



KENTUCKY STATE UNIVERSITY

IN ALL THINGS EXCELLENCE

## 2017-2018 Catalog

### Our Vision

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

For more information, please call us toll-free:

**Admissions** — 502-597-6813

**KSU Directory Assistance** — 877-367-5978 or 502-597-6000

**Visit us on the Web:** <http://www.kysu.edu>

### ***Published by***

Kentucky State University  
400 East Main Street  
Frankfort, Kentucky 40601

### **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 fall 2017 semester through summer 2018. This is not a complete listing of University Administrative Offices. For numbers not listed, please call the University switchboard at (502) 597- 6000 or visit the KSU Web site at [www.kysu.edu](http://www.kysu.edu).

## ACADEMIC CALENDAR

For the most up-to-date Academic Calendar, visit [www.kysu.edu/](http://www.kysu.edu/).....

## IMPORTANT NUMBERS

### ADMINISTRATION

Office of the President	201 Hume Hall	6260
Vice President for Academic Affairs	424 Hathaway Hall	6442
Vice President for Student Engagement and Campus Life	330 Student Center	6671
Vice President for Finance and Administration	259 Academic Services Building	6343
Vice President for Institutional Advancement and Alumni Relations	102 Academic Service Building	6760
Vice President for Enrollment Management and Brand Identity	202 Hume Hall	

### ACADEMICS

#### •College of Agriculture, Food Science, and Sustainable Systems

Division of Agriculture and Natural Resources	205 Cooperative Extension Building	6310
Division of Aquaculture	Aquaculture Research Center	8106
Division of Environmental Studies and Sustainable Systems		
Division of Family and Consumer Sciences		
Division of Food and Animal Science		
Director of Land Grant Programs	205 Cooperative Extension Building	6310

#### •College of Arts and Sciences

Division of Behavioral and Social Sciences	230 Hathaway Hall	5922
Division of Fine Arts	G-5 Bradford Hall	6496
Division of Literature, Languages, & Philosophy	414 Hathaway Hall	6990
Division of Mathematics and Sciences	132 Carver Hall	6603
Whitney Young Center	311 Hathaway Hall	7015
Atwood Institute	431 Hathaway Hall	5913

#### •College of Business and Computer Science

Division of Computer Science	314 Hathaway Hall	6384
School of Business	105 Bradford Hall	6708

#### •College of Professional Studies

School of Education	108 Hathaway Hall	5919
School of Nursing	Betty White Health Center	5957
School of Public Administration and Social Work	210 Hathaway Hall	6890

### ADMINISTRATIVE OFFICES

Academic Center for Excellence (ACE)	110 Carl M. Hill Student Center	6680
Admissions	320 Carl M. Hill Student Center	6813
Aquaculture Research Facility	Athletic Drive	8106
Blazer Library	Blazer Library	6852
Bookstore	Student Center Lobby	6352
Bursar	349 Academic Services Building	6278
Academic Advising Center	241 Academic Services Building	5084
Campus Life	351 Carl M. Hill Center	6785
Cashier	364 Academic Services Building	6250
Career and Professional Development Center	312 Academic Services Building	6700
Center of Excellence for the Study of Kentucky African Americans	103 Jackson Hall	6315
Comprehensive Counseling	Betty White Health Center	6970
Continuing and Distance Education	526 Academic Services Building	5611
Disability Resource Center	241 Academic Services Building	6873
Distance Learning/Videoconferencing	526 Academic Services Building	5050
Exum Center	Exum Center	5867
Financial Aid	349 Academic Services Building	5960
Health Services	Betty White Health Center	6271
Information Technology	379 Academic Services Building	7000
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## Kentucky State University Values

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### ***-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.

### ***-Perseverance***

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.



Chapter 1  
KENTUCKY STATE UNIVERSITY

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In All Things...Excellence

Our University

In 1886, the mere 4,000 citizens of Frankfort, Kentucky donated \$1,500 and the land to win the residency of a new college, beating our several other cities vying for the ownership. The doors of the first building, Recitation Hall (now Jackson Hall), of the **State Normal School for Colored Persons** were open on October 11, 1887 to welcome the three teachers, 55 students, and the school's first president, John H. Jackson. In 1890, the institution became a land grant college, and the departments of home economics, agriculture, and mechanics were added to the school's curriculum. In the spring of the same year, five students became the first graduating class and were the foundation of a long, proud tradition of higher education at Kentucky State University.

The twentieth century ushered in evolution for the small school once intended to train black students as teachers for black schools. In 1902, the name was changed to **Kentucky Normal and Industrial Institute for Colored Persons**. The name was changed again in 1926 to **Kentucky State College for Colored Persons**. In 1938, the school was named the **Kentucky State College for Negroes**. The term "for Negroes" was dropped in 1952. Kentucky State College became a university in 1972, and, in 1973, the first graduate students enrolled in its School of Public Affairs.

Today, Kentucky State University's 882-acre campus has more than 43 structures, including a 204-acre agricultural research farm and a 306-acre environmental education center. Also, courses are taught each academic year in off-campus classes throughout Franklin County and the surrounding six county service area. With an enrollment of nearly 1800 students and more than 100 full-time instructional faculty members, the University's student-faculty ratio is the lowest among public institutions of higher learning in Kentucky.

Students have the opportunity to receive an associate (two-year) degree in two disciplines, a baccalaureate (four-year) degree in 38 majors, several of which have optional specializations, a master's degree in seven disciplines, and a doctoral degree in nursing practice. Students may also elect to prepare for professional schools through the University's arrangements with the University of Kentucky, the University of Louisville, the University of Maryland at College Park, Vanderbilt University, Meharry Medical College, Florida A&M University, Northern Kentucky University, Auburn University, Tuskegee University, Southern College of Optometry (Memphis), the University of Houston, and the University of Alabama-Birmingham.

KSU's location in Frankfort, Kentucky's capital city, permits the University to offer unique and outstanding state government student internships. Kentucky State University's educational mission, though centered on degree programs that emphasize liberal studies, also places considerable importance on the University's public service commitments. State government training capabilities are under the auspices of the Governmental Services Center at Kentucky State University. Many state government employees are drawn annually to the University's campus to attend workshops and seminars.

Kentucky State University is the most diverse among the state's public universities having evolved into a liberal studies institution, serving students without regard to their race, age, sex, national origin, or economic status. The University, now well into its second century of educational service to Kentucky and the nation, continuously seeks to become a top educational entity and to rise to excellence as a liberal arts institution that is second to none.

Kentucky State University consists of four major academic units that are the colleges of: Agriculture, Food Science, and Sustainable Systems; Arts and Sciences; Business and Computer Science; and Professional Studies. The College of Arts and Sciences houses the divisions of: Behavioral and Social Sciences; Fine Arts, Literature, Languages, and Philosophy; and Mathematics and Sciences. The College of Business and Computer Science contains the School of Business and the Division of Computer Science. The College of Professional Studies is home to three schools: Public Administration and Social Work, Education; and Nursing.

## Our 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.

## Strategic Direction and Program Priorities

The University shall focus on liberal studies programming. Drawing upon its African American heritage, the University will promote the values and methods of interdisciplinary and multicultural education in its liberal studies offerings. All students shall participate in common curricula that explore the liberal studies. Drawing upon the multicultural strengths of the University, emphasis shall be placed on preparing students for careers in education and in other selected professions, including aquaculture, business, criminal justice, computer science, nursing, psychology, and public services. These strategic priorities translate into a core of liberal arts baccalaureate degree programs, in addition to degree program priorities at the associate (A), baccalaureate (B), master's (M), and doctoral (D) levels that may include the following: education (B, M); business (B, M); computer science (B, M); nursing (A, B, D); human services and interdisciplinary behavioral sciences (B, M); public administration (B, M); and aquaculture/aquatic science (M).

## Enhancement of Instruction

The University shall emphasize teaching. Meeting student needs shall be paramount. The University shall focus on the needs of its students, which include, but are not limited to, full-time and part-time residential students, commuting students from its primary service area, and state government employees.

## Service and Research Functions

As the Commonwealth's 1890 Land Grant institution, Kentucky State University shall fulfill its responsibilities under federal law and participate fully in appropriate U.S. Department of Agriculture programs, in accordance with the mission of the University. Kentucky State University shall be the major repository for the collection of books, records, and artifacts relative to the history and status of African American citizens of the Commonwealth and elsewhere. The University shall make such materials available for casual study and scholarly research. Kentucky State University shall focus on meeting the applied research and service needs of state government.

## Collaborative Ventures

The priority master's degree programs offered by Kentucky State University shall be carefully articulated with related doctoral programs offered by the doctoral-granting institutions in the system. The University shall develop and employ technological resources to communicate with other institutions in the fulfillment of its mission. Curriculum development shall emphasize the transfer of credits from other institutions toward degree completion.

## Efficiency and Effectiveness

Kentucky State University shall promote cost effectiveness in academic programming and institutional management. Strategic planning, resulting in the elimination of duplicative or nonproductive programs, is essential while the development of carefully selected new programs compatible with the University's mission is appropriate. Measures of quality and performances shall be the foundation of the University's assessment and accountability system which promotes the continuous improvement of programs and services.

## Our Surroundings

Frankfort lies on the western edge of the state's Bluegrass Region. The city of 30,000, which is more than 200 years old, grew along the banks of the Kentucky River in a small valley bordered by limestone cliffs. Preservation of historic structures throughout the city adds to its picturesque quality. Easily accessible by major highways, Frankfort is within a short drive of Lexington, Louisville, and Cincinnati.

Frankfort's history is rich with familiar names and events. Daniel and Rebecca Boone are buried in a cemetery overlooking the city, just a few minutes' walk from Kentucky State University's campus. In the old Statehouse, Aaron Burr was brought before a grand jury on the charge of treason. The Military History Museum contains artifacts going back to the Revolutionary War and Civil War periods. Old houses at the Corner of Celebrities, located in the city's oldest residential neighborhood, have at different times been the residences of governors, Supreme Court judges, senators, and other noted statesmen. The Old Capitol Building is a finely restored example of Greek revival architecture and the first public work by renowned architect Gideon Shryock. Its marble double-spiral staircase is a beautiful example of innovative design and superb craftsmanship.



The Orlando Brown House, also designed by Shryock, and Liberty Hall, built by statesman John Brown, served as meeting places for such famous figures as Zachary Taylor, James Monroe, Andrew Jackson, and Theodore Roosevelt. These two houses, along with the Glen Willis House, provide the city with beautiful areas for public receptions and with formal gardens along the river.

Today, offices of state government, the University, and local organizations join together to provide the city with places and events of interest. Beautifully planted gardens at the new State Capitol and throughout the city establish pleasant and congenial surroundings. The Frankfort Arts Foundation brings nationally recognized talent to Frankfort for musical and theatrical productions. Art galleries show works by the widely known late local painter Paul Sawyier along with shows by other nationally and locally known artists. The Game Farm, established in 1944 by the State Department of Fish and Wildlife Resources, is only three miles from downtown Frankfort. In addition to its woods and lakes, which serve as rest and feeding areas for migratory birds, almost all of Kentucky's native animal species are in residence. Frankfort is a diverse community that offers Kentucky State University students a variety of opportunities for recreation and personal growth. Students can choose to be a part of this community in a variety of ways. It offers access to a rich cultural and historical perspective while providing avenues for involvement in civic and community affairs.

