WKU®

DISTANCE LEARNING

HELPING YOU SUCCEED

GRADUATE CATALOG 2013

WKU DISTANCE LEARNING

Online Program Services
Knicely Conference Center, Suite 120
2355 Nashville Road
Bowling Green, KY 42101

Call: 888-4WKUWEB (1-888-495-8932)
(270) 745-5173

Email: **learn.online@wku.edu**

Visit: **wku.edu/online**

WKU®

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DISTANCE LEARNING

Distance Learning at WKU offers students a variety of ways to achieve their educational objectives outside the traditional college classroom. High-quality credit and non-credit educational opportunities are available to individuals, organizations, and the public using flexible and accessible formats. Graduate courses at WKU may be offered in the following distance formats:

- **Online Learning** (OL): semester-based courses offered via the Internet
- **Independent Learning** (IL): Self-paced, open-enrollment courses offered via Internet or mail
- **Interactive Video Services** (IVS): semester-based courses broadcast in real time to and from the WKU main campus and regional campus locations in Glasgow, Owensboro, and Elizabethtown/Radcliff/Ft. Knox.

Why distance learning?

Distance Learning courses offer unparalleled flexibility, allowing students to balance school with other obligations like never before. There are more than 30 graduate programs available online. In addition, there are several programs available at regional campus locations in Glasgow, Owensboro, and Elizabethtown/Radcliff/Ft. Knox.

Whether starting a program of study or finishing their degree, we are here to help students succeed! Distance students have access to a number of resources from many different areas of the University, including a person to call to find the answers they need. Visit the Virtual Student Resource Center at **wku.edu/online/src**, call 888-4WKUWEB or email learn.online@wku.edu for more information.

Online Learning

Online Learning (OL) provides students the opportunity to earn college credit in a semester-based, online format. The online delivery format is equally as rigorous as effective at meeting students' needs, providing access to faculty, and opportunities to interact with other students. There are more than 50 graduate and undergraduate programs available online, and more than 1,000 courses offered each academic year, including courses required to complete General Education requirements.

Admission Requirements
Students must be admitted to WKU to register for online semester-based courses. Students may apply for a specific program of study or as non-degree seeking (non-degree seeking students do not qualify for financial aid). Visit the graduate admission requirements section beginning on page 17 or go to **wku.edu/graduate/prospective_students** to learn more.

To Register
Online semester-based courses have the same registration process as face-to-face courses. Register online at **topnet.wku.edu**. Newly admitted students should refer to the Online Orientation for information on setting up university accounts and registering for courses by visiting **wku.edu/online/orientation**.

Accessing Courses
Most online courses at WKU are delivered through Blackboard. The Blackboard course management system is used as a platform for presenting learning materials, resource links, and instructional guidance. It also enables students and professors to communicate. Using Blackboard, professors can present materials supported by several other multimedia resources, such as audio files, video files, animations, charts, etc., so that content is presented in the most effective way.

DISTANCE LEARNING

Currently enrolled students may access course(s) by visiting **blackboard.wku.edu** (courses are normally accessible 48 hours prior to the first day of classes). Need assistance? Email bbhelp@wku.edu or call (270) 745-7000.

Prospective students who wish to learn more about Blackboard may login as a guest by visiting **blackboard.wku.edu**. For guest access please use the following: **Guest ID**: guest.student **Password**: 1student.

Once students have successfully logged in, they will have access to two very helpful reources: the Graduate Student Orientation, under the "My Organizations" tab, and the Blackboard New Student User Training, under the "Bb Help Tab".

To learn more:
Call: 888-4WKUWEB
Email: learn.online@wku.edu
Visit: wku.edu/online

Independent Learning

Independent Learning (IL) allows students to earn college credit when and where it is convenient for them. IL offers graduate level courses in adult education, business administration, political science, and sociology. Courses can be delivered by web, email, or print. Students can take longer than a semester or study at an accelerated pace and finish in as little as eight weeks!

To enroll in a graduate level course through IL, students must be formally admitted to WKU. Students may apply as degree seeking or non-degree seeking at **wku.edu/graduate**.

Admission Requirements
Enrollment in Independent Learning courses does not require formal

admission to Western Kentucky University. The ACT is not a requirement for enrollment in courses by correspondence, and acceptance of a student in college Independent Learning courses does not constitute formal admission to the university.

To Register
Students may enroll in an Independent Learning course online, by phone, by fax, or in person anytime throughout the year. Visit **wku.edu/il/register** to get started.

