



EKU GRADUATE HANDBOOK

Rev. Date: June 2019

Graduate Education and Research
Office of the Dean
graduateschool@eku.edu

TABLE OF CONTENTS

Message from the Dean.....	1
College & Department Contact Information.....	2
Frequently Contacted EKU Offices.....	3
Student Responsibilities.....	5
Graduate School Staff.....	6
Understanding Your Admission Status.....	7
Admission Types.....	8
Change of Program or Concentration.....	9
Financial Assistance.....	9
<i>Student Loans</i>	9
<i>Graduate Assistantships</i>	9
<i>Diversity Fellowship</i>	9
<i>Dr. Rodney Gross Diversity Scholarship</i>	10
Residency.....	10
Tuition Categories.....	10
Name and Address Changes.....	10
Program Requirements.....	11
Changes to the Student’s DegreeWorks Audit.....	11
Registration.....	11
Withdrawal Information.....	12
Course Load.....	12
Academic Probation and Dismissal.....	13
Graduation Application.....	13
Time Requirements.....	13
Thesis/Dissertation Requirements.....	14
Comprehensive Examination.....	14
Commencement.....	14

Message from the Dean

Welcome to the Graduate School at Eastern Kentucky University. Your desire to pursue a graduate education places you in a very elite minority. The attainment of a graduate degree requires a high degree of commitment as well as academic ability. The information in this handbook can help guide you through your graduate program. Here you will find information on admission types, financial support, the course registration process, exit requirements, and other related university policies. Please take a few minutes to review this important information. I would also encourage every graduate student to review Section 4 of the Graduate School Catalog, which provides additional details, as well as the applicable section in the Catalog for your particular program. If you have questions or concerns about any of the information contained in this handbook or the Graduate Catalog, please contact the Graduate School by phone or email, or better yet, stop by our office in the Whitlock Building.

We hope your experience here is challenging and rewarding as we look toward your contributions to graduate education at ECU.

Gerald J. Pogatshnik
Interim Executive Vice President for Academic Affairs and Provost
Dean of the Graduate School

College & Department Contact Information

College of Business & Technology Departments	Office Location	Website	Phone Number
Applied Engineering & Technology Management	Whalin Technology Complex	http://www.technology.eku.edu/	859-622-3232
Business Administration	BTC 214	http://www.mba.eku.edu/	859-622-7701
Career & Tech Education	Whalin Technology Complex	http://www.technology.eku.edu/	859-622-3232
College of Education Departments	Office Location	Website	Phone Number
Counseling & Ed. Psychology	Combs 429	http://coecounseling.eku.edu/	859-622-1124
Curriculum & Instruction	Combs 215	http://curriculum.eku.edu/	859-622-2154/2155
Ed. Leadership, Counselor Ed., & Communication Disorders	Combs 406	http://edleadership.eku.edu/	859-622-1125
Special Education	Wallace 245	http://www.coe-specialed.eku.edu/	859-622-2154
College of Health Sciences Departments	Office Location	Website	Phone Number
Nursing	Rowlett 223	http://www.bsn-gn.eku.edu/	859-622-1827
Occupational Therapy	Dizney 103	http://www.ot.eku.edu/	859-622-3300
Exercise & Sport Science	Moberly 231	http://www.ess.eku.edu/graduate-programs	859-622-1889
Environmental Health	Dizney 220	http://eh.eku.edu/	859-622-3078
Recreation & Park Administration	Begley 405	http://www.recreation.eku.edu/	859-622-1833
College of Letters, Arts & Social Sciences Departments	Office Location	Website	Phone Number
English	Mattox Hall 101	http://www.english.eku.edu/	859-622-5861
Government	Beckham106	http://www.government.eku.edu/learn-engage-and-serve	859-622-5931
History	Keith 323	www.history.eku.edu	859-622-1287
Music	Foster 101	www.music.eku.edu	859-622-3266
Psychology	Cammack Bldg. 127	http://www.psychology.eku.edu/	859-622-1105
College of Science Departments	Office Location	Website	Phone Number
Biological Sciences	Science Bldg. 3238	http://biology.eku.edu/	859-622-1531
Chemistry	NSCB 4126	http://www.chemistry.eku.edu/	859-622-1456
Computer Sciences	Wallace 417	http://www.computerscience.eku.edu/	859-622-2398
Mathematics & Statistics	Wallace 313	mathstat@eku.edu	859-622-5942