## Our Legacy

Kentucky State University is one of seventeen 1890 Land Grant institutions that are mandated by the Morrill Act of 1890 to conduct research, extension, and teaching in the food and agricultural sciences. The Kentucky State University (KSU) Land Grant Program works to uphold the mission of the University through its commitment to research, extension, and teaching in the food and agricultural sciences. The KSU Land Grant Program is committed to resolving agricultural, educational, economic, and social problems of the people of the Commonwealth of Kentucky, especially to serve the underserved in rural and urban settings. The Land Grant Program at KSU receives a significant portion of its funds from the United States Department of Agriculture (USDA), which provides programmatic oversight, regulation, and guidance. Such USDA mission areas as the cooperative extension and research are dedicated to assisting stakeholders across the nation and in implementing strategic initiatives of the USDA through programs that enable such universities to conduct research, teaching, Extension and outreach.

The Land Grant Program research and extension activities enable KSU to offer many opportunities for students interested in learning more about a wide range of disciplines, including food and agricultural sciences, environmental science, natural resources, family science, consumer science, rural sociology, and community development. A U.S. Department of Agriculture Liaison Officer is located on the campus to counsel Land Grant administrators and students on national initiatives, and opportunities for partnerships with the USDA. This person also works with high school and college students by exposing them to career opportunities in the food and agricultural sciences. College students are eligible for internships while enrolled in undergraduate and graduate degree programs. Additionally, the Liaison Officer promotes and accepts applications for the USDA 1890 Scholars Program, which offers a full scholarship package (tuition and a computer as well as room and board) to high school graduates who are interested in working for the USDA after completion of their undergraduate studies.

The Land Grant Program at KSU currently has four programs. The traditional sections are the Community Research Service (CRS) and Cooperative Extension Program (CEP) and the two academic divisions, the Division of Aquaculture and the Division of Agriculture, Food, and Environment.

The **Community Research Service** (CRS) is focused on three main research areas: Aquaculture, Organic and Sustainable Agriculture and Human Health, Nutrition, and Food Safety. The KSU Land Grant Program has nationally and internationally recognized research programs in Aquaculture or fish farming to bring new economic opportunities to Kentucky.

The **Aquaculture Program**, KSU's "Program of Distinction," is widely recognized as being a Top 5 program in the nation in aquaculture. The program is a national and international leader in the areas of water quality, disease diagnostics, aquaponics, pond development and management, fish meal replacement research, as well as paddlefish culture, freshwater prawn and saltwater shrimp culture, Koi breeding, production of largemouth bass on-feed, catfish and hybrid striped bass production. New organic food markets continue to grow and alternative crops and production methods are desired by farmers. The KSU Land Grant Program's Organic Program is nationally ranked in the top 20 amongst institution previously attended.

## University Library

Learning to organize and carry out independent research is an integral part of a university liberal studies education. Paul G. Blazer Library, located at the northeast end of the campus, provides comprehensive and current research materials and facilities for students and faculty. The university community is also encouraged to use Blazer Library for personal enrichment and leisure reading.

Blazer Library's collection of more than 600,000 volumes includes such materials as books, journals, eBooks, DVD's, and other resources to aid students in their course work and research. As a member of the Kentucky Virtual Library (<http://www.kyvl.org>), Blazer Library has access to more than sixty databases including: Academic Search Complete, AGRICOLA, Business Source Premier, CINAHL Full text, Education Full text, Health Source: Nursing Academic Edition, Newspaper Source, MLA and PsycINFO to name a few. Other electronic resources such as our JSTOR Collections are available online for research and information. Blazer Library uses OCLC Worldshare Management Services as its library management

system. KSU users have access to the Library's full-text resources as well as access to billions of electronic, digital and physical resources from other institutions worldwide, 24 hours a day via the OCLC WorldCat Discovery system.

The Library provides a variety of services including wireless access, laptop checkout, group study rooms, and computer labs. From the Library's homepage, users can access web resources, electronic databases, catalogs from other libraries, as well as order materials via interlibrary loan. Blazer Library is a member of the State Assisted Academic Library Council of Kentucky (SAALCK) and the Federation of Kentucky Academic Libraries (FoKAL); and has reciprocal borrowing agreements with member libraries, providing access to the collections of other academic libraries across the Commonwealth. Interlibrary Loan (ILL) is a service provided by Blazer Library to the faculty, staff, and students engaged in research at Kentucky State University. Conditions of this service are set by the Interlibrary Loan Code of the American Library Association and by regulations of the individual lending libraries. Every effort will be made to obtain items free of charge. Frequently, however, materials can be obtained only from institutions that charge an interlibrary loan fee. When submitting an ILL request, patrons should state the maximum charges they are willing to accept. Printed interlibrary loan request forms are located at the Circulation Desk. An electronic form may be found on the library's homepage, and it is also embedded in the search interface of the WorldCat Discovery system.

Blazer Library is a selective depository for United States Government Document Publications. The library has a variety of materials including paper and electronic governmental resources to support the University curriculum, research and special interests. Many publications are available electronically, check for links on the library's homepage.

The Education Curriculum Lab, located on the ground floor, supports the mission of Paul G. Blazer Library and the Teacher Education Program at Kentucky State University. The Center houses a collection of both print and non-print materials for use by students and faculty. The Lab's collection provides diverse resources for use in P-12 classrooms as well as professional resources for P-12 educators. The Lab is designed to assist and support college level students and Faculty in their teacher education needs.

The second floor of the library houses both a part of the circulating collection and the Special Collections including the University Archives, which contain historical records and documents related to University history. Professional librarians and support personnel are available to assist students in using the library's resources and facilities. Special library tours or individualized library instruction may be scheduled by contacting the Reference Desk.

## **Intercollegiate Athletics**

The Kentucky State University is a member of the Southern Intercollegiate Athletic Conference (SIAC) and sponsors teams in a variety of intercollegiate sports. Competing at the NCAA Division II level, the KSU Thorobreds pride themselves on excellence on the fields of play and in the classroom. Our teams are led by coaches who are dedicated to the development of the whole student-athlete and to providing a well-rounded educational, athletic and social experience for the young men and women who chose to take up the challenge of representing the mighty Thorobred heritage.

Throughout its history, Kentucky State has had a proud tradition of athletic excellence. From a national championship football team in the 1930s, to the three-time NAIA National Championship basketball team of the late '60s and early '70s, and more recently, a National Minority Championship-winning golf team, and a national championship-qualifying women's basketball team in 2015. Multiple SIAC championships have been garnered by the softball and volleyball teams and the men's basketball, women's basketball, and golf teams have each earned a conference title.

Men's varsity sports include baseball, basketball, cross-country, indoor and outdoor track and field, football, and golf. Women's varsity sports include basketball, cross-country, indoor/outdoor track and field, softball, and volleyball. The KSU athletic facilities include Alumni Stadium, a 7500-seat stadium; the William Exum Center, a facility that seats 2,750 people; Bell Gymnasium; and a combination of campus and municipal facilities for practices and competitions. The athletics administration is housed in the Exum Center along with the Men's and Women's Basketball coaches and the Women's Volleyball coach. All other sports and the Academic Center for Student-Athletes is housed in Alumni Stadium.

## **University Police**

The Kentucky State University Police Department is a full service law enforcement agency with a mission to maintain a safe and secure atmosphere so that the KSU community can function as freely as possible without the effects of crime. The agency consists of sworn officers commissioned through the Kentucky Criminal Justice Training Department and civilian employee positions. Sworn police officers have full law enforcement authority. Safety requires the cooperative efforts of the University, students, faculty, and staff. Several service-oriented functions are provided to the University community upon request. The University Police Department provides escorts to accompany an individual to any University academic building, parking lot, or residence hall. The University Police Department conducts walkthroughs in the residence halls during non-classroom hours during the school year. All visitors, students, faculty members, or employees can report potential criminal actions and other emergencies on campus directly to the University Police by dialing 502-597-6878. The department is located in the Exum Building on the main campus.



## Chapter 2

## UNDERGRADUATE ADMISSIONS

Office of Admissions  
Hill Student Center, Suite 320  
502-597-6813 or 877-367-5978

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## Admission to the University

To be admitted to Kentucky State University new undergraduate students must submit the following:

- Official High School Transcript with Cumulative GPA and courses listed
- Official ACT/SAT test scores
- \$30 Application Fee
- Immunization Record
- Application to be submitted either online or in paper to the University

Responses on the applications and on related materials must be complete and accurate; entrance may be denied or registration cancelled as a result of false or misleading statements. All questions about requirements should be referred to the **Office of Admissions** at (502) 597-6813 or 1-877-367-5978 or by faxing information to (502) 597-5814.

## ACT and SAT Scores Policy

All full-time degree-seeking students admitted with freshman status must submit official ACT or SAT scores. If a student has been admitted to a degree program contingent upon receipt of the official test scores, the student must take the ACT to fulfill the requirement during the first semester of enrollment.

All non-degree students are encouraged to submit official ACT or SAT scores if there is any possibility of becoming degree-seeking. Upon the completion of 24 semester credit hours in a non-degree status, a non-degree student is required to reconfirm his/her intention to not pursue a degree from Kentucky State University. The student's advisor will ensure that the student reconfirms his/her intention or takes the steps to become degree-seeking. If such a student changes his/her mind after the accumulation of 24 semester credit hours in a non-degree status, he/she must take the ACT or SAT before converting, regardless of the number of semester credit hours earned.

All transfer applicants with fewer than 24 transferable semester credit hours must submit official ACT or SAT scores, either by those furnished directly to Kentucky State University by the American College Testing Program, by the College Board, or by inclusion in the transcript of the transfer application.

## Regular Admission Requirements

- 2.5 weighted cumulative grade point average or higher **and**
- 18 composite on the ACT or 860 on the SAT (Math and Reading sections only)

All applicants who have completed less than 24 semester hours of college work must meet the following requirements based on a Pre-College Curriculum (PCC):

- English (4 units): English I, II, III, and IV or AP English
- Mathematics (3 units): algebra I, algebra II, and geometry
- Science (3 units): at least laboratory course, physical science, life science, or earth and space science
- Social Studies (3 units): United States history, economics, government, world geography, world civilization
- Health Education (½ unit)
- Physical Education (½ unit)
- History and Appreciation of Visual and Performing Arts (1 unit)
- Foreign Language (2 units of the same foreign language)

***The following students are not required to meet the PCC requirements***

- Associate degree-seeking students
- International students
- Non-resident students
- Transfer students entering baccalaureate-degree status with twenty-four (24) or more semester credit hours applicable to a baccalaureate degree with a GPA of at least 2.00 on a 4.00 scale
- Students enrolled in a community or technical college or a community college type program
- Active duty military personnel, their spouses and dependents
- Students who have reached their 21<sup>st</sup> birthday before the beginning of the semester or term.

**Placement Testing**

The Kentucky Council on Postsecondary Education has established college readiness standards for all incoming first-year and transfer students with fewer than 24 semester credit hours. Failure to meet one of these standards constitutes a deficiency. Non-Traditional Students who are admitted without an ACT or SAT score will be required to take a placement test in reading and mathematics. Students admitted to Kentucky State University receive their initial placement in mathematics courses based on ACT/SAT scores. Students scoring below 19 on the math section of the ACT or below 460 on the math section of the SAT must take the Mathematics Placement Exam to ensure correct placement. Students with math ACT/SAT scores of 19/460 or above who want to improve their placement will have the opportunity to take the Mathematics Placement Exam. The University will accept the Compass exam results or the KYOTE exam results for placement testing. Placement tests must be taken prior to registration in any course at KSU.

**Student Admission Classifications**

Under 13KAR2:045, the Commonwealth of Kentucky requires that all admission applications be reviewed to determine if documentation of residency is required. Each applicant is notified if documents are needed.

