Academic Degrees and Programs

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Degrees and Certificates

Murray State University confers the following degrees:

• **Associate:** Associate of Arts (A.A.) and Associate of Science (A.S.)

• **Baccalaureate:** Bachelor of Arts (B.A.), Bachelor of Arts in Business (B.A.B.), Bachelor of Fine Arts (B.F.A.), Bachelor of Integrated Studies (B.I.S.), Bachelor of Music (B.M.), Bachelor of Science (B.S.), Bachelor of Science in Agriculture (B.S.A.), Bachelor of Science in Business (B.S.B.), Bachelor of Science in Engineering (B.S.E.), Bachelor of Science in Nursing (B.S.N.), and Bachelor of Social Work (B.S.W.)

• **Master's:** Master of Arts (M.A.), Master of Arts in Education (M.A.Ed.), Master of Arts in Teaching (M.A.T.), Master of Business Administration (M.B.A.), Master of Fine Arts (M.F.A.), Master of Music Education (M.M.E.), Master of Public Administration (M.P.A.), Master of Science (M.S.), Master of Science in Athletic Training (M.S.A.T.), and Master of Science in Information Systems (M.S.I.S.)

• **Specialist:** Specialist in Education (Ed.S.)

• **Doctorate:** Doctor of Arts (D.A.), Doctor of Education (Ed.D.), Doctor of Nursing Practice (D.N.P.)

• **Certificate:** Please visit www.murraystate.edu for a complete list of certificates available.

Definitions

The University approved academic programs of study listed in the collegiate/school chapters in this *Academic Bulletin* are the only ones that may be declared by students eligible to follow this *Academic Bulletin*.

Undergraduate

Courses may not be shared between areas, majors, and minors unless specifically noted below. The minimum number of hours indicated below must be unduplicated for each.

• **Area:** An area is an approved program of study that requires a minimum of 48 hours of credit, 15 of which must be upper-level, in addition to University Studies courses, and can be completed in lieu of a major-minor combination.

• **Major:** A major is an approved program of study that requires a minimum of 30 semester hours of credit, 9 of which must be upper-level, in addition to University Studies courses and must be accompanied by a unique minor or second major.

• **Minor:** A minor is an approved program of study of a minimum of 21 semester hours of credit, six of which must be upper-level, completed in conjunction with an area or a major to apply toward a degree.

• **Collateral courses:** Courses that may be shared between areas, majors, and minors.

• **Core:** A set of courses that are common among all concentrations or tracks of a particular program of study. These courses may not be shared between areas, majors, and minors.

• **Concentration or Emphasis:** A set of courses that is unique to a specific track of study within a particular program. These courses cannot be shared between areas, majors, and minors.

• **Co-Requirement:** Courses that may be shared between areas, majors, and minors.

• **Support courses:** Courses that support the knowledge needed within the program of study. If the area/major or minor has more than the minimum number of required hours, support courses may be shared between areas, majors, and minors.

Graduate

• **Doctorate Degree:** Advanced degree of graduate study consisting of a minimum of 76 graduate hours of concentrated and approved coursework beyond a bachelor's degree.

• **Specialist Degree:** Advanced degree of study consisting of a minimum of 60 graduate hours of concentrated and approved coursework beyond a bachelor's degree.

• **Master's Program:** A graduate program of study consisting of a minimum of 30 graduate hours.

Certificates

Certificate programs are a specialized set of courses emphasizing a professional skill or knowledge base offered by Murray State University. Certificate programs enhance an existing degree discipline or provide additional educational background in a new field or profession. The requirements for admission vary by program and typically range from 12 to 21 credit hours. Successful completion of certificate program requirements will be posted to the student's transcript. The maximum completion time allowed is eight years from the start of certificate coursework. Certificate programs are neither degree programs nor teacher certification programs.

Program

The Council on Postsecondary Education (CPE) has defined certain terminology for portions of a program that vary by degree level.

• **Track:** A track is a set of courses designed to develop expertise within a major or area at the undergraduate level.

• **Concentration:** A concentration is a set of courses designed to develop expertise within a major or area at the master's level.

• **Specialization:** A specialization is a set of courses designed to develop expertise within a major at the doctoral level.

Tracks, Concentrations, and Specializations are noted on the academic transcript as "Concentration."

Pre-Professional Curriculum Advisors

The university offers baccalaureate programs that serve as pre-professional academic foundation for the professional areas listed below. Students interested in the details of a specific program should consult with the advisor listed.

• **Architecture:** Kevin Perry, Institute of Engineering.

• **Dentistry:** Dr. Gary ZeRuth, Department of Biological Sciences; Dr. Ricky Cox, Department of Chemistry.

• **Chiropractic:** Dr. Amelia Dodd, Department of Applied Health Sciences.

• **Engineering:** Dr. Ted Thiede, Institute of Engineering.

• **Equine Chiropractic:** J.D. Van Hooser, Department of Animal and Equine Science.

• **Forensics:** Dr. Daniel Johnson, Department of Chemistry.

• **Law:** Dr. Alkatib Ihsan, Department of Political Science and Sociology.

• **Medicine:** Dr. David Canning, Department of Biological Sciences; Dr. Ricky Cox, Department of Chemistry.

• **Occupational Therapy:** Dr. Amelia Dodd, Department of Applied Health Sciences.

• **Optometry:** Dr. Sterling Wright, Department of Biological Sciences.

• **Pharmacy:** Dr. Gary ZeRuth, Department of Biological Sciences; Dr. Wafaa Fawzy, Department of Chemistry.

• **Physical Therapy:** Dr. Claire Fuller, Department of Biological Sciences; Dr. Amelia Dodd, Department of Applied Health Sciences.

• **Physician Assistant:** Dr. Chris Trzepacz, Department of Biological Sciences; Dr. Amelia Dodd, Department of Applied Health Sciences.

• **Pre-Health Professions:** Dr. Amelia Dodd, Department of Applied Health Sciences.

• **Speech-Language Pathology:** Susan Brown, Center for Communication Disorders.

• **Veterinary Medicine:** Dr. Terry Derting, Department of Biological Sciences; Dr. Terry Canerdy and Dr. William DeWees, Department of Veterinary Technology and Pre-Veterinary Medicine.

Undergraduate Degree Policies and Procedures

General Degree Requirements

Degree Credit

The following courses **do not count** toward the credit hours required for graduation but **are included in calculating GPAs** (other courses may be added in the future): All ESL and CEC courses, courses in which a student earned a grade of *E* or *I*; multiple enrollments in a course that exceed the number of permissible attempts specified in the course description, and developmental courses listed in Mandatory Developmental Courses section later in this chapter. Refer to the Repeat Policy found in Academic Policies and Procedures. **The GPA that is calculated at the time a degree is conferred and recorded will not be changed by subsequent coursework, including repeated courses.** A grade of *I* must be changed within five weeks after the semester ends for students pending graduation; otherwise graduation will be delayed until the next semester, with the deadline for completing the work being October 15 for spring and summer *I* grades and March 15 for fall and winter *I* grades, whichever is applicable. Grades may not be changed after the degree is conferred.

The following courses **do not count** toward the credit hours required for graduation, and **are not included in GPA calculations**: audited courses, courses with a grade of *R* or *W*, courses approved for Academic Second Chance, and courses taken at another institution that are determined to be nontransferable.

Residence Credit for Graduation

Undergraduate residence credit is any academic credit awarded by Murray State University and placed on students' transcripts after they enroll with Murray State University. Nonresidence credit is any academic credit which Murray State accepts as transfer credit from another college or university, including credit through the National Student Exchange and the International Student Exchange programs. (See section on Transfer Credit.)

Undergraduate Certificates

A candidate for an undergraduate certificate must complete a minimum of 12 semester hours. A minimum of nine semester hours must be earned in residence at Murray State. The certificate candidate must have a grade point average of at least 2.00: (1) in all credits presented for the certificate program whether earned at Murray State or elsewhere (cumulative GPA); and (2) in all credits for the certificate program completed at Murray State. Graduation honors are not posted for certificate programs.

Undergraduate Certificates may be awarded: (1) prior to completion of a baccalaureate degree; (2) in the same semester as a baccalaureate degree; or (3) after a baccalaureate degree is awarded. Courses may be shared between an undergraduate certificate program and an area, major, or minor. Post-baccalaureate transfer work will not be posted to the student's academic record until the Undergraduate Certificate is conferred. Only the transfer work specifically required for the certificate will be posted.

All students seeking an undergraduate certificate must be appropriately admitted/readmitted to Murray State and must have the specific program plan pre-approved by the department chair and dean of the certificate program. Undergraduate courses do not expire; however, some certificate programs may have time limitations for specific courses within the program. The department has the right to reject courses if the courses were not completed within an appropriate time frame as determined by the academic department. Failure to seek approval in advance from these parties will likely result in the undergraduate certificate not being awarded.

The application for the Undergraduate Certificate Completion, available on *myGate*, and processing fee are due by May 1st (spring graduation), December 1st (fall graduation), or August 1st (summer graduation). Undergraduate Certificate Program forms must be completed by the appropriate undergraduate certificate program advisor and submitted to the Office of the Registrar prior to certificate conferral. After the student successfully completes all courses towards the certificate program, the certificate completion will be posted to the Murray State transcript. No document will be printed and/or mailed to the student.

Associate Degree

A candidate for an associate degree must complete a prescribed, planned specialty program with a minimum of 19 semester hours chosen from the University Studies component. The minimum amount of credit required for an associate degree is 60 semester hours. A minimum of 24 semester hours must be earned in residence at Murray State. The associate degree candidate must have a grade point average of at least 2.00: (1) in credits presented for graduation whether earned at Murray State or elsewhere (cumulative GPA); (2) in all credits completed at Murray State; and (3) in the courses completed for the planned specialty program. Graduation honors are not posted for associate degrees.

Second Associate Degree

A student who has earned or is seeking an associate degree from Murray State may earn a second associate degree in a different planned specialty program upon meeting course requirements for that degree and upon completing at least 24 additional hours in residence at Murray State, over and above requirements for the first degree. The student may be required to complete additional University Studies courses if they are specifically required for the intended second degree. Nine hours must be completed toward a new planned specialty program and GPA requirements are the same as required for the first associate degree.

All students seeking a second degree must apply for admission/re-admission to Murray State University and must have the specific program plan pre-approved by the department chair and dean of their new area or major and by the Office of the Registrar. Failure to seek approval in advance from these three parties will likely result in a second degree not being awarded as not all areas and majors will be possible for those seeking the second degree.

