/she may petition to declare a major, at which time the student will return to bachelor degree seeking status and be assigned an academic advisor in the chosen college. While in the Student Learning Agreement students may not change their class selections without permission of the Office. The advisor may lock a student's ability to change their individual class schedules if necessary, in order to keep the student on track and moving toward degree completion.

For more information visit the Office of Advising and Career Services website at [oacs.eku.edu](http://oacs.eku.edu) (<http://oacs.eku.edu>) or call 622-1296.

# OFFICE OF 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](mailto: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 (FAFSA) 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 12 credit hours for an undergraduate 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

Future Fall Semester - As soon after October 1 as possible.

Future Spring Semester - October 25

Future Summer Term - March 20

## Grants and Loans

Type of Aid	Qualifications	Required Forms
<b>Grants</b>		
Federal Pell Grant	U.S. Citizen or an eligible noncitizen, 1st Undergraduate degree; eligibility and amounts are determined by a standard financial needs analysis formula.	Free Application for Federal Student Aid (FAFSA)
College Access Program (CAP)	U.S. Citizen, Kentucky Resident, Minimum of 6 Hrs., 1st Undergraduate Degree, Financial Need	Free Application for Federal Student Aid (FAFSA)
Federal Supplemental Educational Opportunity Grant (SEOG)	U.S. Citizen, Pell Grant, High Need, Minimum of 6 Hrs., Priority given to F/T students	Free Application for Federal Student Aid (FAFSA)
Federal Teacher Assistance for College and Higher Education Grant (TEACH)	U.S. Citizen, eligible for admission to EKU Teacher Education Program, minimum GPA of 3.25, sophomore, minimum of 1 hour	Free Application for Federal Student Aid (FAFSA)
Loans: For detailed loan amounts, please visit: <a href="https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized">https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized</a> ( <a href="https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized/">https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized/</a> )		
Federal Direct Stafford Loan (subsidized)	U.S. Citizen, Minimum of 6 Hrs., Need based	Free Application for Federal Student Aid (FAFSA)
Federal Direct Stafford Loan (unsubsidized)	U.S. Citizen, Minimum of 6 Hrs., Non-need based	Free Application for Federal Student Aid (FAFSA)
Federal Direct Parent Loan for undergraduate Students (PLUS)	U.S. Citizen, Non-need based	Free Application for Federal Student Aid (FAFSA)

Federal Direct Grad and Grad Plus	U.S. Citizen, Non-need Based	Free Application for Federal Student Aid (FAFSA). Separate Application.
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## Other Assistance Programs

**Scholarships:** Eastern Kentucky University offers a range of academic scholarships designed to reward scholastic achievement and enhance the university community through the attraction of academically talented students.

Unless noted otherwise in the specific description, each of these scholarships is awarded for eight consecutive regular semesters of full-time undergraduate work to students earning their first Bachelor degree, provided a satisfactory grade point average is maintained. More information about scholarships can be found at <https://www.eku.edu/scholarship-opportunities/>.

**Kentucky Educational Excellence Scholarship (KEES):** KEES is a program administered by the Kentucky Higher Education Assistance Authority. Kentucky high school students who earn 2.5 or better while in high school can qualify for KEES scholarship funds while enrolled in an institution of higher education. Students can retain this scholarship for 8 semesters while in college by maintaining the required GPA and remaining on track to graduate.

**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/>.

**Retention Grants:** Retention Grants are to help current and continuing full-time undergraduate EKU students in good standing remain in school and make progress toward graduation. Retention Grant awards are based on students' need and will be primarily used to help pay down outstanding balances so students can register for classes. Retention Grants are conditional: recipients must register for and remain in classes for the following semester. Retention Grants cannot be used to pay down balances without registering for courses. Students who are graduating in the current term are not eligible for Retention Grants. Because Retention Grant funds are limited, not all students who apply can receive an award. More information can be found here (<https://www.eku.edu/in/guides/retention-grants/#:~:text=Retention%20Grants%20help%20current%20and,students%20can%20register%20for%20classes>).

**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 ECU 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 address is EKUVets@eku.edu.

**National Guard Tuition Assistance:** Tuition Assistance is available by inquiring with your unit to obtain the necessary application materials. For more information, please visit <https://www.eku.edu/in/guides/tuition-waiver-information-forms/#tuition-waiver-forms>.

**J.W. Thurman Alumni Scholarship:** Applicants must be a dependent child of an ECU graduate. Applicants must score at least an 18 composite on the ACT exam and have a minimum high school grade point average of 3.0. More information is available here (<https://www.alumni.eku.edu/s/1763/24/1.col.aspx?sid=1763&gid=2&pgid=469>).

**Alumni Fund Scholarship:** Applicants must be incoming freshmen with an ACT score of at least an 18 and a high school GPA of 3.0. Students that demonstrate financial need to the University through the FAFSA application shall be given priority. Applicants must be involved in at least three extracurricular activities.

**Maroon Madness Scholarship:** The Maroon Madness scholarship provides scholarships to applicants based on a holistic evaluation of academic achievement, including high school/college grade point average and test scores, a personal essay, extracurricular activities and unmet need. Maroon Madness scholarships are available via application and nomination only.

**Vocational Rehabilitation (OVR):** ECU 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 ECU 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 Scholarship:** 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/>

**Foster/Adoption Care Waiver:** This tuition/Fees Waiver is available for Foster Children or Adopted Children who are or were a ward of the court. Foster and Adopted students may apply for the tuition waiver up to four years after graduating from high school. For more information, please visit <https://www.eku.edu/in/guides/tuition-waiver-information-forms/#tuition-waiver-forms>.

**Police Officer/Firefighter Memorial Waiver:** State program that states you must be a non-married widow, widower, or child (over age 17 and

under age 23) of a permanently and totally disabled law enforcement officer, firefighter, or volunteer firefighter injured while in active service while a resident of Kentucky. You must provide birth certificate, social security card, and a letter from the department the parent worked in that states they were deceased or disabled along with the Police/Firefighters Memorial Waiver form. Students who receive a waiver must have a FAFSA on file before the waiver can be processed.

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

## Student Employment

Eastern Kentucky University offers its students two employment programs. One is the federal work study program which provides part-time jobs to students who have financial need as determined by the FAFSA. This program is federally funded. The other is the ECU institutional work program. Eastern Kentucky University provides funds to employ students who want to work on-campus, but do not qualify for federal work study.

Both of these programs 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 ECU human resources job search engine (<https://careers.eku.edu/jobs/search/>). Student employment processes and procedures can be reviewed here: <https://www.eku.edu/in/guides/student-employment-guide-for-students/>.

## 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 ECU 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 ECU must do so according to the university's withdrawal policy which can be found on the school's website (<https://www.eku.edu/in/guides/withdrawal-information/>)

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



# 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/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 serving as an advocate for veterans' issues throughout the campus community.

## VA Certification Process and Details

To utilize VA education benefits and to obtain a Certificate of Eligibility, eligible veterans and military students will need to apply directly to the Veterans Administration online at [www.va.gov](http://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](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-day period referenced above.

The Monthly Housing Allowance is calculated based upon the location of the campus where a student attends the majority 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 upon their enrollment status. Hybrid courses must be certified at the on-campus rate, per VA regulations. All veterans and dependents who are 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 in obtaining a copy of their Joint Service Transcript or CCAF transcript should email [EKUVets@eku.edu](mailto:EKUVets@eku.edu) (<http://catalogs.eku.edu/undergraduate/office-student-success-affairs/office-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 in order to receive 100% of VA benefits. If a student falls below full-time requirements, the VA will prorate and adjust benefit entitlements accordingly. Reference the below table for undergraduate requirements.

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

## VA Regulations for Aviation Courses

Students using GI Bill® benefits to fund an aviation course must complete each flight lab within 19 weeks of initiation of the first flight event; failure to do so will result in the student being assigned a grade of NC (No Credit). Students using GI Bill® benefits must repay to the VA the cost (including a portion of stipends for living expenses) related to any course in which a grade of NC is earned. Important – All student participants receiving Veterans Administration benefits have 19 calendar weeks from the date of the first flight event to complete an Aviation flight lab.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill> (<http://www.benefits.va.gov/gibill/>).

## Aviation Flight Hours & Costs/Fees

A complete listing of aviation related fees for the current academic year is published on the EKV Aviation Flight Fees website (<http://aviation.eku.edu/aviation-flight-fees> (<http://aviation.eku.edu/aviation-flight-fees/>)), and are included in materials provided by the flight instructors.

Additionally, all VA funded flight students receive this information from the EKV Office of Military and Veterans Affairs during their enrollment certification process. Students should verify through their regional Department of Veterans Affairs processing office if they have questions regarding their eligibility to use VA resources to complete the requirements of the EKV Aviation program.

## 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/>). For additional information, members can contact the Boone National Guard at (502) 607-1039.

## **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.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 additional 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).

## **Veterans Upward Bound Program (VUB)**

The VUB Program will prepare eligible veterans from the target counties to pursue a new career and/or enter postsecondary education by addressing any academic, social, or emotional needs. We help VETS searching for jobs, wanting to pursue a certificate, license, degree and more. Not sure what to do? Apply and let us help you figure that out! All services are free of charge to the Veteran!

Interested veterans should fill out an application form here (<https://application.eku.edu/register/VUBAPP/>). Please contact EKV Veterans Upward Bound at 859-622-2345.



# STUDENT CONDUCT AND COMMUNITY STANDARDS

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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 the values of honesty, mutual respect, responsibility, and integrity. In order 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

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

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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/>.

## First-Year Experience

First-Year Experience (FYE) serves to help you connect to EKU inside and outside the classroom and empower you with experiences and resources to make your first year a powerful, engaging experience. We strive to build all FYE programming on these three pillars:

- **Excite** your Colonel spirit by embracing EKU traditions and embarking on your individual "Eastern Experience."
- **Exchange** dialogue, ideas, and perspectives with faculty, staff, and peers to connect with the greater EKU community.
- **Excel** inside and outside the classroom by establishing positive habits that will help make you a successful Colonel at EKU and beyond.

Our cornerstone FYE program, **Big E Welcome**, will allow you to build friendships and connections with other first-year students, equip yourself with skills to excel in the classroom, and welcome you into the EKU experience! Your Colonel Crew Leader (a current EKU student) will lead you through the festivities and share the weekend with you.

## 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) (<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/>).

# STUDENT SUCCESS CENTER

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Dr. Ashley Sweat, Director  
Library 106D  
(859) 622-7861  
SuccessCenter@eku.edu  
<https://www.eku.edu/student-success-center/>

The Student Success Center is the one-stop resource for students who need answers to any questions they may have during their college experience. Our full-time staff members serve as resources for students as they navigate college, often proactively reaching out to students who may need assistance. They also provide referrals to other EKU resources about which students may not be aware.

The EKU Gurus are trained tutors and mentors who work through Student Success Center programs to provide peer-to-peer service to EKU students. The Student Success Center has the College Reading and Learning Association's International Tutor Training Certification and International Mentor Training Certification. Each EKU Guru is trained under CRLA guidelines to provide students with study skills, time management, critical reading strategies, test preparation approaches, and other skills necessary for college success. Additionally, Gurus provide content help in over 150 courses. For each course they cover, the Guru has earned a high grade in that class and has a faculty recommendation to tutor in that course. Additionally, staff members are trained to help students deal with life issues that may be impeding their success at college.

The workshops and other programs in the Chellgren Success Series are designed to help students with study skills, time management, resume and cover letter writing, and more. The Student Success Center also serves as a study area for students so that they can do homework and study with tutors nearby if they need assistance because asking for help is a habit that will help students be more successful. The center's administrators track check-ins for reporting study and tutoring hours for many programs on campus.

All of our services are provided at no extra cost to students. Online and in-person services are available. To schedule an appointment or find out our drop-in hours, visit our website.

# TRIO PROGRAMS

## Educational Talent Search Program

Andrea Brin, Director

Office: Telford House

Email: A ([christopher.prichard@eku.edu](mailto:christopher.prichard@eku.edu))ndrea.Brin@eku.edu

Phone: (859) 622-5822

The EKU Educational Talent Search (ETS) Program is one of the federal TRIO pre-college programs that serves 765 students in Estill, Garrard, Jackson, Lee, and Madison counties. ETS is funded by the U.S. Department of Education and has been hosted at EKU since 1985. ETS works with students in middle school and high school who have the interest and ability to continue their education beyond high school. Two-thirds of the participants must meet federal income and first-generation guidelines for the program.

The goal of the program is to assist participants as they transition from middle school to high school, and on to a post-secondary educational institution. Educational Talent Search offers services related to the following areas: academic information, career resources, exposure to college campuses, career sites and cultural activities, financial literacy, financial aid program information, mentoring, tutoring and personal development activities. Educational Talent Search also offers assistance to out-of-school adults in identifying additional support services. ETS offers assistance for high school completion through referrals to GED programs and local high schools. Services are also available for those who are enrolling in postsecondary institutions for the first time or for those who are returning to school.

All ETS services and activities are at no cost to the student and family. More information and the ETS application can be found on the ETS website at: [www.ets.eku.edu/educational-talent-search](http://www.ets.eku.edu/educational-talent-search)

## McNair Scholars Program

Dr. Gill Hunter, Interim Director  
Whitlock 312  
(859) 622-7029

The McNair Scholars Program at Eastern Kentucky University is a federal initiative funded through the U.S. Department of Education. The McNair Scholars Program encourages and assists undergraduate students from disadvantaged backgrounds who aim to enter careers that require doctoral achievement. Professional staff members provide supportive supplemental advising, offer holistic academic counseling, and facilitate structured training opportunities that enhance participants' readiness for graduate school applications and preparation for graduate school achievement.

### Services provided by the program include:

- PhD faculty mentoring
- Supportive supplemental advising
- Holistic academic counseling
- Seminars and scholarly activities that prepare participants for graduate level achievement
- Paid summer research internships

- Conference and presentation opportunities
- Graduate school application preparation and support
- EKU Scholarships

### NOVA Program

#### (TRIO Student Support Services)

Ms. Sierrah Anderson, Project Director  
Cammack 005

Phone: (859) 622-1047

[www.nova.eku.edu](http://www.nova.eku.edu) (<http://www.nova.eku.edu>)

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

Students who are interested in joining NOVA may apply online at [www.eku.edu](http://www.eku.edu) (<http://www.nova.eku.edu/nova>) or by emailing the Project Director ([Sierrah.Anderson@eku.edu](mailto:Sierrah.Anderson@eku.edu)) for an application.

## Upward Bound Program

Mr. Richard McHone, Director  
Patterson House  
(859) 622-1080

EKU Upward Bound is an academic, college-preparatory program serving 125 first-generation, low-income high school students in Casey, Estill, Lee, Lincoln, Powell, and Wolfe counties. Upward Bound is funded by the U.S. Department of Education as one of the federal TRIO programs and has been at EKU since 1965.

