
Enrolling at WKU

Admission

Dr. Jace Lux, Director
Office of Admissions: Potter Hall, Office 117
Phone: (270) 745-2551; Fax: (270) 745-6133
Email: admission@wku.edu
Website: www.wku.edu/admissions

Policies

WKU's admission policy is designed to provide educational opportunities for students who have a serious commitment to continuing their formal education and reasonable prospects for academic achievement.

In evaluating applications for admission, factors that may be considered include: complete and accurate information listed on the application for admission; high school performance; scores achieved on the American College Test (ACT) or Scholastic Assessment Test (SAT) (Western Kentucky University does not require students to submit the optional written portion of either the SAT or the ACT for consideration in admission to the University); post-secondary academic record, if any.

By recognizing differences in interests and levels of achievement, the admissions process is the initial step in providing students with personalized counseling. An application for admission should be submitted well in advance of the term for which the student plans to enroll. Beginning freshmen should complete the application process early in their senior year in high school.

Pre-College Curriculum

To ensure a proper foundation for University study, the following college preparatory curriculum is required as a minimum for all students.

Applicants must be graduates of a public high school or a certified non-public high school. Applicants matriculating from a high school in Kentucky during or after 2012 must have earned 22 or more high school credits, which should include the following: 4 credits of English (English I, II, III, and IV); 3 credits of mathematics (Algebra I, Algebra II and Geometry or Integrated Math I, II, and III); 3 credits of social studies; and 3 credits of science; ½ credit of health; ½ credit of physical education; 1 credit of history and appreciation of visual, performing arts; and 2 credits of the same foreign language.

In addition to these requirements, it is recommended that students take additional high school courses in foreign languages, the arts, science, and mathematics.

High school graduates from states other than Kentucky may follow pre-college curriculum requirements (college prep courses) from their state of residence.

Applicants who are 21 years or older do not have to complete the Pre-College Curriculum or submit ACT/SAT scores. Active duty military, their spouses, and dependents are also not required to complete the Pre-College Curriculum, and transfer students with at least 24 semester credit hours are not required to complete the Pre-College Curriculum.

Admission

The Office of Admissions evaluates whether students meet the standards for admission as determined by the University. These criteria are subject to review and revision by the University at any time. Current admissions requirements are available on the Office of Admissions' website (<http://www.wku.edu/admissions/>).

Students admitted to WKU are subject to placement in academic support programs, based on their previous academic work.

WKU has separate policies for admission by exception and for students with GED certificates. Students with a GED must fulfill the following requirements: fulfillment of the pre-college curriculum (unless the applicant is 21 years of age or older); be at least 16 years old; and have a 540 GED test average (if the GED was taken prior to 2014; if the GED was taken after 2014, a 164 in each subject area [656 total score] is required), and 20 composite ACT or 1020 total (math + evidence based reading and writing) SAT (unless the applicant is 21 years of age or older). WKU will accept a 940 combined score (critical reading + math) if the SAT was taken prior to March, 2016 or a 1020 combined score (Evidence-based reading and writing + math) if taken March 1, 2016 or after. For additional information, see the Admissions website (<http://www.wku.edu/admissions/>) or email admission@wku.edu.

Other Admission Considerations – SPECIAL APPROVAL CATEGORIES

Graduates of non-accredited high schools. Admission may be granted on the basis of completion of the pre-college curriculum and a satisfactory high school record that has been validated through satisfactory scores on the American College Test or the Scholastic Assessment Test.

Early admission. High school students who are within one unit of graduation and have a superior academic record may be admitted upon special approval from the Office of Admissions. Applicants should submit a high school transcript and ACT scores with the application.

Concurrent high school-college enrollment.

Superior high school students may be admitted to enroll in one course each semester concurrent with high school enrollment.

Dual Credit Program. The Division of Extended Learning & Outreach (DELO) administers a Dual Credit program at participating high schools. The Dual Credit program allows students to earn college credit as part of their high-school curriculum. Courses are offered at a substantially reduced tuition rate and provide a means of preparing college-bound students for the challenge of university coursework.

www.wku.edu/delo.

Summer admission. High school students who have not achieved senior standing may apply for admission to take non-academic courses during the summer. Permission of the department may be required.

GED Applicants. All Kentucky students who have earned a GED are also obligated to have completed the pre-college curriculum requirements for entry to Western Kentucky University (unless the applicant is 21 years of age or older). Students who do not meet the pre-college curriculum requirements may be eligible for admission to the University College. Non-resident applicants are required to fulfill their state's pre-college curriculum.

Non-degree applicants. Students who do not expect to become applicants for any certificate or degree may enroll upon approval of the Office of Admissions. They will not be required to follow any regular curriculum, but they will be subject to all other rules and regulations of the University.

Senior Citizens. Kentucky residents who are 65 years of age or older, on or before the day the semester begins, are granted Senior Citizen Scholarships for any college class in which they enroll for credit or to audit.

| Checklist for Applying to WKU* | | |
|--|---|---|
| Entrance Level | Records Needed | When to Apply |
| Beginning Freshman | <ul style="list-style-type: none"> Application Fee High school transcript ACT scores (or SAT) | Early in senior year |
| Transfer | <ul style="list-style-type: none"> Application Fee One official transcript from each postsecondary institution attended (High school transcript also required if less than 24 semester hours earned) ACT (or SAT) scores (unless the applicant is 21 years of age or older) | At least one semester prior to entrance |
| Readmission | <ul style="list-style-type: none"> One official transcript from each institution attended since leaving WKU | At least one semester prior to entrance |
| Visitor | <ul style="list-style-type: none"> Application Fee Letter of good standing from home institution | At least 30 days before term begins |
| International Students | <ul style="list-style-type: none"> Contact the Office of International Admissions | As early as possible |
| *These requirements were current at the time of publication, but may be revised at any time by the university. | | |

International Admissions Office

Ms. Stephanie Sieggreen, Executive Director
Office of International Enrollment Management
Phone: (270) 745-4857; Fax: (270) 745-6144
Email: iem@wku.edu
Website: www.wku.edu/international

Western Kentucky University is committed to promoting international understanding through intercultural exchange derived from the admission of qualified international students from countries throughout the world. The University's academic requirements for admission as described in the preceding sections must be met. All necessary documents including academic records and proof of English language proficiency must be received before WKU International Enrollment Management (IEM) will review student credentials and render the admission decision. International students must also provide financial documents in order to obtain an I-20 or DS-2019.

Decisions regarding admission and the issuance of immigration documents are made in compliance with all federal and state guidelines and in compliance with admissions standards and the policies of the University.

All official transcripts from each college or university attended must be in English. It is each student's responsibility to have the documents translated before IEM can determine the student's admissibility. WKU does not provide translation services; however, students may contact the embassy/consulate of the country in which documents are issued, a certified translation service, or Education USA for translation assistance.

The following will apply:

- All information must be translated into English.
- Translation must be exactly the same as the original document including format.
- No interpretation or evaluation of information should be included.
- Translation must be typed, signed, and dated by the translator. Contact information for the translator must be listed including address, phone number(s), email address, and fax number (if available).
- Each applicant is responsible for any altered or fraudulent documents submitted; the applicant will be denied admission and the issuing board or institution will be notified.
- Western Kentucky University reserves the right to request professional credential evaluation by an independent third party.

International Undergraduate English Proficiency Requirements - All applicants from non-English speaking countries are required to take the Test of English as a Foreign Language (TOEFL), or the International English Language Testing System (IELTS) offered by the Educational Testing Service, or one of the approved methods listed below. It is the applicant's responsibility to obtain the necessary information and application forms, and to arrange to take the test by a date that assures the results are reported to the University by the required International Admissions deadlines. The test of English proficiency must be completed no more than two years before the date of receipt by WKU. English proficiency tests older than two years are invalid. Transfer students may demonstrate proof of English proficiency by completing 24 or more hours at a U.S. regionally accredited university with a minimum cumulative grade point average of 2.0.

Transfer Students must meet the academic transfer requirement set forth by WKU and may demonstrate proof of English proficiency by completing 24 or more hours at a U.S. regionally accredited university with a minimum cumulative grade point average of 2.0. Transfer students without 24 credits from a U.S. institution, will be required to meet the English proficiency requirements as stated under the Direct admit section below.

