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# SECTION FOUR

## General Academic Information

## ACADEMIC PROCEDURES AND REGULATIONS

Students must become familiar with all regulations and procedures required in their program. In no case should they expect waiver or exception to published program requirements because they were unaware of the regulation or because an advisor or other authority did not directly present the information. All students should become familiar with the General Academic Information section of the *Catalog* and the specific college and departmental program requirements.

### Academic Honesty

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

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

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

### Colonel's Advising and Registration Equals Success (CARES Report)

CARES reports are available to students and advisors online via EKU Direct (student web and faculty web.) It shows the requirements for the student's program and how completed and in-progress courses apply to that program. Students should contact their academic advisor if they have questions concerning degree requirements or the CARES report.

### Catalog

For general education requirements, students will be governed by the Catalog in use at the time they enter the University. However, any student regardless of their term of entry to the University may opt into the revised general education program commencing in fall 2006. Their major program requirements will be those in effect at the time they declare their major; however, if those requirements change, students may elect to complete the later requirements. Students who stop out for more than two years but who stay in the same major upon returning will meet the major requirements in place at the time they reenroll.

The above refers only to curricular requirements. With respect to policy requirements, all students are governed by current University policies that have been approved by appropriate University committees.

### Change/Declaration of Major or Minor

Undergraduate students who wish to change their major or minor should access the Change of Major/Minor request form at [www.advising.eku.edu/changemajor](http://www.advising.eku.edu/changemajor). Students should submit the completed form to the Office of Academic Advising. When students change their major, they will be assigned a new advisor for the declared major.

### Class Attendance

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

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

### Classification of Students

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

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

### Correspondence Credit

Students with a 2.0 grade point average (GPA) or higher may earn up to 32 semester hours of credit through correspondence courses for a baccalaureate degree and 16 semester hours for an associate degree. Students majoring in the College of Education are required to have an overall GPA of 3.0 to be considered for enrollment in a correspondence course. Students who wish to enroll in a correspondence course should confer with the Office of Continuing Education and Outreach and read the *Correspondence Course Bulletin* for policies and restrictions.

### Credits Accepted

Eastern Kentucky University accepts credits transferred from regionally accredited postsecondary institutions and credits earned by examination, and it awards credits for certain types of military experiences. 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 (i.e. World Education Services or Silney and Associates). Students may present supporting documents from transfer courses recorded as free electives to appeal to department chairpersons for departmental credit.

### Credit-By-Examination

To demonstrate competence attained through educational experiences other than university instruction, students may attempt to earn academic credit by examination in certain undergraduate courses. Following are the conditions which apply to receiving credit-by-examination credit:

1. Only admitted students will be awarded credit-by-examination.

2. Credit earned by examination is recorded without a letter grade; hence, it has no effect upon the overall grade point average (GPA).
3. A student may not earn credit-by-examination in a course the student has failed.
4. A student may attempt to earn credit-by-examination in a course only once.
5. A student may not take a course-specific College Level Examination Program (CLEP®) or departmental examination for credit for a course in an area in which advanced course work has already been completed, as determined by the department responsible for the discipline under consideration.
6. Special fees are assessed for credit-by-examination and must be paid prior to taking an examination.
7. Students seeking AP or IB credit must have information sent to EKU for recording of test information within the first 30 hours of EKU enrollment.
8. Incoming freshmen attempting to demonstrate competence in courses through CLEP® or departmental examinations must have a recommendation from the academic advisor and approval from the departmental chair in which credit is to be awarded in order for credit to be recorded. Upon demonstration of competency, credit will be awarded after the last day to add a full-semester course.
9. EKU students with academic history or students transferring to EKU must have an overall GPA of 2.0, recommendation of student's academic advisor, approval from the department chair in which credit is to be awarded, and less than 45 earned credit hours to attempt credit-by-examination for courses at the 100-299 level.
10. EKU students with more than 45 credit hours must have an overall GPA of 2.0 and the approval of the Assistant Vice President for Enrollment Management to attempt credit-by-examination of courses at the 100-299 level.
11. EKU students with academic history or students transferring to EKU must have an overall GPA of 2.0, recommendation of the student's academic advisor, and approval of the department awarding credit in order to attempt credit-by-examination for courses at the 300 level or above.

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

### 1. College Level Examination Program (CLEP®)

College-Level Examination Program (CLEP®) tests are available for various subject areas. Eastern Kentucky University accepts credit for these examinations according to the guidelines on the website [www.testing.eku.edu](http://www.testing.eku.edu). In order to receive credit, a student must complete the appropriate Credit-by-Examination form available from the Office of Academic Testing, SSB Room 327. These tests recognize a student's comprehensive subject knowledge acquired through independent or prior study. Information about the College-Level Examination Program (CLEP®) can be found at <http://www.collegeboard.com/clep>. The Office of Academic Testing administers CLEP® tests for currently enrolled Eastern Kentucky University students. Please contact (859) 622-1281 for information.

### 2. Advanced Placement Program (APP)

The Advanced Placement Program consists of courses of study and special examinations open to students in high school. The courses are presented during the student's junior and senior years; the examinations are administered during the month of May

each year. The chart below indicates the manner in which EKU accepts Advanced Placement Program examinations as credit. For additional information on credit-by-exam courses, please go to [www.testing.eku.edu](http://www.testing.eku.edu). Information about the Advanced Placement Program can be found at [www.collegeboard.com/ap](http://www.collegeboard.com/ap).

<b>Test Score Code</b>	<b>APP Test</b>	<b>Minimum Score</b>	<b>Credit Hours</b>	<b>Course</b>
APAH	Art History	3	3	ART 200
APB	Biology	3	4	BIO 121
APMA	Calculus AB	3	4	MAT 124
APMB	Calculus BC	3	8	MAT 124, 224
APC	Chemistry	3	4	CHE 111/115
APC	Chemistry	4	8	CHE 111/115, 112/116
APCA	Computer Science A	3	3	CSC 104
APCB	Computer Science AB	3	3	CSC 190
APME	Economics: Macro	3	3	ECO 231
APMC	Economics: Micro	3	3	ECO 230
APEC	English Language and Composition	3	3	ENG 101
APEL	English Literature and Composition	3	3	ENG 101
APES	Environmental Science	3	3	GLY 172
APEH	European History	3	6	HIS 231, 232
APF	French Language	3	9	FRE 101, 102, 201
APF	French Language	4	12	FRE 101, 102, 201, 202
APFL	French Literature	3	3	FRE 310
APG	German Language	3	9	GER 101, 102, 201
APG	German Language	4	12	GER 101, 102, 201, 202
APGC	Government and Politics: Comparative	3	3	POL 212
APGP	Government and Politics: United States	3	3	POL 101
APHG	Human Geography	3	3	GEO 220
APL	Latin: Literature	3	6	LAT 101, 102
APLV	Latin: Virgil	3	6	LAT 101, 102
APMT	Music Theory	3	8	MUS 181, 182
APPB	Physics B	3	3	PHY 101
APPE	Physics C: Electricity and Magnetism	3	5	PHY 132
APPM	Physics C: Mechanics	3	5	PHY 131
APPY	Psychology	3	3	PSY 200
APS	Spanish Language	3	9	SPA 101, 102, 201
APS	Spanish Language	4	12	SPA 101, 102, 201, 202
APSL	Spanish Literature	3	3	SPA 310
APMS	Statistics	3	3	STA 270
APD	Studio Art: Drawing	3	3	ART 100
APDA	Studio Art: 2-D Design	3	3	ART 152
APDB	Studio Art: 3-D Design	3	3	ART 153
APH	United States History	3	6	HIS 202, 203
APWH	World History	3	6	HIS 246, 247