Upward Bound provides a comprehensive year-round program each academic year and summer components encompassing a wide variety of services including educational instruction, individualized and group academic tutoring, college exposure, financial aid assistance and financial literacy, career exploration, and cultural activities. The academic year component consists of monthly on-campus academic sessions and school visits and individual contacts. The summer residential component lasts for six weeks and is designed to simulate a college-going experience by offering academic enrichment through rigorous coursework in mathematics through pre-calculus, laboratory science, foreign language, and composition and literature, as well as electives and special interest classes. Participation is at no cost to the students.

Interested students should contact their high school guidance counselor or visit the website to "Nominate a Student" at [www.eku.edu](http://www.eku.edu) (<http://www.upwardbound.eku.edu/upward-bound/>)

# GENERAL ACADEMIC INFORMATION

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Student success is an EKU 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.

- 3+2 Combination Programs (<http://catalogs.eku.edu/undergraduate/general-academic-information/combination-programs/>)
- Academic Fresh Start (<http://catalogs.eku.edu/undergraduate/general-academic-information/fresh-start/>)
- Academic Integrity (<http://catalogs.eku.edu/undergraduate/general-academic-information/integrity/>)
- Academic Readiness (<http://catalogs.eku.edu/undergraduate/general-academic-information/readiness/>)
- Academic Standards (<http://catalogs.eku.edu/undergraduate/general-academic-information/academic-standards/>)
- Course Types (<http://catalogs.eku.edu/undergraduate/general-academic-information/course-types/>)
- Declaring a Program of Study (<http://catalogs.eku.edu/undergraduate/general-academic-information/declaring-program-study/>)
- Degree Information and Requirements (<http://catalogs.eku.edu/undergraduate/general-academic-information/degree-information-requirements/>)
- Enrollment and Class Schedule (<http://catalogs.eku.edu/undergraduate/general-academic-information/enrollment-class-schedule/>)
- Exploratory Students (<http://catalogs.eku.edu/undergraduate/general-academic-information/exploratory-students/>)
- General Education Requirements (<http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/>)
- Grades (<http://catalogs.eku.edu/undergraduate/general-academic-information/grades/>)
- Graduation and Commencement Information (<http://catalogs.eku.edu/undergraduate/general-academic-information/graduation-commencement/>)
- Non-Traditional Academic Credit (<http://catalogs.eku.edu/undergraduate/general-academic-information/non-traditional-academic-credit/>)
- Pre-Professional Programs (<http://catalogs.eku.edu/undergraduate/general-academic-information/pre-professional-programs/>)
- Study Abroad Credit (<http://catalogs.eku.edu/undergraduate/general-academic-information/study-abroad-credit/>)
- Transfer Student Information (<http://catalogs.eku.edu/undergraduate/general-academic-information/transfer-student-information/>)
- Withdrawal (<http://catalogs.eku.edu/undergraduate/general-academic-information/withdrawal/>)



# 3+2 COMBINATION PROGRAMS

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Students accepted to a Combination 3 + 2 Program are able to complete nine hours of graduate coursework, which applies to their undergraduate degree requirements. Only undergraduate students with exceptional academic ability will be considered for the program.

## Admission Requirements

Students seeking to enroll in a Combination 3 + 2 Program must satisfy all of the following conditions:

- 1) Junior or Senior in class standing
- 2) Undergraduate GPA of 3.0 or above
- 3) Maintain an overall undergraduate and graduate GPA of at least 3.0 to continue in the Combination 3 + 2 option
- 4) Approval from the department and Graduate School

To apply students may visit the Graduate School's website.

\*Please note, enrollment in a Combination 3 + 2 undergraduate program does not equate to acceptance to the master's degree program. Students must submit an admissions application to begin the master's degree program.

## Available Program Combinations

### Undergraduate + Graduate

#### College of Business

##### School of Business

Accounting BBA + Master of Business Administration

Marketing BBA + Master of Business Administration

#### College of Health Sciences

##### Department of Environmental & Public Health, Administration, and Medical Sciences

Public Health BS + Master of Public Health

#### Department of Parks, Recreation, Exercise, and Sport Science

Exercise and Sport Science BS + Exercise and Sport Science MS

Recreation and Park Administration BS + Recreation and Park Administration MS

#### College of Justice, Safety, and Military Science

##### School of Justice Studies

Criminal Justice BS + Criminology & Criminal Justice MS

#### School of Safety, Security & Emergency Management

Homeland Security BS + Safety, Security, and Emergency Management MS

Occupational Safety BS + Safety, Security, and Emergency Management MS

#### College of Letters, Arts & Social Sciences

##### Department of English

English & Writing Professions BA + English & Writing Professions MA

##### Department of Government

Political Science BA + Master of Public Administration

#### College of Science, Technology, Engineering, and Mathematics

##### Department of Computer Science and Information Technology

Cyber Systems Technology BS + Technology Management MS

##### Department of Engineering and Technology

Engineering Technology Management BS + Technology Management MS

##### Department of Mathematics and Statistics

Data Science and Statistics BS + Applied Mathematics and Data Science MA

# ACADEMIC FRESH START

## EKU Work

Academic Fresh Start allows undergraduate students who are returning to Eastern Kentucky University after remaining out for an extended period of time to remove from their GPA a portion of the work attempted during prior college enrollment(s). EKU offers this option of academic renewal because it recognizes that some students fail to perform satisfactorily due to immaturity or to other 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 not have attended Eastern Kentucky University or any other institution of higher education for a period of at least two consecutive years sometime after attempting work to be removed from GPA.
2. The student must be currently enrolled as a degree-seeking student at EKU.
3. The student must not have previously participated in Academic Fresh start or declared academic bankruptcy of EKU work.
4. Only semesters where the term GPA is below 2.0 will be considered.
5. Within eligible terms (see 4. above), only courses with grades of "D" or "F," or the equivalent, may be considered.
6. During their first semester after being readmitted a student requesting fresh start must attain a minimum of a 2.0 term GPA. The student must earn no grade lower than a "C" on at least 12 hours of 100-level (or higher) EKU coursework, and pass any college readiness courses. All courses and grades, including repeated courses, will be counted in the qualifying term GPA.<sup>1</sup> For the purpose of determining fresh start a grade of "S" is acceptable.
7. A student who does not enroll in 12 credit hours of 100-level or higher coursework during their first term back at EKU will have their enrollment in the subsequent semester combined with that of the first to determine fresh start. All academic work attempted in the term that includes the twelfth credit hour is affected by the above grade restrictions.
8. Before formally requesting consideration for fresh start, the student should submit the Academic Fresh Start Request Form to confer with Fresh Start experts in the Registrar's Office to determine which semesters may qualify for Fresh Start and what the impact to the student's GPA will be. The student will then want to discuss with their Academic Advisor before submitting the Academic Fresh Start Agreement.
9. Any academic work used to complete a baccalaureate degree is not eligible once the degree has been awarded.

<sup>1</sup> If it takes more than one semester to complete the necessary 12 credit hours, the student must maintain a consistent 2.0 term GPA since being readmitted.

If fresh start is granted, the class(es):

- Will remain visible on the transcript, but with a "\$" designation.
- Will not be counted in the student's GPA.
- Will not count as earned hours. (Note that Financial Aid will continue to count these hours as attempted hours.)

- Will be included in the separate GPA calculation which is done when determining graduation honors.
- Will be prevented by Degree Works from meeting any degree requirements (including the 42 hour upper division requirement). However, the dean of the college of the student's major may waive major, supporting, and general education requirements met by fresh start courses. Note that this does not add back any credit hours from fresh start courses, the student may be required to complete additional elective courses to obtain the minimum number of credit hours required to graduate.

## Transfer Work

Fresh start of transfer coursework undergraduate students who have been out of higher education for an extended period to void a portion of their earlier work attempted at other institutions. EKU offers this option because it recognizes that some students fail to perform satisfactorily due to immaturity or to other factors that interfere with their academic performance.

To qualify for transfer fresh start, a student must meet the following conditions:

1. The student must not have attended Eastern Kentucky University or any other institution of higher education for a period of at least two consecutive years sometime after attempting the work to be removed from GPA.
2. Students may request to fresh start prior work. However, all EKU fresh start restrictions and rules listed in the general academic fresh start section of this catalog apply.
3. After being admitted to EKU, the student must attain a minimum of a 2.0 GPA with no grade lower than a "C" on at least 12 hours of college-level (i.e., 100 or above) EKU courses and pass any attempted college readiness courses. All courses and grades, including repeated courses, will be counted when determining eligibility for academic fresh start. A grade of "S" is also acceptable for meeting academic fresh start eligibility. All work attempted in the academic term that includes the twelfth hour is affected by these grade restrictions.
4. The transfer student must submit a completed Academic Fresh Start request form to confer with Fresh Start experts in the Registrar's Office to determine which semesters may qualify for Fresh Start and what the impact to the student's GPA will be. The student will then want to discuss with their Academic Advisor before submitting the Academic Fresh Start Agreement.
5. The student may not have previously participated in fresh start or declared transfer bankruptcy at EKU.
6. Academic work earned before completion of a baccalaureate degree is not eligible once the degree has been awarded.
7. The student must be currently enrolled as a degree-seeking student at EKU.

If transfer fresh start is granted, the work:

- Will remain visible on the transcript, but with a "\$" designation.
- Will not be counted in the student's GPA.
- Will not count as earned hours. (Note that Financial Aid will continue to count these hours as attempted hours.)
- Will be included in the separate GPA calculation which is done when determining graduation honors.
- Will be prevented by Degree Works from meeting any degree requirements (including the 42 hour upper division requirement).

However, the dean of the college of the student's major may waive major, supporting, and general education requirements met by fresh start courses. Note that this does not add back any credit hours from fresh start courses, the student may be required to complete additional elective courses to obtain the minimum number of credit hours required to graduate.

Transfer students who have participated in academic fresh start (or academic bankruptcy/renewal) at a previous institution, and have not yet earned a baccalaureate degree, may petition through the University Exception process to either have the affected transfer coursework brought into ECU as it was recorded by the previous institution, or have the coursework applied through ECU's academic fresh start policy.

# ACADEMIC INTEGRITY

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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. Students who are assigned a grade of "F" or "FX" in a course due to academic dishonesty will not be permitted to withdraw from the course.

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 READINESS

The Academic Readiness Program at Eastern Kentucky University helps students achieve academic success by: developing or enhancing skill level proficiencies in the areas of reading, English writing, and/or mathematics; improving students' academic, financial literacy, and social readiness skills; and promoting self-advocacy and personal responsibility among students who are new to the University.

**Academic Readiness:** In Kentucky, academic readiness (also called college readiness) is indicated by minimum ACT subscores of 18 in English, 19 in mathematics, and 20 in reading. College-level skill proficiencies in writing, reading, and mathematics also may be measured by student performance on the SAT, the KYOTE (Kentucky Online TESting), the GED College Readiness exam, ALEKS mathematics scores, high school GPA, and/or EKU placement tests. Students whose test scores indicate the need for additional academic readiness preparation may be required to complete one or more EKU Academic Readiness courses. Students should carefully review the General Education section of Degree Works, General Education Element 1 and/or Element 2 to confirm if they are required to complete one or more of the following academic readiness courses:

## English Composition and Reading Courses

- ENG 101R Reading, Writing, and Rhetoric (Supported) (Supported – 4 credit hours) A grade of A, B, or C fulfills reading and/or English Academic Readiness requirement. Earning a grade of B or C in ENG 101R Reading, Writing, and Rhetoric (Supported) requires the student to take ENG 102R Research, Writing, and Rhetoric (Supported) immediately following ENG 101R Reading, Writing, and Rhetoric (Supported).
- ENG 102R Research, Writing, and Rhetoric (Supported) (Supported – 4 credit hours)

## Quantitative Reasoning Courses

- MAT 105P Quantitative Support for MAT 105 for MAT 105 Mathematics with Applications
- MAT 106P Quantitative Support for MAT 106 for MAT 106 Applied Mathematics:\_\_\_
- MAT 111A Quantitative Support: MAT 112A for MAT 112A Algebra: Polynomials
- MAT 111B Quantitative Support: MAT 112B for MAT 112B Algebra: Functions & Matrices
- PHI 101R Logic and Critical Reasoning (Supported) (Supported)
- STA 215P Quantitative Support for STA 215 for STA 215 Introduction to Statistical Reasoning
- Students who earn a grade of B or C in ENG 101R Reading, Writing, and Rhetoric (Supported) can take ENG 102R Research, Writing, and Rhetoric (Supported) at the same time as a MAT/STA/PHI Academic Readiness course.

Final grades for all Academic Readiness courses (except those that receive a grade of 'S') are calculated in the GPA.

Students transferring to Eastern Kentucky University with an Associate of Arts, Associate of Science, Associate of Applied Sciences, Associate of Science in Nursing degree, or an equivalent, will be considered proficient in the three basic skill areas of English (writing), mathematics, and

reading. Please see Section Six of this Catalog for descriptions of these courses.

## Academic Readiness Course Enrollment and Completion Requirements

Following are the policies concerning academic readiness course enrollment and completion requirements for degree seeking students:

1. All full- or part-time students, including transfer and online students, who need to complete any of the Academic Readiness courses listed above are **required** to enroll in and complete the needed courses during the following time frames:
  - a. ENG 101R Reading, Writing, and Rhetoric (Supported) must be completed during the first semester of enrollment at EKU. Enrollment in the appropriate English course shall take precedence over enrollment in any other courses during a student's first semester.
  - b. MAT 105P Quantitative Support for MAT 105, MAT 111A Quantitative Support: MAT 112A/MAT 111B Quantitative Support: MAT 112B, STA 215P Quantitative Support for STA 215 are restricted based on English writing and/or reading need. *Any* student required to take ENG 101R Reading, Writing, and Rhetoric (Supported) *may not* take mathematics until the second semester.
2. Mathematics or Quantitative Reasoning Course Completion: Students who have not met mathematics academic readiness benchmark are required to enroll in an academic readiness mathematics course that corresponds with an intended major no later than the third semester of enrollment.
3. Enrollment in the appropriate mathematics course shall take precedence over enrollment in any other course, with the exception of ENG 101R Reading, Writing, and Rhetoric (Supported), at the beginning of the student's third semester and may be completed concurrent with ENG 102R Research, Writing, and Rhetoric (Supported), if necessary.
4. ENG 102R Research, Writing, and Rhetoric (Supported) must be completed in the semester immediately following completion of ENG 101R Reading, Writing, and Rhetoric (Supported), to include the summer semester, if a student enrolls in summer courses.
5. All full- or part-time students with academic readiness needs in two or more areas (English composition, reading, and/or math) are **required** to take GSD 101 Foundations of Learning in the first semester of enrollment.