Direct admit students must have a secondary school education and a minimum grade point average (GPA) of 2.5, demonstrated financial resources, and proficiency in English as determined by one of the following:

| Test | Score (minimum) |
|--|-----------------------|
| TOEFL iBT | 71 |
| IELTS (academic version) | 6.0 |
| ELS | 109 |
| Pearson Test of English – Academic (PTEA) | 52 |
| SAT Critical Reading (before March 2016) | 450 |
| SAT Evidence Based Reading and Writing (March 1, 2016 and after) | 460 |
| ESLi on WKU's Campus | Completion of Program |

NOTE: English proficiency and GPA calculations will be determined using methods approved and published by organizations such as AACRAO, and ECE. Academic programs may require specific English proficiency tests and/or test score above the direct admission requirement. Nursing: <http://www.wku.edu/nursing/documents/approvedtoefl.pdf>.

J-1 Non-Degree Exchange Visitors Undergraduate English Proficiency Admission Requirements – Exchange visitors must provide proof of English proficiency. A detailed description of the minimum admission requirements are outlined at: <http://www.wku.edu/international/intlreq.php>.

Official Transcripts of International Students – Students who have attended any educational institution will need to request that all schools attended send official transcript(s) directly to Western Kentucky University. Some educational institutions do not issue transcripts to other schools; instead they issue transcripts or the original certificate/mark sheet to students. In this case, students should provide a photocopy of the original document. This can be sent via email to iem@wku.edu or upload to (http://intranet.wku.edu/php/prod/iem_upload/index.php). If deemed necessary by IEM, an official translated copy of the transcript(s) must be provided. Consulates and embassies often serve as a resource for the attestation of educational documents. Students on WKU's campus may bring the original transcript(s) or document(s) to the IEM for review and verification.

College credit is acceptable if earned at a regionally accredited U.S. institution or the equivalent as determined by the in-house discipline faculty. Transfer students with less than 24 hours at any institutions will be required to submit secondary school transcripts, in addition to transcript(s) with college credit, for review at time of application. Transfer student with 24+ hours of college credit are not required to submit secondary school transcripts (College transcripts are required).

Alternative International Student Placement at WKU - WKU offers a pathway program that includes one year of credit and/or non-credit bearing academic courses to prepare international students for university studies in the United States. Students must have a secondary school education and a minimum grade point average (GPA) of 2.0, demonstrated financial resources, and proficiency in English as determined by one of the following: or a 61 on the TOEFL internet-based test, an IELTS (academic version) of 5.5, or a 45 on the Pearson Test of English – Academic (PTEA). Any applicant meeting these requirements will be admissible to the Pathway. Upon obtaining 24 credit hours in good standing, students will have completed the Pathway.

Students that do not meet the minimum English proficiency requirements of the Pathway program may be eligible for ESLi at WKU. For more information on ESLi please visit: <https://www.wku.edu/esli/>.

Supplemental Requirements:

| WKU | Application Fee (\$75) | Final High School Transcript/Diploma | Credential Verification and in-House Evaluation | TOP |
|--------------|------------------------|--------------------------------------|---|----------|
| Direct Admit | Required | Required | Required | Required |
| ESLI | Required | Required | Required | N/A |
| Pathway | Required | Required | Required | N/A |
| Transfer | Required | High School & College Transcript | Required | Required |

Note: TOP is a new student orientation program provided jointly with WKU Admissions. TOP helps students become more familiar with Western Kentucky University and provides an opportunity to meet with an academic advisor from your chosen major in a small group setting. You will also register for classes and receive a copy of your class schedule. Placement exams are also administered (COMPASS, MPE, ACCUPLACER), during the TOP orientation.

Joint Admissions

WKU partners with community colleges through the Joint Admissions Program. Students participating in Joint Admissions are admitted to a participating community college and WKU at the same time as they work toward completing their community college degree. WKU currently has joint admission agreements with the following KCTCS institutions: Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Henderson Community College, Hopkinsville Community College, Jefferson Community and Technical College, Madisonville Community College, Owensboro Community and Technical College, Somerset Community College, and Southcentral Kentucky Community and Technical College. Additionally, WKU has joint admission agreements with Volunteer State Community College in Tennessee and Ivy Tech Community College – Southwest located in Indiana. For more information, contact joint.admissions@wku.edu.

Residency Determinations

Determination of residency for admission and tuition assessment is governed by state regulation 13 KAR 2:045. The regulation can be viewed on the Kentucky Council on Postsecondary Education web site <http://cpe.ky.gov/legislation/residency.html>. Information about WKU's residency policy is available at <http://www.wku.edu/admissions/residency.php>. Residency determinations are made and communicated to the student at the point of admission. It is the student's responsibility to initiate a residency reclassification review if the residency decision is thought to be incorrect. Residency determinations cannot be made retroactively.

Beginning with the 2017-2018 academic year, an active member of the Kentucky National Guard who enrolls as a student in a Kentucky public university as a non-Kentucky resident shall be considered a Kentucky resident for tuition purposes per KRS 164.2844(2).

Admission Appeal Procedures

When further consideration of a WKU admission decision is desired, the University Admission Appeals Committee shall have the responsibility for reviewing the situation to determine if the decision was in keeping with existing policy.

An appeal will only be considered by this committee after a letter of appeal written and signed by the applicant has been submitted to the Director of Admissions clearly explaining the reasons the student feels an exception should be made. The letter of appeal should include details that the applicant considers appropriate. The University Admissions Appeals Committee will convene using the letter of appeal, as well as all admission materials, as the basis for decision. The applicant will be informed in writing of the decision of the committee. For additional information concerning admission appeals, contact the Office of Admissions at admission@wku.edu.

Departments Requiring Additional Admission

Students should be aware that several academic majors require admission to the program in addition to admission to Western Kentucky University. Students should contact the specific department to determine any additional admission requirements. Baccalaureate degree programs generally accept applications for admission by the third year of study, while associate degree programs generally accept applications by the second semester of the first year. Students interested in associate degree programs are encouraged to contact the department well in advance of initial enrollment. University admission is required before departmental admission can be considered.

The Graduate School Admission

Information regarding admission to the Graduate School is published in the Graduate Catalog at <http://catalog.wku.edu>, or contact the Graduate School at graduate.school@wku.edu or (270) 745-2446.

Joint Undergraduate-Master’s Degree Programs (JUMP) – JUMP programs provide academically outstanding students the opportunity to complete both an undergraduate and graduate degree in approximately five years. Qualified students who have been admitted to a JUMP program may complete a maximum of 18 graduate hours as an undergraduate student and count a maximum of 12 hours on both the undergraduate and graduate transcript as prescribed by the program. Students will apply to Graduate School upon or before earning more than 18 graduate hours. Each JUMP program has individualized admission criteria. Search “JUMP” in the Graduate Catalog for a complete list of programs and contact the academic department for additional information.

College Readiness

The Kentucky Council on Postsecondary Education (CPE), working with the universities, and the Kentucky Department of Education developed minimum qualifications for admission to state-supported postsecondary education. These standards, referenced as college readiness indicators, are identified below and posted on the CPE website (<http://cpe.ky.gov/policies/collegereadiness.html>). Failure to meet one or more of the standards constitutes a deficiency.