**Kentucky Resident** - A student who is a resident of Kentucky or whose parent(s) is (are) a resident(s) of Kentucky is considered a resident of the state. If a Kentucky resident graduated from an out-of-state high school, proof of residency must be submitted in order to avoid out-of-state tuition. Submission of a residency affidavit to the Office of Admissions may be required.

**Non-Resident** - A student who is not a resident of or whose parent(s) is (are) not a resident(s) of Kentucky is considered a non-resident.

Additional information can be obtained at the following website: [www.lrc.ky.gov/kar/013/002/045.htm](http://www.lrc.ky.gov/kar/013/002/045.htm).

**Transfer Student**

A student transferring less than 24 semester credit hours to Kentucky State University is considered a freshman transfer. A student transferring 24 or more semester credit hours to Kentucky State University is considered a transfer student. Transfer students must submit the following additional documents for admission consideration:

- Transcripts of all college work attempted
- A letter of good standing from the registrar of the institution last attended (if student was suspended or dismissed from the last institution attended)
- A letter of recommendation from the Dean of Students or the Vice President of Student Affairs verifying a satisfactory citizenship record (may be faxed to the Office of Admissions at 502-597-5814) from previously attended institutions. All transfer students who have completed 24 or more semester hours of college work must have earned a cumulative GPA of 2.00. The transfer student is not at liberty to disregard any part of his/her previous college or university records. Failure to report enrollment at another institution may result in dismissal and/or loss of credits earned at KSU. In the event of academic suspension/dismissal from any institution previously attended or currently being attended, an applicant must provide a letter of good standing from the last institution attended. Transfer applicants who were not eligible for admission to Kentucky State University upon graduation from high school must present a minimum of 24 semester hours of college credit.

**Kentucky General Education Transfer Policy**

In an effort to promote a seamless transfer between Kentucky two-year and four-year public institutions, the Kentucky Council on Postsecondary Education (CPE) developed a policy to facilitate the transfer of credits from one Kentucky public college or university to another. This policy is called the General Education Transfer Policy and allows for the automatic transfer of a block of courses to satisfy general education degree requirements.

Students who transfer from another Kentucky public college or university may be (1) category certified, (2) core certified, or (3) general education certified by the Registrar of the school where the course work was completed. KSU will honor any of these designations and will apply the transferred general education courses to the student's record at Kentucky State University in a manner that best serves the transferring student.

**Undergraduate Transfer Policy**

- Students transferring to Kentucky State University are required to submit official transcripts from all previously attended institutions as part of the admissions process.
- Credits earned at a fully accredited institution may be transferred to KSU and applied toward a degree. A fully accredited institution is one in good standing and a member of one of the six regional academic accrediting associations.
- Kentucky State University accepts transfer credits with a grade of *D* or better. Exceptions to this are transfer equivalents for ENG 101 and ENG 102, which must have grades of *C* or better.
- Credits that do not fulfill requirements will be accepted as free electives if grades of *D* or better were earned. If a grade of *D* is transferred and the student attempts to use this course to satisfy the requirements for a major or minor, or an area of specialization, the student will have to take the course at KSU and earn a grade of *C* or better.
- KSU will not give upper level credit for a course completed at junior or community colleges without validation that the course is equivalent to upper-level university courses with the respective departments reserving final approval.
- Regardless of the number of hours accepted for transfer, all candidates for an undergraduate degree must complete 30 of their last 36 hours toward their degree at Kentucky State University.

## International Student

A student who is not a citizen or permanent resident of the United States is considered an international student.

The University welcomes admission inquiries from international students. International students should have a complete admission application on file three months before the beginning of the term (summer/fall/spring semester) in which they intend to enroll.

The international student must follow the following procedures:

- Submit an Application for Admission with a \$100.00 (US Funds) payment. Application fee made payable to Kentucky State University in the form of a money order or cashier's check;
- Submit a verification of graduation from high school or secondary institution;
- Submit official high school transcripts/certificate in English with translation certified (Nigerian students must submit WASC);
- Submit official SAT/ACT or TOEFL scores; TOEFL scores must be 525 or above;
- Demonstrate, via Declaration of Certification of Finance, that sufficient funds are available to finance the planned course of study without causing undue hardship on the student;
- Provide a statement from the bank, lending agency, or sponsor that stipulates the amount of money on reserve for tuition, fees, and living accommodations to matriculate in a four year undergraduate program in the United States;
- Submit a transcript evaluation form (with determined G.P.A.) from an accredited transcript evaluation agency in the United States; and
- Submit a \$3,500.00 deposit (in U.S. dollars) in order for the I-20 to be issued. This deposit is placed into the student's account and is available to the student for educational expenses only (i.e., tuition, books, and fees).

Prospective international students are encouraged to utilize the services of World Educational Services, Inc. (WES) for credential evaluation and verification. Instructions can be found at [www.wes.org](http://www.wes.org) or by an evaluation and translation service available at the National Association of Credential Evaluation Service.

## Visas and Regulations

**Pre-Arrival: Getting an F-1 Visa** - Immigration and Customs Enforcement (ICE) is the U.S. Department of Homeland Security's bureau that oversees all non-immigrant international visitors to the U.S. International students needing a student visa to study at KSU must apply for an F-1 visa through ICE's Student Exchange Visitor Program's web-based information system (SEVIS). Currently KSU is authorized to issue I-20s, which is the core document that tells a U.S. Embassy or Consular Officer that a person should be issued an F-1 student visa.

International students seeking a degree at KSU, either graduate or undergraduate, must go through the KSU Office of Admissions application process to gain admission and provide the necessary information to secure an F-1 student visa. Below is an overview of the steps and procedures required for international students, but more complete information is available at the following website: <http://kysu.edu/administration-governance/student-affairs/admissions/international-students>

1. At the time of applying to the University, in addition to submitting all required admissions application materials, international students are required to also show evidence of the ability to meet their college expenses. KSU must have this information before the Office of Global Education and Programs (OGEP) can issue a Form I-20. Verification of the student's ability to pay is conducted through the Financial Certificate and receipt of original copies of information from the student's family, or student's sponsor's bank. Evidence of any award of a full scholarship or similar financial aid covering tuition, room, and board must also be part of the financial information provided.

2. Once the student has been admitted, demonstrated the ability to pay, and shown that he or she complies with all federal requirements, KSU will send the student, via international courier, an admission packet with the admission letter, information about the university, the Form I-20, and any other relevant documentation.

3. After the student receives the Form I-20, an interview appointment at the closest U.S. Embassy or Consul in his or her country of residence should be arranged. At this appointment the U.S. consular official will either grant or deny an F-1 visa.

**Post-Arrival: Maintaining Status** - Once the student has been issued an F-1 visa and arrives on campus, KSU's Office of Global Education and Programs (OGEP) is responsible for ensuring the student remains in status according to his or her visa as well as maintaining up-to-date information on the student in the SEVIS database.

The next step is:

4. Immediately upon arrival on campus students should report to OGEP. In addition to issuing I-20s, KSU, via OGEP, is required to report the enrollment of F-1 students every semester. Also, OGEP must report in SEVIS current students that fail to enroll, maintain status, or complete their program. Schools are currently required to monitor records of the student's name, date and place of birth, country of citizenship, address, status, date of commencement of studies, degree program and field of study, practical training, termination date and reason, documents related to the student's admission, the number of credits completed per semester, and a copy of the I-20.

All this information resides in the SEVIS database rather than solely as hard files at each school. Under current federal regulations, even minor status violations (e.g., failing to inform ICE of change of major or failure to process a timely transfer) could result in loss of future employment authorization eligibility, the opportunity to return to the US after a visit abroad, or even possible deportation.

5. The student must check in with OGEP at the beginning of each semester to verify information in SEVIS and verify his or her program of studies timeline.

In order to keep students informed of these important changes, OGEP will conduct occasional information sessions as well as provide up-to-date information concerning the new regulations on the OGEP web page.

### **Non-Degree Seeking Student**

A student not seeking a degree from Kentucky State University is considered a non-degree student. This may include transient/visiting students, early admission (high school) students, senior citizens, post-baccalaureate students without degree intentions, and students pursuing additional undergraduate course work for teacher certification.

### **Post-Baccalaureate Students**

Students with an earned baccalaureate degree from a regionally accredited college or university who complete the regular application process and who desire to pursue a baccalaureate degree program at Kentucky State University, will be admitted to the University.

### **Non-Traditional Students**

Students who are twenty-one years of age or older, or non-degree seeking, may receive conditional admission to the University (if they do not qualify for regular admission). Such students are exempted from the PCC requirements and are not required to do remedial course work. In addition, such students may obtain University credit hours through Academic Unit Challenge Examinations or by satisfactory performance on the College Level Examination Program (CLEP) tests.

Students, who have not attended high school for more than five years, are over the age of 25 with a GED or high school diploma and have no post-secondary education credits, are a military veteran, or are over the age of 25 and have not completed sufficient hours to be considered a transfer student, will be applying as a first-year student and will need to complete an application. (If you think that you qualify as a non-traditional student for other reasons, please consult the KSU Office of Admissions, 312 Academic Services Building, toll-free 877-367-5978.)

If the SAT or ACT was taken in high school, have the scores sent directly from the testing agency to the Office of Admissions. If the SAT or ACT tests were not taken while in high school, KSU does not require the scores for admission to the University. However, if the student declares a major that requires ACT or SAT scores, the student will need to sit for these exam(s). The student's high school must send all official high school transcripts (or official GED results, if applicable) to the Office of Admissions. Official transcripts must be sent from each high school attended.

Non-traditional students may be required to take certain placement exams in order to determine accurate course placement. Students who earned 24 semester credit hours or more of college course work after high school will have to apply as a transfer student and must submit a transcript of this work to the Office of Admissions.

A non-traditional student must maintain a minimum GPA of 2.0 for the first 24 semester credit hours. If the minimum GPA of 2.0 is not maintained, an ACT or SAT exam will be required.

### **Visiting Students**

A student in good standing at an accredited college may be admitted to the University as a Transient/Visiting student. To be eligible for consideration, an applicant must submit an application, a letter of good standing from the current institution, and a \$30.00 application fee (\$100.00 in U.S. funds for international applications). Transient status does not constitute admission or matriculation as a degree candidate. The transient is, however, subject to the same fees and regulations as a regular student except for the continuation-in-residence requirements.

### Home-Schooled Students

A student who has received home school diploma must submit the following in lieu of a high school transcript:

- A notarized statement from the home school teacher detailing the content of the student's home school curriculum and the duration of such, and
- A copy of the student's home school diploma.

### Senior Citizens

Kentucky residents, age 65 or older, may complete the application, be admitted to the University, and have all tuition and fees waived. The University may limit the enrollment of these students if classes are filled or if their admission necessitates additional classes.

### Readmission

Students who have previously attended Kentucky State University and who wish to reenter must secure readmission from the Office of Admissions. In order to be eligible for re-admittance to the University, students who attended another institution for one semester must have earned an overall average of C or better since last attending Kentucky State. He/she must complete the University's Re-enrolling Form and supply the Office of Admissions with an official transcript from the institution previously attended.

### University Residency Process and Appeals

The Office of Admissions determines the residency status of students at the time of application to the University in compliance with 13 Kentucky Administrative Regulation 2:045. A student who questions his/her residency status, whether a new applicant or a currently enrolled student, should direct all inquiries to the Office of Admissions. Upon completion of the required affidavit by the student and submission of all required documentation, a written residency decision will be made by the Office of Admissions. A student may appeal this decision within 14 days from the date of the residency decision through the Office of Admissions to the University Residency Admission/Recruitment Committee, which is established to consider residency classification appeals. The University Residency Admission/Recruitment Committee shall issue its written decision and shall notify the student within 45 days of the receipt of the appeal. Appeals should be addressed to the Director of Admissions, Kentucky State University, 400 E. Main Street, 320 Hill Student Center, Frankfort, KY 40601.