College of Justice & Safety Departments	Office Location	Website	Phone Number
Criminology & Criminal Justice	Stratton 467	http://cjmasters.eku.edu/	859-622-1978
Justice, Policy & Leadership	(Online Program)	http://corrections.eku.edu/	859-622-9951
Safety, Security, & Emergency Management	Stratton 245	http://ssem.eku.edu/	859-622-3565

Frequently Contacted EKU Offices			
	Office Location	Website	Phone Number
Academic Testing Center	Whitlock 355	http://www.testing.eku.edu/	859-622-1892
Admissions (Undergraduate)	Whitlock 112	http://admissions.eku.edu/	859-622-2106
Career Services	Whitlock 468	http://www.career.eku.edu/	859-622-1296
Center for Student Accessibility	Whitlock 361	accessibility@eku.edu	859-622-2933
Computer Help Desk	Combs 209	http://it.eku.edu/help-desk	859-622-3000
Center for Career & Co-op Office	Whitlock 468	http://www.coop.eku.edu/	859-622-1296
University Diversity Office	Jones 407	http://www.diversity.eku.edu/	859-622-6587
Education Pays Center	Weaver 202	http://epc.eku.edu/	859-622-6684
EKU Bookstore	Keen Johnson	http://www.bookstore.eku.edu/	859-622-2696
Financial Aid	Whitlock 251	http://finaid.eku.edu/	859-622-2361
Graduate Education	Whitlock 310	http://gradschool.eku.edu/	859-622-1742
Human Resources	Jones 203	http://www.hr.eku.edu/	859-622-5094
ITDS Academic Support and Computer Resources	Combs 209	http://www.it.eku.edu/	859-622-3000
International Education	Whitlock 455	http://www.international.eku.edu/	859-622-1478
Parking Services	Commonwealth Hall, 2 nd floor, Suite A	http://www.parking.eku.edu/	859-622-7275

Frequently Contacted ECU Offices

	Office Location	Website	Phone Number
Payroll Services	Coates Building	http://accounts.ecu.edu/payroll	859-622-1810
Police Department	701 Vickers Drive	http://police.ecu.edu/	859-622-1111
Police Department Emergency Only	701 Vickers Drive	http://police.ecu.edu/	911
Registrar	Whitlock 239	http://registrar.ecu.edu/	859-622-2320
Scholarship Office	Whitlock 251	http://scholarships.ecu.edu/	859-622-2361
Student Accounting Services	Whitlock 210	http://studentaccounting.ecu.edu/	859-622-1232
Teacher Education Services	Combs 423	http://tes.ecu.edu/	859-622-1828
Veterans Affairs	317 Lancaster Ave Burnam House	http://va.ecu.edu/	859-622-2345

Student Responsibilities

The Graduate School has specific policies and procedures that are in many cases, very different from those required of undergraduate students. The primary goal of this handbook is to provide you information about the privileges, regulations, policies, procedures, and resources applicable to all graduate students. Students at the graduate level must first and foremost understand that they are pursuing a higher level of education and thus will be held to higher standards. Students seeking graduate degrees have already experienced admission, registration, advising, and graduation procedures at the undergraduate level. There should be no surprise that the Graduate School also has rules and regulations for all of these procedures.

Throughout this handbook, many references are made to the Graduate Catalog. All graduate students are required to adhere to all policies and regulations as stated in the Graduate Catalog. Graduate students are strongly advised to become familiar with the general academic information and the specific college/departmental program requirements in the Graduate Catalog. (A plea of ignorance will not be accepted as an excuse for a waiver of academic policies or program requirements). The Graduate Catalog is available in print format upon request in the Graduate School Office and online at <http://gradschool.eku.edu/>.

Communication is a vital aspect of a successful educational experience. Graduate students must be in continuous contact with their advisor and the Graduate School throughout their program. It is imperative that students thoroughly read every piece of information the Graduate School provides them, as being uninformed in your program and college requirements is the most critical mistake that a graduate student can make. Information is shared with you via emails, letters, printed materials, online resources, and by telephone, and each message will be of utmost importance.