Accessing Courses
To see which IL courses are offered, search the Schedule of Classes or TopNet by campus location "Independent Learning." Course credit will be granted for the semester in which the student registers:

Fall: August 1 – November 30
Spring: December 1 – April 30
Summer: May 1 – July 31

To learn more:
Visit: wku.edu/il
Email: il@wku.edu
Call: 800-535-5926 or (270) 745-4158

U.S. Armed Forces

We are proud to share our educational solutions with our service men and women. WKU is a participating Servicemember Opportunity College (SOC). All WKU Distance Learning courses are approved for servicemembers of the U.S. Armed Forces, Veterans, and other persons eligible under the provisions of the GI Bill. Each student must assume the responsibility for submitting the proper forms to assure payment of appropriate entitlements.

DISTANCE PROGRAMS

Servicemembers interested in taking courses should obtain prior approval from their respective Service's Voluntary Education Program – ARMY or Air Force Education Center, Navy College Office, Marine Lifelong Learning Center or the Coast Guard Institute.

Veterans: Military veterans may obtain additional information from WKU's Veteran Coordinator at (270) 745-3732.

Army: Students must request their enrollment online through the GoARMYEd site, **earmyu.com**. Students with questions regarding military enrollment processes may contact the Military Programs Counselor at the Ft. Knox Education Center at (270) 745-2626 or (502) 942-8381 or by email at bea.cobb@wku.edu.

Distance Programs

At WKU, we are committed to bringing an ever-increasing number of educational opportunities to students. Distance courses offer unparalleled flexibility, allowing students who cannot participate in a traditional classroom setting to continue their education in a way that fits their lifestyle.
WKU currently offers more than 30 graduate programs at a distance, including graduate certificates, endorsements, master's degrees, and Rank I and II certifications. For a complete list of programs found in this booklet, please refer to the index section on page 26. Additional information on admission and program requirements can be found at **wku.edu/online/grad-programs.php**.

Did you know? Many master's degree programs allow 12 hours of advisor-approved electives. With proper planning, this allows students to earn two credentials at the same time: a graduate certificate in a specialized area and a master's degree. Many times, earning the certificate as part of the master's program does not require any additional hours. There are several graduate certificates available, including eight online graduate certificates. Please note: A maximum of 12 credit hours may be duplicated between the master's program and graduate certificate.

To learn more about online graduate certificates visit **wku.edu/online/grad-certificates.php**, or contact an advisor for information about earning a graduate certificate while working toward a master's!

Online Master's Degrees
(programs listed below are 100% online unless otherwise noted)

Adult Education: The Master of Arts in Education in Adult Education serves individuals seeking to learn more about working with and helping adults learn, whether in corporate training, patient education, community education, continuing education, adult basic education, or adult literacy/ESL. Completing the courses enables graduate students to gain hands-on experience and skills to turn theory into practice. The MAE in Adult Education allows students to select from three concentration areas: General Concentration (30 credit hours), Community and Technical College Concentration (39 credit hours), or Higher Education Concentration (30 credit hours).

Athletic Administration: The Master of Science in Recreation and Sports Administration with a concentration in Athletic Administration and Coaching is designed to equip interscholastic athletic professionals with the leadership skills required as both disciplines in coaching and athletic administration grow. As a student in this unique program, students will have the opportunity to become a Certified Master Athletic Administrator through our partnership with

the National Interscholastic Athletic Administrators Association. The MS in Recreation and Sports Administration requires a minimum of 33 credit hours.

Biology: The Master of Science in Biology provides many opportunities in teaching, research, and public service, as well as excellent preparation for many other areas of basic and applied sciences. All courses for the non-thesis MS degree in Biology can be taken online, promoting time flexibility without the disruption of a professional career. Courses are offered regularly, allowing students to take courses at their convenience without delaying graduation. Each course is delivered via Blackboard or interactive video. The MS in Biology requires a minimum of 30 credit hours.

Business Administration: The Master of Business Administration is an interdisciplinary program that provides professional education for successful careers in management. The program emphasizes accounting, computer information systems, economics, finance, management, and marketing as the major focus. Students without an undergraduate emphasis in business may enroll in the MBA Foundations course through Independent Learning. The MBA requires a minimum of 33 credit hours.

Communication Disorders: The Master of Science in Communication Disorders is designed to prepare professional speech pathologists to meet

the needs of the communicatively handicapped in hospitals, clinics, nursing facilities, and schools. It also meets the academic and clinical requirements of the American Speech Language and Hearing Association, leading to national certification and state licensure. The MS in Communication Disorders requires a minimum of 42 credit hours and 7 clinical credits.

Criminology: The Master of Arts in Criminology exposes students to the empirical study and evaluation of crime patterns in society using a social scientific perspective. The program's primary emphasis is in the development of strong research skills to gather and analyze criminological data. In addition to a research and analysis emphasis, coursework is directed toward the exploration of the causes of offending and victimization in violent and property crimes. The MA in Criminology requires a minimum of 33 credit hours.

