Kentucky State University

Graduate Catalogue

KENTUCKY STATE UNIVERSITY

The Star of Graduate Education

With a Global Perspective

GRADUATE STUDIES

2017-2018

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.

EQUAL OPPORTUNITY

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 American with Disabilities Act.

CATALOGUE INFORMATION

The information in this Catalogue is current at the time of publication. Curricula, courses, degree requirements, fees, and policies are subject to constant review. 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 Academic Policies section of this Catalogue. This Catalogue shall be effective summer 2017 semester through summer 2018.

GRADUATE STUDIES

Preamble

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

The Undergraduate Catalog is the source for information regarding:

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

The Graduate Catalog and Graduate Programs Sections is the source for information regarding:

- Graduate Admissions
- Graduate Academic Policies and Procedures
- 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 in this catalog, 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
256 Academic Services Building (ASB)
Frankfort, KY 40601
Telephone: 502-597-4723
E-mail: grad@kysu.edu

Table of Contents

VISION, MISSION, AND CORE VALUES OF
KENTUCKY STATE UNIVERSITY

VISION

Kentucky State University prepares today's student as global citizens, lifelong learners, and problem solvers.

MISSION

Kentucky State University, building on its legacy of achievement as a historically Black, liberal arts, and 1890 Land-Grant University, affords access to and prepares a diverse student population of traditional and non-traditional students to compete in a multifaceted, ever-changing global society by providing student-centered learning while integrating teaching, research, and service through high-quality undergraduate and select graduate programs. Kentucky State University is committed to keeping relevant its legacy of service by proactively engaging the community in partnerships on civic projects driven by the objective of positively impacting the quality of life of the citizens of the Commonwealth.

CORE VALUES
(INSPIRED)

I INTEGRITY AND ETHICAL LEADERSHIP

The Kentucky State University community continually demonstrates integrity and ethical leadership by requiring intellectual and personal honesty in every action, every learning, each teaching and each research moment, and in all service.

NURTURING

Kentucky State University empowers each student to be the best thinker, citizen, leader, and lifelong learner.

STUDENT-CENTERED PHILOSOPHY

We see the student as a whole person in mind, body and spirit, developing intellectual, physical/social, and ethical dimensions. KSU values the life the student's mind, his/her health and wellbeing, and his/her ability to maintain and forge balanced social relationships. KSU places him/her at the center of its management systems by designing its operations to match the optimum cultural habits of students' needs. Students have ready access to faculty, essential services, and administrators.

PERSEVERENCE

KSU community exhibits perseverance daily. Perseverance is what powers each of us until we pinpoint what's getting in the way. It's what keeps us engaged when student progress comes slowly, over weeks, months, or even years. Perseverance enables us to view our students and programs through our 'future glasses' with the confidence that the end goal is reachable—and worth it.

INNOVATION

KSU is purposeful in its plans to develop its students in and outside of the classroom We provide/create numerous 'out of the box' ways and opportunities for our students and employees to continuously learn and grow. It is critical to the success of KSU and its students that the students are able to apply what they learn in the classroom to real-life situations.

RESPONSIBLE CITIZENSHIP

KSU educates students about the roles, rights and responsibilities of citizenship and provides students opportunities to participate in local, national, and global development opportunities.

EXCELLENCE IN ALL THINGS

KSU's commitment to excellence impels both individuals and the University to strive for outcomes that are exemplary rather than simply satisfactory. Striving for excellence touches all aspects of University life from academic programs to sports, from student services to campus environment, from recruitment to publications, and from special occasions to daily business.

DISTINCTIVENESS EARNED THROUGH DISCIPLINE AND DIVERSITY

KSU instills discipline and promotes diversity in all aspects of the University.

VISION, MISSION, AND GOALS OF GRADUATE STUDIES

Vision Statement of Graduate Studies

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

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.

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 2016-2020 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 Director of Graduate Studies serves as advisor to the Graduate Student Association. 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 Graduate Faculty status from among faculty with significant teaching, research, and professional accomplishment.
5. Appoint three at large members from among graduate faculty with significant teaching, research, and professional accomplishments. The at-large members will serve for three years in rotating terms and must qualify as a full member of the graduate faculty

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.

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

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

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 catalog. Prospective applicants should review the specified minimum criteria prior to applying for admission. Note that meeting the minimum admission criteria does not guarantee acceptance into graduate studies or a graduate degree program. Additional requirements listed in the respective degree programs in the Academic Programs section of this catalog as well as any program specific constraints may also limit the 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 and Graduate Programs, regardless of degree program, an applicant must:

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

2. Possess an undergraduate cumulative Grade Point Average (GPA) of 2.5 or better from all colleges and universities attended to be considered for regular (unconditional) admission. Applicants who possess a cumulative undergraduate GPA of less than 2.5 but not below 2.3 may be considered for conditional and/or probationary admission.

3. Have satisfactorily completed certain minimum course work in designated areas depending on the discipline/program to which the student seeks admission. The specific courses and amount of work depend upon the field of study that the applicant proposes to enter.

4. Send all application materials in time to be received by the Office of Graduate Studies by the application deadlines:

    July 1 for the fall semester
    November 15 for the spring semester
    April 15 for the summer semester

5. Submit all the following admission application materials to the Office of Graduate Studies.

    a. All application forms
    b. Personal Essay/Statement of Goals/Career Objectives
    c. Resume
    d. Application Fee ($30)

NOTE:
You would need an ID to make payment. Use your KSU ID, if you already have one. Otherwise, you will be supplied with an ID once we receive your application forms. You can make payment the following ways:

1) Pay at the Cashier's Office on campus.

2) Call the Cashier's Office at **(502) 597-6590** and make payment using debit or credit card.

3) Mail check or money order to:

> Cashier's Office
> Academic Services Building, Suite 364
> Kentucky State University
> Frankfort, KY 40601

> **Note:** Please write your name and address on the check.

e. 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 the Office of Graduate Studies. Kentucky State University graduates may request official copies of their transcripts via The National Student Clearinghouse at http://www.mystudentcenter.org/. 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 http://kysu.edu/administration-governance/academic-affairs/registrar/transcript-request/.

International applicants must request the registrar of the institution(s) they graduated from to send their transcripts directly to the Office of Graduate Studies at Kentucky State University. Alternatively, they can request an accredited international evaluation agency (e.g., WES) to send verified and certified copies of their original transcripts along with the transcript evaluation report directly to the Office of Graduate Studies at Kentucky State University.   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.

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

All applicants for graduate admission are required to submit graduate admissions test scores. As explained below, there are some exceptions regarding the graduate admissions test scores requirements. However, graduate assistantships or sponsorships typically require satisfactory graduate admission test scores. Therefore, if you plan to seek or apply for graduate assistantships or sponsorships, you should take the appropriate graduate admission test and submit the test scores at the time of applying for admission. The official test scores report must be sent directly by the testing agency to the Office of Graduate Studies. Graduate admission test must have been taken within the past five years leading to the application due date.

The following are exceptions or conditions for possible waiver from graduate admission test scores requirements.:

- The Doctor of Nursing Practice (DNP) program requires professional certification credentials, instead.
- An applicant who has successfully completed a graduate degree at a regionally accredited institution.
- An applicant who earned a bachelor's degree from a regionally accredited college or university or a foreign institution with comparable accreditation and obtained a minimum cumulative Grade Point Average (GPA) of 3.0 (on a 4-point scale). Note that GPA cannot be rounded up. For instance, an overall GPA of 2.99 cannot be rounded up to 3.0.

Certain domestic students 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 directly the official scores to the Office of Graduate Studies.

