
The Office of Academic Affairs

**James Chapman, Interim Provost and Vice President
Academic Affairs
Coates 110
(859) 622-3884
www.academicaffairs.eku.edu**

The Provost and Vice President for Academic Affairs serves as the chief academic officer of the University. The Provost and Vice President is responsible to the President for the coordination of all phases of the instructional program and institutional research. In addition, the Provost and Vice President for Academic Affairs supervises the preparation of position specifications for instructional staff and administrative personnel connected with instructional activities; makes recommendations to the President concerning staffing needs and appointments, promotions, or dismissals for all instructional personnel and administrative personnel related to instruction; and, as the person responsible for the coordination and development of all academic programs, serves as chair of the Council on Academic Affairs.

OFFICE OF CONTINUING EDUCATION & OUTREACH

**Dr. Byron Bond,
Dean
Continuing Education & Outreach
Perkins 205
(859) 622-6605**

The Division of Continuing Education and Outreach provides quality student/client-centered services and programs to local, regional and virtual communities, campuses and EKU's service area through a combination of credit and non-credit opportunities. For more information, visit our website at www.eku.edu (Quick Link - Continuing Education & Outreach) or write to the Division of Continuing Education & Outreach, Eastern Kentucky University, 521 Lancaster Avenue, Perkins 202, Richmond, KY 40475-3102, or call (800) 262-7493 or (859) 622-2001.

Extended Campuses

EKU Extended campuses are operated at Corbin, Danville and Manchester. These campuses provide a variety of graduate, undergraduate and non-credit programs and courses. In addition, EKU has offices at Ft. Knox, Hazard, and Somerset.

Contact information is listed below:

Corbin	(606) 528-0551	Ft. Knox	(502) 942-8628
Danville	(859) 236-6866	Hazard	(606) 439-3544
Manchester	(606) 598-8122	Somerset	(606) 679-8501

Student/Client Support Services

Adult students often have career and family responsibilities in addition to pursuing their educational programs. Our Student/Client Support Services team has been established to work proactively with our CE&O students to reduce barriers to their educational goals. For our one-stop services, contact (859) 622-2001.

Distance Education

Can't get away from work or other responsibilities? EKU Distance Education provides a variety of delivery methods for instruction. Kentucky Education Television (KET) telecourses, interactive television courses, web courses and correspondence courses are all offered to give students a variety of options for their schedules. For more information, contact (859) 622-2003.

Workforce Education

Workforce Education offers a wide variety of training classes and certification programs focused on career growth and development. EKU faculty, area business leaders and professional trainers are used to provide the competitive advantage necessary for continuous improvements in quality, variety and productivity. For more information, contact (859) 622-6299.

Community Education

A wide variety of non-credit classes are offered to the general public to encourage lifelong learning. Community professionals, local tradespersons and EKU faculty teach these courses in a relaxed learning atmosphere. For a brochure of the courses offered, contact (859) 622-2001.

Conference & Event Planning

Our event planners plan and coordinate more than 800 successful meetings, conferences, training sessions and banquets each year. Clients are offered a competent, professional staff for arrangements, computer labs, food services, and setup of their functions. For more information, contact (859) 622-2001.

Instructional Development Center

The Instructional Development Center is intended to serve faculty members in the preparation of high quality distance learning and traditional courses and programs as a result of a collaborative team process. The Center provides assistance in course analysis, design, development, and evaluation through instructional design and multimedia production services. For more information, contact (859) 622-1658.

Media Production Center

Eastern Kentucky University's Media Production Center provides a wide variety of media products and services in support of EKU's mission, the community, and the University's image. Our services include video and studio productions and broadcast, 3-D design and graphics, web enhancement including streaming and flash, scripting, and video and teleconferences for internal and external clients.

Summer School

Summer school endeavors to serve students who desire to: get ahead in their programs, make up for time lost from changing majors, catch up on developmental courses or seek to enrich their personal or professional lives with continuing education. We welcome all current EKU students, transfer students and students attending EKU for the first time. For more information, contact (859) 622-2001 or refer to www.eku.edu/summer.

Honors Program

The Honors Program seeks to provide intellectually stimulating courses within the general education program for students with excellent academic backgrounds and/or exceptional potential for superior performance in college. The 28 hours of courses that make up the Honors Program all meet requirements of the University's four-year programs. That is to say, regardless of the student's major, the courses taken in the Honors Program will apply to the general education requirements for that major. Thus, honors students complete the program without taking courses beyond those they would take were they not in the Honors Program. Honors course work is in fields such as rhetoric, humanities, social science, and natural science. Any student who successfully completes the full 28 hours of course work in the Honors Program and graduates with a cumulative grade point average of at least 3.0 will qualify as an "Honors Scholar." The University will recognize this achievement at commencement, on the academic transcript, and on the student's diploma, where the phrase "Honors Scholar" will appear.

