



Department of Architectural and Manufacturing Sciences
Master of Science in Technology Management (MSTM) General Policies

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Application and Admissions

Application and Fee

Students seeking an MSTM degree must obtain an Application for Admission (Form A) from the Office of Graduate Studies or on the Graduate Studies website at <http://www.wku.edu/graduate/>. The completed form, along with a non-refundable \$40 application fee, must be returned to the Office of Graduate Studies, Western Kentucky University, 1906 College Heights Blvd #11010, Bowling Green, KY 42101-1010. *Students are permitted to enroll in 12 credit hours of course work prior to admission.*

The application, transcripts, and GRE scores need to be received in Graduate Studies by the annual dates to ensure adequate time for departmental review. Students applying for a graduate assistantship should follow the dates indicated for graduate assistantship applications.

Students will be admitted into the program in good standing after completion of the following:

- Bachelor's degree from an accredited college or university (*undergraduates may apply one semester prior to graduation*)
- Submission of official transcripts
- Completion of the GRE
- Completion of 4,000 documented hours (~2 years) of industrial experience in their technical field. (Note: this requirement can be met through part-time work or full-time work completed in high school or as an undergraduate in any field) Documentation in the form of a letter or current resume is acceptable. Note: those who do not meet this requirement may apply for alternate admission to the program.

Transcript Record

Graduates of accredited institutions other than Western Kentucky University must request one official transcript showing the completed undergraduate degree. The transcript must be forwarded from the college or university registrar. Applicants who have not completed the undergraduate degree are required to submit one official transcript at the time of application and one official transcript upon completion of the degree. Transcript records should be submitted for any graduate and undergraduate courses taken at any institution other than WKU.

Applicants from Non-Regionally Accredited Institutions

Graduates of non-regionally accredited, four-year educational institutions may be considered for admission to a master's degree program. See the Graduate Catalog for details.

Standardized Examination Scores

The MSTM program requires completion of the Graduate Record Examination (GRE) General Test regardless of undergraduate grade point average.

The GRE General Test is comprised of verbal and quantitative sections. This program does not require completion of the analytical writing assessment. Standardized test scores must be received by the Office of Graduate Studies prior to full admission. The admission decision is based upon both the undergraduate transcript grade point average and the GRE verbal and quantitative scores. The required GAP score is 2200. Previous graduate course work does not

have any bearing on admission requirements (i.e., GAP score calculation). Conditional admission can be granted into the MSTM program with a gap score of less than 2200, but additional application materials (work samples, statement of career goals, letters of support, etc .) may be required. See the alternate admission process below.

Registration materials for the GRE are available at the Counseling & Testing Center, the Office of Graduate Studies, <http://www.ets.org/gre>, or by calling (800) 473-2255. If students already have a master's degree from an accredited institution in a related field, the GRE requirement is waived.

GRE Score

Admission decisions are based upon both the undergraduate grade point average and the GRE General Test score. The GAP score is the sum of the GRE Verbal & Quantitative scores multiplied by the overall undergraduate grade point average. For example, a GRE score of 800 (400 Verbal + 400 Quantitative) and a grade point average of 3.5/4.0 would produce a GAP score of 2800. Because GAP is a product of both the GRE score and undergraduate grade point average, both the GRE and undergraduate transcript record are essential for making an admission decision. An acceptable GAP score for the program is 2200.

Alternate Admission for Master's Degree

Applicants who do not meet the admissions requirement may pursue alternate admission. For that process, the admission decision may be based upon consideration of accomplishments and qualifications as evidenced by a professional portfolio consisting of the record of vocational attainment and recognition; such as

- A statement of goals indicating commitment to pursue graduate education
- Letters of support from instructors, co-workers, or work supervisors
- Scholarly papers and/or projects
- Any other supporting materials

The additional information considered by the graduate committee may result in one of three recommendations: (1) full admission to Graduate Studies; (2) conditional admission (full admission to be based upon performance in specified undergraduate/graduate course work); or (3) denial of admission.

Students admitted into the program on a conditional basis are generally required to maintain a minimum GPA of 3.5 during the first 12 hours.

Undergraduate Seniors Earning Graduate Credit

Undergraduate seniors at Western may enroll in graduate course work (i.e., courses requiring graduate standing) during their final semester, provided they meet the following conditions:

1. Admission requirements to the graduate program, except the completion of the undergraduate degree,
2. Make formal application to graduate study (Form A should be submitted to Graduate Studies at least four weeks prior to the beginning of the semester),
3. Seniors lacking no more than 9 hours to complete a bachelor's degree may enroll in a maximum of 6 hours of graduate credit. Seniors lacking no more than 12 hours may enroll in a maximum of 3 hours of graduate credit,

4. Carry a final semester course load of no more than 15 hours (combined undergraduate and graduate hours), and
5. Do not apply the graduate course(s) completed to the undergraduate academic program.