Engineering Technology Management: The Master of Science in Engineering Technology Management develops leaders to support the needs of the modern worldwide industry. The curriculum enhances both career and personal objectives. Graduates of the program are equipped to manage organization resources, lead technological change, and strategically integrate higher-level knowledge within their companies. The MS in Engineering Technology Management requires a minimum of 33 credit hours.

Facility and Event Management: The Master of Science in Recreation and Sport Administration with a Concentration in Facility and Event Management provides opportunities for numerous professionals to seek additional training and certification in their field. Here are a few examples of recreation and sport administration professionals who can benefit from this concentration: municipal park and recreation employees, stadium and arena managers, collegiate and professional sport facility managers, golf course personnel, convention and conference center employees, campus recreation employees, event managers and non-profit venue managers. The MS in Facility and Event Management requires a minimum of 33 credit hours.

DISTANCE PROGRAMS

Health Administration: The Executive Master of Health Administration program was created to meet the goals of busy executives. The program's curriculum only requires three classroom visits per year. Completing the Executive MHA Program provides additional knowledge, qualifications, and career opportunities. Healthcare professionals can take their leadership to the next level with this program. The Executive MHA program requires a minimum of 42 credit hours.

History: The Master of Arts in History is a three-year program. The program is designed to prepare students to teach history on the junior and senior college level; to provide the initial graduate work for those who intend to pursue a doctoral degree; and to enhance the preparation of secondary teachers of history who desire to meet certification requirements through such a program. The online MA in History (non-thesis option) requires a minimum of 36 credit hours.

Instructional Design: The Master of Science in Instructional Design prepares practitioners to assume leadership roles in public or private organizations. Program graduates are equipped to design and develop instructional elements such as instructional videos, online instructional activities, user manuals for instructors, instruction manuals for commercial products, professional development curricula for teachers, multi-media instructional units, training packs for trainers, instructional materials for vocational/technical courses, lesson and unit plans for classroom use, and educational curricula. The MS in Instructional Design requires a minimum of 30 credit hours.

Library Media Education: The Master of Science in Library Media Education is a dual-track program in information service and educational technology. The degree prepares persons for service as library media specialists, training development specialists, educational technology specialists, and information service specialists in schools, colleges, public libraries, and private organizations. The MS in Library Media Education requires a minimum of 33 credit hours, including a 15-hour core of courses and a 3-hour research tool.

Literacy Education: The Master of Arts in Education in Literacy Education is available both as a face-to-face and online program or a combination of both. Graduates from this program are prepared to work in a changing, multicultural world in leadership roles within educational programs and institutions and private and corporate sectors. Initial teacher certification is required for admission to the program. The MAE in Literacy Education requires a minimum of 36 credit hours.

Mathematics: The Master of Arts in Mathematics is designed for busy teachers who wish to broaden their knowledge of the mathematics that relates to what they teach. This program may be appropriate for students seeking mathematics courses that will allow them to teach as an instructor at a two-year or four-year college or students seeking a master's degree to achieve a subsequent salary rank. Initial certification is required for admission to this program. The MA in Math requires a minimum of 30 credit hours.

Physical Education/Teacher Leader Program: The Master of Science in Physical Education/Teacher Leader program focuses on the skills necessary to teach Physical Education. It meets the Kentucky Teacher Requirements for Advanced Teaching Standards and the Rank II Certification. This program is designed for those students who have previously completed an initial teacher certification. Teachers outside of the Commonwealth of Kentucky may also be able to participate in this program. We encourage students to check with their State Board of Education. The MS in Physical Education/Teacher requires a minimum of 30 credit hours.

Social Responsibility and Sustainable Communities: The Master of Arts in Social Responsibility and Sustainable Communities is an interdisciplinary program of study that provides students with the tools to lead communities toward social justice and sustainability. It is

designed especially for students inclined toward the humanities, social sciences, and related fields. The MA in Social Responsibility and Sustainable Communities requires a minimum 33 credit hours.

Teacher Leadership: The Master of Arts in Education Teacher Leader programs are designed to empower teachers to address authentic needs in classroom management, differentiated instruction, and most importantly improve student learning. Teacher leaders are essential in helping schools overcome student barriers to learning, particularly those that emerge from high-need environments. Placing highly-trained teachers who are prepared for systemic change and leadership in schools will help close achievement gaps, facilitate learning for all students, and develop equitable practices to meet the needs of diverse learners.

