Kentucky State University

Graduate Catalogue

2021-2022

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ACCREDITATION

Kentucky State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Kentucky State University. Additional accreditations for specific graduate level programs include: CAEP and EPSB – Master of Arts in Special Education with Certification, ACEN and KBN– Doctor of Nursing Practice, ACPSB – Master of Business Administration, and NASPAA – Master in Public Administration.

Equal Opportunity/Affirmative Action Policy Statement
Equal opportunity shall be provided to all persons throughout the University. Kentucky State University does not discriminate in the administration of or access to any educational services or in regard to any employment decisions on the basis of race, color, religion, gender, sexual orientation, age (except for minors), national origin, ethnicity, citizenship status (except as required by law), disability, military service status, marital status or any other status protected by law, absent a bona fide occupational qualification. Non-discrimination requires compliance with federal, state, and local employment laws and regulations, including, but not limited to, the following: Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.

The University has charged The Office of Human Resources with the University's compliance with Title VII of the Civil Rights Act of 1964. Any person who wishes to file a complaint alleging discrimination or harassment should file the complaint in writing with the Office of Human Resources, Kentucky State University, Academic Services Building Room 241, Frankfort, Kentucky 40601, (502) 597-6667, or the U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC. 20202, 1-800-421-3481 (V), 1-800-877-8339 (TTY).

CATALOGUE INFORMATION

The information in this Catalogue is current at the time of publication. Curricula, courses, degree requirements, fees, and policies are subject to change. Specific details may vary from the statements printed here without further notice. If you are pursuing a degree, you are obliged to fulfill the requirements as they were listed in the Catalogue for the semester in which you enrolled in the program. If the requirements change after you enroll in the program, see the policy "Catalogue of Record" in the Graduate Academic Regulations and Policies section of this Catalogue. This Catalogue shall be effective fall 2021 semester through summer 2022.

GRADUATE STUDIES

Preamble

The general information regarding Kentucky State University is published in the Undergraduate Catalogue. Information in the Graduate Catalogue relates to the policies, procedures, regulations, and academic curricula of Kentucky State University's Graduate Programs.

The Undergraduate Catalogue is the source for information regarding:

- University Administration
- Undergraduate Admission
- Fees, Financial Aid, and Scholarships
- Academic Calendar
- Academic Information and Support Services
- Student Affairs
- Undergraduate Academic Programs

The Graduate Catalogue is the source for information regarding:

- Graduate Admissions
- Graduate Assistantship/Financial Support
- Graduate Course Offerings
- Graduate Program Descriptions
- Graduate Academic Policies, Processes, and Procedures

Kentucky State University reserves the right to make changes to this catalogue, including its course offerings, admission and degree requirements, regulations, and procedures, as well as fees and expenses as deemed necessary to advance quality, integrity, and welfare of the University.

For additional information, please contact:
    Office of Graduate Studies
    220 Cooperative Extension Building
    Frankfort, KY 40601
    Telephone: 502-597-5094
    E-mail: grad@kysu.edu

VISION, MISSION, AND CORE VALUES OF KENTUCKY STATE UNIVERSITY

MISSION

Kentucky State University is a public; comprehensive, historically black land-grant university committed to advancing the Commonwealth of Kentucky, enhancing society, and impacting individuals by providing quality teaching with a foundation in liberal studies, scholarly research, and public service to enable productive lives within the diverse global economy.

VISION

Kentucky State University prepares today's students as global citizens, lifelong learners, and problem solvers. To accomplish this, Kentucky State University must challenge itself and its students to be the best. It must recognize its strengths, expand, and excel. Notwithstanding, it must also welcome change and quality improvement. By doing so, KSU will gain widespread recognition as one of the region's strongest universities. As a university of distinction, Kentucky State University will create an environment where:

- Students are first.
- Diversity is valued, understood, and respected.
- Diverse, motivated, and talented students, staff and faculty are actively recruited and retained.
- An intellectual environment conducive to leadership in teaching, research and community service is encouraged and supported.
- Effective teaching integrating active learning, experimental research, and critical thinking methods.
- Students are taught how to obtain, evaluate, and use information.
- Learning is lifelong.
- Effective and efficient fiscal management by the administration is the norm.
- Collegiality is the norm, not the exception.
- Each person is a change agent.
- Excellence starts with me.

CORE VALUES

Through the core values, we- the faculty, staff, administration, and students at Kentucky State University – communicate to all our stakeholders and constituents the way in which we choose to do business. The following values that we hold are essential to achieving the University's mission:

Student Centered Philosophy

In everything we do, our students come first. We strive to create an environment that values the unique backgrounds, perspectives, and talents of all our students and provide them with the academic, leadership and social tools to help them grow as responsible, knowledgeable, and creative global citizens. We encourage attitudes and behaviors that lead to a desire to learn, a commitment to goals and respect for the dignity of others. Ultimately, we encourage attitudes and behaviors that build success.

Excellence and Innovation

We believe in student's potential to learn and to connect what they learn inside and outside the classroom to solving problems for productive changes. We strive to offer excellent academic programs; to encourage exploration and discovery through providing outstanding instruction, technology, and facilities; and to ignite a curiosity toward the world and a passion for lifelong learning. We seek to reward the pursuit and achievement of excellence and innovation in an environment where freedom of thought and expression are valued. We want all members of our campus community to leave a mark through their creativity, curiosity, discovery, exploration, and ingenuity.

Ethical Conduct

We encourage the sharing of information in an open and responsible manner while maintaining the highest ethical and moral standards. The standards are reflected in our commitment to accountability and to personal responsibility for our choices and actions. We encourage respect for the dignity, diversity and right of individuals. We welcome all students who commit themselves to learning, knowing that students and faculty with diverse perspective enhance our classroom experience.

Social Responsibility

We share responsibility for each other and are committed to providing opportunities for the participation in the economic, political, and cultural life of our local, state, regional, national, and global communities. We are sensitive to our surrounding community; therefore, we recognize the value of integrating classroom learning with the community experience. Our commitment is to provide leadership and to establish partnerships for addressing community and workforce needs and to make a positive difference in the city of Frankfort, the Commonwealth of Kentucky, and the world.

VISION, MISSION, AND GOALS OF GRADUATE STUDIES

Mission Statement of Graduate Studies

The Kentucky State University Graduate Studies embraces and supports all aspects of the University's vision, mission, and strategic goals. Accordingly, KSU Graduate Studies programs shall provide an enriching academic environment for the development of leaders with world-class expertise to contribute significantly towards solving increasingly complex issues of diverse global society.

Vision Statement of Graduate Studies

Kentucky State University Graduate Studies shall be recognized as "The Star of Graduate Education with a Global Perspective."

Goals for Graduate Studies

Kentucky State University Graduate Studies strives to maintain the highest quality graduate programs and excellence among graduate faculty and students. The Graduate Programs seek to recruit students of high potential, readiness, and motivation for success in graduate studies and, following graduation, continued professional accomplishment. In support of these broad goals, the following measurable goals are specified based on the University's strategic goals:

Goal 1:   Increase graduate enrollment by 2.5% each year, over the next five years.

Goal 2:   Increase graduate student retention rates by 1.5% each year, over the next five years.

Goal 3:   Grow and enhance quality of graduate programs.

Goal 4:   Exemplify best professional practices for continuous improvement in Graduate Studies business processes, operations, and client service.

OFFICE OF GRADUATE STUDIES

The Office of Graduate Studies facilitates the development and improvement of graduate programs and supports student success and progress toward graduation. The Office oversees graduate admissions. The primary goals of the Director of Graduate Studies are graduate program success and graduate student success. These are to be achieved through the Office of Graduate Studies with the support and aid of the Graduate Council and the Graduate Faculty.

GRADUATE COUNCIL

Purpose

To develop and monitor policies relating to graduate studies, graduate students, and the graduate faculty.

Responsibilities

1. Advise the Director of Graduate Studies with regard to graduate admissions, program review, graduate student concerns and Graduate Faculty concerns.
2. Establish and publish the Graduate Faculty status criteria and policy.
3. Develop and recommend a policy and procedure for the submission and criteria for faculty applications to obtain Graduate Faculty Status.
4. Recommend for appointment to Graduate Faculty status from among faculty with significant teaching, research, and professional accomplishment.

Composition

Director of Graduate Studies
Coordinators of each Graduate Program
Three (3) At-large members
Ex-officio members to include Provost/Vice President for Academic Affairs and the Registrar.

University Policy and Procedures for Students

Kentucky State University Student Handbook, known as the K-Book, list information on policy and procedures related to student conduct and academic matters. This book is available at: https://www.kysu.edu/student-engagement-and-campus-life/student-handbook.php. The Graduate Student Catalogue list some of these policies and procedures, but is not intended to be the full listing, please refer to the K-Book for complete and current details**. All students are responsible for knowing and following all University policies and procedures at all times.** Any academic appeal by graduate students goes through the Graduate Studies Office and you should contact the Office of

Graduate Studies regarding academic appeals related to graduate students and graduate classes.

KEY UNIVERSITY POLICIES

University policies are located on the University's website. General campus policies and procedures may be located on the University's Policy and Procedure Library page while academic related policies and procedures may be found in the Undergraduate or Graduate catalogue on the webpage for the Office of the Registrar. For your convenience, we have summarized some of the key University policies below.

FERPA Policy Statement

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are set forth in the student catalogue and on the webpage for the Office of the Registrar. They are:

1. The right to inspect and review the student's education records within 60 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official shall notify the student of the time and place where the student may inspect the records. If the University official to whom the request is submitted does not have the record, the University official shall advise the student of the correct official to whom the student needs to make the request.

2. FERPA affords individuals the opportunity to amend their education record if inaccurate, misleading, or in violation of privacy or other rights of the student. The student may submit a written request for amendment to the Registrar's Office. The student should include the justification for the proposed amendment. The Registrar's Office is in the Julian M. Carroll Academic Services Building, Room 323. Within 60 days of receipt of the written request, the University shall provide the student with a decision as to whether Kentucky State is granting or denying the request. If the University denies the request, the student may submit a written request for a hearing in order to challenge the content of the record. The Admission and Recruitment Committee will inform the student of the date, place, and time of the hearing. The student shall submit all requests for amendment and requests for hearing in writing to the Office of the Registrar.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): • School officials with legitimate educational interest • Other schools to which a student is transferring • Specified officials for audit or evaluation purposes

   - Appropriate parties in connection with financial aid to a student
   - Organizations conducting certain studies for or on behalf of the school
   - Accrediting organizations
   - To comply with a judicial order or lawfully issued subpoena

- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue SW
Washington, DC, 20202-4605

In addition, the University has the right to disclose certain information about its students to third parties without the student's consent. This information includes:

- student's name, addresses, telephone numbers, campus e-mail address, major and minor fields of study, dates of attendance, classification, degrees, and awards received, previous educational institutions attended, student organization participation, participation in University-recognized organizations and activities, height and weight of athletic team members, pictures, and dean's and president's lists.

However, FERPA also grants you the right to refuse to permit the University to disclose this information to others without your consent. If you wish to instruct the University not to disclose directory information about you, please contact the Office of the Registrar at 502- 597-6234.

Alcohol Policy Statement
The possession and/or consumption of alcoholic beverages on University property is subject to the laws of the Commonwealth of Kentucky and University policy developed in keeping with this policy. The University expects that all community members shall obey these laws and policy. The University promotes an environment where alcohol is unavailable to underage students and where alcohol education and counseling programs are available.

Drug-Free Policy Statement
The University is committed to providing a healthy and safe environment for its students, faculty, and staff through its compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. In accordance with these laws, students are to take note of the standards of conduct that shall be applicable while on University property, on University business or at University sponsored activities.

University policy, federal laws, state laws, and local ordinances prohibit students, faculty, and staff from unlawfully possessing, using, dispensing distributing, or manufacturing of illicit drugs on University property, on University business and/or at University sponsored activities. Any student, faculty, or staff who violates the University's standards of conduct shall be subject to appropriate disciplinary action up to and including suspension and/or termination.

In addition to University sanctions, students or employees may be subject to prosecution and imprisonment under federal and/or state laws.

Tobacco-Free Policy Statement
The University prohibits the use of tobacco products on all property it owns, operates, leases, occupies, or controls. For the purpose of this policy, the University defines tobacco as any lighted or unlit cigarette, cigar, pipe, bidi, clove cigarette, or any other smoking product. Smokeless or spit tobacco, dip, chew, snuff, or snus, in any form, are also prohibited. Property for the purpose of this policy includes buildings and structures, grounds, enclosed bridges and walkways, parking structures, parking lots, and vehicles as well as personal vehicles in these areas.

Veterans Policy Statement
The University does not discriminate against any individual based on the individual's status as a disabled veteran, recently separated veteran (as defined by P.L. 107- 288), veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, or veteran who participated in a US military operation for which an Armed Force Services Medal was awarded pursuant to EO 12985 with respect to employment, including recruitment, hiring, promotion, compensation and any other condition, or privilege of employment for which a veteran may be otherwise qualified.

The University has adopted this policy to ensure compliance with its obligation as a federal contractor under the Vietnam Era Veteran's Readjustment Assistance Act, specifically 38 USC Sec. 4212, and its implementing policies, 41 CFR 60-250. The University shall direct anyone making a complaint arising reason of alleged discrimination to the Office of Human Resources, Academic Services Building 241, Frankfort, KY 40601, (502) 597-6667.

Americans with Disabilities Act Policy Statement
The University does not discriminate against any student, employee, or applicant for admission or employment based on disability status.

Any employee who has a bona fide disability and needs a reasonable accommodation should contact the Office of Human Resources at (502) 597-6667. Any student who has a bona fide disability and needs a reasonable accommodation should contact the Office of Disability Services at (502) 597-6041.

All brochures, letters, and other invitations to campus events should contain the following: If you require special assistance relating to a disability, please contact the Coordinator of the Disability Resource Center, at (502) 597-6041, or in Hathaway Hall, Office 107.

Campus Security Policy Statement
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as the Clery Act) is part of the Higher Education Opportunity Act. It requires institutions of higher education that receive federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. The purpose of the report is to give individuals in the University

community the information they need for their personal safety and security while on campus. The Annual Security Information Report containing campus crime reporting procedures, policies, sexual harassment and sexual offense policies, crime statistics and a list of victim advocates is available for viewing on the campus security webpage.

A hard copy version is available through the Office of Campus Security upon request.

The Michael Minger Life Safety Act (referred to as the Minger Act) requires institutions of higher education in Kentucky to report crime statistics to current and prospective students and employees, to maintain a daily crime log, to report a fire or threat of fire to the State Fire Marshal immediately, and to issue special reports when there is an ongoing threat to the safety of students and employees. The University provides an annual report of campus safety policies, programs, and statistics to the Kentucky Council on Postsecondary Education.

Hazing Policy Statement
The University is concerned about the emotional, psychological, and physical health and well-being of its students. Any form of hazing by individuals or groups is unacceptable and is in direct conflict with institutional values related to the rights and dignity of students, all of whom have the right to belong to groups without risk of danger or humiliation. Consent to hazing is never a defense to a violation of this policy.

The laws of the Commonwealth require that all Kentucky colleges and universities adopt policy statements regarding hazing activities. This policy applies to the conduct of students, organizations, faculty, and staff, as well as visitors and other licensees and guests on campus in accordance with KRS 164.375.

The intent of this statement is to set forth the University's position regarding hazing and to fulfill this statutory mandate. The University believes that new and existing members of groups and teams can expect to participate in educational and enjoyable activities that build teamwork and camaraderie among all members of the group. The University intends for these activities to create a sense of identity and commitment within a group and are generally acceptable and encouraged. However, students should never be subject to any form of hazing by either an individual or a group.

The University considers this policy incorporated by reference in the bylaws of all organizations operating on campus.

A person commits the offense of hazing if that person engages in hazing or solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing. A person also commits the offense if that person intentionally, knowingly, or recklessly permits hazing to occur, or has firsthand knowledge of the planning of a specific hazing incident or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge to the appropriate University officials.

An organization commits an offense of hazing if the organization condones or encourages hazing, or if the organization's officer, member, pledge, or alumni commits, condones, encourages, or assists in the commission of hazing.

The University adjudicates hazing allegations against students alleged to have committed conduct violations through the student conduct system as detailed in this *K-Book*. The University reserves the right to refer students for criminal prosecution. Students found in violation of this policy may face sanctions detailed in this handbook up to and including suspension, expulsion, or other appropriate disciplinary action.

The University adjudicates hazing allegations against organizations alleged to have committed conduct violations based upon their form. The University will refer all Registered Student Organizations (RSO) (including but not limited to Greek Organizations, Club Teams, etc.) to the Dean of Student Leadership, Conduct, and Health.

The University adjudicates hazing allegations against staff and faculty in accordance with the University's Policy Manual and/or Faculty Handbook. Violations of this policy can result in disciplinary action up to, and including, termination. The University also reserves the right to refer staff and faculty for criminal prosecution.

As for visitors, other licensees and guests on campus found in violation of this policy, the University may take action including, by not limited to, the rescission of permission to operate or be present on campus property. The University also reserves the right to refer visitors, other licensees, and guests for criminal prosecution.

Title IX Policy Statement
The University prohibits all forms of sexual discrimination, including Sexual Misconduct. The University is committed to providing a safe learning, living, and working environment for all members of the University community. Consistent with this commitment, the University prohibits sexual assault, stalking, domestic violence, dating violence, and sexual exploitation. Complicity in the commission of any act prohibited by this Policy or retaliating against someone for the good faith reporting or other participation in this Policy is strictly prohibited. Additionally, the University is committed to raising awareness of issues relating to Sexual Misconduct and its prevention, providing training and continuing education for students, faculty, and staff.

Employees or students who violate this regulation may face disciplinary action up to and including termination or expulsion. The University will take prompt and equitable action to prevent prohibited conduct, discipline anyone who violates this policy, stop further prohibited behavior, and remedy the effect of any such conduct. The University conducts ongoing prevention, awareness, and training programs for employees and students to achieve the goals of this regulation.

Every member of the University community is responsible for fostering an environment free from prohibited conduct. All members of the campus community are encouraged to take reasonable and prudent actions to prevent or stop any acts of prohibited conduct. The University will

support and assist community members who take such actions. For more information, contact the Title IX Coordinator at 502-597-6152, or in the Carl M. Hill Student Center, Suite 320.

Pet Policy Statement
The only pets permitted in University Housing are fish. Aquariums for the fish are limited to a ten-gallon capacity. Those violating this policy will be charged $50, required to immediately remove the pet, and may face judicial action. Additional charges for any required cleaning and/or pest extermination related to a pet violation will be charged to the student(s).

For assistance with emotional support or service animals, please contact the Disability Resource Center.

Again, this list is not exhaustive, and the university retains the right to add elements to it based on emerging issues and trends. Additional detailed behavior misconduct examples are housed in the Office of the Dean of Student Leadership, Conduct, and Health.

GRADUATE DEGREE PROGRAMS

Kentucky State University offers eight graduate programs leading to the following degrees:

- Doctor of Nursing Practice (DNP)
- Master of Arts in Interdisciplinary Behavioral Science
- Master of Arts in Special Education with Certification (LBD)
- Master of Business Administration
- Master of Public Administration
- Master of Science in Aquaculture/Aquatic Sciences
- Master of Science in Computer Science
- Master of Science in Environmental Studies
- Master of Arts in Gerontology (currently not offered)

These programs are described under the Graduate Program Descriptions section of this catalogue. The descriptions include program specific requirements for admission and degree completion.

Some of these programs also offer postgraduate certificates. These certificates programs can be completed as either stand-alone certificates or as part of a graduate degree. The information related to graduate level certificates are listed in the individual program areas. The certificates and programs they are under are:

- Environmental Agriculture – Environmental Studies Program
- Environmental Methods – Environmental Studies Program
- Environmental Policy and Decision Making – Environmental Studies Program
- Aquaculture/Aquatic Sciences – Aquaculture/Aquatic Sciences
- Interdisciplinary Intelligence Studies – Interdisciplinary Behavioral Science

GRADUATE ADMISSIONS

CRITERIA FOR ADMISSION

Admission to graduate study at Kentucky State University is open to all qualified applicants who meet the requirements stated in this catalogue. All students must meet the University requirements for admission and be accepted by Graduate Studies before they can be considered for a specific graduate program. Each program may have higher admission requirements and/or additional requirements for admissions to the specific program. After all required documents are received, applications are reviewed by the office of Graduate Studies. If University requirements for acceptance to Graduate Studies are met, each application will be reviewed by the program for admission into the program of study. No applicant can be admitted if not accepted for admission by the program of study.

Prospective applicants should review the University and program criteria prior to applying for admission. Some programs may require additional test scores or other certification for admission, the specific program requirements are listed in the program sections of this catalogue. Note that meeting the minimum admission criteria does not guarantee acceptance into a graduate degree program. Additional requirements listed in the respective degree programs in the Academic Programs section of this catalogue as well as any program specific constraints may limit available enrollment positions. Applicants that are admitted will receive a letter signed by the Director of Graduate Studies informing them of their offer of admission.

To be eligible for admission to Graduate Studies, an applicant must:

1. Have earned a bachelor's degree, or higher, from a regionally accredited college or university or a foreign institution with comparable accreditation.

2. Possess an undergraduate cumulative Grade Point Average (GPA) of 2.50 or higher (on the 4.00 scale used in the US) from all colleges and universities attended to be considered for regular (unconditional) admission. Applicants who possess a cumulative undergraduate GPA of less than 2.50 but not below 2.30 and have a 3.00 or higher for the last 30 credit hours in their undergraduate program, may be considered for probationary admission. Students that have taken graduate level courses must have a 3.00 or higher in all courses taken for graduate credit to be admitted. The GPA may not be rounded up for admission.

3. Have satisfactorily completed certain minimum course work in designated areas specified by the discipline/program to which the student seeks admission. The specific courses are listed in the Academic Program area in this catalogue.

4. Send all application materials, through GradCAS or NursingCAS, in time to be received by the following deadlines (some programs may have earlier application deadlines, see specific program section for more information):

July 1 for the fall semester (the DNP program only admits student for fall admission)
November 15 for the spring semester
April 15 for the summer semester

5. Kentucky State University uses GradCAS for applications to all graduate programs other than the DNP program; the DNP program uses NursingCAS as their application portal. Submit all the required documents through the proper CAS platform for admission to the degree of choice. The application material includes, but is not limited to:

   a. Personal Essay/Statement of Goals/Career Objectives, the statement should be a minimum of 800 words.
   b. Resume
   c. Official transcripts of all college course work (international students see j.2)
   d. Three recommendations
   e. Application Fee (for domestic students: $30 for master's program and $50 for DNP program, non-refundable, international students see j.2)

   NOTE:
   Applications will not be reviewed for admission until all required documents are received in GradCAS or NursingCAS, and the application is submitted as completed, including payment of the application fee. All applicants are encouraged to have official transcripts ordered through the respective universities and submitted to GradCAS or NursingCAS, Official Documents sent directly to Kentucky State University will be uploaded into the proper CAS. This may increase the time for your application to be considered complete, we encourage you to have documents submitted directly to GradCAS or NursingCAS.

   f. Transcript

   Each applicant must provide official copies of transcripts of all previous college/university credits showing all grades received and any degrees or certificates that have been awarded. It is the responsibility of each applicant to request the Registrar(s) of the issuing institution(s) to send the official transcript(s) directly to GradCAS or NursingCAS. Kentucky State University graduates are not required to provide an official Kentucky State University Transcript as it can be reviewed in the University system by providing the appropriate information and notifying the office of Graduate Studies that they graduate from Kentucky State University.

   The student who has not completed his/her undergraduate degree at the time of application for admission to a graduate program must submit the current official transcript at the time of application as well as an official transcript upon completion of the undergraduate degree. Kentucky State University student or graduate can find additional information about transcript request at

International applicants and domestic applicants that attended schools outside of the US, must request an accredited international evaluation agency (e.g., WES) to send verified and certified transcript evaluation report directly to GradCAS. However, the University reserves the right to ask you to request the Registrar of the foreign institutions to send original copies of your transcript(s) directly to the Office of Graduate Studies.

g. Graduate Admission Test Scores (e.g., GMAT, GRE, PRAXIS, etc.)

Some graduate programs require graduate admission test, please refer to the specific program section for test requirements and minimum scores. If the program requires graduate admission test, the official test scores report must be sent directly by the testing agency to Kentucky State University or directly to GradCAS. Graduate admission tests must have been taken within the past five years leading to the application due date.

Certain **domestic applicants,** who may not have had the opportunity to take the test, but have good academic standing, may be admitted provisionally for one semester provided that they take the test during their initial semester in graduate school.

It is the responsibility of the applicant or student to apply for and take the required graduate admission test and to have the testing agency send the official scores directly to Kentucky State University or the proper CAS system.

Information about each of the following graduate admissions tests is available from the corresponding website address:

  i. **GMAT** Test – http://www.mba.com/
  ii. **GRE** Test – http://www.ets.org/gre
  iii. **PRAXIS** Test – https://www.ets.org/praxis/

The institutional code to use to request GRE test scores to be sent to Kentucky State University is **1368**.

Please refer to the specific program for required minimum test scores.

h. Three Recommendations

All applicants must have three recommendations supplied from instructors at previous institutions, individuals with academic credentials to make recommendation for graduate admission, or from previous and/or current employers. If employed, the applicant should request the work supervisor submit

a recommendation. These requests should be made through GradCAS or NursingCAS and be sent directly to the proper CAS. If necessary, recommendations can be sent directly from the recommender to the office of Graduate Studies to be included in the packet if needed.

i. Additional Requirements

Please refer to specific graduate program description for additional requirements for admission to specific programs.

j. **Special Application Requirements and Procedures for International Applicants**

An international applicant is any individual that will require a student visa to study in the US. In addition to the general guidelines for admission, international students must submit:

i. The International applicant must indicate that they will need a student visa in the appropriate question in GradCAS. Additional questions and requirements that are linked to this question.

ii. International student application fee is currently 100 USD and is not refundable. Payment is made through GradCAS before the application can be processed.

iii. Evaluation of Degrees and Courses from outside the US.

For degree(s) obtained outside of the United States, request the Registrar of the foreign institutions you obtained your degree(s) from to send your transcript(s) to an Evaluation and Translation Agency (e.g., World Educational Services (WES).

Request the agency to send official copies of the transcript evaluation report directly GradCAS.

We highly recommend WES for this service but accept reports from other agencies that are members of the National Association of Credential Evaluation Services. Information about other accredited evaluation services is available at their web site (http://www.naces.org/).

WES contact information is as follows:
World Educational Services Inc.
P.O. Box 745 Old Chelsea Station
New York, NY 10113-0745
Tel: 212-966-6311
Fax: 212-966-6395
Toll free: 800-937-3895
E-mail: info@wes.org

iv.   English Language Proficiency Test (TOEFL, IELTS, etc.) scores.
  a) Request the testing agency to send official test score(s) directly to the **Office of Graduate Studies at Kentucky State University or to GradCAS**.

  b) Satisfactory completion of an ESL program in the United States may fulfill the requirement of an equivalent English Language Proficiency Test. Applicants must provide proof of successful completion.

  c) Students completing their undergraduate studies in the United States or at foreign universities where English is the principal language of instruction are exempt from submitting TOEFL scores and may be admitted to the program with a cumulative grade-point average no less than the minimum required for regular admission to the desired program.

  d) Minimum test scores and Contact:

  Information about TOEFL Test is available at http://www.ets.org/toefl

  Minimum scores are 70 for internet based, 525 for paper based, and 194 for computer-based test

  The institutional code to use to request your Test Scores to be sent to Kentucky State University is **1368**

  Information about IELTS Test is available at http://www.ielts.org/

  Minimum score is 6.0

v.   Upon receipt of the official letter of acceptance, the international student must:
  a) Prove his/her ability to meet college expenses by one of the following means:

i. Evidence of an award of a full scholarship or similar financial aid covering tuition, room, and board to the Office of Graduate Studies
ii. Evidence of receiving an assistantship from the University
iii. Confirmation of a deposit of $3,500 (US) paid to Kentucky State University. The Cashier's Office will deposit the payment into the student account. A student may use a maximum of 65% of the $3,500 deposit to pay the first semester's tuition and fees. The balance will remain on the account until the student graduates or withdraws from Kentucky State University.
b) Complete a Declaration and Certification of Finances form to qualify for an Immigration Form (I-20) to be sent by KSU.

APPLICATION PROCEDURES

Applicants are solely responsible for submitting all application materials and full credentials on or before the application deadline prior to the expected semester of matriculation. The application for graduate admission will only be reviewed and processed when all application materials and credentials are on record in the Office of Graduate Studies. Applications from seniors in their last year of undergraduate study will be evaluated on the basis of their course work through the first semester of their senior year. Admission will be withdrawn if the credentials remain incomplete or do not meet the standards of Graduate Studies or of the degree program by the start of the semester that the applicant seeks to enroll. Students submitting false or incomplete information when applying for admissions will be denied admission and may be barred from future applications and enrollment in Graduate Studies and Programs. Where the submission of false or incomplete information is discovered after a student has been admitted the student will be removed from Graduate Studies and Programs and may be subject to additional sanctions.

All documents provided for admission belong to the University and cannot be returned to the applicant.

TYPES OF ADMISSION

Kentucky State University offers several types of admission to Graduate Studies based on specific requirements and applicant needs. The following are different types of admission and the minimum standards for admission to graduate studies in each type at Kentucky State University. However, an applicant must be admitted into a specific graduate program in order to enroll in the program. The faculty of each graduate program may invoke additional requirements for admission to the graduate program. These additional requirements, higher than minimum requirements for graduate admission, or other variations are listed in the descriptions of program requirements in the sections devoted to individual programs.

1. **Regular Admission**
   General requirements for regular (unconditional) admission to Graduate Studies are:
   A. A baccalaureate or higher degree from a regionally accredited institution in the United States or from an equivalent foreign institution.
   B. An overall undergraduate minimum grade-point-average of 2.50 (on a 4.00 scale). Each degree program may set higher minimum grade-point-average. The GPA requirement cannot be rounded up.
   C. Official transcripts of all undergraduate and graduate work indicating all degrees awarded and courses taken. The baccalaureate degree must be verified with an official transcript.
   D. Students must meet the minimum scores set by the program for any graduate admission test(s) required for admission to a program. See the specific program for test that may be required and the minimum score.
   E. Additional evidence of appropriate work history or educational experience.