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

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

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

The minimum requirements are:

GMAT - total score of 400

Graduate Record Examination (GRE):

Verbal Reasoning	140
Quantitative Reasoning	140
Analytical writing	4
Combined Score	284

(or, 1,000 prior to 2011. Scores prior to 2011 will no longer be accepted beginning Fall 2017)

Praxis Core Academic Skills test – see minimum scores specified by the Kentucky Education Professional Standards Board at https://www.ets.org/praxis/ky/requirements).

Some programs may specify more stringent or other requirements. Please refer to each graduate program description for its own graduate admission test scores and/or other requirements.

g. Letters of Recommendation

All applicants should submit three letters of recommendation 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 for recommendation. The letters must be sent directly by the recommender to the Office of Graduate Studies.

h. Additional Requirements
Please refer to specific graduate program description for additional requirements and application procedures and instructions for admission to the program.

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

In addition to the general guidelines for admission, international students must submit:

1) International Applicant Supplement Page
   NOTE: The form is contained in the "KSUApplicationforInternationalGraduateAdmissions.pdf" application form

package available at http://kysu.edu/academics/graduate-studies/graduate-admission/.

2) Translation and Evaluation of Transcripts
   Note:
   - 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 copies of the translated and evaluated transcripts directly to the **Office of Graduate Studies at Kentucky State University**.
   - As an alternative to requesting the foreign institutions you obtained your degree(s) from to send your transcript(s) directly to Kentucky State University, you can request an accredited international evaluation agency (e.g., WES) to send verified and certified copies of your original transcripts along with the transcript evaluation report directly to the Office of Graduate Studies at Kentucky State University. 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.
   - 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

   - Information about other accredited evaluation and translation services are available at the National Association of Credential Evaluation Services web site (http://www.naces.org/).

3) English Language Proficiency Test (TOEFL, IELTS, etc.) scores.
   Note:
   - Request the testing agency to send official the test score(s) directly to the **Office of Graduate Studies at Kentucky State University**.
   - Satisfactory completion of an ESL program in the United States may fulfill the requirement of an equivalent English Language Proficiency Test.
   - 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.

- Information about TOEFL Test is available at http://www.ets.org/toefl
- Information about IELTS Test is available at http://www.ielts.org/
- The institutional code to use to request your Test Scores to be sent to Kentucky State University is **1368**

4) 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:
      - evidence of an award of a full scholarship or similar financial aid covering tuition, room, and board to the Office of Graduate Studies
      - 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) must 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 their 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 records in the Office of Graduate Studies. Applications from seniors in their last semester 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 the 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

The following are the minimum standards for graduate admission 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 described in the descriptions of program requirements in the sections devoted to individual programs.

1. **Regular Admission**
   General requirements for regular (unconditional) admission are:
   A. A baccalaureate or higher degree from a regionally accredited institution in the United States or from a well-recognized foreign institution;
   B. An overall undergraduate grade-point-average of 2.5 (on a 4.0 scale), and 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. Graduate Admissions Test (GRE, GMAT, PRAXIS, etc.) minimum scores specified under the section above. See also information regarding exceptions and waivers.

   E. Additional evidence of appropriate work history or educational experience.

2. **Provisional Admission**
   An applicant unable to supply all of the required application materials prior to admission consideration, but who otherwise meets the requirements for regular admission may be granted provisional admission. 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).

3. **Probationary Admission**
   An applicant who does not meet conditions B, C, or D of the admission requirements for regular admission, but has a minimum grade-point-average between 2.3 and 2.49 and may be granted probationary admission. The probationary status must be removed and convert to regular admission no later than an initial 12 semester graduate credit hours or the end of the first two 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 semester credit

hours of graduate coursework 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 or overall GPA) of "C". The student will be informed of all conditions for consideration 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 good academic standing. A student in probationary status may not hold an assistantship or be admitted to candidacy without first achieving the status of good academic standing. International students will not be admitted on a probationary admission basis. Each program may specify a more stringent standard. Program accreditation requirements may establish other alternatives for probationary admission.

4. **Non-Degree Seeking Admission**
   An individual wishing to take graduate courses, without a degree objective may be admitted as a non-degree seeking student. A non-degree seeking 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. An 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 admissions requirements. Non-degree seeking status is not a guarantee for admission into a graduate degree program.

5. **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 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

Students currently enrolled in a Graduate Studies program at Kentucky State University who wishes to transfer to another program within the University should discuss the plan with the Coordinators of both graduate programs. The student must complete and submit the Graduate Program Transfer (GPT) Form to the Office of Graduate Studies. New letters of recommendation may be required, depending on the graduate program. The student will be notified once the decision is made by the desired graduate program. The application fee is waived for current KSU 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 submit all graduate application forms and fulfill all graduate admissions requirements. The policies regarding "Transfer Credits" apply.

Dual Master's Degree Admissions
An applicant or a student wishing to pursue a joint or dual master's degrees at the same time, 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 form by checking the boxes next to the two desired programs. 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 for 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.*

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 (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**

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 six 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.

The Area of Specialization
Graduate programs may consist of a core program of study within the academic unit as well as required additional study in one or more areas of specialization selected from options within or related to the discipline. The area of specialization 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.

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 master's degree. These may include qualifying examinations, 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.
   C. Grades below "C" may not be presented for master's degree 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" or below. This regulation does not apply when a grade of "C" has been superseded by successful completion (grade of "B" or better) of a particular course at a later date.
   D. A minimum of 30 graduate semester credit hours is required for the awarding of a master's degree. The master's degree program must be completed within six 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.

IV. **Graduate Residency 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 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 "transitional" 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 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 of the academic year for which he/she is a candidate for graduation.
   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 graduate degrees, when minimum graduation requirements are met with additional coursework for the appropriate degree level. 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 001 through 499.

001-099	designed for college preparatory and remedial courses; does not count toward any degree requirements
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 (professional) projects

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. F.

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 sub-section E of the Academic Regulations and Policies 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 in 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

    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 "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 be used in this circumstance.

I. Time Limitations for Grade Changes
All grade changes 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.

J. Appealing a Course Grade (see Section XVI. F.)

IX. **Withdrawal from a Course**

A. The Office of the Registrar will distribute class rosters to the faculty. Instructors will then 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.

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 Records and Registration 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 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. G.).

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).

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 *im*properly 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 may change his/her final registration in order to replace the canceled course. 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 Vice President for Student Affairs two (2) weeks prior to the date of the absence. The Vice President for Student Affairs 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 Vice President for Student Affairs 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 Honesty
   A. The University expects that students will conduct themselves with honesty and integrity.

   B. Academic Offenses
      1. Cheating: Cheating is defined as 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 which is considered in any way in the determination of a course grade.

2. Plagiarism: Plagiarism is the intentional or unintentional act of submitting the work of another as one's own. It includes the 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. It includes employing or permitting another person to produce, alter, or revise material which the student submits as his or her own. If the student has any uncertainty regarding plagiarism in the submission of any material to his or her instructor, he or she should discuss the matter with the instructor prior to submission of the material.

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

C. Sanctions for Academic Offenses
One or more of the following sanctions may be applied to a student guilty of commission of an academic offense:
1. Assignment of an "F" (failing grade) or zero (no credit) on a paper, examination, or other material related to the offense.
2. Assignment of an "F" for the course in which the offense occurred.
3. Forced withdrawal from the class in which the offense occurred.
4. Dismissal from the University.

