



Center for Continuing Education and Academic Outreach

Brian Van Horn, Dean
303 Sparks Hall
270-809-4159



The university recognizes its responsibility to its designated service region (18 counties) and to non-traditional students who desire educational opportunities. The function of the Center for Continuing Education and Academic Outreach (CE/AO) is to organize all extended campus courses, correspondence, courses, workshops, conferences, non-credit courses, community education, military programs, student transfer center and adult outreach programs. Murray State University is a member of the Association for Continuing Higher Education.

Distance Learning Programs

Murray State University offers an extensive schedule of degree programs and courses at regional campus locations and/or via distance learning technologies, including interactive television (ITV), and the Internet. Graduate and undergraduate degree programs and courses are offered in Paducah, Hopkinsville, Madisonville, Henderson, and Ft. Campbell, as well as other locations throughout the region. Murray State University has a fully interactive two-way video classroom network. This network links the main campus with the MSU regional campuses and centers. Information concerning admission, registration, and class schedules is published each semester in the *Distance Learning Programs Schedule*. To obtain a copy of the current schedule, contact the CE/AO at 270-809-4159; outside Calloway County, call toll free, 1-800-669-7654.

Non-Credit and Youth Programs

Continuing education programs and services include non-credit professional development courses, workshops, teleconferences, and seminars; conference coordination, continuing education unit (CEU) administration; and other special programs. Online professional certificate programs are also offered through a partnership with ed2go.com. University faculty/staff, business and industry, and other interested individuals are encouraged to contact the office regarding their special training needs and interests.

CE/AO also offers a wide range of youth programs, including camps with commuter and residential options, and ACT prep workshops. Registration services are available for youth and adult programming as well as conference and event coordination services.

For more information about youth programs, online certificates, conferences and workshops, or any of the non-credit programs, contact the Office of Non-Credit and Youth Programs, 270-809-3659.

Transfer Center

Transfer students are ever important to Murray State University's success, and recognizing that transfer students have a variety of needs, the Transfer Center desires to provide services to meet those needs. The Transfer Center co-coordinates with the regional campuses to recruit and retain transfer students to Murray State University. In addition, the Transfer Center staff serves as a resource for current Murray State undergraduate students who transferred to MSU. Services offered include personalized campus visits for prospective students, orientations for admitted transfer

students, and Tau Sigma, a national honor society for transfer students. For more information about these services, please contact the Transfer Center at 270-809-3350 or 800-669-7654.

Adult Outreach

Murray State has a growing number of adult students. To attract more of these students and to serve their needs as well as the needs of the currently enrolled adult students, the Office of Adult Outreach was created as a division of the CE/AO. The mission of the adult outreach office is to provide services for adults who want to continue their education. These services include pre-admission advising, adults-only orientations, a lounge and resource center located in Ordway Hall, adult student scholarships, and NTSO (Non-Traditional Students Organization), and Alpha Sigma Lambda, a national honor society for adult students. For more information about these services, contact the adult outreach office in the Lowry Center, 270-809-2186 or 800-669-7654.

Correspondence/Distance Learning

For students who cannot attend traditional classes either on the main campus or at one of the off-campus locations, the university offers correspondence, distance learning, and Internet courses.

The university publishes a *Correspondence Course Guide* which details enrollment requirements, procedures, completion criteria and courses available.

Distance learning courses are similar to correspondence courses with two exceptions: (1) audio or video instruction sometimes accompanies the written lesson, and (2) courses follow the regular university semester time schedule. Distance learning courses are published in the official schedule of classes each semester.

Online courses are conducted entirely on the Internet. Only a small number of online courses require proctored exams. Students should have a working knowledge of the World Wide Web, Internet access and experience using e-mail. Internet courses are published in the official schedule of classes each semester.

For more information about these courses, contact the Center for Continuing Education at 270-809-4159 or 1-800-669-7654.

Community College

Consistent with its obligation to provide access to higher education for students in its immediate service area, Murray State University has a Community College authorized by statute since 1966. The Community College program provides academic assistance through developmental courses, support courses, and free peer tutoring. Mandates from the Kentucky Council on Postsecondary Education (for students with ACT scores below 18 in English, 19 in mathematics, and 21 in reading) are satisfied by courses offered in the Murray State University Community College.

Applicants from Kentucky and the Tennessee counties of Henry, Obion, Stewart, and Weakley who score 15 to 17 on the ACT and graduate with a GPA under 3.00, resulting in a ranking in the lower half of their high school class, may be admitted to MSU with restrictions. **Restricted status students are required to enroll in a specific seven-hour block of courses that is offered**

Continuing Education and Academic Outreach

in the Community College on a very limited basis. Additionally, restricted status students must complete a one-hour freshman orientation class and are limited to a maximum course load of 16 semester hours. Upon satisfactory completion of the restricted status curriculum, students advance to conditional status.