2. **Provisional Admission (domestic students only)**
   A domestic applicant that is unable to supply an official final transcript or required test score(s) for the program but other wises qualifies for regular admission may, be granted provisional admission for one academic semester regardless of credit hours taken. Complete and satisfactory credentials must be received by the Office of Graduate Studies before the end of the semester in which the student has registered in a provisional status. A student will not be permitted to enroll with a provisional status for more than one semester. Provisional admission does not guarantee, in any way, subsequent good academic standing (as would be granted by regular admission). The student will be informed of all documents required for achieving good academic standing (as would have been granted by regular admission) at the time the student is granted conditional admission status.

3. **Probationary Admission (domestic students only)**
   An applicant who does not meet conditions B or D of the admission requirements for regular admission, but has a minimum grade-point-average between 2.30 and 2.49 and 3.00 in the last 30 credit hours completed, may be granted probationary admission. The probationary status must be removed and converted to regular admission no later than an initial nine (9) semester graduate credit hours or the end of the first two (2) consecutive semesters, whichever comes first.

   The minimum condition for transfer from probationary status to regular status in good academic standing is the successful completion of at least nine (9) semester credit hours of graduate coursework that must be completed within two (2) consecutive regular semesters at Kentucky State University while maintaining a graduate grade-point- average of at least 3.00 and with no more than one grade (regardless of the number of course credit hours or overall GPA) of "C". The student will be informed of all conditions for achieving good academic standing (as would have been granted by regular admission) at the time the student is granted probationary admission status. All students are responsible for tracking their academic performance and achieving, and maintaining, good academic standing. A student in probationary status may not hold an assistantship or be admitted to candidacy for degree without first achieving the status of good academic standing. Each

program may specify a more stringent standard. Program accreditation requirements may establish other alternatives for probationary admission.

4. **Graduate (Post-baccalaureate) Certificate seeking Admission**

An individual wishing to pursue one of the specific postgraduate certificate degrees offered at Kentucky State University, but not a full graduate degree, may be admitted as Certificate Seeking. A certificate seeking student must hold a baccalaureate degree from a regionally accredited institution and must have the minimum GPA requirement for Probational Admissions. The individual must be admitted by the program offering the specific certificate and meet any specific requirements of the program. A non-refundable application fee of $30 applies.

A certificate seeking student must maintain the same GPA and grade standards while in the certificate program as a degree seeking student. Certificate seeking students that later choose to transition to the regular degree program must provide all necessary documents for regular admissions and meet the admission requirements at the time they apply to be admitted as degree seeking. Each program determines the number of hours that are allowed to apply from a certificate program to the regular degree program.

5. **Non-Degree Seeking Admission**

An individual wishing to take graduate courses, without a degree or certificate objective may be admitted as a non-degree seeking graduate student. A non-degree seeking graduate student must hold a baccalaureate degree from a regionally accredited institution and must have a minimum overall undergraduate grade-point average equivalent to the minimum for probationary admission to the program from which the individual wishes to take courses. A non-refundable application fee of $30 applies. Each program limits the number of credits earned in the non-degree status that may be transferred into the program if the student later applies for and is granted regular admission.

Courses taken as a non-degree seeking student with grades of "B" or "A" may transfer toward a degree at the discretion of the program, if admitted. For regular admission status, a non-degree seeking student must submit all graduate application forms and fulfill all graduate admission requirements at the time of application for degree seeking. Non-degree seeking status is not a guarantee of admission into a graduate degree program.

6. **Transient/Visiting Student Admission**

A student in good standing in other accredited institution may be admitted to the University as a Transient or Visiting student. In order for a student to be officially enrolled for graduate credit at Kentucky State University, the student must submit a graduate non-degree seeking application and an official letter of good standing from the home institution to the Office of Graduate Studies, and a $30.00, non-refundable, application fee.

Transient or Visiting Student status does not constitute admission or matriculation as a degree candidate. The student is, however, subject to the same fees and regulations as a regular student except for the continuation-in-residence requirements.

Special Admission Types

Transfer Student
A graduate student from a regionally accredited institution who is applying for graduate admission at Kentucky State University and intending or seeking to transfer graduate credits from the other accredited institution must submit all graduate application forms and fulfill all graduate admissions requirements. The policies regarding "Transfer Credits" apply (Part III of General Graduate Degree Requirements). Each program must evaluate and accept graduate credits from the other institution on a course-by-course basis. Each program can limit the number of credit hours that are accepted as transfer credits. Continuation-in-residence requirements must be met before a degree can be awarded.

Change of Graduate Program
Students currently enrolled in a Graduate Studies program at Kentucky State University who wishes to transition to another program within the University should discuss the plan with the coordinator of both graduate programs. The student must complete and submit the Graduate Program Transfer (GPT) Form to the Office of Graduate Studies. New recommendations may be required, depending on the graduate program. The student will be notified once the decision is made by the desired graduate program.

Dual Master's Degree Admissions
An applicant or a student wishing to pursue a joint or dual master's degree must apply and be offered regular admissions to the two masters programs. The applicant must specify the two programs of interest on the graduate application applying for each of the two desired programs in GradCAS. The dual degree interest must be explained in the personal essay/statement of career goals. The Master of Arts in Special Education cannot be selected as a dual degree program. Consult with each of the graduate programs you are interested in for any restrictions.

Senior Citizens
Kentucky residents, age 65 or older, may apply for graduate admissions. If admitted, all their tuition and fees will be waived. The University may limit the enrollment of these students if classes are filled or if their admission necessitates additional classes. Contact the Office of Financial Aid for additional information.

Pre-Graduate Programs Admission (PGP)
Pre-Graduate Programs (PGP) are designed to help students prepare for graduate level study at Kentucky State University. A student whose undergraduate overall GPA is between 2.0 and 2.29 may be considered for conditional or transitional admission.

There are two types of Pre-Graduate Programs (PGP). One type of PGP consists of Graduate Studies Foundation Courses. This include courses in academic writing, research methods, and theory construction, that offer essential skill sets for graduate level students to be academically successful. The second type of PGP consists of specific graduate program Foundation Courses, such as the MBA foundation courses and the Master of Science in Computer Sciences prerequisite courses. The PGP courses do not apply or count towards graduate degree completion.

GRADUATE ACADEMIC REGULATIONS AND POLICIES

Oversight of the Graduate Academic Regulations and Policies is given to the Graduate Council and the Academic Policies Committee of the Faculty Senate. Graduate students are expected to become familiar with these regulations, as they apply to all students enrolled in graduate courses at Kentucky State University. In some cases, these general policies are superseded by more stringent requirements established for individual programs. *Also, the limitations in the definitions may be modified to meet accreditation, licensing, and/or certification requirements.*

The student handbook, known as the K-Book (https://www.kysu.edu/student-engagement-and-campus-life/student-handbook.php), provides the University expectations of all students. It is the responsibility of the student to obtain a copy of this book and to be familiar with the expectations in regard to graduate students and the expectations related to student behavior. It is also important for graduate students to remember that you represent Kentucky State University when attending conferences, meetings, and other activities. The guidelines for student behavior apply to these official activities even if they are away from campus.

I. General

A. A semester credit hour represents one clock hour of recitation or lecture, or two clock hours of laboratory per week for courses; some courses are calculated according to accreditation standards in the particular area.

B. Quality points are the assigned points of a specific letter grade. The total quality points of a course are calculated by multiplying the quality point value of the letter grade earned by the number of semester credit hours for the course. Only graduate level courses are used in calculations for graduate students (see Section VII).

C. The **cumulative grade-point average** is defined as the total number of quality points earned in all courses taken at Kentucky State University in which the student received a grade of "A," "B," "C," "D," or "F" divided by the total number of semester credit hours in all courses taken at the University in which the student received a grade of "A," "B," "C," "D," or "F."

   1. If a course is repeated, only the highest grade will be used in the computation of the cumulative grade-point average.
   2. Unless specifically described in the course description as a repeatable course, credit may be earned only once for courses that are repeated.
   3. All grades earned at Kentucky State University will remain on the student's transcript and in the permanent record.

D. The **current grade-point average** is defined as the total number of quality points earned in all courses in which the student received a grade of "A," "B," "C," "D," or "F" during the last term (summer session/semester) of enrollment divided by the total number of semester credit hours in all courses in which the student received a grade of "A," "B," "C," "D," or "F" during the last term (summer session/semester) of enrollment.

II.   Definitions of Programs and Areas of Specialization

Doctoral Degree Program

A doctoral degree program is a planned and approved program of study leading to graduation with a doctoral degree. Doctoral degree is considered a terminal degree as the highest degree that may be obtained in a specific area. Degree programs may have specific starting points, either from a bachelor's degree or from a master's degree. Because of this, they may have different minimum hours depending on the starting point. Programs that require a master's degree for entry will require fewer credit hours for completion. Doctoral degrees must be completed within a maximum of 10 years of initial enrollment. Some programs may require completion in a shorter period of time, consult the programs for any differences in this requirement.

The DNP program requires a minimum of 72 credit hours for completion. This is a BSN to DNP program.

Master's Degree Program

A master's degree program is a planned and approved program of study leading to graduation with a master's degree. Each master's degree program requires at least 30 graduate semester credit hours and no more than 45 graduate semester credit hours. The master's degree program must be completed within a maximum of six (6) years of initial enrollment as a degree seeking graduate student. Some programs require degree completion within fewer years of initial enrollment. Please consult the program descriptions in the program sections.

Area of Concentration

Graduate programs may consist of a core program of study within the academic unit as well as required additional study in one or more concentrations selected from options within or related to the discipline. The concentration shall consist of a minimum of 9 graduate semester credit hours and a maximum of 12 graduate semester credit hours.

Prerequisites and Support Courses

A graduate program may identify and require graduate and/or undergraduate courses as are justified for proper completion of the graduate program. Courses may be from within the discipline (prerequisites) or from other disciplines (prerequisites or support courses). Such credits thus required may not be included in the graduate semester credit hours required for degree completion. Please consult the requirements of the program for these limitations. Undergraduate classes cannot count toward grade point average or degree requirements.

The limitations in the definitions may be modified to meet accreditation, licensing, and/or certification requirements.

III.   Academic Requirements for Graduation

A. Students must submit a completed graduate application for a degree to their graduate program according to the prescribed schedule in the Academic

Calendar. No late applications will be accepted. Students must submit a new application for a degree if they have been unsuccessful with a graduation attempt. A non- refundable graduation fee is assessed each time a student applies for graduation.

B. Each graduate program has specific requirements for a student to complete in order to be awarded a degree. These may include qualifying examinations, a dissertation, a thesis, a capstone course, or other professional activity. These are usually completed during the final stages of the graduate program. Consult the requirement sections in the respective graduate program descriptions for more information.

C. Grades below "C" may not be presented for master's or doctoral degree graduation credit, nor shall graduation be approved for students with grade- point averages below 3.00. Students may not graduate with more than six (6) semester credit hours of courses with a grade of "C" or below. This regulation does not apply when a grade of "C" or lower has been superseded by successful completion (grade of "B" or better) of a particular course at a later date.

D. Master's Degree: A minimum of 30 graduate semester credit hours is required for the awarding of a master's degree. Only graduate level course can be counted towards graduation requirements. The master's degree program must be completed within six (6) years of initial enrollment as a degree seeking graduate student. Some programs require degree completion within fewer years of initial enrollment. Please consult the program descriptions in the program sections.

Doctoral Degree: A minimum of 72 graduate semester credit hours (may be combined master's and doctoral program hours) is required for the awarding of a doctoral degree. Only graduate level courses can be counted towards graduate requirements. Programs have specific upper level, 700 and above, hours that are required for completion. The doctoral degree program must be completed within ten years of initial enrollment as a degree seeking graduate student. Some programs require degree completion within fewer years of initial enrollment. Please consult the program descriptions in the program sections for more information.

IV. Continuation-in-residence requirements for Graduation

With the exception of approved transfer credits and approved credits taken as visiting students in accredited graduate programs, all graduate course credits must be completed at Kentucky State University. Each graduate program determines the graduate transfer credit that will be accepted toward graduate degree requirements. Please consult the individual program descriptions as well as the "transfer credits" section for appropriate information.

V. Academic Load

A. The normal, full time, semester load for graduate students is 9 semester credit hours in any combination of graduate and undergraduate hours. Students who are required to take prerequisite undergraduate courses prior to regular graduate admission will be granted ""Conditional" admission status.

B. A graduate student must carry 9 or more graduate semester credit hours to be full time, 5 to 8 graduate semester hours to be half time, and less than 5 graduate semester credit hours to be less than half time. A graduate student enrolled in fewer

than 9 graduate credit hours, during the fall or spring semester, is considered part-time.

C. A graduate student in good standing may pursue a maximum of 12 semester credit hours during the fall or spring semester. Exceptions may be made with the permission of the Graduate Program Coordinator and School Chair.

D. A graduate student may pursue a maximum of 6 semester credit hours during the summer session.

VI. Concurrent Degrees

University regulations allow that a student may pursue two degrees of the same level in a given matriculation period, e.g., two baccalaureate degrees, two associate degrees, or two master's degrees, when minimum graduation requirements are met with additional coursework for the appropriate degree. A student may not pursue mixed levels of degrees simultaneously. Students must complete all of the requirements in effect at the time the student enrolls in the graduate degree program.

While some of the hours earned from one degree program may count toward the curricular requirements of another degree program, the hours of credit can only be used to satisfy the credit hour requirements of one program. An hour of credit can only be applied to one program.

VII. Course Numbering System

This system is to be used to ensure consistency in the numbering of courses and should be used by advisors and students when making out class schedules.

Graduate students do not receive graduate credit for courses number 100 through 499.

100-199	designed for freshman students but may be taken by more advanced students; does not carry graduate credit
200-299	designed for sophomore students but may be taken by any student who satisfies the prerequisites or obtains the consent of the instructor; does not carry graduate credit
300-399	designed for junior students but may be taken by any student who satisfies the prerequisites or obtains the consent of the instructor; does not carry graduate credit
400-499	designed for senior students but may be taken by any student who satisfies the prerequisites or obtains the consent of the instructor; does not carry graduate credit
500-599	open to graduate students only
600-699	open to graduate students only; should be used for seminar and independent study
700-799	open to graduate students only; thesis and research (Master's programs) projects; Doctoral level classes
800-999	DNP classes and practicums; Clinical and Doctoral level research and project classes.

## VIII.	Grading System

Information regarding grading policies is available from the Office of Academic Affairs and in the course syllabus for each course. All policies established by academic units and/or by course instructors must be in compliance with policies outlined below.

A.	A course instructor will issue a final grade at the conclusion of the course for each student officially registered for the course. The course instructor remains the sole person responsible for issuing a final course grade, except as provided in sub-section B below, and in Section XVI. D.

B.	In the event an instructor becomes incapacitated or otherwise is unable to issue course grades, the chair of the academic unit will be responsible for issuing final course grades.

C.	Only final grades specified in Section VII E may be issued.

D.	Instructors are to report final grades to the Office of the Registrar in accordance with the procedures and deadlines required by the University. Only the Office of the Registrar has authority to issue official final grades.

E.	The following system of symbols will be used in grading students:

1.	A	Excellent: four quality points per semester credit hour
2.	B	Good: three quality points per semester credit hour
3.	C	*not* satisfactory *for graduate work:* two quality points per semester credit hour
4.	D	poor; one quality point per semester credit hour *(Some graduate programs do not award the grade of D)*
5.	F	Failure: zero quality points, zero credit
6.	N	The grade of "N" indicates that a research project, thesis, or other special project has not been completed at the end of the term. The grade is only to be used in cases where the work is ongoing. It is not a substitute for an "I" and does not convert to a credit bearing grade until the final grade is submitted by the instructor. The grade of N can only be used in 700-level courses. With approval of the program faculty and the Graduate Council, a 600- level course may be allowed to use the "N" grade if the course spans more than one semester and the request is made prior to the term in which the course is initiated. The grade of "N" is excluded from the GPA tabulation. A student cannot graduate until all "N" grades have been converted to regular letter grades or the appropriate retroactive course withdrawal has been approved. The grade must be converted before the expiration of the time limit for completion of the graduate degree.
7.	I	Incomplete: not included in grade-point average (see Section VIII. H)

8.   W   withdrawal, which can only be entered for students who withdraw prior to the end of the tenth full week of classes during a semester, or before two-thirds of the instructional days of the summer session; not included in grade-point average, see section IX.

9.   AU   audit: not included in grade-point average (see Section VIII. F)

F. Audit

The grading option of audit must be selected no later than the end of late registration and must be indicated on either the student's registration or add/drop form. Audited courses do not count toward the total number of hours nor in computing a GPA.

G. Repeat Option

A graduate student has the option to repeat any completed course. Only the highest grade will be used in computing the student's academic standing and credit for graduation. The original grades for all repeated classes will remain on the transcript with the notation "E" for excluded from GPA. A student may repeat a given course a maximum of two times. The repeat option only applies to an <u>identical</u> course (including a cross- listed course) and not a course substitute.

H. Incomplete

1. A grade of "I" is to be assigned only for an unforeseen and extraordinary circumstance or situation which would have prohibited a student from completing a minor part of a course requirement, such as the final exam, one major exam, completion of a term paper or class project, or part of the requirements of a laboratory, and the student has made a request to the instructor prior to the end of the term. In some cases, a grade of "I" can be assigned when the course constitutes an "I" based on accrediting or certification requirements.
2. A grade of "I" may not be assigned as a substitute for a "C," "D," or an "F."
3. An Incomplete earned in any given term (summer session/semester) must be removed by the end of the eighth week of classes during the next regular academic semester; otherwise, the "I" will be changed automatically to a grade of "F."
4. When a grade of "I" is assigned, the instructor shall provide a detailed description of the work to be completed by the student to the chair. The chair shall retain a copy of this document. The instructor shall forward a copy to the student and retain a copy in the unit file.
5. The grade of "N" is to be used for graduate level courses requiring a professional project or thesis that requires more time to complete than one term. The grade of "I" is not to be used in this circumstance.

I. Time Limitations for Grade Changes

All grade changes, except grade of N, must be processed within one semester from the time the original grade was recorded. These grade changes will be permitted only when there was an error in recording or calculating the grade.

The grade of N will be changed upon completion of the project for the class and must be changed by the end of the semester of graduation.

J. Appealing a Course Grade (see Section XVI. D for information on appeals).

IX.   Withdrawal from a Course

A. The Office of the Registrar will distribute class rosters to the faculty. Instructors will verify the names of students who have attended at least one class meeting. Students who have never attended a class meeting will be administratively withdrawn and have all applicable charges reversed. Students who have attended at least one class meeting but have stopped attending are subject to the attendance policies enumerated in the Class Attendance section (XIII). This policy does not apply to the summer session.

B. If a student withdraws from a course before the end of the tenth full week of classes during a semester, a grade of "W" will appear on the student's transcript.

C. If a student withdraws from a course before two-thirds of the instructional days have elapsed during a summer session or short course, a grade of "W" will appear on the student's transcript.

D. A student who fails to follow proper University withdrawal procedures will receive a grade of "F" in that course.

E. Students may appeal for retroactive withdrawal from a course under specified circumstances. (See Section XVI. E.)

F. Before withdrawing from a course, students should consult with the instructor. The students must also consult with their academic advisor on how the lost credits will be made up and obtain the advisor's signature on the "Registration Change/Drop Add Form" for approval. The form must be submitted to the Office of the Registrar before the last day to drop classes or withdraw from the University with a "W" grade. A registration change becomes effective the day the change is accepted by the Office of the Registrar and a copy of the form is given to the student.

G. Dropping or withdrawing from courses can have serious financial and academic implications, possibly affecting billing, financial aid, VA benefits, eligibility to participate in extracurricular programs and events (NCAA, SIAC, etc.) and, for foreign students, immigration status. Therefore, before withdrawing from a course, students are strongly encouraged to consult with their academic advisor, graduate program coordinator, and, as applicable, the Financial Aid Office. Students are considered the responsible parties for all transactions processed against their academic records.

H. A student may not appeal for retroactive withdrawal from a course after a change of program or graduation from the academic program under which the student took the course.

X.   Withdrawal from the University

A. A student who has preregistered but not completed registration (i.e., paid fees or made arrangements for the payment of fees) may cancel his/ her registration by notifying the

Office of the Registrar in writing prior to the end of late registration of his/her intention not to enroll.

B. In order to withdraw from the University after completion of registration (i.e., dropping all courses for a given semester/session), a student must do the following:
1. Obtain the necessary form from the Office of the Registrar.
2. Complete the form and obtain the necessary signatures.
3. Return the completed form to the Office of the Registrar.

C. Failure to withdraw will obligate the student to pay all tuition, fees, and other charges assessed, and will result in failing grades for that term (summer session/semester).

D. If a student withdraws from the University before the end of the tenth full week of classes during a semester, a grade of "W" will appear on the student's transcript for all courses pursued that semester.

E. If a student withdraws from the University before two-thirds of the instructional days have elapsed during a summer session or short course, a grade of "W" will appear on the student's transcript for all courses pursued that session.

F. Students may appeal for retroactive withdrawal from the University under specified circumstances (see Section XVI. E.).

G. Withdrawal from Academic Program.
A graduate student in good standing wishing to take temporary leave from his/her graduate academic program may petition the Program Coordinator in a written application explaining the student's circumstances and plans for resumption of studies. However, if a student needs to permanently withdrawal from the program and does not intend to complete pursuing the academic degree program, the student must: 1) notify the academic Program Coordinator via letter/email of intent to withdraw; and 2) withdraw from all classes. Official deadlines of the university pertaining to dropping courses and withdrawal will apply. The Program Coordinator will forward the student's letter to the Office of Graduate Studies so that the student status will be properly reflected in the university's records.

XI. Registration
A. A degree-seeking student MUST consult with his/her designated advisor prior to the time of preregistration or regular registration to receive official approval for his/her plan of study during each academic term (summer session/semester).
B. The Office of the Registrar sets the time of registration for all students and informs them of the times they are to register.
C. Students are expected to register at the appointed time.
D. Students may not register for credit after the deadline set for completion of late registration.
E. A late registration fee is assessed to students who do not register at the appointed time.

F. Late registration for semesters will end one calendar week after the last day of registration or its equivalent for summer session (see Academic Calendar for specifics: https://www.kysu.edu/academics/registrar/academic-calendar/index.php).

XII.   Changes in Registration

(Adding a course, dropping a course, changing sections, changing grading options)
A. All changes in registration must be approved by the Office of the Registrar and the designated advisor (and the instructor in case of a closed class).
B. Any student improperly registered for a course will not receive credit for that course.
C. A processing fee is assessed beginning the first day of classes of a term (summer session/ semester) for any change in registration, with the exception of those caused by University cancellation of courses or other University- initiated adjustments to course schedules.
D. See Section IX for regulations on withdrawal from a course.
E. The chairperson will inform the Vice President for Academic Affairs, the Office of the Registrar, and the instructors of all course cancellations no later than two (2) working days after the end of late registration.
F. When a course is canceled, any student enrolled in that course will be dropped from the class and may adjust their schedule during the late registration period. Such adjustment must be completed no later than Saturday of the second full week of classes during an academic semester or no later than Saturday of the first full week of classes during a summer session.

XIII.   Class Attendance
A. There are three mutually exclusive types of absences for purposes of classification:
   1. Service-related absence
      (a) due to documented required military service
      (b) due to documented university service or off-campus representation of the University
      (c) due to documented jury duty
   2. Excused absence, non-Service related
      (a) due to documented illness,
      (b) due to documented serious illness or death in the student's immediate family
      (c) due to documented court appearance
      (d) due to documented attendance at a university–sponsored field trip
   3. Unexcused absence
      (a) due to lack of documentation of an otherwise excused absence
      (b) due to excessive excused absences (exceeding the number of class meetings in one week)
      (c) due to university-activity absences incurred when the student's performance in class is below a "C" average
B. Provided the student is doing satisfactorily in the course, any class absence incurred while a student is performing university-patriotic service (participating in an activity whereby the student represents the university off campus) is to be excluded from the total number of allowed excused absences.
C. Absence(s) from class(es) because of university- patriotic duty or university-

sponsored academic class activities must be reported to the Office of Student Engagement and Campus Life two (2) weeks prior to the date of the absence. The Office of Student Engagement and Campus Life will inform faculty members BEFORE the student's absence from class(es) in these cases.

D. In order for a class absence to be excused, the student must submit documentation of the absence(s) to the Office of Student Engagement and Campus Life within one week of the absence(s).

E. The number of excused absences may not exceed the number of class meetings during one full week of class(es) during a semester, or two class meetings during one full week of classes during the summer session. Absences in excess of the allowed number of excused absences will be considered unexcused.

F. The number of unexcused absences per semester or summer session may not exceed the number of class meetings during one full week of class.

G. For each unexcused absence over the maximum number allowed, the instructor may lower the course grade one full grade level.

H. For any excused absence, all make-up assignments must be completed within a time period determined by the instructor.

I. If an individual instructor or academic unit adopts more stringent attendance policies, those policies must appear in a conspicuous location in the course syllabus and must be announced to the class on the first day it meets.

J. Regulations on class tardiness are determined by the instructor of the class.

XIV. Academic Conduct

Academic Integrity

Academic Integrity is a fundamental value for the University's community of students, faculty, and staff. We collectively wish to promote the highest and more honorable pursuit of intellectual achievement and understand the importance of manifesting integrity in all of our efforts. It should therefore be clearly understood that students engaging in acts of academic dishonesty may be subject to sanctions. Any student who knowingly assists in any form of academic dishonesty shall also be subject to sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and forgery.

Academic Dishonesty

Plagiarism

Plagiarism is the intentional or unintentional act of submitting the work of another as one's own. If the student has any uncertainty regarding plagiarism in the submission of any class material, he or she should discuss the matter with the instructor prior to submission of the material. Examples of plagiarism include:

- Submission of the complete or partial work, or of the words, ideas, or format of another, published or unpublished, without appropriate reference and source credit
- Employing or permitting another person to produce, alter, or revise material that the student submits as his or her own.

Cheating
Cheating is the fraudulent or deceptive taking, giving, or presenting of any information or material with the intent of aiding oneself or another on any academic work that is considered in any way in the determination of a course grade. Cheating includes, but is not limited to:

- Copying another student's homework;
- Copying another student's answers to test questions;
- Allowing or requesting someone else to do work for him/her on homework or tests;
- Possession or the attempt to gain possession of tests prior to their administration;
- Breaking or entering a locked or unoccupied office in an attempt to gain an unfair advantage;
- Using a cell phone or other device to obtain materials from websites or other students during tests;
- Using reference materials that have not been allowed by the instructor during tests;
- Using handwritten or printed notes during a "closed book/closed notes" test;
- Employing bribery, intimidation, or harassment in an attempt to gain unfair advantage;
- Purchasing or utilizing pre-made papers, projects, or other assignments;
- Using a paper, project, or other assignment prepared by another individual;
- Engaging another person to take a test (class-related or standardized, such as the GRE) in his/her place;
- Knowingly allowing someone else to represent your work as his/her own;
- Falsely attesting that work has been accomplished when it has not been;
- Falsely attesting that functions or classes were attended that were not attended; and
- Providing a false excuse for missing a deadline or schedule.
- Altering answers to test questions after the tests have been graded and returned;
- Altering grade report forms or changing grade forms or class rolls, either in physical or electronic (computer file) form;
- Altering, falsifying, or misusing any other University documents;
- Falsifying research data or committing other forms of scientific misconduct;
- Falsely recording the signature of an advisor, instructor, or any university official on any official University academic document; and
- Providing false information to a faculty member or administrator.

Forgery
Forgery is falsely recording the signature of an advisor, instructor, or any university official on any official University academic document.

Procedures Related to Academic Dishonesty or Misconduct

Investigation and Determination

1. Responsibility of the Instructor: An instructor who has evidence that a student has committed an academic offense shall attempt to arrange a personal conference with the student to discuss the matter. The instructor shall present the evidence of the offense, give the student an opportunity to state his/her case, and make known to the student the charges and possible sanctions that may be imposed and/or recommended. If the student is unavailable or fails to attend such a conference, the instructor shall proceed to inform the student of the nature of the evidence, the charges, and the possible sanctions by e-mail with delivery and read receipts requested, with copies to the Chairperson of the Department in which the student is enrolled. The instructor may then proceed to assign any grade on a paper or examination related to the offense, assign any grade for the course in which the offense occurred, or recommend to his or her chairperson a more severe sanction.

2. Responsibility of the Chairperson: After reviewing the report from the instructor and making any appropriate investigation, the Chairperson will forward the materials, along with his or her own recommendation, to the Provost/Vice President for Academic Affairs. The Chairperson shall notify the student of his or her recommendation by certified mail.

3. Responsibility of the Vice President for Student Engagement and Campus Life: After reviewing the material furnished and conducting any appropriate investigation, the Provost/Vice President for Academic Affairs will forward the material, along with any recommendations, to the Vice President for Student Engagement and Campus Life, as well as to the student by e-mail with delivery and read receipts requested.

   For recommendations of suspension or dismissal, the Vice President for Student Engagement and Campus Life shall notify the student of his or her recommendation by e-mail with delivery and read receipts requested, with copies sent to the instructor, the Chairperson of the Department in which the offense occurred, and to the Registrar.

   For all sanctions, the Vice President for Student Engagement and Campus Life will forward the case to the All-University Court for processing according to the standard procedure of that court, as well as provide notice of the recommendation to the student by e-mail with delivery and read receipts requested.

Sanctions for Academic Offenses

For a student found to have committed an academic offense, Kentucky State University may consider imposing one or more of the following sanctions:

- Assignment of any grade on a paper, examination, or other material related to the offense;
- Assignment of any grade for the course in which the offense occurred;
- Forced withdrawal from the class in which the offense occurred; and/or
- Suspension from the Kentucky State University for a specified period including exclusion from all classes and termination of student status and all related privileges

and activities NOTE: A student who violates any of the terms of suspension shall be subject to further discipline in the form of permanent dismissal.

Appealing a Sanction
The student receiving a sanction shall have the right to appeal the alleged conduct violation to each higher level of authority. The student may challenge the sanction by submitting a written appeal to the faculty member and the Vice President for Student Engagement and Campus Life within fifteen (15) calendar days of receiving the sanction notice. Failure to make an appeal within this fifteen (15) day time period shall constitute a waiver of the appeal right and shall result in the sanction becoming final as recommended and the case is considered complete, except as noted below in cases in which the sanction includes probation, suspension, or expulsion.