## Academic Readiness Courses as Completion of English and Quantitative Reasoning General Education Requirements

The successful completion of ENG 101R Reading, Writing, and Rhetoric (Supported) with a final grade of C or higher satisfies the General Education Element 1A: Written Communication requirement.

The successful completion of MAT 105P Quantitative Support for MAT 105, MAT 106P Quantitative Support for MAT 106, MAT 111A Quantitative Support: MAT 112A, MAT 111B Quantitative Support: MAT 112B, PHI 101R Logic and Critical Reasoning (Supported), and STA 215P Quantitative Support for STA 215 in conjunction with their paired courses satisfy the General Education Element 2: Quantitative Reasoning.

## **Academic Restrictions for Students with Academic Readiness Needs**

- New first-time freshmen with Academic Readiness needs in two or more areas (English composition, reading, or mathematics) will be enrolled in the Associate of Arts in General Studies Degree program. The Office of Advising & Career Services will assist these students in connecting to departments of academic interest.
- Students with two or more Academic Readiness requirements are permitted to enroll in up to but not beyond 16 hours of University coursework.
- Students enrolled in any Academic Readiness course may be restricted in course registration based on academic department course pre-requisites.



# ACADEMIC STANDARDS

## Academic Achievement Awards and Recognitions

**Dean's List:** The dean's list is one of several ways in which the University recognizes undergraduate students who achieve academic excellence. The dean's list is published after each standard (fall/spring/summer) semester. Eligibility requirements for the dean's list are as follows:

Undergraduate Hours Earned with Normal Grading	Minimum Term GPA
12	3.75
13	3.65
14 or more	3.50

Students earning fewer than 12 semester hours are not eligible for the dean's list. Courses below the 100 level will not be counted in determining eligibility for the Dean's List.

**Dean's Award:** As a further recognition of academic excellence, the University presents the Dean's Award to undergraduate students who have achieved the Dean's List and/or the President's Award (see below) three times. Students receiving the Dean's award are presented with a recognition pin by the appropriate academic dean.

**President's Award:** The highest undergraduate recognition of academic achievement for a semester (fall/spring/summer) is the President's Award. This award is given to students who complete a full time course load (minimum of 12 institutional credit hours earned) during a semester (fall/spring/summer), with normal grading (excluding developmental coursework), and who attain a 4.0 grade point average for that semester. Students receiving the President's Award receive a letter of recognition from the President. In addition, the division of Public Relations and Marketing distributes the names of the recipients to appropriate news media, including their hometown newspaper.

## Good Academic Standing Minimum Academic Standards

**Satisfactory Progress:** Degree-seeking students shall be considered as making satisfactory progress toward their degree so long as they remain in good academic standing and enroll in courses required or allowed in their chosen academic program.

Students having difficulty meeting academic standards are strongly advised to reduce or eliminate part-time jobs and other extracurricular activities which may detract from their studies, or to reduce the number of hours for which they are enrolled. To make timely progress toward degree students are expected to earn at least 15 credit hours per fall/spring semester.

**Good Academic Standing:** To be eligible for enrollment without being placed on academic probation, students must maintain a minimum of the following institutional grade point average (GPA) while enrolled at ECU.

Overall GPA Hours	EKU GPA
Fewer than 31	1.5
31-50	1.8
Over 50	2.0

The actions described below pertain to students whose institutional GPA falls below the established GPA threshold. Once a student's institutional GPA returns to the established GPA threshold or above, he/she is once again in good academic standing.

**Academic Probation:** Students who do not meet the established institutional GPA (see table above) will be placed on Academic Probation after the close of that semester. While on academic probation, students may not enroll in more than 15 credit hours in either fall or spring terms or more than a total of six hours during a full (12-week) summer term.

**Intervention for New First-Time Students (new freshman and new transfers with less than 24 hours earned) on Probation:** Because a student's academic performance in their first semester at ECU is predictive of overall success and graduation, ECU increases support given to students whose institutional GPA is between 1.0 and 1.5 with 30 or fewer earned GPA hours. New first-time freshmen whose institutional GPA is between 1.0 and 1.5 are required to participate in prescribed intervention strategies and are placed on First Semester Probation, with a requirement of earning an institutional 2.0 or higher term GPA in the second semester to prevent academic suspension. New first-time students whose institutional GPA is below 1.0 after their first semester are academically suspended from the university without being first placed on probation.

**Academic Suspension:** At the end of a semester on academic probation, students must have earned a semester GPA of at least 2.0 or raised their institutional GPA to meet the established threshold (see table above). Students not meeting the semester or institutional GPA requirement will be placed on academic suspension. Students may not enroll in classes at ECU while academically suspended. Students who are academically suspended for the first time may not enroll in classes at ECU for one full semester (summer is counted with the next fall semester if a student is academically suspended at the end of the spring term). Students may be academically suspended up to three times during their academic career at ECU. The second academic suspension is for one calendar year and a third academic suspension is for two calendar years. An academically suspended student will return to ECU on academic probation if their institutional GPA falls below the established threshold at the time of their return. Suspended students may be subject to ECU requirements for readmission after they have sat out their mandatory suspension period (please refer to the Requirements for Readmission section of the Catalog).

**Academic Dismissal:** Students who have been academically suspended three times must maintain a semester GPA of 2.0 or better each semester after they return. Students who have been academically suspended three times, and after returning are unable to maintain a semester GPA of 2.0, will be academically dismissed from ECU for a period of five calendar years and are subject to ECU requirements for readmission (please refer to the Requirements for Readmission section of the Catalog).

**Attending Another School While Suspended or Dismissed:** During the time a student is academically suspended or dismissed from ECU, course work earned at another regionally accredited college or university will be considered for transfer credit when the student returns to ECU. This course work can be used to meet graduation requirements but is not counted in institutional GPA. Students are responsible for requesting that an official transcript of any transfer course work be sent to the ECU Office of Admissions when they apply for readmission to ECU. Students should consult with their advisor or college for the applicability of course work taken at another institution to their degree program at ECU. In some circumstances acceptance of transfer work may be subject to

requirements of prior approval by the department chair of the student's major.

**Improving Academic Standing:** Academic transfer course work is not considered when determining academic standing. Only by repeating EKU course work in which a student earned poor or failing grades can a student quickly rehabilitate their institutional GPA and therefore improve academic standing.

**Immediate Readmission following Academic Suspension:** Students on first suspension are required to sit out for one full regular semester (fall/spring). If there were documented, catastrophic circumstances beyond the student's control, University policy allows the student to submit a Petition for Immediate Readmission to the Office of the Registrar. The required documentation supporting the petition, the student's full academic record, and potential to successfully complete college work will be reviewed. If approved, the student will be allowed to attend the semester immediately following the suspension. Please note, the suspension will remain on the academic record and transcript. Students may not appeal an academic dismissal.

## First-Time Student Mid-Term Grade Review Process

The first semester for first-time freshmen and first-time transfers with less than 24 credit hours is pivotal to academic success and graduation. First-time students will have their mid-term grades reviewed by the Office of Advising and Career Services and the Registrar during their first semester at EKU. If the calculated GPA of all reported mid-term grades is below 1.0 (indicating non-attendance and/or failure to meet course requirements) the student will be required to participate in an intervention program that includes the following:

- a study skills workshop
- a signed Student Learning Agreement (Contract)
- a registration hold that is placed on their student account
- a change of degree status to an associate-level degree status until ending a term in Good Academic Standing.

First semester new students who fail to attend the required workshop, fail to respond to communication from the University, and/or to comply with their success agreement will be withdrawn from all courses for the current semester, have any future course registration cancelled and their student record inactivated.

First-time students who cease participation in courses during their first semester at EKU, and as a result are failing all classes at midterm, will be considered to have withdrawn from the University.

New first-time students whose institutional GPA is below 1.0 after their first semester are academically suspended from the university without being first placed on probation.

For more information visit the Office of Advising and Career Services website at [www.oacs.eku.edu](http://www.oacs.eku.edu) (<https://www.oacs.eku.edu>) or call (859) 622-1296.

## Academic Standing Noted on Transcript

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.

## 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. The University expects all students to be officially registered before the end of the add/drop period for each course, and to attend all class meetings. EKU students are responsible for course work covered during all class periods, specifically any work missed during any absence from class, 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.

**Absence from Class Due to Participation in an EKU Sponsored Event:** A student who participates in an EKU sponsored event should complete and process a Student Absence from Class form before the sponsored event. This form explains the student's absence, it does not excuse the student from responsibility for content covered during the approved absence.

**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.

## Classification of Students

A student's classification is determined by the number of semester hours earned, as follows:

<b>Student Classification</b>	<b>Semester Hours</b>
Freshman	0 - 29 semester hours earned
Sophomore	30 - 59 semester hours earned
Junior	60 - 89 semester hours earned
Senior	90 or more semester hours earned

# COURSE TYPES

## Course by Special Arrangement

A Course by Special Arrangement (CBSA) is a course that is a required part of an approved curriculum program but is being offered to a student during a term or at a time when circumstances prevent the course from being a part of the department's regular class schedule. A CBSA will be approved only if it is within the last two semesters of a student's pending graduation, and if the course meets a degree requirement that cannot be fulfilled by any other mechanism, including independent study. Prior to registration, students must submit the CBSA Petition form. This petition requires the signature/approval of the instructor, program chair, and dean. An independent study course cannot be a Course by Special Arrangement. Tuition and fees for CBSA courses are computed at the same rate as other regular on-campus courses.

## Independent Study Course

Independent study courses, which are distinct from Course by Special Arrangement and special topics courses, are designed to provide an opportunity for a student to pursue a research/study interest not available through any of the courses offered in a program at ECU. To qualify for enrollment in an independent study course, students must have a GPA of 2.5 or higher.

Independent study courses must be under the supervision/direction of a faculty member with appropriate qualifications for the course content and must be guided by an approved research or project plan. Independent study courses must follow the prescribed Independent Study protocol and be approved in advance of enrollment. The independent study course must be appropriately designated as such in the *Catalog*. Independent study courses should not be used as a mechanism to teach a course not offered in a given semester or as a substitution for program requirements, though they may, with appropriate approval, fulfill such requirements. Independent study courses are not intended to be a mechanism for enrolling in a course for which a student would otherwise be ineligible. Tuition and fees for independent study courses are computed at the same rate as other regular on-campus courses.

## Service Learning

Courses that have been officially recognized as including service-learning within their curriculum are designated with the letter "S" following the course prefix and number. Service-learning is defined as:

An academic experiential educational method in which students participate in an organized service activity that meets identified community needs and reflects on the service activity in such a way as to:

- gain further understanding of course content,
- develop critical thinking skills, and
- develop an enhanced sense of civic responsibility

Students will be required to participate in at least 5 hours of community service per credit hour of course credit.

## Special Topics Courses

Special topics courses are designed to offer the opportunity for students to study specialized areas within a discipline. These courses are created with normal class enrollment expectations. The topic of study is designated by the course section title, and may or may not vary with each

offering. Students may repeat a special topics course (for the purpose of earning additional course credit) only if the specific course title is different with each subsequent enrollment.

## Student Success Seminars

Every student seeking a baccalaureate degree or Associate of Arts Degree in General Studies must complete a 1-3 credit Student Success Seminar.

- Full time students must complete the Student Success Seminar during their first semester.
- Part time students are strongly encouraged to complete the Student Success Seminar during their first semester, and must complete it within their first 18 credits.
- Students who earn a grade of "W," "F," or "FN" in a Student Success Seminar must repeat the course the following term.
- Transfer students who have 30 or more transfer credits with normal grading upon admission to ECU may have this requirement waived. (Some majors require all students to take a Student Success Seminar, regardless of transfer status.)

# DECLARING A PROGRAM OF STUDY

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progress toward a degree full-time, students are expected to earn at least 15 credit hours per semester.

Colleges will make available to students through appropriate advising any additional non-curricular requirements that apply to the specified major.

## Changing Major/Minor/Concentration

Because changing majors generally lengthens students' time to a degree, and thus can significantly increase student debt, students are limited to changing their major only one time per year. Major change requests may only be applied at the beginning of every term.

After earning 105 credit hours, students desiring to change their major, or add a minor/concentration/certificate, approval from the dean of the college of their first major is required, unless the change does not extend time to graduation. Students should speak with a college advisor for details regarding this process.

Once a student has applied to graduate they are expected to follow their degree plan that has been certified by a college graduation expert.

Students may declare or change their currently declared major, minor, or concentration, after careful review and advisement by completing the appropriate form and obtaining the written approval of the department chair or advisor of their desired new program. (Read below regarding programs that have specific entrance requirements).

When a major change is received by the Registrar's Office it will be processed, and a new advisor will be assigned by the Office of University Advising within 2-5 business days.

Students who request a change of major will be moved into the current program for the desired major, per the Catalog, in force at the time the request was received. All students are subject to the University graduation requirements and policies that are listed in this institution's current catalog.

Some programs of study require specific admission criteria, and have a formalized admission process. These programs require a separate application for admission. Please refer to the program requirements section of this catalog to determine whether a program has a specific admissions processes or criteria.

When declaring a major, all degree-seeking students shall declare as a first major an ECU degree program, or a university certificate if that is the student's only educational goal.

## Degree Audit

A degree audit is the tool used by ECU to determine degree completion. Degree Works is a degree audit report available to students and advisors online via myECU (student web and faculty web). This audit lists the requirements for a student's program and how completed and in-progress courses apply to that program. Degree Works must reflect that program requirements are 100% complete before the student's degree will be awarded.

Students should contact their academic advisor if they have questions concerning degree requirements or their Degree Works report.

**Curriculum Guides-Academic Plans:** Curriculum guides for each program are available through the academic departments and are part of the Degree Works Academic Planner. All students should create an academic plan in Degree Works, maintain and follow that plan. To make timely

# DEGREE INFORMATION AND REQUIREMENTS

## EKU Academic Residency Requirement

A minimum of 25% of coursework applied toward the completion of any major core requirements, minors, and/or ECU certificates must be earned at ECU.

## Catalog

For all graduation requirements, including general education, students will be governed by the Catalog in use at the time they enter the University or declare a new major. Each student has a catalog year associated with their student record, designating the academic year for the *Catalog* dictating their program, General Education, and University graduation requirements. The catalog year for each student may be found on the student's degree audit. If in a subsequent year any graduation requirements change, students may elect to complete the later requirements by requesting the Registrar's Office move them to the current *Catalog*. In certain circumstances, such as accreditation requirements or professional regulations, the Registrar, at the request of the dean of the college or dean of the Graduate School, may move a student to a more current catalog. Such actions would be taken if deemed prudent to protect the student's ability to attain professional licensure and certification. In these circumstances the University will make every effort to assist the student with the transition to the new catalog's curricular requirements.