D. Disposition of Cases of Academic Offenses
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 present the evidence of the offense, to give the student an opportunity to state his/her case, and to make known to the student the charges and possible sanctions which may be imposed and/or recommended.   If the student is not available for 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 certified mail, with copies to the Chairperson, the Director of Graduate Studies and the Vice President for Academic Affairs. The instructor may then proceed to assign an "F" (failing grade) or zero (no credit) on a paper or examination related to the offense, assign an "F" for the course in which the offense occurred, or recommend to his or her Chairperson a more severe sanction of forced withdrawal or dismissal from the university.
2. Responsibility of the Chairperson
After reviewing the report from the instructor and making any appropriate investigation, which may include consultation with the graduate program faculty, the Chairperson will forward the materials, along with his or her own recommendation, to the Director of Graduate Studies and the Vice President for Academic Affairs. If the sanction is forced withdrawal from the course or

dismissal from the University, the Chairperson of the college will take action to implement the withdrawal or dismissal and will notify the student by certified mail. Copies of the notice will be sent to the instructor, the Chair of the Dept. in which the offense occurred, the Director of Graduate Studies, the Registrar, and the Vice President for Academic Affairs.

4. Steps for Appeals

The Director of Graduate Studies will, upon appeal by the student, convene the Graduate Appeals Review Committee to hear the student's appeal. The Panel will conduct necessary investigation and review the case. The decision of the panel is then submitted to the Director of Graduate Studies who informs the student, the instructor, Chairperson, Registrar, and the Vice President for Academic Affairs.

5. Responsibility of the Director of Graduate Studies

The Director of Graduate Studies may review the decision, but must provide detailed explanation for any reversal of the decision and the sanctions to the student, the instructor, the Chair, and the Vice President for Academic Affairs. The Director of Graduate Studies may also elect not to review the decision, but he or she must inform the student of the action.

E. Right of the Student to Appeal

1. The student shall have the right to appeal the allegation of his or her guilt to each higher level of authority up to and including the Graduate Appeals Review Committee.

2. The assignment of a grade by the instructor on a paper or examination involved in the offense shall not be subject to appeal (only the offence can be appealed).

3. Sanctions of forced withdrawal or dismissal can be appealed to the next higher level of authority up to and including the Graduate Appeals Review Committee. Such appeal must be filed in writing within 15 days of notification of the sanction (Section E. 3).

4. The student shall have the right to attend and participate in a class until a decision is made on his/her appeal.

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 3.0 or better, having more than two grades of "C" or lower results in academic probation at the graduate level.

3. 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 3.0, or who fails to complete coursework required to be removed from probation, is dismissed from the graduate program and the University.
2. Some programs allow a dismissed student to reapply for admission to the graduate program from which they have been dismissed after a period of absence from the University for at least one year. A dismissed student cannot apply to another graduate program in the university for a period of at least one year.
3. A student who has been suspended twice, is on academic probation, and whose current grade-point average falls below 3.0 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.

Graduate faculty elected to the Graduate Appeals Review Committee will serve two-year terms. Academic standing is governed strictly by grade point average (below 3.0) or by having more than one grade of "C." 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 Graduate Studies and follow the procedures described on the form for continuing 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 XVC.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 re-admission is granted, the student will be placed on probation.

3. A student who has been re-admitted 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 re-admission 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 GRE, GMAT, and TOEFL Scores

Refer to "graduate admission test scores" information under the section Graduate Admissions above.

XVIII. Catalogue of Record
    A. Upon admission to a graduate program, the catalogue of record is considered the Graduate Bulletin 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 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 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. 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 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 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, students may register for thesis when they:

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

Thesis topic must be approved by the student's graduate committee. The thesis must be prepared in conformity with regulations approved by the Graduate Program area. Students should obtain instructions for the thesis preparation from their academic department before the thesis is typed. Theses 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 must be continuously enrolled at the University and obtain guidance from their graduate faculty academic advisor. The students must have satisfactorily defended their thesis and made all required corrections identified during the defense prior to submitting the thesis to the Office of Graduate Studies. Students writing theses must be enrolled at the University up until the term in which the theses is submitted to the Office of Graduate Studies. Students who fail to enroll continuously after having enrolled in a thesis 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 by the deadline published by the University Registrar. The graduation application consists of two documents to submit: 1) Graduate Degree Checkout Form, and 2) the Degree Program Curriculum Plan that your Graduate Program Committee approved for you. 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.

GRADUATE PROGRAMS DESCRIPTIONS

MASTER OF ARTS IN INTERDISCIPLINARY BEHAVORIAL 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: "Enter 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

Admissions

All applicants to the program must meet all KSU Graduate Studies application requirements, including:

- Properly completed graduate application forms;
- A letter of application with a statement of educational goals and career objectives;
- A thoughtful, well-written essay of approximately 1,500 words describing the applicant's motivation for earning a degree in Interdisciplinary Behavioral Science and describing relevant experiences which have contributed to this goal. The essay will be evaluated 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 mailed from the applicant's undergraduate institution directly to the Office of Graduate Studies, Kentucky State University, Frankfort, Ky. 40601;
- An undergraduate GPA of not less than 2.50;
- GRE combined score of 284 (140 on the verbal and 140 on the quantitative and 4 on the analytical writing) on tests taken after November 2011. Official scores should be sent to the Office of Graduate Studies. It is the responsibility of the applicant to apply for and take the examination and have the test scores sent; and
- Three letters of reference from professors or employers mailed to the Office of Graduate Studies.

Applicants who meet the entry requirements will be granted regular admission status by the program Admission Committee.

Probationary admission status may be granted if students do not meet all the requirements stated above. Such applicants must possess baccalaureate degrees with undergraduate GPAs of at least 2.4 and also meet all other requirements for Regular Admission. Probationary students are subject to initial performance requirements more stringent than those imposed upon others, as described below under Probation and Dismissal.

Degree Requirements

The 45-hour Interdisciplinary Behavioral Science program is designed to be research-oriented. Those who enroll in degree program may opt to complete either a thesis or a professional paper option, although emphasis will be placed on the thesis option described below. The following curriculum reflects the thesis option.

CORE (18 credits)	Credits	ELECTIVES (3 credits)	
Psychology & Law	3	Diversity & Law	3
		Addiction &	
Law & Social Science	3	Psychopharmacology	3
Intermediate Statistics I & II	6	Psychology of Victims	3
		Special Topics (up to 6	
Research Methods I & II	6	hours)	3
CRIMINAL BEHAVIOR (12 credits)			
Theories of Offending & Corrections	3	**THESIS**	6
Psychology of Criminal Behavior	3		
Aggression & Violence	3		
Assessment & Treatment of Offenders	3		

The table below presents a proposed 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.

Thesis Option					
Fall Y1	Credits	Spring Y1	Credits		
Psychology & Law	3	Law & Social Science	3	
Intermediate Statistics I	3	Intermediate Statistics II	3	
Research Methods I	3	Research Methods II	3	18
Summer Y1				9	9
Core or Electives	0-9				
Fall Y2		Spring Y2			
Psychology of Criminal Behavior	3	Aggression & Violence	3	
Assessment & Treatment of Offenders	3	Thesis II	3	
Offending & Corrections	3	Comprehensive Exam	3	18
Summer Y2 (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.

CORE (18 credits)	Credits	ELECTIVES (3 credits)	
Psychology & Law	3	Diversity & Law	3

Law & Social Science	3	Addiction & Psychopharmacology	3
Intermediate Statistics I & II	6	Psychology of Victims	3
Research Methods I & II	6	Special Topics (up to 6 hours)	3

CRIMINAL BEHAVIOR (12 credits)

Theories of Offending & Corrections	3	**Comprehensive Exam** 3
Psychology of Criminal Behavior	3	
Aggression & Violence	3	
Assessment & Treatment of Offenders	3	

The table below presents a proposed curriculum plan for the Non-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.