For more complete information on expected student behavior and possible sanctions, please refer to the K-Book.

XV. Academic Standing
A. Good Academic Standing

In order to remain in good academic standing, a student must have a cumulative grade-point average of 3.0 and no more than two grades of "C."

B. Probation
1. Students who fail to maintain the above cumulative grade-point averages will be placed on academic probation for one semester.
2. Even with a grade point average of 3.00 or better, having more than two grades of "C" or lower results in academic probation at the graduate level.
3. Students that are placed on probation, have 9 credit hours or a maximum of 3 semesters to return to good academic standing or they may be dismissed from the University. Exceptions may be granted to allow an additional semester to replace grades of "C" or lower with approval of the Program Chair and the Director of Graduate Studies in the event the course(s) are not offered in the following semester.
4. Probation may not be appealed.

C. Dismissal from the University

1. A student who is on academic probation, and whose current grade-point average falls or remains below 3.00, or who fails to complete coursework required to be removed from probation, is dismissed from the graduate program and the University.
2. A dismissed student cannot reapply to any graduate program at Kentucky State University for a period of one year. Request for readmission is subject to review by the program and must be approved by the program. Students that request readmission must meet all admission standards at the time of readmission.
3. A student who has been suspended twice, is on academic probation, and whose current grade-point average falls below 3.00 is dismissed from the

University and must remain out of the University for at least one year.

XVI.   Appeal Procedures and Deadlines for Academic Standing
   A. All appeals by graduate students of course grade, retroactive withdrawal, or dismissal will be heard by the Graduate Appeals Review Committee. The Graduate Appeals Review Committee will be composed of the Director of Graduate Studies and the Registrar, who shall be permanent members of the Committee, and three members elected by the Faculty Senate from the graduate faculty and the graduate program coordinator. Graduate faculty elected to the Graduate Appeals Review Committee will serve two-year terms. Academic standing is governed strictly by grade point average (below 3.00) or by having more than two grades of "C" or below. Standing cannot be appealed.

   B. A student may appeal to the Graduate Appeals Review Committee only once following each notification of academic standing.

   C. For appeals, students must complete the procedures outlined on the appropriate Graduate Academic Appeals Form which is available in the Office of the Registrar or the Office of Graduate Studies. Appropriate documentation (i.e., medical bills, medical records, or funeral bulletins) should be provided. In addition to this written appeal, a student may request to address the Graduate Appeals Review Committee during one of its regularly scheduled meetings if so desired (contact the Graduate Appeals Review Committee Chair). Requests for personal appearances must be submitted with the written appeal by the deadline (see Section D and the Appeals Form). Interviews with the Graduate Appeals Review Committee will not be granted after an appeal has been denied or if an appeal is late.

   D. Appealing a Course Grade:
      To appeal a course grade, a student must follow the process described below:
      1. The student must initiate his/her grade appeal by writing a letter of appeal to the course instructor. This letter must be completed and delivered to the instructor, along with a copy to the student's advisor, no later than the end of the third full week of classes during the next regular academic semester (Fall or Spring). No appeal of a course grade will be considered unless a written appeal is made to the instructor by the deadline date. After considering the student's appeal, the instructor must respond in writing to the student, stating whether or not the appeal is granted and stating the instructor's rationale for the decision. The written response must be completed by the end of the fifth full week of classes in the semester of the appeal. If the instructor is no longer employed by the University or is otherwise unavailable, the student must proceed as prescribed in step 2;
      2. If the student is not satisfied with the instructor's decision and wishes to continue the grade appeal, the student must pick up the Graduate Academic Appeals Form from the Office of the Registrar and submit it, along with accompanying support documents to the Office of Graduate Studies to continue an appeal of a course grade; and
      3. If a grade appeal reaches the Graduate Appeals Review Committee, the student and the instructor may be requested to meet with the committee to resolve the

appeal.

E. Appealing for Retroactive Withdrawal.
1. Retroactive withdrawal from a course or from the University will be considered only when a student documents to the Graduate Appeals Review Committee that he/she could not meet the scheduled deadline for appropriately withdrawing due to some unforeseen and extraordinary circumstance. The student must make this appeal no later than two days before the next regular academic semester begins. Appeals that do not clearly substantiate the circumstance for missing the withdrawal date will not be considered.
2. Students receiving federal financial aid for the course or term in question may be required to repay the University for Withdrawn Courses. (They should contact the Financial Aid Office.)
3. Exceptions to the above policies can be made at the discretion of the Graduate Appeals Review Committee for exceptionally meritorious cases.

F. Appeal of Dismissal from the University
1. A student may appeal his/her dismissal under regulation XV.C.1. Reinstatement can occur only when the cause of dismissal has been corrected (an appeal of grade or retroactive withdrawal). Exception: appeal of a dismissal after reinstatement is not allowed. Dismissal for an academic offense (Section XIV) cannot be appealed through this process.
2. If the student's appeal is granted, the student will be required to abide by an academic contract to be developed in consultation with the student's advisor and the program coordinator. Also, if readmission is granted, the student will be placed on probation.
3. A student who has been readmitted after dismissal and who fails to meet the conditions of his/her reinstatement may be dismissed from the University without appeal.
4. A student who has been re-admitted after dismissal and who becomes liable for suspension at any time, will not be suspended, but will be dismissed from the University without appeal.
5. Exceptions to the above policies can be made at the discretion of the Graduate Appeals Review Committee for exceptionally meritorious cases.
6. After one year, a dismissed student may appeal in writing to the Graduate Appeals Review Committee for readmission to the University. The student's appeal must include a letter of support from the chairperson of the department/division/school in which the student was majoring. Also, a letter of support must be submitted from either a faculty member or the student's former advisor.

XVII.   Policy on Admission Tests

See the specific program section for any required admission test and required scores. If the program requires admission test, the official scores must be received in accordance with the admission policies under Graduate Admissions.

XVIII. Catalogue of Record

    A. Upon admission to a graduate program, the catalogue of record is considered the Graduate Catalogue in effect at the time of initial enrollment.

    B. A degree-seeking student can request to change his/her Catalogue of Record for the major to a subsequent edition if the major requirements change after a student declares a major. A written request to change the Catalogue of Record must be submitted to his/her advisor for approval and forwarded to the Office of Graduate Studies and the Office of the Registrar.

    C. If a student completes a degree, either undergraduate or graduate degree, at KSU, admission to another graduate program or changes to a different graduate program requires that the catalogue of record become the Graduate Catalogue in effect at the time of enrollment into the new graduate program.

    D. A student who changes from non-degree status or certificate seeking status to degree-seeking status must meet the requirements as published in the Catalogue in effect at the time the student becomes degree-seeking.

    E. A student pursuing a curriculum leading to certification or licensure must meet the curriculum requirements in effect at the time he/she graduates.

GENERAL GRADUATE DEGREE REQUIREMENTS

I. Advisement

Upon admission to one of the graduate programs, each student will be assigned an advisor by the program. The advisor must be a member of the graduate faculty in the program area. The student shall take the initiative to become familiar with the objectives of the program and the pertinent regulations prior to scheduling a conference with the assigned advisor. Students are expected to consult with their advisors for program planning, scheduling, etc., throughout their residency as graduate students.

II. Changes in Programs

Students wishing to transfer from one degree program to another must formally withdraw from the current program and submit an application for admission into the new program. The application must be submitted in accordance with the Graduate Studies published procedures and application deadlines in this catalogue. International students changing programs also require re-issued I-20s. It is the responsibility of international students to comply with student visa status policies. A change in program will be effective only when the Director of Graduate Studies has issued a signed written acceptance letter to the student applying for a program transfer. Students who are not in good academic standing may not change degree programs.

III. Transfer Credit

Transferable credit hours apply to credit-bearing graduate coursework taken in another

graduate program at Kentucky State University or at another regionally accredited US institution at the time the coursework was completed, or an officially recognized degree granting foreign institution.

Each graduate program determines the graduate transfer credits that will be accepted toward the graduate degree requirements. The maximum permissible transfer credits for master's degree programs are nine (9) semester credit hours (for 30 credit-hour programs) and twelve (12) semester credit hours (for 42 or more credit-hour programs). The maximum permissible transfer credits at the doctoral level are twelve (12) semester hours. In all instances, credit transfers must be from regionally or fully accredited colleges and universities.

Credit hours may be transferred provided that:
- the courses were not used to satisfy the requirements of another degree or diploma program
- at least a "B" grade was obtained in the courses considered for transfer
- The time limit for eligibility of courses for transfer to a graduate degree program is five years at the time the student commences their degree program.
- An official transcript(s) for the student is/are on records in the Office of Graduate Studies. In the case of transferring credit from an international institution, official copies of evaluation and translation of the transcript must be sent directly by an accredited evaluation and translation agency to the office of the Graduate Studies at Kentucky State University.

The student requesting transfer of credits must complete and submit the Graduate Studies Transfer Credits Form to the Graduate Program Coordinator in the academic department. Certain courses submitted for transfer may not be considered equivalent to specified program requirements even if course titles are the same. Therefore, the appropriate course syllabi and official copies of transcripts must be submitted and evaluated before any transfer credit request can be approved. The request for transfer credit must be approved by the Graduate Program Coordinator, the Chair of the Department for the program, and by the Director of Graduate Studies. The completed Graduate Studies Transfer Credits Form must be accompanied by a letter or an email from the Graduate Program Coordinator addressed to the Director of Graduate Studies. The letter must provide an academic justification (e.g., similar course content coverage and credit hours) for allowing the transfer credit for each course. Information received about courses accepted for transfer credits will then be coded on the Student Information Systems (Banner).

If the request for transfer credit is approved, the Director of Graduate Studies notifies by email the student, the Program Coordinator, the Provost/Vice President for Academic Affairs, and the Registrar. The Registrar then indicates the courses and credit hours accepted as transferred on the student's transcript. If the transfer credit request is denied, the student and the appropriate University officials are also sent email notification along with explanation.

IV. Academic Bankruptcy

In certain situations, a student may apply to declare academic bankruptcy. In such cases, the student's academic record for the term(s) specified will be stricken. The bankruptcy policy is subject to the following:

A. Only a student who has been readmitted to Kentucky State University after an interruption of two or more years is eligible to declare academic bankruptcy.
B. The student must file a written petition for academic bankruptcy to the Graduate Appeals Review Committee presenting a strong case for supporting the approval of the petition. Reasons for the request (i.e., financial problems, illness, or personal problems) should be cited.
C. The student's entire academic record (all courses) for the stipulated period will have a notation of the bankruptcy action appearing on the transcript.
D. A student who was on suspension at the time of last attendance and is granted academic bankruptcy and re-admitted to the University will be placed on probation.
E. If a student is suspended after having been granted a petition for academic bankruptcy, he/she will be dismissed from the University.
F. A student cannot declare academic bankruptcy more than once.

V. Comprehensive Examinations

In graduate programs that require comprehensive examinations, the exams are designed, administered, and scored by the graduate faculty of the student's academic department. The department is required to report the results by mail or e-mail to the student and to the Director of Graduate Studies.

Candidates are eligible to apply to take the comprehensive examination when they:

1. have met the residency requirements for their program,
2. are in good academic standing, and
3. have departmental approval.

Candidates must be enrolled at the time the comprehensive examination is to be taken. The students should consult and work closely with their academic advisor to seek preparation guidelines and to schedule the examination dates.

Typically, some programs divide comprehensive examinations into sections and have set requirements for passage of each section. No matter how the exams are delivered, comprehensive examinations may be repeated only once.

VI. Master's Degree Thesis/Final Projects

In graduate programs that require thesis or capstone, students may register for thesis or capstone when they:

1. have met the residency requirements for their program,
2. are in good academic standing, and

3. have departmental approval.

Thesis or capstones topic must be approved by the student's graduate committee. The thesis/capstones must be prepared in conformity with regulations approved by the Graduate Program area. Students should obtain instructions for the thesis/capstones preparation from their academic department before the thesis/capstones is typed. Theses and capstones must be developed under the direction of a full member of the Graduate Program Committee within the student's academic department.

VII.   Degree Completion

Students writing theses and capstone reports must be continuously enrolled at the University and obtain guidance from their graduate faculty academic advisor. The students must have satisfactorily defended their thesis or capstone project and made all required corrections identified during the defense prior to submitting the thesis or capstone report to the Office of Graduate Studies. Students writing theses or capstone reports must be enrolled at the University up until the term in which the theses or capstone is submitted to the Office of Graduate Studies. Students who fail to enroll continuously after having enrolled in a thesis or capstone course may be required to pay for each semester (excluding summer sessions) that they missed.

VIII.   Application for Graduation

Graduation schedules are determined by the University and published by the Office of the Registrar.

Candidates must file an application for graduation with the Director of Graduate Studies and the Registrar by the deadline published by the University. The graduation application consists of two documents to submit: 1) Graduate Degree Checkout Form, and 2) the Degree Program Curriculum Plan that the Graduate Program Committee approved for the student. The candidates must properly fill out both documents and obtain appropriate signatures and dates from the designated signatories prior to submitting the forms to the Director of Graduate Studies.

The candidate is obligated to pay the graduation application fee. Payment should be made at the Cashier's Office in Academic Services Building (ASB).

If a student does not complete all requirements for graduation by the end of the semester indicated on the Application for Graduate Degree Checkout Form, a new form must be completed for the year and semester in which the degree is to be awarded. Students applying for graduation must also make arrangements with the University Bookstore for the purchase or rental of academic robes and regalia.

VIV.   Program Specific Requirements

Some graduate programs have specific requirements for graduation that can differ from the standard program. These programs have specific and approved Program Graduate Student handbooks that outline the requirements for completion of the degrees. This will include any

specific description of capstone/thesis/dissertation format and procedures as well as testing requirements. Students are expected to follow the specific program handbooks as well as the University Graduate Student Catalogue in completion of their degree requirements. See the specific program descriptions and discuss requirements with the program coordinator to ensure all requirements are being met.

GRADUATE PROGRAM DESCRIPTIONS

Kentucky State University offers nine graduate programs leading to the following degrees:

- Doctor of Nursing Practice (DNP)
- Master of Arts in Interdisciplinary Behavioral Science
- Master of Arts in Special Education with Certification (LBD)
- Master of Business Administration
- Master of Public Administration
- Master of Science in Aquaculture/Aquatic Sciences
- Master of Science in Computer Science
- Master of Science in Environmental Studies
- Master of Arts in Gerontology (not currently available)

Please make sure you review specific admission requirements for each program in the information below.

DOCTORATE OF NURSING PRACTICE (BSN-DNP)

The Doctor of Nursing Practice (DNP) program at Kentucky State University in the School of Nursing is a 72-credit hour (9 semester) program. The BSN-DNP online program places emphasis in the care of the adult gerontology population. Courses are completed online, and clinical/residency hours are to be completed in the student's region with an approved preceptor/mentor. Course contents are based on the DNP Essentials. The DNP curriculum is a program designed to prepare the RN with a BSN degree to function in the role of an advanced practice nurse caring for patient ages 13 and beyond (Adult-Gerontology) within a variety of primary care settings. To satisfy the requirements for graduation, the student must complete 72 semester credit hours of coursework and 1080 hours in the clinical setting with qualified preceptors. The student must maintain a GPA of 3.00 or above. The DNP curriculum is congruent with established standards for clinical doctorate programs, it includes appropriate advanced nursing practice competencies, role specific professional standards and guidelines, and certification requirements. In addition, it has clearly articulated student learning outcomes and program outcomes consistent with contemporary practice.

The advanced practice nursing curriculum emphasizes competence, accountability, and legal, ethical standards in the practice of the profession, and evidence-based practice. The curriculum includes cultural, ethnic, and socially diverse concepts and includes knowledge from regional, national, or global perspectives. Graduates of the DNP program will be able to demonstrate the following competencies, which are aligned with the National Organization of Nurse Practitioner Faculties, the American Association of Colleges of Nursing, and the Accreditation Commission for Education in Nursing Standards for the Clinical Doctorate including:

- Scientific Foundation competencies
- Leadership competencies
- Quality competencies
- Practice Inquiry competencies
- Policy competencies
- Health Delivery System competencies
- Ethics competencies
- Independent Practice competencies

Terminal Learning Outcomes

Graduates of the BSN-DNP program will demonstrate leadership skills and knowledge in advanced nursing care and clinical outcomes to ensure patient safety. Specifically, End of Program [i.e., terminal] Student Learning Outcomes to be demonstrated by graduates of this program are as follows:

1. Utilize epidemiologic, scientific findings from nursing and other clinical disciplines, as well as organizational, political, and economic sciences, to develop practice initiatives that will improve the quality of care delivery.

2. Assume organizational and system leadership in the analysis, delivery, and management of nursing care.
3. Provide organizational and systems leadership to develop care delivery models that are fiscally responsible and demonstrate sensitivity to diverse organizational cultures.
4. Engage in clinical scholarship to evaluate the effectiveness of evidence-based efforts in the planning and practice of health care program delivery to individuals and communities.
5. Utilize theories, concepts, and analytic methodologies to design, implement, and evaluate practice by applying evidence to transform nursing system.
6. Collaborate with healthcare professionals, consumers, and other stakeholders to influence health policy and health promotion/disease prevention endeavors at the local, state, federal, and/or international levels that improve patient and population health outcomes.
7. Implement the highest level of advanced nursing care to produce high quality, cost-effective outcomes for diverse patient populations.
8. Contribute to the knowledge of best practices nursing interventions and the dissemination of outcomes through professional writing and presentations.
9. Develop practice standards based on the integration of ethics and evidence-based nursing care.

Admission Criteria:

- Earned baccalaureate degree in nursing (BSN) from a program accredited by the Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE)
- GPA 3.00 or above on a 4.00 scale
- Candidates without 3.00 GPA MUST have 2 years of successful nursing experience (Minimum acceptable GPA is 2.80 to meet this criteria)
- Candidates without 3.00 GPA MUST have outstanding references and maintain a 3.00 GPA in the first semester of nursing graduate studies to remain in the program
- Resume or Curriculum Vitae
- Unencumbered, active registered nurse (RN) license in any state where licensed
- Strongly Recommend Graduate Research and Statistics Courses
- Transcripts from all post-secondary institutions
- Three letters of recommendation pertaining to academic ability, professional competency, nursing leadership potential and personal character
- Personal statement/philosophy

Exams such as GRE, MAT are not required.

To apply for the Adult-Gerontology Primary Care Doctor of Nursing Practice Program go to www.nursingCAS.org and select Kentucky State University. NursingCAS is a service that allows applicants to use a single online application and one set of materials to apply to multiple programs at participating schools.

Transfer Student

A graduate nursing student from a nationally accredited program and regionally accredited institution who is applying for graduate nursing admission at Kentucky State University School of Nursing and intending or seeking to transfer graduate credits from the other accredited institution must submit all graduate application forms through NursingCAS and fulfill all graduate nursing admissions requirements. The policies regarding "Transfer Credits" apply.

Re-Admission

After any interruption of studies at Kentucky State University, a DNP student may be required to apply for readmission to the program. Students, who have an interruption in the course sequence, will be considered on a space-available basis and must meet the current academic qualifications for readmission. Students have 7 years to complete the DNP program from the initial start date in the program.

Additional Information

Criminal Background Check
Kentucky Board of Nursing (KBN) requires all misdemeanor and felony convictions occurring in Kentucky or any other states as well as federal and military convictions be reported to the KBN. Conviction of certain felonies will cause a "Notice to Deny Licensure" to be issued to applicants seeking to write the nursing licensure examination in accordance with this policy. The School of Nursing requires that each student submit a criminal background check to the School of Nursing prior to admission to the program.

CastleBranch

Upon admission to the program the student must complete the requirements as set forth by the School of Nursing for the BSN-DNP Program in **CastleBranch** [e.g., background check, drug screening, license verification, cardiopulmonary resuscitation (CPR), immunizations including the influenza vaccine, TB skin test, health insurance, health physical, HIPPA, Graduate Nursing Handbook Attestation, etc.]. All requirements must be current throughout the duration of enrollment in the BSN-DNP Program. CPR training must be from an approved American Heart Association curriculum. **All students who are accepted in the BSN-DNP program are admitted pending submission of the CastleBranch requirements.** Admission will be withdrawn for students who do not comply with CastleBranch requirements.

CastleBranch's mission is to empower the School of Nursing and Graduate Nursing Program to make SAFE AND INFORMED DECISIONS through fully customizable screening and clinical experience solutions. Requirements for CastleBranch must be completed upon admission to the BSN-DNP Program. CastleBranch can be reached at https://discover.castlebranch.com/, https://www.castlebranch.com/online_submission/package_code.php, customerservice@castlebranch.com or (888) 723-4263

Typhon

Before entering the clinical or residency setting, students and preceptors must be credentialed in Typhon. Typhon credentialing should be completed upon enrollment in clinical and residency courses by the course faculty. All Typhon requirements must be current throughout the duration of enrollment in clinical and residency courses in the BSN-DNP Program.

Typhon is a robust student tracking system that focuses on education, not paperwork. Typhon is instrumental in assisting the clinical faculty and the Scholarly Project Chair in tracking student clinical and residency hours and activities, SOAP Notes, evaluations, etc. Typhon can be reached at http://www.typhongroup.com/npst.html or 800-333-7984.

Additional Information Regarding Clinical and Residency

Faculty and students see the Clinical Policies and Appendix D (the Preceptor Orientation Manual, Clinical Practicum Guidelines, and Scholarly Project Guidelines) in the Graduate Nursing Handbook (https://www.kysu.edu/academics/college-acs/school-of-nursing/school-of-nursing-dnp/index.php).

Expenses

Graduate nursing students pay the same general fees and tuition as do other students at the University. However, students in the Graduate Nursing Program may incur additional expenses for lab jackets, name badge, nursing emblem, stethoscope, bandage scissors, wristwatch with secondhand, otoscope, ophthalmoscope, tuning fork, hammer, travel fees, multiple criminal background checks if indicated, CastleBranch requirements, formative/summative testing program, etc.

School of Nursing
Adult-Gerontology Primary Care Doctor of Nursing Practice
Plan of Study

Semester One (Fall)
    NUR 700 Advanced Pathophysiology   3
    NUR 701 Analysis of Advanced Nursing Practice   3
    NUR 702 Epidemiology in Health Care   3
                           9 credits

Semester Two
    NUR 703 Advanced Pharmacology   3
    NUR 704 Theoretical Foundation for Advanced Nursing Practice   3
    NUR 705 Evidence Based Practice/Quality Improvement in Health Care   3
                           9 credits

Semester Three
    NUR 706 Advanced Physical Assessment   3
    NUR 707 Advanced Nursing Care for Vulnerable Populations   3
                           6 credits

Semester Four (Fall)
NUR 800	Advanced Adult/Gerontological Nursing I	3
NUR 801	Advanced Adult/Gerontological Nursing I Practicum	3
NUR 802	Health-Systems Assessment	3
		9 credits

Semester Five
NUR 804	Advanced Adult/Gerontological Nursing II	3
NUR 805	Advanced Adult/ Gerontological Nursing II Practicum	3
NUR 806	Research Design and Methods	3
		9 credits

Semester Six
NUR 807	Advanced Adult/ Gerontological Nursing III	3
NUR 808	Advanced Adult/ Gerontological Nursing III Practicum	3
		6 credits

Semester Seven (Fall)
NUR 809	Diversity & Ethical Issues in Advanced Practice	3
NUR 900	Advanced Practice Leadership and Management	3
NUR 901	Advanced Practice Leadership and Management Practicum	3
		9 credits

Semester Eight
NUR 902	Residency I Practicum	3
NUR 903	Healthcare Policy	3
		6 credits

Semester Nine
NUR 905	Residency II	3
NUR 906	DNP Focused Course	3
NUR 907	DNP Project	3
		9 credits
		Total: 72 credit hours

Electives Offered
| NUR 699 | Advanced Statistics in Nursing | 3 credits |
| NUR 708 | Psychopharmacology | 3 credits |

MASTER OF ARTS IN INTERDISCIPLINARY BEHAVIORAL SCIENCE

The mission of the Interdisciplinary Behavioral Science master's program is to support Kentucky State University's mission by preparing its diverse student population of traditional and non-traditional students to meet society's growing need for psychological services in a variety of settings. Students in this program will engage in a program of study based on rigorous coursework, research, and service activities founded on the scientist-practitioner model of education. This program will prepare students to go on to doctoral study in psychology, or to work in industry, government, mental health care, or private practice, consistent with the Kentucky State University motto: Come in to Learn—Go Out to Serve.

The Interdisciplinary Behavioral Science program takes a multidisciplinary approach to the area of psychology and law by providing students with background in theoretical perspectives from psychology, sociology, and criminology, basic and applied research methods, and statistical techniques. Students will develop competencies relevant to the science and practice of psychology, and to the study of the intersection of behavioral and social science and law.

Concentration in Counseling Psychology leading to a Master of Arts degree in Interdisciplinary Behavioral Science. The Kentucky Board of Licensed Professional Counselors requires that applicants graduate from a CACREP accredited program. Kentucky State University is currently seeking additional discipline specific accreditations at this time. Applicants should contact the appropriate agency in each state for licensure requirements.

Graduate Certificate in Interdisciplinary Intelligence Studies

MIBS offers a 12-hour Graduate Certificate in Interdisciplinary Intelligence Studies. This certificate is offered in conjunction with our Kentucky State University membership in the Bluegrass State Intelligence Community Center for Academic Excellence (BGS-IC-CAE). The Consortium member institutions are Eastern Kentucky University, our lead institution, Kentucky State University, Morehead State University, the UK Patterson School of Diplomacy and International Commerce, and Marshall University. Students who elect to earn this graduate certificate will enroll in courses such as Behavioral Profiling, Persuasion and Radicalization, Terrorism and Insurgency, Political Psychology, and other courses taught by faculty from Psychology, Sociology, and Political Science. Students who participate in this program are eligible for scholarship money, travel awards, and other benefits such as opportunities to present at conferences, and access to hiring managers from local, state, and national intelligence and security organizations.

Admission

For information about admission requirements and to apply online for admission to the Kentucky State University MA Program in Interdisciplinary Behavioral Science, please visit the graduate studies web site at: https://www.kysu.edu/academics/grad-studies/index.php

Your application includes the following components:

- A properly completed application submitted via the GradCAS system, found on the link below:
  https://gradcas.liaisoncas.org/apply/

- A letter of application with a statement of educational goals and career objectives in the form of a thoughtful, well-written essay of approximately 1,500 words. Your essay should describe your motivation for earning a degree from our program and discuss relevant experiences which have contributed to this goal. The essay will be evaluated for content, grammar, spelling, punctuation, and the clarity the writing and rated as satisfactory or unsatisfactory by the program faculty;

- A curriculum vitae or resume of qualifications;

- Official undergraduate and graduate transcripts. Copies of all official transcripts must be submitted from the applicant's undergraduate and graduate institutions directly to GradCAS;

- An undergraduate GPA of 3.0 or above. Please note that preference for admission to the MA Program in Interdisciplinary Behavioral Science will be given to applicants with an undergraduate GPA of 3.0 or higher. Exceptions to this requirement *may* be made on a case-by-case basis.

- Three letters of recommendation from professors or employers submitted to GradCAS.

After review of the completed application, applicants who meet the entry requirements may be granted regular admission status by the program admission committee, which will consist of the program director and two qualified faculty.

Probationary admission status *may* be granted if students do not meet all the requirements stated above. Probationary students are subject to initial performance requirements more stringent than those imposed upon others. All unsatisfactory requirements must be met before students are granted regular admission to the program.

Probation and Dismissal

Any student on probationary admission who fails to perform satisfactorily while initially enrolled will be dismissed from the program. To remain in the program all probationary students must:

1. Attempt at least nine (9) hours of coursework in the Interdisciplinary Behavioral Science program within one year of admission.

2. Earn a GPA of at least 3.0 on the first nine or more hours attempted, with no grades below B.

Probationary students who fail to meet either of these initial performance requirements will be permanently dismissed from the program. Probationary students who meet these initial performance requirements will be automatically converted to regular status in the program. They will then be subject to the same probation and dismissal procedures imposed on other students.

A student whose GPA falls below 3.0 will be placed on probation. A student placed on probation may subsequently enroll in up to 9 semester credit hours of graduate-level coursework, during which the student must bring his/her overall GPA up to at least 3.0. Those who reach the 3.0 level will be allowed to continue in the program and to remain in good academic standing. Students who fail to reach a GPA of 3.0 will be dismissed from the program.

A dismissed student may, after one year, appeal in writing to the program Coordinator for readmission. If readmission is granted, the student will be placed on up to 9 credit hours of probation. If the student does not reach an overall GPA of 3.0 during the subsequent 9 credit hours will be permanently dismissed from the University without appeal.

Program Course Load

Full-time students carry a normal load of 9 semester credit hours of graduate-level coursework per semester. (Part- time students who are employed full-time are advised to carry no more than 6 semester credit hours of graduate-level coursework in any semester.)

Psychology and Law Concentration Curriculum (45 hours)

The Psychology and Law concentration is designed to be research-oriented. Those who enroll in the degree program selecting the Psychology and Law concentration may opt to complete either a thesis or a professional paper option, although emphasis will be placed on the thesis option described below.

Thesis Option

The table below presents a curriculum plan for the Thesis Option, outlining the sequence of courses. The curriculum plan assumes a 4-6 semester completion schedule for full-time students and a completion schedule of 6-8 semesters for part-time students.

	Credits	Total
Fall Year 1		
Psychology & Law	3	
Intermediate Statistics	3	
Research Methods	3	
		9
Spring Year 1		
Law & Social Science	3	
Intermediate Statistics II	3	
Research Methods II	3	
		9
Summer Year 1		
Core or Electives	0 - 9	0 - 9
Fall Year 2		
Psychology of Criminal Behavior	3	
Assessment & Treatment of Offenders	3	
Offending & Corrections	3	
		9
Spring Year 2		
Aggression & Violence	3	
Thesis II	3	
Comprehensive Exam	3	
		9

	Credits	Total

Summer Year 2

As needed.

		45

Students opting for the thesis plan should complete their Master's degree program requirements over a period of four semesters or less, i.e., not more than two years, and should adhere to the following schedule:

- Complete at least 12 credits of coursework by the end of the second semester in the program and sign up for the remaining 18 credit hours (including 6 hours of thesis credit) during the third and fourth semesters in the program;

- Form a thesis committee by the beginning of the third semester in the program and complete and obtain approval of the thesis proposal by the end of the third semester in the program;

- Write the thesis during the fourth semester and schedule an oral exam over the thesis and obtain its approval at the end of the fourth semester in the program.