Students who stop out for more than two years will meet all graduation requirements in place at the time they re-enroll. Students who stop out for fewer than two years may elect to be returned to the graduation requirements in place at the time they declared their major by submitting a request to the Registrar's Office.

## Current University Policy

Student curricular requirements are tied to the associated catalog, however, with regard to policy requirements all students are governed by current University policies that have been approved by appropriate University committees.

## Comprehensive Associate Degree Requirements

To qualify for an associate degree, students must satisfy the following requirements:

1. Complete all requirements in the degree program as established by appropriate University committees.
2. Complete University academic requirements, including basic skills proficiencies in English, reading, and quantitative reasoning; any applicable PCC<sup>1</sup>; general education<sup>2</sup>; and a student success seminar, as established by appropriate University committees for each degree program.
3. Complete a minimum of 60 semester credit hours.
4. Earn a minimum grade point average (GPA) of 2.0 on all college-level work taken at Eastern Kentucky University.
5. Earn a minimum of 15 semester hours through Eastern Kentucky University.

6. There are no limits to the age of courses used to meet general education, upper division, and elective credits. The college dean/department of a student's major may specify limits for some or all of the major and/or supporting courses.

Degree Requirement Notes:

- <sup>1</sup> The Kentucky PreCollege Curriculum (PCC) is defined and prescribed by the Kentucky Council on Postsecondary Education (CPE). Six hours of the same World Language must be completed within 24 credit hours of enrollment. Applies to students under 21 when first admitted, and/or transferred into ECU fewer than 24 credit hours. See Degree Works to confirm whether a student has a PCC requirement. PCC deficiencies must be remediated within the first 24 hours of enrollment, excluding developmental hours.
- <sup>2</sup> General Education Requirements for Associate Degrees: Students in associate degree programs must earn a minimum of 15 hours in courses approved for general education. These hours must include ENG 101 Reading, Writing, and Rhetoric and ENG 102 Research, Writing, and Rhetoric or their equivalent. The nine additional hours must include one course in each of the following General Education Elements: 3A, or 3B (Arts and Humanities); 5A, or 5B (Social and Behavioral Sciences); and 2 (Quantitative Reasoning), or 4 (Natural Science with Lab).

## Comprehensive Baccalaureate Degree Requirements

To qualify for a baccalaureate degree, students must satisfy the following requirements:

1. Complete all requirements in the degree program as established by appropriate University committees.
2. Complete University academic requirements, as established by appropriate University committees for each degree program, that includes:
  - a. Basic skills proficiencies in English, reading and quantitative reasoning, and any applicable PCC<sup>1</sup>,
  - b. Student Success Seminar (if applicable)
  - c. General Education<sup>2</sup>
3. Complete a minimum of 120 semester credit hours, with at least 42 hours at the 300 level or above.<sup>4</sup>
4. Earn a minimum grade point average (GPA) of 2.0 on all college-level work taken at Eastern Kentucky University.
5. Earn a minimum of 30 semester hours through ECU if the student is pursuing a 120 hour degree program. If the degree program sought requires greater than 120 semester hours, the minimum ECU residency credit shall be no less than 25% of the total program hours.<sup>5,6</sup>
6. There are no limits to the age of courses used to meet general education, upper division, and elective credits. The college dean/department of a student's major may specify limits for some or all of the major and/or supporting courses.

Degree Requirement Notes:

- <sup>1</sup> The Kentucky PreCollege Curriculum (PCC) is defined and prescribed by the Kentucky Council on Postsecondary Education (CPE). Six hours of the same World Language must be completed within 24 credit hours of enrollment. Applies to students under 21 when first admitted, and/or transferred into ECU fewer than 24 credit hours. See Degree Works to confirm whether a student has a PCC requirement. PCC deficiencies



must be remediated within the first 24 hours of enrollment, excluding developmental hours.

<sup>2</sup> **General Education Requirements for Baccalaureate Degrees:** The General Education Program consists of 36 hours of course work in six Elements:

1. Communication
2. Quantitative Reasoning
3. Arts and Humanities
4. Natural Sciences
5. Social and Behavioral Sciences, and
6. Diversity of Perspectives and Experiences.

Students must earn the specified number of hours in each of these course categories. See the General Education section in this Catalog for more detailed information about general education requirements.

<sup>4</sup> **Hours Required for a Baccalaureate Degree:** The University requires a minimum of 120 semester hours to earn a baccalaureate degree. In most cases this minimum is also the maximum. While there is no upper limit beyond 120 semester hours which may be set as a particular major program's requirements, each program or program change is approved through the University's committee system and any program requiring beyond 120 semester hours will require substantiation of additional requirements.

<sup>5</sup> According to AACSB International business accreditation standards, students enrolled in University baccalaureate degree programs, other than those within the School of Business, will not receive credit toward their degrees for more than 25 percent of their undergraduate programs in credit hours in courses offered through the School of Business and/or business courses (courses commonly taught in school of business) transferred from other colleges and universities or taken from other units within Eastern Kentucky University. Students who desire to take business courses are encouraged to enroll in the Business minor.

<sup>6</sup> Degree programs offered by the College of Business and Technology have more stringent residency requirements. Please refer to degree requirements in the College of Business and Technology section of this Catalog.

## Degree Program Definitions

**A. Major (Baccalaureate):** A major is a primary area of study defined by a set of course and/or credit hour requirements within a specified discipline or with a clearly defined multi-disciplinary focus. Thirty semester hours is the minimum requirement for a baccalaureate degree major. A course that meets a core program requirement for a major may also fulfill, at the same time, a University graduation requirement; with the exception that a course cannot be used to meet both a major core requirement and a general education area. At least 25% of the major (which includes core courses, concentrations, and major electives) must be earned at EKU. See the Comprehensive Baccalaureate Degree Requirement section for more details on degree requirements.

**B. Concentrations (Baccalaureate):** A concentration (synonymous with an option, emphasis, specialty or track) represents a collection of courses offering a student the opportunity to develop a focus within the broader area of their major program. There will be a common grouping of courses (a minimum of 21 semester hours) shared by the major core and its associated concentration. The concentration adds onto the major core an additional 12-18 semester hours of specified coursework to develop the desired expertise. Concentrations may, or may not, be a required component of the program of study. Deviations from the 12-18 hour

concentration may be granted by the Council on Academic Affairs when unusual program requirements dictate.

**C. Minor (Baccalaureate):** Minors require a minimum of 18 semester hours and at least 25% of all required coursework for the minor must be earned at EKU. A list of specified courses may be added for students seeking a teaching certification extension in the minor. A student may not declare a minor with the same subject matter (course prefix) as their declared major program of study. Students seeking only an associate degree may not declare a minor. The same course credit may be applied for both major core or supporting requirements and a student's minor. A minor course that is a required part of major core cannot also be used to fulfill a general education requirement.

**D. Supporting Courses:** Supporting courses are courses that are outside the degree program that provide necessary skills or knowledge. A course cannot be listed as a supporting course if it is offered by the home department of the degree program, unless it is tied by prefix to a different degree program. Supporting courses that are approved as general education courses may be used to fulfill both supporting and general education requirements.

## Concurrent (Dual Degrees) and Subsequent Degrees

**Concurrent Degrees:** A student may qualify to earn two degrees concurrently (dual degrees) by completing all requirements for both degrees, including major, supporting, and general education requirements. Courses used in one degree program may also be used in the other. The student has the responsibility to file a separate graduation application for each degree being sought. If the two degrees are in the same college, the student must file two applications in the office of the college dean. If they are different colleges, one application must be filed in each dean's office. Please refer to the "Application for Graduation" section of this catalog for more details.

**Concurrent Associate Degrees:** If two 60 credit hour associate degrees are pursued concurrently, a minimum of 75 credit hours must be earned. If one or both of the associate degrees has program requirements in excess of 60 hours, the degree program with the highest number of required hours will be considered the student's first associate degree, and the hours required to earn the second associate degree shall be 25% of the second program's total hours. Students seeking only an associate degree may not declare a minor.

**Concurrent Baccalaureate Degrees:** If two 120-credit-hour baccalaureate degrees are pursued concurrently, a minimum of 150 credit hours must be earned. If one or both of the baccalaureate degrees has program requirements exceeding 120 hours, the degree program with the highest number of required hours will be considered the student's first baccalaureate degree, and the hours required to earn the second baccalaureate degree shall be 25% of the second program's total hours.

**Concurrent Baccalaureate and Associate Degree:** The minimum number of hours required for concurrently earning an associate and a baccalaureate degree is the number required by the baccalaureate degree. Associate degree earners are expected to complete that degree prior to completion of their baccalaureate degree.

**Subsequent Degrees:** Students having earned one degree, either from Eastern Kentucky University or from another regionally accredited institution, may subsequently pursue an additional degree, either associate or baccalaureate, by completing all requirements of the subsequent degree, including major, supporting, and general education requirements. For students who earn their first degree at EKU, hours

earned prior to the awarding of a first baccalaureate or associate degree may be counted toward the minimum required to earn a subsequent baccalaureate or associate degree.

Students must earn at least 15 approved semester hours at EKU for an associate degree beyond those required for the earlier degree. A subsequent baccalaureate degree requires at least 30 approved hours earned at EKU beyond those required for the earlier degree.

Students who have completed a previous degree elsewhere and apply to Eastern Kentucky University, should have official transcripts from the institutions previously attended sent to Eastern Kentucky University's Admissions Office.

## Multiple Majors/Minors

Students pursuing baccalaureate degrees other than General Studies may consider more than one major and/or minor. All requirements for the declared major and/or minor must be completed by the time the initial degree is awarded. Associate degrees are not eligible for minors or second/multiple majors.

Students are required to declare a primary degree program (specific baccalaureate degree and first major). This program of study is that which will be recorded on the diploma, and which will determine the degree awarded by the University. A second or additional major represents a further emphasis of study and shall be designated on the student's academic transcript. Earning a second or other major, however, is not to be considered as completion of an additional or distinct degree program.

**Double Majors vs. Dual Degrees:** A student pursuing one degree, but two major areas of study, is said to have a "double major". To complete a double major the student must earn all hours required by the degree program of their first major plus any additional course(s) needed to fulfill only the major and supporting requirements of the second major. A student who fulfills all requirements for two complete degree programs, earning no fewer than 150 credit hours is said to be a "dual degree candidate". Students who wish to earn two baccalaureate degrees (dual degrees) should refer to the Concurrent Degree policy. Note that associate degrees are not eligible for minors or second/multiple majors.

**Awarding Subsequent Majors/Minors:** EKU does not award a subsequent major/minor/concentration after an initial degree is conferred unless the student completes a subsequent degree program. A student who earns a double major baccalaureate degree may not return to complete a subsequent degree in either of the double major subjects. While multiple majors, minors and certificates earned by a student are formally posted to the student's academic transcript, only the degree earned and one major will be printed on the diploma. Students interested in pursuing multiple majors, minors, certificates and/or concentrations should contact the Office of Academic & Career Services, a college advising office, or the department of interest for additional information.

# ENROLLMENT AND CLASS SCHEDULE

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## Academic Load

The limitations below apply to all enrollments or combinations of enrollments for the term specified, including campus classes, regional campus classes, online study, and enrollments at other institutions. The Registrar will not record credits beyond these maximums.

**Enrollment in Fall/Spring Terms:** To make timely progress toward their degree, **full-time students are expected to earn 15-16 credit hours each fall/spring semester or 30 credit hours per academic year (Fall/Winter/Spring/Summer)**. Full-time student status requires a minimum of 12 credit hours during a fall or spring term. Students carrying fewer than 12 credit hours are considered part time. A student who has established a superior record may be permitted to enroll for more than 18 hours by the dean of the college of the student's first major. The absolute maximum load for an undergraduate student is 21 credit hours.

**Enrollment in Summer Term:** For enrollment verification and financial aid during the summer semester, an undergraduate student must be registered in at least 12 credit hours to be considered a full-time student. Enrolling in more than 12 credit hours is restricted to students who have established a superior academic record. Permission to enroll in more than 12 credit hours during the summer must be granted by the dean of the college of the student's first major. The absolute maximum summer enrollment is 15 hours.

**Enrollment in Winter Term:** Winter term is a 5 week session falling between the fall and spring semesters. Winter term classes vary, ranging from 1 to 4 credit hours. Because of the condensed nature of winter term classes students are limited to attempting an absolute maximum academic load of 6 credit hours in a single winter term session.

**Financial Aid and Enrollment Verification:** Please note that, for financial aid, enrollment verification, and loan consideration, full-time status requires a minimum of twelve semester hours in any academic term.

Note: Students who are not on good standing academically have lower maximum enrollment limits and will be unable to register for winter term. Please refer to the section on Minimum Academic Standards.

## Class Schedule Changes

**Dropping a Class - 1st Week of Class:** If students wish to add courses to their schedule, they must do so by the date published in the Colonel's Compass for that term. If a student drops a course by the end of a term's Schedule Change Period (add/drop), the course will not appear on the student's grade report or transcript. Course drops are executed online through myEKU.

**Late Enrollment** - Students who wish to add a class to their schedule after the published deadline to do so, must secure the permission of the instructor of the course, the department chair, and the dean of the college offering the course. The student shall complete the Request for Late Enrollment and submit it to the instructor of the class. If enrollment is approved, the instructor passes the form onto the appropriate department office for further processing. The Request for Late Enrollment form is available on the MyEKU self-service portal.

**Note:** University holds preventing registration do not constitute an excuse for attending class without being officially enrolled. Students are expected to communicate with the office which placed the hold on their account and secure permission to be enrolled – **before** the deadline to add a class online.

## Withdrawing from a Class

See Withdrawal section in this catalog.

## Final Examinations

If a student is scheduled for more than three final examinations on the same day, the student may request, through the college dean, that the fourth examination be rescheduled.

## Fee for Initial Registration After Classes Begin

Students whose initial registration for the term does not occur until on or after the first day of class will be assessed a non-refundable \$50 late initial registration fee.

# EXPLORATORY STUDENTS

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If students are academically exploring and are not ready to declare a major, they will be enrolled as an exploratory student. A major should be declared as soon as students decide on their field of interest. Students must officially declare a major prior to registration during the semester in which they register for their 45th hour. Until a major is declared, students' curriculum will include general education courses appropriate for most baccalaureate programs. In addition, students will be encouraged to take exploratory electives that will allow them to sample disciplines they may like to select as a major.

# GENERAL EDUCATION REQUIREMENTS

The mission of general education is to promote learning that is central to the intellectual pursuits associated with our educational programs and to enable students to make informed choices about matters of public and personal significance in a democratic society and global community. The general education program helps students to become informed, independent thinkers by developing competencies in communication, quantitative analysis, and critical thinking by helping them understand and appreciate cultures, individuals, the natural environment, and the global society. Courses that are used to satisfy the program's Major Requirements cannot also be used to satisfy General Education requirements.