Baccalaureate Degree

A candidate for a baccalaureate degree must complete a minimum of 120 degree-applicable semester credit hours. A minimum of 40 hours must be earned in residence at Murray State. A candidate for the Bachelor of Integrated Studies degree will require 32 hours to be earned in residence at Murray State.

At least 42 semester hours of the 120 hours required for a baccalaureate degree must be earned in courses at the 300-level or above (upper level courses); Bachelor of Integrated Studies requires at least 39 semester hours to be earned at the 300-level or above. Course credit level for transfer work is based on the course level at the sending institution (courses taken at a community college are lower-level credit). No more than six hours in cooperative education courses will apply toward minimum graduation requirements (some departments have further restrictions). Other courses with limits on their application toward graduation are so designated in their course descriptions.

A student completing a degree in a field that is a non-AACSB accredited business program may not take more than 25 percent of the total hours required for that degree in any combination of the following business prefixes/courses: ACC, BUS, CIS, FIN, LSC, MGT, MKT, RES, or COM 340, COM 439, JMC 391, JMC 394, LST 240, LST 440, and POL 442.

All students seeking a baccalaureate degree must complete the University Studies requirements as outlined later in this chapter.

Transfer students should refer to the transfer section in *Undergraduate Admissions* of this *Academic Bulletin* for important information on University Studies courses. Also, each candidate for a baccalaureate degree must complete either 1) an area; 2) a major plus a minor; 3) a major plus a second major; or 4) a major plus an area. Courses of an appropriate nature may apply toward University Studies requirements and either a major or a minor without additional courses being required in that major or minor. **A minimum of nine hours in the major(s), six hours in the minor(s), and 15 hours in the area(s), must be in upper-level courses.**

The baccalaureate degree candidate must have a GPA of at least 2.00: (1) in all credits presented for graduation whether earned at Murray State or elsewhere (cumulative GPA); (2) in all credits completed at Murray State; and (3) in the courses for each major, minor or area.

Professional Degree Transfers

A student who completes three years (90 semester hours) of appropriate pre-professional courses at Murray State and then enters an accredited professional school to pursue an advanced degree in dentistry, engineering, law, medicine, optometry, theology, or veterinary science may apply the courses from the first year of professional school (up to 32 semester hours) toward a Murray State baccalaureate degree. All MSU University Studies, departmental, and other graduation requirements must be met.

Second Baccalaureate Degree

Students who have earned or are seeking a baccalaureate degree may earn a second baccalaureate degree in a different major or area. The student must complete a minimum of 32 new semester hours in residence at Murray State University, exclusive of hours taken toward requirements of the first degree, including any specific departmental requirements, prerequisites, and co-requirements. A student completing a new major toward a second degree is not required to complete a new minor. Fifteen semester hours of upper-level courses must be earned in completion of the new area or major. The student may be required to complete additional University Studies courses if they are specifically required for the intended second major or area. Post-baccalaureate transfer work will not be posted to the student's academic record until their degree is conferred. Only the transfer coursework required for the second degree will be posted. The second baccalaureate degree candidate must have a GPA of at least 2.00: 1) in all credits present for graduation whether earned at Murray State or elsewhere (cumulative GPA); 2) in all credits presented for graduation that were completed at Murray State; and 3) in the courses for each major, minor, or area.

All students seeking a second degree must be appropriately admitted/readmitted to Murray State University and must have the specific program plan pre-approved by the department chair and dean of their new area or major and by the Office of the Registrar. Failure to seek approval in advance from these three parties will likely result in a second degree not being awarded as not all areas and majors will be possible for those seeking a second degree. The Bachelor of Integrated Studies degree is only available as a first baccalaureate degree.

See the *Academic Honors for Graduation* section in this chapter for information regarding academic honors for second degrees.

RACR - Racer Academic Completion Report

The Racer Academic Completion Report (RACR) is available to undergraduate associate and baccalaureate students to describe the steps and courses needed to achieve a degree.

The RACR is available through *myGate* and should be used in conjunction with information from the student's advisor and the *Academic Bulletin* to ensure all graduation requirements are being met. "What-if" audits are also available through *myGate* for students to explore the requirements needed should they decide to change degree objectives or add/delete areas, majors, or minors.

It is the student's responsibility to verify all requirements have been completed and to question any information they do not understand. The RACR is not available to graduate students or students seeking a second baccalaureate degree.

Program, Advisor and Catalog Assignments

Students are expected to confer regularly with their academic advisors in conjunction with reviewing their RACR prior to the actual time of registration each semester. Although the student advising program at Murray State University is specifically designed to assist students as they progress through a degree program, it is the responsibility of all students to be thoroughly familiar with the university's *Academic Bulletin*s, student handbook and all rules, regulations and requirements that apply to their programs of study, and decisions made in connection therewith are the sole responsibility of the student.

Each student is initially assigned an academic advisor based upon the major indicated by the student on his or her application for admission. Undergraduate students who have not declared a specific major are assigned to the Center for Academic Advising. After enrolling, a student may apply for a change of area, major, minor, advisor, or degree objective by filling out an undergraduate change of major/advisor form, which may be obtained from any department. To have a major changed, the student must be eligible for the degree level and major selected and meet admission requirements for that program, if applicable. If approved, a faculty member in the department of the new major will be assigned as his/her advisor, the Office of the Registrar will be notified of the change, and all records will be updated. Current information about a student's area, major, or minor can be found on *myGate*. Departments reserve the right to require the most current catalog requirements of students switching to a new major. Students who were admitted to Murray State as non-degree seeking will have to complete the admission process to change to degree-seeking.

Students are assigned to the latest *Academic Bulletin* (catalog) in effect at the time they apply for admission but may choose to move to a more current *Academic Bulletin* or be required to move to a more current *Academic Bulletin* if they change majors. Students who are re-admitted or transferring to Murray State may declare any active *Academic Bulletin* since their initial enrollment at any accredited institution. The students will have the same catalog year for their degree, area/major, and/or minor.

Application for Degree

Degrees are awarded in December, May, and August. Students must apply for graduation and pay a degree fee via *myGate*. Students planning to graduate in December must apply by April 1; May graduates must apply by November 1; and August graduates must apply by March 1. (See deadlines listed on *myGate* for specific dates.) Students who will finish their coursework during the summer term must apply for August graduation, not May, since degree requirements will not be satisfied by May.

A summary of graduation status is furnished to the student and advisor by the Office of the Registrar via mail. All subsequent communication regarding graduation status and outstanding degree requirements will be sent to the student and advisor through MSU email only. If the student does not meet graduation requirements, the application will automatically be moved to the next graduation term. Should the student fail to meet the degree requirements by the deadline for that graduation term, the student's name will be removed from the pending graduation list. It will then be the student's responsibility to submit a NEW Graduation Application via

myGate by the deadline for the term in which the student plans to graduate. The new application will result in another degree fee.

Degree Applications may be submitted after the published deadline ONLY with prior approval of the Office of the Registrar. An additional late fee will be required.

Academic Honors for Graduation

Baccalaureate degree candidates are considered for graduation honors if they have earned a minimum of 40 semester hours in residence at Murray State University and also must have earned the required GPA indicated: 1) on Murray State course work alone, and 2) overall including transfer work. The honors distinctions are: Summa cum laude — minimum of 3.80; Magna cum laude — 3.60 - 3.79; and Cum laude — 3.40 - 3.59.

Students will have their honor status published and announced at the appropriate Commencement ceremony. Honors cords may be purchased at the University Store.

Honors that appear in the commencement program are calculated at the end of the previous semester. Honors printed on the diploma and academic record will reflect the final GPA after all degree requirements have been met. Honors distinction is based on the current *Academic Bulletin* requirements, not individual students' catalogs.

Contact Public Relations and Photo Services, 412 Sparks Hall, for help with a press release for the student's hometown media outlets.

Second Degree Honors

Students seeking an honors designation for their second degree must follow the honors requirements for a first degree, including the completion of a total of 40 new hours in residence at Murray State and have earned the required GPA listed in the Academic Honors for Graduation section. Only courses used to satisfy the new degree requirements are included for second degree honors calculations.

Departmental Graduation Requirements

Individual departments, with the appropriate university approval, may set admission or graduation standards which are higher (but not lower) than the minimum university-wide standards. It shall be the responsibility of the department to inform students of these more stringent requirements, to publish them in the *Academic Bulletin*, and to monitor their completion.

Commencement

A student must apply for graduation and be recommended for the degree to the Board of Regents of Murray State University before any degree is conferred. Graduation requirements for a student are defined by one specific *Academic Bulletin* (University Studies, area/major/minor requirements must be from the same *Academic Bulletin*). Each *Academic Bulletin* expires in August of the seventh year from the year of publication. No student will be graduated under the requirements of an *Academic Bulletin* that has expired.

Formal commencement exercises are held at the end of the spring and fall semesters. August graduates are included in the May graduation ceremony of the same year. Academic honors for August graduates will appear only in the May program. Academic regalia is required and may be purchased at the University Store. For more information, visit www.murraystate.edu/commencement.

Senior Salute

Senior Salute is hosted by the University Store in the fall and spring semesters for students participating in that semester's commencement. Representatives from the Office of the Registrar, Bursar's Office, Financial Aid, Career Services, Alumni Association, and the photographer are present to answer questions and help students with commencement regalia, invitations and other graduation questions.

Diplomas

Diplomas will be available for pickup for a specified period of time within the Office of the Registrar after degrees are conferred. Students will be notified by email regarding these pickup dates. Diplomas not picked up will be mailed to the diploma address on file. A student must have satisfied all debts to the university or the diploma will be held until the student's account is cleared. Associates, baccalaureate, masters and specialists diplomas are 11x14 inches and contain the name of the graduate (no nicknames), the degree received, and honors if applicable. Details about areas, majors, and minors appear on the academic record only. Doctoral diplomas are 12X17 inches and contain the name of the graduate (no nicknames) and the degree received.

University Studies Program

Murray State's University Studies program is based on an interdisciplinary approach that reinforces the ***Characteristics of the MSU Graduate***. The program relies on a thematic structure that places emphasis on the connectedness of learning, rather than on the more traditional discipline-centered approach to knowledge. University Studies, for example, sets the stage for helping students learn how to communicate in the twenty-first century by requiring all students take COM 161 Public Speaking as well as the four-hour ENG 105 course in Critical Reading, Writing, and Inquiry. In addition, all academic majors have designated writing and technology intensive courses within their programs so students will continue to write throughout their academic careers.