### 3. International Baccalaureate Credit

The International Baccalaureate Organization's Diploma Programme was created in 1968. It is a demanding pre-university course of study that leads to examinations. It is designed for highly motivated secondary school students aged 16 to 19. The program has earned a reputation for rigorous assessment, much like the Advanced Placement (AP) Program. For information regarding the IB program, please visit the website at [www.ibo.org](http://www.ibo.org).

IB credit is awarded by earning the required score in a specific subject area. To receive credit the student must furnish the Office of Admissions with an official IB transcript issued directly from the International Baccalaureate Organization. Course credit awarded through the IB program will apply toward degree requirements. There will not be a specific letter grade associated with the credit earned through IB course work. A designation of CR (credit) will be awarded, and the grade point average will not be affected. Eastern Kentucky University awards credit for IB course work in the following manner:

<b>IB Subject</b>	<b>Level</b>	<b>Minimum Score</b>	<b>Credit Hours</b>	<b>Course</b>
Biology	SL	5	3	BIO 100
Biology	HL	4	4	BIO 121
Chemistry	SL	5	4	CHE 101
Chemistry	HL	4	4	CHE 111/115
English	SL/HL	4	3	ENG 101
French	SL	5	6	FRE 101, 102
French	HL	5	12	FRE 101, 102, 201, 202
Geography	SL/HL	4	3	GEO 101 or GEO 220
German	SL	5	6	GER 101, 102
German	HL	4	12	GER 101, 102, 201, 202
History	SL	4	6	HIS 202, 203
History	HL	4	6	HIS 246, 247
Information Technology	SL	4	3	CIS 212 (CSC 104)
Math Studies	SL	5	3	MAT 105
Math Methods	SL	5	3	MAT 107
Mathematics	HL	5	4	MAT 124
Physics	SL/HL	5	3	PHY 101
Psychology	SL/HL	4	3	PSY 200
Social Anthropology	SL/HL	4	3	ANT 120
Spanish	SL	5	6	SPA 101, 102
Spanish	HL	5	12	SPA 101, 102, 201, 202

### 4. Departmental Examinations

A number of academic departments at Eastern Kentucky University have developed their own examinations for credit as an extension of the CLEP® program. These examinations are similar in nature to the CLEP® exams. Enrolled Eastern Kentucky University students interested in attempting to earn credit through departmental examinations should contact the Office of Academic Testing, SSB 327. For information on the exams that are available for challenge, costs, and procedures for registering call (859) 622-1281 or visit [www.testing.eku.edu](http://www.testing.eku.edu).

### Curriculum Guides

Curriculum guides for each program can be found either by accessing the department web site or by going to the department

office. Completion of the program will vary according to student status (i.e. transfer students, developmental students) and student load each semester.

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

### Dean's Award

As a further recognition of academic excellence, the University presents the Dean's Award to students who have achieved the Dean's List three times. Students receiving the Dean's Award are presented with a recognition pin by the appropriate academic dean.

### Dean's List

The Dean's List is one of several ways in which the University recognizes students who achieve academic excellence. The Dean's List is published after each regular semester. Eligibility requirements for the Dean's List are as follows:

<b>Hours Attempted with Regular Grading</b>	<b>Minimum GPA</b>
12	3.75
13	3.65
14 or more	3.50

Students attempting fewer than 12 semester hours under the regular grading system 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.

### Developmental Education Description, Requirements, and Policies

The developmental education program at Eastern Kentucky University helps students achieve academic success by developing or enhancing skill level proficiencies in the areas of reading, writing, and mathematics needed for success in college-level courses. At Eastern Kentucky University, all students must demonstrate basic skill proficiencies in the areas of reading, writing, and mathematics as determined by ACT, SAT, and placement test scores. Since these proficiencies are determined by the ACT or SAT tests, all students are responsible for having ACT scores and subscores on file at the University. A student whose ACT subscore is less than 18 in a basic skill area is considered developmental for that area. Students with SAT total scores less than 870 are considered developmental in all three areas. In the case of transfer students, the University considers course work at the previous institution. Before confronting a rigorous academic program, students identified through testing as needing additional help in these basic skill areas are placed in developmental courses designed to improve their skills. Placement in and successful completion of these courses is required of students who do not demonstrate proficiency with ACT, SAT, or placement test scores. Listed below are developmental courses offered at Eastern Kentucky University. Please see Section Six of this *Catalog* for descriptions of these courses.

ENG 090 (Basic Writing)  
 ENG 095 (Developmental Composition)  
 ENR 090 (Developmental Reading I)  
 ENR 095 (Developmental Reading II)  
 MAT 090 (Prealgebra)  
 MAT 095 (Developmental Algebra I)

MAT 098 is the course designated to meet the Kentucky Pre-College Curriculum (PCC) requirement for high school Algebra II. Some students also take MAT 098 to prepare for MAT 107. MAT 098 is not required of students needing to meet developmental mathematics requirements.

Each developmental course is a three-hour institutional credit course. The credit hours for courses beginning with a zero course number, like 090, 095, or 098 do not apply toward graduation but do count toward enrollment status for such purposes as financial aid eligibility and full-time student status.

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

### Developmental Enrollment and Completion Requirements

Following are the policies concerning developmental enrollment and completion requirements for degree seeking students:

- 1) All full or part-time students with developmental requirements in two or more areas must take GSO 102 in the first semester of enrollment.
- 2) All full or part-time students with developmental requirements, identified by the ACT and local placement testing, are required to enroll in the specified developmental course(s) during their first and each subsequent semester of enrollment, including summer, at EKU until all developmental requirements are completed.
- 3) Part-time students must enroll in any required developmental course(s) before attempting course work which carries academic credit, other than GSO 102.
- 4) Students with developmental requirements are allowed a maximum of two consecutive terms of University enrollment to successfully complete each required course.
- 5) Students with developmental requirements must complete all required developmental courses by the end of the term in which they attempt their 45<sup>th</sup> credit hour, including developmental hours. Withdrawal from a developmental course counts as one semester of University enrollment toward the attempted completion of developmental requirements.
- 6) Students not completing developmental requirements as outlined above will be developmentally dismissed from the University until the developmental deficiencies are remediated by some alternative means such as taking the appropriate course(s) at another institution or demonstrating proficiency with ACT scores.