The General Education Program consists of 36 hours of coursework in five elements:

1. Communication,
2. Quantitative Reasoning,
3. Arts and Humanities,
4. Natural Sciences, and
5. Social and Behavioral Sciences.

Students must earn the specified number of hours in each of these Elements.

Some courses may be listed in more than one General Education category. However, no single course can be used to satisfy more than one General Education requirement.

## Changing General Education Requirements

The following General Education program is highly integrated with University requirements, therefore students moving into the newest catalog will be held to these General Education and University graduation requirements, as well as major requirements as listed in this Catalog.

Students will have one catalog year governing all graduation conditions. To see how a Catalog change will impact their progress toward degree, students are expected to first run a "What-If" Degree Works audit and study the impact of a Catalog change. Once a student has moved forward to a new catalog year they cannot move back to a previous year.

The courses listed award three hours of credit, unless a number appears in parentheses following the course name. This number represents the hours awarded for such courses. Courses with an "L" are laboratory classes and one credit hour unless otherwise noted. Course numbers followed by (\*) have prerequisites or other restrictions on enrollment. Refer to Course Descriptions in Section Seven of this Catalog for specific restrictions.

## Summary Checklist for General Education

Code	Title	Hours
<b>Element 1</b>		
A:	Written Communication ( <a href="http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-1/">http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-1/</a> )	3

B:	Written Communication ( <a href="http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-1/">http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-1/</a> )	3
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C:	Oral Communication ( <a href="http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-1/">http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-1/</a> )	3
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### Element 2

	Quantitative Reasoning ( <a href="http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-2/">http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-2/</a> )	3
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### Element 3

A:	Arts ( <a href="http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-3/">http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-3/</a> )	3
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B:	Humanities ( <a href="http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-3/">http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-3/</a> )	6
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### Element 4

	Natural Sciences ( <a href="http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-4/">http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-4/</a> )	6
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### Element 5

A:	Historical Science ( <a href="http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-5/">http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-5/</a> )	3
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B:	Social Behavioral Science ( <a href="http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-5/">http://catalogs.eku.edu/undergraduate/general-academic-information/general-education-requirements/element-5/</a> )	6
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<b>Total Hours</b>		<b>36</b>
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Students are expected to complete Elements 1 and 2 within their first 60 hours of college credit.

# ELEMENT 1: COMMUNICATION

## Element 1: Communication

Nine (9) hours of courses are required.

### 1A Written Communication

Three hours required.

Code	Title	Hours
ENG 101	Reading, Writing, and Rhetoric	3
ENG 101R	Reading, Writing, and Rhetoric (Supported)	4
ENG 105	First Year Writing Seminar <sup>1</sup>	3,6

<sup>1</sup> **Note:** Students that earn a grade of **A** or **B** in ENG 105 will earn six (6) hours of credit and complete both Category 1A and 1B. Students that earn a grade of **C** or **D** in ENG 105 will only complete Category 1A and will be required to take ENG 102 to complete Category 1B.

### 1B Written Communication

Three hours required.

Code	Title	Hours
ENG 102	Research, Writing, and Rhetoric	3
ENG 102R	Research, Writing, and Rhetoric (Supported)	4

### 1C Oral Communication

Three hours required.

Code	Title	Hours
ASL 101	American Sign Language I	3
ASL 102	American Sign Language II	3
CMS 100	Introduction to Human Communication	3
CMS 210	Public Speaking	3
CMS 215	Business and Professional Presentations	3
EES 250	Basic Social Intelligence Skills	3
FRE 101	Conversational French I	3
FRE 102	Conversational French II	3
GER 101	Conversational German	3
GER 102	Conversational German II	3
JPN 101	Conversational Japanese I	3
JPN 102	Conversational Japanese II	3
SPA 101	Conversational Spanish I	3
SPA 102	Conversational Spanish II	3
SPA 201	Intermediate Conversational	3
SPA 202	Intermediate Conversational Spanish II	3



# ELEMENT 2: QUANTITATIVE REASONING

## Element 2: Quantitative Reasoning

Three hours required.

Code	Title	Hours
MAT 105	Mathematics with Applications	3
MAT 112	Algebra with Applications	3
MAT 112A & MAT 112B	Algebra: Polynomials and Algebra: Functions & Matrices	3
MAT 114	College Algebra	3
MAT 120	Trigonometry	3
MAT 122	Precalculus Mathematics	5
MAT 211	Applied Calculus	3
MAT 234	Calculus I	4
HON 304	Honors Seminar in the Mathematics Sciences:_____	3
PHI 101	Logic and Critical Reasoning	3
STA 215	Introduction to Statistical Reasoning	3
STA 270	Applied Statistics	4

## Quantitative Reasoning Support Courses

If a student does not meet Academic Readiness requirements for Mathematics, they must complete one of the following support requirements. For more information on the Academic Readiness Program at Eastern Kentucky University, please see Academic Readiness in the General Academic Information section of this catalog (<http://catalogs.eku.edu/undergraduate/general-academic-information/readiness/>).

Code	Title	Hours
MAT 105 & 105P	Mathematics with Applications and Quantitative Support for MAT 105	4
MAT 106 & 106P	Applied Mathematics:____ and Quantitative Support for MAT 106	4
MAT 111A & MAT 111B & MAT 112A & MAT 112B	Quantitative Support: MAT 112A and Quantitative Support: MAT 112B and Algebra: Polynomials and Algebra: Functions & Matrices	4
PHI 101R	Logic and Critical Reasoning (Supported)	4
STA 215 & 215P	Introduction to Statistical Reasoning and Quantitative Support for STA 215	4

# ELEMENT 3: ARTS AND HUMANITIES

## Element 3: Arts & Humanities

Nine (9) hours are required.

Select three (3) hours from Arts courses listed in **3A** and six (6) hours of Humanities courses listed in **3B**.

### 3A Arts

Three hours required.

Code	Title	Hours
ART 200	Art Appreciation: Orientation	3
BEM 350	Cinema History I	3
BEM 351	Cinema History II	3
ENG 335	Modern Drama	3
HUM 124	Humanities and the Search for Meaning	3
HUM 226	The Search for Meaning: The Ancient World	3
HUM 228	The Search for Meaning: The Modern World	3
HUM 300	Humanity in the Postmodern Age	3
MUH 171	Music Appreciation	3
MUH 271	Jazz History	3
MUH 273	Survey of American Popular Music	3
THE 100	Introduction to the Theatre	3
THE 135	Acting I	3

### 3B Humanities

Six hours required

Code	Title	Hours
AFA 201	The African Experience	3
AFA 361	African American Literature	3
APP 365	Appalachian Literature	3
ASL 101	American Sign Language I	3
ASL 102	American Sign Language II	3
ASL 225	Introduction to Deaf Studies	3
ENG 110	Introduction to Literature	3
ENG 210	Enjoying Literature	3
ENG 211	Survey of World Literature I	3
ENG 212	Survey of World Literature II	3
ENG 361	African-American Literature	3
ENG 362	North American Native Literature	3
ENG 364	Women's Literature	3
ENG 365	Appalachian Literature	3
FCC 210	Topics in Culture:___	3
FRE 101	Conversational French I	3
FRE 102	Conversational French II	3
GER 101	Conversational German	3
GER 102	Conversational German II	3
HON 101	The Examined Life	3
HON 308	Honors Seminar in the Humanities:___	3

HUM 124	Humanities and the Search for Meaning	3
HUM 226	The Search for Meaning: The Ancient World	3
HUM 228	The Search for Meaning: The Modern World	3
HUM 300	Humanity in the Postmodern Age	3
HUM 360	Topics in Non-Western Traditions: ___	3
JPN 101	Conversational Japanese I	3
JPN 102	Conversational Japanese II	3
PHI 110	Beginning Philosophy	3
PHI 130	Beginning Ethics	3
PHI 240	Philosophy of Religion	3
PHI 300	Greek and Roman Philosophy	3
PHI 320	Modern Philosophy	3
POL 250	Introduction to Political Philosophy	3
REL 301	World Religions	3
REL 350	Buddhism	3
SPA 101	Conversational Spanish I	3
SPA 102	Conversational Spanish II	3
SPA 201	Intermediate Conversational	3
SPA 202	Intermediate Conversational Spanish II	3
WGS 364	Women's Literature	3

# ELEMENT 4: NATURAL SCIENCES

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## Element 4: Natural Sciences

Six hours of courses from **two different course prefixes** are required. Some courses require a laboratory component and you will not earn credit for Element 4 without passing both the lecture and lab.

Code	Title	Hours
ANT 201	Introduction to Biological Anthropology	3
AST 135	Introductory Astronomy	3
AST 335	Stars, Galaxies, & Cosmology	3
BIO 100	Introductory Biology	3
BIO 101	Essentials of Biology	3
BIO 102	Inquiry Biology for Teachers	3
BIO 111 & 111L	Cell and Molecular Biology and Cell and Molecular Biology Lab	4
BIO 112 & 112L	Ecology and Evolution and Ecology and Evolution Lab	4
BIO 208 & 208L	Human Anatomy and Physiology I and Human Anatomy & Physiology I Lab	4
CHE 100	Inquiry Chemistry for Middle School Teachers	3
CHE 101 & 101L	Introductory Chemistry and Introductory Chemistry Lab	4
CHE 105 & 105L	Chemistry for the Health Sciences and Health Science Chemistry Lab	4
CHE 111 & 111L	General Chemistry and General Chemistry Lab I	4
CHE 112 & 112L	General Chemistry II and General Chemistry Lab	4
GEO 110	Environmental Geography	3
GEO 210	Introduction to Physical Geography	3
GLY 102	Earth Science for Teachers	3
GLY 104	The Ocean World	3
GLY 108	Earthquakes and Volcanoes	3
GLY 109	Great Moments in Earth History	3
HON 317	Honors Seminar in the Natural Sciences:___	3
PHY 101	Conceptual Physics	3
PHY 131	College Physics I	5
PHY 201	University Physics I	5

# ELEMENT 5: SOCIAL AND BEHAVIORAL SCIENCES

## Element 5: Social & Behavioral Sciences

Nine (9) hours are required.

Select three (3) hours from Historical Perspective courses listed in 5A and six (6) hours of Social & Behavioral Science courses listed in 5B.

### 5A Historical Perspective

Three hours required.

Code	Title	Hours
AFA 202	The African American Experience	3
ANT 200	Archaeology and Human Cultures	3
HIS 100	World Topics to 1500:___	3
HIS 101	World Topics Since 1500:___	3
HIS 102	American Civilization to 1877	3
HIS 103	American Civilization Since 1877	3
HIS 205	The Marginalized in History:___	3
POL 101	Introduction to American Government	3
POL 212	Introduction to Comparative Politics	3

### 5B Social and Behavioral Science

Six hours required.

Code	Title	Hours
AFA 356	African American Political Thought	3
AFA 400	Race and Ethnicity	3
ANS 200	Introduction to Animal Studies	3
ANT 120	Introduction to Cultural Anthropology	3
ANT 330	Native American Cultures	3
APP 200	Introduction to Appalachia	3
APP 373	Politics of Development in Appalachia	3
BEM 200	Mass Media and Society	3
CDF 232	Human Sexuality, Behavior, and Attitudes	3
CMS 200	Interpersonal Communication	3
CRJ 101	Introduction to Criminal Justice	3
ECO 120	Economic Reasoning and Issues	3
ECO 230	Fundamentals of Microeconomics	3
ECO 231	Fundamentals of Macroeconomics	3
EDC 106	Culturally Responsive Perspectives	3
GEO 100	Regions and Nations of the World	3
HEA 216	Introduction to Public Health	3
HEA 310	Introduction to Global Health	3
HON 312	Honors Seminar in the Social and Behavioral Sciences:___	3
POL 101	Introduction to American Government	3
POL 212	Introduction to Comparative Politics	3
POL 220	Introduction to World Politics	3
POL 250	Introduction to Political Philosophy	3
POL 356	African American Political Thought	3

POL 373	Politics of Development in Appalachia	3
PSY 200	Introduction to Psychology	3
PSY 280	Lifespan Developmental Psychology	3
SOC 131	Introductory Sociology	3
SOC 135	Living in a Diverse World	3
SOC 205	Sexualities and Social Issues	3
SOC 399	Gender and Society	3
SOC 400	Race and Ethnicity	3
WGS 201	Intro to Women & Gender Studies	3
WGS 205	Sexualities and Social Issues	3
WGS 399	Gender and Society	3

**Note:** CMS 200 and CRJ 101 will only count towards this Element if taken during the **Fall 2022 semester or later**.

# GRADES

**Auditing Courses:** A student may audit a course (i.e., take it without credit) with the permission of the instructor and the dean of the college involved if the course has been approved to be taken as Audit. The Registrar's Office can verify whether a course is approved to be taken as Audit. After registering for the course as usual, students must obtain and complete the appropriate form online (<https://www.eku.edu/in/registrar/>), obtain any required signatures, and return the form to Central Student Services (Whitlock Building, Room 210). Fees are the same as for courses taken for credit. Students enrolled in an audited course must comply with the attendance policy of the instructor or no course entry will be made on their academic record.

**Changes to Transcript:** Once a degree has been posted to the transcript, changes will not be made to courses or grades that were earned prior to the posting of the degree. Students have one calendar year in which to bring to the Registrar's attention an error on their transcript. This does not include any challenge based upon an unsatisfactory grade.

**Credit/No Credit (CR/NC) Coursework:** The grade of "CR" (credit) is awarded as recognition of appropriate scores on AP, IB, CLEP or other proficiency exams and prior learning assessment. International coursework transferred to EKU will be recorded as CR/NC. Existing EKU students who complete an EKU-approved/sponsored study abroad program, and have a completed Study Abroad Pre-Approval form on file in the EKU Office of International Student and Scholar Services, may receive a regular letter grade for the international coursework taken while participating in the sanctioned study abroad experience.

Undergraduate course work with CR grades may be used to fulfill major, minor, certificate, supporting program, and/or concentration area requirements, (unless explicitly prohibited by the appropriate academic department), to a maximum of 20% of the credit hours required for each component of an academic program's major. Exceptions to this limit may be authorized by the Dean/Associate Dean of the college offering the program. There is no limit to the number of CR credit hours used to meet general education areas or to serve as free electives.

**Previous Developmental College Readiness Coursework (Zero-Level)<sup>1</sup>:** Prior to Fall 2018, developmental courses were numbered 090 or 095. These are institutional-credit courses. Credit hours for a zero-level course do not apply toward graduation; however, zero-level courses do count toward enrollment status for purposes of financial aid eligibility and full-time student status. Grades for 090 and 095 developmental courses include A, B, C, and F.