The School of Teacher Education offers five graduate degrees built around the framework of the Teacher Leader program. Each degree leads to a Master of Arts in Education. Teacher certification is required for entry into any of the programs below:

- Elementary Education (30-31 credit hours)
- Middle Grades Education (30-37 credit hours)
- Secondary Education: offered as a major and minor option (30-37 credit hours)
- Special Education: concentration areas available in Learning & Behavior Disorders and Moderate & Severe Disabilities (30-37 credit hours)
- Interdisciplinary Early Childhood Education (36 credit hours, 75% online)

Non-Degree Planned Fifth Year/Rank II for Teacher Leaders: Non-degree planned fifth year and Rank II programs for teacher leaders are available completely online in elementary, middle, and secondary education. These programs are designed for students who may not meet the admission requirements of a degree program or who want greater flexibility regarding

time for completion, transfer limitations, and selection of courses than is permitted in degree programs. The Planned Fifth Year/Rank II programs result in Rank II salary classification in Kentucky, renew the teaching certificate, and permit entry into a Planned Sixth-Year/Rank I program. The Non-Degree Planned Fifth Year/Rank II for Teacher Education requires a minimum of 32 credit hours. See page 21 for specific admission requirements.

Online Graduate Certificates

Aging Studies: The Graduate Certificate in Aging Studies is an interdisciplinary program of study providing students with the tools to lead programs and initiatives in an aging society. Courses are designed to address the needs of professionals who have an interest in the aging or who currently work in the field of aging and would like to increase their knowledge. The GC in Aging Studies requires a minimum of 12 credit hours.

Autism Spectrum Disorders: The Graduate Certificate in Autism Spectrum Disorders program prepares students to provide educational, social, behavioral, and community services and information to individuals diagnosed with ASD and their families. Individuals who complete the program will be knowledgeable about the various disorders included in the spectrum of autism, characteristics, educational strategies, collaboration efforts, communication, and technology skills to be implemented with individuals with ASD. This certificate program is open to students who have completed their master's degree in select fields. The GC in Autism Spectrum Disorders requires a minimum of 15 credit hours.

Educational Technology: The Graduate Certificate in Educational Technology is for any post-baccalaureate graduate seeking to learn more about integrating technology into teaching or training. This graduate certificate program provides students with essential technology skills, including design and curriculum integration techniques for multimedia presentations, web

pages, databases, spreadsheets, instructional software, digital video/audio editing, desktop publishing, and more. The program enhances the experiences of educators or business/information technology trainers in incorporating technology into instruction and assisting students/employees in their use of technology. This program is 100% online. The GC in Educational Technology requires a minimum of 12 credit hours.

Environmental Health and Safety: The Graduate Certificate in Environmental Health and Safety program was developed to prepare a qualified workforce to address the environmental health and safety needs of today's industries. The last few years have seen significant changes in how organizations, both public and private, view and manage environmental health and safety issues. Although the job markets for professionals, such as Environmental Science Specialists, Engineers, Technicians and Compliance Inspectors, are expected to grow as much as 27% over the next seven years (Source: Industry-Occupation Employment Matrix: Industry Report 2006-2016, an online publication of the U.S. Department of Labor, Bureau of Statistics), the workforce to meet such a tremendous demand is not available. The GC in Environmental Health and Safety requires a minimum of 15 credit hours.

Gender and Women's Studies: The Graduate Certificate in Gender and Women's Studies provides students with all the skills of other liberal arts degrees: critical and ethical thinking, strong writing and speaking skills, and the ability to present information clearly in an organized format; however, women's studies will take these skills further, helping students understand the sometimes "hidden" dynamics related to race, gender, and class. The GC in Gender and Women's Studies requires a minimum of 15 credit hours.

Instructional Design: The graduate certificate in Instructional Design provides preparation in the principles and strategies of instructional design to enhance the competence of practitioners in designing effective and efficient instruction and training for students and employees in schools, government

agencies, and private businesses. The GC in Instructional Design requires a minimum of 12 credit hours.

International Student Services: The Graduate Certificate in International Student Services offers graduate-level students preparation to manage educational exchange, lead campus internationalization, and provide international student services. Students pursuing the Certificate in International Student Services may complete the certificate program by itself or along with the MAE in Student Affairs. The GC in International Student Studies requires a minimum of 15 credit hours.

Leadership Studies: The Graduate Certificate in Leadership Studies offers both an undergraduate and graduate interdisciplinary academic program. Students will enhance their understanding of leadership theory and practice, while applying it directly toward their academic or professional area of interest. Students admitted to graduate studies at WKU can elect to pursue the graduate Certificate in Leadership Studies either by itself, or in conjunction with a master's program in a selected specific discipline. The GC in Leadership Studies certificate requires a minimum of 14 credit hours.