Non-Thesis Option				
Fall Y1	**Credits**	**Spring Y1**	**Credits**	**Total**
Psychology & Law	3	Law & Social Science	3	
Intermediate Statistics I	3	Intermediate Statistics II	3	
Research Methods I	3	Research Methods II	3	
	9		**9**	**18**
Summer Y1				
Core or Electives	9			**9**
Fall Y2		**Spring Y2**		
Offending & Corrections	3	Aggression & Violence	3	
Psychology of Criminal Behavior	3	Ethics	3	
Assessment & Treatment of Offenders	3	Comprehensive Exam	**3**	
	9		**9**	**18**
Summer Y2 (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.

Comprehensive Examination Requirements

The M.A. comprehensive examinations will consist of three parts: (1) Theory; (2) Methods; (3) Substantive Area /Special Area.

- The theory exam and the exam on a substantive area within the field are to be taken in the department on two different days (4 hours each exam) within one week.
- The methods exam is a take-home exam that must be completed over the course of the following week.
- The exam on a substantive area in the field may be based on a course the student has taken in the department or an area the student has studied under the supervision of a faculty member through independent readings or research.

All three exams will be comprehensive and may cover a wide range of topics and issues. They will be graded on the basis of the following scale: High Pass; Pass; Fail. Students who fail to pass a particular exam may schedule to re-take that exam one more time.

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 final decision.

Academic Policies and Regulations
All graduate students are required to abide by Kentucky State University Graduate Policies and Regulations. The policies in this section also apply to Interdisciplinary Behavioral Science master's 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.)

Graduate Student Assistantships

A limited number of graduate assistantships will be available for full-time students pursuing the Interdisciplinary Behavioral Science degree. Depending upon the availability of funds, students holding these positions work 10-20 hours per week and *may* receive stipends and tuition remission. Graduate assistants assist the program Coordinator and faculty members in their instructional and research activities. Students interested in such positions may apply to the Coordinator of the Interdisciplinary Behavioral Science program. Assistantships are awarded on the basis of need and high academic achievement.

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

Introduction

The School of Education at Kentucky State University (KSU) offers an on-line program for a 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 degrees are in fields other than education, and guiding them to move

expeditiously through an intensive training and clinical experience, become certified special education teachers, and obtain a Master degree. The program serves as an Education Professional Standards Board (EPSB), Option 6 – alternative certification opportunity for those who wish to serve as Temporary Provisional (TP-TC) 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.). Individuals who are not certified teachers may seek initial teaching certification in LBD and those who are certified in another area may seek an —add on‖ certification in LBD. When successful graduates are employed as teachers in the Commonwealth of Kentucky, they are classified and compensated as Rank II.

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 573: Practicum in Special Education OR
ESP 574: Supervised Teaching in Special Education OR
ESP 575: Supervised Student Teaching in Special Education
ESP 501: Special Topics in Education (Elective)

The MASPE program is founded on personal student support, high expectations, relevant and practical experiences, and distance learning technology. From the beginning candidates are mentored 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 telephone or 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. This on-line program requires a number of field experiences totally at least 200 hours prior to the final clinical experience. The only difference in requirements for students with varying experiential backgrounds is the final clinical course.

There are three different courses: ESP 573 Practicum is a three (3) credit hour course for students who are enrolled as Alternative Certification – Option 6 Temporary Provisional certified Special Education teachers of records in accredited schools across the Commonwealth of Kentucky. The ESP 574 Supervised Teaching a six (6) credit hour course is designed for the MASPE candidate who has at least three years of experience as a professional educator, in a P-12 school, and is not currently a Special Education Teacher of record in a public school. It is at least 70 days of full-time supervised teaching in an elementary

school, middle school, or high school setting, with students who have IEPs for EBD and/or LD. 263 Individuals with no teaching experience complete ESP 575 Supervised Student Teaching, a twelve (12) credit hours course. The Supervised Teaching and Supervised Student Teaching courses are both a full semester and consist of 70 days of teaching experiences.

The students' progression through the MASPE program is guided by four (4) distinct Checkpoints.

CHECKPOINT I: Requirements for Admission to the Master of Arts in Special Education (MASPE) Program

A. A MASPE graduate program applicant must complete all KSU Graduate School application requirements, which include:

1. An official graduate school application form,

2. A supplemental form,

3. A goal and career objectives statement,

4. A current resume,

5. Official transcripts of all previous college level coursework sent directly to KSU,

6. An undergraduate Grade Point Average (GPA) greater than or equal to 2.75; or 3.0 on the last 30 hours of coursework from a regionally accredited institution.

7. Successful completion of the Graduate Record Exam (GRE) administered by the Education Testing Service with the following corresponding scores on the corresponding sections:
a. (i) Verbal Reasoning taken prior to August 1, 2011 - 450; or (ii) Verbal Reasoning taken after August 1, 2011 – 150;

b. (i) Quantitative Reasoning taken prior to August 1, 2011 – 490; or (ii) Quantitative Reasoning taken after August 1, 2011 - 143; and

c. Analytical Writing - 4.0.

OR

Successful completion of the following pre-professional skills assessments of basic knowledge administered by the Educational Testing Service with the corresponding minimum score:

1.   a. Pre-Professional Skills Test: Mathematics" (0730) -174; or
        b. "Computerized Pre-Professional Skills Test: Mathematics" (5730) - 174;

2.   a. "Pre-Professional Skills Test: Reading" (0710) – 176; or
       b. "Computerized Pre-Professional Skills Test: Reading" (5710) – 176; and

3.   a. "Pre-Professional Skills Test: Writing" (0720) – 174; or
       b. "Computerized Pre-Professional Skills Test: Writing" (5720) – 174. 264

8. Three (3) letters of reference, one of which must come from the applicant's most recent employer.

9. Verification that the applicant has completed previous designated, on-line training and possesses necessary technology competency in order to be successful.

B. A MASPE program applicant must write and submit an essay that addresses his or her motivation for becoming a teacher of special education (LBD, P-12) and includes related experiences. The essay is judged as satisfactory or unsatisfactory by the Education Graduate Committee.

C. A MASPE program applicant who wishes to transfer graduate course credit to KSU must provide all required documentation of the relevant course(s) upon application. A maximum of six (6) graduate credit hours in the field of special education may be transferred from a regionally accredited post-secondary institution. The applicant must have earned a grade of B or above for a course to be accepted.

D. MASPE program applicants who meet all entry requirements are granted admission status by the Education Graduate Committee and become Candidates.

CHECKPOINT II: Requirements for Admission to the Teacher Education Program (TEP):

A. Graduate students in the MASPE program must be admitted to the TEP before they are permitted to enroll in ESP 510, ESP 511, ESP 524, and ESP 573/ESP 574/ or ESP 575.

B. Graduate students must pass 12 graduate credit hours of required ESP courses (ESP 502, ESP 504, ESP 505 and ESP 507), with a GPA of at least 3.00, no more than two course grades of C, and no course grade below C.

C. A TEP applicant must submit a letter of recommendation and a completed Disposition Instrument from one of his or her KSU instructors in the MASPE Program.

D. A TEP applicant must submit a satisfactory, initial electronic portfolio, with all required artifacts, as listed in the MASPE PROGRAM GUIDE.

E. A TEP applicant must prepare her or his own application and clearly reference any resources used. Applications are reviewed by the TEP admissions/data coordinator or designee. Education Committee (TEC) for action. Approval by the TEC is given only when all requirements are satisfied.