Advantages to participants of the Honors Program include opportunities to experience an innovative curriculum developed by first-rate instructors in the context of small group sessions. Small classes will allow abundant opportunities for dialogue with the instructors and with the other honors students. From such experiences honors students should further develop their communication skills, problem solving abilities, and analytic reasoning abilities. Development of these skills and abilities should make students especially attractive to employers when they seek to enter the job market or graduate and professional schools, should they choose to further their education beyond the four-year degree.

The criteria for selection to the Honors Program are a high school cumulative grade point average of at least 3.5 on a 4.0 scale, completion of the Kentucky pre-college curriculum or equivalent, and a composite score on the American College Test (ACT) of at least 26 with no individual subject score below 21. Students who do not meet these criteria may request consideration for admission by writing a letter to the director which should include specific and detailed reasons why the student believes that he/she should be admitted to the Honors Program. Students who are national merit semifinalists or finalists are automatically eligible for the Honors Program. Additional information can be obtained from the director by calling (859) 622-1403.

LIBRARIES

**Ms. Carrie Cooper,
Dean
Libraries
Library 202A
(859) 622-1778**

The John Grant Crabbe Library and Thomas and Hazel Little addition, which is centrally located on the campus, contains 760,000 volumes and seats over 2,100 students. The building houses several large reading rooms as well as smaller areas for individual and group study. In addition to the main University library, the Elizabeth K. Baker Music Library is in the Foster Building and the Wolford K. White Justice and Safety Library is in the Stratton Building.

The libraries provide many Web-based databases, including e.Quest, the online catalog. Most can be accessed from any campus or off-campus center (Corbin, Manchester, and Danville), and from home or remote locations. Consult the library's home page for a current list of sources and access options at www.library.eku.edu.

OFFICE OF UNIVERSITY PROGRAMS

**Dr. Aaron Thompson,
Associate Vice President
University Programs
Keen Johnson 201
(859) 622-2222**

The Office of the Associate Vice President of University Programs oversees the academic personnel process including the recruitment, appointment, and promotion of faculty. In addition, the office reviews faculty policies and publishes the Faculty Handbook. Under the purview of the Associate Vice President is the Teaching and Learning Center, which takes an active role in the development of faculty and offers many professional development opportunities including new faculty orientation, conferences, and workshops. Curriculum is also one of the primary responsibilities of the Associate Vice President, who serves as Vice Chair of the Council on Academic Affairs. The Associate Vice President is responsible for all aspects of curriculum from the creation of through final approval by the Board of Regents and the Council on Postsecondary Education (where appropriate). The Associate Vice President also ensures curriculum is in compliance with SACS standards and guidelines from the Council on Postsecondary Education. The following courses reside in the Office of the Associate Vice President of University Programs: Career Counseling and Interpersonal Effectiveness (GCS), Student Development (GSD), and Orientation for Undeclared students (GSO). For further information, see the Course Descriptions section of this *Catalog*. General education including the reform and assessment of is a responsibility of the Associate Vice President. For additional information, see the General Academic Information section of this *Catalog*. The Undergraduate and Graduate Catalogs are published by the office. The Associate Vice President also serves as the campus representative for the American Democracy Project and

Campus Compact, two organizations dedicated to infusing service learning and civic engagement into the curriculum. The following offices report to the Associate Vice President of University Programs: African/African-American Studies, Appalachian Studies, Cooperative Education, EELI, International Education (including Study Abroad), the Teaching and Learning Center and Women's Studies.

African/African-American Studies

African/African-American Studies is an undergraduate interdisciplinary program that explores the histories, societies, and cultures of Africans and people of African descent in the Americas. Courses will be offered from a broad range of disciplines, including the arts and humanities (English, History, Music, Philosophy and Religion), social sciences (Political Science, Economics, Geography, Foreign Languages, Sociology, Psychology, Criminology), and health sciences (Environmental Health, Nursing).

Minor

MINOR IN AFRICAN/AFRICAN-AMERICAN STUDIES

A student may complete a minor in African/African-American Studies by taking 18 hours as indicated below.

Core Requirements	6 hours
AFA 201, 202.	
Electives	12 hours
Six hours from the following courses: CRJ 345; ECO 395; EHS 225; ENG 342; HIS 305, 385, 386, 387, 507; MUS 250, 254*, 285*, 454*; POL 345; SOC 400, 463. The following courses can also be taken with the program Advisor's approval: ANT 435; ENG 200, 347, 550; FCC 210, 226; GEO 300, 347, 498; HIS 300, 312; PHI 390; PSY 400, 495; SOC 345.	
Total Curriculum Requirements	18 hours

*Advanced; prerequisites required.

Certificate

CERTIFICATE IN AFRICAN/AFRICAN-AMERICAN STUDIES

A student may complete a certificate in African/African-American Studies by taking 12 hours as indicated below.

Core requirements	6 hours
AFA 201, 202.	
Electives	6 hours
Six hours from the following courses: CRJ 345; ECO 395; EHS 225; ENG 342; HIS 305, 385, 386, 387, 507; MUS 250, 254*, 285*, 454*; POL 345; SOC 400, 463. The following courses can also be taken with the program Advisor's approval: ANT 435; ENG 200, 347, 550; FCC 210, 226; GEO 300, 347, 498; HIS 300, 312; PHI 390; PSY 400, 495; SOC 345.	
Total Curriculum Requirements	12 hours

*Advanced; prerequisites required.