Nonprofit Administration: The Graduate Certificate in Nonprofit Administration provides knowledge for professionals, students, and community members looking to manage and serve in the nonprofit sector. The certificate is guided by national curricular guidelines, the focused program addresses current issues and skills relevant to the nonprofit sector. Students admitted to graduate studies at WKU can elect to pursue the Graduate Certificate in Nonprofit Administration either by itself, or in conjunction with a master's program. The GC in Nonprofit Administration requires a minimum of 12 credit hours.

Online Graduate Endorsements

Gifted and Talented Graduate Teaching Endorsement: The Gifted and Talented Graduate Teaching Endorsement may be used as part of a Master's program, a Rank II, or a Rank I, as well as a separate endorsement. The Gifted and Talented Graduate Teaching Endorsement requires a minimum of 12 graduate hours.

Elementary Mathematics Specialist Endorsement: The Elementary Mathematics Specialist Endorsement is for teachers, teacher leaders, or mathematics coaches who are responsible for supporting effective mathematics instruction and student learning at the classroom, school, district, or state levels. Students may include the endorsement course work within the Specialization component of the MAE and Planned 5th year programs in Elementary Education-Teacher Leader. In addition, students in the Planned 6th-year/Rank I program in Elementary Education may also elect to incorporate this endorsement within their programs. The endorsement can be incorporated in the EdS in Elementary Education as well. A teaching certificate in elementary education is required for entry into this program. The Elementary Mathematics Specialist Endorsement requires a minimum of 15 graduate hours.

Instructional Computer Technology Endorsement: The Instructional Computer Technology Endorsement (ICT), P-12, prepares teachers for integrating technology into teaching, creating multimedia, interactive instruction, and leadership in educational technology. Certified teachers may obtain the Instructional Computer Technology Endorsement P-12 within a master's degree or as a stand-alone program. The Kentucky P-12 Instructional Computer Technology Endorsement requires a teaching certificate. The Instructional Computer Technology Endorsement requires a minimum of 12 graduate hours.

IVS and Regional Campus Opportunities

WKU Regional Campuses in Glasgow, Owensboro, and Elizabethtown/Ft. Knox/Radcliff offer unique opportunities to students throughout Kentucky by offering courses and programs in outlying areas. Below is a complete list of graduate degrees offered at regional campus locations. Many of these programs are also available online, allowing students to take courses in different modes based on what works best for them. For a complete list of programs found in this booklet, please refer to the index section on page 26. For general questions about these programs, students should visit the appropriate regional campus website or call the campus they are interested in attending.

Master of Arts in Education *(prior certification required)*
- Education (IVS-Glasgow)
- Education Administration (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)
- School Counseling (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)

Rank II for Education Professionals
- Rank II in Elementary Education (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)
- Rank II in Middle Grades Education (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)
- Rank II in Secondary Education (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)

Rank I for Education Professionals
- Rank I (IVS-Glasgow)
- Rank I in Elementary Education (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)
- Rank I in Middle Grades Education (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)

IVS & REGIONAL CAMPUSES

- Rank I in Secondary Education (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)

Master of Arts (MA)
- History (IVS-Owensboro)
- Mathematics Education (IVS-Owensboro)

Master of Science
- Nursing (IVS-Glasgow, IVS-Owensboro)

Master of Business Administration (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)

Regional Campus Contact Information
Glasgow Regional Center
500 Hilltopper Way
Glasgow, KY 42141
Phone: (270) 659-6900
Web: **wku.edu/glasgow**

Owensboro Regional Campus
4821 New Hartford Road
Owensboro, KY 42303
Phone: (270) 684-9797
Email: Owensboro@wku.edu
Web: **wku.edu/owensboro**

Elizabethtown/Ft.Knox/Radcliff/ Regional Center
Elizabethtown Location
ECTC Campus – CRPEC Building
Elizabethtown, KY 42701
Phone: (270) 769-1614

Radcliff Location
599 W. Lincoln Trail Blvd.
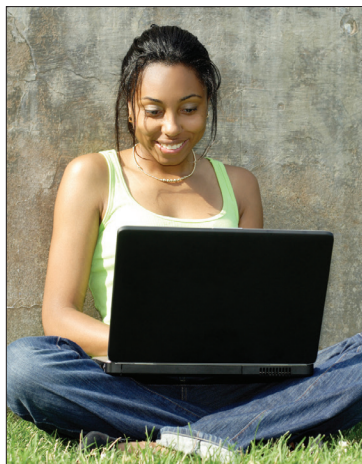Radcliff, KY 40160
Phone: (270) 352-1913

Ft. Knox Location
Ft. Knox Campus – Briscoe Hall (Bldg. 1174)
Fort Knox, KY 40121
Phone: (270) 351-1192 or 502-942-8381
Email: melissa.ballinger@wku.edu

Web: **wku.edu/etown-ftknox**

Admission Requirements: Degree-Seeking Students

*Important: These requirements are for domestic applicants. International applicants may visit **wku.edu/graduate/prospective_students/admission/ requirements.php** for additional information.*

All students seeking admission into a graduate degree program should submit the graduate studies application by the following dates:

Fall semester: June 15
Spring semester: November 15
Summer term: Contact department offering graduate program

Applications and all supporting materials (i.e., transcripts, GRE/GMAT, teaching certificate) must be received by the WKU Office of Graduate Studies by the above dates to ensure adequate time for departmental review.