Bachelor of Integrated Studies (B.I.S.) Degree

Applications, admission information, and assistance in applying may be obtained by writing Bachelor of Integrated Studies Degree, CE/AO, Murray State University, 303 Sparks Hall, Murray KY 42071-0009, or by calling the B.I.S. Director at 270-809-4159; outside Calloway County, call toll free, 1-800-669-7654. Only adult students who have earned 60 or more semester hours of college credit (or with approval of the dean of Continuing Education) may be admitted to the B.I.S. program.

An Alternative for Adults

The Bachelor of Integrated Studies is an alternative baccalaureate degree for adults who already have college credits. The B.I.S. program works best for students established in careers who do not need an academic credential for a new career. It also works well for students who desire a liberal arts education and for some students who plan to enter graduate programs.

Adults find the B.I.S. attractive for its flexible degree requirements, which make it easier to apply previous college work to a Murray State degree. Other attractive features include acceptance of correspondence courses and telecourses, encouragement of students to seek college credit for prior learning, and the learning contract which enables B.I.S. students to complete requirements in some courses without attending classes.

General Degree Requirements

The Bachelor of Integrated Studies degree requires 120 semester hours. Thirty-two semester hours must be taken with Murray State University. Thirty-nine upper-division credits, courses taken at or above the 300 level, must be completed. An overall Grade Point Average (GPA) of 2.0, 32 semester hours of credit with Murray State University with a GPA of 2.0, and 30 semester hours in a college field of study with a GPA of 2.5 are required. **Note:** This degree does not restrict the final hours from transferring into Murray State so long as the transfer hours are pre-approved by the BIS Advisor and the Registrar. See **Mandatory Developmental Courses section in Chapter 4.**

Bachelor of Integrated Studies

Bachelor of Integrated Studies Degree
CIP 24.0102

University Studies Requirements38-44 hrs

Oral and Written Communication 7 hrs
ENG 105 [or ENG 104]..... 4
One University Studies elective in this category..... 3

**Global Awareness, Cultural Diversity, and the
World's Artistic Traditions 3 hrs**
One University Studies elective in this category..... 3

**Scientific Inquiry, Methodologies, and
Quantitative Skills 7-10 hrs**
One University Studies science course with lab..... 4-5
One University Studies mathematics course 3-5

Social and Self-Awareness and

Responsible Citizenship 6 hrs
One Ethics, Social Responsibility and Civic Engagement
category course..... 3
One Social Science category course..... 3

World's Historical, Literary, and

Philosophical Traditions:..... 6 hrs
CIV 201 or CIV 202 [or HON 201 or 202] 3
HUM 211 [or honors course HON 251] 3

University Studies Approved Electives 6 hrs
Choose from the list of University Studies electives..... 9
No more than two courses from one thematic category
and no more than one course from the Enrichment
Electives category.

BIS 399 Seminar..... 3 hrs

Research and Field of Study 30 hrs
Field of Study: 18 hrs
Research Methods: 6 hrs
Field of Study Project: 6 hrs

Unrestricted Electives 47-52 hrs
Portfolio credits (*max. 30 semester credit hours*)
Military and professional courses
Credits from accredited institutions

Total Curriculum Requirements 120 hrs

Field of Study

The field of study is a planned academic concentration agreed upon by the student and the B.I.S. advisor. The field may be interdisciplinary (for example, humanities or American studies) or it might be built upon a core consisting of a traditional major or minor. Some students build their field of study on the basis of courses required for admission to a graduate program. The point is that B.I.S. students have individually designed academic concentrations that need not follow the major requirements for traditional degrees.

However designed, the field of study must include two appropriate courses in research methodology. These courses prepare the student for the culmination of the B.I.S. program, the field of study project, a senior baccalaureate thesis required of every student.

The field of study project is the final step in completing the Bachelor of Integrated Studies degree. The project report will be bound and displayed in the Murray State University library. It serves as a synthesis of applied learning and as a basis for an assessment of the student's analytical skills.

Limitations

This degree is not for everyone. Only adults who have already earned 60 semester hours of college credits may be admitted and declare this area. There is a \$30 admission fee for the B.I.S. program which is in addition to the Murray State admission fee for current students switching to the B.I.S. area. Students with numerous business courses face restrictions imposed by accreditation requirements. Teacher education and nursing programs are not available to B.I.S. students. The degree is not well adapted to students who want credentials for entry into a new professional field — for such a purpose, a traditional degree is a better choice.

Applying business courses. Students who wish to apply credits for business courses to the B.I.S. degree requirements must consult a B.I.S. advisor to determine whether they must complete

Continuing Education and Academic Outreach

the business core. Students who will have more than 25% of their coursework in business courses are required to complete the business core.