Courses within the program encourage students to understand the ways in which important ideas straddle many disciplines, and to experience and value the unique lens of each one. Students learn to think independently and creatively while applying sound standards of information gathering, analysis, and evaluation to reach logical decisions. These foundational approaches provide the basis for students to write well and to speak clearly and coherently.

Through a broad array of course selections in mathematics and the physical and life sciences, Murray State University undergraduates will become familiar with the roles and applications of science and technology for imagining solutions of the problems facing a complex and changing world. In addition, students will gain a critical understanding of the world's historical, literary, philosophical, and artistic traditions. To ensure this dynamic perspective, students are required to take a 200-level World Civilization course to compliment the required sophomore-level Humanities course. To emphasize the importance of developing cross-cultural awareness, knowledge of a second world language holds a key place in all B.A. degrees awarded at Murray State; and taking a course in a modern language is also an option for the B.S. degrees.

In other thematic categories, students will be able to select from among a number of courses that will help them to better understand the complexity of cultural diversity, of competing economic and political systems, and of complex moral and ethical issues in our increasingly interconnected world. Learning how to live an ethical life and to assume social responsibility are also built into the program through a number of selected courses in another thematic area.

Certain programs may require specific University Studies courses to be completed in order to meet program requirements. These specifically required University Studies courses apply toward the number of credits for the program and are reflected in the program grade point average.

Transfer students should refer to the section on transfer of credits in Undergraduate Admissions for important additional University Studies information as they may not be required to complete all of the courses specified below.

English Composition Registration

Students fulfill a portion of the Oral and Written Communication category of University Studies by the successful completion of ENG 105 Critical Reading, Writing, and Inquiry. Because ENG 105 is a prerequisite for subsequent University Studies requirements, students should enroll in the course during their first year. Students qualify for ENG 105 on the basis of credits earned or the English and Reading sub scores of the ACT examination. Students with ACT English score of 18 or above and an ACT Reading score of 20 or above may enroll in ENG 105. Students with an ACT English score of 17 or below or an ACT Reading score of 19 or below are required to enroll in and successfully complete ENG 096 and/or REA 096 and ESS 120 prior to taking ENG 105. Refer to the ENG 105 course description. International students admitted unconditionally may register for ENG 105.

Composition credit may also be earned through the Advanced Placement Program. A score of 3 on the AP English Language/Composition exam or on the English Literature exam will give the student credit for ENG 101 (3 hours), but the student must still complete ENG 105. A score of 4 or 5 on these exams will give the student credit for ENG 105.

ENG 101 credit will be granted for a CLEP English general exam score report of at least 50 or an English subject exam score report of at least 50. NOTE: Students who have completed both ENG 101 and 102 have satisfied the ENG 105 requirement. **The combination of ENG 101 and 102 repeats ENG 105. ENG 105 repeats the combination of ENG 101 and 102. Only the last sequence completed (ENG 101/102 or ENG 105) will be calculated in the overall GPA and count towards hours earned.** Transfer students who have completed the first-year writing requirement at another university should see the composition coordinator about satisfying the ENG 105 requirement.

Mandatory Developmental Courses

All Kentucky state-supported colleges and universities are required by the Council on Postsecondary Education to enroll freshmen in a subject-specific developmental course when the student's ACT/SAT scores do not meet minimum standards. Refer to *Undergraduate Admissions* for requirements.

NOTE: Credit earned in ENG 095, ENG 096, MAT 095, MAT 096, MAT 097, REA 095, REA 096 or MUS 097 does not apply toward the hours required for graduation but letter grades received in the appropriate classes will count in a student's grade point average. Other courses can be added in the future. Developmental credit earned at another institution but is considered non-transferrable at Murray State or is transferred with 0 credit hours cannot be used as a repeat of a prior Murray State course.

Bachelor of Arts (B.A.)

University Studies Requirements ..... 41-44 hours
All Bachelor of Arts degree candidates should follow the course of University Studies instruction indicated below.

Oral and Written Communication 7
COM 161 [or HON 165] - 3 hours
ENG 105 [or ENG 150] - 4 hours

Global Awareness, Cultural Diversity, and the World's Artistic Traditions 9
Modern language courses (single language), attaining a 202-level proficiency - 6 hours[1]
One University Studies elective in this category - 3 hours

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

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

World's Historical, Literary, and Philosophical Traditions.....9
CIV 201 or CIV 202 [or HON 201 or 202] - 3 hours
HUM 211 [or HON 251] - 3 hours
One University Studies elective in this category - 3 hours

University Studies Approved Elective.....3
Choose from the list of University Studies electives

[1]To reach proficiency at the 202-level, a student may have to complete up to six hours of 100-level prerequisites.

NOTE: Specifically required University Studies courses may be required for certain degrees or programs.

Bachelor of Science (B.S., B.S.A., B.S.E., B.S.N., B.S.W.)

University Studies Requirements .....38-43 hours
All Bachelor of Science degree candidates should follow the course of University Studies instruction indicated below.

Oral and Written Communication 7
COM 161 [or HON 165] - 3 hours
ENG 105 [or ENG 150] - 4 hours

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

Scientific Inquiry, Methodologies, and Quantitative Skills 10-15
One University Studies science course with lab—4-5 hours
One University Studies mathematics course—3-5 hours
One University Studies science or mathematics course—3-5 hours

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

World's Historical, Literary, and Philosophical Traditions.....6
CIV 201 or CIV 202 [or HON 201 or 202] - 3 hours
HUM 211 [or HON 251] - 3 hours

University Studies Approved Electives 6
Choose from the list of University Studies electives.

NOTE: Specifically required University Studies courses may be required for certain degrees or programs.

Bachelor of Arts in Business (B.A.B.)

University Studies Requirements ..... 44-49 hours
All Bachelor of Arts in Business degree candidates should follow the course of University Studies instruction indicated below.

Oral and Written Communication 7
COM 161 [or HON 165] - 3 hours
ENG 105 [or ENG 150] with a grade of *C* or better - 4 hours

Global Awareness, Cultural Diversity, and the World's Artistic Traditions 9
Modern language courses (single language), attaining a 202-level proficiency - 6 hours[1]
One University Studies elective in this category - 3 hours

Scientific Inquiry, Methodologies, and Quantitative Skills 10-15
One University Studies science course with lab—4-5 hours
One University Studies math or science course—3-5 hours
MAT 220 or MAT 250—3-5 hours

Social and Self-Awareness and Responsible Citizenship 6
One Ethics, Social Responsibility and Civic Engagement category course - 3 hours
ECO 230 - 3 hours

World's Historical, Literary, and Philosophical Traditions.....6
CIV 201 or CIV 202 [or HON 201 or 202] - 3 hours
HUM 211 [or HON 251] - 3 hours

University Studies Approved Electives 6
CSC 199 - 3 hours
ECO 231 - 3 hours

[1]To reach proficiency at the 202-level, a student may have to complete up to six hours of 100-level prerequisites.
NOTE: Specifically required University Studies courses may be required for certain degrees or programs.

Bachelor of Science in Business (B.S.B.)

University Studies Requirements ..... 38-43 hours
All Bachelor of Science in Business degree candidates should follow the course of University Studies instruction indicated below.

Oral and Written Communication 7
COM 161 [or HON 165] - 3 hours
ENG 105 [or ENG 150] with a grade of *C* or better - 4 hours

Global Awareness, Cultural Diversity, and the World's Artistic Traditions 3
One University Studies elective course in this category - 3 hours

Scientific Inquiry, Methodologies, and Quantitative Skills 10-15
One University Studies science course with lab—4-5 hours
One University Studies math or science course—3-5 hours
MAT 220 or MAT 250—3-5 hours

Social and Self-Awareness and Responsible Citizenship 6
One Ethics, Social Responsibility and Civic Engagement category course - 3 hours
ECO 230 - 3 hours

World's Historical, Literary, and Philosophical Traditions.....6
CIV 201 or CIV 202 [or HON 201 or 202] - 3 hours
HUM 211 [or HON 251] - 3 hours

University Studies Electives 6
CSC 199 - 3 hours
ECO 231 - 3 hours
NOTE: Specifically required University Studies courses may be required for certain degrees or programs.

Bachelor of Fine Arts (B.F.A.) Art Tracks

University Studies Requirements ..... 35-38 hours
All Bachelor of Fine Arts, art degree candidates should follow the course of University Studies instruction indicated below.

Oral and Written Communication 7
COM 161 [or HON 165] - 3 hours
ENG 105 [or ENG 105] - 4 hours

Global Awareness, Cultural Diversity, and the World's Artistic Traditions 3
ART 211 or ART 213 - 3 hours

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

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

World's Historical, Literary, and Philosophical Traditions.....6
CIV 201 or CIV 202 [or HON 201 or 202] - 3 hours
HUM 211 [or HON 251] - 3 hours

University Studies Approved Electives 6
ART 212 - 3 hours
One elective from the list of University Studies electives - 3 hours
NOTE: Specifically required University Studies courses may be required for certain degrees or programs.

Bachelor of Fine Arts (B.F.A.) Creative Writing Tracks

University Studies Requirements ..... 44-47 hours
All Bachelor of Fine Arts, creative writing degree candidates should follow the course of University Studies instruction indicated below.

Oral and Written Communication 7
COM 161 [or HON 165] - 3 hours
ENG 105 [or ENG 150] - 4 hours

Global Awareness, Cultural Diversity, and the World's Artistic Traditions 9
Modern language courses (single language), attaining a 202-level proficiency - 6 hours[1]
One University Studies elective in this category - 3 hours

Scientific Inquiry, Methodologies, and Quantitative Skills 10
One University Studies science course with lab—4-5 hours
One University Studies mathematics course—3-5 hours

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

World's Historical, Literary, and Philosophical Traditions.....9
CIV 201 or CIV 202 [or HON 201 or 202] - 3 hours
HUM 211 [or HON 251] - 3 hours
One University Studies elective in this category - 3 hours

University Studies Approved Electives 6
ENG 214 - 3 hours
One elective from the list of University Studies electives - 3 hours

[1]To reach proficiency at the 202-level, a student may have to complete up to six hours of 100-level prerequisites.

NOTE: Specifically required University Studies courses may be required for certain degrees or programs.