### Residency Fee Policy

As a part of the state-supported system of higher education in Kentucky, Kentucky State University is governed by the following statewide policy. For additional information and a copy of the affidavit for a review of residency status, contact the Office of Admissions.

#### **13 KAR 2:045. Determination of residency status for admission and tuition assessment purposes.**

RELATES TO: KRS 13B, 164.020, 164.030, 164A.330 (6) 38 U.S.C 3301-3325 (As amended at ARRS, June 9, 2015)

STATUTORY AUTHORITY: KRS 164.020(8) NECESSITY, FUNCTION, AND CONFORMITY: KRS 164.020(8) requires the Council on Postsecondary Education to determine tuition and approve the minimum qualifications for admission to a state supported postsecondary education institution and authorizes the Council to set different tuition amounts for residents of Kentucky and for nonresidents. This administrative regulation establishes the procedure and guidelines for determining the residency status of a student who is seeking admission to, or who is enrolled at, a state-supported postsecondary education institution.

**Section 1. Definitions.** (1) Academic term means a division of the school year during which a course of studies is offered, and includes a semester, quarter, or single consolidated summer term as defined by the institution.

(2) Continuous enrollment means enrollment in a state-supported postsecondary education institution at the same degree level for consecutive terms, excluding summer term, since the beginning of the period for which continuous enrollment is claimed unless a sequence of continuous enrollment is broken due to extenuating circumstances beyond the student's control, such as serious personal illness or injury, or illness or death of a parent.

(3) Degree level means enrollment in a course or program which could result in the award of a:

- (a) Certificate, diploma or other program award at an institution;
- (b) Baccalaureate degree or lower including enrollment in a course by a non-degree-seeking post-baccalaureate student;
- (c) Graduate degree or graduate certification other than a first-professional degree in law, medicine, dentistry or Pharm. D; or
- (d) Professional degree in law, medicine, dentistry, or Pharm. D.

(4) Dependent person means a person who cannot demonstrate financial independence from parents or persons other than a spouse and who does not meet the criteria for independence established in Section 5 of this administrative regulation.

(5) Determination of residency status means the decision of a postsecondary education institution that results in the classification of a person as a Kentucky resident or as a nonresident for admission and tuition assessment purposes.



- (6) Domicile means a person's true, fixed, and permanent home and is the place where the person intends to remain indefinitely, and to which the person expects to return if absent without intending to establish a new domicile elsewhere.
- (7) Full-time employment means continuous employment for at least forty-eight (48) weeks at an average of at least thirty (30) hours per week.
- (8) Independent person means a person who demonstrates financial independence from parents or persons other than a spouse and who meets the criteria for independence established in Section 5 of this administrative regulation.
- (9) Institution means an entity defined in KRS 164.001(12) if the type of institution is not expressly stated and includes the Kentucky Virtual University, the Council on Postsecondary Education, and the Kentucky Higher Education Assistance Authority.
- (10) Kentucky resident means a person determined by an institution for tuition purposes to be domiciled in and is a resident of Kentucky as determined by this administrative regulation.
- (11) Nonresident means a person who is (a) domiciled outside of Kentucky (b) currently maintains legal residence outside Kentucky, or (c) is not a Kentucky resident as determined by this administrative regulation.
- (12) Parent means one (1) of the following:
  - (a) A person's father or mother; or
  - (b) A court-appointed legal guardian if:
    - 1. The guardianship is recognized by an appropriate court within the United States;
    - 2. There was a relinquishment of the rights of the parents; and
    - 3. The guardianship was not established primarily to confer Kentucky residency on the person.
- (13) Preponderance of the evidence means the greater weight of evidence, or evidence which is more credible and convincing to the mind.
- (14) Residence means the place of abode of a person and the place where the person is physically present most of the time for a non-educational purpose in accordance with Section 3 of this administrative regulation.
- (15) Student financial aid means all forms of payments to a student if one (1) condition of receiving the payment is the enrollment of the student at an institution, and includes student employment by the institution or a graduate assistantship.
- (16) Sustenance means
  - (a) Living expenses, such as room, board, maintenance, and transportation;
  - (b) Educational expenses, such as tuition, fees, books, and supplies.

## **Section 2. Scope.**

- (1) State-supported postsecondary education institutions were established and are maintained by the Commonwealth of Kentucky primarily for the benefit of qualified residents of Kentucky. The substantial commitment of public resources to postsecondary education is predicated on the proposition that the state benefits significantly from the existence of an educated citizenry. As a matter of policy, access to postsecondary education shall be provided so far as feasible at reasonable cost to a qualified individual who is domiciled in Kentucky and who is a resident of Kentucky.
- (2) In accordance with the duties established in KRS 164.020, the Council on Postsecondary Education may require a student who is neither domiciled in nor a resident of Kentucky to meet higher admission standards and to pay a higher level of tuition than resident students.
- (3) Unless otherwise indicated, this administrative regulation shall apply to all student residency determinations, regardless of circumstances, including residency determinations made by:
  - (a) The state-supported institutions for prospective and currently-enrolled students;
  - (b) The Southern Regional Education Board for contract spaces;
  - (c) Reciprocity agreements, if appropriate;
  - (d) The Kentucky Virtual University;
  - (e) Academic common market programs;
  - (f) The Kentucky Educational Excellence Scholarship Program; and
  - (g) Other state student financial aid programs, as appropriate.

## **Section 3. Determination of Residency Status; General Rules.**

- (1) A determination of residency shall include:
  - (a) An initial determination of residency status by an institution:
    - 1. During the admission process;
    - 2. Upon enrollment in an institution for a specific academic term; or
    - 3. For admission into a specific academic program;
  - (c) A reconsideration of a determination of residency status by an institution based upon a changed circumstance; or
  - (c) A formal hearing conducted by an institution upon request of a student after other administrative procedures have been completed.
- (2) An initial determination of residency status shall be based upon:
  - (a) The facts in existence when the credentials established by an institution for admission for a specific academic term have been received and during the period of review by the institution;
  - (b) Information derived from admissions materials;



- (c) If applicable, other materials required by an institution and consistent with this administrative regulation; and (d) other information available to the institution from any source.
- (3) An individual seeking a determination of Kentucky residency status shall demonstrate that status by a preponderance of the evidence.
- (4) A determination of residency status shall be based upon verifiable circumstances or actions.
- (5) Evidence and information cited as the basis for Kentucky domicile and residency shall accompany the application for a determination of residency status.
- (6) A student classified as a nonresident shall retain that status until the student is officially reclassified by an institution.
- (7) A student may apply for a review of a determination of residency status once for each academic term.
- (8) If an institution has information that a student's residency status may be incorrect, the institution shall review and determine the student's correct residency status.
- (9) If the Council on Postsecondary Education has information that an institution's determination of residency status for a student may be incorrect, it may require the institution to review the circumstances and report the results of that review.
- (10) An institution shall impose a penalty or sanction against a student who gives incorrect or misleading information to an institutional official, including payment of nonresident tuition for each academic term for which resident tuition was assessed based on an improper determination of residency status. The penalty may also include:
  - (a) Student discipline by the institution through a policy written and disseminated to students;
  - or
  - (b) Criminal prosecution.

**Section 4. Presumptions Regarding Residency Status.** (1) In making a determination of residency status, it shall be presumed that a person is a nonresident if:

- (a) A person is, or seeks to be, an undergraduate student and admissions records show the student to be a graduate of an out-of-state high school within five (5) years prior to a request for a determination of residency status;
- (b) A person's admissions records indicate the student's residence to be outside of Kentucky when the student applied for admission;
- (c) A person moves to Kentucky primarily for the purpose of enrollment in an institution;
- (d) A person moves to Kentucky and within twelve (12) months enrolls at an institution more than half time; or
- (e) A person has a continuous absence of one (1) year from Kentucky.
- (f) A person attended an out-of-state higher education institution during the past academic year and paid in-state tuition at that institution.
- (2) A presumption arising from subsection (1) of this section shall only be overcome by preponderance of evidence sufficient to demonstrate that a person is domiciled in and is a resident of Kentucky.

**Section 5. Determination of Whether a Student is Dependent or Independent.** (1) In a determination of residency status, an institution shall first determine whether a student is dependent or independent. This provision shall be predicated on the assumption that a dependent person lacks the financial ability to live independently of the person upon whom the student is dependent, and therefore, lacks the ability to form the requisite intent to establish domicile. A determination that a student is independent shall be one (1) step in the overall determination of whether a student is or is not a resident of Kentucky.

(2) In determining the dependent or independent status of a person, the following information shall be considered as well as other relevant information available when the determination is made:

- (a) 1. Whether the person has been claimed as a dependent on the federal or state tax returns of a parent or other person for the year preceding the date of application for a determination of residency status; or
- 2. Whether the person is no longer claimed by a parent or other person as a dependent or as an exemption for federal and state tax purposes; and
- (b) Whether the person has financial earnings and resources independent of a person other than an independent spouse necessary to provide for the person's own sustenance.
- (3) An individual who enrolls at an institution immediately following graduation from high school and remains enrolled shall be presumed to be a dependent person unless the contrary is evident from the information submitted. (4) Domicile may be inferred from the student's permanent address, parent's mailing address, or location of high school of graduation.
- (5) Marriage to an independent person domiciled in and who is a resident of Kentucky shall be a factor considered by an institution in determining whether a student is dependent or independent.
- (6) Financial assistance from or a loan made by a parent or family member other than an independent spouse, if used for sustenance of the student:

- (a) Shall not be considered in establishing a student as independent;
- and
- (b) Shall be a factor in establishing that a student is dependent.

**Section 6. Effect of a Determination of Dependent Status on a Determination of Residency Status.** (1) The effect of a determination that a person is dependent shall be:

- (a) The domicile and residency of a dependent person shall be the same as either parent. The domicile and residency of the parent shall be determined in the same manner as the domicile and residency of an independent person; and

(b) The domicile and residency of a dependent person whose parents are divorced, separated, or otherwise living apart shall be Kentucky if either parent is domiciled in and is a resident of Kentucky regardless of which parent has legal custody or is entitled to claim that person as a dependent pursuant to federal or Kentucky income tax provisions.

(2) If the parent or parents of a dependent person are Kentucky residents and are domiciled in Kentucky but subsequently move from the state: (a) the dependent person shall be considered a resident of Kentucky while in continuous enrollment at the degree level in which currently enrolled; and

(b) The dependent person's residency status shall be reassumed if continuous enrollment is broken or the current degree level is completed.

**Section 7. Member or Former Member of Armed Forces of the United States, Spouse and Dependents; Effect on a Determination of Residency Status.** (1) A member, spouse, or dependent of a member whose domicile and residency was Kentucky when inducted into the Armed Forces of the United States, and who maintains Kentucky as home of record and permanent address, shall be entitled to Kentucky residency status:

(a) During the member's time of active service; or

(b) If the member returns to this state within six (6) months of the date of the member's discharge from active duty.

(2)(a) A member of the armed services on active duty for more than thirty (30) days and who has a permanent duty station in Kentucky shall be classified as a Kentucky resident and shall be entitled to in-state tuition as shall the spouse or a dependent child of the member.