### Restrictions with Developmental Requirements

- Students with two or more developmental area requirements are enrolled as “Undeclared” majors. The Office of Academic Advising will assist these students in creating linkages to the departments of their intended majors.
- Students with two or more developmental area requirement are restricted to 12 hours of University enrollment, unless otherwise specified by admission status.
- Students with developmental requirements cannot enroll in MAT 105 (Applications of Mathematics), MAT 106 (Applied Finite Mathematics) or EDF 103 (Introduction to Education) until all developmental requirements are remediated.

- MAT 090 (Prealgebra) is a prerequisite for any course with the following prefixes: AST, BIO, CHE, CIS, CNM, CSC, FOR, GLY, NAT, PHY, SCI, or STA.

### Grades in Developmental Courses

- Developmental course grades are not included in the calculation of GPAs.
- Developmental course grades include the grades A, B, C, and F. There are no course grades of D in developmental courses.

### Double Major

A student pursuing an associate or baccalaureate degree may consider a second major at the same degree level. If the student completes the second major by the time the degree is conferred, it will be recorded on the student’s official transcript. Students interested in a double major should contact the Office of Academic Advising or the departments of interest for additional information.

### Dual Degree Agreements Between Eastern Kentucky University and Foreign Exchange Institutions

The following policies and procedures shall govern arrangements to award dual degrees to foreign students who attend Eastern Kentucky University and to EKU students who attend foreign exchange institutions under the auspices of exchange agreements or other agreements:

1. The dual bachelor’s degree agreement shall be developed by the deans of participating colleges in cooperation with appropriate representatives from foreign exchange institutions and shall be submitted to the Provost for final approval.
2. The deans and department chairs shall determine exactly which courses need to be taken by the foreign candidates to complete the major in each given field of study, and these courses must be specified. Likewise, they shall determine which courses EKU students must take at the foreign institution to complete their EKU degrees.
3. Dual degree agreements will normally require at least one full academic year in residence at the host institution (25% of the total semester hours) and three years at the home institution (75% of the total semester hours). However, other variations may be approved by the deans of the colleges for their respective colleges.
4. Each institution shall accept all course work from the other either as elective credit or as credit for required courses, based on transfer equivalency evaluations.
5. If dual degrees are awarded concurrently, the program must at a minimum meet SACS, CPE, and the college, departmental, and program requirements for general education, either by taking the general education courses or by transfer credit or by a combination of these means. If the foreign degree is awarded a year or semester in advance, then the candidate will be awarded post-baccalaureate status and the general education requirement will no longer be applicable.
6. A copy of each dual degree agreement approved by the Provost shall be kept on file in the International Education Office, and that office shall also maintain a file of EKU students who are attending foreign exchange institutions under dual degree agreement as well as foreign students who are attending EKU under dual degree agreement.

**Good Academic Standing**

For the purposes of transferability, a student is considered to be in good academic standing at Eastern Kentucky University when that student maintains a grade point average that permits the student to re-enroll in the institution on a full-time basis and in the duly designated academic program.

**Grading System****1. Letter Grades**

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

<b>Grade</b>	<b>Meaning</b>	<b>Grade Points Per Hour</b>
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
I	Incomplete	0.00
IM	Incomplete Due To Military Activation	0.00
P	Passing	0.00
S	Passing	0.00
U	Failure	0.00
UN	Failure-Student Stopped Attending Class	0.00
W	Withdraw	0.00
WM	Withdraw Due To Military Activation	0.00
AU	Audit	0.00
CR	Credit Only	0.00
IC	Incomplete Correspondence	0.00
IP	In Progress	0.00
NC	No Credit	0.00
NR	Not Reported	0.00

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

The grade point average (GPA) is based on those courses in which a student earned grades of "A+," "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "D-," "F," or "U." To calculate the GPA, one first figures the number of hours attempted in courses numbered 100 or above that award any of these grades. Next, one obtains the total grade points for each of these courses. This is figured by multiplying the grade points for each grade by the number of credit hours of the course. For example, a student earning a "B" in ENG 101, a three-hour course, would earn nine grade points. Finally, the total grade points are divided by the hours attempted. To meet graduation requirements of at least a 2.0 GPA, students must earn at least twice as many grade points as they have hours attempted.

An instructor shall assign a grade of "I" if the instructor believes that the student has been unable to complete the course on time because of unavoidable conditions. Any student receiving a grade of "I" must coordinate with the instructor to satisfy all

outstanding coursework for the course. Students should not register to repeat the course in a subsequent term. Once outstanding requirements for the course are satisfied the instructor will process a change of grade converting the "I" to a letter grade. The deadline for the grade change is the last day of class of the next full-length (i.e., fall or spring) term. Once this deadline has passed, the "I" becomes an "F."

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, the Registrar will change the "IP" grade to "NC" (NO CREDIT), and the student must register again for the course to receive credit.

**2. 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 Office of the Registrar can verify whether a 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, available from the Office of the Registrar. Students may change to or from the Pass-Fail option by the date specified each semester in the Colonel's Compass. The student must submit to the Registrar's Office the completed form as authorization to change their registered course to Pass/Fail.

**3. 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 GPA's; however, hours failed ("U") will be used.

**4. 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 Audit. The Office of the Registrar can verify whether a course is approved to be taken as Audit. After registering for the course as usual, students must obtain the "audit a course" form from the Office of the Registrar, obtain the appropriate signatures and return it to that office, SSB 239. Fees are the same as for courses taken for credit. Students enrolled for audit must comply with the attendance policy of the instructor or no course entry will be made on their academic record.

## 5. Grade Appeals

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

## 6. Repeating Courses

A student may enroll in the same course for a third or subsequent time only under unusual circumstances and with the written permission of the dean of the college of the student's first major. If a student enrolls in a course for a third or subsequent time without approval, the student will be administratively withdrawn from the course.

Undergraduate students may repeat college-level courses. In those courses, the last grades earned in the taking will replace those of the earlier.

If a student attempts to repeat a course and replace the grade but then withdraws from the course, the taking will not be counted among those for which grade replacement is available.

The grade earned in a course taken at another institution will not replace a grade earned at EKU. For GPA calculation, a grade of "S," "CR," or "P" will not replace a grade of any "C," "D," or "F" (earned in normal grading) grades. A "P" will replace an "F" when the "F" was earned under the Pass/Fail option.

## 7. Equivalent Courses (may or may not be cross-listed in the schedule).

Equivalent or cross-listed courses are those which credit will be earned for just one course. 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 removed 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 in the new major. In that instance, credit for the first taking will be removed.

## 8. Grade Change

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

## 9. 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.

## 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, is called the General Education Transfer Agreement and allows for the automatic transfer of a block of courses to satisfy general education degree requirements, rather than articulating individual courses.