To be making progress in the program and to be eligible for continued departmental funding, students must follow the above stated guidelines.

Non-Thesis Option

The table below presents the curriculum for the Non-Thesis Option, outlining the sequence of courses. The curriculum plan also assumes a 4-6 semester completion schedule for full-time students and a completion schedule of 6-8 semesters for part-time students.

	Credits	Total
Fall Year 1		
Psychology & Law	3	
Intermediate Statistics	3	
Research Methods	3	
		9

	Credits	Total
Spring Year 1		
Law & Social Science	3	
Intermediate Statistics II	3	
Research Methods II	3	
		9
Summer Year 1		
Core or Electives	9	9
Fall Year 2		
Psychology of Criminal Behavior	3	
Assessment & Treatment of Offenders	3	
Offending & Corrections	3	
		9
Spring Year 2		
Aggression & Violence	3	
Professional Paper	3	
Comprehensive Exam	3	
		9
Summer Year 2		
As needed.		
		45

Students opting for the non-thesis plan should also complete their program requirements over a period of not more than two years and should adhere to the following schedule:

- Complete at least 15 credits of coursework by the beginning of the third semester in the program and sign up for the remaining 18 credit hours of coursework during the third and fourth semesters in the program;

- Schedule to take comprehensive exams at the end of the fourth semester in the program by signing up for 1 credit of comps during this fourth and final semester.

- Students opting for the non-thesis plan will need to make arrangements to take the Master's comprehensive examinations two months prior to their anticipated graduation date.

Counseling Concentration Curriculum (60 hours)

The goal of the Kentucky State University Counseling concentration is to guide and facilitate student development of an advanced understanding of the field, helping them to develop a high level of competency in the areas of Counseling

Fall Year 1	Credits	Spring Year 1	Credits
Theory & Practice of Counseling	3	Evidence-Based Counseling	3
Intermediate Statistics I	3	Intermediate Statistics II	3
Intermediate Research Methods I	3	Intermediate Research Methods II	3
Summer Year 1			
Core or Electives	0-9		
Fall Year 2		Spring Year 2	
Assessment & Evaluation Techniques	3	Cultural Diversity	3
Group Dynamics & Group Counseling	3	Legal & Ethical Issues	3
Practicum	3	Internship I	3
Summer Year 2			

Comprehensive Examination Requirements

The M.A. comprehensive examinations will consist of several components:

1. Theory: Substantive and practical papers applying concepts from PSY 551 and PSY 552;

2. Methods: Substantive and practical papers applying concepts from PSY 505 and PSY 506;

3. Statistics: Substantive and practical papers applying concepts from PSY 503 and PSY 504;

4. Ethics: Substantive paper applying concepts from PSY 671/681 (Diversity and Law); and

5. A comprehensive learning portfolio encompassing an evaluation of progress and the value-added aspects of the student's training and education.

All components will encompass a wide range of topics and issues. Students must successfully complete all components to earn a passing final grade on the comprehensive exam. Exams will be graded according to the following scale: High Pass; Pass; Fail. Students who do not successfully complete a particular component may schedule to re-take that component one more time. Students who fail to complete all components with a passing grade will be required to retake the entire exam.

All exams will be administered by the Program Coordinator, graded by the faculty member(s) submitting the question(s), and reviewed by the Program Coordinator and faculty member together for a decision about the final grade.

Graduate Student Assistantships

A limited number of graduate assistantships may be available for full-time students pursuing a degree or certificate from the MA Program in Interdisciplinary Behavioral Science. Depending upon the availability of funds, students holding these positions work 10-20 hours per week and *may* receive stipends. Graduate assistants work with program faculty in their instructional and research activities. Students interested in such positions may inquire directly with program faculty. Assistantships are awarded according to availability, academic achievement, and need.

MASTER OF ARTS IN SPECIAL EDUCATION WITH CERTIFICATION (LBD, P-12)

Introduction

The School of Education and Human Development (SEHD) offers an online program for the Master of Arts (MA) in Special Education with Certification in Learning and Behavior Disorders (P-12). The intent of this program, which is referred to as the MASPE program, is to increase the diminished supply of special education teachers by targeting qualified college graduates, including those whose degree is in fields other than education. MASPE instructors will guide students to move expeditiously through an intensive training and clinical experience, to become certified special education teachers, and obtain a Master's degree. The program is recognized by the Education Professional Standards Board (EPSB) and provides students three different distinct routes for a special education certification (Option 6-Initial alternative certification, Initial traditional certification, and Advanced traditional certification). Option 6 – alternative certification opportunity for those who wish to serve as Temporary Provisional (CA-TP) certified teachers in Special Education classrooms throughout the Commonwealth. It is designed specifically to lead to teacher certification in the area of Learning and Behavior Disorders (LBD, P-12). Initial traditional certification is designed for individuals who are not certified teachers but seek initial teaching certification in LBD. Advanced traditional certification is designed for individuals who are certified in another area may seek an "add-on" certification in LBD. When successful graduates of this program are employed as teachers in the Commonwealth of Kentucky, they are classified and compensated as Rank II.

The MASPE program is founded on personal student support, high expectations, relevant and practical experiences, and distance learning technology. From the beginning, candidates are monitored in how to succeed in an electronic educational environment and they are provided 24/7/365 support in accessing course content, instructors, and colleagues from wherever internet service is available.

The MASPE program consists of a series of carefully designed, interactive accelerated coursework and field experiences. Each semester of coursework consists of two eight-week sessions that are delivered utilizing a variety of instructional electronic modalities. The online program requires 200 hours of field experiences prior to the final clinical experience (Initial Traditional route only); 100 field hours required for the Advanced program. The only difference in requirements for students with varying experiential backgrounds is the final clinical course.

All students except option 6 candidates are required to complete a practicum/student teaching experience (ESP 574 or ESP 575). Each experience must be in an accredited public school classroom which contains students with Individual Education Plans (IEPs) in the area of Learning and Behavior Disorders (LBD). Each student must apply for permission to enroll in the Practicum/Student Teaching course and be approved by the Teacher Education Committee (TEC). Applications for Practicum/Student Teaching, including all supporting evidence, must be submitted to the SEHD office in Hathaway Hall Room 108 by the deadline of the semester prior to the semester he or she wishes to complete the practicum experience (Fall Deadline: October 15th; Spring Deadline: March 15th).

The following courses are required:

ESP 502: Legal & Parental Issues in Special Education
ESP 504: Theories of Reading & Educational Practices P-12
ESP 505: Teaching Mathematics to Children and Youth with Learning & Behavior Disorders
ESP 507: Introduction to Special Education
ESP 510: Curriculum and Methods in Learning and Behavior Disorders
ESP 511: Methods & Strategies in Behavior Management
ESP 515: Research in Special Education
ESP 523: The Individual with LD: Learning & Development through the Lifespan
ESP 524: Instructional Assessment Methods
ESP 525: Inclusion, Collaboration, & Advocacy
ESP 526: Prescriptive Teaching
ESP 574: Supervised Teaching in Special Education OR (for advanced certification)
ESP 575: Supervised Student Teaching in Special Education (for traditional initial certification)

Check Point I: Admission to Master of Arts in Special Education (Initial Traditional route) EPP

- A completed online application: https://kysu.edu/academics/graduate-studies/;
- A bachelor's degree or advanced degree awarded by a regionally accredited college or university with a cumulative grade point average of 2.75 on a 4.0 scale; **or** A grade point average of 3.00 on a 4.0 scale on the last thirty (30) hours of credit completed, including undergraduate and graduate coursework;
- Once admitted to the program, the candidate will review, sign, and return page 2 of the Curriculum Ladder indicating that they have read the Praxis disclaimer and the Professional Code of Ethics.

The following courses are required to graduate

ESP 502: Legal & Parental Issues in Special Education
ESP 504: Theories of Reading & Educational Practices P-12
ESP 505: Teaching Mathematics to Children and Youth with Learning & Behavior Disorders
ESP 507: Introduction to Special Education
ESP 510: Curriculum and Methods in Learning and Behavior Disorders
ESP 511: Methods & Strategies in Behavior Management
ESP 515: Research in Special Education
ESP 523: The Individual with LD: Learning & Development through the Lifespan
ESP 524: Instructional Assessment Methods
ESP 525: Inclusion, Collaboration, & Advocacy
ESP 526: Prescriptive Teaching
ESP 575: Supervised Student Teaching in Special Education (70 Days of Student Teaching)

Check Point II: Admission to Clinical Practice
- Completion of ALL course work with a cumulative GPA of 3.0 or above;
- 200 field hours recorded in KFETS and documentation to support the field hours;

- Pass Praxis II
- Dispositions Assessment/Field Experience Assessments
- Any other requirements set by the program

Check Point III – Program Completion
- Cumulative GPA 3.0
- Successful Completion of a clinical practice course (70 days)
- Complete CA-1 for KY License
- Program Evaluation and Dispositions Assessment
- Completion of Exit Survey

After Program Completion
- Alumni Follow-up Survey

Check Point I: Admission to Master of Arts in Special Education (Option 6 route) EPP

- A completed online application: https://kysu.edu/academics/graduate-studies/;
- A bachelor's degree or advanced degree awarded by a regionally accredited college or university with a cumulative grade point average of 2.75 on a 4.0 scale; **or** a grade point average of 3.00 on a 4.0 scale on the last thirty (30) hours of credit completed, including undergraduate and graduate coursework;
- Job offer from a Kentucky school for an LBD classroom assignment.
- Once admitted to the program, the candidate will review, sign, and return page 2 of the Curriculum Ladder indicating that they have read the Praxis disclaimer and the Professional Code of Ethics.

The following courses are required to graduate:

ESP 502: Legal & Parental Issues in Special Education
ESP 504: Theories of Reading & Educational Practices P-12
ESP 505: Teaching Mathematics to Children and Youth with Learning & Behavior Disorders
ESP 507: Introduction to Special Education
ESP 510: Curriculum and Methods in Learning and Behavior Disorders
ESP 511: Methods & Strategies in Behavior Management
ESP 515: Research in Special Education
ESP 523: The Individual with LD: Learning & Development through the Lifespan
ESP 524: Instructional Assessment Methods
ESP 525: Inclusion, Collaboration, & Advocacy
ESP 526: Prescriptive Teaching

- Option 6 students will receive Mentor, Principal and University Observations before graduation

Check Point II – Program Completion
- Completion of ALL course work with a cumulative GPA of 3.0 or above;
- Pass Praxis II;
- Cumulative GPA 3.0;
- Complete CA-1 for KY License;
- Program Evaluation and Dispositions Assessment;
- Completion of Exit Survey.

After Program Completion
- Alumni Follow-up Survey

Check Point I: Admission to Master of Arts in Special Education (Advanced) EPP

- A completed online application: https://kysu.edu/academics/graduate-studies/
- Hold a statement of eligibility or an initial certificate issued by Kentucky Education Professional Standards Board (EPSB).
    > If you hold an initial certificate from another state earned through an approved program and have taught for at least 2 years under that certificate, please contact EPSB and inquire about KY certification.

    > If you hold an initial certificate from another state earned through an approved program and have not taught for at least 2 years under your certification, please contact EPSB for options regarding KY certification.
- A minimum cumulative 2.75 GPA on a 4.0 scale **or** a grade point average of 3.00 on a 4.0 scale on the last thirty (30) hours of credit completed, including undergraduate and/or graduate coursework;

- Once admitted to the program, the candidate will review, sign, and return page 2 of the Curriculum Ladder indicating that they have read the Praxis disclaimer and the Professional Code of Ethics.

The following courses are required to graduate:

ESP 502: Legal & Parental Issues in Special Education
ESP 504: Theories of Reading & Educational Practices P-12
ESP 505: Teaching Mathematics to Children and Youth with Learning & Behavior Disorders
ESP 507: Introduction to Special Education
ESP 510: Curriculum and Methods in Learning and Behavior Disorders
ESP 511: Methods & Strategies in Behavior Management
ESP 515: Research in Special Education
ESP 523: The Individual with LD: Learning & Development through the Lifespan
ESP 524: Instructional Assessment Methods
ESP 525: Inclusion, Collaboration, & Advocacy
ESP 526: Prescriptive Teaching
ESP 574: Supervised Teaching in Special Education (35 Days of Supervised Teaching)

Check Point II: Admission to Clinical Practice

- Completion of ALL course work with a cumulative GPA of 3.0 or above;
- 100 field hours recorded in KFETS and documentation to support the field hours;
- Pass Praxis II
- Dispositions Assessment/Field Experience Assessments
- Any other requirements set by the program

Check Point III – Program Completion

- Cumulative GPA 3.0
- Successful Completion of a clinical practice course
- Complete CA-1 for KY License
- Program Evaluation and Dispositions Assessment
- Completion of Exit Survey

After Program Completion

- Alumni Follow-up Survey

<h1 align="center">MASTER OF BUSINESS ADMINISTRATION</h1>

INTRODUCTION

The School of Business at Kentucky State University offers a regular graduate program leading to a Master of Business Administration (MBA) degree and a five-year undergraduate/graduate program leading to Baccalaureate and Master's (B.A./MBA) degrees in Business Administration. Consistent with the liberal arts mission of the University, the objective of the MBA Programs is to provide essential knowledge and skills that can be directly utilized by business professionals in both the private and public sectors. The programs emphasize a solid grounding in graduate education in business administration, combined with sufficient elective course work to provide for individual preferences and career enhancement. The programs strive to develop outstanding, globally competitive business leaders through high quality educational experience, implemented in an innovative community of learning facilitated by a faculty oriented toward teaching effectiveness, service, and research. The Chair of the School oversees the programs. Admission decisions are made by the MBA Program Coordinator in consultation with the MBA Committee.

REGULAR MBA PROGRAM

The regular MBA program is designed to allow a flexible curriculum plan. A full-time student, with undergraduate business background, can complete the program within two years. Working professionals can enroll on a full-time or a part-time basis.

PROGRAM DESCRIPTION

The program is designed based on the best practices in graduate business education and accreditation standards to meet the changing demands of the global marketplace. The program requires a total of 30 graduate hours, including 21 hours of core requirements and 9 hours of electives. These elective course hours allow students to specialize in the areas of Accounting, Finance, Management, Management Information Systems, Marketing, and Aquaculture. To receive an MBA degree with a specialization in any business area, the student must complete a minimum of 3 elective courses in that area. Elective coursework may also be chosen from other graduate programs at KSU subject to the approval of the MBA Program Coordinator in consultation with the MBA committee.

The program accepts students with a bachelor's degree in any field. Those students without undergraduate business degrees will be required to show proficiency in the principles of accounting, economics, management, marketing, management information systems, finance, quantitative methods, and statistics before enrolling in the MBA courses. A set of foundation courses has been developed for this purpose. Students without some or all of the prerequisite proficiencies will be required to complete one or more of the foundation courses.

ADMISSION REQUIREMENTS

Regular Admission

For regular admission to the MBA program, the student must:

- Hold a baccalaureate degree from an accredited institution
- Meet program prerequisites
- Have an undergraduate GPA of 2.50 or greater on a 4.00 scale
- Submit completed application including a writing sample and your resume.
- Provide 3 letters of recommendation (academic and/or professional)
- Send official academic transcripts

Provisional Admission

An applicant unable to supply all of the required application materials prior to consideration for admission, but who otherwise meets the admission requirements, may be granted provisional admission. Complete and satisfactory credentials must be received by the MBA Program Coordinator before the end of the semester in which the student has registered in provisional status. A student will not be permitted to enroll with a provisional status for more than one semester. Provisional admission does not guarantee, in any way, subsequent unconditional admission.

Probationary Admission

An applicant who does not meet regular admission requirements may be granted probationary admission, if the overall undergraduate GPA is between 2.3 and 2.49 (the GPA cannot be rounded up) and the applicant submits documented evidence of potential for success in graduate study. Documented evidence may include demonstrated successful work record, career plans with clear pathway for success, letters of recommendation, or other appropriate documentation. Students admitted on a probationary basis may change their status to regular status by meeting the regular admission requirements or by successfully completing 9 hours of graduate study with a minimum of "B" grade in each course.

Non-Degree Admission

An individual desiring to take graduate MBA courses, but who does not plan to pursue the graduate degree, may be admitted as a non-degree seeking student. The applicant must hold a baccalaureate degree from a regionally accredited institution and must have a minimum overall undergraduate GPA of 2.5. The maximum number of hours that a non-degree student, without undergraduate background in business, can apply toward the MBA degree is 12 graduate hours of foundation courses and 6 graduate hours of core or elective courses.

Admission as a non-degree-seeking student does not guarantee full admission to the regular MBA program. Non-degree seeking students, who decide to pursue an MBA degree, must apply through the regular admission process, and meet regular admission requirements.

Early Admission for Undergraduate Students
Undergraduate students who qualify for admission to the MBA Program (including an acceptable GPA from an accredited institution) and need 6 hours or less to graduate (none of which are repeated courses) may be allowed to take up to 6 hours of graduate courses in their final semester. These graduate courses will not count towards the undergraduate degree.

Visiting Student Admission
Students who are currently enrolled and in good standing in other accredited graduate programs may register for graduate courses as visiting students. In order for a visiting student to be enrolled officially for graduate credit at Kentucky State University, the student must file an application and submit an official Visiting Student Form from the home institution.

Transfer Credit
Candidates for the master's degree are restricted to a maximum of 9 semester credit hours of credit by transfer of work completed at another accredited graduate institution. Official copies of transcripts must be submitted and evaluated before any transfer credit can be accepted. Certain courses submitted for transfer may not be considered equivalent to specified program requirements even if course titles are the same.

MBA students may be allowed to transfer graduate courses from other degree granting US institutions with regional accreditation or from foreign institutions with equivalent accreditation where a grade of "A" or "B" was earned. No courses with a grade of "C" or below will be transferred.

FOUNDATION COURSES
ACC 500: Survey of Accounting - Principles of Financial and Managerial Accounting
BUA 500: Survey of Economics and Finance - Principles of Microeconomics, Macroeconomics, and Corporate Finance
BUA 501: Survey of Management and Marketing
ECO 501: Survey of Statistics and Quantitative Methods for Business
Note: A maximum of 2 foundation courses (6 credits) with "B" or higher grades may be applied towards 3 elective courses required for MBA General Business specialization.

PROGRAM REQUIREMENTS
The Core of the MBA Program is designed to provide students with the knowledge and skills necessary for successful careers in business and nonprofit organizations. The core of the MBA program consists of 7 courses (21 hours) as follows:

Core Curriculum Courses (21 hours)
ACC 502: Managerial Accounting
ECO 502: Managerial Economics
FIN 530: Corporate Finance
MGT 560: Organizational Behavior
MGT 590: Strategic Management
MIS 510: Management Information Systems

MKT 520: Strategic Marketing Management

Electives (9 hours)
Three (3) elective courses (9 hours) allow students to explore their individual preferences and develop additional competencies appropriate to their interests. The students have the flexibility to take a minimum of 3 elective courses in one area for a specialization in the area. The individual may select elective courses from different areas without any specialization with approval from the MBA Program coordinator.

The elective areas include: Accounting, Finance, Management, Management Information Systems, Marketing, and Aquaculture (in collaboration with the School of Aquaculture).

The electives in the business area are as follows:

Accounting (4 courses)
ACC 503: Auditing
ACC 510: Accounting for Governmental and Nonprofit Entities
ACC 563: Advanced Income Tax
ACC 597: Contemporary Topics in Accounting

Finance (3 courses)
FIN 540: Financial Institutions
FIN 550: Investment Analysis
FIN 575: Behavioral Finance

Management (4 courses)
MGT 533: Strategic Human Resource Management
MGT 555: Operations Management
MGT 565: Entrepreneurship
MGT 601: Contemporary Topics in Management

Management Information Systems (4 courses)
MIS 510: Management Information Systems
MIS 520: Enterprise Data Management
MIS 540: Big Data in Business
MIS 597: Contemporary Topics in Management Information Systems (MIS)

Marketing (4 courses)
MKT 510: Marketing Communications
MKT 530: Marketing Research
MKT 540: Consumer Behavior
MKT 560: Marketing of Services

Aquaculture (3 courses)
AQU 522: Principles of Aquaculture (3 credit hours)

AQU 525: Aquaculture Economics and Marketing (4 credit hours)
AQU 591: Internship in Aquaculture (2 credit hours)

In addition to the above electives, MBA students may choose their electives from other graduate programs at KSU subject to the approval of the MBA Program Coordinator.

Course Load
The normal load of a graduate student during any semester is 9 semester credit hours. It may only exceed 12 credit hours with the approval of the MBA Program Coordinator. Part-time students who are employed are advised to carry no more than 6 semester credit hours of graduate-level coursework in any semester.

Grades
All students must maintain a GPA of at least 3.00. If a student's GPA falls below this minimum requirement, fulltime students have one semester to raise the GPA to 3.00 and part-time students have 2 semesters to improve their GPA to the minimum of 3.00. All students must receive a grade of "B" or "A", and no more than two "C" grades in all courses.

Repeat Option
A student may repeat a graduate course. Only the highest grade will count toward total hours or toward the student's grade-point-average.

Probation
Students who fail to maintain a cumulative grade-point average of 3.0 or better and/or have more than two grades of "C" will be placed on academic probation. Students will have one full-time semester or its equivalent (9 semester credit hours) to remove the academic probation by attaining a 3.0 average. Students placed on academic probation are not eligible for assistantship. Probation may not be appealed.

Dismissal from the University
A student who is on academic probation, and whose current grade-point average falls or remains below 3.0, or who fails to complete coursework required to be removed from probation, will be dismissed from the graduate program. A dismissed student may, after one year, appeal in writing to the MBA Committee for readmission. The student's appeal must include at least two letters of support from MBA faculty. If readmission is granted, the student will be placed on up to 9 credit hours of probation. If the student does not reach an overall GPA of 3.0 during the subsequent 9 credit hours will be permanently dismissed from the University without appeal.

Time Limit for Degree Completion

All program requirements must be completed within six years of initial admission, unless otherwise approved by the MBA Program Coordinator.

MBA Student Award

The Outstanding MBA Student Award will be based on nominations from all School of Business and Technology faculty. These nominations will be forwarded to the MBA Committee, who will make the recommendation. This award is based on outstanding academic achievements and the student's potential for success in business. A minimum GPA of 3.5 and the completion of a minimum of 18 hours are also required.

FIVE-YEAR MBA PROGRAM

Overview

This program provides an opportunity for students to complete their undergraduate business degree along with an MBA degree in five years. The program consists of 150 academic hours, 120 hours at the undergraduate level and 30 hours at the graduate level. At the undergraduate level, students may choose a specialization in the following business areas: Accounting, Finance, Management, Management Information Systems, Marketing, and Aquaculture. At the graduate level, the program requires a total of 30 graduate credit hours, which consists of 21 hours of core requirements and 9 hours of electives.

The 9 hours of graduate elective courses allow students to explore individual preferences, develop additional competencies relevant to their interests, and specialize in an area. Students have the flexibility to take all 3 elective courses in one area for a specialization in that area or select individual elective courses from different areas without any specialization. The specialization areas include: Accounting, Finance, Management, Management Information Systems, Marketing, and Aquaculture.

Program Internships

Students are required to complete an internship. This requirement can be fulfilled during any school semester during their second year of matriculation or during the following academic year. The internship is designed to provide real-world business experiences and opportunities to apply knowledge learned in the classroom.

ADMISSION REQUIREMENTS
Special Admission Requirements for New Freshmen

Special admission requirements for new freshmen include:
- A minimum 1050 SAT score or 23 ACT score
- Impressive high school transcripts (minimum of 3.25 GPA)
- 3 strong recommendations (at least 2 from academic instructors).

Admission decisions are made by the MBA Coordinator in consultation with the MBA Committee.

Special Requirements for Pre-MBA Status in Junior Year

Students with an overall GPA of 3.25 and junior standing may qualify for Pre-MBA status.

Transfer Students

Transfer students with 60 – 89 credit hours, an overall GPA of 3.25, and 3 recommendations from faculty, may qualify for Pre-MBA status. Admission decisions are made by the MBA Committee.

Application for 5-year MBA Program
Students should apply for formal admission to the MBA Program by the end of the fall semester of their senior year. Students may not take MBA classes until the last semester of their senior year.

Degrees Awarded
The BA degree will be awarded at the end of the senior year and the completion of 120 semester credit hours. The MBA degree will be awarded at the completion of the 30 semester credit hours, a total of 150 semester credit hours.

Disclaimer
The Five-Year MBA Program assumes satisfactory completion of degree requirements on a timely basis. Students have 6 years from the point of admission to the MBA program to complete all graduate program requirements.

MASTER OF PUBLIC ADMINISTRATION

INTRODUCTION

The School of Public Administration has been a member of the Network of Schools of Public Policy, Affairs and Administration (NASPAA) since 1973. NASPAA is an organization which sets national standards for the Master of Public Administration (MPA) degree program and the other master's-level degree programs in Public Administration. The following excerpt from NASPAA's web site (www.naspaa.org) clearly states the purpose of a Master of Public Administration degree program.

> *The Master of Public Administration (MPA) degree is the core professional degree for a management career in public service. The curriculum is designed to aid students in developing the skills and techniques used by leaders and managers to implement policies, projects, and programs that resolve important societal problems. Graduates of an MPA program work in all levels of government (federal, state, and local), in nonprofits, in international organizations, consulting firms, and in the private sector.*

PROGRAM DESCRIPTION

The Master of Public Administration degree program at Kentucky State University was accredited by NASPAA in June 1997. The program is modeled after NASPAA's standards for such programs and shares its educational philosophy. The objectives of the MPA program include providing knowledge, skills, and experience that can be directly utilized by public and private sector professionals in their changing work environment. The program equips students with the technical skills and liberal arts values necessary for responsible administrative roles in state, local, federal, quasi-governmental, non-profit, and private sector systems. The program provides the interdisciplinary foundations of public administration, quantitative skills, sensitivity toward humanistic dimensions of public organizations, fiscal management, and computer utilization.

A majority of public administration courses are offered in the evening to accommodate students with full-time jobs. By taking two courses each semester, such students can complete all degree requirements in three years. Many of KSU's MPA students work for government agencies and receive employer tuition assistance, but some full-time students receive graduate assistantships in exchange for part-time work. Full-time students typically earn the Master of Public Administration degree in two years of study.

ADMISSION

All inquiries related to admission to the Master of Public Administration program should be submitted to the MPA Program Coordinator, School of Public Administration, Kentucky State University, Frankfort, Kentucky 40601. New applicants follow one set of procedures, while former MPA students wishing to renew their studies follow another. The procedures are as follows:

1. All new applicants (including transfer applicants) seeking graduate-level admission to the School of Public Administration must submit an application through GradCAS at https://gradcas.liaisoncas.org/apply/. The application must include:

a. $30 application fee. Applications must be received by July 1 for the fall semester; by November 15 for the spring semester; and by April 15 for the summer session.

b. Official transcripts indicating that applicants have completed a bachelor's degree. Transcripts of international students must be submitted in English, and any translation of transcripts certified. Applicants with undergraduate GPAs below 3.00 must also provide evidence that the applicant meets Admission Requirement B below. This proof may be transcripts indicating completion of related undergraduate coursework, or employment verification, or GRE or GMAT test scores. Applicants should read section B below carefully. If applicants are uncertain about whether or not their coursework or employment histories fulfill Admissions Requirement B, they should also submit a GRE or GMAT score.

c. Three (3) letters of recommendation.

d. Personal statement of program and career outlook.

e. Your Resume or CV.

2. Students who were previously enrolled in the Master of Public Administration program at Kentucky State University and who wish to resume enrollment after not attending for two or more years, and students returning from suspension must provide the following:

a. An application for re-admission and
b. Official transcripts for all coursework attempted at other colleges or universities during the period of absence from Kentucky State University.

Additional admissions procedures for international students are presented in the general admissions section of the Graduate Catalogue.

ADMISSION CLASSIFICATIONS

Regular Admission Requirements

The Master of Public Administration program admits only students whose preparation indicates potential for a high level of success. Regular admission may be granted on the basis of one of the following two categories of requirements. Both categories are designed to ensure that MPA students are likely to succeed in professional graduate study also have the potential for career success in the public service.

Requirements A:

1. Baccalaureate degree from an institution in the United States with regional accreditation or from a foreign institution with comparable accreditation.
2. An overall undergraduate grade-point-average of 2.50 (on a 4.00 scale). The GPA requirement cannot be rounded up.
3. Official transcripts of all undergraduate and graduate work indicating all degrees awarded

and course taken.
4. If needed: Combined GRE scores of 284 (140 verbal, 140 quantitative, and 4 analytical writing).

Requirements B:

1. Baccalaureate degree in any field but have completed at least 24 hours of undergraduate work related to Public Administration from an institution in the United States with regional accreditation or from a foreign institution with comparable accreditation. For the purposes of this requirement, the following disciplines are considered related to public administration: public administration, political science, sociology, psychology, history, social work, criminal justice/police administration, computer science, international studies, economics, and business (all sub-fields).
2. An overall undergraduate grade-point-average of 2.50 (on a 4.00 scale). The GPA requirement cannot be rounded up.
3. Official transcripts of all undergraduate and graduate work indicating all degrees awarded and courses taken.
4. If needed: Combined GRE scores of 284 (140 verbal, 140 quantitative, and 4 analytical writing).
5. Verifiable full-time employment in a professional position by a governmental or non-profit organization for a period of at least two (2) years. This is normally verified using a letter from a past or present supervisor or employer, which may be one of the three letters of reference mentioned above. A "professional" position is either one which requires incumbents to have completed at least two years of college or a position which demonstrably requires exercise of substantial judgment, self-direction, analytical skills, or leadership. Applicants may supplement employer letters with additional documentation concerning the nature of their duties.

Probationary Admission Requirements
Upon recommendation of the MPA Graduate Program committee, Probationary Admission may be granted to applicants who have undergraduate GPA between 2.30 and 2.49 and who meet all other requirements specified under Requirement B of the "Regular Admission Requirements." Students granted probationary admission are subject to initial performance requirements that are more stringent than those imposed upon others, as described below under Probation and Dismissal. They must maintain "B" or "A" grades in all courses.