<sup>1</sup> MAT 098 is a zero-level course but not a developmental course

**Equivalent Courses:** Equivalent or cross listed courses are those in which credit will be earned for just one course. Equivalent courses may or may not be cross-listed in the schedule. Should there be a second enrollment in an equivalent or cross listed course, the student will either be disenrolled from the course or have credit excluded at the end of the semester. Upon a change of major, permission for enrollment and credit for the second course, when required in the new major, must be obtained in advance from the college dean of the new major. In that instance, credit for the first taking will be excluded.

**Failure Due to Academic Dishonesty (FX):** This grade is a sanction for repeated violations of the Academic Integrity (AI) Policy. The "FX" grade denotes failure in the course due to academic dishonesty and

is a permanent grade reflected on the student's transcript. A student assigned an "FX" grade will not be permitted to drop or withdraw from the course. A student who wishes to repeat a course in which an FX grade was applied may do so for the purpose of rehabilitating their GPA. The course may only be repeated at EKU. Repeating an FX course will not remove the FX grade from the student's transcript.

**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).

**Grade Changes:** All grade changes must be made by the following deadlines: for fall semester grades—the last day of regular classes (prior to finals week) of the following spring semester; and for spring and summer semester grades—the last day of regular classes (prior to finals week) of the following fall semester.

**Grade Point Average (GPA):** The GPA is a calculation of the sum of total quality points earned, divided by the total attempted course credits. Quality points are determined by multiplying the numerical value for each grade earned, times the credit hours for the course.

Each student has an institutional GPA reflecting their overall academic performance, as well as a term GPA indicating achievement for the current semester. Grades for all non-zero level EKU and transfer courses are included in a student's overall GPA calculation. The GPA is used to measure a student's academic standing. Successful completion of any degree or certificate program requires a minimum of a 2.0 overall as well as institutional GPA. The official EKU GPA is truncated at two decimal places; GPAs are never rounded numbers.

Each student can view their GPA through their secure online myEKU self-service account. In myEKU, the GPA appears on the Official Grade Report, the student transcript, and on each student's Degree Works degree audit. Each student is expected to monitor their GPA through these sources. Note that a separate GPA calculation is done for determining University graduation honors (also referred to as Latin Honors). Refer to the Latin Honor section of this catalog for rules regarding Latin Honors GPAs.

**Incomplete Grades:** Instructors may assign an incomplete grade "I" to students who have satisfactorily completed at least 60% of a course but are unable to complete the course due to extenuating circumstances. An Incomplete grade cannot be received by a student as a midterm grade and is only an option for a final grade. A final Incomplete grade assignment must accompany an Incomplete Grade Agreement at the end of the term within 15 university days.

**Incomplete Grades Blocking Graduation:** A degree cannot be awarded to a student with any incomplete EKU courses on their 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. All incompletes for students pending graduation must be resolved before their published degree conferral date.

**In-Progress Grades:** Instructors may assign a grade of "IP" in certain approved courses in which it might reasonably take students more than a single semester to complete all requirements. 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. If requirements are not completed by the deadline, the Registrar will change the "IP" grade to "NC" (**no credit**), and the student must register again for the course to receive credit.

**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 their 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. 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 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.

**Letter Grades:** Grades, which are represented by letters, are given point values as indicated:

Grade	Meaning	Grade Points per Hour
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Failure	0.00
FN	Failure-Student 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 <sup>1</sup>	0.00
UN	Failure <sup>1</sup> -Student Stopped Attending Class	0.00
W	Withdrawal (Official)	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

<sup>1</sup> 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, "C-" will be listed rather than "C." This applies to all specific grade requirements.

The institutional grade point average (GPA) is based on those courses taken at Eastern Kentucky University in which a student earned grades of "A," "B," "C," "D," "F," or "U."

**Submission of Mid-Term Grades:** Faculty will provide mid-term grades via the Banner (myEKU) system for all students in undergraduate-credit, full-semester courses by the end of the eighth week. In the case of non-standard courses, faculty will enter mid-term grades by the mid-point of the course and before the last day to withdraw from the course, as published on the Colonel's Compass.

Mid-term grades are not required for the following types of classes: non-gradable laboratory sections, co-op, practicums, and internships.



**Military Activation:** A student who is called to active duty or whose spouse/legal guardian is called to active duty may be unable to complete courses in which they enrolled. If military activation affects the ability of a student to complete a course, the University provides several options, including withdrawal from the course and/or University or taking an incomplete and completing the course(s) following completion of active duty.

A student who volunteers for military service during a semester makes the decision to join the military instead of being a student, and does so while the semester is in progress, (instead of completing the semester and then joining), is not eligible for Military Withdraw, Military Incomplete, or to receive a grade early in the semester. The spouse of a student who volunteers for military service and cannot complete a semester will not be eligible for Military Withdraw, Military Incomplete, or to receive a grade early in the semester.

Students with military status (Active, Reserves, National Guard) at the beginning of the semester, or spouses of such students, finding it necessary to leave the University because of required active military duty must complete one (1) of the following:

#### Option 1 – Receive a Grade

1. When military activation occurs after the 12th week of the semester, the instructor has the option of assigning the student a grade in the class based upon work completed. That grade would be submitted during normal final grade submission, and no additional work would be required of the student.
2. The request for assignment of a grade based on coursework completed must be made in writing and must be approved by the Chair of the Department and the Dean of the College in which the course(s) is offered. A copy of activation papers must be attached.

#### Option 2 – Receive an Incomplete Due to Military Activation

1. The affected student will petition the faculty members to request an assignment of a grade of "IM" in course(s) currently enrolled.
2. If the instructor feels that the portion of the semester remaining, and volume of uncovered material is such that it can be made up in a reasonable amount of time and effort, a grade of "Incomplete for Military Activation" may be given.
3. The instructor completes an Incomplete Grade Contract and notes on the contract that this is due to military activation. The student shall provide a copy of the military orders and the instructor must ensure that a copy of the student's military orders is attached to then Incomplete Grade Contract. Without a copy of these orders the student cannot receive the "Incomplete for Military Activation" grade.
4. The Incomplete Grade Contract shall be processed as normal.
5. Once the Registrar's Office receives a copy of the military orders an "IM" grade will be recorded.
6. The student has two (2) years from the date of military discharge to complete an "IM" grade. The student, upon completion of active military duty, must follow up with the faculty member. If the faculty member is no longer with the University or is on leave from the University, the student should contact the Department Chair for determining how to fulfill the Incomplete Grade Contract. If the student does not make contact within 2 years of leaving the University, the "IM" turns to a "W."
7. Upon completion of coursework, the instructor will submit a change of grade form.

Option 3 – Receive a Military Withdrawal from the Course or from the University

1. Students choosing to withdraw from specific courses or from the University must send a letter requesting a withdrawal and enclose a copy of the military activation notification. The letter must include the following information:
  - Student name and Student EKU ID Number
  - A statement that the student wishes to withdraw completely from the University or listing the individual courses for withdrawal.
  - Student's signature (mandatory) and the date
2. The Officer staff will process the withdrawal which also triggers a 100% refund in all tuition and course fees. Room and board fees will be prorated.
3. If a student requests an incomplete and the faculty declines to grant an "IM," then the student will have to withdraw.

For additional information regarding Military Incomplete status please see the Military Activation Web site at: <http://www.registrar.eku.edu/registration/military/>.

**Pass-Fail ("P" - "F") Option:** The Pass-Fail option encourages students to take courses they might otherwise avoid because of lack of background or concern for lowering their grade point average (GPA). Not all courses are approved to be taken Pass-Fail. The Registrar's Office will verify the course is approved to be taken as Pass-Fail.

Students who have earned 30 or more semester hours of credit with a minimum GPA of 2.0 may choose the Pass-Fail ("P" - "F") option for a total of 15 hours of free electives. These hours must be exclusive of general education, major, minor, and other course requirements for graduation. Eligible courses must belong exclusively to the category, free electives. Hours passed under the Pass-Fail option will not be used in the computation of GPA's; however, hours failed ("F") will be used.

Students may choose the Pass-Fail option for one course per semester with a maximum of five credit hours per semester. Students may repeat a course using the Pass-Fail option only if the previous taking was also Pass-Fail.

Students may select the "Pass-Fail" option by completing the Audit/Pass-Fail registration form. Students may change to or from the Pass-Fail option by the date specified each semester in the Colonel's Compass. Please refer to the *Auditing Courses* section above.

**Repeating Courses:** Students may repeat college-level courses. In those courses, the highest grade will be included in calculations of the student's term and institutional GPA, and the lower grade will be excluded from these calculations. This grade replacement occurs irrespective of whether the lower grade was earned in the original taking of the course or in a repeat enrollment.<sup>1</sup>

The repeated course and grade will still appear on the transcript but with a notation indicating whether the grade is included in, 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.<sup>2</sup>

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 student may enroll in the same course for a third time (second repeat) only under extraordinary circumstances and with permission of the dean

of their major. Students seeking permission for a third enrollment shall first meet with an academic or college advisor to review why they have not previously been successful in the course, and to assess whether the student is in an appropriate major.

For GPA calculation, a grade of "S," "CR," "NC" or "P" will not replace a grade of any "C," "D," "FN," "F" or "FX" (earned in normal grading) grades. A "P" will replace an "F" only when the "F" was earned under the Pass-Fail option. An "S" will replace a "U" or "UN" when earned under the Satisfactory-Unsatisfactory grading option.

<sup>1</sup> Some professional programs (e.g. Nursing and Occupational Science) have licensure, regulation, and accreditation requirements with restrictive time limitations for applying a course toward a degree. In those programs the best grade for a course may be excluded because it is outside the required time frame. Students should speak with a major advisor or refer to the relevant portion of this catalog to determine if such time restriction apply to any required course for their major.

<sup>2</sup> Some courses may not allow the best grade to stand if the student has been required to repeat a corequisite lecture, clinical, or lab experience. In those situations it is the most recent grade earned from both co-requisite courses that will be used to calculate the term and institutional GPA. Courses with these requirements will be identified as such in individual course descriptions found in the back of this catalog.

**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.

# GRADUATION AND COMMENCEMENT INFORMATION

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## Application for Graduation

EKU is dedicated to all students making timely progress toward their desired degree. The EKU baccalaureate degree standard is a completion timeframe of 4 years for a 120 credit hour program. After declaring their desired baccalaureate degree program, students are expected to create a semester-by-semester degree pathway in the Degree Works academic planner, and to have this academic plan reviewed and approved by an advisor.

To make appropriate progress toward their degree, students are expected to earn at least 15 credit hours per term (or 30 hours per academic year) and take only those classes needed for their declared degree program as listed on their Degree Works planner. Students must be aware that changing majors is likely to prolong time toward degree, and they should make such changes only after serious discussion with an advisor or department or program chair (see Changing Major section of this catalog for more details). Due to specific program requirements, students who transfer into EKU with more than 60 hours may require more than two years at EKU to complete a baccalaureate degree.

## Applying for Graduation: 90th Hour Pre-Graduation Review

### Required Graduation Application and Evaluation

To assist students with completing their degree on schedule, EKU professional advisors/graduation experts will review the student's academic progress and Degree Works graduation plan to determine the earliest, reasonable graduation semester.

Baccalaureate degree seeking students will apply for graduation, and thus trigger this official graduation evaluation, during the semester in which they enroll in their 90th credit hour. The timing of this pre-graduation review is designed to be early enough to allow students to make any needed changes and avoid a graduation delay. Once evaluation has been triggered, a registration hold will be placed on the student's record pending submission of their graduation application. This hold is lifted automatically after the student submits a graduation application, online, through myEKU.

Each degree and University certificate-seeking student shall apply for graduation using the online graduation application located within each student's myEKU secure student services account. At the time of application each student shall have created, and have approved by an advisor, a Degree Works academic plan for every semester up through the proposed graduation term.

During the graduation evaluation the student's current registration and Degree Works plan for future terms will be examined – to determine whether the student is on-track and efficiently headed toward graduation. The student will be informed if he or she cannot meet the graduation goal declared on the graduation application, advised how to get back on-track, and given a new graduation timetable.

Results from the graduation evaluation will be documented on the student's Degree Works. Students will receive reminders when it is time

to apply for graduation and initiate the graduation evaluation. Students are expected to heed warnings and follow any instructions posted on their Degree Works audit as a result of this official graduation evaluation. Students who apply to graduate without having the appropriate academic plan in Degree Works will be expected to submit the plan before being evaluated and before registering for the next semester.

## Degrees Awarded upon Completion of Program

Each student's degree will be awarded by the University at the first opportunity to do so upon completion of requirements for the student's declared program, per the student's graduation application. Students are expected to earn their baccalaureate degree no later than 6 years after initial matriculation as a first-time degree-seeking student.

Final graduation clearance, degree certification on behalf of the University, and production of diplomas are completed by the Office of the Registrar.

## Changing Major after Applying to Graduate

After applying to graduate and having a graduation semester confirmed by the University, students are expected to maintain their declared program of study, and thus graduate on schedule. Any exception must be approved by the Dean of the College of the student's major. Each student is expected to carefully review how any proposed change to a declared program of study would impact his or her approved graduation timetable and future financial assistance, if relevant. Given the gravity of such changes, only in extreme situations and after careful consultations with the student's professional advisor and/or written permission from a graduation evaluator would a change that would delay graduation be considered.

## Deferral of Graduation Date

Students who are not successful in completing all graduation requirements by their approved graduation date, but for whom the University determines the graduation goal is still easily within reach, will have their graduation term automatically deferred to the next semester. Students can have their graduation deferred for a maximum of two sequential semesters. After that time the original graduation application will be cancelled and the student will be required to submit a new application for graduation, pay a new application fee, and have a revised Degree Works graduation plan approved by the graduation evaluator.

## Graduation Fair (Grad Fest)

There is a graduation fair (Grad Fest) on campus each fall and spring semester. This is an important event for all graduating students. At Grad Fest, students will conclude all needed graduation tasks, including picking up academic regalia.

## Graduation Fee

There is a graduation application fee for each diploma and/or university certificate sought; the appropriate fee is assessed to the student's EKU account upon receipt of the graduation application. This graduation fee only partially offsets the full cost of production and mailing of diplomas and certificates.

## Graduation Academic Regalia

Students order and pay for commencement regalia (cap, tassel, hood, and gown) through the EKU Barnes & Noble bookstore. Students earning University Latin Honors receive a complimentary Honors Stole; this regalia will be available at the Registrar's table during Grad Fest. Students

graduating from the Honors Program will receive a complimentary maroon mortarboard from the Honors Program office.