The current **College Readiness Standards** established by the Kentucky Council on Postsecondary Education are as follows:

| Tests | English | Mathematics | Reading |
|--|--|---|---|
| ACT Scores (Taken after 10/1989) | 18 or higher on English | Quantitative Reasoning: 19 or higher on Mathematics College Algebra: 22 or higher on Mathematics Calculus: 27 or higher on Mathematics | 20 or higher on Reading |
| SAT Scores (Prior to March 2016) | 430 or higher on Writing (CPE, or 450 or higher on Critical Reading (WKU) | Quantitative Reasoning: 460 or higher on Mathematics College Algebra: 510 or higher on Mathematics Calculus: 610 or higher on Mathematics | 470 or higher on Critical Reading |
| SAT Scores (Beginning March 2016) | 480 or higher on Evidence-Based Reading & Writing (CPE), or 25 or higher on Writing and Language (WKU) | Quantitative Reasoning: 500 or higher on Mathematics College Algebra: 560 or higher on Mathematics Calculus: 650 or higher on Mathematics | 480 or higher on Evidence-Based Reading & Writing or 25 on the Reading test |
| GED – College Readiness | Reasoning through the Language Arts 165 or higher | Quantitative Reasoning: 165 or higher College Algebra: 175 or higher Calculus: N/A | Reasoning through the Language Arts 165 or higher |
| KYOTE Test Scores | 6 or higher on Writing | Quantitative Reasoning: 22 on College Readiness Mathematics College Algebra: 14 or higher on College Algebra Calculus: 15 or higher on Reading | 20 or higher on Reading |

| Tests | English | Mathematics | Reading |
|--|---|---|---|
| PARCC | 4 or higher on English Language Arts/Literacy | Quantitative Reasoning: 4 or higher on Mathematics College Algebra: N/A Calculus: N/A | 4 or higher on English Language Arts/Literacy |
| Smarter Balance | Level 4 on English/Language Arts | Mathematics (Quantitative Reasoning): Mathematics 4 or higher College Algebra: N/A Calculus: N/A | Level 4 on English Language/Arts |
| Compass Test Scores (no longer administered) | | | 76 or higher on Reading |
| ALEKS PPL | | Quantitative Reasoning: 30 or higher College Algebra: 46 or higher Calculus: 76 or higher | |

WKU places students in advising tracks and first-year courses according to their readiness needs and declared major upon entry. This process ensures incoming students are advised and placed in the appropriate level course to maximize their success.

College Readiness Standards Placement

The College Readiness standards are implemented through placement exams that provide advisors the additional information necessary to place students in supplemental, co-requisite, or development courses as needed for academic success.

The following placement exams are accepted at WKU (COMPASS, ACCUPLACER, KYOTE, WKU's Math Placement Exam, GED College Readiness, PARCC, and Smarter Balance). If standardized test scores are not available, English and Reading placement is completed during the TOP orientation program, while Math placement is completed in advance of Topper Orientation Program (TOP) (student will receive information upon registering for TOP). For Math placement, students are permitted one retake of the Math Placement Exam (MPE once) during a one year period.

The retake does not change the original test expiration date (one year from the original test date) and must be taken in a proctored environment. MPE retakes are administered by WKU's DELO Testing Centers (<http://www.wku.edu/testing/>) or by WKU's Mathematics Testing Center (270-745-2141). Appointments are strongly recommended. Students must contact the WKU Testing Center at 270-745-5122 to request remote testing.

Supplemental or Co-Requisite courses are required for students who do not meet the required College Readiness Standards but have scores that exceed placement into developmental courses. Supplemental/Co-requisite courses are credit bearing courses that count toward graduation and are calculated in the GPA. These courses may require additional class meetings each week (enhanced) or be a separate class. For supplemental course placement cut-off scores see: http://www.wku.edu/getready/course_placement_info.php.

The following supplemental courses are available at WKU:

- English
 - ENG 100/SUS 099C: Introduction to College Writing (3 credit hours) / Supplemental Writing Lab (1 credit hour) *Please note, students qualifying for SUS 099C will be placed in special sections of ENG 100
 - English 100 (4x week): Introduction to College Writing (3 credit hours)
- Mathematics (enhanced)
 - MA 109C: General Mathematics (3 credit hours)
 - MATH 112: Problem Solving and Mathematics Skills for Teachers (3 credit hours)
 - MA 115C: Applied College Algebra (3 credit hours)
 - MA 116C: College Algebra (3 credit hours)
- Reading
 - LTC 199C: Reading: Evidence & Argument (3 credit hours)
 - LTCY 199: Reading: Evidence & Argument (3 credit hours)

Developmental courses are required for students who do not meet the College Readiness Standards, and have placement exam scores below the supplemental course standards. The course number for developmental courses begin with a zero course number (i.e., 051C or 096C) and do not apply toward graduation, but the credit hours do count toward enrollment status for purposes of financial aid eligibility and full-time student status. Students transferring to Western Kentucky University with an Associate of Applied Science, Associate of Arts, Associate of Science, or equivalent, from an accredited postsecondary institution will be considered proficient in the two basic skill areas of English (writing) and mathematics. For developmental course placement cut-off scores see: https://www.wku.edu/getready/course_placement_info.php.

The following developmental courses are available at WKU:

- **Developmental English**
 - DENG 051C: Writing for Non-native English Speakers (3 credit hours)
- **Developmental Algebra**
 - DMA 096C: Intermediate Algebra (4 credit hours)

NOTE: A math requirement by major chart is available to provide guidance on the exact course needed for each undergraduate major at WKU: http://www.wku.edu/getready/documents/new_math_placement_472017.pdf

It is recommended, that students requiring multiple developmental courses limit their registration in these courses to two in their first semester. This allows students to enroll in an array of credit-bearing courses to complete their schedule and thus make tangible progress toward their degree in their first semester of enrollment. Students with any academic deficiencies are required to enroll in and successfully complete with a grade of "C" or better all necessary developmental courses during their first two semesters at WKU.

These developmental courses do not contribute to the credits required for graduation and are not calculated in the GPA, however grades are factored into students' academic standing. Our developmental program areas and academic support units provide students with the best opportunity to learn mathematics, reading, and writing skills needed to be prepared for college level courses in those areas.

Topper Orientation Program

Ashlee Manley, Manager of Orientation and Admission Events
Potter Hall, Room 110
Phone: (270) 745-4242
Website: <http://www.wku.edu/top>
<http://www.wku.edu/toponline>

The Topper Orientation Program (TOP) is a required orientation for all new degree-seeking undergraduate students attending WKU. TOP helps new students become familiar with WKU, take placement exams, learn about campus programs and activities, meet with an academic advisor, and register for classes. An optional parent and guest program runs simultaneously on most TOP dates for parents and guests of students who attend. Students must be officially admitted to the university to be eligible to register for TOP. Once admitted, students will receive information via email from TOP on how to schedule a date. *There is a non-refundable fee for students and guests.*

Freshman TOP is a one-day orientation that takes place on WKU's main campus in Bowling Green. All first-year students are required to participate throughout the one-day program to be registered for classes. Students who arrive late or leave early must reschedule for another date. A variety of fall semester TOP dates are available in April, May, June, July, and August. Students planning to begin coursework in the spring semester may attend the program in late January. TOP dates are available on a first come, first served basis, and reservations must be made online at least four business days before the preferred date. Reserve space early as dates often fill to capacity.

TOP Online is a required program for transfer students with at least 24 earned hours from another accredited post-secondary institution. TOP Online provides information regarding what to expect as a transfer student. This includes policies, procedures, academic departments, student services, and more. All transfer students are **required** to complete TOP Online in order to register for classes. Once students have successfully completed the TOP process, they are able to contact an advisor and receive assistance with choosing and registering for classes via phone, email, or in person.

Students planning to attend **a regional campus location** (Elizabethtown/Ft. Knox, Glasgow, or Owensboro) are not required to participate in the programs above. Please contact your regional campus location for registration details.

An additional required orientation for newly enrolled **international students** is conducted by the International Student Office. Contact ISO at iso@wku.edu for additional information.

Please visit www.wku.edu/top or www.wku.edu/toponline for more information on these programs. You may also contact us at (270) 745-4242 or top@wku.edu.

Advising and Career Development Center

Christopher Jensen, Assistant Vice President
Downing Student Union; 2nd floor
Phone: (270) 745-5065, Fax: (270) 745-5421
Email: academic.advising@wku.edu
Website: www.wku.edu/advising

The Advising and Career Development Center is one of the most visible examples of WKU's investment in undergraduate student success. Housed in the Downing Student Union, the ACDC provides academic advising, retention services, learning resources, and career development to support student success and persistence to graduation. ACDC places a strong emphasis on undergraduate advising, including specialized services for transfer students, those exploring majors, and those in transition; while also offering free tutoring and programs to help undergraduate students be independent and successful learners. Training is also offered for advisors through the center.

Advising

The Advising and Career Development Center (ACDC) advisors and staff are knowledgeable about every undergraduate program offered on the WKU campus. The Center coordinates academic advising activities among undergraduate and academic departments for undergraduate students, and all degree-seeking undergraduate students must meet with an academic advisor prior to registering for classes each semester. The academic advisor assists the student in the selection of courses that will provide appropriate preparation for his/her career objectives and assures timely completion of degree program requirements. Academic advisors at WKU will also provide guidance regarding academic resources, internship possibilities, and key information for student success while working toward graduation.