Non-Degree Admission
To enroll in MPA classes on non-degree basis, each prospective student must submit documentation that he/she is currently enrolled in good standing in another graduate program, either at Kentucky State University or elsewhere, or submit a transcript demonstrating that he/she possesses an earned bachelor's degree from an accredited college or university, with an undergraduate GPA of 2.50 or higher.

Transfer of Credit
Up to 12 semester credit hours of appropriate graduate-level course work may be transferred into the Master of Public Administration program from Kentucky State University graduate programs or another college or university, provided that work has not been used to fulfill

requirements for a degree earned at the institution.

REQUIREMENTS FOR THE MASTER OF PUBLIC ADMINISTRATION

The Master of Public Administration program is designed to serve both in-service students (those with work experience) and pre-service students (those without work experience), and focuses on problem-solving methods. The academic component is supported by a variety of applied research activities. Each of the research activities is designed to provide the student with research skills, as well as a body of knowledge and information needed by practicing public administrators. Master of Public Administration degree requirements may be completed with 42 semester credit hours of graduate-level coursework. A three (3) credit hour internship is suggested for all pre-service Master of Public Administration students.

A professional core of knowledge is expected of each Master of Public Administration candidate. It includes perspectives on public administration, quantitative methods, research methods and policy analysis, public sector economics, organization theory, computer applications, public personnel management, public sector economics, and budgeting in government agencies. Upon completion of these core courses, the student must choose a specialty area for advanced coursework. Students newly admitted to the Master of Public Administration program must take PUA 500 (Perspectives on Public Administration) during their first semester of enrollment.

The Master of Public Administration program offers four concentrations in response to the various needs for public sector expertise. These concentrations include: Human Resource Management, International Development, Management Information Systems, and Nonprofit Management. Students may select their final 9 semester credit hours from two different graduation options: thesis or coursework. All students must take a comprehensive examination over the core and concentration. An oral defense of the thesis is required of those students who elect to undertake that option.

Degree Schematic

A 3 semester credit hour background course, PUA 600 (Seminar on American Political Institutions and Public Policies), is required of international students and others with limited academic backgrounds in American public administration.

Core Courses (24 semester credit hours):

PUA 500:   Perspectives on Public Administration
PUA 501:   Quantitative Methods
PUA 503:   Research Methods and Policy Analysis
PUA 504:   Organization Theory
PUA 505:   Managerial Computer Applications
PUA 506:   Human Resource Management in the Public Sector
PUA 605:   Public Sector Economics
PUA 607:   Budgeting in Government Agencies

Concentrations (9 semester credit hours):
The student must select and complete three concentration courses at the 600 level in Public Administration (9 semester credit hours) in consultation with the student's advisor.

Internship (suggested for pre-service students, 3 semester credit hours):
PUA 699:   Internship in Public Administration

Thesis Option (6 semester credit hours plus three additional coursework hours):
A thesis is a formal paper reflecting systematic research on a significant problem. It should represent a student's independent research, carried out under the supervision of the Public Administration faculty. A thesis may use primary data collected by the student and/or secondary data collected by governmental and non-governmental organizations. It must, however, provide evidence of originality, appropriate organization, clarity of purpose, critical analysis, and accuracy. Mere descriptions, cataloguing, compilation, and bibliographic reviews are not adequate. Approval of the Chairperson of the School of Public Administration is required prior to registration for the thesis option.

Coursework Option (9 semester credit hours):
Students who select the coursework option must complete their final 9 semester credit hours from any 600 level courses. Approval of the student's advisor is required prior to registration for the coursework option.

Concentrations
The concentrations in the Master of Public Administration program offered by Kentucky State University address the human-resource needs in the public sector and the student's career objectives. The Master of Public Administration program currently offers four concentrations, each of which is briefly described below. Within each concentration three advanced courses are required.

Human Resource Management
This specialty area is designed for students who are interested in both public- and private- sector personnel management positions. The following courses are offered:

Required Course:
PUA 691:   Human Resource Management Seminar

Optional Courses:
(Select two of the following)
PUA 612:   Human Resource Law
PUA 614:   Applied Human Relations
PUA 616:   Current Topics in Public Sector Human Resource Management

Management Information Systems
This specialty area is designed for students seeking to integrate information technology into public management. Students complete twelve hours of coursework presented at the graduate level (500 and above) by the Division of Computer and Technical Sciences (DCTS). Both students possessing prior computer science backgrounds and those lacking such

preparation may complete this specialty. The School of Mathematics and Computer Science determines appropriate graduate course placements for individual students based upon their educational and work histories.

International Development
This specialty area generally attracts public service professionals from the developing nations, sponsored by their government and USAID. American students interested in careers in international administration may also choose this specialty. The following courses are offered:

Required Courses:
PUA 633:   Seminar on Development Administration

Optional Courses:
(Select two of the following)
PUA 634: Political and Administrative Development
PUA 635: Globalization and Development
PUA 636: Current Topics in Development Administration

Nonprofit Management
This specialty area is designed for students interested in engaging in community enhancement activities either through a government of nonprofit organization. It emphasizes how both urban planning and organizational leadership can be employed to serve deprived communities.

Required Course:
PUA 645: Seminar in Nonprofit Management and Community Development

Optional Courses:
(Select two of the following)
PUA 606: Fundraising and Grantsmanship
PUA 648: Current Topics in Non-Profit Administration

Once a student has received the Master of Public Administration degree, additional specializations may not be added to the transcript or diploma. Students may take additional course work as non–degree students, but this work will not count toward an additional specialization or degree.

Comprehensive Examinations
All Master of Public Administration degree candidates are required to pass a written comprehensive examination in their final semester at Kentucky State University. The comprehensive examination is normally offered during the fall and spring semesters. Limited availability of faculty resources makes it difficult to schedule a comprehensive examination in the summer session. It is the individual student's responsibility to complete an application for a comprehensive examination. The application must be approved by the student's advisor and submitted to the chairperson of the School of Public Administration for placement on the comprehensive examination list. The student's request to participate in the fall semester examination must be made no later than September 15. Requests to participate in the spring semester examination must be made no later than February 15.

Grades

Grades below "C" may not be presented for Master of Public Administration graduation credit, nor shall graduation be approved for students with grade-point averages below 3.0. Students may not graduate with more than 6 semester credit hours of courses with a grade of "C". This regulation does not apply when a grade of "C" or below has been superseded by successful completion (grade of "B" or better) of a particular course at a later date.

Probation and Dismissal

A. Initial Procedures for students admitted on probation

Any student admitted on a probationary status who fails to perform satisfactorily while initially enrolled will be dismissed from the program. To remain in the program all probationary students must do the following:

1. Attempt at least nine (9) hours of MPA coursework within one year of admission.
2. Earn a GPA of at least 3.0 on the first nine or more hours attempted, with no grades of "D" or "F."

Probationary students who fail to meet either of these initial performance requirements (1 or 2) will be permanently dismissed from the program. Probationary students who meet these initial performance requirements will be automatically converted to regular status in the program. They will then be subject to the same probation and dismissal procedures imposed on other students.

B. Procedures for Other Students

A student is placed on probation when his/her grade-point average falls below 3.0. A student placed on probation may subsequently enroll in up to 9 semester credit hours of graduate-level coursework. In taking the subsequent 9 semester credit hours of courses, the student must bring his/her overall grade-point average up to at least 3.0 to continue in the program and to remain in good academic standing.

A dismissed student may, after one year, appeal in writing to the chairperson of the School of Public Administration for re-admission. If re-admission is granted, the student will be placed on probation for up to 9 semester credit hours of courses. A student who does not bring his/her overall grade-point average up to at least 3.0 in taking the subsequent 9 semester credit hours of courses will be permanently dismissed from the University without appeal.

Minimum Hours Required

The MPA program requires completion of a minimum of forty-two graduate semester hours.

Time Limit for Completion of Degree

All program requirements must be completed within six years of initial admission. Students should consult the revised *Master of Public Administration Student Handbook*, available from the chairperson of the School of Public Administration, for further information about graduate study.

Program Course Load
Full-time students carry a normal load of 9 semester credit hours of graduate-level coursework per semester. (Part- time students who are employed full-time are advised to carry no more than 6 semester credit hours of graduate-level coursework in any semester.)

GRADUATE STUDENT ASSISTANTSHIPS
A limited number of graduate assistantships are available for full-time students pursuing the Master of Public Administration degree. Students holding these positions work 20 hours per week and receive stipends. Graduate assistants assist the chairperson and faculty members in their instructional and research activities. Students interested in such positions may make application to the chairperson of the School of Public Administration. Assistantships are awarded on the basis of need and high academic achievement.

ACTIVITIES
As public service professionals, Master of Public Administration students are encouraged to join the American Society of Public Administration (ASPA) and other relevant professional organizations such as the Kentucky Political Science Association, the United Nations Association (Frankfort chapter), and the International Personnel Management Association.

The national/ regional/state conferences of ASPA and other organizations provide opportunities for students and faculty to present research papers. Membership in professional organizations provides forums for students to engage in and present their research, associate with colleagues, and grow and develop professionally.

MASTER OF SCIENCE IN AQUACULTURE/AQUATIC SCIENCES

The School of Aquaculture at Kentucky State University offers a Master of Science degree in Aquaculture/Aquatic Sciences. Aquaculture is the rearing of aquatic organisms under controlled or semi-controlled conditions. Interest in Aquaculture has increased worldwide as fish consumption has increased concurrently with decreasing catches of wild fish. In Kentucky and the southern United States, aquaculture production focuses on raising freshwater species commercially.

The curriculum meets criteria established by the University Programs Standards Committee of the American Fisheries Society for Fish Culture Specializations and criteria established by the United States Aquaculture Society, a chapter of the World Aquaculture Society. This program is designed to provide students with the training and experience required for immediate employment. However, the program is also designed to provide the academic foundation for further graduate studies.

The program requires each student to have a graduate committee. This committee will be responsible for evaluating the student's competencies based on comprehensive evaluation, and thesis presentation and defense. Upon completion of the program, students should have knowledge of production and reproduction of primary aquaculture species, basic genetics, physiology and nutrition of aquatic vertebrate and invertebrate culture species, mechanics, and operation of primary production methods, causes and controls of pathogenic organisms, the function and manipulation of biological and chemical cycles in ponds, the design and analysis of experiments, and basic economics and marketing in aquaculture.

PROGRAM ADMISSIONS CRITERIA
Application
Admission to the Graduate Program in Aquaculture/Aquatic Sciences is based upon evidence that the applicant has already attained a certain minimal level of academic proficiency. Applicants must assume responsibility for filing complete admission data, as listed below.

Application Form
Each student must submit a completed application form, providing all requested information. Kentucky State University utilizes GradCAS for graduate application submission, you can find the application at: https://gradcas.liaisoncas.org/apply/. A letter (1-2 pgs.) describing the applicant's goals and career objectives is also required.

Transcripts
Each applicant must provide official copies of transcripts of all previous college/university credits showing all grades received and any degrees or certificates that have been awarded. The student who has not completed his/her undergraduate degree at the time of application for admission to the Aquaculture Program must submit an official transcript at the time of application, as well as an official transcript with the posted degree once the degree requirements have been completed. Graduates from all schools other than Kentucky State University should contact their registrars and request that official copies of their transcripts be forwarded directly to GradCAS. Students seeking full admission must be graduates of an accredited four-year institution of higher learning authorized to grant the baccalaureate degree,

or foreign equivalent (see specific instructions for international students under the Graduate Admissions section of this catalogue)

Graduate Record Examination
All applicants for admission to the program must submit satisfactory official score reports from the general section of the Graduate Record Examination (GRE) at the time of application. The GRE must have been taken within the past five years. Certain domestic students who have not had a prior opportunity to take the GRE may be admitted provisionally for one semester provided they take the test during their initial semester in graduate school. Information, application, and scheduling for the GRE can be obtained from the Educational Testing Service online at www.ets.org or by telephone at 800-GRE-Call (800-473-2255). It is the responsibility of the applicant to apply for and take the examination and to have the official scores sent to the Office of Graduate Studies or GradCAS.

Recommendation
Applicants should solicit three recommendations from instructors at previous institutions and request that they be submitted through GradCAS or mailed to the Office of Graduate Studies.

Application Deadlines
Applications should be received by May 15 for fall semester and by October 15 for spring semester admission. However, applications received after these dates may be considered.

Types of Graduate Admission
After evaluation of an applicant's credentials, the applicant will be notified by letter that (1) admission has been granted under one of the categories listed below, (2) admission has been denied, or (3) a decision has been deferred for reasons listed in the notice. An admission letter will be issued by the Director of Graduate Studies stating the conditions of admission and the period of validity of the admission. An applicant who has not received an admission, denial, or deferment notice one month prior to the beginning of the final regular registration period should contact the Director of Graduate Studies for clarification. Attendance in the Master of Science in Aquaculture/Aquatic Science Program at Kentucky State University is not a right; it is a privilege which the University can withdraw as deemed necessary in order to safeguard the University's standards.

1. Regular Admission:
   Applicants who meet the requirements for admission to the graduate program are eligible for unconditional admission. General requirements for unconditional admission are:

   A. A baccalaureate degree from an accredited institution;
   B. An overall undergraduate grade-point-average of 3.0 (on a 4.0 scale);
   C. A GRE minimum combined score of 296.
   D. Significant work experience in the field, or satisfactory completion of certain graduate courses, may be given consideration for students with lower than threshold scores in 1. B. and/or 1. C.

2. Provisional Admission:

An applicant unable to supply all the required application materials prior to admission consideration, but who otherwise meets the admission requirements, may be granted provisional admission. Complete and satisfactory credentials must be received by the Aquaculture Graduate Student Coordinator before the end of the semester in which the student has registered in a provisional status. A student normally will not be permitted to enroll with a provisional status for more than one semester. Provisional admission does not guarantee, in any way, subsequent unconditional admission.

3. Probationary Admission:

An applicant who does not meet conditions B and/or C of the admission requirements for unconditional admission but does show promise for successful graduate studies may be granted probationary admission. Students must be removed from probationary admission prior to registering in any graduate coursework beyond an initial 12 semester credit hours. The minimum condition for transfer from probationary admission status to unconditional admission status is the successful completion of at least nine semester credit hours of graduate coursework in the School of Aquaculture and Aquatic Sciences at Kentucky State University while maintaining a graduate grade-point-average of at least 3.0 and with no more than one grade (regardless of the number of course credit hours) of "C" or lower. The student will be informed of all conditions for consideration for unconditional admission at the time the student is granted probationary admission status. A student admitted under the probationary admission status should not attempt any graduate coursework graded pass/fail. International students will not be admitted on a probationary admission basis.

4. Non-Degree Admission:

An individual wishing to take graduate aquaculture courses for personal or professional development, but who does not plan to pursue a graduate degree, may be admitted as a non-degree student. A non-degree student must hold a baccalaureate degree from a regionally accredited institution and must have a minimum overall undergraduate GPA of 2.5.

5. Certificate Seeking Admission:

An individual wising to pursue the Graduate Certificate in Aquaculture, but not the full MS degree may be admitted as Certificate Seeking. A Certificate Seeking student must hold a baccalaureate degree from a regionally accredited institution and must have minimum overall undergraduate GPA of 2.8 on a 4.0 scale. Students must pass all courses with a B or higher to successfully complete the Graduate Certificate in Aquaculture.

Advisement

During the first semester at KSU the student will be assigned an advisor who will work with the student to design a course of study based on the student's academic background, experience, and future aspirations in terms of employment or further graduate study. The program has a new graduate student orientation meeting each semester where important deadlines are covered. This is a required meeting for all new graduate students, if you cannot make the meeting the day it is offered you are responsible to obtain the information from the program coordinator. The committee will consist of three voting members which will be members of the

College's graduate faculty. The committee will be responsible for establishing the courses required for this student's course of study.

Thesis Option
To successfully complete the thesis option, 29 hours of Coursework and 6 hours of Thesis Credit (3 hours of thesis data collection and 3 hours for thesis writing) are required (total of 35 credit hours needed). Required courses and thesis topic must be approved by the student's graduate committee. The purpose of the thesis option is to demonstrate the student's ability to investigate a research topic and report the findings in proper scientific publication style. This enables the student to gain experience in a specific area of aquaculture and/or aquatic sciences and to report research results in a publishable document. Experience in literature review, experimental design, data collection, record-keeping, statistical analysis, and manuscript preparation are obtained by students completing the thesis option. Students who intend to further their graduate education (e.g. pursue a doctoral degree) should choose this option, because doctoral programs often require students to have demonstrated their ability to successfully complete a master's thesis. Please refer to the Aquiculture Graduate Student Handbook for specifics on the Thesis including format and processes. The handbook is available from your advisor and the program coordinator.

Non-Thesis Option
To successfully complete the non-thesis option, 35 hours of Coursework and 3 hours of Internship (Work-Study) for a total of 38 credit hours are needed. Graduate students enrolled in the Non-Thesis Option are required to perform a work-study program as determined by their major professor and approved by their committee. Some settings where the student might work include an aquaculture/aquatic sciences facility such as a fish farm, processing plant, university, or a state or federal fisheries facility. Cooperative Extension work may also be chosen. A report would be written along with a review of literature for a specific aspect of the work-study experience. A detailed proposal will be written by the student and approved by the student's committee before the work-study is performed.

School of Aquaculture Courses
AQU 507: Fish Genetics (3 hrs.)
AQU 509: Biostatistics (3 hrs.)
AQU 510: Fish Disease Lab (1 hr.)
AQU 511: Fish Diseases (3 hrs.)
AQU 512: Fish Morphology & Physiology (4 hrs.)
AQU 513: Aquatic Ecology (4 hrs.)
AQU 516: Computer Applications in Statistics (1 hr.)
AQU 521: Fish Nutrition (3 hrs.)
AQU 522: Principles of Aquaculture (3 hrs.)
AQU 525: Aquaculture Economics and Marketing (4 hrs.)
AQU 527: Fish Reproduction & Spawning Techniques (3 hrs.)
AQU 528: Fish Reproduction Lab (1 hr.)
AQU 551: Survey of Production Methods (3 hrs.)
AQU 552: Aquaponics (3 hrs.)
AQU 560: Water Quality Management (3 hrs.)

AQU 561: Water Quality Lab (1 hr.)
AQU 591: Internship (1-4 hrs.)
AQU 600: Research (1-9 hrs.)
AQU 601: Thesis (1-3 hrs.)

DEGREE COMPLETION REQUIREMENTS
Application for Degree
An application for graduation must be received in the School of Aquaculture and Aquatic Sciences according to the University Academic Calendar for the semester in which the program completion is expected (see the Academic Calendar for submission dates). Graduation application forms are available upon request from the Office of the Registrar. Students should refer to the following section for complete details concerning application for graduation. Fees will be billed to the student's account by the cashier. Students will be considered candidates for graduation only if they have an overall and program graduate grade-point average of 3.0 or higher at the beginning of the term in which they wish to graduate.

Master's Thesis
Students who submit a thesis in partial fulfillment of the master's degree must prepare it in conformity with regulations approved by the School of Aquaculture and Aquatic Sciences. Instructions for the preparation should be obtained from the graduate student handbook provided at the graduate orientation and can be found on the program's website (www.ksuaquaculture.org) before the thesis is typed. Theses must be developed under the direction of a full member of the Aquaculture Graduate Faculty.

Minimum Hours Required
The Master of Science in Aquaculture/Aquatic Sciences Degree Program requires a minimum of 35 semester credit hours for the Thesis Option or 38 semester hours for the Non-Thesis Option.

Comprehensive Examination(s) and/or Final Thesis Defense
All candidates shall perform satisfactorily on written examination(s) of the contents of their program of studies. Written comprehensive examinations are scheduled after the application for the degree has been filed and evidence exists indicating that the student will complete all degree requirements. A written comprehensive examination may not be given while the student's overall graduate grade-point average is below 3.0.

The committee chair must file the Schedule of Written/Comprehensive Examination in the Aquaculture Research Center with copies to the student and committee members at least two weeks prior to the comprehensive examination. Committee chairs shall certify the results of the completion of the comprehensive examination to the Chairperson, School of Aquaculture and Aquatic Sciences no later than 30 days in advance of Commencement.

Students taking the Thesis Option will complete a written comprehensive examination and an oral presentation and defense of the completed Thesis. Non-Thesis students will complete a written comprehensive examination, an oral presentation covering the capstone work-study experience, and an oral comprehensive examination. The pass/fail decision on the written

comprehensive, oral comprehensive, and/or thesis defense will be made by the student's graduate committee according to established School of Aquaculture and Aquatic Sciences procedures.

A review period of no less than 60 days, and no more than one year, is required of candidates who fail the written comprehensive examination, thesis final defense, or oral comprehensive (non-Thesis). Additional courses or thesis work may be required of an unsuccessful candidate. Committee changes are not normally approved between the first taking of the comprehensive examinations or thesis final defense and the retake. The written comprehensive examination may not be retaken more than once for the master's degree.

Graduate Certificate in Aquaculture/Aquatic Sciences

The Graduate Certificate in Aquaculture/Aquatic Sciences can be earned by successfully completing 12 hrs. of Aquaculture (AQU) 500 level courses. These courses can be online, classroom, or any combination. To enroll, students must first be admitted to the University on either a degree seeking or non-degree seeking basis. Work completed for the Certificate may later be applied toward the Masters of Aquaculture and Aquatic Sciences degree. As with all graduate level classes, students must pass all classes for this certificate with a grade of "B" or higher.

Time Limit for Degree Completion

All program requirements must be completed within three years of initial admission, unless otherwise approved by the Chairperson of the School of Aquaculture and Aquatic Sciences.

Class Attendance

The University expects all students to attend class regularly. Students are responsible for coursework covered during all class periods. Each instructor will record absences and deal with them in a manner consistent with University policy. If a student presents the instructor with an adequate and documented reason for an absence, the instructor normally will give the student an opportunity to make up the work missed, if this is feasible. Adequate reasons involve circumstances beyond the student's control, such as personal illness, critical illness or death in the immediate family, or participation in an approved University activity. It is the student's responsibility to initiate the request to make up class work missed. Students should familiarize themselves with each faculty member's course syllabus for specific details.

GRADUATE STUDENT ASSISTANTSHIPS

A limited number of Graduate Research Assistantships provide student assistance for the Aquaculture Program. Students holding these positions work 20 hours per week. Assistantships are awarded on the basis of need and high academic achievement.

MASTER OF SCIENCE IN COMPUTER SCIENCE

The School of Science, Technology, Engineering, and Mathematics (STEM) is within the College of Agriculture, Community, and the Sciences. The School offers programs of study leading to the Master of Science in Computer Science (MSCS). Admission requirements include good undergraduate academic standing, GRE scores for applicants with less than a 3.00 GPA on a 4.00 scale, and three recommendations from instructors or current employers (for applicants working in the field of technology). A prospective candidate may or may not have an undergraduate baccalaureate degree in computer science. A candidate with a non-computer science degree must show great motivation towards learning in the technological fields.

Students with an undergraduate degree in computer science (Plan A) will directly proceed to the core courses. However, the students with undergraduate degrees in fields other than computer science (Plan B) must complete 9 hours of intensive foundation courses to gain the proficiency needed in the areas of computer programming, data structures, discrete mathematics, and computer organization. After completion of the foundation courses, students in Plan B will move on to the core courses.

Both thesis and non-thesis options are available in the program leading to the Master of Science degree. Six (6) hours of thesis or two (2) additional electives are required in the non-thesis option.

Students can also choose from the **Information Engineering (IE) or Cybersecurity (SE)** concentrations. The total number of hours required is 30, which includes 15 hours of core courses and 9 hours that students select from the option of their choice. In addition, the students complete 6 hours of Projects (COS 796) or Thesis (COS 799. The last two options are recommended for candidates who plan to pursue employment in the computer industry after completion of the master's degree or who are currently gainfully employed. The students completing the degree will have a broad knowledge in various subject areas which include Operating Systems, Computer Architecture, Networking, WEB Programming, Software Engineering, Databases, Computer Programming, Artificial Intelligence, Computer Security, Cryptography, Advanced Algorithms, Information Security, Secure System Administration, Database Security, and Network Security.

ADMISSION TO THE MASTER OF SCIENCE IN COMPUTER SCIENCE PROGRAM

Regular Admission Requirements

The Master of Computer Science program admits only students whose preparation indicates potential for a high level of success. Regular admission may be granted on the basis of one of the following two categories of requirements. Both categories are designed to ensure that MSCS students are likely to succeed in professional graduate study also have the potential for career success in the computer science field. Admission to the program is subject to Computer Science Division Graduate Admission Committee Approval and the following requirements.

Requirement 1:

a. Baccalaureate degree in computer science or related discipline from an institution in the United States with regional accreditation or from a foreign institution with comparable accreditation.
b. An overall undergraduate grade-point-average of 3.00 (on a 4.00 scale).
c. Official transcripts of all undergraduate and graduate work indicating all degrees awarded and courses taken

Requirement 2:
a. Baccalaureate degree from an institution in the United States with regional accreditation or foreign institution with comparable accreditation.
b. An overall undergraduate grade-point-average of 2.50 (on a 4.00 scale).
c. Official transcripts of all undergraduate and graduate work indicating all degrees awarded and courses taken.
d. GRE scores required if GPA is less than a 3.00 on a 4.00 scale.

Transfer of Credit
Candidates for this Master's degree are restricted to a maximum of nine semester credit hours by transfer of work completed at another accredited graduate institution. Official copies of transcripts must be submitted and evaluated before any transfer credit can be accepted. Certain courses submitted for transfer may not be considered equivalent to specified program requirements even if course titles are the same.

Graduate Assistantships
A limited number of graduate assistantships are available for full-time students pursuing the Master of Science in Computer Science degree. Students holding these positions work 20 hours per week and receive stipends. Graduate Assistants assist the faculty members in their instructional and research activities. Students interested in such positions apply to the Division's office. Assistantships are awarded on the basis of financial need and high academic achievement.

REQUIREMENTS FOR THE MASTER OF COMPUTER SCIENCE DEGREE

Students can be admitted in one of the two plans: **Plan A** or **Plan B**:

Plan A is for students who have an undergraduate degree in Computer Science or related field. These students will skip the foundation courses and can immediately begin with the core courses stated later.

Plan B is for students who have an undergraduate degree in a field other than Computer Science, have not taken prerequisite undergraduate computer science courses, but are interested in retraining in the computer field. These students are required to complete the following 9 hours of intensive foundation courses. The sequence in which they must be taken is determined by the MSCS Graduate Program Coordinator. The three foundation courses

are:
COS 502: Computer Science Foundation I
COS 504: Computer Science Foundation II
COS 505: Computer Science Foundation III

Total courses (30 Credit Hours)

Students may select one of the areas of concentration: Information Engineering (IE) or Cybersecurity (SE). In the IE or SE option, they must select five core courses. In addition to core courses, students must take three IE specialty and two elective courses from their option or 6 hours of thesis. In SE option, they must select three SE specialty and two elective courses or 6 hours of thesis.

Required Core Courses (15 hours required)
COS 506: Advanced Programming & Data Structure
COS 515: Advanced Database Management
COS 536: Software Engineering
COS 570: Advanced Computer Architecture and Software
COS 585: Information Security

Information Engineering (IE) Concentration (9 hours required)
COS 514: Database and Data Mining
COS 519: Managing Information Technology
COS 520: Multimedia Design
COS 571: Software Assurance

Cybersecurity (SE) Concentration (9 hours required)
COS 533: Cryptography Algorithms
COS 583: Enterprise Security Management
COS 586: Information System Assurance
COS 588: Computer Network Security

Non-Thesis Option (6 hours required)
COS 599: Special Topics in Technology
COS 697: Independent Study
COS 698: Internship in Computer Science
COS 796: Project Course (may be repeated once)

Thesis Option (6 hours required)
COS 797: Residence Credit for Thesis/Professional Project
COS 799: Thesis

Master's Thesis

Students submitting a thesis in partial fulfillment of the master's degree must prepare it in conformity with the regulations approved by the Computer Sciences Graduate Student Committee. Three (3) approval pages bearing original signatures of the graduate committee must be included with three (3) typewritten, clear, unbound copies of the thesis, all presented to the Division of Computer Science Graduate Student Committee at least two weeks prior to

the end of summer school and three weeks prior to the end of the Fall or Spring semester. Two (2) copies are bound and become a property of the Program; one (1) copy is bound and becomes a property of Blazer Library. A thesis must be developed under the direction of a full-time member of the Graduate Faculty.

Minimum Hours Required
The Master of Science in the Computer Science Degree Program requires a minimum of thirty (30) semester credit hours, not including the foundation courses.

Thesis Defense
This option is only for students who have decided to work on a thesis. It is imperative that all candidates with a thesis option and a project option must defend their work. The graduate committee may declare a candidate successful or may ask him/her to repeat the defense.

Anyone not successful after two attempts will be terminated with no degree conferred from the MSCS program.

Time Limit for Degree Completion
All program requirements must be completed within three (3) years from initial admission for full-time and four (4) years for part-time students from initial admission, unless otherwise approved by the Computer Science Graduate Program Coordinator. Time to complete cannot be greater than six (6) years from initial admission per University requirements.

Repeat Option
A student may repeat a graduate course. The lower grade is removed and does not count toward total hours or toward the student's grade-point-average. This action will be initiated by the petition of the student to the MSCS Graduate Program Coordinator and the Division of Computer Sciences and may be done only once per course.

Probation
If, upon completion of 12 or more semester credit hours of graduate course work, a student has a GPA of less than 3.0, he/she is placed on academic probation. He/she will have one full- time semester or the equivalent (9 semester credit hours) to remove the scholastic probation by attaining a 3.0 cumulative GPA.

Dismissal
If probation is not removed during the next semester, students will be dismissed from the program. Students who have been dismissed from the program for this reason may apply for re-admission after one semester. Readmitted students will have one full-time semester or its equivalent (9 semester credit hours) to remove the scholastic probation by attaining a 3.0 average. Students placed on scholastic probation are not eligible for assistantship. Enrollment may be terminated for any of the following reasons:

1. Scholastic probation for three semesters of enrollment.

2. Two unsuccessful attempts to defend the thesis, the project, or the final EXIT and oral examination.

<u>MASTER OF SCIENCE IN ENVIRONMENTAL STUDIES</u>

INTRODUCTION

Kentucky State University's Master's in Environmental Studies (MES) program has as its main goal the pursuit and dissemination of knowledge in the interdisciplinary field of environmental studies. The program broadens the scope of scientific and technological studies of the environment through a multidisciplinary approach based on ecological principles encompassing the social and legal aspects of environmental concerns. The field includes, but is not limited to, studies of toxicology, environmental degradation, population and community ecology, ecological modeling, regional ecology, water and air pollution, waste management, ecological and environmental economics, and aquatic, terrestrial, and wetland systems. The program emphasizes basic research on ecological processes and effects, as well as applied research and teaching, to solve the current environmental issues facing the Commonwealth and the nation.

