

Additional Comments

Please provide any additional comments or notes for the above degree program that will help in evaluating whether or not it should be approved. (For example, any deviation from the approved curriculum needs to also have a curricular rationale supplied. Any requested exceptions to approved policy should also be noted, along with the rationale for the exception. In both cases, additional information may need to be supplied if requested by Graduate Studies and Research.)

Instructions:

1. Students must be admitted and ***in good standing*** to have a Form C approved. Students who are conditionally admitted must meet the conditions for admission prior to filing a Form C. Graduate Studies and Research will not approve Form Cs for conditionally admitted students.
2. List all courses, including transfer courses, to be used on this program by department prefix and course number. Indicate transfer courses by checking the TR column. For transfer courses, the institution from which the course is being transferred must also be supplied. Courses to be transferred must also meet transfer credit policies. Courses to be used as part of a program should adhere to the Time Limit for Completion of Degree and Course Currency policies located in the Graduate Catalog. Students should check with their advisors to determine whether they are eligible to see approval for an exception to the course currency policy.
3. Master's degree programs: maximum of 12 hours of 400G courses. Specialist degrees must not include any 400G-level courses.
4. List the number of hours for each course in the HRS column.
5. For degree programs list deficiencies, research tool and/or foreign language requirement.
6. Rank I programs: list courses from the master's degree under "Courses in Major/Master's Program," then list Rank I hours in the "Minor/Subject Area or Specialist/Sixth-Year" section.
7. If possible, please sign this form electronically. Instructions for signing electronically can be found at http://www.wku.edu/graduate/students/electronic_doc_instructions.php. The student should sign this form and then forward it to his or her advisor. ***Students should not send the Form C directly to Teacher Certification or Graduate Studies and Research.***
8. The advisor will then sign and forward as appropriate. The advisors should return this form as follows: for programs that lead to teacher certification return to the Teacher Certification Office, which is done online at http://www.wku.edu/teacherservices/teacher_cert/forms/form_submissions.php; all other programs should be sent to Graduate Studies and Research via email to graduate.studies@wku.edu.