Generally, students with fewer than 60 hours of college credit, including transfer students, will be assigned an ACDC advisor who works closely with academic colleges. Students with a declared major work closely with 60 hours or above will be assigned an advisor from the academic department that administers their particular program of study. Students can find their advisor's contact information on TopNet or by contacting ACDC at (270) 745-5421.

The Exploratory Program

ACDC specifically services undergraduate students that have not selected a major and are exploring their options. The Exploratory Program advisors lead students on a path of self-discovery, as they work to identify areas of interest, individual strengths, and career goals that align with one or more academic areas of study. These students explore the wide array of majors and minors WKU has to offer, and are able to make well-informed decisions regarding their academic and career options. Students who utilize this program also cultivate non-academic, executive functioning skills to support persistence to graduation.

An undergraduate student who has not selected a major (an Exploratory student) is advised by the staff of the ACDC (can continue as an Exploratory student up to 60 credit hours). A student can be general Exploratory or Exploratory within one of the five academic colleges.

Best Expectation Programs (BEP)

Best Expectations Programs (BEP) targets academically-at-risk students on probation with programs to increase persistence through structured support. Students on academic probation are required to attend BEP workshops. BEP works with students to identify realistic academic goals, as well as address other academic and non-academic concerns. BEP provides students with workshop opportunities, and tutoring services through The Learning Center. Ultimately, the efforts of BEP will encourage student persistence, and assist them in successful degree completion from WKU.

The Learning Center (TLC)

Downing Student Union; Room 1082
Phone: (270) 745-5816
Email: tlc@wku.edu
Website: www.wku.edu/tlc

The Learning Center (TLC) is a service division within the ACDC. The mission of TLC is to promote student success, enhance student performance, and increase student persistence at WKU. TLC helps students become better learners by providing tutoring, workshops, and outreach services. All services of TLC are offered at no cost to WKU students. Students may utilize the study space for individual study needs, use the computer lab to complete academic coursework, or request a tutoring appointment for assistance with difficult course concepts. TLC also facilitates Peer Assisted Study Sessions (PASS) for students enrolled in challenging courses. PASS consists of bi-weekly group study sessions to reinforce key concepts and promote independent learning.

The ACDC encourages students to utilize these services as a source of academic support. TLC helps students enhance their academic performance and sharpen their skills to be successful WKU graduates.

Transfer Center

Downing Student Union; Room 2135
Phone: (270) 745-2178
Email: transfer@wku.edu
Website: www.wku.edu/transfer

The Transfer Center is a service division within the ACDC. The mission of the Transfer Center is to assist prospective transfer students in completing the transfer process and enrolling in baccalaureate and associate degree programs on all WKU campuses. The Transfer Center serves incoming and prospective transfer students providing them with course articulation and academic advising. The Transfer Center will work with students from all institutions to provide accurate academic advising to ensure an easy transition to WKU and timely completion of their degree. In addition to helping students, the Transfer Center serves as a contact and support center for faculty and staff at WKU in regards to all things transfer. International Transfer students are encouraged to visit the International Student Office on the 3rd floor of the Dixie and Peter Mahurin Honors College/International Center or email at: jem@wku.edu

Refer to the Academic Information section entitled "Transfer of Credits" in this catalog for more information on transfer policies. The WKU transfer website also provides excellent information, including course-by-course transfer equivalency articulations: <http://www.wku.edu/transfer/>

Registration and Student Academic Records

University Registrar
Potter Hall, 2nd Floor
Phone: (270) 745-3351; Fax: (270) 745-4830
Email: registrar@wku.edu
Website: www.wku.edu/registrar

The Office of the Registrar provides a variety of academic services to the university community.

Degree Certification and Commencement

The Office of the Registrar is responsible for determining all degree requirements have been met.

Two commencement ceremonies are held annually. A May ceremony recognizes students who complete all degree requirements at the end of the spring semester or who demonstrate all requirements can be fulfilled during the summer term. A ceremony is held in December for students who complete all degree requirements at the end of the fall semester.

Enrollment Verification

The Office of the Registrar provides enrollment verification services to students and external agencies.

Name and Address Changes

Biographical/demographical information about each student is collected and updated through this office. It is the responsibility of each student to keep the Office of the Registrar informed of the correct local, permanent and billing address; changes may be made on-line through TopNet. A name change will be processed based on the marriage certificate, divorce decree, court order, birth certificate, and/or passport that verifies the correct name; changes must be submitted in writing to this office.

Registration

Registration services and drop/add activities are available through TopNet. TopNet, which is accessed using a personal identification number, can also be used to access the student's class schedule and to obtain grades at the end of each term. Details regarding registration policies and procedures are published in the Registration Guide each term and are available on the Office of the Registrar website at www.wku.edu/registrar.

Student Academic Records

The Office of the Registrar is the permanent repository for the official academic record of each student. Online access to academic records is secured through the use of a WKUid and password and in accordance with the Family Educational Rights and Privacy Act. Electronic academic records are backed up nightly, and all permanent academic records created prior to 1990 are backed up with both microfilm and digital imaging. Official transcripts are released only upon written request from the student. Information about transcript requests is available on the Office of the Registrar website at http://www.wku.edu/registrar/transcript_request.php. A \$10.00 fee is charged for an official transcript.

Expenses and Fees

Belinda Higginbotham, Bursar
Potter Hall, Room 208
Phone: (270) 745-6381; Fax: (270) 745-6584
Email: billings.receivables@wku.edu
Website: <http://www.wku.edu/bursar>

Ms. K. Ann Mead, Senior Vice President for Finance
and Administration
Potter Hall, Room 435
Phone: (270) 745-2434

| Tuition and Fee Schedule | | |
|---|-------------|--|
| UNDERGRADUATE | FULL-TIME | SUMMER/WINTER TERM AND PART-TIME PER CREDIT HOUR |
| Resident | \$ 5301.00 | \$ 442.00 |
| Military Veteran/Dependent Resident | \$ 5301.00 | \$ 442.00 |
| Non-Resident (Domestic) | \$13,248.00 | \$1,104.00 |
| International | \$13,572.00 | \$1,131.00 |
| TUITION INCENTIVE PROGRAM | | |
| Undergraduate | \$6,876.00 | \$ 573.00 |
| DISTANCE LEARNING COURSE (Note A) | | |
| Undergraduate | | \$ 530.00 |
| Active Military (Per Credit Hour) | | |
| | | \$ 250.00 |
| <p>Full-time students are undergraduates who enroll in 12 hours or more of coursework during Fall and Spring terms. The full-time tuition rate applies to undergraduate students taking 12-18 credit hours (either exclusively on-campus or a combination of on-campus and distance learning). Full-time undergraduate students will be assessed an additional per credit hour fee equivalent to the per hour tuition rate for course loads exceeding 18 hours a semester.</p> <p>Full-time undergraduate students enrolled in both on campus and distance learning courses will be assessed an additional <u>Distance Learning Course Fee</u> per credit hour for each distance learning credit hour in which they are enrolled. The Undergraduate Distance Learning Course Fee is \$150.00 per credit hour for the Fall 2018 semester.</p> <p>Note A: The Distance Learning course rate is for all part-time students, regardless of residency, enrolling in on-line, web-based courses. Students enrolled exclusively in distance learning courses will be assessed the distance learning per hour rate regardless of the number of hours enrolled. There is no full-time distance learning rate.</p> <p>Included within the above rates are a \$218 Student Athletic Fee, \$62 Student Centers Fee, \$70 Downing Student Union renovation fee, and \$30 Parking Structure Fee, Creason. The fees are prorated to part-time undergraduate students on a per hour basis. These fees do not apply to the Distance Learning rates.</p> <p>*Quoted tuition and fees are based on the projected Fall 2018 semester rates and are subject to change by the Kentucky Council on Postsecondary Education or Western Kentucky University. Refer to the Tuition and Fees website at www.wku.edu/bursar for current rate information.</p> | | |

Other Expenses (Per Semester)

Meals (Approximately) \$1,526 – 2,045
WKU has numerous eating facilities available. See the section on food service facilities for more information on food services and meal plans.

Textbooks/Course Materials

The cost of course materials vary, but an average of \$30 per credit hour is usually close. Course materials also vary in cost based on their format - traditional books (new and used), rental books, and e-books. The WKU Store offers all formats, specializing in affordable used books and custom, non-traditional formats.