Active Status

Students may proceed at their own pace, taking as many or as few courses as they can handle. Active status is based on satisfactory completion of a minimum of three semester hours of credit per semester (fall and spring), or six semester hours per year. Failure to maintain active status results in the assessment of a re-application fee of \$30. Also see MSU readmission requirements in Chapter 2 for students who have been out of school for more than two semesters.

Fees

The following are fees applicable to the Bachelor of Integrated Studies degree:

- **application fee**—\$30; non-refundable; does not apply to tuition;
- **portfolio assessment**—\$25 for portfolio administration process and \$25 for each portfolio plus \$5 per credit hour for credits approved;
- **undergraduate semester credit hour**—refer to the schedule of fees for Kentucky residents, border county agreements, and out-of-state fees in Chapter 3;
- **departmental challenge examination fee**—\$5 per credit hour challenged.
- **web-based course fee**—web-based courses have additional course fees. Refer to the *Schedule of Fees* for information.

Earning Academic Credit

BIS 399 is required of all B.I.S. students for three semester hours of credit.

The learning contract is a method by which a student completes an arranged course sponsored by a department and supervised by a Murray State University faculty member. A guide to developing learning contracts will be covered during the introductory seminar.

Departmental challenge examinations measure how well a student has mastered the content of courses which are normally offered to traditional students. Applications for departmental challenge examinations are made to the concerned department.

The College Level Examinations Program (CLEP) provides a way to earn college credit by taking standardized tests. A student may arrange to take these tests at any higher education institution offering the tests. Students who have ever enrolled at Murray State must have permission to take the CLEP tests. Contact Counseling and Testing, 100 Ordway Hall, 270-809-6851.

Correspondence courses are taken by mail for credit from Murray State University and other accredited institutions. For the working adult, these integrated study courses allow the student to work at his or her own pace at times convenient to the student.

B.I.S. students may apply for credit in Murray State courses by submitting a portfolio of materials to show that the student has learned the course content. A maximum of 30 semester credit hours may be awarded for credit. The B.I.S. program maintains a portfolio guide setting forth procedures for submission and evaluation of portfolios. **Each department will determine the methods for evaluation of portfolios. Any awarded credit will not be posted to the student's official MSU transcript until the student is up for graduation with a B.I.S. degree.**

Traditional classroom courses scheduled by Murray State University both on-campus and off-campus may be a method for completing the external degree requirements. Many courses have been especially scheduled in the evenings for the adult student.

Schedules of classes can be obtained from the CE/AO.

Transfer credit from other accredited colleges or universities can become a part of the degree program of studies. There is no maximum limit of credit hours which may be transferred to the external degree program from an accredited college or university as long as the student has maintained an overall *C* average. The student must earn a minimum of 32 semester hours of degree credit at Murray State.

Policies not stated in this section may be found by referring to Murray State University's policies in other sections of this catalog. For additional information regarding admission criteria, degree requirements, curriculum and fees, contact a B.I.S. Advisor, CE/AO, Murray State University, 303 Sparks Hall, Murray KY 42071-0009, or call 270-809-4159; outside Calloway County, call toll free, 1-800-669-7654.

Associate of Arts — General Studies

The Associate of Arts in General Studies is a degree for special populations and includes the following course requirements. **Refer to the "Degrees" section of Chapter 4 for additional degree requirements.**

ASSOCIATE: General Studies

Associate of Arts Degree CIP 24.0101

University Studies Requirements 40 hrs
(see Chapter 4 for approved University Studies selections and the section on **Mandatory Developmental Courses**.)

Oral and Written Communication..... 4 hrs
ENG 105 [or ENG 104]..... 4

Select courses from the categories indicated below from the approved list of University Studies courses in Chapter 4. No more than two courses in any one discipline may be taken within any one University Studies category to fulfill University Studies requirements.

Global Awareness, Cultural Diversity, and the World's Artistic Traditions..... 3 hrs

Scientific Inquiry, Methodologies, and Quantitative Skills..... 12 hrs

Social and Self-Awareness and Responsible Citizenship 6 hrs
One Ethics, Social Responsibility and Civic Engagement category course 3
One Social Science category course 3

World's Historical, Literary, and Philosophical Traditions:..... 6 hrs

University Studies Approved Electives 9 hrs

Approved Electives 19 hrs

Total Curriculum Requirements 64 hrs

Department of Military Science
200 ROTC Building
270-809-5061

The purpose of the Reserve Officer Training Corps (ROTC) program is to qualify college students for commissioning in the United States Army as officers in the grade of Second Lieutenant. This includes the Active Army (AD), National Guard (NG), and U.S. Army Reserves (USAR). This program of study is designed to develop the individual leadership and management skills that are necessary as an officer and equally beneficial and applicable to most other professions or vocations.