The General Education Transfer Agreement comprises 48 semester hours of lower division general education, which includes

a 33-semester-hour *core transfer component* along with 15 additional unspecified hours in general education.

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

Students transferring to EKU 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.

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* and receive 33 hours of general education credit at EKU.

General Education Certified. Students who have completed a 48-hour general education program at a Kentucky Community and Technical College and School (KCTCS) or at Lexington Community College (LCC) will be *general education certified* in general education as required by the CPE General Education Transfer Agreement. Students who have earned an AS or AA from a KCTCS institution or LCC are also considered to be *general education certified*. Students, however, are subject to any specified general education courses required by the major.

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 EKU will accept. Students who transfer to EKU without a *certified transfer module* will have their course work at their previous institution evaluated by EKU on a course-by-course basis for general education equivalency.

*Note: After initial transfer to EKU students may not transfer in further general education certifications unless they earn a subsequent AA or AS degree at a KCTCS institution or LCC. Students may transfer in further general education certifications after their initial enrollment at EKU, only if they return to a KCTCS institution or LCC for a period of at least one semester.*

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

This General Education Transfer Agreement also applies to students transferring from EKU to another Kentucky public university. EKU students completing this 33-hour module will be general education *core certified*. This module will meet the 33-hour core component of other Kentucky public institutions. EKU students who do not complete the 33-hour program as outlined may also be *category certified* in one or more of the five general education categories listed below. For example, a student completing EKU general education blocks IA, IB and IC will be certified in the communications category of general education at other Kentucky public colleges and universities. A student who completes EKU's 48-hour general education program will be general education *general education certified* at other Kentucky public institutions.

EKU has adopted the following policy to meet the General Education Transfer Agreement standards, which complies with CPE's policy for students wishing to transfer from EKU to another Kentucky public college or university.

The *Core Transfer Component* (33 hours) at EKU is defined according to CPE general education categories below: (See Section Four of this *Catalog* for further information about General Education).

#### **Communication (9 semester hours)**

1. Written Communication: EKU general education blocks IA and IB (6 hours).
2. Oral Communication: EKU general education block IC (3 hours).

#### **Humanities (6 semester hours)**

One course from EKU general education block IIIA (3 hours) and one course from block IIIB (3 hours).

#### **Behavioral/Social Science (9 semester hours)**

One course each from EKU general education blocks VA, VB, and VC (9 hours).

#### **Natural Sciences (6 semester hours)**

1. Biological/Physical Science: EKU general education blocks IVA or IVB (3 hours). Note that this course must include a laboratory component.
2. Natural Science: EKU general education block VII (NS) (3 hours).

#### **Mathematics (3 semester hours)**

EKU general education block II (3 hours).

#### **Late Registration Fee**

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 registration fee.

#### **Military Credits**

Students may receive Military Science and Leadership course credit for having completed Basic Training (BT) and Advanced Individual Training (AIT). Students must submit a copy of their DD Form-214 (Discharge Verification Certificate) through the Department of Military Science and Leadership (Begley Building, Room 524, phone (859) 622-1205) to the Registrar. Students may receive up to nine hours of credit and a waiver of the two-semester physical education requirement.

Based upon recommendation of the American Council on Education (ACE), EKU will award credit to individuals who have successfully completed military service school courses, as well as award credit for Military Occupational Specialties (MOS's). Submit appropriate paperwork to the Registrar's Office.

Students can have a copy of their ACE transcript sent from their respective service education centers to the Registrar's Office, SSB CPO 58, 521 Lancaster Avenue, Richmond, KY 40475-3158.

- *Army veterans can order transcripts online at <http://aarts.army.mil>*
- *Navy Veterans can order transcripts online at <https://smart.cnet.navy.mil>*
- *USMC Veterans can order transcripts online at <https://smart.cnet.navy.mil>*

Air Force Veterans must request transcripts by letter. Include student's full name (former name if appropriate), date of birth, social security number, service component, current address, Eastern Kentucky University Registrar's address and the student's signature. Send transcript request to: CAF/RRR, 130 West Maxwell Blvd., Maxwell AFB, AL 36112-6613.

#### **Minimum Scholastic Standards**

Students are expected to maintain at least a 2.0 cumulative grade point average (GPA). The conditions and actions described below pertain to students whose GPA's fall below 2.0.

- A. **Academic Warning** - A student will be on academic warning when his or her cumulative GPA is less than 2.0 but is above the value listed below for the number of hours the student has attempted. A student on academic warning may enroll for a maximum of 16 credit hours during a fall or spring term and a maximum of 6 hours during summer session.
- B. **Academic Probation** - A student will be on academic probation when his or her cumulative GPA is less than the value listed for the number of hours the student has attempted.

<u>Hours Attempted</u>	<u>Cumulative GPA</u>
9 - 32	1.5
33 - 64	1.7
65 - 80	1.9
More than 80	2.0

A student on academic probation may enroll for a maximum of 13 credit hours during a fall or spring term and a maximum of 6 hours during a summer term. A student will be removed from probation after the probationary semester by raising his or her cumulative GPA above the listed value. If the student does not do so, he or she may be continued on probation by earning a semester GPA of at least 2.2 during a probationary semester.

**Special Notice:** Students having difficulty meeting the Scholastic 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.

- C. **Dismissal** - A student will be dismissed from the University following a probationary semester in which he or she is neither removed from nor continued on probation (see above). The dismissal period for a first dismissal following a fall semester is the spring semester; following a spring semester it is the summer and fall semester. The dismissal period for a second dismissal is one calendar year and for a third dismissal two calendar years, after which the dismissed student may be eligible for academic bankruptcy.

During a dismissal period, a student will be ineligible to enroll for any credits at Eastern Kentucky University; furthermore, the University will not accept any transfer course work earned during this period.

A student with a first dismissal under this policy may appeal the dismissal in writing to the University Readmission Appeals Committee if the student believes the dismissal was the result of catastrophic circumstances beyond his or her control. There is no appeal with second or subsequent dismissals.

## **Preprofessional Curricula**

### **1. Pre-Law Curriculum**

Students interested in going to law school or exploring the possibility of doing so should make an appointment with the University Pre-law Advisor as early in their academic career as possible. The Pre-law Advisor is located in the Department of Government. The Pre-law Advisor can guide the student in selecting courses consistent with the American Bar Association recommendations noted below, plus provide valuable information on law schools, the Law School Admission Test, and typical admission procedures.

Prospective law students should keep in mind that a broadly based liberal education will best equip one to study law. Thus, no fixed pre-law curriculum is prescribed. A special committee of the American Bar Association recommends that pre-law students take courses in written and speech communications, accounting, economics, psychology, and historical and contemporary social and political processes.

Regardless of one's chosen major, the following abilities are absolutely essential in the study of law: to read critically, to think logically, and to write and speak effectively.

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.