Visit www.wkustore.com to determine your course material needs. In-store or online, The WKU Store is your best choice because they get it right the first time. For accuracy, convenience, and best savings, enroll in The WKU Store Textbook Reservation Program, available through TopNet for Fall and Spring semesters.

Personal

Students should also make budget allowances for miscellaneous personal expenses and travel that will vary greatly depending upon individual habits and needs but are estimated to range from \$300 to \$600 per semester.

Rooms Per Semester

Throughout our 16 residence halls are a variety of living options including community bath, suite-style rooms and rooms with private baths. The majority of rooms in the residence halls are designed for double occupancy. The cost for these rooms for the 2018-2019 academic year ranges from \$2,245 to \$2,807 per semester. Rates are per student, double occupancy. On-campus housing is also available for summer term at a double occupancy rate of approximately \$135 per person for each week in residence. Please contact the Department of Housing and Residence Life for additional information or visit their website at www.wku.edu/housing.

Program Expenses in College of Health and Human Services

Students enrolled in the College of Health and Human Services programs should consult with the appropriate department/school about potential expenses required for program completion; for example, some students may be required to undergo criminal background checks and drug testing and to provide proof of health insurance, liability insurance and/or immunization records prior to participating in any required experiences at selected off-campus facilities/agencies. Additionally, there may be certifications, training seminars or other requirements specified by the facility/agency that a student must meet in order to be eligible for field or practical experiences at the facility. It is the responsibility of the student to ensure that all institutional and/or facility requirements are met as a condition of participating in the on- or off-campus experiences; students may be responsible in part or in full for any costs incurred to meet such requirements. Students are also responsible for transportation to and from off-campus experiences. In some CHHS programs, the students are responsible for rental fees for clinical instruments and supplies, purchasing uniforms, equipment and possible course and program fees above the regular tuition. (For example, a per semester program fee will be assessed to students enrolled in the BSN pre-licensure program.) At the completion of the program, students may also be responsible for fees related to national and regional licensing exams. These requirements vary across programs within the college.

Course Fees

Occasionally, an additional fee is charged to a specific course. Refer to the Course Fees chart on the Tuition and Fees Website at www.wku.edu/bursar for specific courses and related fees.

Schedule Change Fee

A \$50 schedule change fee will be assessed per course for student-initiated schedule changes. Effective dates for the fee are printed in each term's Registration Guide available online at www.wku.edu/registrar.

Late Registration Fee

Students who register for classes beginning the first day of a term will be assessed a \$50 late registration fee.

Fees for Auditing Courses

All students who audit a course are charged the same tuition and fees they would pay if they took the course for credit.

Application for Graduation Fee

Candidates for the associate and baccalaureate degree will be charged a fee of \$50. This fee will cover the cost of cap and gown, diploma and other necessary expenses. The graduation fee must be paid and the Application for Graduation must be filed after 90 hours are earned for baccalaureate degree students and after 45 hours are earned for students pursuing associate degrees. Candidates for a certificate will be charged a fee of \$15. Contact the Office of the Registrar at registrar@wku.edu or (270) 745-3351 for additional information.

Transcript Fee

A \$10.00 fee is charged for an official transcript. Official transcripts may be ordered through the Office of the Registrar or the National Student Clearinghouse; additional information is available at: www.wku.edu/registrar/transcript_request.php.

Parking and Transportation Services

www.wku.edu/transportation
transportation@wku.edu

Parking and Transportation Services issues parking permits for vehicles on campus and provides a variety of additional transportation services. Free Topper Transit is available between locations on Main Campus, South Campus, and to various off-campus shopping destinations. PTS also provides disability para-transit services, Nextbus arrival information, airport shuttle service, discounted GO bg city bus passes, Enterprise CarShare program, bike share services, bicycle racks throughout campus, motorcycle parking, and ride matching services.

PTS encourages students to leave their cars at home as parking on Main Campus is limited. If you do have a car on campus, you will need to buy a permit. All parking lots are zoned for specific permits. Housing permits are for students living in a residence hall on campus. Commuter Permits are for students living off-campus. You will park in the zone that matches your permit. Permits may be ordered online at www.wku.edu/transportation. Main Campus permits are limited and sold on a first come, first served basis. A waitlist will be available for each lot after that permit sells out. Please follow us on Facebook, Twitter, and YouTube.

Fee Payment

All tuition, housing fees, course or laboratory fees, meal charges, and other assessments are due and payable in accordance with the statements rendered by the appropriate university office.

Tuition, housing fees, meal plans and other student charges must be paid on the date a student registers or on other dates as specified by the Office of Billings and Receivables. Payment of fees will not be deferred, unless the student participates in one of the approved payment plans as described below.

The University expects the students to be financially responsible and not be delinquent in financial obligations to the University or to any department or division of the University. If a student registers and decides not to attend, the student must withdraw from all classes prior to the first day of classes on TopNet or by notifying the Office of the Registrar in writing to ensure that the student will not owe tuition and late payment fees and receive "F" grades. The student is responsible for his or her own enrollment status. A student who fails to meet a financial obligation by the due date of the notice from the appropriate university official will be subject to regulations promulgated by the University. If the student does not settle the obligation by the date designated on the notice, the appropriate business office shall notify the University Registrar. After the University Registrar has been notified that a student is delinquent, the University Registrar shall not allow the student to register or to obtain an official transcript or diploma until the University Registrar has been notified that the obligation has been settled.

The University expects all students to register for classes and pay tuition prior to the first day of class. A late payment charge of \$100 may be assessed for failure to pay by the designated due date. **Failure to receive a bill does not relieve the student of the obligation to pay tuition and fees by the due date.** The University does not mail printed billing statements. All billing is electronic with students receiving notifications through their university-assigned e-mail addresses. As an added service, students can also select a billing e-mail address via TopNet so they can have their account statements sent to an additional e-mail address.

In the event that any tuition, fees and/or expenses are not paid when due, and the University undertakes collection of any unpaid portion, the student shall also be assessed and be responsible for any collection costs and/or fees associated with the collection of the debt including but not limited to: collection agency fees, which may be based on a percentage at a maximum of 33.3% of the debt, reasonable attorney's fees, court costs and all other charges allowed by law. Delinquent accounts receivable are placed with a collection agency and/or the Kentucky Department of Revenue and collection fees will be added, increasing the amount owed. Accounts will also be reported to the National Credit Bureaus.

Payment Options

Payments must be made in US dollars drawn on a US bank. WKU will accept cash, check, or money order in the Billings and Receivables Office, Room 208, Potter Hall.

All checks should be made payable to: Western Kentucky University.

Mailing Instructions. Always return the bottom portion of the invoice. The University uses a bank-processing center in Charlotte, North Carolina for faster processing.

Mail check payments to:
Western Kentucky University
P.O. Box 890784
Charlotte, NC 28289-0784

Payments being sent by overnight/express (such as Fed-Ex, etc.) should be sent directly to:

Billings and Receivables Office
Western Kentucky University
1906 College Heights Blvd #11022
Bowling Green, KY 42101-1022

Mail the bottom portion of your invoice with your check or money order. Please make sure your student identification number is written on the check or money order. Always allow at least seven to ten business days when paying by mail. Please do not mail cash.

Credit Cards

Because of high service and processing costs, the Billings and Receivables Office at WKU does not accept credit cards as a method to pay student account charges such as tuition, fees, room and board. We believe the savings realized by the University can be better utilized for academic endeavors. Credit cards will continue to be accepted at campus locations other than the Billings and Receivables Office.

We have contracted with Tuition Management Systems (TMS) to allow students to pay their bill with a Visa, Master Card, Discover or American Express credit card for a convenience fee of 2.75% of the amount of the payment.

To make a credit card payment with a convenience fee online, visit Tuition Management Systems at wku.afford.com. Scroll down to "Make a One-time Payment," choose Western Kentucky University, and then click on "Make a One-Time Payment." Note: You will be prompted to enter your WKU Student ID Number.

You can make a credit card payment with a convenience fee via telephone by contacting TMS at 800-722-4867. (Note: At the menu, please press 3.)