Undergraduate students seeking graduate admission complete the same paper work as above.

Updating an Application/Enrollment Status

If graduate students do not enroll in the semester for which they initially applied or have not enrolled in more than three semesters, an Update Form is required. This form may be obtained from the Office of Graduate Studies, WAB 207 or at <http://www.wku.edu/Dept/Academic/Graduate/Update.htm>

Degree Requirements

Course Load

The number of semester hours of credit earned during a given term may not exceed 15 hours. Graduate assistants may carry a course load of 12 hours maximum during each semester while holding an assistantship appointment.

Course Numbering

All courses in the MSTM program are numbered 500 and above.

Upper division undergraduate courses numbered at the 400-level and have a “G” designation (e.g., ENG 401G) may be taken for graduate credit. In these courses, graduate students are expected to complete additional course requirements as prescribed by the instructor. A student who has taken a particular 400-level course may not repeat that same course for 400G level credit.

Courses numbered at the 400-level or below cannot be taken for graduate credit. However, all courses taken during the graduate program count towards the overall GPA, which must remain at 3.0 or above.

Time Limitation for Completion of Degree

All requirements for MSTM degree must be completed within six years from the date the first course is taken. Failure to complete a degree in six years will result in the loss of all credits taken outside of the time limit. Students may request an extension subject to approval by the Dean of Graduate Studies. Extensions are considered on a case-by-case basis.

Transfer Credit

A maximum of twelve (12) semester hours of graduate credit earned at another institution may be accepted toward meeting course requirements for the MSTM program with approval from the graduate coordinator.

The following requirements must be met:

1. The credit(s) must have been earned at an accredited graduate institution;

2. The course work to be transferred must be properly designated as having been taken for graduate credit;
3. The grade point average must be at least 3.0 (4.0 scale) on all graduate course work appearing on the transcript before specific courses can be transferred;
4. Additionally, the courses to be transferred must carry a grade of 3.0 (4.0 scale) or better;
5. Credits earned during a given term must not exceed the number of weeks of instruction and must have been earned within the six-year time limit for degree completion;
6. Any course(s) to be transferred must be appropriate for degree completion; and
7. At least 12 hours in the major area must be taken at WKU.

The graduate coordinator will review the courses submitted for transfer and review them against the required courses for the MSTM degree and the criteria above. Accepted courses should be listed on the student's transcripts and on the Form C. Credits from international graduate programs should be reviewed by the Graduate Studies office before they are accepted/transferred.

The "Transfer Credit Practices" report published by the American Association of Registrar's and Admissions Officers is the reference used in evaluating credits.

Transfer credits taken during the final semester of a program will delay program completion until official transcripts have been received in the Office of Graduate Studies.

Students who have taken articulated graduate courses in approved programs at Murray State University, Morehead State University, and Eastern Kentucky University may transfer up to 15 units of coursework.

Students may not transfer previously taken undergraduate courses into the MSTM degree program.

Independent Study Courses

A maximum of 6 hours of workshops, independent studies, special problems, individual special topics, and research or readings in the discipline may be used for the MSTM program.

Graduate Advising

Upon admission to the MSTM program, each student is assigned a major advisor. Although advising at Western Kentucky University is specifically designed to assist students as they progress through degree programs, it is the responsibility of all students to be thoroughly familiar with all rules, regulations, and requirements pertaining to graduate study.

Change of Program

Students who wish to change from another program of study to the MSTM program must complete a Request for Change of Program and meet the MSTM admission requirements. The faculty advisor will evaluate all previously completed course work for its applicability. Only twelve (12) hours of previous course work may be used toward the new degree program.

Program of Study (Form C)

All MSTM degree-seeking students must submit a planned program of study (Form C: <http://www.wku.edu/Dept/Academic/Graduate/BC.pdf>) to the Office of Graduate Studies within the first semester (or up to 12 credit hours) of course work (inclusive of transfer credit). The degree program is to be developed in consultation with and approved by the advisor assigned at the time of admission. If a program of study is not on file with the Office of Graduate Studies, a student will not be permitted to enroll in a second semester or beyond 12 hours of courses (whichever comes first). Removal of this hold is contingent upon receipt of the program of study (Form C). *Copies or faxes of the degree program are acceptable for students taking online courses, but must be first approved by the advisor.*

The total number of credits students may apply to their degree program from credits earned prior to admission to the program (courses taken during the senior semester, unclassified status courses, transfer courses, previous master's courses, and previous certificate courses) may not exceed 12 hours, except in the case of Murray State, Morehead State, and Eastern Kentucky University as specified above.