You will be assigned an advisor at the time of admission. During the first term, you should meet with your advisor. The advisor is familiar with the program and is the person best able to answer any questions pertaining to class and program requirements.

You are encouraged to visit the Graduate School Office, either by stopping by or requesting an appointment. The Graduate School offers various ways for you to obtain information or assistance. The Graduate School is located in the Whitlock Building, Room 310. During the fall and spring semesters, the Graduate School's office hours are 8am-4:30 pm Monday-Friday (summer hours may vary). You may also contact the Graduate School via email at graduateschool@eku.edu or by phone at 859-622-1742.

All Graduate information is maintained on the Graduate School's website at <http://gradschool.eku.edu>. You can also contact the Graduate School staff directly for assistance. The Graduate School Directory can be obtained at <http://gradschool.eku.edu/people>.

Graduate School Staff

For specific areas, please use the following contact information:

Administrative Assistant II:

Debbie Zabawa

859-622-1742

debbie.zabawa@eku.edu

Director, Graduate Admissions:

Carrie Ernst

859-622-7973

carrie.ernst@eku.edu

Assistant Director, Graduate Admissions:

Stephanie Cunagin

859-622-1745

stephanie.cunagin@eku.edu

Academic Administrative Specialist:

Demita Kubala

859-622-1744

demita.kubala@eku.edu

Graduate Admissions Coordinator:

Holly Argo

859-622-2316

holly.argo@eku.edu

Lead Graduate Admission Specialist:

Pamela Dailey

859-622-8471

pamela.dailey@eku.edu

The University is divided into six colleges, each housing specific departments. A directory has been provided for you in the front of this handbook with a list of office locations, websites, and phone numbers.

Eligibility for admission to the Graduate School does not guarantee acceptance to a graduate program and/or registration into graduate classes. Some programs have additional requirements for admission. You are responsible for submitting complete admission materials to the Graduate School.

Understanding Your Admission Status

Upon admission, each student receives an admission letter, via the address or email address provided on your application, from the Graduate School. Please review this information carefully. The letter describes whether you have been admitted as a degree-seeking student or a non-degree student. Students may be admitted as non-degree for the following reasons:

- The student is interested only in taking classes for personal enrichment and does not seek to attain a graduate degree
- The student was unable to meet the program application deadline but intends to enroll in a graduate degree program

Non-degree seeking students **must be aware of the following conditions** associated with this type of status.

- 1.) *Students admitted as non-degree **are not eligible** for some federal financial aid programs.* This causes significant difficulties for a number of our students who come to Graduate School with the intention of attaining a degree but are not able to meet the application deadline for the program. Many of them are not aware of the fact that federal student loans are generally not available to them as non-degree seeking students.
- 2.) *Students admitted as non-degree **are not guaranteed admission** to a graduate degree program.* The admission requirements for degree-seeking students are higher than non-degree and some programs that are highly competitive in nature are not able to accommodate all students who seek entry into the program. This also applies to students who are admitted as certification only and then seek to change their status to degree seeking late in their course of graduate studies.
- 3.) *There are **limits on the amount of coursework that can be transferred** into a graduate degree program.* The Graduate School policy states that **no more than 12 semester hours** of graduate credit can be transferred into a degree program for students admitted as non-degree. For this reason, students admitted as non-degree because of late admission or other reasons are strongly encouraged to seek admission to the graduate program in their first term of enrollment at ECU.
- 4.) Non-degree seeking students are **not assigned an advisor** in a graduate program. Advisors are only assigned once a student is admitted into a degree or certificate program.

Admission Types

The second key to understanding your admission status is knowing your **admission type**. Graduate students are granted admission under one of three types: Clear, Provisional and Probationary Admission.

Clear Admission

Students who are granted clear admission have met all the admission requirements for their intended program and have been approved by the department in which they applied. They are permitted to register and will maintain eligibility for future registrations until graduation, or academic dismissal.