F. Graduate students who are admitted into the TEP are raised to the status of "Candidates" in the MASPE program.

CHECKPOINT III: Requirements for Admission to Practicum, Supervised Teaching, or Supervised Student Teaching

In compliance with new EPSB regulations as stated in 16 KAR 5: 040: KRS 161.020, 028, 030, 042 and the Teacher Education Committee of Kentucky State University, the following changes are effective for clinical and field experiences leading to teacher certification.

Candidates enrolled in the Kentucky State University Master of Arts in Special Education (MASPE) program have varied clinical preparation and experiences. Therefore, each candidate will be assessed by the Teacher Education Committee to determine which clinical experience is required. It is important that candidates plan ahead for the practicum, supervised teaching, or student teaching with the understanding that none of the 265 options are offered during the summer semester. Each course is outlined below with a brief overview of the qualifications for enrollment and the anticipated experience during the course. In fulfillment of program requirements, each candidate will complete one of the following courses: See the MASPE Program Guide for more detailed descriptions of each course.

ESP 573: Practicum (3 credit hours)
Option 6 - The Option 6 teaching experience is designed exclusively for the MASPE candidate who currently (a) is employed in a regular (non-substitute), full-time position as a Special Education Teacher of record in a public school and (b) has a P-12 class or caseload of students who have IEPs for EBD and/or LD. It is the culminating experience for MASPE's alternative teacher certification (Option 6) program. The MASPE Practicum Teacher is supported, observed, and evaluated by a Mentor Teacher, who is full-time Special Education Teacher. The Mentor Teacher holds a Master degree in Special Education or related field and has had at least three years teaching experience as a Teacher certified in Exceptional Education. During the course of the semester, the Supervised Teacher completes several assignments that verify his or her knowledge, skills, professional dispositions, and cultural competence, at a Master level. The MASPE Practicum Teacher remains employed, in his or her current teaching position, during the practicum.

ESP 574: Supervised Teaching (6 credit hours)
The full-time, supervised teaching experience is designed for the MASPE candidate who has at least three years of experience as a professional educator, in a P-12 school, and is not currently a Special Education Teacher of record in a public school. It is at least 70 days of full-time supervised teaching in an elementary school, middle school, or high school setting, with students who have IEPs for EBD and/or LD. The MASPE Supervised Teacher is directly supervised by a Mentor Teacher, who is a full-time Special Education Teacher. The Mentor Teacher holds a Master degree in Special Education or related field and has had at least three years teaching experience as a Teacher certified in Exceptional Education. During the course of the semester, the Supervised Teacher completes several assignments that verify his or her knowledge, skills, professional dispositions, and cultural competence, at a Master level. The MASPE Supervised Teacher may not be employed during the school day, at a school or elsewhere, for the duration of Supervised Teaching.

ESP 575: Supervised Student Teaching (12 credit hours)
The full-time, supervised teaching experience is designed for the MASPE candidate who has at least three years of experience as a professional educator, in a P-12 school, and is not currently a Special Education Teacher of record in a public school. It is at least 70 days of full-time supervised teaching in an elementary school, middle school, or high school setting, with students who have IEPs for EBD and/or LD. The MASPE Supervised Teacher is directly supervised by a Mentor Teacher, who is a full-time Special Education Teacher. The Mentor Teacher holds a Master degree in Special Education or related field and has had at least three years teaching experience as a Teacher certified in Exceptional Education. During the course of the semester, the Supervised Teacher completes several assignments that verify his or her knowledge, skills, professional dispositions, and cultural competence, at a Master level. The MASPE Supervised Teacher may not be employed during the school day, at a school or elsewhere, for the duration of Supervised Teaching.

To qualify for either of the above clinical experiences, the candidate must satisfy each of the following conditions:

A. Graduate students must be candidates (i.e., admitted to the TEP) and must be in good academic standing for admission to the practicum, supervised teaching, or supervised student teaching.

B. Candidates should plan ahead for their practicum, supervised teaching, or supervised student teaching experiences with the understanding that none are offered during the summer semester.

C. A candidate must submit a complete application for admission to practicum/supervised teaching/supervised student teaching, including all supporting evidence, by the deadline of the semester prior to the semester he or she wishes to complete the practicum, supervised teaching, or student teaching experience.

D. A candidate, who qualifies for ESP 573 Practicum, must maintain continuation as a teacher of record in a qualified classroom for the duration of his/her practicum assignment. Failure to do so will result in disqualification for the practicum experience and immediate removal from the practicum experience.

E. All supervised teaching experiences must be maintained in a qualified accredited public school setting (P- 12) with class(es) that include students with IEPs. In the event that employment status changes, the new placement must satisfy the stated requirements of a qualified placement as identified by KSU and EPSB or the candidate's supervised teaching experience will result in disqualification and immediate removal from the supervised teaching experience.

F. A candidate must apply for practicum, supervised teaching, and supervised student teaching by the posted deadline during the semester prior to semester that he/she plans to engage in practicum, supervised teaching, or student teaching.

G. A candidate must pass the required Praxis II exam(s) required for LBD certification in Kentucky and submit an electronic or paper copy of the score report to the School of Education with the Application for practicum, supervised teaching, or supervised student teaching. If test scores are achieved received prior to the application process, submit score(s) as soon as they are received.

H. A candidate must submit along with the Application for practicum, supervised teaching, supervised student teaching, access to his/her electronic portfolio that includes all required artifacts, as listed in the MASPE Program Guide.

I. A candidate must prepare his or her own application for practicum/supervised teaching/supervised student teaching and clearly reference any resources used. Applications are reviewed by the Coordinator of Student Teaching or designee and then, if found complete and satisfactory (this means with all required documents submitted at the time of application), they are submitted to the KSU Teacher Education Committee (TEC) for action. Approval by the TEC is given only when all requirements are satisfied. Moreover, verification of successful completion of any and all coursework in progress must be received by the Education Graduate Committee prior to a candidate beginning the practicum or student teaching.

CHECKPOINT IV: Requirements for Program Completion A.
A candidate must be in good academic standing per all KSU Graduate Program requirements.

B. A candidate must complete all required MASPE coursework for the Master degree, with a cumulative GPA of at least 3.00, no more than two course grades of C, and no course grade below C.

C. A candidate must complete and submit a self-report Disposition Instrument, in addition to those completed by the Mentor/Cooperating Teacher(s) and University Supervisor.

D. A candidate must pass all Praxis II exams at the levels required for LBD certification in Kentucky.

E. A candidate must submit a satisfactory, final electronic portfolio, with all required artifacts, as listed in the MASPE PROGRAM GUIDE.

F. Alternative Certification (Option 6) candidates must verify successfully complete Kentucky Teacher Internship Program (K-TIP) Training before program completion.

G. All non-Alternative Certification Candidates who complete the program should submit a request for a statement of eligibility (KY), or statement of program completion (out-of-state).

Academic Policies and Regulations
All graduate students are required to abide by Kentucky State University Graduate Policies and Regulations.

MASTER OF SCIENCE IN AQUACULTURE/AQUATIC SCIENCES

The Division 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, signed application form, providing all requested information. An application form can be obtained through the Program's website, www.ksuaquaculture.org or through the Kentucky State University Web site under Graduate Studies. A letter 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 the Office of Graduate Studies, Kentucky State University, Frankfort, Kentucky 40601. Students seeking full admission must be graduates of an accredited four year institution of higher learning authorized to grant the baccalaureate degree.

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.

Letters of Recommendation
Applicants should solicit three letters of recommendation from instructors at previous institutions and request that they be mailed to the Office of Graduate Studies. Forms are also available online. KSU

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 1,000 (Verbal + Quantitative) based on the old scoring format;

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 of the required application materials prior to admission consideration, but whom 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 Division of Aquaculture 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.