### **2. "Three-Two" Curricula**

In addition to standard pre-professional curricula, Eastern Kentucky University may approve specially arranged combined curricula. Students approved for these curricula complete the first three years of requirements at EKU. At the end of these three years, they enroll in one of several highly rated professional schools. After the first year of professional study, they transfer the work back in order to secure a Bachelor of Arts or a Bachelor of Science degree from Eastern Kentucky University. This plan may shorten by one year the time needed for obtaining both a baccalaureate and a professional degree.

### **3. Other Preprofessional Curricula**

Descriptions of the following preprofessional curricula may be found on the pages noted:

Pre-Engineering .....	66
Pre-Forestry .....	66
Pre-Medical Sciences (Pre-Medicine, Pre-Dentistry) .....	67
Pre-Optometry .....	66
Pre-Pharmacy .....	67
Pre-Veterinary .....	67, 92

## **President's Award**

As a further recognition of academic achievement, the University presents the President's Award to students who enroll for a minimum of 12 credit hours, with regular grading, and who attain a 4.0 grade point average for the 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.

## **Readmission Under Special Conditions**

### **1. Academic Bankruptcy of EKU Work**

Academic bankruptcy allows undergraduate students who are returning to Eastern Kentucky University after remaining out for an extended period to void a portion of the work attempted during one or more semesters of the prior enrollment(s). EKU offers this option because it recognizes that some students fail to perform satisfactorily due to immaturity or to other factors that interfere with their academic performance.

To qualify for bankruptcy, a student must meet the following conditions:

- 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 bankrupted.
- After being readmitted, 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. All courses and grades, including repeated courses, will be counted in the GPA. All work attempted in the academic term that includes the twelfth hour is affected by these grade restrictions.
- The student must state, in writing, his or her intention to declare bankruptcy to the Office of the Registrar. The student will also specify which semesters are being requested for bankruptcy. Students may request to bankrupt any or all semesters of their prior work, but all work from a given semester will be bankrupted if the student requests to bankrupt that semester and if the request is approved.
- The student may not have previously declared bankruptcy of EKU work.
- The term noted above in which the twelfth hour is attempted must be spring 1986 or more recent.

If bankruptcy is granted, the bankrupted work will remain on the transcript; but it will not be counted in the student's GPA and will not count toward degree requirements, including the upper division hours requirement. However, the dean of the college in which the student is enrolled may waive major, supporting, and general education requirements met by bankrupted courses in which the student received at least a "C" or higher grade, while requiring the student to substitute enough elective courses to obtain the minimum number of credit hours required to graduate.

All academic course work, including bankrupted work, will be counted in computing graduation with honors.

### **2. Academic Bankruptcy of Transferred Work**

Academic transfer bankruptcy allows 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 bankruptcy, a student must meet the following conditions:

- (a) 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 bankrupted.
- (b) After being readmitted, 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. All courses and grades, including repeated courses, will be counted in the GPA. All work attempted in the academic term that includes the twelfth hour is affected by these grade restrictions.
- (c) The student must state, in writing, his or her intention to declare transfer bankruptcy to the Office of the Registrar. The written petition must identify the institutions from which work is to be bankrupted, as well as the specific semesters that are to be bankrupted. Students may request to bankrupt any or all semesters of prior work, but all work from a given semester will be bankrupted if the student requests to bankrupt that semester and if the request is approved.
- (d) The student may not have previously declared transfer bankruptcy at EKU.
- (e) The term noted above in which the twelfth hour is attempted must be fall 1987 or more recent.

If transfer bankruptcy is granted, the bankrupted work will remain on the transcript; but it will not be counted in the student's GPA and will not count toward degree requirements, including the upper division hours requirement. However, the dean of the college in which the student is enrolled may waive major, supporting, and general education requirements met by bankrupted courses in which the student received a "C" or higher grade, while requiring the student to substitute enough elective courses to obtain the minimum number of credit hours required to graduate.

All academic course work, including bankrupted work, will be counted in computing graduation with honors.

### **Rescheduling of Final Examination**

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.

### **Satisfactory Progress**

Degree-seeking students shall be considered as making satisfactory progress so long as they remain in good academic standing and enroll in courses required by or allowed for in their academic program.

### **Schedule Changes**

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.

A student may officially withdraw from a course from the end of the Schedule Change Period to the course's midpoint. (The midpoint of full-semester courses is the eighth week; the midpoint of a part-semester course is printed on the course syllabus.) A student will be assigned a grade of "W" for a course withdrawn

from, and a "W" will appear on the grade report and transcript. Refer to Section 3 of this *Catalog* for the University's Refund Policy. Refer to the current *Colonel's Compass* for withdrawal deadlines and for refunds for full and partial semester courses.

After the eighth week, or midpoint, a student who is the victim of extraordinary circumstances may petition to the Late Withdrawals Appeals Committee through The Office of the Registrar. The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal. The student should prepare a written petition and should include *justification and documentation* for the withdrawal. If approved, the Registrar will assign the grade of "W" and will notify the instructor of the class. For details refer to the Registrar's web page ([www.registrar.uku.edu](http://www.registrar.uku.edu)).

Faculty will inform students of their academic progress prior to the last day from which they may withdraw from a course.

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

### **Student Load**

A full-time student is one who enrolls in 12 or more credit hours during a fall or spring term. Students carrying fewer than 12 credit hours are considered part time. A student who has established superior records 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 is 21 credit hours.

Six semester hours is considered a normal load for the summer term. Twelve credit hours is the maximum enrollment allowed for the summer term. For enrollment verification and financial aid purposes 8 credit hours and above is considered full time summer status for undergraduate students, 6 credit hours is full time summer status for graduate students. A student who has established a superior academic record may be permitted to enroll for more than 12 hours by the dean of the college of the student's first major. The absolute maximum is 15 hours.

The above limitations apply to all enrollments or combinations of enrollments for the term specified, including campus classes, extended campus classes, correspondence study (refer to the *Correspondence Course Bulletin*), and enrollments at other institutions. The Registrar will not record credits beyond these maximums.

### **Study Abroad Programs**

Students have several options for study abroad at EKU, options that vary in place, field of study, length and cost.

Students may study in English-speaking countries abroad through the Cooperative Center for Study Abroad (CCSA), a consortium of colleges and universities through the US. CCSA offers two-week programs during the winter break and two- and four-week programs in the summer, mid-May through August. Programs are offered in Australia, Belize, England, Ghana, India, Ireland, Jamaica, Scotland and South Africa. CCSA also offers eight-week internships and a full semester program at the University of East Anglia in Norwich, England. The web address for CCSA is [www.ccsa.cc](http://www.ccsa.cc).

The Kentucky Institute for International Study (KIIS), a consortium of Kentucky, Indiana, and Ohio colleges and universities, offers courses in non-English speaking countries. KIIS offers five-week summer programs in Austria, Brazil, Cameroon,

China, Costa Rica, Denmark, Ecuador, France, Germany, Greece, Italy, Japan, Mexico, Puerto Rico, Spain and Turkey. Additionally, KIIS offers semester-long programs in France, Germany, Spain and Mexico. The web address for KIIS is [www.kiis.org](http://www.kiis.org).