Provisional Admission

Students who are granted provisional admission have meet all admissions requirements for the program, but may be lacking one or more items required for clear admission. Examples include; unable to provide an official transcript showing the posting of an undergraduate degree and/or official entrance examination scores. Under provisional admission, a student is permitted **to register for one semester only**. The expectation is that all outstanding items required for clear admission are provided to the Graduate School prior to the student's second registration term. Prior to the opening of registration for a subsequent semester, a communication reminder will be electronically sent to the student to submit any items that remain outstanding.

Probationary Admission

Students who are granted provisional admission if they do **not meet the requirements for clear admission**. Typically, students receive probationary admission if they have low undergraduate GPAs or have low entrance exam scores. It is intended to provide an opportunity to demonstrate the ability to succeed in graduate studies. In granting probationary admission, programs are required to identify, in writing, any conditions that must be met in order that the student be moved to clear admission. In any event, students admitted on probation **must achieve a graduate GPA of at least 3.0 at the end of the term in which the ninth graduate hour is completed**. Students who do not meet this requirement will be dismissed from the Graduate School with no opportunities for appeal (*other than an error in the assignment of a course grade - see Grade Appeals process, below*). Students on probationary admission **will not be allowed to register beyond a total of 12 graduate hours**.

Change of Program or Concentration

A graduate student who decides to change to a program in a different department *must re-apply for the new program*. For example: a graduate student who is pursuing a degree in Secondary Education with an emphasis in Biology may decide to pursue a degree in Biology. These are two entirely different programs, housed in two entirely different colleges. Programs under different colleges and departments have different requirements. If you decide to change your program, you must go through the admission process again, however; the Graduate School will not request materials that are already on file, such as transcripts and/or test scores.

A graduate student who decides to change their concentration within the same department of their current program may submit the [Change of Concentration Form](#). If you decide to make any changes to your program, you should meet with your advisor to discuss how the change may impact your DegreeWorks audit.

Financial Assistance

Graduate students can find various types of Financial Assistance in the form of student loans, scholarships, graduate assistantships, and fellowships.

Student Loans – For information on how to apply, visit the Financial Aid Office online at www.finaid.eku.edu. Students can also contact the Office of Financial Aid by phone at 859-622-2361 or by email at finaid@eku.edu. Graduate students who have been admitted as non-degree seeking students, may not be eligible for federal student loans. If you have been admitted as a non-degree student, please check with the Office of Financial Aid to determine your eligibility for these loans prior to registering for graduate courses.

Graduate Assistantships – Similar to a work-study program, limited numbers of graduate students are chosen to conduct degree-related work on campus. Graduate School funded positions receive a stipend and partial tuition waiver. **Qualifying students are full-time students (registered for nine hours or more), who are clearly or provisionally admitted to degree-seeking programs, and maintain a minimum 3.0 GPA.** Graduate Assistant candidates should be aware that there are stringent regulations and requirements that they are expected to adhere to.

Diversity Fellowship – A limited number of \$500 awards are available to qualified students for fall and spring semesters. To qualify, students must be (1) member of a recognized under-represented group; (2) a U.S. Citizen; and (3) admitted and enrolled as part-time or non-degree student. Fellowships receive \$500 per semester (renewable for a maximum of four semesters). Fellowship Awards may not be used in conjunction with the ECU Faculty/Staff Scholarship waivers. For more information and to complete an online application go to the Graduate School's webpage at <https://gradschool.eku.edu/graduate-diversity-fellowship-application> .

Dr. Rodney Gross Diversity Scholarship – This scholarship program 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 letters of recommendation. The program is intended for students pursuing their first undergraduate or graduate degree. If applying as a graduate student, a minimum of a 3.0 college GPA is required. Awards range from \$1000 - \$3000 per year. [Applications](#) must be received no later than March 1 to be considered for the subsequent academic year. Students may call the ECU Scholarship Office at 859-622-8032 or go to <https://scholarships.ecu.edu/dr-rodney-gross-diversity-scholarship> for more information.

Residency

Graduate students fall into two categories of residency (Kentucky resident status and non-resident status). Students who want to change their residency must make an appeal to the Residency Committee, through the Office of Vice President for Administration. For more information on residency, refer to the Residency Criteria website at <http://admissions.ecu.edu/residency-criteria>.