(b) A member, spouse, or dependent of a member shall not lose Kentucky residency status if the member is transferred on military orders while the member, spouse, or dependent requesting the status is in continuous enrollment at the degree level in which currently enrolled.

(3) Membership in the National Guard or civilian employment at a military base alone shall not qualify a person for Kentucky residency status under the provisions of subsections (1) and (2) of this section. If a member of the Kentucky National Guard is on active duty status for a period of not less than thirty (30) days, the member shall be considered a Kentucky resident, as shall the spouse or a dependent child of the member.

(4) A person eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008, 38 U.S.C. 33013325, or any other educational benefits provided under Title 38 of the United States Code shall be entitled to Kentucky resident status for purposes of tuition charged at state-supported institutions.

(5) A person's residency status established pursuant to this section shall be reassessed if the qualifying condition is terminated.

**Section 8. Status of Nonresident Aliens; Visas and Immigration.** (1)(a) A person holding a permanent residency visa or classified as a political refugee shall establish domicile and residency in the same manner as another person.

(b) Time spent in Kentucky and progress made in fulfilling the conditions of domicile and residency prior to obtaining permanent residency status shall be considered in establishing Kentucky domicile and residency.

(2) A person holding a nonimmigrant visa with designation A, E, G, H-1, H-4 if accompanying a person with an H-1 visa, I, K, L, N, R, shall establish domicile and residency the same as another person.

(3)(a) An independent person holding a nonimmigrant visa with designation B, C, D, F, H-2, H-3, H-4 if accompanying a person with an H-2 or H-3 visa, J, M, O, P, Q, S, TD, or TN shall not be classified as a Kentucky resident, because that person does not have the capacity to remain in Kentucky indefinitely and therefore cannot form the requisite intent necessary to establish domicile as defined in Section 1(6) of this administrative regulation.

(b) A dependent person holding a visa as described in paragraph (a) of this subsection, but who is a dependent of a parent holding a visa as described in subsection (2) of this section, shall be considered as holding the visa of the parent.

(c) A dependent person holding a visa described in subsection (2) of this section or paragraph (a) of this subsection, if a parent is a citizen of the United States and is a resident of and domiciled in Kentucky, shall be a resident of Kentucky for the purposes of this administrative regulation.

(4) A person shall be a Kentucky resident for the purpose of this administrative regulation if the person graduated from a Kentucky high school and:

(a) Is an undocumented alien;

(b) Holds a visa listed in subsections (2) or (3)(a) of this section; or

(c) Is a dependent of a person who holds a visa listed in subsections (2) or (3) (a) of this section.

(5)(a) Except as provided in paragraph (b) of this subsection, a person who has petitioned the federal government to reclassify visa status shall continue to be ineligible until the petition has been granted by the federal government.

(b) A person who has petitioned the federal government to reclassify his or her visa status based on marriage to a Kentucky resident and who can demonstrate that the petition has been filed and acknowledged by the federal government, may establish Kentucky domicile and residency at that time.

**Section 9. Beneficiaries of a Kentucky Educational Savings Plan Trust.** A beneficiary of a Kentucky Educational Savings Plan Trust shall be granted residency status if the beneficiary meets the requirements of KRS 164A.330 (6).

**Section 10. Criteria Used in a Determination of Residency Status.** (1)(a) A determination of Kentucky domicile and residency shall be based upon verifiable circumstances or actions.

(b) A single fact shall not be paramount, and each situation shall be evaluated to identify those facts essential to the determination of domicile and residency.

(c) A person shall not be determined to be a Kentucky resident by the performance of an act that is incidental to fulfilling an educational purpose or by an act performed as a matter of convenience.

(d) Mere physical presence in Kentucky, including living with a relative or friend, shall not be sufficient evidence of domicile and residency.

(e) A student or prospective student shall respond to all requests for information regarding domicile or residency requested by an institution.

(2) The following facts, although not conclusive, shall have probative value in their entirety and shall be individually weighted, appropriate to the facts and circumstances in each determination of residency:

(a) Acceptance of an offer of full-time employment or transfer to an employer in Kentucky or contiguous area while maintaining residence and domicile in Kentucky;

(b) Continuous physical presence in Kentucky while in a nonstudent status for the twelve (12) months immediately preceding the start of the academic term for which a classification of Kentucky residency is sought;

(c) 1. Filing a Kentucky resident income tax return for the calendar year preceding the date of application for a change in residency status; or

2. Payment of Kentucky withholding taxes while employed during the calendar year for which a change in classification is sought;

(d) Full-time employment of at least one (1) year while living in Kentucky;

(e) Attendance as a full-time, nonresident student at an out-of-state institution based on a determination by that school that the person is a resident of Kentucky;

(f) Abandonment of a former domicile or residence and establishing domicile and residency in Kentucky with application to or attendance at an institution following and incidental to the change in domicile and residency; (g) Obtaining licensing or certification for a professional and occupational purpose in Kentucky;

(h) Payment of real property taxes in Kentucky;

(i) Ownership of real property in Kentucky, if the property was used by the student as a residence preceding the date of application for a determination of residency status;

(j) Marriage of an independent student to a person who was domiciled in and a resident of Kentucky prior to the marriage; and

(k) The extent to which a student is dependent on student financial aid in order to provide basic sustenance.

(3) Except as provided in subsection (4) of this section, the following facts, because of the ease and convenience in completing them, shall have limited probative value in a determination that a person is domiciled in and is a resident of Kentucky: (a) Kentucky automobile registration;

(b) Kentucky driver's license;

(c) Registration as a Kentucky voter;

(d) Long-term lease of at least twelve (12) consecutive months of noncollegiate housing; and (e) Continued presence in Kentucky during academic breaks.

(4) The absence of a fact contained in subsection (3) of this section shall have significant probative value in determining that a student is not domiciled in or is not a resident of Kentucky.

**Section 11. Effect of a Change in Circumstances on Residency Status.** (1) If a person becomes independent or if the residency status of a parent or parents of a dependent person changes, an institution shall reassess residency either upon a request by the student or a review initiated by the institution.

(2) Upon transfer to a Kentucky institution, a student's residency status shall be assessed by the receiving institution.

(3) A reconsideration of a determination of residency status for a dependent person shall be subject to the provisions for continuous enrollment, if applicable.

**Section 12. Student Responsibilities.** (1) A student shall report under the proper residency classification, which includes the following actions:

(a) Raising a question concerning residency classification;

(b) Making application for change of residency classification with the designated office or person at the institution;

and (c) Notifying the designated office or person at the institution immediately upon a change in residency.

(2) If a student fails to notify an institutional official of a change in residency, an institutional official may investigate and evaluate the student's residency status.

(3)(a) If a student fails to provide, by the date specified by the institution, information required by an institution in a determination of residency status, the student shall be notified by the institution that the review has been canceled and that a determination has been made.

(b) Notification shall be made by registered mail, return receipt requested.

(c) Notification shall be made within ten (10) calendar days after the deadline for receipt of materials has passed.

(4)(a) The formal hearing conducted by an institution and the final recommended order shall be a final administrative action with no appeal to the Council on Postsecondary Education.

(b) A formal administrative hearing conducted by the Council on Postsecondary Education for residency determinations related to eligibility for the Academic Common Market and Regional Contract Programs shall be conducted pursuant to the provisions of KRS Chapter 13B and 13 KAR 2:070. The recommended order issued by the President of the Council shall be a final administrative action.

(5) A student shall not be entitled to appeal a determination of residency status if the determination made by an institution is because a student has failed to meet published deadlines for the submission of information as set forth in subsection (3) of this section. A student may request a review of a determination of residency status in a subsequent academic term.

**Section 13. Institutional Responsibilities.** Each institution shall: (1) Provide for an administrative appeals process that includes a residency appeals officer to consider student appeals of an initial residency determination and which shall include a provision of fourteen (14) days for the student to appeal the residency appeals officer's determination;

(2) Establish a residency review committee to consider appeals of residency determinations by the residency appeals officer. The residency review committee shall make a determination of student residency status and notify the student in writing within forty-five (45) days after receipt of the student appeal;

(3) Establish a formal hearing process as described in Section 14 of this administrative regulation; and

(4) Establish written policies and procedures for administering the responsibilities established in subsections (1), (2), and (3) of this section and that are:

- (A) Approved by the institution's governing board;
- (b) Made available to all students; and
- (c) Filed with the council.

**Section 14. Formal Institutional Hearing.** (1) A student who appeals a determination of residency by a residency review committee shall be granted a formal hearing by an institution if the request is made by a student in writing within fourteen (14) calendar days after notification of a determination by a residency review committee.

(2) If a request for a formal hearing is received, an institution shall appoint a hearing officer to conduct a formal hearing. The hearing officer shall:

- (a) Be a person not involved in determinations of residency at an institution except for formal hearings;
- and (b) Not be an employee in the same organizational unit as the residency appeals officer.

(3) An institution shall have written procedures for the conduct of a formal hearing that have been adopted by the board of trustees or regents, as appropriate, and that provide for:

- (a) A hearing officer to make a recommendation on a residency appeal;
- (b) Guarantees of due process to a student that include:

1. The right of a student to be represented by legal counsel; and
2. The right of a student to present information and to present testimony and information in support of a claim of Kentucky residency; and

- (c) A recommendation to be issued by the hearing officer.

(4) An institution's formal hearing procedures shall be filed with the Council on Postsecondary Education and shall be available to a student requesting a formal hearing.

**Section 15. Cost of Formal Hearings.** (1) An institution shall pay the cost for all residency determinations including the cost of a formal hearing.

- (2) A student shall pay for the cost of all legal representation in support of the student's claim of residency.

(17 Ky.R. 2557; eff. 4-5-1991; Am. 22 Ky.R. 1656; 1988; eff. 5-16-1996; 23 Ky.R. 3380; 3797; 4099; eff. 6-16-1997; 24 Ky.R. 2136; 2705; 25 Ky.R. 51; eff. 7-13-1998; 25 Ky.R. 2177; 2577; 2827; eff. 6-7-1999; 749; 1238; eff. 11-12-2002; 36 Ky.R. 1083; 1951; 2033-M; eff. 4-2-2010; TAm eff. 11-20-2014; 41 Ky.R. 2108; 42 Ky.R. 9; eff. 7-13-2015; TAm 7-13-2015).

## Chapter 3 Bursar's Office

**FEES and FINANCIAL ASSISTANCE**

Office of Financial Aid  
Academic Services Building, Suite 349  
502-597-6278  
502-597-5960

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**Tuition and Fees**

Expenses associated with attending Kentucky State University are kept as low as possible to help ensure access to the University's programs. Tuition and fees for the current academic year may be found under *Tuition and Fees* at [www.kysu.edu/administration-governance/finance-business/bursar](http://www.kysu.edu/administration-governance/finance-business/bursar). The **Bursar's Office** is located in the Academic Services Building, Suite 349; 502-597-6278.

**Account Summary**

During preregistration, students who receive state or University tuition assistance or pay in full by cash or check, after schedules are entered into the Banner or ERP System.

**Residency** - Questions regarding status as an in-state or out-of-state students should be directed to the Office of Admissions (320 Carl M. Hill Student Center; 502-597-6813).

**Financial Aid** - Questions about Financial Aid credit appearing on the student's bill (Account Summary) should be directed to the Office of Financial Aid (349 Academic Services Building; 502-597-5960).

**Room and Board** - Charges for on-campus housing and meal plans will be reflected on the student's bill (Account Summary). If applicable room and board charges do not appear on your account summary, contact the Office of Residence Life (317 Academic Services Building; 502-597-5951 or 597-6139).