For students who are interested in additional semester-long study abroad options EKU is affiliated with Arcadia University, AustraLearn, and The School for International Training.

### **Transfer Credits/Courses**

Eastern Kentucky University participates in and subscribes to the principles of the Kentucky Council on Postsecondary Education statewide transfer agreements. Eastern Kentucky University will accept credits transferred from all public institutions in Kentucky accredited by SACS, and it will apply them to its 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. Students should submit a course description to the Transfer Coordinator in the Office of Academic Advising for transfer courses that have not been evaluated in the past. Students wishing to appeal the evaluation of transfer credit to be used for general education requirements should consult with the staff in the office of their college dean of their first major.

Eastern Kentucky University will also accept credits transferred from other colleges and universities accredited by a regional accrediting association, such as the Commission on Colleges of the Southern Association of Colleges and Schools. As completely as possible, it will apply these credits to the student's degree program.

Eastern Kentucky University students may also earn credits at other institutions and transfer them to Eastern Kentucky University. To ensure that they earn appropriate credits, they are strongly advised to see the Transfer Student Coordinator in the Office of Academic Advising and also obtain their college dean's approval prior to enrolling in any course work they plan to transfer. The University will not take responsibility for courses transferred without prior approval.

The University considers lower division credits transferred to EKU as lower division, even if EKU offers a comparable course at the upper division.

### **University Writing Requirement**

To ensure that graduates of Eastern Kentucky University possess important communication skills, the faculty and Board of Regents approved a University Writing Requirement (UWR). Except as noted below, students seeking baccalaureate degrees from Eastern Kentucky University, including transfer students, must successfully complete an essay exam.

Baccalaureate degree students must take the exam in the first semester of enrollment after completing the 60th credit hour and ENG 102. Transfer students who transfer 60 credit hours or more must take the exam in the first semester of enrollment.

Students who fail the first attempt may retake the exam under the following conditions:

- A. prior to the next enrollment, they must file with their advisor a remediation plan;
- B. they may not enroll for more than 12 hours in any fall or spring semester until the exam requirement is satisfied;
- C. they may not enroll after earning 100 hours until the exam requirement is satisfied.

Students failing to register for and take the UWR in the semester after they complete 60 credit hours will be subject to the enrollment limitations noted above in B and C. Also, after a student takes the UWR three times and fails to meet the minimum pass score then he or she must take ENG 099. Students with previously earned baccalaureate degrees need not write the UWR.

All full or part-time continuing students or students who have been **readmitted** to the University after being out for an academic year, regardless of the date of when they first entered EKU, seeking baccalaureate degrees and who have 60 or more hours of credit must satisfy the writing requirement. In addition, all Teacher Certification students must take the UWR. Students with previously earned baccalaureate degrees need not write the UWR unless they are completing teacher certification. Information about the UWR can be found at [www.testing.eku.edu](http://www.testing.eku.edu).

### **Withdrawal from the University**

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

After the eighth week, a student who is the victim of extraordinary circumstances may petition to the Late Withdrawal Appeal Committee through the Office of the Registrar. The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal. The student should prepare a written petition and should include *justification and documentation* for the withdrawal. If approved, the Registrar will assign grades of "W" and will notify the instructors of the class. For details, refer to the Registrar's web page ([www.registrar.eku.edu](http://www.registrar.eku.edu)).

### **Military Withdrawal for EKU Students**

If a student is called to active duty, a Military Withdrawal will be processed with a hundred percent (100%) refund. A copy of the activation papers, along with the request to be withdrawn should be sent to The Office of the Registrar, SSB CPO 58, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, Kentucky 40475-3158. The request does not need to be sent prior to leaving. It can be accepted later, but must include a copy of the orders for military activation as documentation.

### **Dining Services Refund**

1. For Colonel Card dollars, a refund of the full remaining account balance (greater than \$10) will be made. If there is a balance due to the University these monies will be applied to that account.
2. For Meal Memberships, a pro-rated refund proportional to the time remaining in the semester will be given. Refunds will only be given to students who are officially withdrawing from the University. Optional flex dollars are non-refundable.

For Colonel Card dollars refund, please send or fax a request to: Dining Accounts Office, Attention: Bobbie Brickler, 17 Powell Building, Richmond, KY 40475; fax (859) 622-6226.

For Meal Memberships, you will automatically be refunded as of the date you officially withdraw from the University.

### Housing Refund

For Housing refunds, a pro-rata refund proportional to the time remaining in the semester will be made. The procedure is that a copy of the activation papers along with a copy of the request to be withdrawn should be sent to The Director of Housing, SSB CPO 51, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, Kentucky 40475-3151.

## DEGREE INFORMATION

### Concurrent Degrees

A student may qualify to earn two degrees concurrently 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 minimum number of hours that must be earned for two associate degrees is 80; the minimum for two baccalaureate degrees is 160. The minimum number of hours required for concurrently earning an associate and a baccalaureate degree is the number required by the baccalaureate degree.

It is the student's 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. See "Application for Graduation" section.

### 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. While some of the hours earned from the earlier degree may count toward the subsequent degree, students must earn at least 16 approved semester hours for an associate degree beyond those required for the earlier degree. A subsequent baccalaureate degree requires at least 32 approved hours beyond those required for the earlier degree. Hours for both degrees must be taken at Eastern Kentucky University or, as approved by the dean of the college awarding the subsequent degree, at another regionally accredited institution. 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.

## DEGREE REQUIREMENTS

### BACCALAUREATE DEGREES

#### Comprehensive 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, including basic skills proficiencies in English, reading, and mathematics; and general education; as established by appropriate University committees for each degree program.
3. Complete a minimum of 128 semester credit hours, with at least 43 hours at the 300 level or above.
4. Satisfy the University Writing Requirement.
5. Earn a minimum grade point average (GPA) of 2.0 on all college-level work taken at Eastern Kentucky University. In addition, transfer students must earn a minimum GPA of 2.0 on the combined transfer work and Eastern Kentucky University work.
6. Earn a minimum of 32 semester hours through EKU.\*
7. Earn the credits applicable to the degree within eight years prior to the date the degree is awarded. Credits more than eight years old may be validated by the college dean.
8. Students enrolled in MAT 090 are not permitted to enroll in any course with the following prefix: AST, BIO, CHE, CIS, CNM, CSC, FOR, GLY, NAT, PHY, SCI or STA.
9. According to AACSB International business accreditation standards, students enrolled in University baccalaureate degree programs, other than those within EKUBusiness, will not receive credit toward their degrees for more than 25 percent of their undergraduate programs in credit hours in courses offered through EKUBusiness 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.

\*Degree programs offered by the College of Business and Technology have more stringent residency requirements. Please refer to "Residency Requirements" in the College of Business and Technology section of this *Catalog*.

#### 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 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. For certain curricula, individual requirements are waived if they are satisfied in the major program. Refer to the program plans in Section 5 of this *Catalog*.