Global ecological problems will be among the biggest challenges for mankind in the next millennium. Ecological issues, which involve environmental degradation and resource depletion, are often the ultimate cause of economic and political upheaval. It is important to understand the processes and the principles of the environment to be able to deal with these issues. This type of understanding requires research on the problems themselves and on the basic science underlying the problems.

The traditional farming and mining-based economy of Kentucky is changing rapidly. As the work force strives to find alternatives to tobacco farming for people who have depended on such practices for generations, higher education needs to consider not only current job opportunities in technology-oriented sectors but also future job market scenarios. Efficient use of current energy sources and exploration for alternative energy sources will constitute a major segment of the future job opportunities and challenges. Kentucky is blessed with substantial coal reserves. Use of this major domestic energy source in a way that minimizes degradation of land, water, and air quality will require highly trained scientists and engineers as well as graduates with a broad understanding of the complex interrelated issues.

Scientists and professionals are needed who, after achieving a solid disciplinary education in science-related fields as undergraduates, have learned integrated and interdisciplinary approaches to deal with these problems. The MES program is designed to cut across traditional academic disciplines and to provide sound and effective graduate education and research on these important environmental issues.

The MES degree requires the completion of 36 credit hours, including a 6-credit capstone project or thesis research. The core curriculum deals with the interaction between environmental science and current environmental issues along with the development of

appropriate policy responses. The electives and the capstone/thesis project give students the opportunity to develop specialized expertise in their area of interest.

Graduates of the MES program are expected to hold positions as environmental professionals in state and local government agencies and in non-profit and private enterprises. The MES program produces graduates who can provide critical leadership in improving the overall quality of life for all Kentuckians as they address the needs and demands of our growing demographics. The program is designed to appeal to students seeking meaningful employment with a commitment to human values and prepare them for a wide range of jobs and leadership opportunities. Some students will use the MES program to prepare for doctoral studies in a variety of related environmental fields.

ADMISSION
The interdisciplinary nature of the program will allow students with diverse undergraduate backgrounds to enroll in the MES program. All applicants (part-time and full-time) must meet the minimum standards for admission to graduate study at Kentucky State University. However, applicants are admitted into the specific graduate program to which they apply. It should be noted that successful completion of a college mathematics course (e.g., statistics, algebra, etc.) is required as part of their undergraduate degree regardless of their major. The MES Graduate Admissions Committee will use the following materials for admission considerations:

- Applicants write a letter outlining their goals and career objectives. The application is through GradCAS and it can be found at https://gradcas.liaisoncas.org/apply/.

- Transcripts: Copies of all official transcripts must be submitted through GradCAS.

- GRE scores: Official scores should be sent to the Office of Graduate Studies or directly to GradCAS using the proper codes. It is the responsibility of the applicant to apply for and take the examination and have the test scores sent.

- Three letters of recommendation (professional and/or academic) included in GradCAS.

The following types of admission will be available to candidates for the MES program:

1. Regular: Requirements for this unconditional admission are:

   a. A complete application package in GradCAS including official transcripts, test scores and letters of recommendation.
   b. A baccalaureate degree from an institution in the United States with regional accreditation or a foreign institution with equivalent accreditation.
   c. Satisfactory completion of course prerequisites for the MES program.
   d. An overall undergraduate grade-point-average of 3.0 (on a 4.0 scale).
   e. GRE combined scores of 296
   f. TOEFL or ITLES score for international students.

2. Provisional: If an applicant is unable to provide all the necessary documents before the application deadline prior to matriculation but otherwise meets the admissions criteria, he/she may be granted provisional admission. Provisional admission may not be permitted for more than one semester and all credentials must be received before the end of the semester in which the students has registered. To move from provisional status to regular admission status, students must meet all regular admissions requirements.

3. Non-degree: non-degree seeking status is allowed for students that wish to take graduate courses or pursue a certificate but do not intend to seek the MES degree. The student must hold a baccalaureate degree from an accredited institution. Non-degree seeking students need to complete an application for admission to graduate studies through GradCAS.

DEGREE REQUIREMENTS

The MES program is made up of 36 credits including thesis or capstone project work. It should be noted that the capstone project is typically less comprehensive than a traditional master's thesis, so students choosing this option are required to take two additional elective courses. Students interested in pursuing the master's degree full-time should plan to spend about two years in residence. Students in the online MES program will complete all classes and capstone research without needing to be on campus.

Thesis Option
The purpose of the thesis option is to demonstrate the student's ability to investigate a research topic and report the findings in proper scientific publication style. This enables the student to gain experience in a specific area of environmental studies and to report research results in a publishable document. The program has a student handbook that give smore specific requirements of the formatting and process which need to be followed and is distributed at the group meeting at the beginning of your first semester. Experience in literature review, experimental design, data collection, record-keeping, statistical analysis, and manuscript preparation are obtained by students completing the thesis option. Students who intend to further their graduate education (e.g., obtain a doctoral degree) should choose this option, because doctoral programs often require students to have demonstrated their ability to successfully complete a master's thesis. Required courses and thesis topic must be approved by the student's committee.

Capstone Project Option
Graduate students enrolled in the non-thesis option are required to complete a capstone project as determined by their major professor and approved by their committee. The MES graduate student handbook provides specific on formatting and other requirements and is available to all students during their first semester. Examples might include a literature review, a public service project, or Cooperative Extension work. A detailed proposal is submitted for approval to the student's committee before the project is conducted, and a final project report must be approved by the student's committee.

Time Limitation of Assistantships

Graduate students are expected to complete the requirements for the M.S. Degree within 2 years. Graduate Research Assistantships (GRA's) are generally awarded yearly for a maximum period of 3 years. The master's degree program must be completed within six years of initial enrollment as a degree seeking graduate student. Please also see Section II under Graduate Academic Regulations and Policies in this publication.

Graduate Committee

The Graduate Committee consists of three School of Agriculture, Communities, and the Environment (ACE) faculty, and can include one additional member from outside of ACE. Students are required to prepare a draft proposal and hold their first committee meeting during their first semester of study.

The major professor will guide the student on research, analysis, writing, and other scholarly aspects of the work. Members of the student's committee contribute, but the primary responsibility is that of the major professor.

Submission of a thesis or Capstone manuscript is defined as the time at which the first complete draft of such is submitted to the major professor for review. After the major professor approves the draft for committee revision, the student will then submit the manuscript for critical review by the committee. Each may suggest improvements and refuse approval pending additional work. When committee members and the major professor sign the Approval Page, they certify that the thesis or capstone manuscript is clear and accurate, that it represents an original and worthwhile contribution, that the suggestions made by them are incorporated into the final work, and that the work conforms to the standards of Kentucky State University College of Agriculture, Community, and the Sciences (CACS). No faculty member will sign a thesis until it is of foremost quality and meets all requirements. The major professor and committee members must sign their names personally. There can be no temporary substitute members and no other person may sign a committee member's name on an Approval Page, even with the authorization of the committee member involved and the major professor. Electronic signatures are allowed for students completing their degree online.

Written Comprehensive Exams

All MES students pursuing a thesis track, will complete a written comprehensive exam to be administered by the faculty mentor with questions from the student's faculty mentor and committee members. This exam must be administered before the student defends and must have a majority of the committee members award a passing grade to the questions that they have provided.

CORE COURSES (Total of 21 credit hours)
ENV 501: Introduction to Environmental Studies
ENV 502: Population and Community Ecology
ENV 503: MES Student Team Project
ENV 506: Applied Stats and Exp. Design or ENV 509/AQU 509: Biostatistics
ENV 511: Energy and the Environment
ENV 699: MES Capstone Research Project or
ENV 600/601: MES Research/Thesis

ELECTIVE COURSES (Total of 9 credit hours for students pursuing the thesis option, or 15 credit hours for students pursuing the capstone option)

    ENV 507: Agroforestry: Local and Global Perspectives
    ENV 508: Introduction to Geographic Information Systems
    ENV 513/AQU 513: Aquatic Ecology
    ENV 515: Environmental Ethics
    ENV 516: Environmental Justice
    ENV 517: Environmental and Resource Economics
    ENV 519: Sustainable Agriculture Systems (moved from below)
    ENV 525: Organic Agriculture
    ENV 535: Urban Agriculture
    ENV 540: Ornamental and Landscape Plants
    ENV 542: Plant Propagation and Production
    ENV 545: Molecular Techniques for Environmental and Aquatic Studies
    ENV 550: Human Health and Environment
    ENV 551: Livestock Production Practices
    ENV 555: Food Safety and Microbiology
    ENV 560 Agricultural and Environmental Policy
    ENV 565: Environmental Law
    ENV 585: Special Topics
    ENV 589: Remote Sensing of the Environment
    ENV 595: Environmental Science & Bioremediation

Certificates in the Master of Environmental Studies Program:
The Master of Environmental Studies offers three certificate programs to allow students to focus on specific areas of environmental studies which will assist in greater job readiness and competitiveness of students after graduation. These certificates are available to anyone that has a bachelor's degree and wishes additional training as well and can be completed by any student regardless of area of study.

Graduate Certificate in Environmental Policy and Decision Making
(12 credit hours required)
This certificate program will create educational opportunities for KSU MES students and government and private industry employees to earn a certificate in Environmental Policy and Decision Making. These audiences can utilize the earned certificate for science teacher certification or as educational/professional development credits towards their professional skills development. Students will develop basic skills in acquiring, analyzing, and interpreting complex legal issues associated with policy and decision making. The overall impact of this certificate program will enable students to develop unique skills to increase their chances to be recruited in special skills-oriented and high-salaried environmentally related jobs. This certificate program will complement the MES degree and demonstrate an area of expertise/specialization using a variety of methods used in complex legal issues. Certificates have been shown to positively impact career readiness. The Certificate in Environmental Policy and Decision Making will require 12 credit hours of course work. It is designed to give experience to students a broad array of legal environments.

Courses:
ENV 515: Environmental Ethics
ENV 516: Environmental Justice
ENV 560: Agricultural and Environmental Policy
ENV 565: Environmental Law

Graduate Certificate in Environmental Methods

(13 credit hours required)

This certificate program will create educational opportunities for KSU MES students and government and private industry employees to earn a certificate in Environmental Methods. These audiences can utilize the earned certificate for science teacher certification or as educational/professional development credits towards their professional skills development. Students will develop basic skills in acquiring, analyzing, and interpreting field data. The overall impact of this certificate program will enable students to develop unique skills to increase their chances to be recruited in special skills-oriented and high-salaried environmentally related jobs. This certificate program will complement the MES degree and demonstrate an area of expertise/specialization using a variety of methods used to measure environmental parameters. Certificates have been shown to positively impact career readiness. The Certificate in Environmental Methods will require 13 credit hours of course work. It is designed to give students experience in a broad array of techniques and protocols.

Courses:
ENV 508: Introduction to Geographic Information Systems
ENV 513: Aquatic Ecology
ENV 545: Molecular Techniques for Environmental and Aquatic Studies
Select one from the following:
ENV 550: Human Health and Environment
ENV 589: Remote Sensing of the Environment
ENV 595: Environmental Science and Bioremediation Techniques

Graduate Certificate in Environmental Agriculture

(12 credit hours required)

This certificate program will create educational opportunities for KSU MES students and government and private industry employees to earn a certificate in Environmental Agriculture. These audiences can utilize the earned certificate for science teacher certification or as educational/professional development credits towards their professional skills development. Students will develop basic skills in Environmental Agriculture principles and practices. The overall impact of this certificate program will enable students to develop unique skills to increase their chances to be recruited in special skills-oriented and high-salaried agriculturally and environmentally related careers. This certificate program will complement the MES degree and demonstrate an area of expertise/specialization within it. Certificates have been shown to positively impact career readiness. The Certificate in Environmental Agriculture will require 12 credit hours of course work. It is designed to give experience to students within a broad conceptual framework for more sustainable agriculture systems. There are 12 hours required for

the certificate, 6 of required classes and students select two from the list of 8 courses for the remaining 6 hours of courses:

Courses:
ENV 519: Sustainable Agriculture Systems
ENV 525: Organic Agriculture
Pick two from the following list:
ENV 507: Agroforestry: Local and Global Perspectives
ENV 508: Introduction to Geographic Information Systems
ENV 535: Urban Agriculture
ENV 540: Ornamental/Landscape Plants
ENV 542: Plant Propagation and Crop Production systems
ENV 511: Livestock Production Practices
AQU 522: Principles of Aquaculture
AQU 560: Water Quality Management

GRADUATE STUDENT ASSISTANTSHIPS
A number of graduate assistantships are available for qualified full-time MES thesis option students. Some of these assistantships are funded by state and federal agencies. MES graduate assistantship recipients are required to work 20 hours per week during the school year and 37.5 hours per week during the summer to receive a stipend.

COURSE DESCRIPTIONS

Courses listed below are offered by the designated programs on specific schedules to meet the needs of graduate students. All graduate students should work with their advisors and committee to develop a course of study to meet the hour and course requirements of the degree and the offering of specific courses. The listing of classes is intended to be a listing of all courses offered by the programs but not all classes may be offered each semester or year.

Graduate students may take undergraduate level classes (100 to 499), but those courses will not count towards requirements for their graduate degree. Only classes of 500 or higher can be counted for completion of your graduate degree. Your program may require specific prerequisite classes that are at the undergraduate level. Students must take those classes, but they do not count towards your total hours for the graduate degree.

Course Prefix Information:
ACC = Accounting
AQU = Aquaculture
BSS = Behavioral and Social Science
BUA = Business Administration
COS = Computer Science
ECO = Economics
ENV = Environmental Studies
ESP = Special Education
FIN = Finance
MGT = Management
MIS = Management Information Systems
MKT = Marketing
NUR = Nursing
PSY = Psychology
PUA = Public Administration

ACCOUNTING

ACC 500: Survey of Accounting. Survey of financial and managerial accounting for graduate students. Emphasis is given to the preparation of financial statements for internal and external users, analysis and interpretation of accounting information, and its use in decision-making. This course does not count toward the 30 hours required for the MBA degree. **CREDIT: THREE SEMESTER HOURS**.

ACC 502: Managerial Accounting. A study of the concepts and techniques relating to the accounting information needed by management for planning, directing, controlling, and evaluating company decisions. **CREDIT: THREE SEMESTER HOURS.**

ACC 503: Auditing. An in-depth study of generally accepted auditing standards and the performance of the attest function and assurance services. **CREDIT: THREE SEMESTER HOURS**.

ACC 510: Governmental/Not-for-Profit Accounting. A comprehensive study of generally accepted accounting and reporting standards for governmental and nonprofit entities, including contemporary issues and developments. **CREDIT: THREE SEMESTER HOURS**.

ACC 563: Advanced Federal Income Taxation. A comprehensive study of federal income tax laws, rules, regulations, and court decisions as they relate to individual, partnership, corporations, estates, and trusts. **CREDIT: THREE SEMESTER HOURS.**

ACC 597: Contemporary Topics in Accounting. An exploration of contemporary topics in accounting. Examples of topics include fraud auditing, forensic accounting, IFRS or other emerging or relevant topics. May be repeated up to three times for credit for different topics. **CREDIT: THREE SEMESTER HOURS**.

AQUACULTURE

AQU 507: Fish Genetics. An overview of fish genetics including basic principles and methods of selective breeding in aquaculture. Prerequisite: Consent of instructor. **CREDIT: THREE SEMESTER HOURS**.

AQU 508: Introduction to Geographic Information Systems. This graduate course will expose students to the concepts, software, data, and analysis processes of Geographic Information Systems (GIS). Students will develop a real world, working knowledge of GIS through hands-on work with mapping software, its potential, its limitations, and future trends in the mapping industry. Graduate students will develop a real world project that examines existing spatial data and utilizes modeling software to create a production quality, full scale, mapping product. Prerequisite: Consent of instructor. **CREDIT: THREE SEMESTER HOURS**.

AQU 509: Biostatistics. Basic principles of experimental design and data analysis with emphasis on their applications in aquaculture research. Prerequisite: Consent of instructor. **CREDIT: THREE SEMESTER HOURS**.

AQU 510: Fish Diseases Laboratory. AQU 510 teaches students proper microscope use and an advanced approach to identifying various fish pathogens and plausible disease treatments. Writing will be emphasized by completing lab reports at an advanced scientific level. **CREDIT: ONE SEMESTER HOUR.**

AQU 511: Fish Diseases. An in-depth study of fish diseases including the pathogens and conditions that result in disease. Preventive and corrective measures are also examined in detail. (Three hours of lecture per week). Prerequisite: Consent of instructor. **CREDIT: THREE SEMESTER HOURS**.

AQU 512: Fish Morphology & Physiology. An overview of fish morphology and physiology with emphasis on comparative and adaptive aspects among Osteichthyes (true bony fish). (Three hours of lecture, two hours of laboratory per week). Prerequisite: Consent of instructor. **CREDIT: FOUR SEMESTER HOURS**.

AQU/ENV 513: Aquatic Ecology. This course investigates the interaction of aquatic organisms with their biotic and abiotic environment. Sampling and laboratory methods for limnological analysis will be covered. Prerequisite: Consent of instructor. **CREDIT: FOUR SEMESTER HOURS.**

AQU 516: Computer Applications in Statistics. This course will teach students how to use Microsoft Excel and SAS to solve statistical problems in biology, environmental sciences, economics, and business/MBA. Students will learn how to develop statistical models and implement them using software and interpret the corresponding results. Prerequisite: Successful completion of an upper division statistics course is recommended. **CREDIT: ONE SEMESTER HOUR.**

AQU 521: Fish Nutrition. A graduate approach to the study of fish nutrition including nutrient requirements, nutrient chemistry, ration formulation, and practical feeding. (Three hours of lecture per week). Prerequisite: Consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

AQU 522: Principles of Aquaculture. Introduction to principles underlying aquatic productivity and management with a survey of domestic and foreign cultures of fish and aquatic invertebrates. **CREDIT: THREE SEMESTER HOURS.**

AQU 525: Aquaculture Economics and Marketing. Aquaculture economics, marketing channels and consumer preferences for fish products will be presented. (Three hours of lecture, two hours of laboratory per week). Prerequisite: Consent of instructor. **CREDIT: FOUR SEMESTER HOURS.**

AQU 527: Fish Reproduction & Spawning Techniques. An overview of basic biology of fish reproduction and techniques of artificial spawning for common aquaculture species. **CREDIT: THREE SEMESTER HOURS.**

AQU 528: Fish Reproduction Labs. This course will provide practical training and skills on investigation of reproductive system in fish and spawning techniques for several aquaculture species. AQU 527 may be taken concurrently. **CREDIT: ONE SEMESTER HOUR.**

AQU 551: Survey of Production Methods. An overview of alternative production methods including ponds, cages, net-pens, raceways, and re-circulating systems with application to suitable species. Prerequisite: Consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

AQU 552: Aquaponics. This course will provide an overview of principles and practices of aquaponics production. Students will be introduced to a wide range of topics including fish and plants management, system design, water quality, nutrient dynamics, food safety, and others. The class covers proven technology, current practices, and introduces students to future directions and research in the growing field of aquaponics. **CREDIT: THREE SEMESTER HOURS.**

AQU 560: Water Quality Management. An in-depth study of theory and practice into the understanding and manipulation of the biological, chemical, and physical aspects of water quality in aquaculture production. Prerequisite: Consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

AQU 561: Water Quality Management Lab. AQU 561 teaches students advanced water quality principles related to pond management. Laboratories include use of equipment, solving water quality problems and doing in-depth analysis of a specific body of water. **CREDIT: ONE SEMESTER HOUR.**

AQU 591: Internship: Aquaculture. Intensive experience involving practical on-site participation working at an aquaculture facility (University, state, or private) for graduate students. Prerequisite: Consent of instructor. **CREDIT: ONE TO FOUR SEMESTER HOURS.**

AQU 600: Research Aquaculture. Laboratory or field research on approved thesis topic in aquaculture or related aquatic sciences. **CREDIT: ONE TO NINE SEMESTER HOURS.**

AQU 601: Thesis. Preparation of research-based thesis on approved topic. **CREDIT: ONE TO THREE SEMESTER HOURS.**

BEHAVIORAL AND SOCIAL SCIENCE

BSS 465/665 Counterintelligence and Counterterrorism. Situationally contextualized information related to issues of counterintelligence and counterterrorism, with a focus on analyzing, preparing, and disseminating intelligence in an operational setting. Graduate level prerequisites: PSY 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

BSS 466/666 Cyber-Security and Cyber-Politics. Contemporary issues in cyber security addressed in terms of the political, ethical, and legal standards in the virtual community of cyberspace. Graduate level prerequisites: PSY 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

BSS 467/667 Intelligence and National Security. US security agencies and intelligence agencies shape national security policy. Topics include current major security threats to the US, sources of security information, and analysis of US intelligence and national security problems. Graduate level prerequisites: PSY 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

BSS 468/668 Terrorism and Insurgency. This course examines the concepts of "terrorists" and "terrorism" in the context of contemporary events, and techniques of counter-terrorism which can be used by national and global governments to combat non-state actors. Graduate level prerequisites: PSY 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

BSS 469/699 Radicalization. This course examines the concepts of "terrorists" and "terrorism" in the context of contemporary events, and techniques of counter- terrorism which can be used by national and global governments to combat non-state actors. Graduate level prerequisites: PSY 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

BSS 470/670 Behavioral Profiling. This course will examine the methods and ethics of behavioral profiling. Review of historical and contemporary issues such as the interface of the mental health system and the criminal system, civil commitment, diminished capacity, insanity, competency to stand trial, and the issues of stereotyping, prejudice, will be investigated, with reference to the influence of social context and social cognition. Graduate level prerequisites: PSY 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

BSS 471/671. Seminar in Interdisciplinary Intelligence Studies. This course will be designed to accommodate course offerings on new or emerging topic areas. May be repeated for credit provided that the topic is different with each selection. Course content, requirements and/or prerequisites will be posted independently each term. Graduate level prerequisites: PSY 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

BUSINESS ADMINISTRATION

BUA 500 Survey of Economics and Finance. A survey of principles of economics and finance for graduate students. The course covers fundamental principles of microeconomics and macroeconomics as well as fundamental concepts of corporate finance including financial analysis and planning, working capital management, and capital budgeting. This course does not count toward the 30 hours required for the MBA degree. **CREDIT: THREE SEMESTER HOURS.**

BUA 501 Survey of Management and Marketing. A survey of management and marketing principles for graduate students. Emphasis is given to the theories of organizational structure, behavior, and communication. The course also covers marketing fundamentals with a focus on product, price, promotion, and distribution within the context of business decision-making. This course does not count toward the 30 hours required for the MBA degree. **CREDIT: THREE SEMESTER HOURS.**

BUA 797: Residence Credit for Thesis/Professional Project. Prerequisites: graduate student status; completion of the program thesis or project course; approval of advisor. Graduate students who have already earned the maximum credit allowed for program thesis or project courses may be registered for this course. This course establishes graduate candidacy status for purposes of access to university resources. (The School of Business does not currently offer a thesis track.). **CREDIT: THREE SEMESTER HOURS.**

COMPUTER SCIENCE

COS 502: Computer Science Foundation I. Problem analysis, top-down design, and stepwise refinement. Programming languages concepts of input/output, data representation, data types, iteration, recursion, functions, and parameter passing, arrays, linked lists, binary trees, abstract data types, and traversal algorithms. Other topics are sorting, searching, and algorithm analysis. **CREDIT: THREE SEMESTER HOURS.**

COS 504: Computer Science Foundation II. An introduction to the basic mathematical, theoretical subjects and tools needed for other courses in the program. The course covers different topics such as discrete mathematics, Boolean algebra, number theory, graph theory, trees, finite automata, and others. **CREDIT: THREE SEMESTER HOURS.**

COS 505: Computer Science Foundation III. This course teaches students the skills in computer systems, operating systems, and basic components. Prerequisite: Consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

COS 506: Advanced Programming and Data Structures. This course teaches students the advanced skills in programming and data structures. Prerequisite: COS 502 or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

COS 511: WEB Programming. To introduce the basic tools for Web programming using XML, ASP.NET, Visual Basic.NET, C# and J#. **CREDIT: THREE SEMESTER HOURS.**

COS 512: WEB Engineering. To introduce basic ideas for Web engineering design methodologies. The course will use XML and ASP. **CREDIT: THREE SEMESTER HOURS.**

COS 513: Computer Graphics and GUI. Presents the basic ideas from 2-D and 3-D graphics and the transformations algorithms from 2-D to 3-D. The second portion of the course serves to introduce the student to programming interactive 2-D graphical user interfaces. **CREDIT: THREE SEMESTER HOURS.**

COS 514: Database and Data Mining. This course presents data mining from a database perspective. A study of methodologies and algorithms for extracting meaningful data form unstructured and structured data repositories. Topics will include data warehousing, clustering, classification, association rules mining, etc. for real-world problems. **CREDIT: THREE SEMESTER HOURS.**

COS 515: Advanced Database Management Systems. Advanced topics in DBMS including distributed internet implementations. Thorough coverage of new structural and operational data models. **CREDIT: THREE SEMESTER HOURS.**

COS 516: Computer Vision. The aim of this course is to give students a firm understanding of the theory underlying the processing and interpretation of visual information and the ability to apply the understanding in a wide variety of situations. Students who successfully complete this course will be well placed to pursue subsequent work either in research or in industry. **CREDIT: THREE SEMESTER HOURS.**

COS 517: E-Commerce. A computer science-oriented approach is used to examine infrastructure, including functionality, usability, data design and strategic technical choices for typical types of e-commerce. A working prototype is required. **CREDIT: THREE SEMESTER HOURS.**

COS 518: Network and WEB Security. The major tools for network security and Web security are presented as techniques of programming under network and web environments. Topics such as network security architectures; policy and legal issues; security assessment and incident handling; and tools used for network security are presented. **CREDIT: THREE SEMESTER HOURS.**

COS 519: Managing Information Technology. This course provides an in-depth, real- world understanding of information systems technologies. It presents students with the importance of technology, system development, and functional transaction processing systems, and emphasizes the innovative uses of information technology throughout the enterprise essential in most aspects of today's professional careers. **CREDIT: THREE SEMESTER HOURS.**

COS 520: Multimedia Design. This course covers intermediate techniques in multimedia systems for capturing, managing, accessing, and delivering digital media over network technology. It proves the structure and environment to design, develop, and deliver web-based multimedia projects. **CREDIT: THREE SEMESTER HOURS.**

COS 521: Web System Design. This course focuses on the use of system engineering methodologies for designing, coding, and the deployment of web applications. This course will use current industry web technologies. **CREDIT: THREE SEMESTER HOURS.**

COS 533: Cryptography Algorithms. Students are introduced to the area of cryptography. This course covers intermediate concepts of cryptography, communication channels, encryption, attacks, and others. **CREDIT: THREE SEMESTER HOURS.**

COS 535: Advanced Networking. This course deals with concepts of modern computer and telecommunication networks. The introductory principles and advanced topics related to networking terminology, protocols, standards design, administration, and maintenance will be covered. **CREDIT: THREE SEMESTER HOURS.**

COS 536: Software Engineering. This course covers the concepts involved in software engineering related to software process, requirements engineering, design, architecture, quality, testing, and project management. **CREDIT: THREE SEMESTER HOURS.**

COS 537: Artificial Intelligence. An intermediate study of various topics in the field of Artificial Intelligence. Topics may include logic programming, knowledge representation, expert systems, natural language processing, neural networks, robotics, machine learning, AI related problems and languages. **CREDIT: THREE SEMESTER HOURS.**

COS 541: Advanced Computer Architecture. This course will discuss the advanced fundamentals of digital system and computer architecture. Advanced topics in the study of the computer architecture design for sequential and parallel systems, open system architecture, design principles, and ALU design will be presented. **CREDIT: THREE SEMESTER HOURS.**

COS 543: Numerical Methods and Application. This course covers advanced numerical solutions and techniques such as large linear system problems, non-linear systems, elliptic, and parabolic PDEs. Additional topics covered are numerical solutions from point of modeling large mathematical systems and application and simulations issues. **CREDIT: THREE SEMESTER HOURS.**

COS 544: Advanced Operating System. This course will discuss the fundamentals of operating systems and advanced topics in distributed operating systems. It helps students become more aware of the concepts, trends, and tools available for operating systems. **CREDIT: THREE SEMESTER HOURS.**

COS 552: Storage Area Networks. This course presents the benefits of storage area networks (SANS) to the corporate users and enables them to deploy SANS technology effectively. The course is designed as an introduction to SANS. The topics covered include topologies, protocols, and products required to implement and manage efficient SANS. **CREDIT: THREE SEMESTER HOURS.**

COS 553: Common Gateway Interface. This course in an introduction to the Common Gateway Interface (CGI) and the design issues for running external programs, software, or gateways under an information server in a platform-independent manner. **CREDIT: THREE SEMESTER HOURS.**

COS 570: Advanced Computer Architecture and Software. Advanced topic on computer software and hardware systems are covered which involves controlling complexity, virtual memory, threads, and coordination of parallel activities. It also discusses quantitative and qualitative understanding of superscalar, pipelined architecture of different operating systems. Prerequisite: Consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

COS 571: Software Assurance. Students will learn advanced skills in software assurance. This course will prepare students in methods to assure a level of confidence in software systems and develop expertise to assess the security capabilities and resiliency of the software. Prerequisite: Consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

COS 582: E-Commerce Security. This course covers the topics related to electronic commerce technology: models and issues; security architectures; and others. **CREDIT: THREE SEMESTER HOURS.**

COS 581: Advanced Crypto Algorithms. Introduction to the advanced cryptography algorithms, block encryption algorithms, public key algorithms, digital signature algorithms, PKI key managements, authentication and implementation issues, protocols theory, protocol use, and protocol design theory. **CREDIT: THREE SEMESTER HOURS.**

COS 582: Secure E-Commerce. This course covers the topics related to secure electronic commerce technology: models and issues; related principles with case studies; security architectures; digital signatures; certificates; public key infrastructure (PKI); and legal and national policy on secure electronic commerce and others. **CREDIT: THREE SEMESTER HOURS.**