Bachelor of Music (B.M.) Certification and Composition Tracks

University Studies Requirements..... 35 hours
All Bachelor of Music degree candidates should follow the course of University Studies instruction indicated below.

Oral and Written Communication 7
COM 161 [or HON 165] - 3 hours
ENG 105 [or ENG 150] - 4 hours

Global Awareness, Cultural Diversity, and the World's Artistic Traditions 6
One course from the following:
ART 105, 121, 211 or 212 - 3 hours
One University Studies elective course in this category - 3 hours

Scientific Inquiry, Methodologies, and Quantitative Skills 7
One University Studies science course with lab - 4 hours
One University Studies mathematics course - 3 hours

Social and Self-Awareness and Responsible Citizenship 9
EDP 260 - 3 hours
One Ethics, Social Responsibility and Civic Engagement category course - 3 hours
One Social Science category course - 3 hours

World's Historical, Literary, and Philosophical Traditions.....6
CIV 201 or CIV 202 [or HON 201 or 202] - 3 hours
HUM 211 [or HON 251] - 3 hours
NOTE: Specifically required University Studies courses may be required for certain degrees or programs.

Bachelor of Music (B.M.) Performance Track

University Studies Requirements..... 32 hours
All Bachelor of Music degree candidates should follow the course of University Studies instruction indicated below.

Oral and Written Communication 7
COM 161 [or HON 165] - 3 hours
ENG 105 [or ENG 150] - 4 hours

Global Awareness, Cultural Diversity, and the World's Artistic Traditions 6
Modern language courses (single language), attaining a 202-level proficiency - 6 hours[1]
For future graduate study in music, German or French is recommended.

Scientific Inquiry, Methodologies, and Quantitative Skills 7
One University Studies science course with lab - 4 hours
One University Studies mathematics course - 3 hours

Social and Self-Awareness and Responsible Citizenship 6
One Ethics, Social Responsibility and Civic Engagement category course - 3 hours
One social science category course - 3 hours

World's Historical, Literary, and Philosophical Traditions.....6
CIV 201 or CIV 202 [or HON 201 or 202] - 3 hours
HUM 211 [or HON 251] - 3 hours
NOTE: Specifically required University Studies courses may be required for certain degrees or programs.

Associate Degrees (A.A., A.S.)

A variety of programs of study leading to associate degrees are offered through several colleges. Please see the appropriate collegiate/school section of this *Academic Bulletin* for additional details.

Students enrolled in associate degree programs have the same privileges as other undergraduate students. Students are eligible for financial aid in the form of grants, loans, or work study, and in some cases are eligible to apply their coursework taken at Murray State toward a baccalaureate degree. Entrance requirements for associate degree students are the same as those that apply to other undergraduate students.

University Studies Requirements..... 19-21 hours
See *University Studies Electives* below for course listing.

Oral and Written Communication 7
COM 161 [or HON 165] - 3 hours
ENG 105 [or ENG 150] - 4 hours

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

Scientific Inquiry, Methodologies, and Quantitative Skills 3-5

Social and Self-Awareness and Responsible Citizenship (Social Science sub-category).....3

World's Historical, Literary, and Philosophical Traditions.....3

Undeclared Majors

During the freshman and sophomore years, students will enroll in university studies courses that are required for all Murray State graduates. While completing these essential and valuable courses, students will explore their interests and strengths and decide which major is best. Undeclared majors enroll in a first year transitions course to help them make connections on campus and understand the effort and commitment it takes to be a successful college student. Undeclared majors are advised by professional advisors.

At Murray State University, a student is required to declare an area/major by the time a minimum of 45 credit hours are earned. If 15 credit hours are successfully completed each semester, the student should declare a major no later than the first semester of their sophomore year.

Note: Specifically required University Studies courses may be required for certain degrees or programs.

University Studies Requirements ..... 38-43 hours
All Bachelor of Science degree candidates should follow the course of University Studies instruction indicated below.

Oral and Written Communication 7
COM 161 [or HON 165] - 3 hours
ENG 105 [or ENG 150] - 4 hours

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

Scientific Inquiry, Methodologies, and Quantitative Skills 10-15
One University Studies science course with lab—4-5 hours
One University Studies mathematics course—3-5 hours
One University Studies science or mathematics course—3-5 hours

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

World's Historical, Literary, and Philosophical Traditions.....6
CIV 201 or CIV 202 [or HON 201 or 202] - 3 hours
HUM 211 [or HON 251] - 3 hours

University Studies Approved Electives 6
Choose from the list of University Studies courses.

While advisors support exploration of majors and taking time to make educated decisions, declaring a major clears the way for a student to 1) start taking courses specific to the declared major; 2) connect with students and faculty in the major; 3) participate in field-related internships and study abroad opportunities; and 4) be eligible for field-related scholarship opportunities. Making this educated decision early in the college career will save time and money.

Students can make an educated decision through self-assessments; discussions with faculty or people working in careers of interest; involvement in on-campus clubs or organizations; and participating in internships, student exchanges, and study abroad opportunities.

University Studies Electives

The courses listed below are approved as electives for the University Studies curriculum. This list may be revised as the University Studies Committee considers proposals for courses to be included in the curriculum. Check course descriptions for specific limitations or prerequisites. Only students admitted to the Honors College may enroll in HON prefix courses, including ENG 150 Honors English.

Oral and Written Communication

CHN	101	Elementary Chinese I	3
CHN	102	Elementary Chinese II	3
CHN	201	Intermediate Chinese I	3
CHN	202	Intermediate Chinese II	3
COM	131	Introduction to Interpersonal Communication	3
COM	161	Introduction to Public Speaking	3
COM	260	Communication Ethics	3
ENG	105	Critical Reading, Writing, and Inquiry	4
ENG	150	Honors Rhetoric, Composition and Research	4
ENG	204	Advanced Expository Writing	3
ENG	205	Writing for the Social Sciences	3
ENG	214	Introduction to Creative Writing	3
ENG	224	Writing in the Professions	3
FRE	101	Fundamental Communication in French	3
FRE	102	Social Interactions in French	3
FRE	110	Basic Conversational French	3
FRE	201	Intercultural Communications in French	3
FRE	202	Practical Applications in French	3
FRE	210	Intermediate French Conversation	3
GER	101	Fundamental Communication in German	3
GER	102	Social Interactions in German	3
GER	110	Basic Conversational German	3
GER	201	Intercultural Communications in German	3
GER	202	Practical Applications in German	3
GER	210	Intermediate Conversational German	3
HON	165	Honors Seminar in Communication	3
JPN	101	Elementary Japanese I	3
JPN	102	Elementary Japanese II	3
JPN	110	Basic Conversational Japanese	3
JPN	201	Intermediate Japanese I	3
JPN	202	Intermediate Japanese II	3
JPN	210	Intermediate Conversational Japanese	3
PHI	142	Philosophy-The Big Questions	3
SPA	101	Fundamental Communication in Spanish	3
SPA	102	Social Interactions in Spanish	3
SPA	110	Basic Conversational Spanish	3
SPA	201	Intercultural Communications in Spanish	3
SPA	202	Practical Applications in Spanish	3
SPA	210	Intermediate Spanish Conversation	3
THD	211	Oral Interpretation	3

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

Courses taken as Study Abroad may apply.

AGR	200	International Agricultural Experience	3
AGR	353	World Food, Agriculture and Society	3
ANT	140	Introduction to Cultural Anthropology	3
ARC	150	Introduction to Archaeology	3
ART	105	Studio Art for Non-Majors	3
ART	121	Art Appreciation	3
ART	211	Introduction to the History of Art I	3
ART	212	Introduction to the History of Art II	3
ART	213	Introduction to the History of Art III	3
CHN	101	Elementary Chinese I	3
CHN	102	Elementary Chinese II	3

CHN	105	Contemporary Chinese Culture	3
CHN	201	Intermediate Chinese I	3
CHN	202	Intermediate Chinese II	3
CHN	340	Chinese Diversity through Food	3
CIV	190	Special Topics in World Civilizations	3
FRE	101	Fundamental Communication in French	3
FRE	102	Social Interactions in French	3
FRE	105	Introduction to French Culture	3
FRE	110	Basic Conversational French	3
FRE	201	Intercultural Communications in French	3
FRE	202	Practical Applications in French	3
FRE	210	Intermediate French Conversation	3
GDS	201	Introduction to Gender and Diversity	3
GER	101	Fundamental Communication in German	3
GER	102	Social Interactions in German	3
GER	105	Introduction to German Culture	3
GER	110	Basic Conversational German	3
GER	201	Intercultural Communications in German	3
GER	202	Practical Applications in German	3
GER	210	Intermediate Conversational German	3
GSC	110	World Geography	3
HIS	105	The History of Fashion	3
HIS	202	Understanding Global History	3
HON	150	Honors Seminar in Archaeology	3
HON	161	Honors Seminar in Visual Arts	3
HON	162	Honors Seminar in Music	3
HON	163	Honors Seminar in Theatre	3
HON	164	Honors Seminar in Arts and Culture Abroad	3
HON	270	Honors Seminar in International Relations	3
HON	272	Honors Seminar in International Politics	3
HUM	215	Humanities in the Contemporary World: Border Crossings	3
JPN	101	Elementary Japanese I	3
JPN	102	Elementary Japanese II	3
JPN	105	Introduction to Japanese Culture	3
JPN	110	Basic Conversational Japanese	3
JPN	201	Intermediate Japanese I	3
JPN	202	Intermediate Japanese II	3
JPN	210	Intermediate Conversational Japanese	3
MUS	104	Introduction to Jazz History	3
MUS	105	Introduction to Music History	3
MUS	106	Music in Film	3
MUS	107	Introduction to American Musical Theatre	3
MUS	108	Introduction to World Music	3
MUS	109	Introduction to Music Theory	3
POL	250	Introduction to International Relations	3
POL	252	Contemporary Political Systems	3
RGS	200	Introduction to Religious Studies	3
SOC	269	Popular Culture	3
SPA	101	Fundamental Communication in Spanish	3
SPA	102	Social Interactions in Spanish	3
SPA	105	Introduction to Hispanic Culture	3
SPA	106	Basic Spanish and Culture for Agriculture	3
SPA	110	Basic Conversational Spanish	3
SPA	201	Intercultural Communications in Spanish	3
SPA	202	Practical Applications in Spanish	3
SPA	210	Intermediate Spanish Conversation	3
THD	101	Dance Appreciation	3
THD	104	The Theatrical Experience	3
THD	201	World Theatre	3