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. By the first month of the second semester the advisor and advisee will agree on, and document, whether the student will pursue the Thesis Option or Non-Thesis Option in the program. The student and advisor will then agree on the make-up of the student's graduate committee. 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. 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.

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.

Division 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)
AQU 551: Survey of Production Methods (3 hrs)
AQU 560: Water Quality Management (3 hrs)
AQU 561: Water Quality Lab (1)
AQU 580: Intro. to Geographic Information Systems in Natural Resource Mgt. (3 hrs)
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 Division of Aquaculture prior to 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 Division of Aquaculture. Instructions for the preparation should be obtained from 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, Aquaculture Division 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 Division 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.

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 Division of Aquaculture.

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.

Transfer of Credit
Candidates for the master's degree are restricted to a maximum of nine 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.

Probation
When students have completed 12 or more semester credit hours of graduate coursework with a grade-point average of less than 3.0, they will be placed on academic probation. Students will have one full-time semester or the equivalent (9 semester credit hours) to remove the scholastic probation by attaining a 3.0 average.

Dismissal
If probation is not removed, 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 the 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 assistantships. Enrollment may be terminated for the following reasons: Scholastic probation for three semesters of enrollment or two unsuccessful attempts to pass the written comprehensive examination(s) or the final oral examination.
In cases where the student's Advisory Committee recommends termination after the student has passed the written comprehensive examination, the Graduate Faculty will meet to vote on the recommendation. When the Graduate Faculty concurs and the student dissents, the

student will have an opportunity to meet with the Graduate Faculty, after which a second vote will be taken and a final recommendation will be made to the Division of Aquaculture and the College administration.

GRADUATE STUDENT ASSISTANTSHIPS
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 BUSINESS ADMINISTRATION

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 College of oversees the programs. Admission decisions are made by the MBA Committee.

REGULAR MBA PROGRAM
The regular MBA program is designed to allow a flexible curriculum plan. A fulltime student, with undergraduate business background, can complete the program within two years. Working professionals can enroll on 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, Management, Marketing, and Aquaculture. To receive an MBA degree with specialization in any business area, the student must complete all 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.

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 2.5 or greater on a 4.0 point scale
- Have a GMAT score of at least 400, GMAT score of at least 400 or GRE combined (verbal and quantitative) score of at least 284 after November, 2011 or combined score of at least 800 prior to November, 2011. (See information on "Waiver of GMAT for Advanced Degrees" below).
- Submit completed application including a writing sample and your resume.
- Provide 3 letters of recommendation (academic and/or professional)
- Send official academic transcripts
- Submit TOEFL score for international students

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 GMAT score and 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.

Waiver of GMAT for Advanced Degrees
The GMAT or GRE may be waived if the applicant has successfully completed a graduate degree at a regionally accredited institution, which required the GRE, LSAT, MCAT, or MAT for admission, and significant successful managerial experiences. Waivers for the GMAT or GRE requirement must be approved by the MBA Committee.

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

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 all 3 elective courses in one area for a specialization in the area or select individual elective courses from different areas without any specialization.

The specialization areas include: accounting, finance, management, marketing, and aquaculture (in collaboration with the Division 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 (1 course; can be repeated for different topics)
MIS 597: Contemporary Topics in 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. Under no circumstances, may it exceed 12 credit hours. 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.

Grades

All students must maintain a GPA of at least 3.0. If a student's GPA falls below this minimum requirement, fulltime students have one semester to raise the GPA to 3.0 and part-time students have 2 semesters to improve their GPA to the minimum of 3.0. 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 scholastic 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 and the University. A dismissed student may reapply for admission to the program after a period of absence from the University for at least one year. Enrollment will be terminated for academic probation for three semesters of enrollment.

Time Limit for Degree Completion

All program requirements must be completed within six years of initial admission, unless otherwise approved by the Chair of the School of Business.

MBA Student Award
The Outstanding MBA Student Award will be based on nominations from all School of Business 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 to specialize in the following business areas: Accounting, Finance, General Business, Management, Marketing. 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, Management, Marketing, and Finance. Elective coursework also may be chosen from the fields of Aquaculture, Computer Science, or Public Administration.

Program Internships
Students are required to complete an internship. This requirement can be fulfilled during any school semester during their Junior year or the following summer. 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 letters of reference (at least 2 from academic instructors).
Admission decisions are made by 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 letters of reference from faculty, may qualify for Pre-MBA status. Admission decisions are made by the MBA Committee.

Application for MBA Program
Students should apply for formal admission to the MBA Program by the end of the fall semester of their senior year. An acceptable GMAT score (at least 400) or GRE combined (verbal and quantitative) score of at least 284 after November, 2011 or combined score of at least 800 prior to November, 2011 must also be submitted. 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 of core MBA core courses and electives, for a total of 150 semester credit hours.

Disclaimer
The Five-Year MBA Program assumes satisfactory completion of degree requirements on a timely basis.

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 Masters 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 supply the following credentials to the Office of Graduate Studies:

   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 3.0 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.

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 at tempted 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 2.5 (on a 4.0 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. 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 2.5 (on a 4.0 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. 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 Graduate Program committee, Probationary Admission may be granted to applicants who have undergraduate GPA between 2.3 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 2.5 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 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 3 credit hour internship is a 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 specialty areas in response to the various needs for public sector expertise. These specialty areas include: Human Resource Management, International Development, Management Information Systems, and Nonprofit Management and Community Development. 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 specialty areas. 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

Specialty Area Courses (9 semester credit hours):

The student must select and complete three specialty area 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.

SPECIALTY AREAS
The specialty areas 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 specialty areas, each of which is briefly described below. Within each specialty area, one advanced course is required. The student may, in consultation with his/her advisor, select two other specialty area courses to meet the student's educational needs.

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 Division of Computer and Technical Sciences (DCTS) 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" or below. This regulation does not apply when a grade of "C" 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, unless otherwise approved by the Chairperson of the School of Public Administration. 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 COMPUTER SCIENCE TECHNOLOGY

The Division of Computer and Technological Sciences is a part of the College of Mathematics, Science, Technology, and Health. The division offers programs of study leading to the Master of Science in Computer Science Technology (MSCST). Admission requirements include good undergraduate academic standing, GRE scores, and three letters of recommendation from undergraduate 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 project or two (2) additional electives are required in the non-thesis option.

Students can also choose from the **Information Engineering (IE) or Cybersecurity Security (SE)** options. 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 Projects (COS 796) or Thesis (COS 799), or specialty electives. 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, E-commerce, Compiler Design, Computer Security, Cryptography, Multimedia Technology, Advanced Algorithms, Cryptography, 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 Technology 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 MSCST students are likely to succeed in professional graduate study also have the potential for career success in the computer science field.

Requirements A:

1. Baccalaureate degree in computer science 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 2.5 (on a 4.0 scale). The GPA requirement cannot be rounded up.
3. Official transcripts of all undergraduate and graduate work indicating all degrees awarded and course s taken.
4. 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 Computer Science from institutions in the United States with regional accreditation or from a foreign institution with comparable accreditation.
2. An overall undergraduate grade-point-average of 2.5 (on a 4.0 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. Combined GRE scores of 284 (140 verbal, 140 quantitative, and 4 analytical writing).
5. Verifiable full time employment in a technological field for a period of at least two (2) years.

Probationary Admission Requirements
Upon recommendation of the Graduate Program committee, Probationary Admission may be granted to applicants who have undergraduate GPA between 2.3 and 2.49 and who meet all other requirements for Regular Admission. Such applicants must possess baccalaureate degrees and must meet 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 recommended by the MSCST Program Coordinator or the Computer Science Department Chair.