COS 583: Enterprise Security Managements. Students are introduced to the managerial aspects of computer security and risk management for enterprises. Also covered are accreditation; procurement; extension and operation principles for secure enterprise information systems; security policy; plan development; contingency, continuity, and disaster recovery planning; and incident handling and response. Prerequisites: COS 581 and 582. **CREDIT: THREE SEMESTER HOURS.**

COS 584: Secure System Administration and Certification. This course deals with provisioning, procurement and installation of network hardware and software systems for mission critical enterprises. System configuration and maintenance, incident handling and response, system certification; and testing and validation will also be covered. **CREDIT: THREE SEMESTER HOURS.**

COS 585: Information Security. This course introduces the basic notions of securing information which deals with authentication models, auditing, intrusion detection, operational security issues, physical security issues, security system life cycle management, and others. **CREDIT: THREE SEMESTER HOURS.**

COS 586: Information System Assurance. This course deals with the in-depth study of the design and analysis of high assurance information systems. The topics include safety; reliability and security; specification of mission-critical system properties; software and hardware validation; and verification and certification. **CREDIT: THREE SEMESTER HOURS.**

COS 587: Database Security. This course will focus on the issues related to the design and implementation of the secure data stores. Emphasis will be placed on multi- level security in database systems, covert channels, and security measures for database systems. **CREDIT: THREE SEMESTER HOURS.**

COS 588: Computer Network Security. This course covers two major topics: computer network protocols layers and service models, the OSI model network architecture, and networked systems; examination of network security defense techniques and counterterrorism. Topics include: firewall systems and IDS, VPNs, security threats, mechanisms, and services. Prerequisite: Consent of the instructor. **CREDIT: THREE SEMESTER HOURS.**

COS 589: Info Security Risk Analysis. This course is an introduction to risk analysis for network and systems as well as the associated risks to assets and operations. Some of the topics are cost-effective risk analysis techniques to identify and quantify the treats, and qualitative risk analysis. **CREDIT: THREE SEMESTER HOURS.**

COS 599: Special Topics in Technology. A treatment of topics relevant to the computer security, networking, or information technology not routinely covered by other courses. New developments in systems concepts, techniques, and equipment. May be repeated up; to 2 times for credit. Prerequisite: Permission of the instructor. **CREDIT: THREE SEMESTER HOURS.**

COS 600: Research Methodology. This course is a prerequisite for project/thesis option. An introduction to the techniques and methodology used to conduct research. The successful students will be able to read and analyze technical papers. The students will utilize this experience in the project/thesis courses. Prerequisite: Consent of the chairperson. **CREDIT: THREE SEMESTER HOURS.**

COS 682: Seminar on Management Information Systems. Topics include: the use of computer hardware and software to retrieve data; manage databases; modeling alternatives; and preparing reports. Prerequisite: Permission of the instructor. **CREDIT: THREE SEMESTER HOURS.**

COS 683: Decision Support Systems. This course combines theory with the practical techniques of PERT, CPM, linear programming, modeling, "What If" analysis, break even analysis, and decision trees. Prerequisite: Permission of the instructor. **CREDIT: THREE SEMESTER HOURS.**

COS 697: Independent Study. The student will complete an approved project designed to provide an opportunity to develop an area of expertise not covered by regular curriculum. May be repeated twice for credit. Prerequisite: Consents of the instructor and chairperson. **CREDIT: THREE SEMESTER HOURS.**

COS 698: Internship in Computer Science. Course can be taken for gaining practical experience, on or off campus, in any field of computer science. The student must demonstrate that the experience gained as part of the internship is at least equivalent to the material learned in a typical class. May be repeated twice for credit. Graded pass/fail. Prerequisite: Consent of the chairperson. **CREDIT: THREE SEMESTER HOURS.**

COS 796: Project Course. The successful student completed an approved project designed to develop an area of expertise not covered by regular curriculum. Students will submit an internal report for their project achievements. May be repeated once. Prerequisite: Permission of the instructor. **CREDIT: THREE SEMESTER HOURS.**

COS 797: Residence Credit for Thesis/Professional Project. Graduate students who have already earned the maximum credits allowed for program thesis or project course may be registered for this course. Prerequisites: completion of the program thesis or project course; approval of advisor. **CREDIT: NONE.**

COS 799: Thesis. Thesis preparation, presentation, and defense. Students may register for thesis for several semesters. Upon completion of the thesis, students are given a grade of Pass (P) or Fail (F). The thesis is a published work of original research in the field of computer science. **CREDIT: THREE SEMESTER HOURS.**

ECONOMICS

ECO 501 Survey of Statistics and Quantitative Methods. A survey of statistics and quantitative methods for graduate students. This course provides an introduction to statistics and quantitative methods for management decision-making. Topics include descriptive statistics, statistical inference, probability, decision analysis, forecasting, and linear programming and sensitivity analysis. This course does not count toward the 30 hours required for the MBA degree. **CREDIT: THREE SEMESTER HOURS.**

ECO 502: Managerial Economics. A comprehensive study of products developed by entrepreneurs based on economic opportunities and expected profit and the relationship between price and cost. **CREDIT: THREE SEMESTER HOURS.**

ENVIRONMENTAL STUDIES

ENV 501: Introduction to Environmental Studies. Introductory course to the interdisciplinary field of environmental studies with special emphasis on the relationship between human activities and the environment. **CREDIT: THREE SEMESTER HOURS.**

ENV 502: Population and Community Ecology. This course covers advanced ecological theory and applications relating to population and community dynamics, including population growth, species interactions, diversity, disturbance, succession, food webs, and their relation to conservation biology. **CREDIT: THREE SEMESTER HOURS.**

ENV 503: MES Student Team Project. The Student Team Project is a community service and educational program by the KSU MES Program. It is a one semester effort by teams of three to five students attempting to solve a current environmental problem facing a community organization or governmental unit near KSU. Student team projects, required of all first-year students, mix students from different backgrounds and place them in contact with faculty members, government officials, and community leaders. Team members will gain experience initiating and terminating a long-term project, managing team members with diverse backgrounds, and collecting and disseminating information. **CREDIT: THREE SEMESTER HOURS.**

ENV 506: Applied Statistics and Experimental Design. This course will cover principles of experimental design and statistical analysis of data, their application in a statistical program, and use in research. Students will gain an understanding of both experimental design and statistical analysis of data. **Credits: 3 semester hours.**

ENV 507: Agroforestry: Local and Global Perspectives. Students will examine and have an understanding of how different agroforestry systems function with landscapes across multiple scales (plot, watershed, landscape) and how these systems contribute to achieving multiple benefits (environmental, social, economic, etc.). **CREDIT: THREE SEMESTER HOURS.**

ENV 508: Introduction to Geographic Information Systems. This graduate course will expose students to the concepts, software, data, and analysis processes of Geographic Information Systems (GIS). Students will develop a real world, working knowledge of GIS through hands-on work with mapping software, its potential, its limitations, and future trends in the mapping industry. MES graduate students will develop a real world project that examines spatial data and utilizes modeling software to create a quality, full scale, mapping product. **CREDIT: THREE SEMESTER HOURS.**

ENV 509/AQU 509: Biostatistics. Basic principles of experimental design and data analysis with emphasis on their applications in environmental studies and aquaculture research. **CREDIT: THREE SEMESTER HOURS.**

ENV 511: Energy and the Environment. Integrated study of the environmental impact of human energy use patterns. Overview of current energy resources, current energy production and use patterns, alternative energy production options, and environmental, social, and economic consequences of each. **CREDIT: THREE SEMESTER HOURS.**

ENV 513/AQU 513: Aquatic Ecology. This course investigates the interaction of aquatic organisms with their biotic and abiotic environment. Sampling and laboratory methods of limnological analysis will be covered. **CREDIT: FOUR SEMESTER HOURS.**

ENV 515: Environmental Ethics. This course explores a wide range of issues in contemporary environmental ethics. Employing one of the most respected anthologies in the field, the course will engage such important issues as the nature of environmental ethics, who counts in environmental ethics, and is sustainability possible. **CREDIT: THREE SEMESTER HOURS.**

ENV 516: Environmental Justice. This course attempts a critical investigation of major issues in environmental justice, including tensions between justice for ecosystems and justice for urban populations; regional as well as global issues are examined. **CREDIT: THREE SEMESTER HOURS.**

ENV 517: Environmental and Resource Economics. This course will cover topics such as application of microeconomics on environmental problems, elements of renewable resource and forestry economics, cost benefit analysis of environmental renewal projects, economics of the environmental impacts of different agricultural practices such as livestock farming, aquaculture, and chemical use in row crop farming. **CREDIT: THREE SEMESTER HOURS.**

ENV 519: Sustainable Agriculture Systems. Exploration of the ecological effects of modern intensive agriculture, and the challenge of attaining a secure supply of food through ecologically sound and sustainable practices. The definition, emergence, and growth of sustainable agriculture will be discussed along with pertinent soil, crop, and livestock management practices. **CREDIT: THREE SEMESTER HOURS.**

ENV 525: Organic Agriculture. Principles and practices of organic agriculture are presented in the context of their historical, philosophical, economic, and scientific underpinnings. Students will develop a broad theoretical and practical understanding of organic agriculture. Prerequisites: MAT 120 or MAT 125 or Consent of Instructor. **CREDIT: THREE SEMESTER HOURS.**

ENV 535: Urban Agriculture. Examine contributions of food gardens to community health and food system sustainability. Explore potential of compact urban agriculture to offset community food needs through high and low input production. Gain hands-on experiences with tools, techniques and practices used to grow and process food and ornamental crops in urban environments. **Credit: 3 semester hours.**

ENV 540: Ornamental and Landscape Plants. This course provides an understanding of the identification, morphology, classification, nomenclature, and adaptability of ornamental plants in landscape environments. The use of plants in home, business, and park landscapes to reduce water use, pollutants, energy, and labor inputs is examined. **CREDIT: THREE SEMESTER HOURS.**

ENV 542: Plant Propagation and Production. This course provides an understanding of both traditional plant propagation and tissue culture as well as sustainable plant production systems. Plant propagation is a critical part of nursery and greenhouse management not only to reduce production costs but also to maximize the potential profit. Sustainable practices and production of horticultural crops is also examined to reduce water use, pollutants, energy, and labor inputs. Topics covered also include soil, plant nutrition, pest, and disease management that are essential for small scale farmers. Prerequisite: AFE 217 or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

ENV 545: Molecular Techniques for Environmental and Aquatic Studies. This course examines how molecular biological approaches are used to address major issues in environmental biology. Lecture/laboratories examine how molecular methods can be applied to wildlife management, ecology, pollution control and remediation, and environmental health. Prerequisite: BIO 111 or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

ENV 550: Human Health and Environment. This course is intended for those interested in theoretical and hands on training with a biomedical approach to the field of human health and the environment. Students taking this multidisciplinary course will have a holistic understanding of how the physical, chemical, and biological factors of the environment impact human health. Prerequisites: BIO 111, CHE 101, and CHEM 110. **CREDIT: THREE SEMESTER HOURS.**

ENV 551: Livestock Production Practices. Course will explore conventional and alternative production practices for the major livestock species produced in Kentucky. Students will learn about organic, forage based, and natural production practices and how they compare to conventional production. They will have hands on experience with working with livestock to learn basic handling and management procedures. The class includes field trips to different farms and hands on activities. Prerequisites: AFE 211. **CREDIT: THREE SEMESTER HOURS.**

ENV 555: Food Safety and Microbiology. This course in intended for those with theoretical and practical interest in the field of food sciences, especially those interested in a wide range of subjects and hands on/practical approaches in microbial food processes, general food safety, public health, and epidemiology. Various aspects of food production, maintenance, supply chains, potential contaminations, introduction to food borne toxins and outbreaks of food borne infections, safe food handling and preparation techniques will be introduced to the students. Prerequisites: BIO 111, CHE 101, and CHE 110. **CREDIT: THREE SEMESTER HOURS.**

ENV 560: Agricultural and Environmental Policy. This course provides an introduction to issue in agricultural and environmental policy, with an emphasis on environmental management strategies, environmental and human health risks such as toxicity, environmental issues in agriculture, and climate change. **Credit: 3 semester hours.**

ENV 565: Environmental Law. This course provides an introduction to major issues in the field of environmental law with particular emphasis on federal environmental law and the roles of states in enforcement. **Credit: 3 semester hours.**

ENV 585: Special Topics. This course requires intensive examination of an Agriculture, Food, and Environmental (AFE) science topic chosen by a faculty member in Agriculture, Food, and Environment. This course will require intensive reading and discussion, as well as writing. CREDIT: THREE SEMESTER HOURS. ENV 589: Remote Sensing of the Environment. The course introduces fundamental principles of remote sensing applications for recording electromagnetic energy from the earth's surface for studying vegetation, soil, water, and urban infrastructure. Prerequisite: Consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

ENV 589: Remote Sensing of the Environment. The course introduces fundamental principles of remote sensing applications for recording electromagnetic energy from the earth's surface for studying vegetation, soil, water, and urban infrastructure. Prerequisite: Consent of instructor. **Credit: 3 semester hours.**

ENV 595: Environmental Science & Bio-remediation Techniques. This course is intended for those with theoretical and practical interest in environmental issues and is designed to provide a wide range of subjects and practical work experience using standard methods, concepts, and equipment in environmental science. The fate and transport of pollutants in the environment and their final destination, dilution, dispersion, adsorption, persistence, degradation, their adverse effects, and the route that the toxin in question takes in the environment will be discussed and possible solutions and remediation techniques will be presented. Prerequisite: BIO 101 and CHE 101. **CREDIT: THREE SEMESTER HOURS.**

ENV 600: Research. Students design and conduct original field and/or laboratory- based research to test a hypothesis. Experimental design and methods must be approved by a committee prior to initiation of research. The research should allow statistical data analysis and make an original contribution to the field of Environmental Studies. **CREDIT: ONE TO NINE SEMESTER HOURS.**

ENV 601: Thesis. Preparation and defense of research-based thesis making an original contribution to the field of Environmental Studies. **CREDIT: ONE TO THREE SEMESTER HOURS.**

ENV 699: MES Capstone Research Project. The independent research capstone project would be designed in collaboration with an interdisciplinary advisory committee of three selected KSU faculty/research members. This is a yearlong project which will serve as the culminating activity for the MES degree. Pass or Fail Only. Students will complete the capstone project over two semesters of three credit hours each semester for a total of six credit hours. May be repeated once. **CREDIT: SIX SEMESTER HOURS.**

EDUCATION – GRADUATE COURSES IN SPECIAL EDUCATION

ESP 502: Legal and Parental Issues in Special Education. This course reviews pertinent legislation concerning human and constitutional right and parental issues related to special persons. Teachers' specific responsibilities and liabilities are described and related to current requirements for development of appropriate educational programs. Emphasis is given to how, through active parent participation, teachers can facilitate each student's developmental progress. The resources and methods for dealing with the problems confronted by parents of exceptional children are considered, field hours required. **CREDIT: THREE SEMESTER HOURS**.

ESP 504: Theories of Reading & Educational Practices P-12. This course will concentrate on the best practices for teaching reading to students with learning and behavioral difficulties. Candidates will conduct research on literacy problems in the United States and examine reading approaches for students with reading difficulties. Understanding of best practice strategies for teaching of reading will be applied through a research paper project, field hours required. **CREDIT: THREE SEMESTER HOURS.**

ESP 505: Teaching Mathematics to Children and Youth with Learning & Behavior Disorders. The primary focus of this course is on teaching of mathematics to children and youth with learning and behavior disorders. The overall context in which these teaching approaches are considered are the national curricular reforms in mathematics. Clearly, this course primarily attends to the domains of pedagogy, pedagogy and its relationship to subject matter, curriculum, and pedagogical content knowledge. Given that, the learner must always be considered and that the general context of instruction in the school, the domains of the learners and schools are emphasized, however to a lesser degree in this course. Specific attention is provided in this course to the teaching that responds to the reform recommendations identified by National Council of Teachers of Mathematics (NCTM) and higher standards in mathematics education present in KERA, field hours required. **CREDIT: THREE SEMESTER HOURS.**

ESP 507: Introduction to Special Education. This course will provide information and knowledge on legislation and litigation in special education. A historical overview of the field of special education will be presented. Characteristics of children and youth with disabilities, especially learning disabilities and behavior disorders, will be presented, field hours required. **CREDIT: THREE SEMESTER HOURS.**

ESP 510: Curriculum and Methods in Learning and Behavior Disorders. This course is designed to provide an opportunity to explore the variety of teaching methods, technology, media, resources, and materials that may be used for effective teaching in the classroom. Major focuses are given to the area of constructing unit lessons, lesson presentations, and evaluation of student progress. Candidates are expected to develop lesson plans that accommodate the needs of learners with disabilities. Designing instructional strategies for diversity in culture and in learning styles, adapting commercial and teacher made materials, assessing learners' progress, and using technology to enhance instruction are presented, field hours required. **CREDIT: THREE SEMESTER HOURS.**

ESP 511: Methods/Strategies Behavior Management. This course is designed to provide candidates with knowledge and understanding of behavioral assessment and intervention strategies based on operant conditioning and applied behavior management techniques. Students will learn to: (a) identify and assess problem behavior; (b) design and implement behavioral interventions; (c) design learning environments that will prevent problem behaviors; and (d) apply behavioral procedures in educational settings, field hours required. Prerequisite: **CREDIT: THREE SEMESTER HOURS.**

ESP 515: Research in Special Education. A review of studies from a variety of disciplines that have relevance to special education populations. Special emphasis will be given to those skills (understanding, assumption, reading, and abstracting articles, interpreting data, and evaluating results) needed to understand the relationship between research strategies and problems in special education, field hours required. **CREDIT: THREE SEMESTER HOURS.**

ESP 523: The Individual with LD: Learning and Development through the Lifespan. This course will provide information focusing on the identification, instruction, and assessment of individuals with specific learning disabilities and learning differences. Special emphasis will be placed on the characteristics (academic, social, organizational, and behavioral) of individuals who learn differently. Participants will learn information that will help them better prepare lessons, settings, and evaluations that enable success for their learners. **CREDIT: THREE SEMESTER HOURS.**

ESP 524: Instructional Assessment Methods. This course will provide participants with an understanding and informed use of assessment data. It focuses on policies and procedures involved in the screening, diagnosis, and placement of individuals with emotional/behavioral disorders including academic and social behaviors. The primary research project will involve the assessment of appropriate and problematic social behaviors of individuals with E\BD, field hours required. **CREDIT: THREE SEMESTER HOURS.**

ESP 525: Inclusion, Collaboration and Advocacy. This course addresses inclusion, collaboration, and advocacy approaches to working with children and youth with disabilities. Approaches for differentiating instruction in an inclusive classroom are presented. Procedures for working with parents and educators in collaborative settings are addressed. Related and transitional services are discussed, field hours required. **CREDIT: THREE SEMESTER HOURS.**

ESP 526: Prescriptive Teaching. This course will explore strategies for teaching skills and content areas, such as reading, mathematics, oral and written language, and social and study skills, to students with learning and behavior disorders. The course will provide participants with the opportunity to incorporate previous course knowledge and various approaches to learning and teaching to design IEPs that meet the needs of their students. This course will require a 10-hour field experience component, field hours required. **CREDIT: THREE SEMESTER HOURS.**

ESP 574: MASPE Supervised Teaching. This course provides culminating clinical practice designed for the master-level candidate who has completed all coursework and required standardized exams and currently is employed full-time as a certified, general education teacher of record. The candidate seeks a second, "advanced" level certification. The candidate is mentored and evaluated by a certified, master-level, special education teacher (mentor teacher), in each setting, as well as by a professional educator assigned by the university (university supervisor). To successfully complete this clinical practice, the supervised teacher must demonstrate all four domains of Kentucky Framework for Teaching at the "accomplished" level (3) by the end of the term. **CREDIT: SIX SEMESTER HOURS.**

ESP 575: MASPE Student Teaching. This course provides culminating clinical practice designed for the master-level teacher candidate who has completed all coursework and required standardized exams, does not hold teacher certification, and is not currently employed full-time as a teacher of record. The candidate seeks an initial teacher certification in Exceptional Children. The individual completes a full semester (minimum 70 days) of student teaching, with one half-semester in a special education elementary placement and the other half in a special education setting in a middle or high school. He or she is supervised, mentored, and evaluated by two certified, master-level, special education teachers (cooperating teachers), one in each setting, as well as by a professional educator assigned by the university (university supervisor). Student teachers co-teach with their cooperating teachers and engage fully in educational activities before, during, and after the school day. By Kentucky regulation, student teachers may not be employed by their schools in any way in any role, although they may be employed by a different school in a manner that does not interfere with fulfillment of student teaching responsibilities. To successfully complete this clinical practice, the student teacher must demonstrate all four domains of Kentucky Framework for Teaching at the "developing" level (2) by the end of the semester. **CREDIT: 12 SEMESTER**

HOURS.

FINANCE

FIN 530: Corporate Finance. A study of the concepts and theories related to the acquisition, application, and control of resources within the corporate environment. Topics include financial forecasting and statement analysis, securities valuation, cost of capital, capital budgeting, leverage, capital structure, financing decisions, dividend policy, working capital management, and leasing. **CREDIT: THREE SEMESTER HOURS.**

FIN 540: Financial Institutions. An extensive overview of the banking and financial services industry from a managerial viewpoint. Topics include financial securities and markets, intermediaries, financial statements, asset and liability management, sources of funds, investments, regulation, legislation, performance analysis, mergers and acquisitions, and ethics. Prerequisite: FIN 530. **CREDIT: THREE SEMESTER HOURS.**

FIN 550: Investment Analysis. A comprehensive analysis of the concepts, theories, and tools of investment analysis. Topics include modern portfolio theory, risk, and return analysis, efficient capital markets, behavioral finance, financial securities and markets, security analysis and valuation, investment strategies, debt and equity portfolio management, mutual funds, asset allocation, and taxes. Prerequisite: FIN 530. **CREDIT: THREE SEMESTER HOURS.**

FIN 575: Behavioral Finance. The study of the alternative financial and investment research into cognitive biases, heuristics, emotions, crowd behavior, and stock market psychology. The course investigates the applications of these concepts and provides approaches in which corporate managers and investors advance their intuitive and analytical decision making skills. Prerequisite: FIN 530 or Consent of Instructor. **CREDIT: THREE SEMESTER HOURS.**

MANAGEMENT

MGT 533: Strategic Human Resource Management. Examines the design and alignment of HR architecture with the firm's business-model. Topics include: operational competencies, human capital development, employment relationships, employee mobility, compensation, work groups, knowledge workers, and inter-firm learning. CREDIT: **THREE SEMESTER HOURS.**

MGT 555: Operations Management. Study of management decision making in production and operations. Quantitative techniques are utilized to promote an organization's competitive advantage. **CREDIT: THREE SEMESTER HOURS.**

MGT 560: Human Behavior in Organizations. An analysis of the behavior of persons in organizational settings, including personality, values, motivation, leadership, authority and performance in groups, and informal groups. This course explores how the alignment of these variables with strategic goals promotes an organization's competitive advantage. **CREDIT: THREE SEMESTER HOURS.**

MGT 565 Entrepreneurship. A study of the strategic role of the entrepreneurial process and resulting innovations, based on challenges and opportunities. This course examines how an entrepreneur achieves competitive advantage in the global marketplace. **CREDIT: THREE SEMESTER HOURS.**

MGT 590: Strategic Management. Study of long-term management tasks of strategy formulation and implementation for an organization's competitive advantage. Topics include environmental analysis, strategy development, implementation, evaluation, and organization governance. Should be taken in the final semester of the MBA program. **CREDIT: THREE SEMESTER HOURS.**

MGT 601: Contemporary Topics in Management. An exploration of contemporary topics in business management. May be repeated for credit for different topics. Examples of topics include e-commerce, lean manufacturing, service operations, global competitiveness, leadership, culture, or other current issues. Should be taken in the final semester of the MBA program. **CREDIT: THREE SEMESTER HOURS.**

MANAGEMENT INFORMATION SYSTEMS

MIS 510: Management Information Systems. This course introduces a variety of issues relating to managing information systems and strategic role of information technology in enabling an organization to gain and maintain competitive advantage. It addresses both behavioral and technical issues and uses case studies as a means of exploring a number of decision situations in organizations. All issues are considered from the managerial perspective. **CREDIT: THREE SEMESTER HOURS.**

MIS 520: Enterprise Data Management. This course covers fundamentals of database analysis, design, and implementation. The course emphasizes skills needed to analyze and organize business data, as well as to utilize the organized data to answer a variety of business queries. **CREDIT: THREE SEMESTER HOURS.** Prerequisite: MIS 510 or instructor consent.

MIS 540: Big Data in Business. This course focuses on three aspects of big data – data storage technologies, data management strategies, and analysis of big data sets. Students will learn how to apply these concepts to real-world business problems through hands-on experience with big data technologies and platforms. **CREDIT: THREE SEMESTER HOURS.** Prerequisite: MIS 520 or instructor consent.

MIS 597: Contemporary Topics in Management Information Systems (MIS). An exploration of contemporary topics in management information systems. May be repeated up the three times for different topics. Examples of topics include: strategic management of technological innovation, customer relationship management system, global information systems, business intelligence and knowledge management or other emerging or relevant special topics. **CREDIT: THREE SEMESTER HOURS.**

MARKETING

MKT 510: Marketing Communications. A detailed study of the various components of the promotion mix, such as advertising, sales promotion, public relations, and personal selling. Emphasis is placed on the central concept of integrated marketing communications, and on the importance of developing promotion strategies that allow marketers to reach predetermined objectives. **CREDIT: THREE SEMESTER HOURS**.

MKT 520: Strategic Marketing Management. A comprehensive study of market oriented strategic planning and its associated tools and techniques. Fundamental concepts such as environmental scanning, market segmentation, targeting, and product positioning, among others, are explored in detail. Emphasis is placed on how marketing managers use these tools to solve problems and develop winning marketing mixes and strategies. **CREDIT: THREE SEMESTER HOURS.**

MKT 530: Marketing Research. A detailed study of the various research approaches in marketing. Both qualitative and quantitative research techniques are explored. Emphasis is placed on the steps involved in the research process and on designing and implementing research projects that allow marketers to make more effective decisions. **CREDIT: THREE SEMESTER HOURS.**

MKT 540: Consumer Behavior. An in-depth study of buyer behavior in both consumer markets and business markets. The various factors that influence the behavior of consumers and buyers are explored in detail, and emphasis is placed on the importance of using this knowledge to develop more effective marketing strategies and tactics. **CREDIT: THREE SEMESTER HOURS.**

MKT 560: Marketing of Services. A detailed study of the unique characteristics and challenges associated with the marketing of services. Basic concepts such as intangibility, inseparability, variability, and perishability are introduced and discussed, and emphasis is placed on the implications of these concepts for designing effective marketing strategies for service firms. **CREDIT: THREE SEMESTER HOURS.**

NURSING

NUR 699 Advanced Statistics in Nursing. The purpose of this course is to review basic concepts of statistics and review use of statistics in nursing research. The course contains an overview of evidence based on practice and analysis of advanced research concepts in nursing. Primary focus on research in nursing practice. Graduate Nursing Elective. **CREDIT: THREE SEMESTER HOURS.**

NUR 700 Advanced Pathophysiology. The purpose of this course is to provide the advanced practice nurse with knowledge of normal physiology and alterations in physiology in individuals across the life span. The focus is theory and research applicable to organ systems and cellular events. Emphasis is on regulatory and compensatory functions in health and in pathophysiological conditions. This course serves as a transition from the advanced practice nurse with the basic medical sciences to clinical medicine. The goal is to establish a knowledge base for various clinical problems encountered in internal medicine and will review the fundamental concepts of pathophysiology in the clinical setting. Prerequisite: Admission to BSN-DNP program. **CREDIT: THREE SEMESTER HOURS.**

NUR 701 Analysis of Advanced Nursing Practice. This course is designed to provide students with opportunities to explore contemporary issues in health care delivery that affect the process and/or outcomes of relevant to patient populations. Specific focus will be on: (1) health disparities, (2) barriers to care, (3) cultural competency and sensitivity, (4) cultural/SES influences on health and care delivery, (5) public health and health promotion models, (6) emerging infectious disease, (7) advances in healthcare, (8) environmental/occupational health concepts, and (9) the impact of global health on individuals/ communities. Prerequisite: Admission to BSN- DNP program. **CREDIT: THREE SEMESTER HOURS.**

NUR 702 Epidemiology in Health Care. Epidemiology focuses on the distribution and determinants of disease frequency in human populations. This graduate-level course utilizes epidemiology as a method for examining problems of health and disease in the community. This application of epidemiologic methods to evaluate the distribution and determination of disease and other health problems will be a major focus of this course. Basic principles and methods of epidemiology are presented together with many of the applications of epidemiology to public health and the role it plays in the development and evaluation of public policy. Prerequisite: Admission to BSN-DNP program. **CREDIT: THREE SEMESTER HOURS.**

NUR 703 Advanced Pharmacology. The purpose of this course is to expand the pharmacological knowledge of the advance practice nurse. Principles of pharmacodynamics and pharmacokinetics across the life span serve as the foundation for this comprehensive course in pharmacology for prescribers. Emphasis is placed on understanding the physiological action of drugs, expected client responses, and major side effects. Issues related to evidence-based pharmacologic practice and legal aspects of prescribing are examined. Prerequisite: NUR 700, 701, 702. **CREDIT: THREE SEMESTER HOURS.**

NUR 704 Theoretical Foundation for Advanced Nursing Practice. This course explores the history of advanced practice registered nursing (APRN) roles in the current socio-political environment, preparing students to serve in a leadership role to shape the delivery of effect health care. An overview of various communication methods, community assessment, and epidemiological principles is provided. Students will apply principles of advanced practice to promote the health of individuals and populations. Principles of client centered care and theory based care to promote health will be explored in depth. The principle of clear and respectful communication in care will be introduced in terms of cultural sensitivity. The principle of 401 basing care on evidence will be introduced. The principle of caring for populations within a context of health systems will be introduced. The principle of ethical care will be introduced in terms of social justice. Prerequisite: NUR 700, 701, 702. **CREDIT: THREE SEMESTER HOURS**.