Some graduate programs (e.g., Communication Disorders, Psychology) have earlier deadlines for applications and supporting documents. Some graduate programs (e.g., Psychology) also require a department application form and
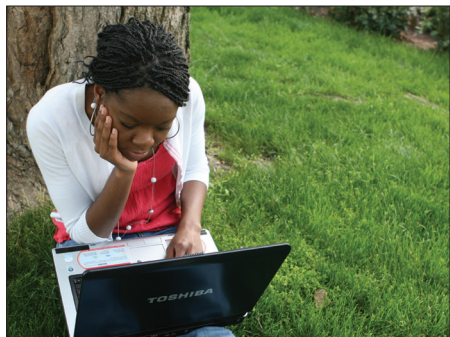
other supporting materials in addition to the graduate studies application form. Please contact the department that offers the graduate program for exact dates for application submission and information about additional application materials that may be required.

Please note: To be eligible for any type of financial aid or a graduate assistantship, students must be admitted in good standing to a degree program (i.e. master's or certificate program). Non-degree seeking students are ineligible for financial aid and graduate assistantships.

Applicants for a degree program must have:
- A bachelor's degree from a college or university of recognized standing
- An adequate preparation in the field of specialization
- GRE / GMAT scores, if required by program
- Application and Fee: Students seeking a graduate degree must complete the online Application for Admission and submit a one-time application (non-refundable) to the WKU Office of Graduate Studies.
- Transcript Record: Graduates of accredited institutions other than Western Kentucky University must submit an official transcript showing the completed degree to the Office of Graduate Studies. Applicants who have not completed the undergraduate degree are required to submit one official transcript at the time of application and one official transcript showing that the degree is completed

- Teacher Certification (if applicable): All students who hold teacher certification or have a statement of eligibility must submit a copy of the current teaching certificate.

ADMISSION REQUIREMENTS

Submit all supporting application materials to the following address:
Graduate Studies and Research
Western Kentucky University
1906 College Heights Blvd. #11010
Bowling Green, Ky. 42101-1010

GRE Scores
The GRE may be required for admission to a graduate program. Please inquire with the specific program or with WKU Graduate Studies and Research. If a student has a master's degree from an accredited institution in a field of study related to the desired program, the student may request that the completed master's degree be considered as a substitute for the GRE General Test. Each department has the discretion to approve this exception to the GRE requirement.

As of October 1, 2002, the GRE General Test is comprised of the verbal and quantitative sections and an analytical writing assessment. If required by the program the student is applying to, the Office of Graduate Studies and Research must receive standardized test scores prior to admission. In these cases, the admission decision will be based upon the undergraduate transcript, the GRE score, and other materials required by the program to which the student is applying. Registration materials for the GRE are available at the Counseling Service Center, the Office of Graduate Studies and Research, **gre.org**, or by calling 1-800-473-2255.

GMAT Score
The Online MBA option is a part-time program allowing working students to take up to 6 hours per semester.

Students seeking admission into either the online MBA program at the Gordon Ford College of Business must meet ALL of the following requirements:
• An official copy of GMAT score taken within the last five years, showing a minimum overall score of 500

ADMISSION REQUIREMENTS

- A minimum 3.5 "Written" GMAT score
- An undergraduate GPA of at least a 2.5 on a 4.0 scale.
- An official transcript from a regionally accredited college or university to verify the completion of 4-year undergraduate degree and GPA.

In addition to the requirements above, students must have a "GAP" score minimum of 1050 (undergraduate GPA x 200 + GMAT total score). The GAP score will be used to rank applicants for admission when seats are limited.

Fifth Year/Rank II Admission Requirements

Planned Fifth Year / Rank II programs are offered in Elementary Education, Middle Grades Educations, and Secondary Education for students who do not meet the admission requirements of a degree program or who want greater flexibility with regard to time allowed for completion, transfer limitations, and selection of courses than is permitted in degree programs. Although the Planned Fifth Year / Rank II programs do not result in the master's degree, they do result in Rank II salary classification in Kentucky, renew the teaching certificate, and permit entry into a Planned Sixth Year / Rank I program.