Baccalaureate Degrees

GENERAL STUDIES (B.A.)

CIP Code: 24.0102

The General Studies degree program is designed for students intending to complete a baccalaureate degree whose educational objectives are not aligned with a more traditional degree program. The Bachelor of General Studies degree is intended to establish the foundation for a lifetime of continual learning and offers flexibly scheduled highly individualized curricula. Through individualized advising, the program helps students define their educational goals and design interdisciplinary curricula drawing on a variety of course offerings. The program is also intended to allow a student who has completed most of the requirements of a major but has not yet completed the major of an approved program to complete a baccalaureate degree in a timely manner. Transfer credits from technical programs will be applied to this degree; however they may not apply to other degree programs at the University.

In addition to the baccalaureate degree requirements on page 46 of this *Catalog*, the following are required for students seeking a General Studies degree:

1. Students must have 18 hours within an individual college outside of and in addition to General Education requirements to receive their General Studies degree.
2. Any courses ordinarily accepted for credit by Eastern Kentucky University may be chosen as hours to apply to the 128 hours required for graduation.
3. Students seeking a General Studies degree must have 60 credits from a regionally accredited institution which may include completion of an AA, AS, or AAS degree.
4. Students pursuing a General Studies degree are not permitted to declare a double major, minor, or concentration.
5. Students will be considered a member of the College in which they have their 18 hour major requirement.

Major Requirements

18 hours
Courses must be within an individual College and exclusive of general education requirements.

General Education Requirements

48 hours
Standard General Education program. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

University Requirement

1 hour
GSO 100.

Free Electives

61 hours
Total Curriculum Requirements

128 hours

INDIVIDUALIZED STUDIES (B.I.S.)

CIP Code: 24.0102

The Bachelor of Individualized Studies (B.I.S.) Degree is administered by the Associate Vice President of University Programs. It is intended for students whose goals extend beyond traditional majors and whose integrative abilities permit them to plan and follow a personalized, unique program. A student who wishes admission to the Bachelor of Individualized Studies Program should have, in the semester of admission, a minimum of 30 semester hours with a minimum GPA of 2.0. The application must be submitted to the Coordinator who will assist the student in finding a program advisor. The Coordinator will inform the

applicant concerning admission status after the program advisor submits an acceptable plan of study which conforms to the program requirements.

Major Requirements 36 hours

A minimum of 36 hours in the area of emphasis is required with 18 of those hours being upper division. A senior project is mandatory. A maximum of 18 semester hours from a single academic discipline will be applied to the Area of Emphasis. The student must enroll in at least 21 semester hours (including the senior project) following the approval of the BIS Program.

General Education Requirements 48 hours

Standard General Education program. Refer to Section Four of this *Catalog* for details on the General Education and University requirements. General Education hours cannot be counted in the Area of Emphasis.

University Requirement 1 hour

GSO 100.

Free Electives 44 hours

Total Curriculum Requirements 128 hours

Minor

MINOR IN INTERNATIONAL STUDIES

Globalization of the economy, cross-cultural relations, world-wide media, ecological crises, and political transformations are all making international studies more important in this rapidly changing world. As such, the international studies minor encourages students to begin thinking and acting within a global perspective, in order to meet these current challenges. Courses in the minor deal with topics as diverse as the relations of the United States with other countries, international economics, and cultures and religions of Latin America or Asia.

The minor consists of 21 credit hours across a number of disciplines, providing a broad-based, general exposure to international issues through a solid set of three core courses. A commitment to foreign language and/or international experience is an integral part of the minor. A wide range of electives rounds off the minor.

Core Courses: 9 hours

GEO 200, HIS 347, POL 220.

Study Abroad or Foreign Language 6 hours

Six credit hours from either a Study Abroad course (through Eastern Kentucky University or another accredited university, with credit transferred back to EKU), or six credit hours of foreign language at or above the 200 level. Students may split this requirement by taking 3 credit hours of Study Abroad and 3 credit hours of a foreign language at or above the 200 level.

Electives 6 hours

Six credit hours from among the following courses (Note: many of these courses, including all College of Business upper division courses have prerequisites): ANT 325, 435, COM 300, COM 345 or ENG 345, ECO 394, 395, EME 530, FCC 220, 222, 226, 227, FIN 330, 455, GBU 201, GEO 202, 322, 347, HIS 320, 350, 354, 365, 375, 378, 384, 474, 475, HUM 300, MGT 430, MKT 400, PHI 330, POL 220, 310, 312, 313, 315, 316, 325, 327, 410, 417, 495, REL 301, 335, 340, 345, 355, SPE 375, TNT 300 (International topics only).