Electronic Payments

To make an electronic payment from your checking or savings account without a convenience fee. Visit Tuition Management Systems at wku.afford.com, scroll down to "Make a One-time Payment", choose Western Kentucky University, and then click on "Make a One-Time Payment." Note: You will be prompted to enter your WKU Student ID Number. You can make an e-check payment via telephone by contacting TMS at 800-722-4867. (At the menu, press 3 to make a one-time payment.)

International Payments (Flywire)

Western Kentucky University has partnered with Flywire to offer an innovative and streamlined way to make a payment from your home country. Founded by a former international student, Flywire's mission is to save money for international students and their families that would otherwise be lost on bank fees and unfavorable foreign exchange rates.

With Flywire, international students receive the following benefits:

- excellent foreign exchange rates, allowing payments to be made in a student's home currency (generally).
- payment tracking through the transfer process via a student dashboard.
- email confirmation when payment is received by the school.
- fast and secure payments.
- assurance that the exact payment amount sent is the same amount received by the University (no hidden bank fees).
- Options may include bank transfer, debit/credit card in your home currency, electronic payment, or other local options.

Flywire Customer Support Information:

Phone: (617) 207-7076
US Toll-Free: 1-800-346-9252
Email: support@Flywire.com
Web: <https://www.Flywire.com/help>

No matter your time zone, Flywire will have a dedicated multilingual customer support team available to you via live chat, email and phone to answer any of your questions.

Depository

Your payment may be placed in the depository located outside of the second floor entrance of Potter Hall. Always include the bottom portion of your invoice statement with your check or money order when using the depository. It is important that your student identification number is written on the check or money order. Please allow two to three business days for depository payments to post to your account. Please do not place cash in the depository.

Payment Plans

Western Kentucky University offers interest-free monthly payment plans through our partnership with #1 rated Tuition Management Systems (TMS). Students and their parents have the option of choosing a semester payment plan for the current semester in which the student is enrolled. Payment plans are not available for the winter or summer terms.

For the Fall 2018 semester, we will offer the following interest-free payment plans.

- 5-pay - Payments due June 1, July 1, August 1, September 1, and October 1.
- 4-pay - Payments due July 1, August 1, September 1, and October 1.

For the Spring 2019 semester, we will offer the following interest-free payment plans.

- 5-pay – Payments due November 1, December 1, January 1, February 1, and March 1
- 4-pay – Payments due December 1, January 1, February 1, and March 1

Enrollment Fees for the Payment Plans: A non-refundable application fee of \$45 is required for each semester payment plan enrollment. This fee must be included with the completed enrollment form with TMS. The payment plan enrollment includes personal account service, automated account information 24 hours a day, access to your account through their web site, wku.afford.com, and even gives you a chance to win a \$5,000 Tuition Management Systems Scholarship. Visit Tuition Management Systems online at wku.afford.com or call 800-722-4867 for more information on payment options, free education payment counseling and the many ways they can help you afford education.

If you need additional assistance or wish to contact the University about these matters, please contact the WKU Billings and Receivables Office at (270) 745-6381.

Refunds via BankMobile Disbursements – The “ONLY” Way to Select How You Will Receive University Refunds

Western Kentucky University has partnered with BankMobile Disbursements to deliver financial aid refunds and other credit balances to students. All refunds are disbursed through BankMobile Disbursements. Upon registration, students will be mailed a unique personal code in a bright green envelope. Students will use the unique personal code to select their refund preference.

Refunds are delivered to students by the option that they choose when selecting their refund preference at www.refundselection.com:

1. Electronic deposit to an existing bank account of your choice.
2. Electronic deposit to BankMobile Vibe, an optional account.

The University will not issue refund checks, so students must choose an option for receiving any refunds due to them. The funds are sent from the university to BankMobile Disbursements who then disburses the refunds according to the choice a student has made during the selection process. For questions about the refund selection process, please contact the Card/Collections Office at (270) 745-5551.

Tuition and Fee Refund Policy

A refund of tuition shall be made if a student officially withdraws or is dismissed from the University during the first three weeks of a regular semester. Tuition refunds or reductions in outstanding fee liabilities for students who officially withdraw through TopNet or the Office of the Registrar, or who change their status from full-time to part-time or further reduce their part-time status through drop/add, will be made according to the following schedules:

| Fall and Spring Semesters | | Summer 7-Week Session | |
|--|---------------------------|---|---------------------------|
| Official Withdrawal Period | Tuition Refund Percentage | Official Withdrawal Period | Tuition Refund Percentage |
| Through first 6 days of classes | 100% | Through first 3 days of classes | 100% |
| From the 7 th day of class through the end of the second week | 50% | 4 th and 5 th days of classes | 50% |
| Through the end of the third week | 25% | 6 th and 7 th days of classes | 25% |
| No refund after the third week of classes | | No refund after the 7 th day of classes | |
| Fall and Spring Bi-Term Classes | | Summer 6-Week Session | |
| Official Withdrawal Period | Tuition Refund Percentage | Official Withdrawal Period | Tuition Refund Percentage |
| Through first 3 days of classes | 100% | Through first 3 days of classes | 100% |
| 4 th and 5 th days of classes | 50% | 4 th day of classes | 50% |
| 6 th and 7 th days of classes | 25% | 5 th day of classes | 25% |
| No refund after the 7 th day of classes | | No refund after the 5 th day of classes | |
| Winter Term 3-Week Session | | Summer 5-Week Session | |
| Official Withdrawal Period | Tuition Refund Percentage | Official Withdrawal Period | Tuition Refund Percentage |
| Through first 2 days of classes | 100% | Through first 3 days of classes | 100% |
| 3 rd day of classes | 50% | 4 th day of classes | 50% |
| No refund after the 3 rd day of classes | | 5 th day of classes | 25% |
| | | No refund after the 5 th day of classes | |
| Summer 13-Week Session | | Summer 4-Week Session | |
| Official Withdrawal Period | Tuition Refund Percentage | Official Withdrawal Period | Tuition Refund Percentage |
| Through first 5 days of classes | 100% | Through first 3 days of classes | 100% |
| 6 th through 8 th days of classes | 50% | 4 th day of classes | 50% |
| 9 th through 12 th days of classes | 25% | No refund after the 4 th day of classes | |
| No refund after the 12 th day of classes | | | |
| Summer 8-Week Session | | Summer 3-Week Session | |
| Official Withdrawal Period | Tuition Refund Percentage | Official Withdrawal Period | Tuition Refund Percentage |
| Through first 3 days of classes | 100% | Through first 2 days of classes | 100% |
| 4 th and 5 th days of classes | 50% | 3 rd day of classes | 50% |
| 6 th and 7 th days of classes | 25% | No refund after the 3 rd day of classes | |
| No refund after the 7 th day of classes | | | |

**The refund percentage is applied to the number of credit hours dropped, not the dollar amount of tuition and fees assessed.*

**Course fees are non-refundable after the 100% refund period.*

**The refund policy is subject to change based upon federal regulations or by Western Kentucky University without prior notice.*

Financial Assistance

Cindy Burnette, Director
Department of Student Financial Assistance
Potter Hall, Office 317
Phone: (270) 745-2755
Email: fa.help@wku.edu
Website: www.wku.edu/financialaid/

The Department of Student Financial Assistance is dedicated to assisting academically capable students with sufficient resources to enable them to meet their educational costs. The major purpose of financial aid is to supplement, rather than to replace, family and student resources.

