



# Center for Adult and Regional Education

Dan Lavit, Executive Director  
313 Lowry Center  
270-809-4150

## INFORMATION AND PROCEDURES

|   |     |
|---|-----|
| Distance Learning-Regional Campuses         | 242 |
| Community Outreach                          | 242 |
| Bachelor of Integrated Studies              | 242 |
| Admission Requirements                      |     |
| Degree Requirements                         |     |
| Associate of Arts in General Studies Degree | 244 |
| Department of Military Science              | 244 |

The Center for Adult and Regional Education’s (CARE) mission is to serve the unique needs of the adult learner through program offerings and services offered at the regional campuses and beyond. While meeting the state mandate to serve the non-traditional students who desire educational opportunities in the 18 western most counties in Kentucky, the primary focus of CARE is the adult learner and the delivery systems that best serve them. The adult learner is a key aspect of the University’s strategic plan and mission statement, as well as the Council on Postsecondary Education’s Stronger by Degrees initiative.

CARE consists of the following administrative functions and units: Regional Campuses, the Office of Community Outreach, the Training Resource Center, and Interactive Television (ITV) operations. The following academic programs are also a part of CARE: Military Science (ROTC), Recreation (REC) courses, the Associate of Arts in General Studies (AAGS), and the Bachelor of Integrated Studies. Under the direction of CARE, all learning activities at regional campuses.

### Distance Learning-Regional Campuses

Murray State University offers an extensive schedule of degree programs and courses at regional campus locations and/or via distance learning technologies, including interactive television (ITV), and the Internet. Graduate and undergraduate degree programs and courses are offered in Paducah, Hopkinsville, Madisonville, Henderson, and Fort Campbell, as well as other locations throughout the region. Murray State University has a fully interactive two-way video classroom network. This network links the Murray campus with the MSU regional campuses to provide access to students in MSU’s 18-county service region.

### Distance Learning-Online

Online courses are instruction conducted entirely on the Internet. Students should have a basic knowledge of computers, reliable Internet access, and experience using e-mail. Online courses are published in the official schedule of classes each semester with an instruction method of “web”. Like traditional courses, registration for online courses is through the *myGate* system. Online course are available for all admitted MSU students. There is no special application needed to enroll in online courses. Online course tuition is different from traditional courses. Visit the MSU website or call the Bursar’s Office (270-809-4227) for current tuition rates.

For more information about these courses, contact 270-809-4159 or 1-800-669-7654.

### Community Outreach

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

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

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

### Bachelor of Integrated Studies

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

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

### Admission Requirements

The Integrated Studies degree is not for everyone. Admission into the program is available to adult students who meet the following conditions:

- Must have 60 hours of prior credit
- Must have a 2.2 GPA or higher in prior coursework
- Must have a one-year absence from school OR be a KCTCS transfer.

Exceptions to the above requirements are made by consent of the Integrated Studies Program Director.

**Limitations.** Due to the accreditation requirements of the College of Business, any student who wishes to apply business course credits to the Integrated Studies degree requirements must consult an Integrated Studies advisor. Students who have more than 25% of their coursework in business courses may be required to complete the business core. Teacher education and nursing program courses are not available to Integrated Studies students. The degree is not designed for students who want credentials for entry into professional fields that require a specific undergraduate course of study. Students wishing to change their major to the Bachelor of Integrated Studies, must first speak to a program advisor and have an overall GPA of 2.5 or greater.

### General Degree Requirements

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

---

### Bachelor of Integrated Studies

CIP 24.0102

University Studies Requirements ..... 38-41 hrs

•**Oral and Written Communication**

ENG 105 [or ENG 104]..... 4  
 One University Studies elective in this category ..... 3

•**Global Awareness, Cultural Diversity, and the World’s Artistic Traditions**

One University Studies elective in this category ..... 3

- **Scientific Inquiry, Methodologies, and Quantitative Skills**  
One University Studies science course with lab..... 4-5  
One University Studies mathematics course..... 3-5
- **Social and Self-Awareness and Responsible Citizenship**  
One Ethics, Social Responsibility and Civic Engagement  
category course ..... 3  
One Social Science category course ..... 3
- **World's Historical, Literary, and Philosophical Traditions**  
CIV 201 or CIV 202 [or HON 201 or 202] ..... 3  
HUM 211 [or honors course HON 251] ..... 3
- **University Studies Approved Electives**  
Choose nine hours from the list of University Studies electives.  
No more than two courses from one thematic category.

