

FAQs:

1. What is the process for applying for admission to the HDL master's program
 - a. Submit your online MSU graduate application form.
 - b. Submit your HDL letter of application to HDLadmissions@murraystate.edu or mail to HDL Admissions, 3201 Alexander Hall, Murray State University, Murray, KY 42071
 - c. The MSU graduate office will review your application for admission to Murray State University. Accepted MSU applications indicating request for admission to the HDL master's program will be forwarded to the Educational Studies, Leadership, and Counseling department. The MSU admission application AND your HDL letter of application will be reviewed for an admission status decision. You will be notified by email of the admission decision.

2. What are the admission requirements?
 - a. For unconditional admission, a 3.0 under graduate Grade Point Average (GPA) and the HDL letter of application stating your reasons for choosing the HDL master's program, your career goals, and how you think the master's in HDL will help you achieve your career goals.
 - b. For conditional admission with less than a 3.0, a letter stating your reasons for choosing the HDL master's program, your career goals, how explanation for the lower GPA, and reasons why you think you will be successful in a graduate level course of study.
 - c. No one factor will determine your admission to the HDL program. Your GPA and written HDL admission letter will be considered when determining your admission status.

3. Is the GRE required for admission?
 - a. No GRE is required

4. Is there an orientation for HDL students?
 - a. Yes – there is an orientation at the beginning of the fall and spring semesters

5. What can I do with this degree?
 - a. This degree prepares you for a career in organizations related to human services. The concentration area is designed to provide more in-depth knowledge and skills related to a more specific career field. The core courses in this degree offer a broad scope of leadership knowledge that can be applied to many careers.

6. How long will it take me to complete this master's program?
 - a. It depends. Please realize that graduate courses are more rigorous and demanding than undergraduate courses. Full time is 9 hours per semester and if you are working a full time job plus taking classes, 9 hours is a heavy course load.

- b. All HDL classes are usually offered spring, fall, and summer online.
 - c. HDL traditional courses are offered at the main campus, at Ft. Campbell, and in Madisonville. These are offered on a rotating basis. On campus at Murray State, core courses are offered on a two semester (spring/fall) completion plan; Ft. Campbell and Madisonville core courses are offered on a four semester (spring/fall) completion plan
 - d. Concentration areas vary in the completion plan but most are offered one class each semester for completion in four semesters (fall/spring rotation)
 - i. See the advising sheet for concentration area completion plans
7. Are the classes traditional or online?
- a. Both options are available.
8. What is LiveText and how is it used?
- a. LiveText is the server program utilized by HDL for posting and evaluation of the common assignments from each core HDL course.
 - b. LiveText is a one-time purchase (approximately \$100) and provides server space for 5 years
 - c. The common assignments posted on LiveText will be your study guide for the comprehensive exam at the end of the HDL program
9. What is the comprehensive exam?
- a. The comprehensive exam is the summative exam covering information you have learned across your master's program of study. The format will be a case study analyzed utilizing information from each core class. The common assignments from each core class include essential elements of information for you to study as a review for the comprehensive exam.
 - b. Essential Elements of Information (EEI's) are also posted for each core course. The information you need to remember and be able to utilize in your career are those essential elements of information and the foundation for the comprehensive exam.
10. When are the comprehensive exams offered?
- a. Comprehensive exams are offered every semester including summer
 - b. You must successfully complete the comprehensive exam with a pass score of at least 80% to qualify for graduation from the HDL master's program.
11. Who will be my advisor and how will my advisor assist me?
- a. You will be assigned an advisor when you are admitted to the HDL program. The name of your advisor will be included in the admission email you receive from HDL.
 - b. Your advisor will assist you in planning your program of study, providing guidance in decisions about the program, refer you to information about resources available to help you, and support, encourage, and partner with you as you pursue your goals for your degree and career

- c. As coordinator of the HDL program, Dr. Clark is always available to assist you with any advising questions.