Minor/Certificate

INTERDISCIPLINARY MINOR/CERTIFICATE IN WOMEN'S STUDIES

Women's Studies is a rapidly growing interdisciplinary field established in the 1970's. The purpose of Women's Studies is to recognize and validate the experiences and contributions of women and to bring women more fully into the college curriculum. To that end, a primary focus of Women's Studies courses is on the roles, contributions, and experiences of women. Students learn to identify and analyze gender-based assumptions and biases and to recognize their consequences on individual, social and cultural levels. Courses introduce recent scholarship about women and issues especially related to women's concerns and, where possible, use works by women scholars.

A student may complete an Interdisciplinary Women's Studies minor by taking 18 hours as indicated below. Required courses include the following six hours: WMS 201, Introduction to Women's Studies, and WMS 400, Feminist Theory and Practice. An additional 12 hours of electives shall be selected from the courses listed below. A student may complete an Interdisciplinary Women's Studies Certificate by taking WMS 201, WMS 400 and 6 hours of electives selected from the courses listed below. To ensure the interdisciplinary nature of the minor, courses shall be selected from at least two different departments.

ADM 310, ANT 399, ANT 435 (Topic: India), ANT/SOC 399, CDF 132, CDF 232 (or HEA 592), CDF 331, CRJ 305, CRJ 345, CSC 490 (Topic: Seminar in Computer Science: Women and Technology), ENG 301 (Topic: Women, Writing, and the Internet), ENG 308, ENG 340, ENG 535, ENG 540 (Topic: Women in Detective Fiction), ENG 550 (Topic: Scribbling Women), ENG 570 (Topic: Jane Austen and Charlotte Bronte), HEA 591, HEA 592 (or CDF 232), HIS 300 (Topics Relating to Women and Gender), HIS 303, HON 312 (Topic: Culture and Child Development), HON 316 (Topic: Biology and Gender), MAS 300, NAT 310 (Topic: omen and Science), PHI 390 (Topics: Platonic Perspectives; Existentialism and Postmodernism), POL 446, POL 451, PSY 397 (Topic: Cultural Diversity), PSY 420, SOC 399, SPE 400, WMS 300, WMS 349, WMS 495.

Note: The topics listed for ANT 435, ENG 301, ENG 540, ENG 550, ENG 570, HIS 300, HON 312, HON 316, NAT 310, PHI 390, and PSY 397 are examples of specific classes approved for the Women's Studies minor. Other topics may be approved for the minor as they are offered. Average GPA of courses applied to minor must be 2.25 or better.

Center for Appalachian Studies

The Center for Appalachian Studies at Eastern Kentucky University was created in 2000 to coordinate and promote a multi-disciplinary approach toward teaching, research and service on issues pertaining to Appalachia. The Center brings together a diverse group of teachers/scholars primarily from the social sciences and humanities, but also from art, biology, environmental studies, social work and health sciences. Utilizing their wide-ranging talent, the Center endeavors to link the human and technical resources of EKU with the teaching, service and research needs of the students and communities we serve.

Minor**MINOR IN APPALACHIAN STUDIES**

Students must select a group of courses tailored to their personal and academic goals in consultation with the Director of the Center for Appalachian Studies. The minor in Appalachian Studies requires a minimum of 18 credit hours of approved courses as follows:

- .. Fifteen (15) hours of electives from at least three different programs.
- .. *Seminar in Appalachian Studies* (3 credit hours).

Students may also select content relevant special topics or independent studies courses with the approval of the Director of the Center for Appalachian Studies.

The following courses have been approved by the Appalachian Studies Advisory Board.

ANT/SWK 331	<i>Appalachia: A Cultural Perspective</i>
APP 460	<i>Seminar in Appalachian Studies</i>
ECO 340	<i>Environmental Economics</i>
ENG 365	<i>Appalachian Literature</i>
GEO 430	<i>Sustainability in Appalachia</i>
HIS 420	<i>Appalachia in American History</i>
OTS 520/720	<i>Providing Health Services in Appalachia</i>
POL 373	<i>Politics of Development in Appalachia</i>
SOC 363	<i>Images of Appalachia in Film & Song</i>
SOC 365	<i>Social Changes in Appalachia</i>
SOC 370	<i>Religion in Appalachia</i>

General Education

The General Education program commencing in Fall 2006 was revised to comply with a policy established by the Council on Postsecondary Education. The program allows for easier transferability for students transferring to Eastern Kentucky University from community colleges.

The mission of the General Education program 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 diverse, 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 the diversity of culture, individuals, the natural environment, and the global society.

Cooperative Education/Applied Learning

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

Eligibility to participate in cooperative education/applied learning is determined by the faculty coordinator in the department of the student's major. Prior to enrolling in cooperative education/applied learning, students should normally have completed 30 credit hours. Transfer students should have completed one semester at EKU before applying for cooperative education. All

students must have at least a 2.0 grade point average when applying for cooperative education, however, this may vary depending on the departmental requirements.

Acceptance of a co-op/applied learning position for academic credit is contingent upon a suitable training plan through an agreement with the employer.