The Financial Aid Programs listed below require the student to make satisfactory academic progress toward a degree.

| TYPE OF AID | QUALIFICATIONS | REQUIRED FORMS |
|--|---|---|
| GRANTS | | |
| Federal Pell Grant | U.S. Citizen, Financial Need, 1st Undergraduate Degree | Free Application for Federal Student Aid (FAFSA) |
| College Access Program (CAP) | U.S. Citizen, Kentucky Resident, Minimum of 6 Hrs., 1st Undergraduate Degree | Free Application for Federal Student Aid (FAFSA) |
| Federal Supplement Educational Opportunity Grant (SEOG) | U.S. Citizen, Pell Grant, High Need, Minimum of 6 Hrs., Priority given to F/T students | Free Application for Federal Student Aid (FAFSA) |
| Federal Teacher Assistance for College and Higher Education Grant (TEACH) | U.S. Citizen, eligible for admission to WKU Teacher Education Program, minimum GPA of 3.25, sophomore, minimum of 1 hour | Free Application for Federal Student Aid (FAFSA) |
| LOANS | | |
| Federal Perkins Loan | U.S. Citizen, Minimum of 6 Hrs., Priority given to most needy F/T Undergraduate Note: Limited funding; program is being discontinued. | Free Application for Federal Student Aid (FAFSA) |
| Federal Direct Stafford Loan (subsidized) | U.S. Citizen, Minimum of 6 Hrs., Need based | Free Application for Federal Student Aid (FAFSA) |
| Federal Direct Stafford Loan (unsubsidized) | U.S. Citizen, Minimum of 6 Hrs., Non-need based | Free Application for Federal Student Aid (FAFSA) |
| Federal Direct Parent Loan for Undergraduate Students (PLUS) | U.S. Citizen, Non-need based | Free Application for Federal Student Aid (FAFSA) Separate Application |
| STUDENT EMPLOYMENT | | |
| Federal College Work-Study Program | U.S. Citizen, Need based, Minimum of 6 Hrs. | Free Application for Federal Student Aid (FAFSA) |
| America Reads Program | America Reads Eligibility, U.S. Citizen Need based, Minimum of 6 Hrs. | Free Application for Federal Student Aid (FAFSA) |
| Community Service Program | U.S. Citizen, Need based, Minimum of 6 Hrs. | Free Application for Federal Student Aid (FAFSA) |
| Institutional Work Program | Non-need based | Free Application for Federal Student Aid (FAFSA) |
| The FAFSA is available at www.fafsa.gov . | | |

Application Priority Filing Dates

Fall Semester - As soon after October 1 as possible
Spring Semester - October 25
Summer Term - March 20

Winter and Summer Financial Aid

Limited funds are available for winter and summer terms in the areas of grants, loans and student employment. Students will be notified of eligibility by the Department of Student Financial Assistance after registering for their classes and will be notified via email of their award. With regard to winter term, aid will be tied to spring term for financial aid purposes.

Payments of Awards

Financial aid Awards are normally made on an academic year basis conditional with fulfilling academic and registration requirements. Financial aid is disbursed after the 100% drop/add period for that term and is applied directly to tuition and fees, housing, meal plans and any other applicable charges. Awarded amounts in excess of institutional charges are made payable to the WKU Debit Card. Student employment wages are distributed every two weeks via the WKU Debit Card.

All first-time Stafford Loan recipients are required to complete an entrance counseling session and Master Promissory Note (MPN) prior to their loan funds being disbursed and an exit counseling session prior to graduation or withdrawing from the University. This can be done online at studentloans.gov.

Renewal Procedures

Financial aid awards are calculated on current financial information. Therefore, a new financial aid form must be filed each year. Students may apply online at www.fafsa.gov. Students will need an FSA ID in order to sign their FAFSA electronically; apply for a FSA ID at studentaid.gov/fsaid.

Academic Eligibility and Financial Aid

In the event that satisfactory academic progress is not maintained, financial aid funds must be withheld. If satisfactory academic progress has been re-established after successful completion of a semester, winter or summer term, the student may be considered for re-evaluation for financial aid. A student on academic probation is not making satisfactory academic progress. The SAP policy may be viewed at: <http://wku.edu/financialaid/sap.php>.

Other Assistance Programs**Kentucky Educational Excellence Scholarship (KEES)**

KEES is a program administered by the Kentucky Higher Education Assistance Authority. Kentucky high school students who earn 2.5 or better while in high school can qualify for KEES scholarship while enrolled in an institution of higher education. Students can retain this scholarship for 8 semesters while in college by maintaining the required GPA and remaining on track to graduate.

Dependents of War Veterans

Dependents and spouses of Kentucky Disabled War Veterans may be eligible for a Waiver of Tuition through the provisions of KRS 164:505-515 in any state-supported institution of higher education. Eligibility for the Waiver of Tuition may be determined by making application to the Kentucky Department of Veterans Affairs, 545 South Third St., Louisville, KY 40202.

Veterans Educational Benefits

Most of the programs offered by Western Kentucky University have been approved by the Kentucky Approving Agency for Veterans Education for persons eligible to receive VA educational benefits. There are several categories of educational benefits for eligible students including Montgomery GI Bill, Chapter 30 (active duty), Chapter 33 (Post 9/11), Chapter 1606 and 1607 (reserve/national guard), Chapter 35 (Dependents Educational Assistance Program), Chapter 32 (Veteran's Educational Assistance Program) and Chapter 31 (Vocational Rehabilitation). Questions regarding eligibility for Chapters 30, 32, 33, 35, 1606 and 1607 educational benefits should be directed in writing to the VA Regional Office, PO Box 32432, St Louis, MO 63132-0832 or by calling toll free (888) 442-4551. Chapter 31 questions should be directed to the VA Regional Office, 321 West Main St., Suite 390, Louisville, KY 40202, or by calling (800) 827-1000. Contact the Veterans' Affairs Office at (270) 745-3732 for assistance in using/applying for these benefits at Western Kentucky University.

Vocational Rehabilitation

Students with a physical disability may qualify for assistance to help meet the costs of attending college. Students should apply for this aid through the nearest Vocational Rehabilitation Office to the student's hometown.

Note: The information presented here is accurate as of the date of publication. The University reserves the right to amend as necessary due to changes in federal, state, and/or institutional programs.

Academic Scholarships

Scholarship information indicated below pertains to the 2018-2019 academic year. Additional scholarship information can be found at <https://www.wku.edu/scholarship/>.

Beginning Freshmen

Academic scholarships are awarded based on academic achievement (GPA, rank in class and ACT/SAT scores), participation in extracurricular activities and leadership. To receive full consideration for University merit scholarships, students must apply for admission to WKU and submit an official high school transcript and ACT/SAT score by February 1st. Students can apply for additional scholarship opportunities at <https://www.wku.edu/topdollar/>.

The University's most prestigious award is the Cherry Presidential Scholarship. This scholarship is based on academic achievement (3.8 unweighted GPA, 31 ACT / 1360 SAT), supplemental essays, letters of recommendation and a formal interview process. The Cherry Presidential Scholarship is renewable for up to four years or graduation, whichever occurs first.

Academic Merit awards are offered to qualifying students with a minimum 3.3 unweighted GPA and a minimum 25 ACT (1130 SAT). Academic Merit awards are renewable for up to four years or graduation, whichever occurs first.

Scholarship awards are available for specific targeted groups. Additional information is available at <https://www.wku.edu/scholarship-new/targetedawards.php>.

Transfer Scholarships

Students with a minimum of 24 transfer hours from a regionally accredited institution and a minimum 3.5 cumulative GPA may qualify for WKU's Transfer Base Awards. Students who completed an Associate's degree within the last 2 years from a regionally accredited institution with a minimum 3.0 cumulative GPA may qualify for WKU's Transfer Targeted Award. Application information and deadlines can be found at <https://www.wku.edu/financialaid/scholarships/transfer.php>.

Returning Students

Students enrolled full-time at WKU may apply for an academic scholarship for the next academic year by applying online at <https://www.wku.edu/topdollar/>. The deadline for submitting the application is February 1st. The primary criterion is college academic achievement. For additional information, contact the Department of Student Financial Assistance, fa.help@wku.edu and 270-745-2755.

College Heights Foundation Scholarships

From the time the College Heights Foundation was chartered in 1923, its primary mission has been the administration of funds entrusted to its care by supportive alumni, corporations, organizations, and other friends for the purpose of helping deserving students obtain an education. CHF exists primarily to administer scholarships and aid worthy students enrolled at Western Kentucky University. The Foundation is governed by a Board of Directors made up of twelve prominent business and professional leaders who serve without remuneration. Dr. Donald Smith is President of the College Heights Foundation. It is a fully-qualified, tax-exempt organization under Section 501 (c) (3) of the Internal Revenue Code.

Please visit TOPDollar at <http://www.wku.edu/topdollar>, the WKU comprehensive scholarship source, to find out more about each of the scholarship funds, the donors who made them possible, and the way for current and potential students to apply for these private scholarship funds.

ROTC Scholarships

Students who are considering careers in the Army may be eligible to compete for two, three or four year scholarships offered through the Department of Military Science and Leadership. These scholarships may pay for the following:

- 100% Tuition and fees
- Books - \$1200 a year
- Monthly stipend - \$300 to \$500 (increases as academic level increases)
- Room and board scholarship for those who maintain a 3.0 GPA or higher

For further information contact Brandon Smith at brandon.smith@wku.edu or call (270) 745-6054.