Scientific Inquiry, Methodologies, and Quantitative Skills

Mathematics Category

HON	262	Honors Seminar in Mathematics	3
MAT	117	Mathematical Concepts	3
MAT	120	College Algebra with Business Applications	4
MAT	130	Technical Math I	5
MAT	140	College Algebra	4
MAT	145	Trigonometry	3
MAT	150	Algebra and Trigonometry	5
MAT	220	Business Calculus	3
MAT	230	Technical Math II	5
MAT	250	Calculus and Analytic Geometry I	5
MAT	308	Calculus and Analytic Geometry II	5
MAT	309	Calculus and Analytic Geometry III	4
MAT	330	Technical Math III	3
STA	135	Introduction to Probability and Statistics	4
STA	235	Introduction to Probability and Statistics II	3

Science Category

AST	115	Introductory Astronomy	3
AST	116	Introductory Astronomy Laboratory	1
BIO	101	Biological Concepts	4
BIO	102	Introductory Biology	3
BIO	109	Biology of Cancer	3
BIO	216	Biological Inquiry and Analysis	4
BIO	221	Zoology: Animal Form and Function	4
BIO	222	Botany: Plant Form and Function	4
CHE	101	Consumer Chemistry	4
CHE	105	Introductory Chemistry I	4
CHE	111	Essentials of Chemistry and Biochemistry	5
CHE	201	General College Chemistry	5
CHE	202	General Chemistry and Qualitative Analysis	5
CHE	210	Brief Organic Chemistry	3
CHE	215	Organic Chemistry Laboratory	1
GSC	101	The Earth and the Environment	4
GSC	102	Earth Through Time	4
GSC	125	Weather and Climate	4
GSC	199	Earth Science	4
PHY	105	The Science of Sound	4
PHY	125	Brief Introductory Physics	4
PHY	126	Brief Introductory Physics Laboratory	1
PHY	130	General Physics I	3
PHY	131	General Physics I Laboratory	1
PHY	132	General Physics II	3
PHY	133	General Physics II Laboratory	1
PHY	235	Mechanics, Heat and Wave Motion	4
PHY	236	Mechanics, Heat and Wave Motion Laboratory	1
PHY	255	Electricity, Magnetism and Light	4
PHY	256	Electricity, Magnetism and Light Laboratory	1

Social and Self-awareness and Responsible Citizenship

Ethics, Social Responsibility and Civic Engagement

BIO	103	Saving Planet Earth	3
BIO	308	Ethics in Biology	3
COM	260	Communication Ethics	3
CRJ	140	Introduction to Criminal Justice	3
ENG	226	Argument and Discourse	3
HEA	191	Personal Health	3
HEA	260	Introduction to Medical Ethics	3
HIS	176	History of the U.S. Constitution	3
HIS	221	American Experience to 1865	3
HIS	222	American Experience since 1865	3
HON	140	Honors Seminar in American National Government	3
HON	212	Honors Seminar in Ethics	3

HON	290	Honors Seminar in Service and the Nonprofit Sector	3
INF	101	Research in the Information Age	3
NLS	290	Introduction to the Role of Service and the Nonprofit Sector	3
PHI	142	Philosophy-The Big Questions	3
PHI	202	Ethics	3
POL	140	American National Government	3

Social Science

AGR	199	Contemporary Issues in Agriculture	3
ECO	140	Contemporary Economics	3
ECO	190	Consumer Economics	3
ECO	230	Principles of Macroeconomics	3
ECO	231	Principles of Microeconomics	3
EDP	260	Psychology of Human Development	3
EDU	103	Issues and Practices of American Education	3
FIN	230	Personal Financial Planning	3
GDS	201	Introduction to Gender and Diversity	3
HON	133	Honors Seminar in Sociology	3
HON	180	Honors Seminar in Psychology	3
HON	232	Honors Seminar in Economics	3
HON	270	Honors Seminar in International Relations	3
POL	250	Introduction to International Relations	3
PSY	180	General Psychology	3
SOC	133	Introduction to Sociology	3
SOC	231	Social Problems	3

World's Historical, Literary, and Philosophical Traditions

ART	211	Introduction to the History of Art I	3
ART	212	Introduction to the History of Art II	3
ART	213	introduction to the History of Art III	3
CIV	201	World Civilizations I	3
CIV	202	World Civilizations II	3
ENG	201	Appreciation of Literature	3
ENG	213	Film and Literature	3
ENG	243	Literary Masterpieces: Fantasy, Myth and Legend	3
HIS	201	Modern Europe	3
HIS	221	American Experience to 1865	3
HIS	222	American Experience since 1865	3
HON	109	Interdisciplinary Humanities and Fine Arts	3
HON	201	Honors Seminar in Social Science	3
HON	202	Honors Seminar in Social Science II	3
HON	212	Honors Seminar in Ethics	3
HON	251	Honors Seminar in Literature and Philosophy I	3
HON	252	Honors Seminar in Literature and Philosophy II	3
HUM	205	Humanistic Tradition Abroad	3
HUM	211	The Western Humanities Tradition	3
PHI	103	Critical Thinking	3
PHI	142	Philosophy-The Big Questions	3
PHI	201	Introduction to Philosophy	3
PHI	202	Ethics	3
PHI	221	Philosophy of Religion	3
PHI	357	Feminist Philosophy	3
POL	261	Introduction to Political Theory	3
RGS	200	Introduction to Religious Studies	3
THD	201	World Theatre	3

Writing-Intensive and Technology-Intensive Electives

CSC	101	Introduction to Problem Solving Using Computers	3
CSC	125	Internet and Web Page Design	3
CSC	199	Introduction to Information Technology	3

Other Academic Programs

Cooperative Education

As a complement to the placement process, Murray State University offers to qualified students an opportunity to gain course credit through approved work experiences. According to the National Commission for Cooperative Education, this program is a structured educational strategy integrating classroom studies with learning through productive work experiences in a field related to a student's academic or career goals. It provides progressive experiences in integrating theory and practice. This extension of classroom study to practice in a profession adds a unique dimension to the student's preparation for entering a career and assists in developing an understanding of human relationships involved in the work setting. The program is a three-way partnership between the students, the educational institution and the employers with specific responsibilities for each party.

In order to participate in this program, the student must be a currently enrolled, degree-seeking student at the time of appointment, with a minimum of 24 credits accumulated at an accredited college or university. The student must have earned at least six credit hours at Murray State prior to participation. In addition, the student must have an established cumulative GPA of 2.00 or higher and be in good academic standing in order to participate. A student can elect to participate in this program for a summer, a semester or an academic year. No more than six hours of coop/internship credit will apply towards minimum baccalaureate graduation requirements. **Enrollment in the program must be concurrent with employment.** Tuition will be assessed at the in-state rate (only for the coop/internship courses) for students enrolled during that semester.

Work assignments must be approved by an academic department and are made in businesses, industries, educational, non-profit, governmental and research organizations located throughout the world. The university makes no guarantee as to placement into a coop/intern experience or earnings, but makes every effort to place students to their best educational advantage. Work experiences may be paid or non-paid. The minimum number of hours a student must work in order to receive three hours of credit is 300. Coop courses numbered 488 are graded pass/fail. Coop courses numbered 489 are letter-graded. Internships may be graded or pass/fail. **If a student participates in the program while taking other courses, no more than 12 credit hours of courses can be taken in addition to the three-hour coop/internship.** A student's advisor must approve any additional hours (up to 12) in advance. Individual departments may have more restrictive requirements.

To apply, students need to download the appropriate forms from the MSU Career Services web site. These forms must be taken to the academic advisor and department chairperson or co-op advisor for approval and submission to the Office of the Registrar for scheduling. Payment of the course credit must be arranged prior to leaving for the work assignment. **Failure to register and pay concurrent with employment will result in the credit not being awarded.**

Service Learning Program

Service Learning uses experiential learning techniques to combine community service with specific learning objectives in a course. Through Service Learning students perform meaningful service to the community while engaging in a study that is related to that service. Philosophically, service learning reflects the belief that education should be connected to values and character, as well as vocational and social responsibility.

• Students learn and develop through active participation in carefully organized service experiences that meet actual community needs and that are coordinated in collaboration with the university and the community.

• The instructional method is integrated into the academic curriculum and provides time for students to reflect on their activities through small group discussions, class activities, and journal writing.

• Students have opportunities to use newly acquired knowledge and skills in actual community situations.

• The lessons taught in the classroom and extended into the communities help students develop a sense of caring and responsibility for others (National Community Service Act, 1990).

For students to earn recognition as a Service Learning Scholar they need to complete twelve (12) hours of credit in Service Learning designated courses. Additionally, the student must have an overall GPA of 2.75 and a minimum GPA of 3.00 in the designated classes. This designation will be recognized on the student's academic record at the time of degree conferral.

Courses that have been officially recognized as including service learning are designated with a letter "S" in the section number in the Schedule of Classes. For example: NLS 290-S01 Introduction to the Role of Service and the Nonprofit Sector.

National Student Exchange

The National Student Exchange program provides a wonderful opportunity for MSU students to attend another college or university in the United States, Puerto Rico or the Virgin Islands for up to one full calendar year. This unique program allows students to take classes at a host campus and place those same classes on their MSU academic record following the exchange. Murray State students can enroll at MSU or at the host campus. If they enroll at MSU they will pay MSU tuition (Plan B). Registration at the host campus (Plan A) will allow the student to pay that campus its in-state tuition. In either case, classes taken at the host campus will be placed on the student's academic record and counted as credit towards graduation. Contact the Career Services Office for more details.

Education Abroad

Education abroad provides the opportunity for students to earn academic credit toward graduation requirements on programs around the world. Students can participate in education abroad with their own MSU faculty, enroll directly in universities abroad, or study, research, or intern on any number of program provider options across the globe. Research and internship opportunities are available and a limited number of graduate opportunities exist across the curriculum. Course credit is offered in any major and university studies courses are available as well. Faculty-led programs are designed around experiential engagement principles to guide students and faculty in hands-on learning abroad.

Providers are education abroad companies and consortia that provide programs to students for study, intern, work, and other education abroad opportunities. These include current MSU partners CCSA, CEA, Experience Scotland, KIIS, ISA, IBS, and IPAI. For the purposes of these policies and procedures all of these partners will be referred to as "provider" throughout.