Non-Degree Admission
An individual wishing to take graduate computer science 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. After completing twelve credit hours in the degree program, the student will need to transition into a degree-seeking status. Otherwise, the student is no longer allowed to enroll in additional graduate courses. To be considered for full-degree status, non-degree students must have earned "B" or "A" grades in all courses recommended by the MSCST Program Coordinator or

the Computer Science Department Chair and provide other required documents for admission as a degree-seeking student.

Visiting Student Admission
Students who have been previously admitted to 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 his/her home institution.

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 Technology degree. Students holding these positions work 20 hours per week and receive stipends and waivers of out-of-state tuition. 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 TECHNOLOGY 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 MSCTS Graduate Program Coordinator. The two foundation courses are:
COS 502: Computer Science Foundation I
COS 504: Computer Science Foundation II
COS 505: Computer Science Foundation III

Core courses (15 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 (12 hours required)
COS 505: 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)
(9 hours required)
COS 514: Database and Data Mining
COS 519: Managing Information Technology
COS 520: Multimedia Design
COS 521: Web System Design
COS 537: Artificial Intelligence
COS 571: Software Assurance

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

Specialty Electives (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 and Technical 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 Technology Degree Program requires a minimum of thirty (30) semester credit hours, not including the foundation courses.

Comprehensive Examination(s)/Thesis Defense
All candidates with a thesis option and a project option must defend their work. All other students will be subject to an exit examination with written and oral components. 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 MSCST 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 Student Coordinator.

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 Graduate Student Coordinator and the Division of Computer and Technical 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.

3. In cases where the student's Advisory Committee recommends termination after the student has passed the written comprehensive examination, the Graduate faculty will vote on the recommendation. If the Graduate faculty concurs and the student dissents, the student will have an opportunity to meet with the Graduate faculty, after which a second vote will be taken and a final recommendation will be made to the Division of Computer and Technical Sciences.

INTRODUCTION
The KSU 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 KSU 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 degree is a collaborative effort among the Division of Mathematics and Sciences, the Land Grant Program, Behavioral and Social Sciences, the Division of Literature, Languages, & Philosophy, and the Whitney Young School of Honors and Liberal Studies. The interdisciplinary curriculum is designed to provide graduates with the ability to communicate effectively across traditional discipline boundaries, while fully developing specific areas of

expertise. 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 project give students the opportunity to develop specialized expertise in their area of interest.

Graduates of the KSU 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 KSU. However, applicants are admitted into the specific graduate program to which they apply. It should be noted that successful completion of a college algebra (MAT 115) course 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 form can be found at the KSU website or obtained from the KSU admissions office.

- Transcripts: Copies of all official transcripts must be mailed from the applicant's undergraduate institution directly to the Office of Graduate Studies, Kentucky State University, Frankfort, KY 40601.

- GRE scores: Official scores should be sent to the Office of Graduate Studies. 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) mailed to the Office of Graduate Studies.

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 including the application form, official transcripts, 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 2.5 (on a 4.0 scale).
e. GRE combined scores of 284 (140 verbal, 140 quantitative, and 4 analytical writing)
f. TOEFL 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: A non-degree status is allowed for students that wish to take graduate courses but do not intend to seek the MES degree. The student must hold a baccalaureate degree from an accredited institution with a minimum overall undergraduate GPA of 2.5 (on a 4.0 scale).

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.

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. 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. 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 about 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 the University policy on this topic in the KSU Course Catalogue.

Graduate Committee

The Graduate Committee consists of three CAFSSS faculty, and can include one additional member from outside of CAFSSS. 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. 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 CAFSSS. 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.

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 509/AQU 509: Biostatistics
ENV 511: Energy and the Environment
ENV 699: MES Capstone Research Project

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 540: Ornamental and Landscape Plants
ENV 542: Plant Propagation and Production
ENV 545: Molecular Techniques for Environmental and Aquatic Studies (moved from below)
ENV 550: Human Health and Environment
ENV 551: Livestock Production Practices
ENV 555: Food Safety and Microbiology
ENV 585: Special Topics
ENV 595: Environmental Science & Bioremediation

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.

DOCTORATE OF NURSING PRACTICE (BSN-DNP)

The Doctor of Nursing Practice (DNP) program at Kentucky State University is a 72 credit hours (9 semesters) BSN-DNP online program with emphasis in the care of adults. Courses are completed online and clinical/residency hours are to be completed in the student's region with an approved preceptor/mentor. Course content is based on the Consensus Model and the DNP Essentials. The DNP curriculum is a program designed to prepare the RN with the BSN degree to function in the role of an advanced practice nurse caring for patient ages 13 and beyond (Adult-Gerontology) in a variety primary care settings.

To satisfy the requirements for graduation, the student must complete 72 semester credit hours of course work and 1080 hours in the clinical setting with qualified preceptors. The student must maintain a GPA of 3.0 or above. The DNP curriculum is congruent with established standards for clinical doctorate programs, 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 end of program student learning 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 also 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 for Nurse Practitioner Faculties and the ACEN Standards for Clinical Doctorate, including:

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

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 Student Learning Outcomes to be demonstrated by graduates of this program are as follows:

- 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.
- Assume organizational and system leadership in the analysis, delivery, and management of nursing care.
- Provide organizational and systems leadership to develop care delivery models that are fiscally responsible and demonstrate sensitivity to diverse organizational cultures.
- 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.
- Utilize theories, concepts, and analytic methodologies to design, implement, and evaluate practice by applying evidence to transform nursing system.
- 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.
- Implement the highest level of advanced nursing care to produce high quality, cost-effective outcomes for diverse patient populations.
- Contribute to the knowledge of best-practices nursing interventions and the dissemination of outcomes through professional writing and presentations.
- Develop practice standards based on the integration of ethics and evidence-based nursing care.

The School of Nursing is responsible for all components of the program, including the selection, supervision, and evaluation of Nursing students, and the curriculum—both didactic and clinical. The curriculum includes cultural, ethnic, and socially diverse concepts and may also include experience from regional, national or global perspectives. Throughout the program, the focus is on the adult-gerontology primary care advanced practice nurse as a leader for the interdisciplinary health team, working with physicians, mental health providers, social workers, and other healthcare professionals to meet the health care needs of patients in a diverse environment.

ADDITIONAL INFORMATION

Criminal Background Check
Kentucky Board of Nursing (KBN) requires all misdemeanor and felony convictions occurring in Kentucky or any other states 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.

Cardiopulmonary Resuscitation
All students enrolled in Nursing Courses are required to have CPR for the Healthcare Provider certification. Students must be certified in Adult, Child, and infant CPR as well as the use of the AED. This training must be from an approved CPR American Heart Association curriculum. Each student must keep a current CPR card on file in the School of Nursing.

Immunizations

In addition to the health form submitted to the University Student Health Service, each nursing student must have a completed School of Nursing immunization form on file. All immunizations required by the clinical facility must be current. The immunization form will be provided by the School of Nursing.

Expenses

Nursing students pay the same general fees and tuition as do other students at the University. However, students in the Nursing program may incur additional expenses for uniforms, lab jackets, name badge, nursing emblem, liability insurance, stethoscope, bandage scissors, wrist watch with second hand, laboratory, travel fees, multiple criminal background checks if indicated, and the formative/summative testing program.

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 once they begin the first course in the program.