NUR 705 Evidence-Based Practice/Quality Improvement in Health Care. This course explores philosophical and foundational components of evidence-based practice for advance nursing practice. Concepts, models, and methods for developing advanced practice based on the best evidence are applied. Developing the well-built question as well as understanding best search strategies are incorporated into research-based evidence, particularly related to the clinical and administrative practice question(s) and outcomes. Outcomes evaluation methods are explored. Prerequisite: NUR 700, 701, 702. **CREDIT: THREE SEMESTER HOURS.**

NUR 706 Advanced Physical Assessment. This course is designed to further develop the student's advanced knowledge and skills for obtaining and recording a systematic health history and advanced physical examination of individuals and families across the lifespan. The course involves the synthesis of nursing, biologic, psychological, and sociocultural knowledge, and theories as applied to the findings obtained in the comprehensive health assessment. The central objective is the development of cognitive and clinical skills needed to provide comprehensive care to the adult-gerontology population in primary care settings. Prerequisite: NUR 703, 704, 705. **CREDIT: THREE SEMESTER HOURS.**

NUR 707 Advanced Nursing Care for Vulnerable Populations. The purpose of this course is to provide the doctoral-prepared APRN with an understanding of issues relevant to patient populations. Specific focus will be on: (1) health disparities, (2) barriers to care, (3) cultural competency and sensitivity, (4) cultural/SES influences on health and care delivery, (5) public health and health promotion models, (6) emerging infectious diseases, (7) advances in healthcare (genomics, neurocomputing, neuroimmunology, anatomical reconstruction), (8) environmental/occupational health concepts, and (9) the impact of global health on individuals/communities. The course discussions will focus on the topics outlined above. This course will address the BPHr Goals and goals of Health People 2020 by enabling students to understand how to improve health care of diverse/underserved populations. Prerequisite: NUR 703, 704, 705. **CREDIT: THREE SEMESTER HOURS.**

NUR 708 Psychopharmacology. The purpose of this course is to review psychopharmacology concepts utilized in nursing. Students will study the effects of medications on cognition, affect, and behavior. This include, but is not limited to antidepressants, antipsychotics, benzodiazepines, anxiolytics, stimulants, and other medications affecting the human psyche. Graduate Nursing Elective. **CREDIT: THREE SEMESTER HOURS.**

NUR 800 Advanced Adult/Gerontology Primary Care I. This course focuses on synthesis and application of theory and research to effectively address the complexities of aging. Comprehensive evidenced-based management across settings, evaluation of care, role implementation, and influences of contextual factors on healthcare services for the elderly including palliative and end of life care are presented. This course provides the knowledge base for clinical adult/gerontology management. Prerequisite: NUR 700; NUR 703; NUR 704; NUR 706. **CREDIT: THREE SEMESTER HOURS.**

NUR 801 Advanced Adult/Gerontology Primary Care Nursing I Practicum (180 Clinical Hours). This is the first clinical course of this advance nursing practice specialty. The objectives of this practicum are based on the content of the didactic component of the course. Prerequisite: NUR 700; NUR 703; NUR 704; NUR 706. **CREDIT: THREE SEMESTER HOURS.**

NUR 802 Health Systems Assessment. The purpose of this course is to prepare students to actively participate in the evaluation of health care and healthcare organizations. Specific emphasis will be on organizational assessments, quality improvement projects, outcomes research, technology evaluation, and performance appraisals. The course will provide the students with opportunities to learn to assess and diagnose organizations, facilitate organizational change in clinical care delivery, and foster quality improvement while addressing cost-constraints. During this course, the students will conduct their own administrative project at the site where they are participating in the clinical residency. The projects will focus on topics such as total quality improvement, protocol development, practice efficiency, practice effectiveness, or clinical outcomes. They will work with other personnel at the site in a collaborative arrangement. Each week, the students will meet as a group in order to address problems encountered with their administrative project and offer suggestions and support. The course will consist of didactic sessions, presentations by the students, and problem-solving sessions. Prerequisite: NUR 706, 707. **CREDIT: THREE SEMESTER HOURS.**

NUR 804 Advanced Adult/Gerontology Primary Care II. This course continues to focus on synthesis and application of more complex theory and research to effectively address the complexities of aging. Comprehensive evidence-based management across settings, evaluation of care, role implementation, and influences of contextual factors on health care services for the elderly including palliative and end of life care are presented. This course provides the knowledge base for clinical adult/gerontology management. Prerequisite: NUR 700; NUR 703; NUR 704; NUR 706; NUR 800; NUR 801. **CREDIT: THREE SEMESTER HOURS.**

NUR 805 Advanced Adult/Gerontology Primary Care II Practicum (180 Clinical Hours). This is the second clinical course of this advance nursing practice specialty. The objectives of this practicum are based on the content of the didactic component of the course. Prerequisite: NUR 700; NUR 703; NUR 704; NUR 706; NUR 800; NUR 801. **CREDIT: THREE SEMESTER HOURS.**

NUR 806: Research Design and Methodologies. This course is designed to provide the student with knowledge, skills, and practice in collecting, analyzing, and interpreting quantitative data within the context of application to research design and methodology. The following advanced statistical techniques will be examined: analysis of variance (ANOVA/MANOVA), analysis of covariance (ANCOVA/MANCOVA), use of psychometric techniques (for instruments used in patient care, nursing education and nursing research), linear regression, multiple regression, logistic regression, and structural equation modeling (SEM). Prerequisite: NUR 700; NUR 703; NUR 706; NUR 800; NUR 801; NUR 804; NUR 805. **CREDIT: THREE SEMESTER HOURS.**

NUR 807 Advanced Adult/ Gerontology Primary Care III. This is the third course in the series. This course continues to focus on synthesis and application of more complex theory and research to effectively address the complexities of aging. Comprehensive evidence-based management across settings, evaluation of care, role implementation, and influences of contextual factors on health care services for the elderly including palliative and end of life care are presented. This course provides the knowledge base for clinical gerontology management. Prerequisite: NUR 700; NUR 703; NUR 704; NUR 706; NUR 800; NUR 801; NUR 804; NUR 805. **CREDIT: THREE SEMESTER HOURS.**

NUR 808 Advanced Adult/ Gerontology Primary Care III Practicum (180 Clinical Hours). This is the third clinical course of this advanced nursing practice specialty. The objectives of this practicum are based on the content of the didactic component of the course. Prerequisite: NUR 700; NUR 703; NUR 704; NUR 706; NUR 800; NUR 801; NUR 804; NUR 805. **CREDIT: THREE SEMESTER HOURS.**

NUR 809: Diversity and Ethical Issues in Advanced Practice. The course focuses on the exploration of cultural diversity on client populations and nursing practice and provides opportunities for the exploration of the influence of culture on client health- related behaviors. Emphasis is placed on the exploration of the contributions of the evolution of advanced nursing practice to the health of families, especially minority families. Students will explore the development of nursing theory by means of culturally appropriate nursing research methods. Researchable questions a merging from advanced nursing practice will be identified. The principle of ethical care will also be introduced in terms of social justice. Prerequisite: NUR 700; NUR 703; NUR 704; NUR 706; NUR 800; NUR 801; NUR 804; NUR 805. **CREDIT: THREE SEMESTER HOURS.**

NUR 900 Advanced Practice Leadership and Management. This course will focus particular attention on the organizational and structural opportunities and barriers inherent in obtaining access to health care for cultures and subcultures. This includes applying systems thinking to develop financial and cost effective strategies, legal and ethical dimensions of the business of health care delivery. This course provides the advance practice nurse with the skills to work with all organizational designs to eliminate health disparities. The advanced practice nurse will need to collaborate with other health care professionals from a variety of subcultures to analyze complex clinical situations as well as delivery systems to ensure safe and timely, effective, efficient, equitable and patient-centered care that meets or exceeds the standards of practice. This course will emphasize the delivery of health care to underserved populations as well as examining strategies to recruit, retain, and recognize the accomplishments of a diverse nursing workforce. Leadership skills in human relations, organizational culture, effective patterns of communication and synergistic decision-making will accent this course. Prerequisite: NUR 700; NUR 703; NUR 706; NUR 800; NUR 801; NUR 804; NUR 805; NUR 806; NUR 807; NUR 808. **CREDIT: THREE SEMESTER HOURS.**

NUR 901 Advanced Practice Leadership and Management Practicum (180 Clinical Hours). This course is the clinical component of the leadership and management course. Leadership skills in human relations, organizational culture, effective patterns of communication and synergistic decision-making will accent this course. Prerequisite: NUR 700; NUR 703; NUR 706; NUR 800; NUR 801; NUR 804; NUR 805; NUR 806; NUR 807; NUR 808. **CREDIT: THREE SEMESTER HOURS.**

NUR 902 Clinical Residency I (180 Clinical Hours). This is the first of a two-course series that provides the DNP student with mentored opportunities to identify, develop, implement, evaluate, and disseminate an independent, analytic scholarly project focusing on problems of practice within specific populations. Each course builds on the knowledge and practice expertise of the DNP student, culminating in the completion of the scholarly project. The range of projects will be varied as they relate to the unique clinical practices of the DNP student, e.g., quality improvement, analyzing policy designing and using databases, designing, and evaluating new models of care, collaboration with researchers to answer clinical questions, program development, implementation, and evaluation. To complete the objectives of this course successfully, the DNP student works with a faculty mentor to refine the design of the scholarly project. Students must successfully complete an oral defense of the project prior to implementation. The student will be required to submit individual objective and is expected to complete a minimum of 180 hours of supervised practice in a clinical area related to their topic of interest. Prerequisite: NUR 700; NUR 703; NUR 706; NUR 800; NUR 801; NUR 804; NUR 805; NUR 806; NUR 807; NUR 808; NUR900; NUR 901. **CREDIT: THREE SEMESTER HOURS**.

NUR 903 Healthcare Policy. The purpose of this course is to facilitate the students' exploration of policy formulation, implementation, and modification in the United States. A model of policymaking will be analyzed and core elements of health care policy and planning, including the socio-political and economic context of health and health- seeking behaviors will be emphasized. Health care policy and planning at the local, state, federal, and international levels will be explored. Ethical dimensions of public policy formulation and implementation will be highlighted. The roles of the nursing profession and individual nurses

as they relate to the development and implementation of health policy will be investigated. Key concepts that influence policymaking such as politics, advocacy, ethics, federalism, pluralism, polarization, civil rights, and civil liberties will be discussed. Prerequisite: NUR 700; NUR 703; NUR 706; NUR 800; NUR 801; NUR 804; NUR 805; NUR 806; NUR 807; NUR 808; NUR 900; NUR 901. **CREDIT: THREE SEMESTER HOURS.**

NUR 905 Clinical Residency II (180 Clinical Hours). In this capstone course, the DNP student completes implementation of the evidenced-based scholarly project specific to a population of interest within a clinical setting and evaluates its impact on health care outcomes. Students will disseminate their findings through an oral presentation and a manuscript suitable for a peer-reviewed publication. Students will apply knowledge and skills obtained in the didactic and integrative courses in order to address the ethical, legal, financial, and organizational aspects of the scholarly project. The DNP student will discuss his/her topic of interest, the development of the project and how it addressed the needs of a selected population; and evaluate the implementation and outcomes of the project. Prerequisite: NUR 700; NUR 703; NUR 706; NUR 800; NUR 801; NUR 804; NUR 805; NUR 806; NUR 807; NUR 808; NUR 900; NUR 901; NUR 902; NUR 903. **CREDIT: THREE SEMESTER HOURS.**

NUR 906 DNP Focused Course. The purpose of this course is to assist students in the final stage of their research project. Prerequisite: NUR 700; NUR 703; NUR 706; NUR 800; NUR 801; NUR 804; NUR 805; NUR 806; NUR 807; NUR 808; NUR 900; NUR 901; NUR 902; NUR 903. **CREDIT: THREE SEMESTER HOURS.**

NUR 907 DNP Project. During this course, student's emphasis will be placed on data collection, database creation, data entry, analysis, and interpretation of results. They will complete the research project and then defend the project. Faculty will offer suggestions and support. The students will learn to disseminate findings from their research through presentations and publications. NUR 700; NUR 703; NUR 706; NUR 800; NUR 801; NUR 804; NUR 805; NUR 806; NUR 807; NUR 808; NUR 900; NUR 901; NUR 902; NUR 903. **CREDIT: THREE SEMESTER HOURS.**

PSYCHOLOGY

PSY 501 Theory and Practice of Counseling. An introduction of, and initial preparation for, the profession of counseling. Behavioral and professional expectations of counselors will be emphasized. The course will offer an overview of theories and techniques of counseling and psychotherapy with emphasis on comprehensive analysis of each theory. Skills in intake assessment, treatment planning, brief and long-term models, crisis intervention, and prevention strategies will be developed. **CREDIT: THREE SEMESTER HOURS**

PSY 502 Evidence-Based Counseling Techniques. A study of counseling techniques that have been supported by systematic empirical research. Emphasis will be placed on applying specific empirically supported interventions to specific problems. **CREDIT: THREE SEMESTER HOURS.**

PSY 503: Intermediate Statistics I. An examination of intermediate statistical methods. Semester 1 will examine various forms of Analysis of Variance (ANOVA), in addition to a review of significance testing, and data screening. **CREDIT: THREE SEMESTER HOURS.**

PSY 504: Intermediate Statistics II. An examination of intermediate statistical methods. Semester 2 examines various forms of correlational analyses including multiple types of regression and factor analysis, in addition to a review of significance testing, and data screening. Prerequisite: PSY 503 or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 505: Intermediate Research Methods I. An examination of the array of research methods used in the behavioral sciences and helping professions. Emphasis is placed on critically evaluating psychological research and understanding its application to counseling. Semester I will address experimental methods. **CREDIT: THREE SEMESTER HOURS.**

PSY 506: Intermediate Research Methods II. An examination of the array of research methods used in the behavioral sciences and helping professions. Emphasis is placed on critically evaluating psychological research and understanding its application to counseling. Semester II will address survey research methods and program evaluation. Prerequisite: PSY 505 or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 507 Assessment and Evaluation Techniques. A history and overview of the standardized evaluation methods commonly used in the assessment of individuals and groups. Topics covered will be validity, reliability, and statistical concepts for the evaluation and interpretation of test data, as well as an overview of the various categories of psychological tests and the better-validated tests within each category. Students will gain skills in the ethical and professional selection, administration, scoring, and interpretation of commonly used aptitude, achievement, and interest tests. Prerequisites: PSY 505 & 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS**.

PSY 508 Group Dynamics and Group Counseling. An introduction to group dynamics and group counseling with emphasis on theoretical and practical issues. Included will be reviews of historical perspectives, popular treatment techniques, empirical evidence on treatment efficacy, ethical and legal issues, and integration considerations. Prerequisites: PSY 501 & 502, or consent of instructor. **CREDIT: THREE SEMESTER HOURS**.

PSY 509. Cultural Diversity in Counseling. An emphasis on the development and enhancement of multi-cultural and ethnic awareness and how this impacts counseling. The course will be designed to help counselors maximize their effectiveness in working with clients from different cultures and sub-cultures, including counseling skills that are effective with clients with various disabilities, races, religions, sexual orientations, and economic backgrounds. Prerequisites: PSY 501 & 502, or consent of instructor. **CREDIT: THREE SEMESTER HOURS**.

PSY 510. Career Counseling. An introduction to methods used in counseling clients about career-related decisions. An overview of test instruments used to evaluate skills and aptitudes, methods to give guidance for training and job placement, and job interview strategies will be included. Prerequisites: PSY 501 & 502, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 511. Human Growth & Development. An advanced study of the theories and factors relevant to understanding human development throughout the lifespan, with emphasis on social, cognitive, and affective development, including implications for counseling strategies across the lifespan. Prerequisites: PSY 501 & 502, or consent of instructor. **CREDIT: THREE SEMESER HOURS**

PSY 512. Legal and Ethical Issues. An intensive overview of legal, ethical, and professional issues in the provision of counseling services in a variety of settings. Will include a review of relevant laws, the American Counseling Association code of ethics and related codes as appropriate. Steps in ethical decision-making will be discussed and case studies will be presented. Students will gain an understanding of the need for ethical standards and learn how to follow ethical guidelines. Prerequisites: PSY 501 & 502, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 513. Practicum in Counseling. Introductory experience in supervised counseling with clients in selected clinical settings. Students are supervised by the course instructor and a field supervisor and receive feedback from supervisors in order to develop counseling skills. Practicum is arranged with the Clinical Director in the semester prior to beginning the practicum. A minimum of 200 clock hours of supervised experience is required. Prerequisites: Consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 514. Internship in Counseling I. Intermediate experience in supervised counseling with clients in selected clinical settings. Students will be supervised by the course instructor and a field supervisor and receive feedback from supervisors in order to continue to develop their counseling skills. A minimum of 200 clock hours of supervised experience will be required. Prerequisites: Consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 515. Internship in Counseling II. Advanced experience in supervised counseling with clients in selected clinical settings. This course should be taken during the last semester of the student's program. The internship may be concurrent with other courses or may occur after coursework is completed. Students are supervised by the course instructor and a field supervisor and receive feedback from supervisors in order to enhance their counseling skills. Internship is arranged with the Clinical Director in the semester prior to beginning the

internship. A minimum of 200 clock hours in an approved facility under the supervision of an appropriately trained and licensed mental health professional is required. Liability insurance is required. Prerequisites: Consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 551: Psychology & Law. A review of the ways in which mental health issues interact with the law and the criminal justice system. Topics will include mental health testimony as it relates to civil commitment, the rights of mental patients, competency to stand trial, the insanity defense, the antisocial personality, child custody disputes and determinations, and consideration of the utility and limitations of mental health expertise as it relates to the legal system. **CREDIT: THREE SEMESTER HOURS.**

PSY 552: Law & Social Science. This course will focus on the ways in which behavioral and social science information is being used in court. The course will examine the empirical issues raised in criminal law, tort law, trademark law, etc. The use, misuse, and nonuse of social science information in court will be considered. Will also apply behavioral and social science knowledge to the criminal and civil justice systems. Topics such as social psychology of justice institutions, environmental social science, socialization into roles and identity, collective behavior, research on juries, attitude formation and change, and criminal identification will be included. **CREDIT: THREE SEMESTER HOURS.**

PSY 601. Child and Adult Psychopathology. An introduction to the evaluation and classification of abnormal human behavior and psychiatric disorders according to current standards of classification, including instruction in the purpose and use of DSM-V. Prerequisites: PSY 501, 502, 503, 504, 505, 506, or consent of instructor. CREDIT: THREE SEMESTER HOURS.

PSY 602. Child Sexual Abuse. An examination of current research and theory regarding child sexual abuse, including prevalence, causes, dynamics, consequences, and prevention. Attention will be given to treatment approaches and techniques in working with individuals and families involved in sexual abuse situations. Prerequisites: PSY 501, 502, 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 603. Crisis Intervention. A survey of specific theoretical models and therapeutic techniques used in crisis intervention and their application to situations encountered in clinical practice including suicide, family and interpersonal violence, survival of disasters and catastrophes, and developmental crises experienced throughout the lifespan. Students will gain both knowledge and confidence in their ability to deal with crises. Prerequisites: PSY 501, 502, 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 604. Theories of Personality. An in-depth examination of the major theoretical approaches to the study of personality. Personality development, dynamics and differences will be studied with special emphasis on application of each theoretical view to the counseling setting. Prerequisites: PSY 501, 502, 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 605. Physiological Psychology. An examination of current developments in the fields of physiological psychology and psychopharmacology, including an exploration of the physiological bases of emotion, sleep, sexual behavior, hunger, and thirst, learning and memory, psychopathology, and drug use and abuse. Focus will be given to basic classifications and indications of commonly prescribed psychopharmacological medications. The appropriate uses of these medications, as well as the identification of their effects and side effects, will be discussed. Prerequisites: PSY 501, 502, 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 606. Substance Abuse Counseling. An introduction to the assessment, diagnosis, and treatment of substance abuse and substance dependence, including the impact substance abuse and substance dependence can have on individual, marital, family, and vocational problems. Prerequisites: PSY 501, 502, 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 607. Marriage and Family Counseling. An examination of several leading contemporary theories of marriage and family counseling, with emphasis on the techniques used within each of those theories. Prerequisites: PSY 501, 502, 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 608. Treatment Planning. A review of current models of treatment planning for the DSM-V disorders most commonly encountered by Master's-level counselors. Prerequisites: PSY 501, 502, 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 609. Child and Adolescent Assessment. Advanced training in the use of psychological assessment instruments for the evaluation of children and adolescents experiencing emotional, behavioral, or academic problems. Preparation of evaluations, recommendations, and report writing for presentation of information to family and professionals will be discussed. Prerequisites: PSY 501, 502, 503, 504, 505, 506, or consent of instructor. CREDIT: THREE SEMESTER HOURS.

PSY 610. Child and Adolescent Counseling. A survey of psychotherapeutic approaches and techniques for child and adolescent problems. This survey will be conducted within a strong developmental framework. The course will emphasize empirically supported psychotherapeutic programs for specific disorder presentations and conceptual skills necessary for effectively intervening with children, adolescents, and their parents. Prerequisites: PSY 501, 502, 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 611. End of Life Issues. An examination of the process of dying and grieving in order to learn how the normal grieving process occurs, and how counselors can address with sensitivity the needs of the dying and those who are survivors of loss. Topics will include the final months, weeks, and days of life, developmental issues, hospice and other settings for palliative care, issues of unexpected death resulting from acute illness or traumatic injury, as well as insidious illnesses, and support for other caregivers and self. Prerequisites: PSY 501, 502, 503, 504, 505, 506, or consent of instructor. **CREDIT: THREE SEMESTER HOURS.**

PSY 661: Theories of Offending &Corrections. Reviews the many approaches to the treatment and rehabilitation of offenders in the context of the various goals of offender dispositions. Will survey the contexts of offender treatment through the criminal justice system, with particular emphasis on prisons, jails, halfway houses, and special treatment programs. Issues such as mandatory vs. voluntary treatment, confidentiality, and the agency and the individual client will be discussed. Students will review the range of therapeutic and other interventions utilized in dealing with offender populations, with attention to evaluations of their effectiveness. **CREDIT: THREE SEMESTER HOURS.**

PSY 662: Psychology of Criminal Behavior. An in-depth analysis of research on the psychological bases and dynamics of criminal, aggressive, and antisocial behavior. Review of historical and contemporary issues, such as the interface of the mental health system and the criminal system, civil commitment, diminished capacity, the insanity defense, sentencing, capital punishment, competency to stand trial, and the use of research in court. **CREDIT: THREE SEMESTER HOURS.**

PSY 663: Aggression & Violence. Critical evaluation and examination of violence and aggression, their origins and determinants, and their impact on the individual and society. Application to forensic issues will be emphasized through the liberal use of clinical and research material. **CREDIT: THREE SEMESTER HOURS.**

PSY 664: Assessment & Treatment of Offenders. Focuses on the major theories of criminal and aggressive behavior. Viewpoints from cognitive, psychodynamic, behavioral, social learning, descriptive and developmental theorists will be discussed and compared with current classification systems. Case examples will be used to illustrate the various theories. If time permits, selected specialized topics may be considered including alcohol and crime, sex crimes, juvenile delinquency, and women and crime. **CREDIT: THREE SEMESTER HOURS.**

PSY 671: Diversity & Law. Students will apply social psychological knowledge in the context of cultural sensitivity to the criminal and civil justice systems. Special focus will be placed on topics such as social psychology of justice institutions, environmental psychology, socialization into roles and identity, collective behavior, research on juries, attitude formation and change, and criminal identification. Coursework will also highlight the impact of psychological disorders, emphasizing the explicit linkage between socio- cultural change and the legal system. **CREDIT: THREE SEMESTER HOURS.**

PSY 672: Addiction & Psychopharmacology. Examines the types of abusable substances and the symptomology, etiology, and treatment of substance abuse. The relationship of substance abuse to criminal behavior and emotional functioning will be examined. Regulation, prevention strategies, and treatment strategies will be examined. The entire spectrum of substance abuse will be examined. **CREDIT: THREE SEMESTER HOURS.**

PSY 673: Psychology of Victims. An intensive theoretical and clinical study of the victim, community attitudes toward victims, the interactions of the victim with the criminal justice system, and programs for psychological rehabilitation of the victim. **CREDIT: THREE SEMESTER HOURS.**

PSY 681: Seminar in Psychology & Law. This course will be designed to accommodate course offerings on new or emerging topic areas. May be repeated for credit provided that the topic is different with each selection. Course content, requirements and/or prerequisites will be posted independently each term. **CREDIT: THREE SEMESTER HOURS.**

PSY 690: Comprehensive Exam. The M.A. comprehensive examinations will consist of three parts: (1) Theory; (2) Methods; (3) Substantive Area /Special Area. **CREDIT: THREE SEMESTER HOURS.**

PSY 699: Thesis. The thesis will be an original, empirical research project. The student will work closely with an advisor, producing a work corresponding to the guidelines of the Publication Manual of the American Psychology Association. Students can register for this course in any of the semesters and continue till completion. **CREDIT: THREE TO TWELVE SEMESTER HOURS.**

PUBLIC ADMINISTRATION

PUA 500: Perspectives on Public Administration. Provides conceptual perspectives on management in the public sector. Topics covered include public policy, organization theory, management, planning, financial management, leadership, and intergovernmental relations. **CREDIT: THREE SEMESTER HOURS.**

PUA 501: Quantitative Methods. A study of statistical measures from a managerial perspective and the use of social science package computer programs for doing statistical analyses. **CREDIT: THREE SEMESTER HOURS.**

PUA 503: Research Methods and Policy Analysis. An introduction to skills and concepts useful for research involving analysis and evaluation of public policy and programs. **CREDIT: THREE SEMESTER HOURS.**

PUA 504: Organization Theory. Surveys the theories of complex organizations. Special emphasis will be placed on theories dealing with public bureaucracies. **CREDIT: THREE SEMESTER HOURS.**

PUA 505: Information Management for the Public Sector. Develops understanding of computer systems and networks. Instills awareness of public sector information management issues such as privacy, security, and accessibility. **CREDIT: THREE SEMESTER HOURS.**

PUA 506: Human Resource Management in the Public Sector. Provides students with an overview of personnel management concepts and focuses on various functions and laws which comprise the public personnel management. **CREDIT: THREE SEMESTER HOURS.**

PUA 605: Public Sector Economics. This course provides an introduction to microeconomics and macroeconomics. Emphasis is on the leading indicators and the institutions which shape public policy. **CREDIT: THREE SEMESTER HOURS.**

PUA 606: Fundraising and Grantsmanship. Explores the techniques associated with fundraising for government and nonprofit organizations. The course includes an analysis of grant writing, special event, and direct donations. **CREDIT: THREE SEMESTER HOURS.**

PUA 607: Budgeting in Government Agencies. Applies budgetary principles and theories to the actual preparation of sample budget documents in the local, state, and federal agencies. Critical analysis of budget documents carried out in a series of classroom exercises. Use of computer program in budget preparation will be introduced. **CREDIT: THREE SEMESTER HOURS.**

PUA 612: Human Resource Law. Introduces students to varying regulations and concepts with which they must deal in administering the personnel functions of an organization. **CREDIT: THREE SEMESTER HOURS.**

PUA 614: Applied Human Relations. Applies human relations theory and practice to the public sector to develop a people-in-systems focus that will meet the needs of government workers. **CREDIT: THREE SEMESTER HOURS.**

PUA 616: Current Topics in Public Sector Human Resource Management. Examines changes taking place in Human Resource Management in the public sector. May be repeated twice. **CREDIT: THREE SEMESTER HOURS.**

PUA 633: Seminar on Development Administration. Critically examines ways in which governmental, non-governmental, and international aid organizations provide assistance to developing countries. **CREDIT: THREE SEMESTER HOURS.**

PUA 634: Political and Administrative Development. Develops theoretical understanding by examining processes through which political and administrative development occur. Utilizes this perspective to analyze contemporary challenges confronting developing nations. **CREDIT: THREE SEMESTER HOURS.**

PUA 635: Globalization and Development. Examines controversies concerning globalization from the perspectives of both wealthy and development nations. CREDIT: THREE SEMESTER HOURS. PUA 636: Current Topics in International Development. Examines issues taking place in developing nations or involving interactions between wealth and developing societies. May be repeated twice. **CREDIT: THREE SEMESTER HOURS.**

PUA 645: Seminar in Nonprofit Management and Community Development. An introduction to management issues in nonprofit organizations and the community development process. The course looks at economic, cultural, and social issues in underdeveloped communities. **CREDIT: THREE SEMESTER HOURS.**

PUA 648: Current Topics in Non-Profit Administration. Examines changes taking place in the management of non-profit organizations. May be repeated twice. **CREDIT: THREE SEMESTER HOURS.**

PUA 685: Ethics for Public Sector Management. Enables students to recognize ethical dilemmas in public sector management, develop their skills of ethical analysis, and to be aware of their own personal moral judgments. **CREDIT: THREE SEMESTER HOURS.**

PUA 687: Advanced Topics in Public Administration. Focus on issues of current interest in the public sector. Topics include the determination, review, and analysis of timely public affairs topics. May be repeated twice. **CREDIT: THREE SEMESTER HOURS.**

PUA 689: Directed Study. Completion of approved project designed to provide the student with an opportunity to develop an area of expertise not covered by the regular curriculum. May be repeated once. Prerequisites: Presentation in writing of a detailed study plan, permission of the instructor who will direct the work, and approval by the academic unit head. **CREDIT: THREE SEMESTER HOURS.**

PUA 691: Human Resource Management Seminar. Applied public sector personnel management as viewed from the theoretical, legal, and practical perspective. Special emphasis on the development of personnel policies and plans. Prerequisites: PUA 506. **CREDIT: THREE SEMESTER HOUR.**

PUA 699: Internship in Public Administration. Integrates theoretical perspectives with work as an intern in a public or non-profit setting. Prerequisite: Not already employed full-time in the field; prior permission of the instructor. **CREDIT: THREE SEMESTER HOURS.**

PUA 797: Residence Credit for Thesis/Professional Project. MPA students who have already earned 6 semester credit hours in PUA 798 and 799 may be registered for this course which will enable them to use university resources for research. **CREDIT: NONE.**

PUA 799: Thesis. Independent and original research on a specialized topic in Public Administration. Oral defense is required. May be repeated once. Prerequisite: Previous approval by a Public Administration faculty committee. **CREDIT: THREE SEMESTER HOURS.**

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