12. How many hours can I transfer to HDL?

- a. Only 9 hours can be transferred from one completed master's program to another master's program
- b. 12 hours can be transferred if student is currently in a master's program.
- c. All transfer courses from another institution must have a grade of A or B.
- d. D grades do not count for graduation but are calculated in the GPA
- e. The second grade does not replace the first. Both/all grades are used in the GPA calculation at the master's level
- f. Beginning in spring 2012, students have until mid-semester to complete course work for an "I" grade.

An "i" is an "incomplete" and can be given if only a couple of assignments have not been submitted by the end of the semester. Check with the instructor of the class about this.

13. What are the grade and hour requirements for graduation?

- a. To qualify to continue in the HDL program after admission, you must have a 3.0 GPA in the first 9 hours of the program.
- b. Graduation from the master's program requires a 3.0 GPA in MSU course work. There are 33 hours of course work required to graduate.

14. How do I apply for graduation and to take the comprehensive exam?

Degree applications can be done through myGate OR the form printed online and submitted with a check.

Be sure to check the academic calendar that posts important dates/deadline each semester. There is a link to these calendars at the top of the MSU homepage

Submit your degree application at the beginning of your last semester of classes or at the beginning of the semester in which you plan to graduate.

- a. Submit your application at the same time to take the comprehensive exam. This form is also online.

- b. DEGREE and COMPREHENSIVE EXAM applications

Step 1: Go to <http://www.murraystate.edu/>

Step 2: Click on Prospective Students

Step 3: Click on Graduate

Step 4: Click on Graduate Academic Forms and Information

Step 5: **COMPREHENSIVE EXAM – scroll down to Comprehensive Examination Application Form

**GRADUATION: Scroll down to Application for Degree Form and follow the directions

15. What is the 12 hour HDL Certificate? The Certificate can be obtained with or without the HDL Master's degree. If you are not ready to commit to a master's

degree but would like some additional training for advancement in your career, then the HDL Certificate is an option. If you decide to continue and get your master's degree, then the four courses would transfer into the HDL master's program.

- a. The HDL Certificate can be a stand-alone Certificate that can be helpful when documentation of additional training is needed. The four courses can transfer into the HDL master's program if you choose to continue. The four courses required are HDL660, HDL670, HDL692, and HDL675.
- b. If you are pursuing your HDL master's degree, you can add the Certificate as an indication of an additional level of training. Three of the four required courses are part of the core courses. Your transcript will be stamped with "HDL Certificate" in addition to your master's degree designation.
- c. A \$15 fee is required by the graduate office for processes the HDL Certificate information. The form for the HDL Certificate application is <http://www.murraystate.edu/Students/Graduate/GraduateAcademicInfo.aspx>

16. What if I need help with writing?

The HDL master's program is writing intensive with research papers required in almost every class. As a professional, it is essential that your writing skills be excellent and the HDL courses provide the foundation to enhance your writing skills. If your written department application and/or your submitted writing assignments indicate a lack of proficiency in writing ability, you will need to seek help and document that you are improving your writing.

- a. On Murray State campus, there is help available through the Writing Across the Curriculum (WAC) program
- b. There is a grammar hotline - the number is on the Writing Center's webpage.
- c. A great writing/grammar resource is available at The Purdue OWL <http://owl.english.purdue.edu/>
- d. Another resource is the Guide to Grammar and Writing and has Powerpoints and quizzes on many areas of writings <http://grammar.ccc.commnet.edu/grammar/writing>
- e. The University of Delaware has several on topics like commas and semicolons, apostrophes, etc. <http://www.english.udel.edu/writcent/index.php?q=node/11>
- f. Another resource is from the Capital Community College Foundation and includes powerpoints, interactive exercises, etc. The URL is <http://grammar.ccc.commnet.edu/grammer/>
- g. University resources: Opportunities for Extra Help
 - i. Tutoring is available free to all students in varied areas, including writing. Contact Lana Jennings at 809.2392 – offices in the Lowry Center.
 - ii. Racer Writing Center in Waterfield Library. Staffed by faculty and

graduate students, the writing center gives students one-on-one instruction during directed appointments where students can receive guidance on how to improve their writing skills. The Racer Writing Center can be contacted through msu.racerwritingcenter@murraystate.edu or (270) 809-2267.