The General Education Program consists of 48 hours of course work in eight blocks (identified with Roman numerals): communication (I), mathematics (II), arts and humanities (III), natural sciences, (IV), social and behavioral sciences (V), wellness (VI), breadth of knowledge (VII), and depth of knowledge (VIII). These blocks are subdivided into 16 course categories. Students must earn the specified number of hours in each of these course categories.

### I. Communication.

#### IA Written Communication. Three hours required.

ENG 101\* English Composition I  
ENG 105\* First Year Writing Seminar

#### IB Written Communication. Three hours required.

ENG 102\* English Composition II  
HON 102\* Honors Rhetoric (6; for blocks IA and IB)

**NOTE:** Students earning "A" or "B" in ENG 105 will earn six hours of credit, three hours of which will be applied to category IB. Those earning "C" or "D" will earn three hours credit and will then take ENG 102.

#### IC Oral Communication. Three hours required.

CMS 100 Introduction to Human Communication  
CMS 210 Public Speaking

### II. Mathematics. Three hours required.

MAT 105\* Mathematics with Applications  
MAT 106\* Applied Finite Mathematics  
MAT 107\* College Algebra  
MAT 108\* Trigonometry  
MAT 109\* Precalculus Mathematics (5)  
MAT 124\* Calculus I (4)  
MAT 124H\*Honors Calculus I (4)  
MAT 211\* Calculus with Applications for Business and Economics  
MAT 224\* Calculus II (4)  
MAT 224H\*Honors Calculus II (4)  
MAT 261\* Calculus with Applications for Science

### III. Arts and Humanities.

*Select three hours in arts courses listed in IIIA and three hours in humanities courses listed in IIIB or select six hours in two of three courses listed IIIA/B, Integrated Arts and Humanities.*

#### IIIA Arts. Three hours required.

ARH 390 Survey of Art History I  
ARH 391 Survey of Art History II  
ART 200 Art Appreciation  
HON 205\* Honors Humanities I  
MUH 171 Music Appreciation  
MUH 271 Jazz History  
MUH 272 Music Literature  
MUH 273 Survey of American Popular Music  
PHE 200 Dance and Culture  
THE 100 Introduction to Theatre

#### IIIB Humanities. Three hours required.

ENG 210\* Enjoying Literature  
ENG 211\* Survey of World Literature I  
ENG 212\* Survey of World Literature II  
FCC 210 Topics in Culture  
FCC 220 French Culture and Civilization  
FCC 222 German Culture and Civilization  
FCC 226 Hispanic Culture and Civilization  
HON 306\* Honors Humanities II  
PHI 110 Beginning Philosophy  
PHI 130 Beginning Ethics

PHI 240 Philosophy of Religion  
PHI 300 Greek and Roman Philosophy  
PHI 320 Modern Philosophy  
REL 301 World Religions

#### IIIA/B Integrated Arts and Humanities. Six hours required.

HUM 124 Humanities and the Search for Meaning  
HUM 226 The Search for Meaning: The Ancient World  
HUM 228 The Search for Meaning: The Modern World

### IV. Natural Sciences.

#### IVA Biological Laboratory Science. Three hours required.

BIO 100\* Introductory Biology  
BIO 102 Inquiry Biology for Teachers  
BIO 121 Principles of Biology (4)

#### IVB Physical Science Laboratory. Three hours required.

AST 135\* Introductory Astronomy  
CHE 100 Inquiry Chemistry for Teachers  
CHE 101/107\* Chemistry in Everyday Life/Introductory Chemistry Lab (4)  
CHE 105/107\* Chemistry for the Health Sciences/Introductory Chemistry Lab (4)  
CHE 111/115\* General Chemistry I/General Chemistry Lab I (4)  
CHE 112/116\* General Chemistry II/General Chemistry Lab II (4)  
GEO 210 Introduction to Physical Geography  
GLY 102 Earth Science for Teachers  
GLY 107 Gold and Diamonds  
GLY 108 Plate Tectonics: The Active Earth  
GLY 109 Great Moments in Earth History  
GLY 172 Geology and Human Health  
GLY 304 The World Ocean  
PHY 101\* Conceptual Physics  
PHY 102 Inquiry Physics for Teachers  
PHY 131\* College Physics I (5)  
PHY 132\* College Physics II (5)  
PHY 201\* University Physics I (5)  
PHY 202\* University Physics II (5)

### V. Social and Behavioral Sciences.

#### VA History. Three hours required.

ANT 200 Anthropology of Human Society  
HIS 202 American Civilization to 1877  
HIS 203 American Civilization Since 1877  
HIS 231\* Western Civilization I  
HIS 232\* Western Civilization II  
HIS 246\* World Civilization I  
HIS 247\* World Civilization II  
HON 210\* Honors Civilization I

#### VB Social and Behavioral Science. Three hours required.

ANT 120 Introduction to Cultural Anthropology  
ECO 120\* Economic Reasoning and Issues  
ECO 230\* Principles of Economics I  
ECO 231\* Principles of Economics II  
ECO 310\* Contemporary Economic Problems  
GEO 200 Regions and Nations of the World  
GEO 220 Human Geography  
POL 100 Principles of Politics and Government  
POL 101 Introduction to American Government  
POL 212 Introduction to Comparative Politics

POL 220	Introduction to International Relations
PSY 200	Introduction to Psychology
PSY 280*	Lifespan Development
PSY 300*	Social Psychology
SOC 131	Introductory Sociology
SOC 235	Social Problems

**VC History or Social and Behavioral Science. Three hours required.**

Select an additional three hours from categories VA or VB or select the following:

HON 311	Honors Civilization II
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**VI. Wellness. Three hours required.**

BIO 310	Biology of Aging
HEA 285	Health Across the Lifespan
NFA 201	Essentials of Nutrition
PHE 180	Lifetime Wellness

**VII. Breadth of Knowledge.**

Select six hours from two of the following four areas not closely related to the major. Consult your advisor to determine areas not closely related to the major.