**Payment Information**

To expedite payment and prevent any possible delays, please have any materials related to the following areas available (if applicable):

1. Registration (class schedule, add/drops).
2. Housing/Room & Board.
3. Payment Installment Option information (see below).
- A. BY MAIL. If the student chooses to pay by mail, the payment must be in the form of a cashier's check, certified check, money order, or personal check. NEVER SEND CASH THROUGH THE MAIL. The student's ID number must be on the front of payment method.
- B. IN PERSON. Fees may be paid in person at the Bursar's Office - located in the Academic Services Building 3rd floor lobby. Registration must be completed prior to the end of late registration.
- C. PAYMENT BY CREDIT CARD OR ACH (electronic check) through WIRED.

**Note:** Kentucky State University accepts Visa, MasterCard, Discover, and American Express. Credit Card payments are final and available online, over the phone via the cashier office, or at the on campus cashier service window.

To access the on-line feature follow the steps below:

1. Go to **www.kysu.edu**.
2. Click on the link **WIRED**.
3. Click on **Enter Secure Area**.
4. Enter your **User ID** and **Pin #**.

5. Click **Login**.
6. Click on the **Current Students** tab.
7. Click on **Student Records** tab.
8. Click on **Account Summary** or **Account Summary by Term**.
9. Click on **Credit Card Payment** at the bottom of the page.
10. You will now be in the *Touchnet* Portal where you need to enter your **User ID** and **Pin #**.

**Follow the steps through the Touchnet Portal to make an ACH or Credit Card Payment.**

If a check/draft or credit card which is used to satisfy enrollment fees is returned or dishonored by your financial institution, you will be assessed a \$50 returned check service charge and your registration is subject to cancellation.

### Payment Installment Option (PIO)

Registration is subject to deletion and/or a \$100 late payment fee, if fee payment requirements for enrollment fees are not satisfied by the appropriate fee payment deadline listed in the Academic Calendar. The **Payment Installment Option (PIO)** is offered to all students in order to help satisfy payment requirements by the appropriate fee payment deadline.

- The PIO will include all unpaid tuition and fees, Dining Dollars and/or housing charges.
- Before enrolling in the PIO, students will be required to read and accept terms of the plan on Touchnet.
- The enrollment fee of \$25 is due when signing up for the PIO through WIRED/Touchnet. The PIO enrollment fee is not refundable, regardless of when your financial aid or other payments are applied to your account.
- Enrollment in PIO is not automatic. You must enroll online through WIRED.
- Students may pay the full installment amount due online.
- PIO enrollment is available through the end of late registration deadline dates for each fall and spring terms. Please refer to the Academic Calendar for specific dates.
- The remaining installment payments are due in either four or twelve separate installments (dictated by whether the student account has a prior balance.)
- Students will receive an invoice either online or by campus mail. Students remain responsible for the installment payments by the appropriate deadline, even if they do not receive or do not open their online invoice on WIRED or through campus email.
- Students who drop or withdraw from classes after the 100% drop period may have a balance due under the Payment Installment. Tuition and fees are adjusted based on the drop or withdrawal date. A refund would only be issued to the student if the newly adjusted amount of fees is less than the amount that has been paid by the student resulting in a credit balance.
- Unpaid installment amounts will cause holds to be placed on registration for future terms, viewing/receiving grades for current or future terms, and receiving transcripts/diplomas.
- The University reserves the right to deny students the privilege of using the PIO.

If you have any questions regarding the PIO, please contact the Bursar's Office at (502) 597-6278.

### Foreign Currency

All payments must be made in U.S. dollars.

### Returned Checks

Personal checks are accepted for a variety of services (e.g. tuition and fees, traffic tickets, library fines, etc.). If more than two (2) checks are returned, check cashing privileges will be revoked. Upon receipt of the returned check, the issuer will be notified and informed he/she has ten (10) days to make restitution, including any related fees, to prevent any further collection activity. Restitution must be made in the form of cash, certified check, or money order.

### Online Courses

Online tuition and fees can be found in the *Tuition and Fee Schedule*. **All fees are subject to change without notice.** A full-time student who supplements traditional courses (on campus or in class lecture) with online courses shall be charged based on the normal full-time tuition and fee schedule and residency.

A student who is registered for 12 or more hours online exclusively will be classified as a full-time student and shall be charged based on the normal tuition and fee schedule and residency.

### Waiver of Tuition and Fees for Senior Citizens

Any person sixty-five (65) years of age or older who is a resident of the Commonwealth of Kentucky and who enrolls as a student at Kentucky State University shall have waived all tuition charges and fees. However, in the event that classes are full or the granting of free admission requires additional classes, Kentucky State University may deny admission under this provision.



## Tuition Waiver for Survivors of Police Officers, Firefighters, or Volunteer Firefighters Killed/Totally Disabled in the Line of Duty

A spouse (regardless of age) and any child above the age of seventeen (17) and under the age of twenty-three (23) of a permanently and totally disabled law enforcement officer, firefighter, or volunteer firefighter injured while in active service or in training for active service shall not be required to pay any matriculation or tuition fee upon his/her admission to Kentucky State University for the purpose of obtaining a degree. The period of enrollment shall not exceed thirty-six (36) months or the minimum time required for a degree (whichever is shorter). The disabled law enforcement officer must be rated permanently and totally disabled in accordance with statutory requirements. To entitle a spouse or child to benefits under this provision, the disabled law enforcement officer, firefighter, or volunteer firefighter shall have been a resident of the Commonwealth of Kentucky upon becoming a law enforcement officer, firefighter, or volunteer firefighter. Proof of such spousal or filial relationship must be established by document evidence.

## Waiver of Tuition for War Orphans

Any person whose parent was killed while serving in the Armed Forces of the United States during war time, who died as a result of a service-connected disability while serving in the Armed Forces of the United States during war time, or who is rated 100% disabled for compensation purposes and is a resident of Kentucky, may be eligible to receive a tuition waiver. Interested persons may contact the Kentucky Department for Veterans Affairs (502) 595-4447. For more information on this waiver visit: <http://veterans.ky.gov/pages/hidpages/tuitionwaiver.aspx>

## Tuition and Fee Refund Policy

Students withdrawing from the University or dropping semester credit hours which result in a change in the assessment of fees will be eligible for a refund of fees based on the dates and conditions listed hereafter. No refund can be made on certain fees and optional fees as established by the Kentucky State University Board of Regents. The date of completion of the withdrawal or credit hour drop determines the percent of refund for which the student is eligible. A withdrawal/drop is complete when the necessary form(s) have been completed and returned to the designated office.

Funds are usually applied to the student's account after the 12th day of classes. Residual checks are deposited to the student's Bank Mobile Card.

## Time Period

For purposes of calculating refunds, "weeks" are counted as seven-day periods beginning with the first day of classes for the semester. Refunds will be issued on canceled classes and early withdrawals in accordance with the institutional refund policy. Refunds issued from Title IV funds will be issued within fourteen days from the date funds are applied to the student's account resulting in a credit balance. Funds are usually applied after the 12th day of classes. **Questions concerning refunds should be directed to the Bursar's Office (Academic Services Building, Suite 349).**

Students who receive Title IV funds such as the Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Direct or PLUS loans and withdraws from the University is subject to the **Return of Title IV Funds** regulations. Students with funds from any of these programs "earn" their financial aid dollars while enrolled. If a student withdraws prior to completing 60% of a term, a prorated portion of his/her federal financial aid dollars must be considered "unearned" and returned to the federal programs. Unearned financial aid dollars returned to the federal programs could cause students to owe the University a significant amount upon withdrawal. Failure to return aid due back to their federal programs will result in loss of eligibility for federal financial aid assistance.

## Title IV Financial Aid Refunds

Federal funds returned are distributed to the programs as follows:

Unsubsidized Federal Direct Stafford Loans

Subsidized Federal Direct Stafford Loans

Federal Direct PLUS Loans

Federal Perkins Loans

Federal Pell Grants

Federal Supplemental Educational

Opportunity Grants (FSEOG)

Other Student Financial Aid Programs

Other federal, state, private, or institutional sources of aid

If the Financial Aid Office determines a student owes a return of financial aid funds, the student will be sent a new statement of account by the Bursar's Office or the student can view their account on WIRED. This is the student's financial obligation to the university. To view the formula for return of financial aid funds visit <http://kysu.edu/administration-governance/studentaffairs/financial-aid/return-of-title-iv-financial-aid/>.

## Financial Aid

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Kentucky State University acknowledges that many students require some form of financial assistance to support their education. KSU provides a wide range of resources through scholarships, grants, college work-study, and low-interest loans. Administration of financial assistance is the responsibility of Kentucky State University's **Office of Financial Aid**, which is located in the Academic Services Building, Suite 349; 502-597-5960.

### Applying for Financial Aid

#### Fall and Spring Semesters

Students and parents are urged to read the following information with particular care. Established University policies are strictly adhered to in both the award and termination of University financial assistance. Important federal guidelines must also be followed.

#### **New First-Year and Transfer Students**

Four specific steps must be followed before a freshman or transfer student may be officially considered for financial assistance:

1. Every applicant must be accepted into an eligible degree or certificate program;
2. The prospective student must submit official admission application materials to the Office of Admissions;
3. Every applicant must complete a new Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) in early January or February. The Kentucky State University School Code (001968) must be indicated on the FAFSA application; 4. As a result of filing the FAFSA, the applicant will receive a Student Aid Report (SAR). The applicant should review the SAR for accuracy and respond to any requested additional information and/or documentation. If an applicant is selected for verification, he/she must submit the appropriate Verification Worksheet, along with copies of both the parent's and the student's most recent federal income tax returns to the University's Student Financial Aid Office. **Documents need to be submitted within thirty (30) days.**

Each of the preceding steps must be completed before a student's application for financial assistance can be considered by the University. Transfer students are responsible for notifying their lenders to defer payments of student loans.

#### **Continuing Students**

Three specific steps must be followed before a student already in attendance at the University may be officially considered for financial aid (either initial or continuation award):

1. Every applicant must complete a new Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) in early January or February. The Kentucky State University School Code (001968) must be indicated on the FAFSA application; 2. As a result of filing the FAFSA, the applicant will receive a Student Aid Report (SAR). The applicant should review the SAR for accuracy and respond to any requested additional information and/or documentation. If an applicant is selected for verification, he/she must submit the appropriate Verification Worksheet, along with copies of both the parent's and the student's most recent federal income tax returns to the University's Student Financial Aid Office.
3. Every applicant must be meeting the Satisfactory Academic Progress standards as outlined in the University's SAP policy.

**Documents need to be submitted within sixty (60) days.**

Each of the preceding steps must be completed before a student's application for financial assistance can be considered by the University.

#### **Summer Semester Sessions**

Students applying for financial aid for a summer session must submit two forms: the Free Application for Federal Student Aid (FAFSA) and the University's Summer Financial Aid Application. The following conditions apply:

1. If a FAFSA has been submitted for the immediately preceding academic year, a new FAFSA is not required in order to apply for financial aid for a summer session. Otherwise, a new FAFSA must be submitted before February 15.
2. The student **MUST** be pre-registered for summer courses before the University's Summer Financial Aid Application will be processed by the Financial Aid office. Please note: The student's summer awards will be contingent based on the student's Satisfactory Academic Progress standing--evaluated at the end of each spring semester.

#### **Cooperative Education Classes**

In accordance with University policy, federal financial aid will only pay up to a maximum of twelve (12) credit hours for each student who enrolls in Cooperative Education classes (COE course prefix) during his/her academic career at Kentucky State University.