#### Core Courses ..... 33 hrs

- BIS 399 Seminar in Integrated Studies
- BIS 437 Senior Project
- Field of Study (18 hrs)
- Research Methods (6 hrs)

#### Unrestricted Electives ..... 46-49 hrs

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

#### Total Curriculum Requirements ..... 120 hrs

#### Field of Study

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

However designed, the field of study must include two appropriate courses in research methodology. These courses prepare the student for the culmination of the Integrated Studies program and the field of study project. A senior baccalaureate thesis is required of every student.

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

#### Active Status

Students may proceed at their own pace, taking as many or as few courses as they can handle. See MSU readmission requirements in *Undergraduate Admissions* for students who have been out of school for more than two semesters.

#### Fees

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

- **application fee**—\$40; non-refundable; does not apply to tuition;
- **portfolio assessment**—refer to the *Schedule of Fees* for more information;

- **undergraduate semester credit hour**—refer to the *Schedule of Fees* for more information;
- **departmental challenge examination fee**—Refer to the *Schedule of Fees* for information.
- **web-based course fee**—web-based courses have additional course fees. Refer to the *Schedule of Fees* for information.

#### Earning Academic Credit

BIS 399 is required of all Integrated Studies students for three semester hours of credit.

The learning contract is a method by which a student completes an arranged course sponsored by a department and supervised by a Murray State University faculty member.

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

The College Level Examinations Program (CLEP) provides a way to earn college credit by taking standardized tests. A student may arrange to take these tests at any higher education institution offering the tests. Students who have ever enrolled at Murray State must have permission to take the CLEP tests. Contact the Testing Center, 270-809-6848.

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

Traditional classroom courses scheduled by Murray State University both on-campus and off-campus may be a method for completing the external degree requirements. Many courses have been especially scheduled in the evenings for the adult student. The schedule of classes may be found under *Quick Links* at [www.murraystate.edu](http://www.murraystate.edu).

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

Policies not stated in this section may be found by referring to Murray State University's policies in other sections of this bulletin. For additional information regarding admission criteria, degree requirements, curriculum and fees, contact the Integrated Studies Program Director, Center for Adult and Regional Education, Murray State University, 313 Lowry Center, Murray KY 42071-0009, or call 270-809-4159; outside Calloway County, call toll free, 1-800-669-7654.

## Associate of Arts — General Studies

The Associate of Arts in General Studies is a degree for special populations and includes the following course requirements. Refer to the “Degrees” section of *Academic Degrees and Programs* for additional degree requirements.

### General Studies

Associate of Arts

CIP 24.0101

#### University Studies Requirements .....39-43 hrs

(See *Academic Degrees and Programs* for approved University Studies selections and the section on **Mandatory Developmental Courses**.)

#### •Oral and Written Communication ..... 4 hrs

ENG 105 [or ENG 104]

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

#### •Global Awareness, Cultural Diversity, and the World’s Artistic Traditions..... 3 hrs

#### •Scientific Inquiry, Methodologies, and Quantitative Skills .....10-12 hrs

#### •Social and Self-Awareness and Responsible Citizenship ....6 hrs

One Ethics, Social Responsibility and Civic Engagement category course ..... 3  
One Social Science category course ..... 3

#### •World’s Historical, Literary, and Philosophical Traditions..... 6 hrs

#### •University Studies Approved Electives.....10-12 hrs

Approved Electives .....21 hrs

Total Curriculum Requirements .....60-64 hrs

## Department of Military Science

211 Blackburn Science Building  
270-809-5061

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

The Department of Military Science offers a four year and two year course of instruction which are divided into two phases, the basic course and the advanced course. Prerequisites for entry into the advanced course are 10 hours of basic Military Science courses, which include MIL 101, MIL 102, MIL 201 and MIL 202, or complete MIL 210 (Basic Cadet Summer Training Course at Ft. Knox, KY). Qualified veterans, NG, or USAR personnel may qualify for immediate place-

ment in the advanced course. Students must have at least 54 credit hours and two years (4 semesters) left at Murray State University for entry into the advanced course as well.