**VII(AH) Arts and Humanities.**

Select an additional three hours from categories IIIA, IIIB, or IIIA/B or select one of the following:

BEM 350	Cinema History I
BEM 351	Cinema History II
ENR 112*	Academic Literacy and Learning
MUH 371*	Survey of Music History I
MUH 372*	Survey of Music History II
HUM 300	Humanity in the Postmodern Age

**VII(NS) Natural Sciences.**

Select an additional three hours from category IVB or select one of the following:

ANT 201	Introduction to Physical Anthropology
AST 130*	Introductory Astronomy
AST 330*	Stars, Blackholes: The Cosmos
BIO 171	Human Anatomy
BIO 273*	Clinical Microbiology
BIO 301	Human Physiology
BIO 303	Human Heredity and Society
BIO 317	Conservation of Wildlife Resources
CHE 102*	Introductory Chemistry II
GLY 302	Earth Science
GLY 303	Global Environmental Challenges
NAT 305	Dinosaurs
NAT 380	Science and Society

**VII(QS) Quantitative Skills.**

Select an additional three hours from category II from MAT 106 or higher or select one of the following

CIS 212	Introduction to Computer Information Systems
CIS 240	Introduction to Web Information Systems
CSC 104	Computer Literacy with Software Applications
CSC 160	Introduction to Programming
CSC 174	Introduction to FORTRAN
CSC 177	Introduction to Visual Basic
CSC 190	Introduction to C++
HON 304*	Special Topics
PHI 100	Practical Reasoning
PHI 371	Symbolic Logic
STA 215*	Introduction to Statistical Reasoning
STA 270*	Applied Statistics

**VII(SBS) Social and Behavioral Sciences.**

Select an additional three hours from categories VA, VB, or VC or the following:

COM 200	Mass Media and Society
HON 312	Special Topics

**VIII. Depth of Knowledge.**

Select six hours from one of three options:

**Option 1.** Six hours in a coherent set of supporting courses for specific degree programs. Consult your advisor to determine if your major requires supporting courses in this option.

**Acceptable supporting courses in this option include all courses approved in Blocks I - VII plus the following:**

CCT 201*	Professional Communication
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**Option 2.** Six hours in the same language from the following:

ASL 101	American Sign Language I
ASL 102*	American Sign Language II
ASL 201*	American Sign Language III
ASL 202*	American Sign Language IV
FLS 101	Language Topics:
FLS 102	Language Topics:
FRE 101*	Conversational French I
FRE 102*	Conversational French II
FRE 201*	Intermediate Conversational French I
FRE 202*	Intermediate Conversational French II
FRE 204*	Review of French Grammar
GER 101*	Conversational German I
GER 102*	Conversational German II
GER 201*	Intermediate Conversational German I
GER 202*	Intermediate Conversational German II
JPN 101	Conversational Japanese I
JPN 102	Conversational Japanese II
LAT 101	Beginning Latin I
LAT 102*	Beginning Latin II
SPA 101*	Conversational Spanish I
SPA 102*	Conversational Spanish II
SPA 201*	Intermediate Conversational Spanish I
SPA 202*	Intermediate Conversational Spanish II
SPA 206*	Conversational Fluency

**Option 3.** Six hours in coursework addressing a common theme. Go to [www.gened.eku.edu](http://www.gened.eku.edu) to find additional approved themes for this option.

**Gender, Race and Sexuality in the United States**

AFA 201	Pan-African Studies
AFA 202	The African-American Experience
CDF 232	Identity and Sexuality
POL 345	Minority Group Politics
POL 446	The Politics of Sex
SOC 399	Gender in Cross-Cultural Perspective
SOC 400	Race and Ethnic Relations
WMS 201	Introduction to Women's Studies

**NOTE:** 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. Course numbers followed by an asterisk (\*) have prerequisites or other restrictions on enrollment. Refer to Course Descriptions in Section 6 of this *Catalog* for specific restrictions.

## ASSOCIATE DEGREES

### Comprehensive 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 mathematics; and general education; as established by appropriate University committees for each degree program.
3. Complete a minimum of 64 semester credit hours.
4. Earn a minimum grade point average (GPA) of 2.0 on all college-level work taken at Eastern Kentucky University. In addition, transfer students must earn a minimum GPA of 2.0 on the combined transfer work and Eastern Kentucky University work.
5. Earn a minimum of 16 semester hours through Eastern Kentucky University.
6. Earn the credits applicable to the degree within eight years prior to the date the degree is awarded. Credits more than eight years old may be validated by the college dean.
7. Students enrolled in MAT 090 are not permitted to enroll in any course with the following prefix: AST, BIO, CHE, CIS, CNM, CSC, FOR, GLY, NAT, PHY, SCI or STA.

### General Education Requirements

Students in associate degree programs must earn a minimum of 15 hours in courses approved for general education. These hours must include ENG 101 and ENG 102 or their equivalent. The nine additional hours must include approved one course in each of the following categories: IIIA, IIIB, IIIA/B, or VII (Arts and Humanities); VA, VB, VC, or VII (Social and Behavioral Sciences); and II, IVA, IVB, or VII (Mathematics and/or Natural Sciences).

**Courses meeting general education requirements have been identified by an asterisk (\*) in program plans in Section Five.** For certain curricula, individual requirements are waived if they are satisfied in the major program.

## GRADUATION

### Application for Graduation

Students completing requirements for graduation in December should apply before the end of the preceding April. May and August graduates should apply by the end of the preceding October.

Appropriate ceremonies are held at the close of the fall and spring semesters and the summer session. Students who are candidates for degrees are encouraged to participate in the ceremony.

### Honors for Baccalaureate Degree Graduates

Students are graduated Summa Cum Laude if they attain a cumulative grade point average (GPA) of 3.9 or higher on all semester hours transferred to and attempted at Eastern Kentucky University and if they complete a minimum of 64 hours at Eastern Kentucky University.

Students are graduated Magna Cum Laude if they attain a cumulative GPA of at least 3.7 but less than 3.9 on all semester hours transferred to and attempted at Eastern Kentucky University and if they complete a minimum of 64 hours at Eastern Kentucky University.

Students are graduated Cum Laude if they attain a cumulative GPA of at least 3.5 but less than 3.7 on all semester hours transferred to and attempted at Eastern Kentucky University and if they complete a minimum of 64 semester hours that is half the minimum required for a baccalaureate degree at Eastern Kentucky University.

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 a cumulative GPA of at least 3.0.

For purposes of honors recognition, all semester hours transferred to and attempted at Eastern Kentucky University, including those which are subsequently repeated or bankrupted, will be used in calculating GPA's. Honors GPA calculation for the graduation ceremony do not include the final semester's course work although those in progress will be used to attempt to obtain the 64 semester hours at Eastern Kentucky University. Honors for the diploma and transcript will include the final semester.

### Honors for Associate Degree Graduates

Students are graduated With High Distinction if they attain a cumulative grade point average (GPA) of 3.7 or higher on all semester hours transferred to and attempted at Eastern Kentucky University and if they complete a minimum of 32 semester hours at Eastern Kentucky University.

Students are graduated With Distinction if they attain a cumulative GPA of at least 3.5 but less than 3.7 on all semester hours transferred to and attempted at Eastern Kentucky University and if they complete a minimum of 32 semester hours that is half the minimum required for an associate degree at Eastern Kentucky University.

For purposes of honors recognition, all semester hours transferred to and attempted at Eastern Kentucky University, including those which are subsequently repeated or bankrupted, will be used in calculating GPA's. Honors GPA calculation for the graduation ceremony do not include the final semester's course work although those in process will be used to attempt to obtain the 32 semester hours at Eastern Kentucky University. Honors for the diploma and transcript will include the final semester.

## UNDECLARED STUDENTS

If students are not ready to declare a major, they will be enrolled as an undeclared 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 are registered for their 60th 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.