The Department of Military Science offers a four year and two year course of instruction which are divided into two phases, the basic course and the advanced course. Prerequisites for entry into the advanced course are 10 hours of basic Military Science courses, which include MIL 101, MIL 102, MIL 201 and MIL 202, or complete MIL 210 (Leadership Training Course at Ft. Knox, KY). Qualified veterans, NG, or USAR personnel may qualify for immediate placement in the advanced course. Students must have at least 54 credit hours and two years (4 semesters) left at Murray State University for entry into the advanced course as well.

Qualified students can also obtain a minor in Military Science. Department of Military Science requires at least 26 hours of Military Science in the 300- and 400-level and HIS 333 to receive a minor and/or to receive a commission. Six minor hours must be upper-level courses completed in residence at Murray State University. Military Science courses such as MIL 101, MIL 102, MIL 201, and MIL 202 may be used as elective hours for students pursuing any degree at Murray State.

Upon the completion of the advance course requirements and hold a Bachelors Degree, you will serve on Active Duty or in one of the Reserve Components (NG/USAR). You will have the opportunity to choose the branch or "area" that you would like to be commissioned in. There are several branches to choose from:

Adjutant General's Corps	Corps of Engineers	Military Police Corps
Air Defense	Field Artillery	Nurse Corps
Armor	Finance	Ordnance Corps
Artillery	Infantry	Quartermaster Corps
Aviation	Medical Service Corps	Signal Corps
Chemical Corps	Military Intelligence	Transportation

Those students who desire to enter active duty are obligated to serve up to four years (depending if scholarship or not). Students choosing a Reserve Component option may request a Guaranteed Reserve Forces Duty (GRFD) contract. Students selecting this option serve on active duty for the duration of the branch school chosen then serve six (6) years for the NG or USAR.

Two, three, and four-year scholarships are available which cover the cost of tuition, books, and fees. Students must apply for four-year scholarships during their junior or senior year of high school. Scholarship recipients and contracted cadets receive a monthly stipend during the school year. ROTC enrolled students may apply for housing scholarships, renewable for up to eight semesters. For more information on scholarships, contact the Department of Military Science (270) 809-5061. Students qualifying for the advance courses may also belong to a NG or USAR unit under the Simultaneous Membership Program (SMP) and receive financial benefits by both ROTC and NG or USAR unit.

Military manuals are provided by the Department of Military Science. All advanced course students attend a five-week leadership practicum in the summer between their junior and senior year of ROTC.

FOUR YEAR MINOR:
Military Science

Required Courses.....36 hrs

HIS	333	Military History of the United States
MIL	100	Physical Conditioning Lab
MIL	101	Marksmanship and Land Navigation
MIL	102	Army Fundamentals
MIL	201	Basic Leadership
MIL	202	Team Building and Military Doctrine
MIL	301	Military Leadership and Management
MIL	302	Military Leadership and Advanced Tactical Skills
MIL	401	Professional Leadership Skills
MIL	402	Role of the Army Officer
MIL	410	Leader Development and Assessment Course ¹

¹Five-week leadership practicum during the summer session.

Students enrolling in MIL 100 and 200 (basic) level courses incur no military obligation. Basic level courses are conducted in the same manner as are other courses taught at the University.

Students entering into the advance course must be of high moral character and meet required medical, aptitude, and GPA requirements. In addition, they must sign an agreement to fulfill a military service requirement in either the Reserve Component, or Active Army upon completion of ROTC and graduating from Murray State.

TWO YEAR MINOR:
Military Science

Required Courses.....26-32 hrs

HIS	333	Military History of the United States
MIL	100	Physical Conditioning Lab
MIL	210	Leader's Training Course (LTC) ¹
MIL	301	Military Leadership and Management
MIL	302	Military Leadership and Advanced Tactical Skills
MIL	401	Professional Leadership Skills
MIL	402	Role of the Army Officer
MIL	410	Leader Development and Assessment Course ²

¹Course not required if completion of Basic Combat Training or credit for prior military service.

²Five-week leadership practicum during the summer session.

The two-year program is designed for transfer students and Murray State students who wish to earn a commission as an Army officer, but did not participate in the four-year program. Students desiring to participate in the two-year program must gain credit for basic military science courses. This credit can be awarded to students who are veterans, National Guard and Reserve personnel that have completed Basic Training. College freshman and sophomores or other college students with at least two years remaining in college, may gain credit for basic military science courses by completing a 28 day ROTC leadership practicum (MIL 210) at Fort Knox, Kentucky, conducted each summer. Students participating in MIL 210 must meet screening height and weight standards, pass an entrance level Army Physical Fitness Test (APFT), entrance medical exam, and have the approval of the chair of the Department of Military Science.