Those considering the Army National Guard or Army Reserves may be eligible for our Simultaneous Membership Program (SMP), which consists of:

- Tuition (75%-100%)
- Montgomery GI Bill (\$364)
- SMP Kicker (\$350)
- Drill Pay (E5) (\$242)
- ROTC Stipend (\$350-\$500 monthly)

For more information contact SFC Eric Vincent (eric.vincent@wku.edu).

Senior Citizen Scholarships

Kentucky residents who are 65 years of age or older on or before the day the semester begins are granted Senior Citizen Scholarships for any college class in which they enroll for credit or to audit in accordance with KRS 164.284. For additional information, contact the Billings and Receivables Office at (270) 745-6381 or billings.receivables@wku.edu.

Tuition Incentive Program (TIP)

Western Kentucky University offers a Tuition Incentive Program (TIP) to qualified non-Kentucky students who are residents of specific counties in several states. Additional information regarding TIP is available at <https://www.wku.edu/admissions/tip.php>.

Tuition Incentive Program Scholarship (TIPS)

Students from TIP counties with superior achievement may receive an additional scholarship, the "Tuition Incentive Program Scholarship" (TIPS). Please visit <http://www.wku.edu/admissions/tip.php> for more information

Note: The Tuition Incentive Program (TIP) and the Tuition Incentive Program Scholarship (TIPS) are different. TIP is a tuition rate based on county of residence; TIPS is a scholarship based on academic qualifications applicable to students from TIP counties. Students from TIP counties are eligible for consideration for the TIP Scholarship. All TIP counties are determined by the WKU Board of Regents and approved by the Kentucky Council on Postsecondary Education (see: www.wku.edu/admission/tip.php).

Alumni Grant Scholarship

An Alumni Grant is available to any qualified nonresident student whose parent, stepparent or grandparent holds an associate, baccalaureate, masters, specialist, or doctoral degree or has completed a certificate program from Western Kentucky University. Tuition for qualified students will be the Tuition Incentive Program (TIP) rate.

For qualifications, requirements and procedures, students should contact the Department of Student Financial Assistance.

Housing & Residence Life

Dr. Mike Reagle, Assistant Vice President for Student Affairs and
Director of Housing & Dining

Pam West, Director for Facilities

Lana Kunkel, Associate Director, Housing Operations

Minnette Ellis, Assistant Director, Housing & Residence Life

Blair Jensen, Assistant Director, Housing & Residence Life

Daniel Rosner, Assistant Director, Housing & Residence Life

Southwest Hall, Room 18

Phone: (270) 745-4359

Email: hrl@wku.edu

Website: <http://www.wku.edu/housing>

The Department of Housing and Residence Life, in partnership with the student and the university community, will provide a premier living/learning experience that promotes student success. We offer 16 residence halls with a variety of living options to accommodate the needs and preferences of our student population. Several of the amenities include the following: cable television, Internet connections and wifi capability in each bedroom, and laundry facilities in each hall. Apartment living is also available to juniors, seniors and graduate students. Visit the website for more information. Leadership is provided in each hall by live-in professional staff members. Additionally, community advisors, resident assistants, and desk assistants work to provide services in the halls that include a 24-hour information/security desk operation.

Required Housing Policy

All full-time freshmen and sophomores are required to live on campus. Exceptions to this policy include students who are married, have dependent children, 21 years old or older, military veterans of 181 continuous days or more, commuting from their parents' permanent address (50 mile limit), sophomore fraternity or sorority members who are officers and are required to live in the chapter house, and special circumstances.

Housing Deposit and Fee Payment

The Residence Hall Housing Agreement requires an accompanying \$150 deposit. This deposit will remain on file throughout the resident's term of occupancy and serves as a combination room reservation, damage, cancellation and room checkout deposit. It does not apply to the semester housing fee, and may be carried over to subsequent academic years.

Students who submit a Residence Hall Housing Agreement prior to the first day of classes for either fall or spring semester will be billed their appropriate housing fee by the business office. Payment must be made in full by the date specified on the bill.

Students who submit a Residence Hall Housing Agreement on or after the first day of classes for either the fall or spring semester agree to submit the \$150 housing deposit to the Department of Housing and Residence Life. The full semester, prorated semester, or full bi-term housing fee is also payable at the business office at the time the Housing Agreement is submitted and accepted.

Cancellations and Refund Policy

The Residence Hall Housing Agreement is for the full academic year.

Students who submit written notice of cancellation to the Department of Housing and Residence Life prior to the beginning of the academic year may receive a partial refund of the advance deposit based upon the following dates:

- Cancellations received by July 1 for an agreement beginning fall semester or November 15 for spring semester only, students will receive 2/3 refund of deposit or \$100.00.
- Cancellations received between July 2 and August 1 for an agreement beginning fall semester or between November 16 and December 15 for spring semester only, will result in a 1/3 refund of deposit or \$50.
- For cancellations received after August 1 for fall semester or December 15 for spring semester only, students do not receive a refund of the advance \$150 deposit. Exceptions to this policy include only those students who are denied admission to the University or not assigned due to lack of residence hall space.

| HALL NAME | NUMBER OF FLOORS | MAXIMUM OCCUPANCY | ELIGIBILITY REQUIREMENTS |
|---|------------------|-------------------|--------------------------------|
| Men's Halls | | | |
| Douglas-Keen | 7 | 240 | None |
| Barnes-Campbell | 9 | 382 | Extended Living |
| McCormack | 6 | 374 | None |
| Hugh Poland | 9 | 406 | None |
| Women's Halls | | | |
| Bemis-Lawrence | 9 | 382 | None |
| Douglas-Keen | 4 | 132 | None |
| Gilbert | 4 | 202 | None |
| Pearce-Ford | 27 | 858 | None |
| Meredith | 3 | 188s | Sorority |
| Rodes-Harlin | 9 | 368 | None |
| Co-Ed Halls | | | |
| Bates-Runner | 3 | 148# | Upperclassmen- |
| Hilltopper | 6 | 408# | Extended Living |
| McLean | 3 | 126# | Upperclassmen |
| Minton | 10 | 406 | Honors |
| Northeast | 3 | 300# | Upperclassmen, Extended Living |
| Southwest | 3 | 300# | Upperclassmen-Honors |
| Zacharias | 3 | 212s | Upperclassmen |
| 12'X16' Approximate Room Size All halls are air-conditioned. | | | |
| s = Suites # = rooms with private bathrooms | | | |

Residents who cancel their Residence Hall Housing Agreement at any time during the academic year, and subsequently continue full-time enrollment, will be assessed a \$750 contract termination fee, will not receive any refund of their housing deposit and may be assessed housing fees for all applicable semesters. Requests for Exemption from the Contract Termination fee are available in the Department of Housing and Residence Life.

Extended Living

For the 2018-2019 academic year, extended living is offered at Barnes-Campbell Hall, Northeast Hall, and Hilltopper Hall, which allows students to remain in their rooms during the Thanksgiving, semester and spring break periods. All other halls close for these periods which makes this a good option for those who cannot travel during the breaks, need to work in town during breaks or need to be here for university-related activities.

Room Assignments

Room assignments are made based upon the date of receipt of the Housing Agreement. Returning residents who renew their housing agreement prior to the established deadline are given "priority status" and are reassigned first. Incoming freshmen and transfer students are assigned next based upon their date of receipt.

Although there are no guarantees, special consideration is given to the indicated preferences. Roommate preferences are made based on availability and mutual requests. It is recommended that residents wishing to room together should submit their Agreements together when possible.

Residence Hall Rooms

Residence hall rooms are equipped to accommodate two students and each room is furnished with beds, chests of drawers, bookshelves, closet space, desks and chairs.

Reservations

Students should forward the completed Residence Hall Housing Agreement with their \$150.00 deposit immediately upon applying for admission to the University. Students may apply online through Topnet with credit/debit card or by mail with check or money order.

Completed Residence Hall Agreement forms should be sent to the Department of Housing and Residence Life, 1906 College Heights Blvd. #11093, WKU, Bowling Green, Kentucky 42101-1093. Make checks or money orders payable to Western Kentucky University.