## Commencement Participation

Commencement ceremonies are conducted at the conclusion of the fall and spring semesters, prior to final grade processing. Students participating in commencement must participate in the ceremony during the semester in which they are graduating. Students who are graduating at the end of fall semester may not participate at the preceding or following spring ceremony. Students who are graduating at the end of the spring semester may not participate in the preceding or following fall ceremony.

Students who are graduating at the end of the summer semester may participate at the preceding spring ceremony. Students who are graduating at the end of the winter term may participate at the preceding fall ceremony.

The Commencement ceremony represents a celebratory gathering of all degree candidates who are expected to complete their academic requirements by the official degree-conferral date as established by the University. Attendance at Commencement is optional. Participation in the Commencement ceremony does not represent confirmation of degree completion ("graduation"). After final grades are processed and reviewed, degrees will be conferred. Students earning only a university certificate may not participate in the Commencement ceremony.

## Degree Conferral Date

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 ECU degree/certificate conferral dates:

Semester	Date
Fall	December: Last Day of Full Semester
Winter	January: Last Day of Term
Spring	May: Last Day of Full Semester
Summe	August: Last Day of Full Semester

## 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> (<http://studentaffairs.eku.edu/studenthandbook/>)

## 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.

### Associate Degree Honors

#### With Distinction and With High Distinction

Students earning an Associate Degree are graduated "With Distinction" if they attain a GPA of at least 3.5, but less than 3.7, on all GPA hours attempted at Eastern Kentucky University and if they complete a minimum of 30 GPA credit hours, with standard grading, at Eastern Kentucky University.

GPA credit hours are courses graded using standard grades of A-F. These grades have a numerical value and can be used to calculate a student's GPA. A course with a grade of CR or S has no numerical value and supplies no GPA hours, and cannot count toward the minimum required 30 GPA credit hours.

Students earning an Associate Degree are graduated "With High Distinction" if they attain a grade point average (GPA) of 3.7 or higher on all GPA hours attempted at Eastern Kentucky University and if they complete a minimum of 30 GPA credit hours, with normal grading, at Eastern Kentucky University.

For purposes of honors recognition, all GPA credit hours attempted at Eastern Kentucky University – including those which are subsequently repeated or bankrupted – shall be included when calculating the GPA used to award academic honors. Because of timing, honors GPA calculations – solely for the purpose of recognition at the commencement ceremony – cannot include the final semester's course work. In-progress hours will be used to attempt to meet the 30 semester hours at Eastern Kentucky University requirement. Calculations for the permanent designation of honors on the diploma and transcript will include the final semester grades.

## Baccalaureate Degree Honors

### Latin Honors: Cum Laude, Magna Cum Laude, Summa Cum Laude

Eastern Kentucky University recognizes graduating baccalaureate degree students who have achieved distinguished academic records by awarding their degree with Latin Honors. There are three levels of Latin Honors: Cum laude ("with praise"), Magna Cum laude ("with great praise"), and Summa Cum laude ("with highest praise"). All students earning Latin honors must take at least 25% (30 GPA credit hours) of their degree applicable course work at Eastern Kentucky University.

GPA credit hours are courses graded using standard grades of A-F. These grades have a numerical value and can be used to calculate a student's GPA. A course with a grade of CR or S has no numerical value and supplies no GPA hours, and cannot count toward the minimum required 30 GPA credit hours.

All GPA credit hours attempted at Eastern Kentucky University (including those which are subsequently repeated or bankrupted) will be used in calculating each Latin Honor grade point average (GPA). Latin honors GPA calculation—for purposes of designating which students may wear a Latin Honors Stole at the commencement ceremony—does not include the final semester's course work as these calculations occur weeks before the term has finished. Once a student's final semester has concluded and final grades are available, these grades will be included in the calculations to award the permanent designation of Latin Honors on a student's diploma and transcript.

**Cum Laude:** Students earning Cum Laude must attain an institutional GPA of at least 3.5, but less than a 3.7, on all GPA credit hours attempted at Eastern Kentucky University. Additionally, a minimum of 30 GPA credit hours, with standard grading, must be taken at Eastern Kentucky University.

**Magna Cum Laude:** Students earning Magna Cum Laude must attain an institutional GPA of at least 3.7, but less than a 3.9, on all GPA credit hours attempted at Eastern Kentucky University. Additionally, a minimum of 30 credit hours, with standard grading, must be taken at Eastern Kentucky University.

**Summa Cum Laude:** Students earning Summa Cum laude must attain an institutional GPA of at least 3.9, or higher, on all GPA credit hours attempted at Eastern Kentucky University. Additionally, a minimum of 30 credit hours, with standard grading, must be taken at Eastern Kentucky University.

## Honors Scholars Program

Students are graduated as Honors Scholars if they successfully complete Eastern Kentucky University's Honors Program, satisfy all comprehensive and program requirements for an undergraduate degree from this University, and graduate with an institutional GPA of at least 3.2. Honors Scholars are designated with a maroon mortarboard at commencement.



# NON-TRADITIONAL ACADEMIC CREDIT

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Eastern Kentucky University (EKU) awards credit in transfer for undergraduate courses completed at colleges and universities whose accreditation is recognized by the U.S. Department of Education and other institutions/organizations with which the University has a recorded Academic Agreement. Additionally, EKU awards credit earned by examinations that meet EKU standards, credits for certain types of military experiences, and credit based on portfolio review.

## Credit-By-Examination

Credit by examination is an approved method to demonstrate proficiency in course content areas. Students may earn academic credit by examination in certain undergraduate courses. Following are the conditions which apply to receiving credit by examination credit:

**Eastern Kentucky University credit-by-examination may be earned through any of the following methods:**

- College Level Examination Program (CLEP®)
- Advanced Placement Program
- International Baccalaureate Credit
- Departmental Examinations
- DANTES (Defense Activity for Non-Traditional Educational Support)

**General Information Regarding Credit by Examination:**

- Only admitted and active degree seeking EKU students may have credit by examination recorded onto an EKU transcript.
- Academic credit earned by external examinations and challenge tests (such as AP, IB, CLEP®) shall not be considered as credit earned at EKU and will not apply toward the residency credit requirement for an associate or baccalaureate degree.
- Credit awarded through credit by examination, which is general in nature and/or not course-specific has no inherent guarantee of meeting EKU degree requirements since these are program and college specific decisions.
- Credit earned by examination is recorded as "CR" (no letter grade); it has no effect upon the overall GPA.
- Special fees are assessed for credit-by-examination and must be paid prior to taking an examination.

**Examinations Completed Prior to Admission:**

- Proficiency examination credit is eligible for transfer to EKU if it is from a nationally recognized standardized test, earned at a college or university from which EKU accepts transfer credit, or at an EKU-recognized testing site, and is recorded on an official transcript.
- Departmental or institutional specific challenge tests presented on the official transcript of an institution from which EKU accepts transfer credit will be recorded as it appears on the official transcript and then articulated accordingly.
- Students seeking to have AP or IB credit recorded on their EKU academic record must have score reports sent to the EKU Department of Academic Testing before they have earned their first 30 credit hours at EKU.

**Examinations Completed After Admission:**

- A student may attempt to earn credit-by-examination in a course only once in a six-month period.
- A student will not receive academic credit for a course specific College Level Examination Program (CLEP®) or departmental examination in an area in which advanced course work has already been completed, and EKU credit recorded.

## Credit by Portfolio Review

EKU acknowledges that students may have completed education, training classes, and work experiences that result in learning that sufficiently meets or exceeds the course requirements, exhibited via Student Learning Outcomes (SLOs). A EKU; therefore, formal recognition of that body of knowledge is warranted upon evaluation by appropriately qualified EKU faculty without taking the particular course.

Portfolio assessment allows admitted EKU students to demonstrate competence in a course and thus meet the course requirements and receive EKU academic credit in those subject areas through one or more of the following activities: past work, training programs or in-service courses, volunteer service, cultural or artistic pursuits, hobbies and recreational pastimes, community or religious activities, organizational memberships, adult education, non-credit courses, study abroad, military training not evaluated for credit by ACE or other experiences. This list is not meant to be exhaustive.

Credit may not be earned through portfolio assessment for certain types of courses. In addition, credit by portfolio review may not be suitable for application to professionally accredited programs. The Office of the Provost is responsible for maintaining the portfolio assessment process. Students submit portfolios according to the currently published procedures. Faculty subject matter experts who are affiliated with the educational program responsible for administering the course review the portfolios and determine EKU course equivalencies when appropriate. The Registrar applies the recommended EKU credit.

## Military Credits

To receive academic credit for military training and experience, students must submit an official Joint Services Transcript (JST). Credit hours will be awarded based upon American Council on Education (ACE) recommendations listed on the official JST.



# PRE-PROFESSIONAL PROGRAMS

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EKU has a number of programs that will help prepare students for professional schools following graduation. These schools generally do not require a specific major, provided that their prerequisite courses are taken. All professional schools are highly competitive in their admissions process. Thus, students should aim for strong GPA and professional school admission test scores. Students are encouraged to seek a major that they feel comfortable with, that they have a strong aptitude for, that is interesting and challenging, and that provides additional career options.

Pre-professional health programs include: Pre-Dentistry, Pre-Medical Science, Pre-Optometry, Pre-Pharmacy, Pre-Physician Assistant, Pre-Physical Therapy.

BS Physics has an option in Pre-Engineering and BS Biomedical Sciences has an option of Pre-Veterinary.

Pre-Law: There is no specific major for pre-law students. A broadly-based liberal education will best prepare one to study law, and therefore no fixed pre-law curriculum is prescribed. Law schools generally are not swayed positively or negatively by a student's choice of major; rather, they want to see that, whatever a student's major(s), that student performs well as indicated by his or her academic transcript. Thus pre-law students should choose a major that interests them and in which they are likely to be academically successful. Admission to an accredited law school is dependent upon a good undergraduate record with an earned baccalaureate degree and a competitive score on the Law School Admission Test. Students looking for advising regarding law school and/or the Pre-Law Minor can contact Mr. Thomas C. Parker, J.D. (Thomas.Parker@eku.edu)

# STUDY ABROAD CREDIT

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Education abroad provides the opportunity for students to earn academic credit on programs around the world. Experiential learning through study abroad may include coursework, internships, research opportunities, or service learning. ECU students are eligible to study abroad if they are in good academic and disciplinary standing with a minimum cumulative GPA of 2.0. Students must also meet any additional prerequisites required for admission to their specific study abroad program or course.

Summer, Winter, full semester, or academic year options are available through ECU's study abroad providers. Current ECU study abroad providers include: AIFS Study Abroad, Arcos Learning Abroad, Barcelona SAE, Cooperative Center for Study Abroad (CCSA), CEA Study Abroad, CIS Abroad, Harlaxton College, International Studies Abroad (ISA), Kentucky Institute for International Study (KIIS), Knowledge Exchange Institute (KEI), SAI Programs, and the University Studies Abroad Consortium (USAC). Additional custom faculty-led courses or exchange opportunities are available through the ECU Education Abroad Office.

Students must complete all necessary paperwork through the ECU Education Abroad Office. Students planning to participate in a study abroad experience should visit the study abroad website (<https://www.ecu.edu/studyabroad/>) to set up an in person or virtual appointment to start the application process. Once a study abroad program is selected, students must fill out a Study Abroad Course Pre-Approval Form, which must be endorsed by the ECU Education Abroad Office (Library Atrium 225A) before course/program approval may be granted. All study abroad students must complete ECU's pre-departure orientation prior to their study abroad term. Students who choose to participate on an unapproved study abroad program may not be eligible for financial aid, scholarships, or course credit.

Students should visit <https://www.ecu.edu/studyabroad> (<https://www.ecu.edu/studyabroad/>) for more information.

# TRANSFER STUDENT INFORMATION

## Credits Accepted in Transfer

Ms. Lisa Cox  
Director, Articulation & Transfer Systems

Eastern Kentucky University accepts credit in transfer for undergraduate course completed at colleges and universities whose accreditation is recognized by the U.S. Department of Education and other institutions/organizations with which the University has a recorded Academic Agreement. Additionally, ECU awards credit earned by examinations that meet ECU standards, credits for certain types of military experiences, and credit based on portfolio review.

International transfer credits from institutions with which Eastern Kentucky University does not have an articulation or exchange agreement are recorded as free elective credits at the lower division level after they have been evaluated by an outside accrediting agency (e.g. World Education Services or Silny and Associates). Students may present supporting documents from transfer courses recorded as free electives to appeal to department chairpersons for departmental credit.

## Kentucky General Education Transfer Agreement

In an effort to promote a seamless transfer between Kentucky two-year and four-year public institutions, the Kentucky Council on Postsecondary Education (CPE) developed a policy to facilitate the transfer of credits from one Kentucky public college or university to another. This policy, implemented in 1996, and revised in 2011, is called the General Education Transfer Agreement and allows for the automatic transfer of a block of courses to satisfy general education degree requirements, in addition to articulating individual courses as meeting statewide general education categories.

### General Education Certification for Students Transferring to ECU from a Kentucky Public Institution

Students transferring to ECU from another Kentucky public college or university may be

1. category certified, or
2. core certified, or
3. general education certified in general education by the Registrar of the school where the course work was taken.

ECU will honor any of these designations and is guaranteed to apply the KY public school transferred general education courses into ECU's General Education curriculum in a manner that best serves the transferring student.

*Category Certified.* Students who have completed one or more of the five general education categories of the General Education Transfer Agreement will be category certified.

*Core Certified.* Students who have satisfied all five general education categories of the General Education Transfer Agreement will be general education core certified.

*General Education Certified.* Students who have completed a general education program of 33 hours (minimum 15 hours completed with KCTCS) will be "fully general education certified" as required by the CPE General Education Transfer Agreement. Students who have earned an Associate of Science or Associate of Arts degree from a Kentucky public institution are also considered to be general education certified. Students, however, are subject to any specified general education courses required by the major and, in all cases, are required to complete the minimum number of credit hours established by the University to earn a degree.

Transfer students from Kentucky four-year institutions who complete the general education at their first institution may request the Registrar of that institution to document them as general education certified in general education, which ECU will accept. Students who transfer to ECU without a certified transfer module will have their course work at their previous institution evaluated by ECU on a course-by-course basis for general education equivalency.

The General Education Transfer Agreement also applies to students transferring from ECU to another Kentucky public university. For additional details regarding this agreement, please refer to the CPE website (<https://www.cpe.ky.gov/ourwork/transfer.html>).

## Transferring General Education Courses from a Private or Out-of-State School

ECU will honor transfer general education courses from out-of-state or Kentucky private colleges and universities whose accreditation is recognized by the US Department of Education. Students should complete and submit the Transfer General Education form, along with appropriate documentation (school catalog listings of courses with relevant general education designations), to the Office of Articulation and Transfer Systems. If approved, the transfer general education courses will be applied toward the student's ECU general education requirements where needed and as appropriate.