Application and Selection Process

Eligibility

All MSU students are eligible to apply for education abroad if they are in good academic and disciplinary standing with a minimum cumulative GPA of 2.00. Transfer students must be admitted to MSU as a student prior to applying to participate in education abroad programs and must meet all participation requirements at the time of application. Freshmen will be considered for admission to education abroad programs on a case by case basis.

Eligibility and requirements for individual programs vary and may be determined by the program director or program provider. This may include a higher GPA requirement, course prerequisites, language fluency, and/or other requirements as determined by the program. This information is available for providers on the provider website and for MSU programs online at murraystate.edu/educationabroad. Participants enrolled as students at MSU who do not also have faculty or staff status must participate in education abroad as a student or intern earning credit for the program. Exceptions to the required credit enrollment may be issued for internship or research programs. MSU alumni may participate in education abroad programs by enrolling for credit at MSU.

Participants who wish to bring companions on their education abroad program will be considered on a case-by-case basis. Approval should not be assumed and is not guaranteed.

Application Requirements

A completed application will include an MSU application and mandatory nonrefundable application fee through the online application system, which may require an essay, reference, and transcript. Additional application components such as proof of language proficiency may apply for specific programs as determined by the program or provider. Application to an education abroad program does not automatically assume admission to the program. All application components, including disciplinary standing with Murray State University, will be taken into consideration for program approval. Applicants to provider programs will require a separate application to the provider. Applicants to provider programs must complete and submit both the MSU and provider applications to have your application to the program considered complete. Your provider application may also have additional essay, audition, language proficiency, or prerequisite requirements for admission. Applicants found to have falsified information will be disqualified from participation.

Selection

Incomplete applications will not be reviewed. Complete applications will be reviewed by the appropriate selection committee. Selection committees consist of the leadership of the program applied to as well as a representative of the Education Abroad Office (EAO). Interviews may be requested. Admission is competitive and not guaranteed. Admission decisions cannot be appealed. Applicants to provider programs will be subject to provider selection standards.

Exchange Program Selection

Applicants to MSU Exchange Programs will be interviewed at MSU by a committee of faculty and/or professional staff. If nominated to participate in the exchange, the application is then submitted to the exchange university for full review and approval. Failure to submit any additional materials required for the exchange in a timely manner will result in rejection by MSU to the exchange program. Final admission decisions are made by the exchange university and issued directly to the student and simultaneously to the EAO. Exchange admissions will fall on the admission schedule of the exchange university. The MSU EAO has no control over when this will take place or what the outcome will be. Admission decisions cannot be appealed.

Conditional Admission

In some cases conditional admission may be issued to an applicant. This means the applicant must meet specific conditions within a certain time frame in order to be fully admitted to the program. If these conditions are not met within the specified time allotted, the applicant will be rejected from the program. While under conditional status, applicants are considered full participants, are expected to attend class, and must meet all program obligations.

Waitlist

Some programs are in high demand and may receive more applications than space available. A waitlisted applicant may be moved

to full admission should a fully admitted applicant drop out of the program far enough in advance of program departure.

Rejection

An application may be rejected for several reasons including, but not limited to: cumulative GPA below 2.00, poor academic or disciplinary standing at MSU, an incomplete application, poor reference, inadequate academic connection to the program course(s), or a Bursar or Study Abroad HOLD on the student account.

Admission

Admission decisions are sent via email to the email address provided in the MSU online application. Once approved or conditionally approved to participate in an education abroad program, it is the responsibility of the participant to login to the online application to complete the post-acceptance steps for their program. The post-acceptance deadlines are posted on the EAO website at murraystate.edu/studyabroaddeadlines. Participants with post-acceptance steps not completed by this date will have a Study Abroad HOLD placed on their MSU account until completion is final. Participants with post-acceptance steps remaining after the campus orientation date will incur a $250 non-compliance fee charged to their MSU account. Passport, visa, and flight components of post-acceptance are due 30 days prior to departure. Participants who have not completed these by that time will incur a HOLD and $250 non-compliance fee to their MSU account.

Registration

Registration for courses is the responsibility of the participant. Until participants are registered for appropriate courses at MSU financial aid and education abroad scholarships cannot be released for any program. Program fees may not be placed onto a participant account until registration is complete. This does not mean that participants are not enrolled in the program, but that they are not officially registered to receive academic credit. Registration requirements vary by program and are detailed on the EAO website by program at murraystate.edu/studyabroadprocedures.

Course Credit and Grade Transfer

It is the responsibility of the participant to understand prior to studying abroad how the course(s) they wish to take will figure into graduation requirements. Credit is not automatic. Students must follow the appropriate procedure for their program as detailed at murraystate.edu/studyabroadprocedures. Students who do not obtain credit approval prior to the start of the program may be rejected or expelled from a program and/or fail to receive academic credit upon return.

Students who take courses abroad that have not been pre-approved are not guaranteed credit upon return. Students should make sure they do not enroll in courses on their education abroad program that will count for courses at MSU that have already been completed. If a course is transferred back to substitute for an MSU course that was already completed, MSU's repeat policy will be followed.

Course approval and registration must be completed prior to student orientation and program departure in order to receive credit for the program. **Courses will not be created or re-created for a student after a program has been completed.**

Grades

Education abroad courses taught by MSU faculty are submitted directly to MSU unless taught through a consortial partner (such as CCSA, KIIS, Experience Scotland). This submission may not meet the regular submission schedule. Some students may receive an "Incomplete" grade until the program and course assignment deadlines are completed. It is the responsibility of the participant to ensure that all materials/coursework are submitted by the MSU deadline to have their earned grade submitted for the program course(s). It is the responsibility of the student to know how a grade of *I* (Incomplete) will impact their financial aid and academic standing at MSU and discuss any relevant issues with their instructor and the Education Abroad Office.

Grade Transfer

All grades received from foreign or domestic institutions on behalf of MSU students who earn college credit will be calculated into the MSU cumulative grade point average (GPA). If letter grades are received, these will be configured into the MSU GPA. In order to receive pass/fail credit for education abroad courses, the transferring institution must send the grade report in the form of pass/fail without letter grades.

Education abroad grades are received directly from program providers and institutions abroad and cannot be reported by the participant. Grades will be issued via paper and mailed by the institution reporting the grades. The academic calendars of education abroad programs do not traditionally match the MSU academic calendar. As such, grades are often received after the following semester has begun at MSU.

Until the student's transcript arrives the student's MSU status may not show satisfactory academic progress. As a result, Federal Financial Aid and Scholarships may be held until the transcript is received and grades/credit posted to the academic record. This does not mean that these funds will be revoked by MSU, but until a transcript is received that confirms satisfactory academic progress has been met, funds will not be available for use.

Grade Appeals

If a participant wishes to appeal a grade, this appeal must take place with the program provider and faculty member who issued the grade. MSU cannot change grades issued by another institution. For MSU issued grades, refer to the MSU policy on grade appeals.

Billing

Exchange Program Fee

Exchange program students will be billed at MSU for the applicable exchange program fees. The Horizons program description details which fees will be charged at MSU. Full-time semester tuition is charged at MSU at the rate normally applied based on classification and residency. Additional charges for MSU web classes taken while on the exchange program will apply. Additional fees may or may not include room, board, excursion fees, visa fees, and other exchange program charges. When a program fee is not charged to a student account or does not include room and board, these expenses will be paid by the participant on-site.

MSU Signature Program Fee

Students will be billed to their MSU account for the Signature program fee. MSU billing can be set up on a payment plan through the MSU Bursar's Office. Setting this up through *myGate* is the participant's responsibility. Billing is not applied to a participant account until the participant registers for the education abroad class. It is possible that class registration will take place after bills have been sent out by the Bursar's Office. It is the student's responsibility to check their *myGate* account and make payments on time for their program. Billing timelines are set by the Bursars's Office and follow the schedule found online at murraystate.edu/admissions/bursarsoffice/criticaldates.aspx.

Signature Program Tuition

Students on MSU Signature Programs will have tuition assessed to their MSU account at the regular tuition rate. For details on your

tuition rate, refer to *Costs* on the Murray State University website www.murraystate.edu/admissions/bursarsoffice.

Provider Programs Tuition

Participants in provider programs will not pay additional tuition at MSU for their provider program abroad when they are registered at a provider receiving a transcript from another institution.

Program Withdrawal

For full program withdrawal, an applicant must submit in writing their intention and reason for withdrawing from an education abroad program to BOTH the MSU EAO and to the program provider (if applicable). Until written notification is received in the EAO and the applicant receives a confirmation email from EAO, approved and conditional applicants are considered full participants in the program and billing will remain on the student account.

Participants withdrawing from a program for any reason after the withdrawal deadline, found online at murraystate.edu/studyabroaddeadlines, will be assessed any fees that cannot be recovered for the program and will forfeit their application fee. This may be up to the full cost of the program. Withdrawal fees will be charged to the participant's MSU account. Withdrawal fees will apply whether or not the full program fee has been applied to the student account by the withdrawal date.

Students who fail to meet program requirements such as obtaining a passport or visa, medical paperwork, or other requirements will incur the withdrawal fees specified here.

Withdrawal or expulsion from programs while abroad will result in a failing course grade. Course grades for medical withdrawals will be considered on a case by case basis. Withdrawals or expulsions taking place while abroad will receive no program refund and the cost of returning home will be at the participant's expense.

Program cancellation due to terrorist activity or acts of nature will follow the withdrawal policy.

Class Withdrawal

It is the responsibility of the student to drop classes or withdraw from their education abroad classes through myGate when withdrawing from the program. Refer to the MSU "Schedule Change" policy in this bulletin for fees and restrictions. Lack of participation in class or failure to pay program fees does not constitute program withdrawal. Program participants who attempt to drop the class after the program abroad experience will receive an *E* for the course. Students who drop/add after receiving course approvals may become ineligible for Federal Financial Aid and will be at risk of courses not transferring and/or not applying to degree completion.

Financial Aid and Scholarships

To apply Federal Financial Aid to an education abroad program, participants must be taking courses in the program that will count toward graduation requirements. Participants who have received the maximum Federal Financial Aid eligibility during the fall and spring academic year may not be eligible for additional semester or summer aid for education abroad. To be eligible for summer aid participants must complete a FAFSA for the current academic year if it is the first time requesting federal financial aid. Participants who are eligible for and have not yet met the maximum Pell for the academic year could receive Pell for the education abroad program.