Course Substitutions

Any change in the approved program of study (Form C) must be specified on a Course Change Form (<http://www.wku.edu/Dept/Academic/Graduate/Change.pdf>), approved by the advisor, and submitted to Graduate Studies for final approval. Course changes include the addition or deletion of a course, the substitution of a transfer course, or substitution of another course offered by WKU for a course on the program.

Course substitutions for transfer credits should be made after the student has completed the course(s) at the transfer institution. Any course(s) taken outside of WKU must be approved for content by the major advisor and meet transfer guidelines listed in the Graduate Catalog. An official transcript for all transfer work must be submitted to the Office of Graduate Studies.

Grades

Candidates for MSTM degrees are required to maintain a combined average grade of B (3.0 grade point average) in all course work. Graduate students must maintain a 3.0 GPA for both degree program requirements (degree GPA) *and* in their overall graduate course work (overall graduate GPA). Students who fail to meet the 3.0 GPA requirements in both areas will not be awarded a degree.

The minimum acceptable evaluation for a master's thesis or graduate project is a grade of B. For the thesis or graduate project an *in-progress* grade must be reported for each enrollment term if the work is not complete. The *in-progress* grade may be changed after the final written product and defense has been accepted.

Grades are recorded by the Office of the Registrar as reported by the graduate faculty at the close of each academic term. No grade filed by that office may be changed except on a written grade change form from the instructor certifying that an error has been made or, in the case of an incomplete, that the work was completed within the time limit.

Repeating a Course

If a course is repeated in which a passing grade was received (C or better), the course credit(s) will only count once toward the program and both grades will be used in calculating the GPA. A course in which a grade of D or F is received must be repeated if the course is used in meeting MSTM degree requirements. When the course is repeated, the course credit(s) will only count once toward the program and both grades are used in calculating the GPA. If the course is not being used to fulfill degree requirements, it may be repeated and both grades are used in computing the overall grade point average. In graduate education, grades are not replaced by repeating courses, but are averaged.

Research Tool (University Requirement)

For the MSTM program, the research tool requirement is met through the completion of AMS 571 Research Methods in Technology with a grade of B or higher. Other research courses at the graduate level from other programs (500 and up) may count with advisor approval.

A minimum grade of B must be attained for the research tool. The research tool is included in the grade point average unless it is an undergraduate course. Research tool requirements must be met prior to obtaining admission to candidacy. If a student receives a grade of C in AMS 571, they should repeat the course.

Admission to Candidacy (Form D)

All degree-seeking graduate students must apply for and be admitted to candidacy by submitting an Admission to Candidacy Form (Form D: <http://www.wku.edu/Dept/Academic/Graduate/D.pdf>) to the Office of Graduate Studies. *Admission to Graduate Studies and admission to candidacy are two separate procedures.* Students should submit a Form D **before** the completion of 21 credit hours and **after** completing at least 12 hours of course work, completing the research tool, and removing any deficiencies with a passing grade. The Form D should be submitted no later than one semester **prior** to the intended semester of planned degree completion. Failure to meet the filing deadline for the Form D may delay graduation.

Students who have not filed a Form D prior to the completion of 21 hours of course work are subject to a registration hold. This hold will not be removed until the Form D is signed by the major advisor, and received in the Office of Graduate Studies.

The overall requirements for the MSTM program are as follows:

1. An approved program of study,
2. Removal of any deficiencies or conditions for admission,
3. Attainment of at least a 3.0 grade point average on all program requirements at the time of admission to candidacy,
4. Completion of the foreign language examination or research tool as specified by the program, and
5. Approval of the major advisor and Dean of Graduate Studies.

Note: Students who enroll in 12 credit hours of course work (applicable to their approved degree programs) during their first semester should submit Form C by the end of first bi-term in the second semester.

Thesis/Project

Thesis or Project Prerequisite

A student pursuing the master's thesis (AMS 599) or graduate project (AMS 690) must take 3 hours of credit in 571 Research Methods in Technology Management prior to the 6 hours of thesis/project credit. Grades for a thesis or project should not be posted to the student's record until Graduate Studies receives confirmation (Form E) of successful oral defense of the thesis or project.

Thesis and Project Committees

Students completing the thesis or project are assisted by a thesis or project committee. The committee chairperson may work with the student to select two additional graduate faculty members.

A committee consists of a minimum of three graduate faculty members. The chair of the committee is the thesis/project first reader. The first reader must be a full-time faculty member of the department, possess an earned doctorate or a recognized terminal degree in his/her professional field. In addition to the first reader, at least one additional graduate faculty member is selected as a second reader. The third member of the committee may be graduate faculty from the department or another department. All three committee members must have a designation of Regular or Associate graduate faculty member as approved by the WKU Graduate Council.