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 3.0 or above on a 4.0 scale.
- Candidates without 3.0 GPA MUST have 2 years of successful nursing experience
- Candidates without 3.0 GPA MUST have outstanding references and maintain a 3.0 GPA in the first semester 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 reference pertaining to academic ability, professional competency, nursing leadership potential and personal character.
- Personal statement/philosophy
- Exams such as GRE, MAT are not required and nationally have not proven to be a predictor of success in graduate nursing programs

Doctor of Nursing Practice Degree
Adult/Gerontology Primary Care Nurse Practitioner BSN-DNP
9 Semester/3-year Program of Study

Semester One		
Course Number	Course Title	Credit Hours
NUR 700	Advanced Pathophysiology	3
NUR 701	Analysis of Advanced Nursing Practice	3
NUR 702	Epidemiology in Health Care	3
Semester Two		
Course Number	Course Title	Credit Hours
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
Semester Three		
Course Number	Course Title	Credit Hours
NUR 706	Advanced Physical Assessment	3
NUR 707	Advanced Nursing Care for Vulnerable Populations	3
Semester Four		
Course Number	Course Title	Credit Hours

NUR 800	Advanced Adult/Gerontology Primary Care Nursing I	3
NUR 801	Advanced Adult/Gerontology Primary Care Nursing I Practicum	3
NUR 802	Health-Systems Assessment	3
Semester Five		
Course Number	Course Title	Credit Hours
NUR 804	Advanced Adult/ Gerontology Primary Care Nursing II	3
NUR 805	Advanced Adult/Gerontology Primary Care Nursing II Practicum	3
NUR 806	Research Design and Methods	3
Semester Six		
Course Number	Course Title	Credit Hours
NUR 807	Advanced Adult/Gerontology Primary Care Nursing III	3
NUR 808	Advanced Adult/Gerontology Primary Care Nursing III Practicum	3
Semester Seven		
Course Number	Course Title	Credit Hours
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
Semester Eight		
Course Number	Course Title	Credit Hours
NUR 902	Residency I Practicum	3
NUR 903	Healthcare Policy	3
Semester Nine		
Course Number	Course Title	Credit Hours
NUR 905	Residency II	3
NUR 906	DNP Focused Course	3
NUR 907	DNP Project	3
1080 Clinical Hours	TOTAL	72
ELECTIVES (Not Required)		
NUR 699	Advanced Statistics in Nursing	3
NUR 708	Psychopharmacology	3

COURSE DESCRIPTIONS

Course descriptions are listed alphabetically by subject prefix on the following pages. Each course description begins with a three letter subject prefix followed by a three-digit course number and the course title. The number on the right of each course description gives the semester credit hours for that course. If a course includes laboratory or other special activities, that information is contained in the course description. Prerequisites are also listed. A prerequisite is a course, experience, or other required preparation that must be completed before the student is permitted to enroll in the course.

The subject prefixes for the graduate-level course descriptions are as follows:

ACC Accounting
AQU Aquaculture
BUA Business Administration
COS Computer Science
ECO Economics
EDU Education
ESP Special Education
ENV Environmental Studies
FIN Finance
FNU Foods and Nutrition
MGT Management
MIS Management Information Systems
MKT Marketing
MSC Mathematics/Sciences
NUR Nursing
PUA Public Administration
PSY Psychology

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 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.**

AQU 699: Research and Thesis Completion. This course is to permit the completion of research and thesis. Graded pass/fail. Prerequisite: Consent of aquaculture graduate student coordinator or major professor. **CREDIT: ONE TO NINE SEMESTER HOURS.**

AQU 797: Residence Credit for Thesis/Professional Project. 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. Prerequisites: graduate student status; completion of the program thesis or project course; approval of advisor. **CREDIT: NONE.**

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: NONE.**

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 is 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 SAN 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.**

EDUCATION – GRADUATE COURSES IN SPECIAL EDUCATION

ESP 501: Special Topics in Education. This course is designed as a seminar course to accommodate a variety of professional development topics. Examples of topics are: PRAXIS II Preparation, Senate Bill I, and other Educational Reform Topics such as the Common Core Academic Standards. For participants in the School of Education's On-line Professional Development Center, Seminar credit may be aligned with Professional Development threads for academic credit that may be transferred into the degree program. For more information, log-on at education@kysu.edu. The student may enroll in this course up to three times under different topics. **CREDIT: ONE TO THREE SEMESTER HOURS.**

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. Prerequisite: Admission to the Educator Preparation Program. **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: Admission to the Educator Preparation Program. **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. For more information, see Purposes of the Course within this syllabus, field hours required. **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. Prerequisite: Admission to the Educator Preparation Program. **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 573: Practicum. This course is only for candidates who are enrolled as alternative certification (Option 6) students. It is designed exclusively for the MASPE student who currently is employed full-time as the "Teacher of Record" in a public classroom setting in which all or a significant number of students have IEPs for EBD/LD. This student has a Temporary Provision (TC-TP) License issued by the Education Professional Standards Board as recommended by the University through their District School System of employment. The candidate will complete most of the practicum with his/her own students. A Mentor Teacher will provide supervision that will include at least two (2) formal observations as well as conferences, as needed. A candidate will complete several assignments which includes a major collaboration project. It is important to note that if the candidate has successfully completed all coursework and earned Kentucky's required scores on certification examinations, s/he may be approved to engage in the Kentucky Teacher Internship Program (K-TIP) program while on their second renewal of the TC-TP. **CREDIT: THREE SEMESTER HOURS.**

ESP 574: Supervised Teaching. This course is a full-time, semester long supervised teaching experience. It is designed for the MASPE student who is currently employed full-time in a special education teaching position other than teacher of record, with students who have IEPs for EBD/LD. If the candidate is employed in a public school, s/he will complete most of the supervised teaching with his/her own students under the supervision of the classroom qualified teacher of record who will serve as the Mentor Teacher. S/he will conduct at least three (3) formal observations as the candidate gradually assumes the role of co-teacher or lead teacher. An assigned University based supervisor will conduct at least four (4) observations and consultations with the student and communications with the Mentor. The candidate will complete 70 full days of

teaching at two different P-12 levels. A unit of instruction and a collaboration project are also required at both levels, covering a two-week period. **CREDIT: TWELVE SEMESTER HOURS.**

ESP 575: Student Teaching. This course is a regular, full-time, semester long student teaching experience in two different levels of P-12 schools. It is designed for the MASPE student who is not currently employed full-time in a teaching role and is a non-compensated experience. The student teaching placement will be in a special education setting and it is a 70 full day student teaching experience. The candidate will be engaged in an experience that will lead to his/her gradual assumption of all duties of a Teacher of record. The candidate 358 will work with the, assigned Teacher of Record (Cooperating Teacher) in his/her classroom in two (2) different classroom placements (P-12 with students who have IEPs for EBD/LD). Each Cooperating teacher will conduct at least two (2), for a total of four (4) formal observations, as a candidate progressively assumes the role of Teacher. A University supervisor will also be assigned to the candidate and will conduct at least four (4) observations during the academic semester. The Cooperating Teacher(s) and University Supervisor will meet with the candidate regularly to plan, to assess the progress of students, and to provide feedback. The candidate will complete several assignments, including two hallmark projects, a unit of instruction that will be at least 2 weeks in length and a major collaboration project that will address the needs of a student who is not progressing well. **CREDIT: TWELVE 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 in close proximity to 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 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 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 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 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.**

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 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 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 (APN) 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 individuals of all ages in primary, secondary, and tertiary care settings. Prerequisite: NUR 703, 704; Co-requisite 705. **CREDIT: THREE SEMESTER HOURS.**

NUR 707 Advanced Nursing Care for Vulnerable Populations. The purpose of this course is to provide the DNP-NP 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; Co-requisite 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; 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; NUR 806; NUR 807. **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. **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 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 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 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.**

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 development 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.**