## Satisfactory Academic Progress (SAP)

The Higher Education Act of 1965 as amended by Congress in 2008 mandates institutions of higher education to establish minimum standards of "Satisfactory Progress" for students receiving federally funded financial aid. This policy is consistent with the federal guidelines that identify both full-time and part-time students as being eligible for federally funded financial assistance.

Satisfactory Academic Progress is based on THREE Components:

- Qualitative Progress (cumulative grade point average)
- Quantitative Progress (hours earned), and
- Maximum Time Frame for Degree Completion

A student must maintain satisfactory progress in all three areas whether or not the student received financial aid in the past. Satisfactory progress standards are reviewed at the end of the spring semester. A student who fails to maintain satisfactory progress as defined will not be permitted to receive federal or institutional financial aid.

### Qualitative Progress (GPA)

<u>Degree Level</u>	<u>Minimum Cumulative GPA</u>
Undergraduate Students with 0 – 29 credit hours	1.70
Undergraduate Students with 30 or more credit hours	2.00
Graduate Students	3.00

### Quantitative Progress (Earned Hours/ Completion Rate)

A student must successfully **complete** a minimum of 67% of the credit hours **attempted**. Successful completion for this purpose is defined as receiving a grade of "D" or better. **Example:**

	<u>Fall Semester/Spring Semester</u>	<u>Total Attempted (All Years)</u>	<u>Must earn at least 67%</u>
<b>1st Year</b>	15 hours + 15 hours	30 Hours	30 hours x 67% = 20 hours
<b>2nd Year</b>	16 hours + 16 hours	62 Hours	62 hours x 67% = 42 hours
<b>3rd Year</b>	17 hours + 17 hours	96 Hours	96 hours x 67% = 64 hours

• Attempted hours are defined as those for which a student receives a grade of A, B, C, D, F, I, W, WP, or WF.

• Grades A, B, C, and D shall be considered as credits earned.

• Grades F, W, I and *Audit* count as attempted hours for the purpose of determining Satisfactory Academic Progress.

Withdrawing from courses at any point after the drop/add period will negatively affect the student's completion rate. A student who repeats courses, withdraws frequently, or takes courses not related to a degree objective is not making progress toward graduation and is subject to loss of eligibility for financial aid.

### Maximum Time Frame for Degree Completion

All undergraduate and graduate students are expected to finish their program within a maximum time frame which cannot exceed 150% of the published length of their program. All attempted credit hours are considered toward the maximum time calculation, regardless of whether or not you received financial aid. Test, Transfer, and remedial/developmental hours are also included.

**Example:**

<u>Program Hours Needed to Graduate</u>	<u>Total Attempted (all years)</u>	<u>Attempted x 150%</u>	<u>MTF SAP Standing</u>
48 credit hours	Student A: 60 Hours	Meeting SAP < 72 hours	Meets SAP
66 credit hours	Student B: 90 Hours	Meeting SAP < 99 hours	Meets SAP
128 credit hours	Student C: 197 Hours	Meeting SAP < 192 hours	Not Meet SAP

A student who changes his/her major is still responsible for completing his/her degree in the maximum time frame. The allowed time frame does not automatically increase if you change your major or pursue double majors.

### Appeal of Financial Aid Suspension

Students who fail to meet satisfactory progress standards, as defined above, may appeal the ruling to the Satisfactory Academic Progress (SAP) Committee if they believe extenuating circumstances led to their failure to maintain satisfactory progress. **Students wishing to appeal must submit completed SAP appeal to Financial Aid office by July 15th, prior to the start of the Fall Semester.**

The committee is comprised of faculty and/or staff members from various departments on campus. The committee meets as needed to review appeals. The Assistant Director of Student Financial Aid prepares and presents the appeals to the committee, but does not vote on the appeal decision except in the case of a tie vote. Once the committee's decision is complete, the student

will be notified of that decision by a letter from the assistant director. All appeals and relevant documents are kept in the student's file. The committee's decision is final and cannot be appealed. Appeals must include:

1. A completed and signed Satisfactory Academic Progress Appeal form. The form can be found on [www.kysu.edu](http://www.kysu.edu).
2. A letter written by the student which clearly states the extraordinary circumstances which may have adversely affected the student's academic performance and what changes have occurred to ensure academic success.
3. Documentation of the extraordinary circumstances identified in the student's letter.
4. Degree Audit completed by academic advisor.

Send your completed appeal to: Kentucky State University, Office of Financial Aid, c/o SAP Committee, 349 Academic Services Building, Frankfort, KY 40601.

### **Reestablishing Eligibility for Federal Student Aid (FSA)**

A student who loses his/her eligibility for FSA funds because the student fails to satisfy a school's standard of satisfactory academic progress, other than when an appeal is granted for unusual or mitigating circumstances, can reestablish eligibility only by taking action that brings them into compliance with the qualitative and quantitative components of the school's standard including the maximum timeframe. Should a student's financial aid eligibility be terminated for failure to maintain satisfactory progress as defined, his/her financial aid will not be reinstated until the student enrolls for a subsequent academic term (fall, spring, or summer term) at his/her own expense and completes the term(s) bringing the student back into compliance with the satisfactory progress definition. If the student now meets the SAP standards, the student should then file an appeal with the Office of Financial Aid to re-review the academic record.

### **Over award Policy**

An over award is financial aid that exceeds a student's financial need and/or cost of attendance. When a student receives federal and/or state aid, Kentucky State University is required to adhere to all associated regulations. All aid, including scholarships, grants, loans, tuition remission, 3rd party payments, housing waivers and benefits, awards and prizes, and other various programs must be counted as estimated financial assistance in a student's total aid package.

It is the student's responsibility to report all sources of estimated financial assistance. Examples include departmental scholarships, employee tuition remission, outside scholarships, alternative (or outside) student loans, third party assistance, housing benefits or waivers, etc. To report estimated financial assistance not already included in your aid package, complete the Report Other Aid form enclosed with your award letter. (You may also contact the Office of Financial Aid to report the additional source/resource). Reporting this information to the Office of Financial Aid early will help prevent changes in eligibility that may result in reductions to financial aid.

When the Office of Financial Aid identifies an over award, adjustments will be made to the student's aid package to ensure compliance with federal and state regulations. Self-help aid (i.e. loans and work-study awards) is adjusted before grant or scholarship aid. If an over award occurs after aid has been disbursed, the student may be required to repay all or a portion of their financial aid to the University.

### **Institutional Aid Stacking Policy**

The sum of all institutional aid received by a student cannot exceed Kentucky State University's standard direct costs, to be determined each year. Direct costs include tuition, average room and board, and average book costs. KSU will review each individual student's direct costs to determine the individual's limitation on institutional aid. Any funding paid by Kentucky State University may be considered institutional aid. Some examples are admission-based scholarships, departmental awards, employee tuition remission, KRS benefits, housing waivers and benefits, and athletic scholarships.

Kentucky State University reserves the right to adjust institutional scholarship awards when a student's total institutional aid exceeds the designated limit.

### **Types of Financial Aid College Access Program (CAP)**

Students who are Kentucky residents may apply for a grant from the Commonwealth of Kentucky. They must complete a Free Application for Federal Student Aid (FAFSA) on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To receive this grant, students must submit the FAFSA as soon as possible on or after January 1st of each year. The state of Kentucky will send separate notification to students regarding awarding of this grant program.

### **Federal Pell Grant Program**

The Federal Pell Grant Program is the largest federal Grant program available to undergraduate students. It provides gift assistance to eligible students and is the "foundation" of financial aid packaging. Student eligibility is based on financial need, which is determined through statutory formulas developed by the U.S. Congress. The Federal Student Aid Program will send the Student Aid Report (SAR) to Kentucky State University as requested on the FAFSA. The University's Student Financial Aid Office will calculate the amount of a student's Federal Pell Grant award based upon information contained on the Student Aid Report (SAR) and after any/all discrepancies have been resolved or verified.

## **Federal Supplemental Education Opportunity Grants (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a form of gift assistance supplemental to the Federal Pell Grant. FSEOG provides grant assistance to make available the benefits of post-secondary education to qualified students who demonstrate financial need. Applicants must complete the FAFSA to determine eligibility for this grant.

## **TEACH Grant**

The TEACH Grant Program is a non-need based program that provides up to \$4,000 per year to students enrolled in an eligible program and who agree to teach as a highly-qualified full-time teacher at a federally designated low-income (Title I) school and teach in a specified high-need field, at a low income elementary or secondary school for at least four years within eight years of completing the program for which TEACH Grant was awarded. Eligible undergraduate students may not receive more than \$16,000 and graduate students may receive no more than \$8,000 in total TEACH Grants. TEACH Grant recipients who do not fulfill their teaching obligations must repay the grant as if it was an unsubsidized Direct Loan, with interest accruing from the date the grant was disbursed. Additional information about the program can be found at:

<http://www.studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp>

### **Student Eligibility Requirements:**

- Submit a completed FAFSA and meet all federal student eligibility requirements\*
- Indicate interest on the FAFSA or notify our office of interest
- Be admitted into the Teacher Certification program. Contact the College of Education at 502-597-5919.
- Enroll in a degree program that has been identified by the federal government as "high-need." A state by state listing can be found at: <http://www.gov/about/offices/list/ope/pol/tsa.doc>
- Maintain a 3.25 GPA (high school GPA for first year undergrads) OR score in the 76<sup>th</sup> percentile or higher on at least one nationally normed admissions test (SAT, ACT, GRE).
- Complete and sign Agreement to Serve (ATS) on file with the Department of Education.

\* Please note that the amount of TEACH Grant in combination with any other assistance may not exceed the cost of attendance.

## **Federal Perkins Loan Program**

Kentucky State University provides Perkins Loan assistance to eligible students who have established financial need. These loans carry an annual 5 percent simple interest charge, and the payment begins six or nine months after graduation or if the borrower ceases to be enrolled on at least a half-time basis. This is a federally-funded, low interest loan, and legal action will be taken if repayment is not made as agreed to by the student. The FAFSA must be filed in order to determine eligibility for this loan.

## **William D. Ford Federal Direct Student Loan Program-Federal Subsidized Stafford Loans**

Also called Direct Subsidized Loans: The federal government pays the interest on these loans while students are in school at least half-time and during grace period prior to entering into repayment. Students must demonstrate financial need to receive this type of loan. (Financial Aid determines need based on the information provided on the Student Aid Report).

## **Federal Direct Unsubsidized Stafford Loans**

Also called Direct Unsubsidized Loans: Students can get these loans regardless of financial need, but will have to pay all interest charges. Interest may be capitalized while in-school and during grace period prior to entering into repayment.

## **Master Promissory Note**

Must be completed by all direct loan borrowers. It is a legally binding contract between the U.S. Department of Education (lender) and a borrower. The promissory note contains the terms and conditions of the loan, including how and when the loan must be repaid. One Master Promissory Note (MPN) covers both the Federal Direct Subsidized and the Federal Direct Unsubsidized Loans. The amount of subsidized and/or unsubsidized loan does not show on the MPN but will be included in the most recent financial aid award notification from the Office of Financial Aid. A disclosure statement from the common origination and disbursement center will be sent to the borrower. This statement will provide comprehensive information about the types of loans that were processed by the school, including both direct subsidized and/or direct unsubsidized loans, the loan period, and the anticipated disbursements. It is important for the student to remember that he/she will be responsible to repay only the loans he/she actually receives at the school.