## Transfer Credit Evaluation Process

When an acceptable transfer course, which has never been evaluated before, ECU records the course as acceptable for credit but unevaluated. The Office of Articulation and Transfer Systems (OATS) forwards the course description to the appropriate academic department for their review and consideration. The academic department determines whether an exact equivalency, a subject/discipline elective, or a generic free elective is appropriate depending on course content and learning objectives. In some instances, the department will request that the student provide a syllabus in order to evaluate the course. The academic department or OATS can recommend that a course be considered for general education applicability even if an exact equivalency is not awarded. Students wishing to appeal the evaluation of transfer credit should consult with the Office of Articulation and Transfer Systems.

Some ECU programs have accreditation restrictions that dictate which transfer courses can be utilized to fulfill program requirements (e.g. School of Business, Paralegal, Social Work). Students considering transferring into an ECU program which has specific professional accreditation standards should refer to the webpage for that program to see details of any transfer course restrictions.

## Transfer Credits/Courses

Currently enrolled students who desire to take courses elsewhere and transfer them back to Eastern Kentucky University should consult

with the OATS and also obtain the approval of their college dean prior to enrolling. The University will not take responsibility for courses transferred without prior approval. Students should be aware that there are limits to the number of credit hours a student may earn in any one term (see Academic Load).

Eastern Kentucky University accepts credit in transfer from other institutions with accreditation status recognized by the Department of Education. EKU also participates in and subscribes to the principles of the Kentucky Council on Postsecondary Education statewide transfer agreements. EKU accepts credits transferred from all public institutions in Kentucky accredited by SACSCOC, or similar recognized accreditation bodies, and will apply them to the general education and program requirements to the maximum extent specified in these agreements. Credits not identified in these agreements will be applied to degree requirements as deemed appropriate. Lower division courses taken at a community or junior college are accepted in transfer as the coursework is evaluated by the EKU content expert.

Eastern Kentucky University will also award credit to students for non-collegiate sponsored instruction and training programs provided an articulation agreement exists between the University and the institutions or organizations providing the instruction. Articulation agreements must be officially approved according to the University policy for such agreements and must be signed by both EKU and the collaborating institutions/organizations. A copy of the signed agreements must be on file in the Office of the Senior Vice President for Academics and Provost (original), the Office of the Registrar, and the Dean's office of the College which initiated the agreement. Articulation agreements must be in place prior to the non-collegiate instruction or training in order for credit to be considered. In all instances, consideration will only be given to those courses/training programs whose content provides competencies equivalent or comparable to courses and educational experiences offered by EKU.

Credit and grades earned in transfer are posted to the student's EKU transcript. Students with transfer credit should note that they must successfully complete all their curriculum requirements as well as earn an institutional (EKU) GPA of 2.0 in order to graduate with a degree or University certificate from EKU.

## Post-Baccalaureate Transfer Students

Degree-seeking transfer students who have already attained a post-secondary or graduate-level degree will have that earned degree noted in their EKU academic record.

Details of the academic work counting toward a baccalaureate or graduate degree earned at another institution will not be posted, course by course, onto the EKU transcript; only the earned degree is recorded from the official transfer school transcript. All General Education requirements are waived for post-baccalaureate students.

## International Student Transfer Credit Pre-Approval

It is an institutional expectation that once international students are admitted into EKU they are expected to complete their program of study using credit earned only at EKU.

Each EKU international student may submit official transcripts and have recorded in transfer all previously earned appropriate credit from other institutions of higher education, at the time the student is admitted into EKU. After initial admission into EKU an international student, who

subsequently wishes to enroll at another institution, for the purpose of earning additional transfer credit, should seek prior approval from the college of their major before accumulating additional transfer coursework.

A maximum of 21 credit hours may be earned by any EKU student, (through any means), in any fall or spring term; dean's approval (secured on a different form) is required for a student to enroll in 19 through 21 credit hours. During the summer, 15 credit hours is the absolute maximum an EKU student may earn; dean's approval (secured on a different form) is required to enroll in 13 through 15 credit hours. In winter term, no student may have more than 4 credit hours recorded onto EKU academic history.

# WITHDRAWAL

## Withdrawing and Financial Aid

Federal Financial Aid regulations require students to earn credit from classes funded by financial aid. Financial aid regulations do not distinguish between receiving a "W" in a course, or an "F" in a course. In both cases tuition is paid with financial aid funds and in both cases the student did not earn credit.

Students, advisors, and instructors should note therefore that multiple withdrawals can impede appropriate progress toward degree and thus negatively impact a student's ability to retain financial aid.

**Important:** Withdrawing from a class may result in the student being responsible for both tuition charges and a late withdrawal fee. Refer to the Colonel's Compass for tuition refund dates. A class with a "W" grade will count as an attempted class for Federal Financial Aid calculations.

## Withdrawing from a Class

Students are allowed to withdraw from classes through the 12th week of a full semester. Partial semester classes have pro-rated withdrawal deadlines. See the Colonel's Compass for all withdrawal deadlines. Whether withdrawing from a single class, a few individual classes, or all classes, withdrawals are executed online through myEKU. A student will be assigned a grade of "W" for each withdrawn course, and a "W" will appear on the grade report and transcript.

1. **Withdrawal:** A student may officially withdraw from a full-semester course online through myEKU from the close of the Schedule Change Period, also called the Add/Drop Period (for full-semester classes the add/drop period is the 1st week of class), through the 56th day of a regular (fall/spring) semester with no withdrawal fee applied. This allows students to view their mid-term grades prior to withdrawing from a class without incurring a fee.

From the 57th day of the term to the 84th day of the term (for full-term classes), students will be assessed a \$50 per credit hour fee after withdrawing from a course (up to a maximum of \$150 for a typical 3 credit hour course). No fee is incurred if a student withdraws from all courses within a single term.

**Warning:** The Add/Drop Period and the withdrawal period for partial-semester classes can be significantly shorter. Always refer to the Colonel's Compass website for all drop and withdrawal deadlines.)

2. **Late Withdrawal Petitions:** After the withdrawal deadline has passed only students who are the victim of extraordinary circumstances may request a late withdrawal once the semester has concluded. The deadline for filing a petition for a Late Withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal. The student is required to complete a Petition for Late Withdrawal form (available in MyEKU Student Self-Service) and include justification and documentation for the withdrawal. If approved, the Registrar will assign the grade of "W" and will notify the instructor of the class. For details refer to the Registrar's website.

With the exception of complete semester withdrawals, all course withdrawals approved will be assessed a \$50 per credit hour fee, to

a limit of \$150 per course. Office of the Registrar is not authorized to consider any appeals of the \$50 per credit hour course withdrawal fee. Only the Office of Student Accounting Services may consider late withdrawal fee appeals.

Students who are assigned a grade of "F" or "FX" in a course due to academic dishonesty will not be permitted to withdraw from the course.

3. **Withdrawal Deadlines for Partial Semester and Summer Classes:** Specific calendar dates for withdrawal deadlines for partial semester and summer classes are available on the EKU website (see Colonel's Compass). The withdrawal deadline for all courses should be printed on course syllabi, are published in the Colonel's Compass, and also may be obtained by contacting the Registrar's Office. Refer to Section 3 of this Catalog for the University's Tuition Refund Policy.

## Withdrawing from the University

Eastern Kentucky University (EKU) 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 up to the twelfth week of a full semester. Students are not allowed to withdraw from a course or from the University after the twelfth week of a regular term; after that time students must petition for a late withdrawal for an official withdrawal. A grade of "W" is assigned for each withdrawn class. Students who leave the University without an official withdrawal are subject to the grade of "F."

**Dining Services Refund for Students Withdrawing from the University:** For Colonel Card dollars or meal memberships please refer to the Student Accounting Services refund page.

**Housing Refund for Students Withdrawing from the University:** For Housing refunds, please submit a written request to the

Director of Housing  
Whitlock CPO 51  
Eastern Kentucky University  
521 Lancaster Avenue  
Richmond, Kentucky 40475-3151.

Housing refunds are only applicable for a limited period of time at the beginning of the semester.

## Withdrawals Due to Exceptional Situations

When physical or mental illness, or other extraordinary circumstances, intrude upon a student's ability to successfully meet the requirements of his or her course of study, such that the student is unable to avail themselves of standard methods for withdrawing from the University, per the above described timeframe, the student may complete a Petition for Late Withdrawal or a Medical Leave of Absence Request.

## Late Withdrawal

[**Note:** Withdrawals do not provide tuition refunds.]

Students who had documented extraordinary circumstances that prevented them from succeeding in a course, or all courses, and were not able to withdraw themselves by the published deadline, may consider petitioning for a Late Withdrawal. An approved Late Withdrawal will replace course grades with "W" grades. No tuition refund is awarded.

The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal. The student must complete a Petition for Late Withdrawal Form and include *justification and documentation* for the withdrawal. If approved, the Registrar will assign grades of "W".

If the petition is denied, the student has 30 calendar days to appeal. Any appeal is expected to provide additional pertinent information. The decision after consideration of the appeal is final.

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

## Medical Leave of Absence from the University

[Note: Withdrawals do not provide tuition refunds.]

### Voluntary Medical Leave of Absence

Students may request a Medical Leave of Absence from EKU when serious physical or mental health issues prevent the student from continuing with coursework in the current semester. The severity and duration of the medical problems must be such that it would be unreasonable to expect the student to make up missed class work or to continue as a student during the current term.

Medical Leave of Absence is appropriate only when "incompletes" or other arrangements with instructors are not possible. A request for a medical leave of absence can only be considered when the request is to withdraw from all classes in the current semester and will not be granted if final exams have been taken for that semester. This policy does not address withdrawal from individual classes.

Requests for a Medical Leave of Absence requires thorough and credible documentation by the appropriate healthcare provider. Details regarding the process and standards for approval are found on the Registrar's website. The deadline for filing a request for a Medical Leave of Absence is the last day of the term from which the student is seeking withdrawal.

If the request to take a medical leave of absence is due to physical issues, the appropriate documenting healthcare provider is a licensed medical practitioner with knowledge of the student's past medical history and who is presently working with the student to resolve current physical health issues. The medical practitioner should be the student's primary health care provider at the time of the request for Medical Leave of Absence, and should not be a family member. If the medical situation involves emergency hospitalization, documentation from the emergency room physician or hospitalist is required in lieu of the preceding information.

If the request is due to mental health reasons, the appropriate documenting healthcare provider would be a licensed psychiatrist, psychologist or counselor with knowledge of the student's past mental health history and who is presently working with the student to resolve the current mental health problems and should not be a family member. Taking a Medical Leave of Absence of at least one full semester away from the University will enhance the likelihood of success upon the student's return.

The student will be obligated to adhere to the requirements for returning from a medical leave of absence (see details on Registrar's website). The student is expected to provide documentation that the physical or mental health condition has been treated and symptoms that required

withdrawal from the University are sufficiently resolved to allow the student to return to the University.

A Medical Leave of Absence is designed for academic purposes, not financial purposes; it allows the student the opportunity to protect their academic standing with the University by preventing the student from failing all courses for that semester. Providing that the requested withdrawal is approved, tuition charges will be adjusted if applicable and based on the regular, published, refund guidelines for all classes, effective as of the date the completed Medical Leave of Absence Request form was received by the Registrar's Office.

For details on the Medical Leave of Absence request process, refer to the Registrar's website.

## Involuntary Medical Leave of Absence

Eastern Kentucky University may place a student on an Involuntary Medical Leave of Absence for reasons of personal or community safety. The University may require a student to take medical leave of absence, if in the judgment of the Student Assistance & Intervention Team (SAIT), and in coordination with the Director of Student Health Services and/or the Director of the EKU Counseling Center, the student,

1. poses a threat to the lives or safety of himself/herself or other members of the EKU community or
2. has displayed behaviors associated with a medical or mental health condition that seriously interferes with the student's ability to function and/or seriously interferes with the educational pursuits of other members of the EKU community.

Detailed information regarding the process for determining the necessity of an Involuntary Medical Leave of Absence can be found on the Registrar's website.

## Military Withdrawals from the University

See Military Activation section.

## Stopping Out and Returning to EKU

Students who either *stop out*<sup>1</sup> or *officially withdraw*<sup>2</sup> and are academically eligible to return to the University, may return to the University without reapplying if they have been gone for 24 or fewer months. All regular registration deadlines apply to stop-out students, and they should contact their last assigned advisor, or department chair of their major, to schedule an advising appointment in preparation for their return to EKU. To register for classes, students can log in to their EKU Direct account. Students with a registration hold must contact the office that applied the hold and have the hold removed before they will be able to register.

Students who stop out or are withdrawn for more than 24 months must be formally readmitted to the University by submitting a readmission application to the Office of Admissions. Refer to Section Two of this Catalog for details regarding readmission. The academic record for withdrawn students must be reactivated before they can once again register for classes.

All students who have attended another college/university since attending Eastern Kentucky University, regardless the length of their absence, must submit college transcripts.

<sup>1</sup> A student who completes a semester at Eastern Kentucky University but does not return for the following term is considered to have



"stopped out." Students whose enrollment was terminated for academic reasons do not qualify for stop out.

<sup>2</sup> Students who have received a "W" grade in all classes during a semester are considered to have "withdrawn" from the University.

# 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 State Authorization Reciprocity Agreement (SARA) member. 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 provide benefits to both the states and institutions carrying out distance education in multiple states. Detailed information about SARA policy and procedures can be found on The National Council for State Authorization Reciprocity Agreements (NC-SARA) website. (<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 in order 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 both before enrolling and during the learning experience.

Eastern Kentucky University provides general and direct disclosures related to the licensure programs we offer. 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 requirements for licensure that can change without notice.

## Student Location and Out-of-State Educational Activities

Authorization to enroll students in a program does not mean that all 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/>)

As part of EKU's concerted effort to adhere to known policies, regulations, or laws in other states the following expectations are in place. 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 prior to 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/or 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 course of the program. Licensure regulations vary by state and relocating could affect whether a student will meet eligibility requirements for licensure and/or 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 set forth in the SARA Policy Manual or of laws, standards or regulations incorporated in the SARA Policy Manual". In accordance with SARA Policy 4.5, student complaints related to 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://www.nc-sara.org/sara-student-complaints-0/>).

## General Disclaimer Regarding Licensure

Please be advised that there may be other factors in addition to educational requirements that could prohibit your success in a program. Having a criminal record could affect your ability to successfully obtain professional licensure in many states and your ability to secure field placements, internships, externships, and/or 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/or 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/or practicums for many reasons including but not limited to if a student has a criminal record or fails the drug screen standards as established by the collaborating organization. For more information on specific programs please reach out to the program advisor.