The amount of credit a student may earn is determined by the academic college or department involved. The University requires a minimum of 80 hours of employment for each semester hour of academic credit, but all students must work the entire course of the semester (16 weeks spring and fall semesters and 12 weeks in the summer). The salary for each position must fall within State and Federal wage guidelines.

Academic credit will be awarded for cooperative education/applied learning only when the student is enrolled in the University and in the cooperative education program. A maximum of eight semester hours may be applied toward meeting graduation requirements for the associate degree, and a total of sixteen hours toward the bachelor's degree. Cooperative education/applied learning credit for students pursuing a second undergraduate degree will be determined by the academic department. Total credit hours for a graduate degree are determined by the department involved.

The student will be assigned a supervisor by the employer to provide direction and coordination on the job. The supervisor will also be responsible for providing periodic and final evaluation reports on the student and forwarding this information to the co-op director. Copies of these reports will be forwarded to the faculty coordinator.

Although the supervisor will appraise the performance of each student, the grade will be assigned by the department in accordance with established criteria and through a comprehensive evaluation.

To maximize the benefit to the student, it is assumed that the employer will make every attempt to provide the student with a broad exposure to experiences related to the student's career goals and the nature of the training site. The student should, however, realize that he/she is a full-time or part-time productive employee. The participating employer, the student, and the University will each sign a letter of agreement spelling out the duties of the student.

The majority of EKU co-op students utilize the parallel plan allowing students to work part-time for multiple semesters (three or more semesters) while maintaining a full-time course load. However, some co-op students may also be employed full-time, alternating classroom training with work-based training for a period of two or more semesters, following the employer's schedule. In addition, students may 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 may also be developed to meet the needs of the student and employer. The student will in most instances return to the same location for each cooperative education experience. A student may however, occasionally be allowed to work for several employers in varying situations as long as the work experience is related to the student's career goals and those of the program.

A student participating in the Applied Learning program must meet the same standards of the Co-op Program; however, students in this program may only work one semester: work in a non-paid assignment; or in an assignment that does not meet the Cooperative Education multiple term requirements.

For additional information, contact the Co-op Office at (859) 622-1296, e-mail us at coop@eku.edu, or check out the Co-op website at www.coop.eku.edu.

International Education

There is a growing awareness of the need for greater international and inter-cultural understanding. The University provides assistance to international students and visitors and attempts to foster a greater commitment and involvement in international education throughout the institution.

Eastern Kentucky University has approximately 200 international students studying at both the undergraduate and graduate levels. These students represent approximately 50 nations. The Coordinator of International Services serves as designated University official to assist all international students with their legal requirements and their relations with the U.S. Bureau of Citizenship and Immigration Services and other official agencies. The Coordinator also advises and assists international students with other needs as they arise. The Director of International Education facilitates international ventures and exchanges across the curriculum and directs arrangements for visiting faculty, scholars, researchers, and specialists from other countries. The Director of ESL maintains the Eastern Kentucky University English Language Instruction program (EELI), a pre-college course in English as a Second Language.

Some inter-cultural activities and services provided by the Division of International Education include an orientation for new students, international dinners, international students' organizations and an International Speakers' Bureau. The Division also awards scholarships to international students each semester.

The Division of International Education also promotes the Eastern Kentucky University Study Abroad programs for American students and faculty. Current information on international study, travel, and exchange programs is available from the Director of Study Abroad. The University participates in two study abroad programs: (1) Cooperative Center for Study Abroad (CCSA) offers programs in English-speaking countries abroad; summer and winter programs (2 1/2 to 4 1/2 weeks), semester-long programs and internships. Currently, programs are offered in Australia, Barbados, Belize, England, Ireland, Kenya, Scotland, Singapore, and South Africa. (2) Kentucky Institute for International Studies (KIIIS) offers program in non-English-speaking countries abroad; a variety of summer (5 weeks) and semester-long programs are offered. Currently, programs are offered in Austria, Brazil, Cameroon, China, Costa Rica, Denmark, Ecuador, France, Germany, Greece, Italy, Japan, Mexico, Puerto Rico, Spain, and Turkey.

For more information, contact the Director of International Education, Eastern Kentucky University, 521 Lancaster Avenue, 181 Case Annex, Richmond, Kentucky 40475-3102, or call (859) 622-1478; the Director of ESL (859) 622-6370; the Director of Study Abroad (859) 622-1705.

Service Learning/Civic Engagement

Eastern Kentucky University is a member of the American Association of State Colleges and Universities, which oversees the American Democracy Project (ADP). The ADP is a multi-campus initiative that seeks to create an intellectual and experiential understanding of civic engagement for undergraduates enrolled at institutions that are members of the American Association of State Colleges and Universities (AASCU). The goal of the project is to produce graduates who understand and are committed to engaging in meaningful actions as citizens in a democracy. Several campus events and initiatives are sponsored by the ADP annually.

Eastern Kentucky University is also a member of Campus Compact which advances the public purposes of colleges and universities by deepening their ability to improve community life and to educate students for civic and social responsibility.