In some cases, an individual who is not a part of WKU may be asked to serve on a thesis or specialist project committee as the third member. Prior to this service, such an individual must qualify and be recommended for adjunct membership on WKU's graduate faculty. An individual who has expertise in a pertinent area, but who does not meet the requirements for appointment to regular or associate membership on the graduate faculty, may serve as a fourth member of the committee with approval of the Dean of Graduate Studies.

Each committee member who has agreed to serve on the student's project/thesis committee should indicate his or her acceptance by signing the MSTM Graduate Committee Form (MSTM GC). Once signed, this form is submitted to the Department office with a copy for the MSTM Graduate coordinator.

Thesis and Project Proposals

Student must submit a proposal for the project or thesis to their committee for approval prior to starting project execution or thesis data collection. For a project, this is typically in the form of a comprehensive project plan. For a thesis, this is typically the first three chapters. For more information, see the MSTM Thesis/Project Procedures and their respective writing guides.

Once the committee has reviewed and approved the proposal, each member should indicate his or her acceptance by signing the MSTM Proposal Approval Form (MSTM PA). Once signed, this form is submitted to the Department office with a copy for the MSTM Graduate coordinator.

Thesis or Project Approval

The thesis/project must be submitted to the Office of Graduate Studies following approval by the student's committee members. *The thesis should be provided to the Office of Graduate Studies at*

least three weeks prior to graduation. Contact Graduate Studies for semester dates. Graduate projects should be submitted based on dates established by the student's committee prior to the end of the semester. Projects can be approved anytime up to the last day of the semester if a Form E is submitted to Graduate Studies.

Instructions and requirements for preparing, submitting, and distributing the thesis are given in the *Guidelines for Master's Theses and Specialist Projects*. Graduate students may also submit their theses electronically. To submit electronically, follow the instructions and requirements given in the *Guidelines for Electronic Master's Theses and Specialist Projects*. Copies are available in the Office of Graduate Studies or on the website. ***It is the student's responsibility to obtain and comply with these guidelines.***

Thesis/Project Credit Hours

The six credit hours required for the thesis or project may be taken over multiple semesters at the discretion of both the student and the thesis/project committee chair. The total credit received for the project or thesis at completion must be six hours and must be within the six-year window for all graduate courses taken in the program. Credit for interim work completed on the thesis or project is recorded with an *in progress* grade for each enrollment prior to submission. The *in progress* grade may be changed after the project/thesis has been accepted.

Comprehensive Examination

The MSTM program requires an oral examination be satisfactorily completed. An oral defense of the thesis or project is required.

Students must meet the following guidelines before they are permitted to attempt the comprehensive oral examination:

1. Gain admission to candidacy (an approved Form D),
2. Complete the thesis or graduate project requirements as specified by faculty.

Students are responsible for scheduling the oral examination with their thesis or graduate project committee. The oral examination committee is the same as the student's thesis or project committee. The thesis or project chairperson will notify Graduate Studies of the results of the examination by submitting a Comprehensive Examination Report (Form E). The department is responsible for turning in the results of the examination to Graduate Studies. Failure to receive the Form E can delay graduation by at least one semester.

As the MSTM is a distance degree program, the thesis/project committee chair may suggest holding the comprehensive examination using teleconferencing technology where it is in the best interest of the student and committee.

Maintaining Matriculation During the Thesis or Project

If the thesis or project is not completed during the period of registration for this credit, the student must maintain matriculation until the thesis or project has been submitted and approved. To maintain matriculation, the student must register for AMS 600 during any semester or summer term in which he or she will be actively pursuing the thesis/project or will be submitting it for approval. Enrollment in matriculation courses does not result in a grade or credit toward any degree or non-degree program.

Graduate Assistantships

The AMS department may offer Graduate Assistantships (GA) or Graduate Teaching Assistantships (GTA) to qualified graduate students when available. Students must meet all graduate office requirements and carry at least 9 credit hours per semester with a 3.0 GPA minimum. Graduate assistants may perform a variety of duties as assigned by graduate faculty including research, teaching, laboratory supervision, curriculum and course development, special projects, or departmental service. Half-time graduate appointments (20 hours per week) or quarter-time appointments (10 hours per week) and tuition remuneration are negotiated with the department prior to making a recommendation to the Office of Graduate Studies and Research. Students wishing to apply for an assistantship should complete a Graduate Assistantship Application (Form F), statement of interest, and curriculum vitae. Student applicants must also submit three letters of reference.

AMS Graduate Committee

As of the date listed at the beginning of this document, the AMS department graduate committee consists of the following faculty:

Greg Arbuckle
Brent Askins
Mark Doggett
Denise Gravitt
Dan Jackson
Terry Leeper
Stan Lightner
Bryan Reaka