General Guidelines:
1. Students seeking admission to this program must complete an online Application for Admission and submit a one-time application fee (non-refundable) to the WKU Office of Graduate Studies.
2. Graduate of accredited institutions other than Western Kentucky University must submit an official transcript showing the completed degree to the Office of Graduate Studies.
3. A current copy of Teaching Certificate must be submitted.
4. A minimum of 32 semester hours of graduate courses must be completed, with a minimum of GPA of 2.5.
5. At least 18 of the required hours must be completed at WKU. With the approval of the advisor and the certification officer, the remaining hours

may be taken at other institutions, provided that the grades earned are "B" or higher, and other transfer regulations are met.

6. A minimum of 12 hours must be in professional education courses, and a minimum of 9 hours must be in cognate areas.
7. Course work taken by correspondence is not accepted.
8. With prior advisor approval, a maximum of 12 hours of professional development credit may be applied to the program requirement.

Graduate Certificates and Endorsements Admission Requirements

Students wishing to earn a stand-alone certificate or endorsement must meet the following requirements for admission to the program:

Applicants for graduate certificate and endorsement programs must have:
• A bachelor's degree from a college or university of recognized standing
• Adequate preparation in the field of specialization
• Application and Fee: Students seeking a graduate degree must complete the online Application for Admission and submit a one-time application (non-refundable) to the WKU Office of Graduate Studies.
• Transcript Record: Graduates of accredited institutions other than Western Kentucky University must submit an official transcript showing the completed degree to the Office of Graduate Studies.
• Teacher Certification is required for online endorsements in the following areas: Gifted and Talented, Elementary Mathematics Specialist, and Instructional Computer Technology.

Please note: Students admitted to a graduate certificate program who wish to pursue a master's degree must apply for admission to the master's program before continuing their studies.

Financial Aid

Eligibility

Nearly all students are eligible for some form of financial assistance. In fact, over 90% of the students who applied for financial aid in recent years received an award offer. Every effort is made to assist students and their families in obtaining the resources necessary to meet the difference between the total cost of attending Western Kentucky University and their ability to contribute toward their education.

Degree-seeking graduate students may qualify for loans. The first step is to fill out a Federal Application for Student Aid (FAFSA). This application is required for all borrowers and must be filled out annually to continue to receive aid. To get started go to **fafsa.ed.gov**. Once the application has been submitted, the applicant will receive a Student Aid Report (SAR) via email. The SAR allows verification of all information on the FAFSA and must be reviewed, accepted or changed by the applicant before the FAFSA is considered complete.

Please refer to the Financial Aid Guide at **wku.edu/online/documents/fin-aid-steps.pdf** for additional information and complete instructions.

Please remember that satisfactory academic progress must be maintained to continue to qualify for financial aid. For additional information on receiving and keeping financial aid, please refer to the WKU Financial Aid website to review the complete policy on Satisfactory Academic Progress at **wku.edu/Info/FinAid/keepaid.htm**.

Eligibility for Independent Learning Courses

Independent learning courses may also be covered by financial aid if basic eligibility requirements are met and a current FAFSA is on file. Students must fill out an Independent Learning Agreement found on the WKU Financial Assistance website. Students receiving financial aid must complete their

course(s) in the current semester. For more information, please contact the Student Financial Assistance Office at (270) 745-2755.

Veterans and Active Military
All college courses offered by WKU Independent Learning have been approved for veterans and other persons eligible under the provisions of the GI Bill. Each student must assume the responsibility for submitting the proper forms to assure payment of appropriate entitlements. Please contact the Veterans Coordinator in Student Financial Assistance.

Contact Financial Aid
Visit: wku.edu/financialaid
Call: (270) 745-2755
Email: fa.questions@wku.edu *(students should include their Student ID Number)*

Student Support

WKU students have access to support services designed to help them succeed in their distance program! Services range from an Online Orientation and Library Tutorial to an Online Writing Center, Online Tutoring, Career Services, and a Virtual Student Resource Center – all easily accessible and free of charge. We also have a Student Support Directory to make it easier for students to reach the offices they need, when they need to reach them!

It is our goal to help students stay informed and provide the resources distance learners need. There are several ways to stay connected: the Online Community for Distance Learners, G+, Facebook, Twitter, and a quarterly newsletter for distance students!

STUDENT SUPPORT

Top 10 Support Services:

Virtual Student Resource Center (VSRC): The VSRC was designed to keep students connected with resources across campus and provide one-stop access to the resources needed as a distance learner. VSRC connects students with Academic Support resources, Student Services, Tools and Tips for online learning, and more!

Career Services: The Career Services Center is WKU's one-stop shop for all career-related needs. They can assist students in their job search, help students develop their career portfolio, and choose and understand the internship/co-op process. They can also help students choose the right career path for them.