Participants receiving education abroad scholarships and Federal Financial Aid will receive them as an award on their MSU *myGate* account. If the MSU account has a zero balance, awards will then be used to cover education abroad fees that are applied to the MSU account. For provider programs, these fees will be refunded to the participant directly to pay your balance with the provider. It is the participant's responsibility to ensure that education abroad fees are paid in full prior to departure. Participants who receive a refund of any kind are encouraged to check their *myGate* account and the program provider account to ensure there is a zero balance prior to utilizing refunds for other expenses.

Participants on summer programs must be enrolled for at least 6-credit hours for the summer term to be eligible for federal student loans. Participants may meet this 6-hour requirement by enrolling in a 3-credit hour education abroad program in addition to a summer session at MSU.

Education Abroad Scholarship Application

In order to be considered for education abroad scholarships administered within the Education Abroad Office, students must first complete the online program application at murraystate.edu/studyabroadapplication. The online scholarship application is available through the Scholarship Office. Applicants must submit all required pieces of the program application in order to be considered for scholarship funding. Incomplete applicants will not be considered under any circumstances.

Education Abroad Scholarship Eligibility

Eligibility guidelines for education abroad scholarships are specified online at murraystate.edu/studyabroadfunding. Guidelines may include a minimum GPA requirement, specific major requirements, specific program participation, or financial need requirements. The online scholarship application will determine for which awards students are eligible. Students who do not meet the minimum eligibility requirements will not be considered.

Education abroad Scholarship Selection

Applications will be reviewed by a committee. Award notifications are made via email to the email address provided in the online application approximately three weeks after the scholarship deadline. Scholarships are competitive and applicants should make every effort toward submitting the best application possible for the greatest chance to receive funding. Applications found to have falsified information will be disqualified for scholarship funding of any kind.

Current MSU Scholarship Recipients

MSU students receiving scholarships through the regular scholarship awarding process at MSU should know the following important information:

- Participants in an MSU Signature semester program may use tuition awards toward the tuition charges applied to the MSU account for that semester program.
- Participants in an MSU Signature semester program may use MSU scholarships toward tuition or program fee charges applied to the MSU account for that semester program.
- Students may not use any portion of their MSU merit scholarships for provider programs.
- Regular MSU scholarships are not provided during any summer study, whether that study is domestic or international. As such, these funds cannot be applied to summer education abroad.
- The housing portion of a Presidential Fellowship and the Marvin D. Mills Scholarship may be available for use on MSU Signature semester programs. Students receiving these funds should speak with the Scholarship Office to verify if their housing award is available for the education abroad program.

Outside Scholarship Sources

Students who have been awarded funds from outside sources must inquire directly with those sources and/or the Scholarship Office to verify what portion of funds may be available to apply to education abroad fees.

Travel Warning for Certain Countries

According to the website of the U.S. Department of State (DOS) at travel.state.gov, Travel Warnings are issued by the U.S. DOS "when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff."

Understanding that the DOS issues Travel Warnings for parts of a country and not the whole, MSU supports education abroad programs taking place in countries with a travel warning if the following are in place:

- the formal geographic region of study must take place in a location that is NOT under a current Travel Warning; and
- program providers, or MSU faculty if the program is a Faculty-Led MSU Signature Program, must provide proof that insurance coverage is valid in the country and region of study; and
- program providers, or MSU faculty if the program is a Faculty-Led MSU Signature Program, must provide full exit strategy and warning details to the MSU Education Abroad Office and to participants; and
- program travel for sponsored excursions must not take place in the geographic region under the Travel Warning; and
- participants, providers, and MSU faculty shall not travel independently or as part of a program activity to the geographic region under the Travel Warning; and
- participants and MSU faculty agree to sign a Travel Warning Release Form prior to travel to the country.

Passport and Visa

It is the responsibility of the program participant to obtain and maintain a valid passport book and visa (where applicable) for all travel and education abroad. **Passports must be valid for at least six months beyond the return date of your program abroad.**

Visas are the full responsibility of the participant. The Education Abroad Office will not advise students on visa requirements for their country of study. It is the responsibility of the participant to request paperwork and verifications required for visa issuance well in advance of their visa appointment with specifications for the format and information required.

Failure of participants to obtain a valid passport or visa will mean the inability to travel abroad for participation in the education abroad program. Students who do not comply with this international requirement will not receive a program refund and Federal Financial Aid and education abroad scholarships will be partially or fully revoked due to the inability to begin and/or complete the course. To determine if the country of study requires a visa and to determine visa costs and procedures, see the Consulate website of that country.

Travel

Participants may travel via personal vehicle, commercial airlines, and other public and private transportation both stateside and abroad. During this travel participants will be subject to airline and TSA rules, and rules and regulations of foreign entities, which may change at any time without notice.

Transportation delays or cancellations are not the responsibility of MSU or the program provider. Cancellations and delays may result in the loss of program time abroad and/or the cancellation of activities without refund to the participant. MSU and/or the program provider will make every possible effort to work with airlines and other transportation providers to reschedule travel that affects program length and activities as little as possible.

Conduct

It is the responsibility of the education abroad participant to:

- Adhere to the MSU Student Life Handbook and Policies found online at murraystate.edu/studentaffairs; and
- Communicate in a timely manner with the EAO, program provider (if applicable) and faculty member at the contact details provided in the application; and
- Provide a personal email address that belongs to the participant and check that account regularly for information requests, program status reports, and/or other updates; and
- Complete all application and program materials him/herself; and
- Read all program materials; and
- Provide accurate and correct information to the best of his/her knowledge and complete all mandatory components of the application and post-acceptance by the indicated deadlines; and
- Attend mandatory education abroad orientation; and
- Comply with the laws of the foreign country; and
- Comply with the rules and regulations of the university of study and/or the program provider and attend all program and class activities; and
- Obtain the appropriate approval for courses in writing prior to participation in the program; and
- Notify the EAO in writing of a decision to withdraw from the program, paying any unrecoverable costs already spent on their behalf if withdrawal takes place after the withdrawal deadline found online at murraystate.edu/studyabroaddeadlines; and
- Complete required forms and processes required by the offices of MSU, including but not limited to, the Offices of Financial Aid, Scholarships, Registration, and Housing, and maintain full-time status while abroad in order to ensure applicability of scholarships and financial aid both for the program and upon return to MSU; and
- Purchase travel insurance that covers the duration of the program.

Misconduct abroad will become part of a participant's permanent Murray State University disciplinary record. Visiting students on MSU programs will have their home university notified in the event of disciplinary action against the student. Resulting charges including but not limited to property damage, excessive use of electricity where applicable, mistreatment of property, lack of cleaning, and personal charges to MSU program faculty, directors, or accounts will result in a direct financial charge to the participant's MSU account to cover charges in full.

Conduct that interferes with or inhibits the experience of others, both participants and non-participants, whether in residential settings, classrooms, and any public domain, including during independent travels, could be grounds for expulsion from the program. Engagement in risky activities such as vehicle rental or extreme sports is at the participant's own risk. It is the participant's responsibility to determine whether any travel insurance will cover these activities.

Any use of illegal substances as defined by United States statute will result in expulsion from the education abroad program. Repeated alcohol intoxication that impairs active participation in the program, disrupts the participation of others, or disrupts the program itself may result in expulsion from the education abroad program and other sanctions as stated in the *MSU Student Life Handbook*.

Expulsion will result in failure of the courses taken on the program, regardless of expulsion date, including expulsions made prior to the Murray State University Drop Date. Expelled students will be sent home immediately at their own expense regardless of visa classification or on-site grace period allowance. In event that a participant is expelled, removed, or withdraws from a program, MSU will notify the Emergency Contact person listed in the education abroad application. Expulsion details will become a permanent part of the MSU disciplinary record and will require a meeting with the MSU Disciplinary Officer upon return to Murray State to resume studies.

Graduate Degree Policies and Procedures

Graduate Degree Programs

Graduate degree programs are significantly more advanced in their content than baccalaureate degree programs.

Doctorate Degree: Candidates for the doctorate degree must complete a minimum of 76 credit hours of graduate level coursework with a planned program beyond the bachelor degree. Doctoral programs shall be composed of at least 50 percent of the total course requirements at the 800-level or above. A maximum of 12 credit hours may be transferred from a regionally accredited institution with the approval of the academic advisor and collegiate graduate coordinator and/or dean. Graduate transfer work will not be posted to the student's academic record until the degree is being conferred. Only the coursework required for the degree will be posted.

Specialist Degree: Advanced degree of study consisting of a minimum of 60 graduate hours of concentrated and approved coursework beyond a bachelor's degree. A maximum of nine credit hours of completed graduate work from any graduate degree work completed after the initial master's degree program may be applied toward the specialist degree if the courses are appropriate for the degree and are approved by the department. All transfer work must fall within the eight-year time limit for completion of the doctorate degree. Graduate transfer work will not be posted to the student's academic record until the degree is being conferred. Only the coursework required for the degree will be posted. Reference the section regarding Transfer Credit later in this chapter for specific rules pertaining to MSU grade point average and minimum transfer grade requirements.

Master's Degree: A graduate program is an approved program of study that requires a minimum of 30 graduate hours. If the student has not previously earned a master's degree, a maximum of 12 credit hours may be transferred from a regionally accredited institution with the approval of the academic advisor and collegiate graduate coordinator and/or dean. If the student has already earned a master's degree and this program is a second master's degree, a maximum of nine semester hours of completed graduate work from any previous graduate degree or program may be applied toward an additional degree if the courses are appropriate for the degree and are approved by the department. All transfer work must fall within the eight-year time limit for completion of the master's degree. Graduate transfer work will not be posted to the student's academic record until the degree is being conferred. Only the coursework required for the degree will be posted. Reference the section regarding Transfer Credit later in this chapter for specific rules pertaining to MSU grade point average and minimum transfer grade requirements.

Graduate Certificate: A specialized set of courses emphasizing a professional skill or knowledge base typically ranging from 12 to 18 hours. Courses may be shared between a graduate certificate program and a graduate degree program. Graduate transfer work will not be posted to the student's academic record until the graduate certificate is conferred. Only the transfer work specifically required for the certificate will be posted. All students seeking a graduate certificate must be appropriately admitted/readmitted to Murray State and must have the specific program plan pre-approved by the department and dean of the certificate program.

Program and Advisor Assignments

All graduate students admitted to a degree or certificate program at Murray State University are required to follow a planned program of graduate study. Although a student may be required to take undergraduate prerequisite courses, only approved graduate courses completed while enrolled as a graduate student may apply toward a graduate program.

