



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

Graduate Student Advising

Graduate program and policy information is published annually in the [Graduate Catalog](#).

ADMISSION

All graduate students must apply for admission by completing the online [graduate application](#) and submitting the nonrefundable application fee. Admission is based on Graduate School admission requirements *and* program admission requirements as approved through faculty governance and published in the Graduate Catalog.

Program coordinators are notified of pending applications via eSignature. Coordinators forward an admission recommendation to the Graduate School for a final admission decision. The Graduate School notifies applicants of the admission decision which may include: good standing, conditional admission, denied, or program full. Students conditionally admitted to a degree program must complete conditions prior to earning 12 hours. Advisors are responsible for notifying the Graduate School when conditions are met. Failed conditions will result in dismissal.

Program coordinators are emailed a weekly report of admission applications. The report is also on InfoView ([instructions](#) for report access). Students are assigned a graduate faculty advisor at the time of admission. A list of advisees registered in the current term may be obtained through InfoView (*Public Folders>WKU Campus Community>Advisors*).

MATRICULATION

Advisors may view approved admission & matriculation documents for advisees via TopNet (*Advisors and Student Data Inquiry>Student Info/Maintenance>Electronic Imaged Documents*).

Matriculation Documents

***Program of Study (degrees only)** – Submitted to graduate.records@wku.edu prior to earning 12 hours in a master's or specialist program or 30 hours in a doctoral program. The POS must include approved curriculum as published in the [Graduate Catalog](#) for the admitted term or newer.

Program of Study Change (as needed) – Submitted to update a maximum of 4 courses on an approved program of study; more than 4 course changes requires a new program of study.

***Application for Graduation** -- Submitted by student via TopNet (*Student Services>Student Records>Application for Graduation*) at least one semester prior to degree completion. Registrar's Office form; fee required.

***Comprehensive Exam/Capstone Completion (degrees only)** -- Submitted by faculty advisor via TopNet (*Advisors and Student Data Inquiry>Graduate Matriculation Forms*) upon the student's completion of the culminating experience for the degree. Degree requirements must be completed by *final day of the semester*; submission deadline is same date as the final grade submission deadline.

Appeal of Graduate Policy – Submitted to request a waiver of Graduate School policy (including academic dismissal).

Academic Plan -- Submitted by academically dismissed students along with the Appeal of Graduate Policy.

The Spirit Makes the Master

The Graduate School | Western Kentucky University | 1906 College Heights Blvd. #11010 | Bowling Green, KY 42101-1010
graduate.school@wku.edu | (270) 745-2446 | Wetherby Administration Building, Room 207 | www.wku.edu/graduate

Equal Education and Employment Opportunities • Printing paid from state funds, KRS 57.375.2006 •Hearing Impaired Only:270.745.5389

Thesis, Specialist Project, Dissertation Publication

Students must enroll in a minimum of 6 hours of 599, 699, or 12 hours of 799 coursework. After completing this coursework, students must register for a minimum of 1 hour of maintaining matriculation each semester until the research is published. Publication guidelines, submission instructions, and deadlines are posted on the Graduate School website (<https://www.wku.edu/graduate/students/thesis/index.php>). Required documents include:

Committee Selection -- Submit online *prior to* enrolling in 599, 699, or 799 courses. Committee chair must hold graduate faculty status.

Thesis, Specialist Project, or Dissertation – submit as a pdf document to graduate.records@wku.edu

Signature Page – Submit *hard-copy original* to the Graduate School, Wetherby Administration Building, Room 207.

Copyright Permission -- Submit online for publication in the university library.

FINANCIAL ASSISTANCE

Graduate Assistantships -- Available on a competitive basis for graduate students who have been admitted to a degree program, are enrolled in at least 6 credits per semester, and maintain a cumulative 3.0 GPA.

Graduate Student Research Grants - Available on a competitive basis for student research.

Graduate Student Travel Grants – Available on a competitive basis for student travel to present at professional meetings or conferences.

Distinguished Minority Fellows (DMF) -- Available on a competitive basis for minority students.

REGISTRATION HOLDS

ADMISSION

Application Fee (GF): unpaid fee; payment required before processing the admission application.

No UG Degree (GE): admitted to a graduate program but no final undergraduate transcript submitted.

MATRICULATION

Program of Study (GD): no degree program of study filed; POS is required prior to earning 12 hours in a master's or specialist program or 36 hours in a doctoral program.

Thesis/Dissertation Committee (GK): no committee approved after enrollment in thesis, specialist project, or dissertation courses.

ADVISING

Graduate Certificate, Advising (G9): admitted to a graduate certificate; initial hold lifted by advisors

Conditional Admission, Advising (GL): conditions of admission have not been met; advisor should assess if conditions have been met and notify the Graduate School; advisors can lift this hold through TopNet, "Update Student Hold Flags."

Academic Probation, Advising (GZ): below 3.0 cumulative GPA at end of term; advisors must lift the probation hold for their advisees through the "Update Student Hold Flags" on TopNet.

COMPLETION/DISMISSAL

Degree Complete (GB): final degree audit is complete and approved; reapplication required.

Academic Dismissal (GO): below 3.0 after probation and subsequent 9 hours; see the Graduate Catalog to review the Academic Standing Policy or contact the Graduate School for assistance.

Dismissal, Conditional (GM): failed conditions of admission.

The Spirit Makes the Master

The Graduate School | Western Kentucky University | 1906 College Heights Blvd. #11010 | Bowling Green, KY 42101-1010
graduate.school@wku.edu | (270) 745-2446 | Wetherby Administration Building, Room 207 | www.wku.edu/graduate

Equal Education and Employment Opportunities • Printing paid from state funds, KRS 57.375.2006 •Hearing Impaired Only:270.745.5389