Library Resources: WKU Libraries has an extensive catalog of electronic journals and databases, easily accessed with a click of a mouse! Searching for resources has been streamlined through the One-Search Box, making it even easier to find the information students need! Other services include interlibrary loan, individual research assistance, subject guides, research tutorials and more!

Online Community: The Online Community for Distance Learners was designed to help students stay connected to WKU even though they're not on campus. The Community keeps students informed of upcoming deadlines, registration dates, new support services, and more! To become part of the Online Community for Distance Learners, students can email the Online Program Services at learn.online@wku.edu. Students should include their WKU student ID number.

Online Writing Center: The Online Writing Center is available for graduate and undergraduate students. Papers may be submitted online for trained tutors to review. Once reviewed, students receive an email with their marked-up paper attached and a link to a Tegrity video explaining the errors. Tutors

will help brainstorm ideas, clarify main points, strengthen logic and support, and integrate sources and credit them properly, so students can rest assured that they are submitting a quality paper!

Orientation for Online Learners: Whether a new student or someone interested in learning more about learning online, this orientation can help students connect with the resources they need!

Social Networking: The Office of Distance Learning provides several ways to get to know one another and stay up-to-date on the latest distance learning news and availability of student resources. Opportunities include: the Online Community for Distance Learners, G+, Facebook, Twitter, and a quarterly newsletter.

Student Support Directory: The Student Support Directory includes contact information for support offices across campus, as well as a link to the faculty/staff directory, making it easy for students to reach the people they need when they need to reach them.

Technology Support: There are a number of online tutorials available for WKU students on a variety of topics, including Blackboard, Email, and TopNet. Students can receive assistance via live chat, by phone at (270) 745-7000 or by submitting an online help request. Visit: **wku.edu/it/**.

Testing Services: Many online courses require proctored exams. The DELO Testing Center opened in 2005 to provide proctored testing services for distance students. The Testing Center has two locations in Bowling Green, Kentucky and works with approved sites around the world to provide proctored exams at convenient locations for online learners!

All support services listed above and many more can be accessed through the Virtual Student Resource Center at **wku.edu/online/src**.

Index of Graduate Programs

Please Note: the following primary delivery method(s) of required courses are listed beside each program: Online Learning (OL) and/or Interactive Video Services with Regional Campus location.

Online and Regional Campus Opportunities

Master of Arts in Education (*prior certification required*)
• Education (IVS-Glasgow)
• Education Administration (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)
• Elementary Education, Teacher Leadership (OL, IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)
• Middle Grades Education, Teacher Leadership (OL, IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)
• Secondary Education, Teacher Leadership offered as a Major and Minor Option: (OL, IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)
• Special Education, with concentration areas available in Learning and Behavior Disorders and Moderate and Severe Disabilities, Teacher Leadership: (OL, IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)
• Interdisciplinary Early Childhood Education, Teacher Leadership (75% online)
• School Counseling (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)

Master of Arts in Education (*prior certification not required*)
• Adult Education (OL)

Rank II for Education Professionals
• Rank II in Elementary Education (OL, IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)

• Rank II in Middle Grades Education (OL, IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)
• Rank II in Secondary Education (OL, IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)

Rank I for Education Professionals
• Rank I (IVS-Glasgow)
• Rank I in Elementary Education (OL, IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)
• Rank I in Middle Grades Education (OL, IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)
• Rank I in Secondary Education (OL, IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)

Master of Arts (MA)
• Criminology (OL)
• History (OL, IVS-Owensboro)
• Mathematics Education (OL, IVS-Owensboro)
• Mental Health Counseling (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)
• Social Responsibility and Sustainable Communities (OL)

INDEX OF GRADUATE PROGRAMS

Master of Science
- Athletic Administration and Coaching (OL)
- Biology (OL)
- Communication Disorders (OL)
- Engineering Technology Management (OL)
- Facility and Event Management (OL)
- Instructional Design (OL)
- Library Media Education (OL)
- Nursing (IVS-Glasgow, IVS-Owensboro)
- Physical Education, Teacher Leadership – teacher certification required (OL)

Master of Business Administration (OL, IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Owensboro)

Master of Health Administration (OL)

Online Graduate Certificates
- Aging Studies (OL)
- Autism Spectrum Disorders Certificate (OL)
- Educational Technology (OL)
- Environmental Health and Safety Certificate (OL)
- Gender and Women's Studies (OL)
- Instructional Design (OL)
- International Student Services (OL)
- Leadership Studies (OL)
- Nonprofit Administration (OL)

Online Graduate Endorsements
- Gifted and Talented Graduate Teaching Endorsement (OL)
- Elementary Mathematics Specialist Endorsement (OL)
- Instructional Computer Technology Endorsement (OL)

WKU Online Program Services
2355 Nashville Road
Bowling Green, KY 42101