Teaching and Learning Center

Located in the historic Keen Johnson Building, the Teaching and Learning Center (TLC) delivers, coordinates, and promotes faculty development at Eastern Kentucky University. Online and in person, the TLC provides support for EKU's talented and dedicated professors. Helping EKU's excellent teachers become even better teachers is a central TLC goal. Ultimately, it is EKU students who benefit from the TLC's work, as they experience the enriched learning environments created by EKU's exemplary--and always developing--teaching faculty.

OFFICE OF GRADUATE EDUCATION & RESEARCH

**Dr. Jerry Pogatshnik,
Associate Vice President of Research and
Dean of Graduate Education
Jones 414
(859) 622-1742**

Natural Areas

Eastern Kentucky University is responsible for the protection and management of three natural areas in Kentucky that serve as outdoor settings for all levels of environmental education and ecological research. These are: Lilley Cornett Woods (Letcher County) and Maywoods Environmental and Educational Laboratory (Garrard County). The Division of Natural Areas is responsible for coordinating the research, educational programs, development, and use of these areas, and provides coordinating and consulting services on the management of natural areas owned by public agencies and private organizations. The EKU Center for Environmental Education, established in 2002, is involved in a variety of community and educational outreach programs through the University, public school districts, public schools of central and eastern Kentucky, and the Kentucky University Partnership in Environmental Education (a partnership of state universities).

Lilley Cornett Woods, the oldest and most studied protected tract of old-growth forest in eastern Kentucky, is a Registered Natural Landmark (U.S. Department of Interior). The Woods is used primarily for base-line ecological research and advanced undergraduate and graduate instruction by the University and other institutions of higher education. Public use is limited to guided tours in this unique forest.

Maywoods Environmental and Educational Laboratory is used by the University and elementary and secondary schools for environmental education. This 1700-acre forested natural area is an official State Wildlife Refuge used to attract and protect native wildlife through approved wildlife management programs. On-site facilities provided for use of Maywoods as an off-campus conference and workshop location for the University.

The Division also provides on-campus coordination of University affiliation with the marine science program at the Gulf Coast Research Laboratory (Mississippi).

Natural areas under the supervision of the Division are available for use by the general public for passive recreation activities such as hiking and wildlife photography. For further information about the use and availability of these natural areas, please call (859) 622-1476 or visit the web site, www.naturalareas.eku.edu.

Ronald E. McNair Postbaccalaureate Achievement Project

The Ronald E. McNair Postbaccalaureate Achievement Program is a federal initiative funded through the U.S. Department of Education. The McNair Project at Eastern Kentucky University opened in October 2003. The project prepares select undergraduate participants for doctoral studies through involvement in research and other scholarly activities. McNair participants are from disadvantaged backgrounds and have demonstrated strong academic potential. The project works closely with these participants through their undergraduate requirements, encourages their entrance into graduate programs, and tracks their progress to successful completion of advanced degrees. The goal of McNair is to increase the attainment of the Ph.D. by students from underrepresented segments of society.

Services provided by the program include:

- Research opportunities for participants who have completed their sophomore year of college
- Mentoring
- Seminars and other scholarly activities designed to prepare students for doctoral studies
- Summer internships
- Tutoring
- Academic counseling
- Assistance in obtaining student financial aid
- Assistance in securing admission and financial aid for enrollment in graduate programs

OFFICE OF ENROLLMENT MANAGEMENT

**Dr. E.J. Keeley,
Interim Assistant Vice President
Enrollment Management
Student Services Building, Room 340
(859) 622-3047**

The Office of Enrollment Management coordinates undergraduate academic support activities and programs that seek to benefit the entire undergraduate student body. The Office focuses on students, their needs, and their success.

Academic support is provided at various stages of students' careers by the Offices of Admissions, Academic Advising and Retention, Academic Testing, Developmental Education, Education Pays, Educational Talent Search, the Registrar, the Student Athlete Academic Success Center, Student Financial Assistance, Student Support Services (NOVA), and Upward Bound. In addition, the Office programs and maintains the CARES (degree audit) system of the University. The developmental academic program helps undergraduate students achieve their maximum potential and enhances their chances for academic success by providing opportunities for skill development.

The Office strives to recruit students for success, link them to faculty and other mentors and guides, and help them become EKU graduates and lifelong achievers and learners.

Academic Advising and Retention

The Office of Academic Advising and Retention is responsible for providing administrative support to and coordination of the University's undergraduate advising system. Every Eastern Kentucky University undergraduate student is assigned an advisor. Selected departmental faculty serve as advisors to students with declared majors; other faculty and professional advisors serve as advisors for undeclared and developmental students.

In conjunction with the Office of First Year Programs, the Office is responsible for the Orientation Program. Over 2,500 freshmen and transfer students are advised and registered each summer through this program.

Education Pays Center

The Education Pays Center is funded by the Kentucky Cabinet for Families and Children to assist qualifying students to develop academic skills, explore careers, and acquire job skills. The Education Pays Center's office is located at Weaver 202; the phone number is (859) 622-6684.