Tuition Categories

Graduate students' tuition is calculated on a per-credit hour rate and is based on the type of degree they are seeking.

- 1.) Tuition rates for all non-online Master's degree programs are based on residency type.
 - A) All Kentucky residents are considered "*in-state*" residents.
 - B) All other non-residents are considered "*out-of-state*" residents.
- 2.) Each Doctoral program and 100% online program has their own tuition rate which is not based on residency.

You can obtain tuition information by visiting the Graduate School website and choosing the option "[Tuition Rates](#)."

Name and Address Changes

Graduate students who need to change their name must fill out a [Name Change Form](#). The form can be obtained in the Office of the Registrar. The Name Change Form is available on the Registrar's website at registrar.ecu.edu.

Graduate students who need to change their address must fill out a [Change of Address Form](#). The form can be obtained in the Office of the Registrar. The Change of Address Form is available on the Registrar's website at registrar.ecu.edu. Both documents are submitted to the Registrar for completion of the needed changes.

Program Requirements

You will be assigned an advisor at the time of admission. During the first term, you should meet with your advisor to develop a plan within DegreeWorks. This plan should closely follow the program of study listed in the Graduate Catalog.

Required graduate coursework is based on the specific program requirements as listed in the Graduate Catalog. **Important: It is the student's responsibility to take the initiative to regularly check DegreeWorks and to become familiar with the objectives of his/her degree program and pertinent regulations.**

Graduate courses that a student has taken at another regionally accredited institution may be used towards a student's program. An official copy of the transcript from the prior institution must be on file with the Graduate School. Policies regarding transferring of coursework can be found in the [Graduate Catalog](#).

DegreeWorks lists all student information, program requirements, courses taken, grades, and credits earned by student. All advisors have access to their advisee's audits. DegreeWorks is the University's official tool for degree completion requirements.

Changes to the Student's DegreeWorks Audit

Any change in program must be specified and submitted through DegreeWorks in the Petitions Tab by the student's advisor or authorized personnel. Changes can include:

- The waiver of a course
- The substitution of an EKU course with a course transferred from another Institution
- The substitution of another graduate course offered at EKU
- Age of course (7 year rule)

Course(s) taken outside of EKU must be evaluated by your advisor and meet transfer guidelines, as stated in the Graduate Catalog. Course substitutions must be approved prior to enrolling in the class. To substitute an EKU course with a course transferred from another institution, an official transcript must be sent directly from the other institution's Registrar's Office to EKU's Graduate School. The policy regarding transfer of credit can be found in the Graduate Catalog.

Registration

You may only register for classes after obtaining admission from the Graduate School. Students are required to register via the web at www.eku.edu under the option "EKU Direct." User instructions are available on the website. Policies regarding registration can be found in the

Graduate Catalog. If you receive a registration error message when registering for classes, check the Graduate School's "[Registration Guide](#)" for most common issues along with their solutions.

Graduate students who have been admitted as *provisional* are permitted one semester of registration. Students who do not satisfy the admission requirements during this first semester will not be permitted further registration. A Graduate Hold will be placed on the student's record until the conditions for admission have been satisfied.

Graduate students who have been admitted as *probationary* are not permitted to re-register until existing grades are checked and approved by the Graduate School. A Graduate Hold will be placed on the student's record until the grades are posted. The Graduate School will review the grades earned in the first semester of registration and any other requirements before granting the student further registration. Students who are unable to meet the conditions for clear admission will be dismissed from the program.

Withdrawal Information

Graduate students who need to withdraw from courses must do so through ECU Direct. You may drop/add courses up to the deadlines as stated in the [Colonel's Compass](#).

If you would like to withdraw from the University you should contact the Graduate School. The Graduate School will close your file and notify the program coordinator. ***Note: You are still responsible for withdrawing from your classes through ECU Direct.** Instructions for withdrawal from the University can be found in the [Graduate Catalog](#).

Course Load

A full-time course load is 9-12 hours. If you wish to take more than 12 hours of course work during any semester, it must be approved by your department chair. The request must be submitted via email to the Graduate School for review. The policy regarding academic load can be found in the [Graduate Catalog](#).