The student's advisor should be consulted before or during registration for assistance in planning a program. Before the end of the first term enrolled, the student must complete the graduate program form and submit it to the specified advisor, who will secure the required signatures and return the form to the Office of the Registrar. To be approved, a program must meet all requirements stipulated in the *Academic Bulletin*.

Any subsequent change in the planned program must be approved by the student's advisor and the collegiate/school graduate coordinator. Changes to doctoral programs also require the approval of the Associate Provost for Graduation Education and Research. The collegiate graduate coordinator is responsible for notifying the Office of the Registrar of the program changes on an official graduate substitution form available on *myGate*.

After enrolling, a student may request to change to a different graduate program by filling out a change of program form which may be obtained through *myGate*. The form must be submitted to Graduate Admissions and Records. The student's request will then be referred to the appropriate department for approval and advisor assignment.

Graduate Degree/Course Time Limits

All course work used to fulfill the graduate certificate, master's degree, specialist in education degree, or doctoral degree program requirements must be completed within the eight-year period prior to awarding the degree, beginning with the date the student initially enrolls in a class for graduate credit. Example: A graduate course begun in August 2010 must be used for a degree no later than August 2018.

Failure to complete a degree in eight years will result in the loss of all credits taken outside of the time limits and the student being unable to continue with the approved program unless an extension is sought and granted. Graduate degree grade point averages are based on the courses listed on the graduate program form and applying to the program being sought. Any courses excluded by the eight-year rule shall not be included in the computation of the grade point average.

Students may request a time extension through their advisor by submitting the Request for Time Extension form and a justification letter. The request must also be approved by the program coordinator, department chair (where applicable), collegiate graduate coordinator or academic dean, and the university graduate coordinator. The request may be denied at any level of the review.

Extensions are considered on a case-by-case basis. Students are strongly discouraged from requesting more than one extension. In cases where all graduate coursework has expired, no time extension will be granted. Student appeals of any decision will be handled by the Graduate Studies Committee of the Academic Council.

Since graduate students do not always enroll for courses in consecutive semesters, it is important to note the following:

- Enrolled graduate students need not apply every semester unless they have not been enrolled for four consecutive semesters, or have completed their graduate programs;
- Each graduate course must be used toward a degree within eight years of enrolling in that course.

Transfer Credit

A maximum of 12 graduate hours may be transferred from a regionally accredited graduate school after a student has been admitted. All transfer credit must be approved by the student's advisor and collegiate graduate coordinator. Departments and colleges may set more restrictive policies concerning the kind and amount of transfer hours they will accept. All transfer credit must have been

earned within the eight-year period allowed for the degree. The student must have an overall GPA of at least 3.00 on graduate work at Murray State University and a grade of B or better in any course that the student wishes to transfer to Murray State. It is the responsibility of the student to initiate a request for transfer of credit. Graduate transfer credit will not be posted to the student's transcript or included in the calculation of the student's GPA until the point of graduation.

Transfer Credit to Repeat MSU Courses

If a graduate student takes a course at Murray State and chooses to repeat that course at another institution, permission from the student's graduate advisor and collegiate graduate coordinator must be secured. All graded attempts of the repeated transfer course are included in the student's degree GPA calculation. A course substitution form must be forwarded to the Office of the Registrar in Sparks Hall to document departmental approval of transfer credit. Students are required to submit an official transcript from the other school to Murray State after each semester of enrollment.

Graduate Thesis/Dissertation Requirements

Many graduate programs require a thesis for which a maximum of six hours of credit may be earned (doctoral students should consult program curriculum under the appropriate departmental section). If a thesis is required, the student's departmental advisor should be consulted early in the first term of graduate study. The advisor will assist the student in choosing a thesis topic, a thesis director, and a thesis committee (to consist of three to five members, including the director). Typically, thesis courses are not scheduled until the student is at least mid-way through a graduate program.

Prior to conducting studies that involve human subjects, the individual student must receive approval for his/her activities from the Institutional Review Board (IRB) following the current Procedures and Guidelines for the Protection of Human Subjects. Students involved with research involving animals should obtain permission from the Institutional Animal Care and Use Committee (IACUC). Please consult your thesis advisor for details on either requirement. Failure to receive the appropriate approval may result in the disqualification of the thesis.

Thesis/Dissertation Approval

The submission, approval, and archival process can be found at www.murraystate.edu/finishyourthesis. Failure to meet the stated deadline may result in postponement of the student's degree conferral until the following semester.

Complete procedural and structural instructions are contained in Guidelines for the Preparation of Master's Thesis available from the MSU website. It is the responsibility of the student to secure and comply with these guidelines.

Students who change from thesis track to non-thesis track in a graduate program may not receive credit for Thesis courses.

Tests

Nationally recognized tests of aptitude are required by some colleges, departments, and programs of the university. Test scores may be used for admission or as a condition of degree completion. Test score requirements for specific degrees will be found in the *Academic Bulletin* under the appropriate departmental sections. Test scores must be received in Graduate Admissions and Records directly from the testing service to be considered official.

Summative Evaluation

In addition to completing required courses, students in some graduate degree programs will be expected to demonstrate that they have successfully met program standards through summative evaluation procedures administered near the end of the course of study. Murray State University also uses information on student performance gathered in summative evaluations for purposes of program improvement.

Comprehensive Examination

A student should refer to the section containing degree requirements of the student's graduate program for information regarding the comprehensive examination, if required by the department. Deadlines are published in the online Academic Calendar.

A master's student normally takes the comprehensive examination during the semester in which the student graduates; however, a student who has completed 24 hours toward the master's degree may also elect to take the examination.

An application for the comprehensive examination must be submitted to student's academic department during the first three weeks of the semester in which the student plans to take the examination. Applications are available in the academic department.

The comprehensive examination is usually administered three weeks prior to the conclusion of the semester. Doctoral students should consult their specific program coordinator for any comprehensive examination details.

Application for Degree

The Application for Graduate Degree is available on the Academics tab of *myGate*. Contact the Office of the Registrar for help with inactive *myGate* accounts.

This application is effective for one semester only. If a student does not graduate after making application, the application will be updated one time at no additional charge. If a student is still unable to complete all degree requirements it is the student's responsibility to submit a new application via *myGate* by the deadline for the term in which the student plans to graduate. The new application will result in another degree fee.

The Graduate Degree Application and fee are due in the Office of the Registrar by February 15 for students graduating in May of the same year; March 15 for students graduating in August of the same year; and September 15 for students graduating in December of the same year. Submission deadlines are posted on the university calendar.

Degree Applications may be submitted after the published deadline ONLY with prior approval of the Office of the Registrar. Late degree applications cannot be submitted through *myGate*. An additional late fee is required.

A candidate for a master's degree, specialist in education degree, or doctoral degree must have a minimum grade point average of 3.00 in all the approved program graduate courses before the degree is conferred. No credit shall be granted for a grade below *C*.

See the Diplomas and Commencement sections for additional information.

Application for Certificate Completion

The Application for the Graduate Certificate Completion, available on *myGate*, and processing fee are due in the Office of the Registrar by May 1 (spring graduation), December 1 (fall graduation), or August 1 (summer graduation).

After the student successfully completes all courses toward the certificate program, the certificate awarded will be posted to the MSU transcript within a few weeks. No document will be printed and/or mailed to the student. Questions about the form may be directed to the Office of the Registrar at 270-809-3778.

Second Master's Degree

Students desiring to pursue another master's degree at Murray State University shall have completed all requirements for a previ-

ous master's degree at Murray State University or another accredited university. In general, the same basic requirements for general admission, and other conditions previously stated in this *Academic Bulletin* relative to a master's degree are also applicable to a second master's degree with the following exceptions:

1. A maximum of nine semester hours of completed graduate work from any previous graduate degree or program may be applied toward an additional degree if the courses are appropriate for the degree and are approved by the department and if they fall within the eight-year time limit for completion of the master's degree.

2. If the new master's degree involves certification, all requirements for the certificate must be met prior to the completion of the degree.

3. Candidates for Specialist Degrees must check with their advisors concerning the program regulations on second degrees.

Candidates for an additional master's degree must file an application for admission to graduate school and identify their subsequent program prior to registration for additional coursework. The student must then contact the advisor assigned from the department offering the subsequent program and plan a complete program of studies. Individual programs have specific requirements which must be met before pursuing a subsequent master's degree. Any deficiencies in preparation for a subsequent master's degree must be resolved during the first semester of enrollment.

Dual Master's Degrees

Dual master's degrees at Murray State University enable students in specified programs to take a five-semester or six-semester sequence of courses leading to two graduate degrees. Students are required to comply with the specific policies of each program.

Application and Admission

Applicants must have a baccalaureate degree from an accredited institution of higher education and apply to and be accepted into each program. The normal criteria for admission to each program applies. Conditionally admitted students will have to adhere to the policies set in place by the program(s) that granted the conditional admission.

Academic Standing

To continue in the dual master's degree program, students must meet the academic standards in both programs. Students who are not performing satisfactorily in one of the programs may be dropped from that program. The student may continue in the other master's degree program as long as they continue to meet that program's academic standards. As applicable, the student may request any satisfactorily completed coursework from the dropped program be used toward the remaining program.

Course Progression

Students are required to work consistently toward both degrees. Students will be assigned one advisor from each program to support successful course progression and are expected to meet with each advisor at least once each semester to ensure both programs are being completed in a timely manner. Conferral of the two degrees must occur simultaneously.

Final Examination

Students must apply for graduation for each degree separately. Students must meet the graduation requirements of each program, including comprehensive examination and/or thesis. If appropriate and agreed upon by both programs, final examination requirements (comprehensive exam and/or thesis) may be integrated and fulfill requirements of both programs.

Graduate Literature and Research Courses

As a distinguishing characteristic of adding a depth of knowledge within each graduate program, and to allow graduate students seeking degrees to stay current within their field of study, each graduate program at Murray State University structures the content of their curricula to include 1) knowledge of the literature within the respective discipline, and 2) appropriate ongoing research and/or professional practice and training. The university, and each program, ensures these by denoting at least one course or process within each program with a (L) for literature, (R) for research, and (PT) for professional training. Each program may also use a variety of other methods in which students may demonstrate mastery of one or more of these; other methods may include: theses, capstone courses, comprehensive examinations, portfolios, research projects, methodology courses, and exit examinations.