Student-Athlete Academic Success Center

The Student-Athlete Academic Success Center is an academic support program for all student athletes competing on NCAA varsity teams on EKU's campus. The Center provides opportunities and services to enhance the student-athlete's academic performance. These programs include academic monitoring, peer mentoring, academic advising, supervised studying and tutoring, and personal counseling, as well as referral to other academic support programs on campus. Each student-athlete's academic progress is monitored closely, throughout their EKU enrollment, to aid in their being able to graduate with the highest grade point average possible, as well as to sustain their NCAA academic eligibility.

NOVA Program (Student Support Services)

The NOVA Program is a Student Support Services/TRIO project whose legislative purpose is to facilitate persistence and graduation of eligible learners. NOVA pre-identifies first-year EKU learners who demonstrate a potential for success in college and who meet the economic and/or first-generation-college-student eligibility criteria. The NOVA service delivery design is heavily focused on the first-year experience. All learners begin their EKU experience with the NOVA learning community that includes co-registration in two-to-three EKU courses particularly suited for first-year student learners. The NOVA learning community facilitates a smooth transition to EKU and promotes a connection to campus which aids in student success. NOVA provides instruction in Academic Orientation and Leadership Dynamics and provides support services such as academic advising, financial aid consulting, personal and career consulting, peer mentoring and academic assistance and monitoring. NOVA learners earn a degree from EKU at a statistically significant higher rate as compared to other EKU students from the same background. NOVA is located on the second and third floor of the Turley House and is open from 8:00 a.m. - 4:30 p.m. Monday-Friday. Please visit www.nova.eku.edu or phone (859) 622-1407.

Admissions

The Office of Admissions is responsible for recruitment and admission of qualified students to EKU. This office is also responsible for the processing of applications for new as well as readmitted students and international students. Students who have questions regarding their residency status may address their inquiry to the Office of Admissions (admissions@eku.edu).

Financial Assistance

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, he/she must complete the Free Application for Federal Student Aid each year.

Entitlements include but are not limited to resources from the Veterans Administration and Vocational Rehabilitation. Scholarships are awarded from the University as well as outside sources. For information regarding entitlements, students should contact the Division of Student Financial Assistance 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.

For scholarship information, students should contact the Scholarship Office in the Student Services Building, Room 129 (859) 622-8032.

The Division of Student Financial Assistance deals primarily with need-based federal programs: grants, loans, and employment. For more information, please see "Funding Your Education." Call the Division of Student Financial Assistance at (859) 622-2361 to request a copy.

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 Application for Federal Student Aid. This program is federally funded. The other is the EKU institutional work program. Eastern Kentucky University provides funds to employ students who want to work on-campus, but do not qualify for the federal work study.

Both of these programs employ students on a part-time basis paying federal minimum wage. 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. Contact EKU's Student Employment Office for more information at Student Services Building (SSB), Room 219, hours 8:00 a.m. - 5:00 p.m.; phone (859) 622-1760 or 622-1756.

Registrar

The Office of the Registrar is responsible for services which assist students, alumni, and University personnel with the preparation of the schedule of classes, the enrollment of students, the preparation, maintenance, security and delivery of the academic records of the University, the preparation of enrollment and

athletic reports as required, the preparation of the commencement exercises and with diploma delivery, the academic honors program, the dean's award, the administration of the minimum scholastic standards policy of the University, and maintaining room assignments for all classes.

Continuing students should report to the Office of the Registrar for the following assistance: transcripts; instructions on providing insurance, governmental, and student loan organizations with needed data; class standing; military credit evaluation; name/address changes; and other information such as academic standards and academic honors programs.

Transition & University Services

The Office of Transition and University Services plans, implements and supports programs and services for students transitioning from high school or the work place to the University. The office provides program coordination and transition and testing services that support the goals of current and potential students, departments, and the University. Our services allow students to build needed skills and/or demonstrate knowledge base for admission to the University or specific programs and provide appropriate course placement information to maximize each student's academic success. The office supports two TRIO programs, Educational Talent Search and Upward Bound. Both programs work with youth who have postsecondary potential who are making the transition from secondary schools to a postsecondary institution of their choice. Educational Talent Search also works with adults who are re-entering educational programs.

Academic Testing

The Office of Academic Testing is responsible for the coordination, administration, and planning of academic tests that are requested by the University and educational community. Eastern Kentucky University functions as a national test center site for such organizations and companies as the American College Test (ACT), The Psychological Corporation, The College Board, Chauncey Group International, Educational Testing Service, Law School Admission Council, National Commission for Health Education Credentialing, and the Professional Examination Service. Some of the national tests administered by the Office of Academic Testing include: the ACT, Miller Analogies Test, National Council for Therapeutic Recreation Certification, Law School Admission Test, Certified Occupational Therapy Assistant and Occupational Therapist Registered exams, Certified Health Education Specialist Exam, Adult and Family Nurse Practitioners, and subject tests for the Graduate Record Examination (GRE). State education certification tests, such as the Kentucky Speciality Test of Interdisciplinary Early Childhood Education and the Kentucky Specialty Test of Instructional and Administrative Practices, are administered by the College of Education.