Graduate Assistants are allowed a maximum course load of 13 hours and a minimum course load of nine hours, during the fall and spring semesters. GAs are allowed to take a minimum of six hours during the summer term. GAs can obtain a list of requirements and policies on the Graduate School's website under "[Graduate Assistantships](#)."

Academic Probation and Dismissal

Students must maintain an overall grade point average of 3.0 at all times during their program. The grades D and F in any graduate course are considered failing grades and will severely impact your overall grade point average. Course credit is not granted to a student who makes a D and/or F.

If you fall below the required overall grade point average of 3.0 you will be placed on *Academic Probation*. Some programs will not permit students who are placed on academic probation to continue and will dismiss them from their program. The Graduate School and/or the Advisor will send you a letter regarding academic probation, should it occur.

If you fall below the required overall grade point average of 3.0 for two consecutive semesters you will be dismissed from your program. The Graduate School will send you a letter of dismissal, with a copy going to your advisor. If you plan to petition the dismissal decision you must follow the instructions stated in the letter.

Information regarding academic probation and dismissal can be found on the Graduate Schools website at <http://gradschool.eku.edu/academic-standing>.

Graduation Application

Students who wish to have their graduate degrees conferred must apply for graduation through EKU Direct. Late charges will be assessed for applications received after the deadline found on the Graduate Calendar. Visit the [Graduation & Commencement](#) website for FAQs regarding the graduation application. **Important: Students pursuing multiple degrees/certificates must submit an application for each degree type.** Graduation application fees are \$55 for a Masters, Specialist or Doctoral degree and \$20 for a University Certificate.

Time Requirements

For degree programs of 40 or fewer hours, a graduate student is expected to complete the program in seven years after beginning coursework. For degree programs of 41 or more hours, a graduate student is expected to complete program in ten years after beginning course work. Any course work falling outside of these time limits may not be counted toward your degree, requiring you to retake, or take new courses to replace those that are too old. The policies regarding time limit requirements can be found in the [Graduate Catalog](#). Request for Exception to Time Requirements Form can be found on the Graduate Schools website on the Graduate School Forms page <http://gradschool.eku.edu/graduate-school-forms>.

Thesis/Dissertation Requirements

Students who are required to complete a thesis can obtain the Thesis Guidelines and template on the Graduate School's website at <http://gradschool.eku.edu/thesis-guidelines>. These guidelines must be strictly abided by. You will be assigned a thesis committee by your department to direct your progress and eventually approve your completed manuscript. Your thesis/dissertation chair will then submit an electronic version of your defended manuscript to graduateschooletd@eku.edu for formatting review. Once the manuscript is received, the student will be sent an email with instructions for creating an ETD account, which is where your final approved manuscript will be uploaded. The student must also submit their Statement for Permission to Use Form, their Signature Sheet, and the ETD Submission Form. The Graduate School will correspond directly to the student with any changes that need to be made to formatting. Copies of the document can be ordered through ETD. **Until all formatting changes, and the electronic upload of the manuscript is complete, the student will not be cleared to graduate.**

Comprehensive Examination

Graduate students who are required to take comprehensive examinations must apply for graduation **prior to scheduling the exam**. You will be assigned a graduate committee who will guide you in preparing for the examination. The chair will submit the results of your comprehensive examination through ECU Direct for the GRD course specific to the program.

If you fail the comprehensive examination you will have only one opportunity to retake the exam, which must be completed between 30 days and one year from the first attempt. The opportunity to retake the exam will be granted after you have completed the following: 1) you must schedule a meeting with members of your committee to review the performance on your previous examination; 2) you and your committee must develop a remediation plan to address any identified areas of weakness. The remediation plan may identify additional readings or other measures to address the areas of deficiency; 3) you must send a copy of your remediation plan to the Graduate School at least 30 days prior to the date of your second attempt at the comprehensive exam.

Policies regarding comprehensive examinations can be found in the [Graduate Catalog](#).

Commencement

Students who wish to participate in the College Commencement Ceremony will be sent information from the Registrar's Office once they have submitted their graduation application. Steps for ordering regalia, dates for Grad Fest, and ceremony times can be found on the Registrar's website at <http://registrar.eku.edu/GradFest>.