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

A student may be selected, after contracting to serve, for Active Duty or service in one of the Reserve Components (NG/USAR) upon the completion of the advance course requirements and receipt of a bachelor’s degree. The student will have the opportunity to request the branch or “area” for commissioning. There are several branches to choose from:

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

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

National scholarships are available which cover the cost of tuition and books. Information on National Scholarships may be found at [www.goarmy.com](http://www.goarmy.com). Students must apply for National Scholarships during their junior or senior year of high school. National Scholarship recipients and contracted cadets receive a monthly stipend during the school year. ROTC enrolled students may apply for housing scholarships and tuition scholarships as available. For more information on scholarships, contact the Department of Military Science 270-809-5061. Students qualifying for the advance courses may also belong to a NG or USAR unit under the Simultaneous Membership Program (SMP) and receive financial benefits by both ROTC and the NG or USAR unit.

Military manuals are provided by the Department of Military Science. All advanced course contracted cadets attend a leadership practicum in the summer between their junior and senior years of ROTC.

## FOUR YEAR MINOR: Military Science

### Required Courses ..... 36 hrs

|     |     |  |
|-----|-----|--|
| HIS | 333 | Military History of the United States                          |
| MIL | 100 | Physical Conditioning Lab                                      |
| MIL | 101 | Introduction to the Army and Critical Thinking                 |
| MIL | 102 | Introduction to the Profession of Arms                         |
| MIL | 201 | Foundations of Leadership                                      |
| MIL | 202 | Foundations of Tactical Leadership                             |
| MIL | 301 | Training Management and the Warfighting Functions              |
| MIL | 302 | Applied Team Leadership in Small Unit Operations               |
| MIL | 401 | The Army Officer   |
| MIL | 402 | Company Grade Leadership                                       |
| MIL | 410 | Leader Development-Advanced Cadet Summer Training <sup>1</sup> |

<sup>1</sup>Leadership practicum during the summer session that is not required to obtain the four year minor; however, it is required for commissioning selection and contracted cadets.

Students have the option to qualify and compete for contracting as a cadet in ROTC to become eligible to commission as an officer in the U.S. Army after selection and completion of an undergraduate degree.

Students who enroll in any military science course incur no military obligation. Basic level courses are conducted in the same manner as are other courses taught at the University.

Students entering into the advance course must be of high moral character and meet required medical, aptitude, and GPA requirements. In addition, if contracted as a cadet, students must sign an agreement to fulfill any obligations and a military service requirement in either the Reserve Component, or Active Army upon completion of ROTC and graduating from Murray State. This will not be valid if a cadet is disqualified, disenrolled, or not selected for commissioning as an officer; however, some obligations may remain.

**TWO YEAR MINOR:  
Military Science**

**Required Courses .....26-32 hrs**

|     |     |   |
|-----|-----|---|
| HIS | 333 | Military History of the United States                             |
| MIL | 100 | Physical Conditioning Lab   |
| MIL | 210 | Leader’s Training-Basic Cadet Summer Training <sup>1</sup>        |
| MIL | 301 | Training Management and<br>the Warfighting Functions              |
| MIL | 302 | Applied Team Leadership in Small Unit Operations                  |
| MIL | 401 | The Army Officer  |
| MIL | 402 | Company Grade Leadership  |
| MIL | 410 | Leader Development-Advanced Cadet<br>Summer Training <sup>2</sup> |

<sup>1</sup>Course not required if completion of Basic Combat Training or credit for prior military service. Credit required for commissioning as a U.S. Army officer.

<sup>2</sup>Leadership practicum during the summer session that is not required for minor; however, it is required for commissioning selection and contracted cadets.

The two-year program is designed for transfer students and Murray State students who qualify to earn a commission as an Army officer or want a minor without a military obligation, but did not participate in the four-year program. Students desiring to participate in the two-year program must gain credit for basic military science courses. This credit can be awarded to students who are veterans, National Guard and Reserve personnel that have completed Basic Training. Also, college students who qualify and contract as cadets with at least two years remaining in college, may gain credit for basic military science courses by completing an ROTC leadership practicum (MIL 210) at Fort Knox, Kentucky, conducted each summer. Students participating in MIL 210 must meet screening height and weight standards, pass an entrance level Army Physical Fitness Test (APFT), entrance medical exam, and have the approval of the chair of the Department of Military Science.

The two year minor is the advanced military science course. All students entering into the advance course must be of high moral character and meet required medical, aptitude, and GPA requirements. Non-contracted students may obtain a minor in military science without a military service obligation. Contracted cadets, students must sign an agreement to fulfill any obligations and a military service requirement in either the Reserve Component, or Active Army upon completion of ROTC and graduating from Murray State. This will not be valid if a cadet is disqualified, disenrolled, or not selected for commissioning as an officer; however, some obligations may remain.