Other tests administered by the Office of Academic Testing are: the University Writing Requirement, residual ACT, College-Level Examination Program (CLEP)[®], departmental credit-by-examination tests, and University placement tests.

Testing services are provided to assist EKU students and other registered examinees in fulfilling university, state, academic program, certification, and personal career goals. For additional information concerning testing services, please visit the website at www.testing.eku.edu.

Developmental Education

The Developmental Education program helps students achieve academic success by developing or enhancing skill level proficiencies for life-long learning. The program focuses on reading, writing, mathematics, and the skills needed for success in college-level courses. Students must demonstrate basic skill proficiencies in the areas of reading, writing, and mathematics as determined by ACT, SAT or placement test scores. Before confronting a rigorous academic program, students identified through testing as needing additional help in these basic skill areas are required to enroll in developmental courses designed to improve their skills. For transfer students, the University will also consider transfer course work in determining basic skill proficiencies. Additional information about the developmental program can be found at www.developmentaleducation.eku.edu.

First Step to College Success Program

The *Division of Enrollment Management* established the *First Step to College Success* program to address the needs of students placed into developmental courses in mathematics, writing, and/or reading and study skills. In the past, students with such needs have had difficulty successfully completing their degrees in colleges and universities across the country. This program represents the first step to success in college by helping such students build the academic skills needed for a successful college experience.

The program provides intensive instruction in the core areas of reading, writing, and mathematics. Enrichment courses in the program integrate study and test-taking skills with an orientation to the resources offered by the University. Extensive tutorial support from trained and experienced tutors is an integral part of the program. Students admitted to the program study together to form a collaborative learning community characterized by mutual assistance and encouragement. Upon successful completion of the program, students begin taking college-level courses that will lead to academic degrees while completing other developmental requirements, if needed.

Students are selected for the program based on developmental needs. The program has been specifically designed for students entering the University with two or more developmental requirements and students admitted to the University in the Special Admissions category.

Educational Talent Search Program

The Educational Talent Search Program, a TRIO project funded by the U.S. Department of Education, has been at Eastern Kentucky University since 1985. The goal of the program is to assist participants with postsecondary potential from designated Central Kentucky counties to continue in, and graduate from, secondary schools and to then enroll in postsecondary educational programs. Educational Talent Search assists students who want to attend postsecondary institutions by offering services related to the following areas: academic information, career materials, cultural diversity activities, financial aid program resources, and personal development activities. Educational Talent Search also offers assistance to participants in identifying additional support services. The Educational Talent Search Program 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. For more detailed information, contact the Educational Talent Search Program at (859) 622-5425 or check out

the Educational Talent Search Program's website at www.ets.eku.edu.

Upward Bound Program

The Upward Bound Program, a TRIO project funded by the U.S. Department of Education, has been at Eastern Kentucky University since 1965. The program selects students with college potential and works to improve their academic skills and provide them with the motivation necessary to enroll and succeed in college. Students are chosen from ten high schools in the nine counties of Casey, Estill, Garrard, Jackson, Lee, Lincoln, Madison, Powell, and Wolfe. To be eligible, students must be first generation college students (neither parent can have a college degree) or their family income must meet federal guidelines. Students start the three year program during their sophomore and junior years of high school. Tutoring sessions and on-campus meetings are held during the school year to provide academic assistance as well as financial aid and college admission information. During the summer, a six week residential program includes academic classes, cultural and educational trips, plus social and recreational activities. Tutor advisors assist students with their studies and other program activities. Interested students from the above counties should contact their high school guidance counselor or write to the Director, Upward Bound Program, Eastern Kentucky University, 500 Begley Building, 521 Lancaster Avenue, Richmond, Kentucky, 40475-3102, or call (859) 622-1080. E-mail: milly.burkhart@eku.edu.

TRIO Programs

Since 1966, three of the seven TRIO projects have been operating at Eastern Kentucky University through grants awarded by the U. S. Department of Education. Included in the Department of Transition and University Services, the Upward Bound project and the Educational Talent Search project serve middle school and high school students from the region. Included in the Office of Academic Advising & Retention, Student Support Services serves EKU students. Included in the Office of Graduate Education & Research, The Ronald E. McNair Postbaccalaureate Achievement Project was established in 2003.

UNIVERSITY DIVERSITY OFFICE

**Sandra Moore,
Special Assistant to the Provost for
University Diversity
Student Services Building 442
(859) 622-6587**

The University Diversity Office is a campus wide resource that facilitates the diversity initiatives of the University to promote a climate and culture that respects and celebrates diversity. A significant responsibility of the office is for the recruitment and retention of a diverse student, faculty and staff population.

The Special Assistant to the Provost for University Diversity plays a leadership role in facilitating and implementing the University's diversity goals and is a key advisor to the President, administration and faculty regarding policies, programs and initiatives that are responsive to our commitment to diversity.