## **Federal Direct PLUS Loans**

For parents of dependent students to pay for their children's education. Parents are responsible for all interest charges. In order to apply, a parent must complete a PLUS Loan Request form, and the Federal PLUS Application and Master Promissory Note (MPN) at [www.studentloans.gov](http://www.studentloans.gov). The parent will be notified if he/she is eligible for the PLUS loan. Generally, the parent is eligible if he/she does not have an adverse credit history (a credit check will be done), is not in default on a federal student loan (including Federal PLUS loans), and meets the other eligibility requirements outlined on the loan application. The interest rate is variable and is adjusted each year on July 1, but is currently capped at nine (9) percent. The interest begins to accumulate on the date



of the first loan disbursement. The loan will be disbursed in at least two payments and generally will be credited to the student's account for payment of tuition and other school charges. Any leftover funds will be paid to the parent by check or, with his/her written permission, either left in the student's account or paid directly to the student. The repayment period begins on the day the loan is fully disbursed. First payment is due within 60 days after the final loan disbursement. The U.S. Department of Education Direct Loan Servicing Center manages Direct Loan Accounts and handles all payment plans.

### Federal Work-Study Program

The Federal Work-Study Program provides jobs for students who have established financial need through the U.S. Department of Education. This is completed by filing the FAFSA. FWS approved positions are on campus. Students are paid semi-monthly as work is completed.

### Green to Gold Employment Program

Kentucky State University employs students under the Green to Gold Employment Program for up to 20 hours per week. Information about this program may be obtained by contacting the Green-To-Gold coordinator or by visiting the University Student One Stop (SOS) Shop.

## Scholarships

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The Academic Scholarship Program at Kentucky State University is designed to recognize and reward students who have exemplified academic excellence. The University offers a variety of academic and nonacademic Scholarships/Grants-In-Aid for incoming first-year students (graduating high school seniors), returning, and transfer students. Scholarships are awarded on a competitive basis and are renewable for subsequent semesters. Interested graduating high school seniors and transfer students should contact the University's Office of Admissions and returning students should contact the Office of Financial Aid for appropriate application materials. For information on available scholarships, including requirements, view the *Scholarship Handbook* from the Office of Admissions, [www.kysu.edu/admissions](http://www.kysu.edu/admissions).

### Institutional Scholarships

Institutional scholarships are monitored by Student Financial Aid and the University's Scholarship Committee. The committee is charged with conducting an ongoing review of scholarship policies, fees, and monitoring the award of all institutional scholarships for compliance with university regulations. Graduating high school seniors will be notified by the Admissions Office. Notifying returning scholarship candidates of their status will be initiated no later than ten (10) working days after the end of the academic year (spring semester) by the Office of Financial Aid (Academic Services Building 349; 502- 597-5960; [www.kysu.edu/financial-aid](http://www.kysu.edu/financial-aid) ).

#### Scholarship Application Deadline: February 15.

All students must meet the following criteria in order to be considered for a scholarship award:

- Be a U.S. citizen
- Be admitted to Kentucky State University
- Be enrolled as a fulltime student at Kentucky State University
- Have completed a Free Federal Student Aid Form (FAFSA)

**Note:** Awards that include room/ board will be made only to students residing in University housing.

### Kentucky State University Foundation Scholarships

Kentucky State University Foundation Scholarship application forms can be obtained from the Office of Financial Aid (Academic Services Building 349; 502- 597-5960; [www.kysu.edu/financial-aid](http://www.kysu.edu/financial-aid) ). Graduating high school seniors must have a minimum cumulative GPA of 3.0 and a 21 ACT/SAT equivalent. Returning students must have a minimum cumulative GPA of 2.5 and 24 semester credit hours per academic year.

### Academic Scholarship Policy

Changes in guidelines and procedures for scholarships shall be recommended by academic units, schools, and/or colleges and submitted to the Scholarship Committee for review and submission to the President for approval. Kentucky State University commits to maintaining scholarship programs of financial assistance. All academic scholarship awards shall be processed by SFA for compliance with the following University policies:

1. All scholarship and grant-in-aid recipients **must have a completed Free Application for Federal Student Aid (FAFSA) on file by April 15th.**
2. Each continuing academic scholarship recipient must maintain at least full-time status and maintain the specified cumulative grade-point average (GPA) based on the individual scholarship program.



3. All academic scholarship candidates must be enrolled full-time and earn at least 30 semester credit hours per academic year at KSU.
4. Each continuing academic scholarship recipient **must maintain full-time status during each semester and successfully complete a minimum total of 30 non-repeated semester credit hours (unless otherwise stated) during each academic year.** Academic years are fall and spring semesters only.

**Examples:** a. Fall 15 hours + Spring 15 hours    b. Fall 12 hours + Spring 18 hours

5. Each academic scholarship candidate must have at the time of award no less than a 3.0 cumulative GPA on a 4.0 scale and a minimum 21 ACT composite score, unless otherwise stated. Individual scholarship programs may require higher academic GPAs and/or test scores.
6. Scholarship awards may be reduced or terminated if the recipient fails to meet the requirements outlined for renewal of the specific scholarship. Not meeting the hour requirement will automatically disqualify the student from receiving a renewal. It is the student's responsibility to monitor his/her own academic progress and to comply with the stated criteria for renewal.
7. Award recipients will not be eligible for scholarship awards for the semester(s) during which they participate in University coordinated co-op training if they are being paid by an outside source for the training. The Office of Financial Aid must be notified in writing by the student of his/her intent to participate in co-op training as early as possible, no later than two weeks before the start of the semester in which the co-op training will occur.
8. Renewable scholarships will only be awarded for a maximum of 4 years (8 semesters). Students are not eligible to appeal scholarships after completing the maximum number of years.
9. Scholarship awards will be credited to the student's account upon enrollment and completion of the FAFSA application. For annual awards, one-half of the award will be disbursed at the fall registration and one-half at the spring semester registration. Unless otherwise stated in the description of the scholarship, summer scholarship awards are not available. Summer grades and credit hours earned by summer scholarship recipients will not be used to increase cumulative GPA and credit hour totals for the preceding academic year (fall and spring). Students, however, have the right to appeal through the Scholarship Committee.
10. No student will be awarded total scholarship assistance from University funds which exceeds the value of the award. Outside monies awarded and/or financial aid awards combined with institutional scholarship awards cannot exceed the estimated expense budget as determined by SFA. Scholarship monies may be reduced or terminated in those specific cases to make sure that students stay within their budgets.

### **Non-Academic Scholarship Policy**

Changes in guidelines and procedures for scholarships shall be recommended by academic units, schools, and/or colleges and submitted to the Scholarship Committee for review and subsequent recommendation to the President for review and approval. The University offers a variety of nonacademic Grants-In-Aid for both first-year and continuing students. Details of these opportunities are provided below. Kentucky State University commits to maintaining scholarship/grant-in-aid programs of financial assistance. All institutional scholarship/grant-in-aid awards shall be processed by the Office of Financial Aid for compliance with the following University policies:

1. All scholarship and grant-in-aid recipients must have a completed Free Application for Federal Student Aid (FAFSA) on file.
2. All non-academic scholarship candidates must be enrolled in the University and have met University criteria for the award of institutional aid.
3. Each non-academic scholarship candidate must meet the minimum requirements for admission to the University. Individual scholarship programs may require higher academic grade-point averages and/or test scores.
4. All candidates for institutional scholarships/ grants-in-aid must file appropriate applications for institutional, state and federal programs for financial assistance. Failure to complete such applications or to finalize awards is grounds for termination of an award.
5. The maximum amount of an institutional scholarship/grant-in-aid award will be adjusted downward to reflect any appropriate federal, state, institutional, or other awards received by the candidate.
6. Each full-time institutional scholarship/ grant-in- aid recipient must remain a full-time student during each semester and must successfully complete a minimum of 24 non-repeated semester credit hours during each academic year. Renewal requirements for individual scholarships/grants may be more stringent.

### **Scholarship Appeal Process**

Students who do not meet the minimum criteria for renewal may appeal to the Scholarship Committee once during their academic career, unless they have met the maximum 8 semesters/4 years. The Scholarship Appeals committee considers appeals based on a variety of extenuating circumstances such as personal illness or injury, death of an immediate family member, or other evidence of mental or physical hardship. Students wishing to appeal have 10 days from receiving status notification to submit the following documentation:

1. a typed letter stating the extenuating circumstance;
2. Supporting documentation written by a professional on the student's behalf on official letter head, containing the student's name and KSU ID number; and
3. Complete an Academic Scholarship Appeal Form.

## Veterans Benefits

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Kentucky State University is an educational institution approved for training of veterans and other eligible persons. Students who wish to determine their eligibility for benefits under veteran's laws should contact either the Veterans Administration (1-800829-2050) or the University's VA Coordinator at (502-597-6795) in the Office of the University Registrar, Academic Services Building Suite 323.

Students should be prepared to pay for their initial tuition and textbook expenses until they have been notified by the U.S. Department of Veteran Affairs of eligibility. It is the student's responsibility to notify the Military Student Services Coordinator of any changes during any given semester for which VA educational benefits are received. Failure to do so may result in an overpayment, and the student will be responsible for repayment to the Department of Veterans Affairs.

The Office of Military Student Services offers support to all Military students. KSU recognizes four categories concerning Military Students: Enlisted Student, Veteran Student, Dependent Student, and ROTC Student. KSU has a special registration process for each category.

### The Enlisted Student will

1. Meet with the Military Student Services Coordinator upon enrollment at KSU, every 30 days, and each term of registration. This meeting will be to insure student information is up to date in the system and to certify course enrollment for the term;
2. Sign the Military Student Services Enrollment Reporting Form. By signing this document, the student gives the certifying official permission to report enrollment to the Department of Veterans Affairs, Kentucky Tuition Assistance Program, and the Federal Tuition Assistance Program which will result in benefit disbursement;
3. Sign a Financial Aid Withholding Authorization form (FAWA). By signing this document the student ensures any financial obligation they have to the university will be met using the authorized benefit;
4. sign up for a Payment Installment Option (PIO), if they incur fees, fines, etc. that are not covered by the authorized benefit;
5. Report any changes to his/her enrollment to Military Student Services Coordinator immediately. Failure to report any changes will result in restrictions in the future and student reimbursements to the DVA, and
6. Not be allowed to register for a new term with an outstanding balance.

### The Veteran Student will

1. Meet with the Military Student Services Coordinator upon enrollment and every 30 days at KSU and each term of registration. This meeting will be to insure student information is up to date in the system and to certify course enrollment for the new term;
2. Sign the Military Student Services Enrollment Reporting Form. By signing this document the student gives the certifying official permission to report enrollment to the Department of Veterans Affairs, Kentucky Department of Veterans Affairs Tuition Waiver and Federal Tuition Assistance which will result in benefit disbursement;
3. Sign a Financial Aid Withholding Authorization form (FAWA). By signing this document the student ensures any financial obligation they have to the university will be met using the authorized military benefit;
4. sign up for a Payment Installment Option (PIO), if they incur fees, fines, etc. that are not covered by the authorized military benefit;
5. Report any changes to his/her enrollment to the Military Student Services Coordinator immediately. Failure to report any changes will result in benefit restrictions in the future and student reimbursements to the DVA, and
6. Not be allowed to register for a new term with an outstanding balance.

### The Dependent Student will

1. Meet with the Military Student Services Coordinator upon enrollment at KSU, every 30 days, and each term of registration. This meeting will be to insure student information is up to date in the system and to certify course enrollment for the term;
2. Sign the Military Student Services Enrollment Reporting Form. By signing this document the student gives the certifying official permission to report enrollment to the Department of Veterans Affairs (DVA), Kentucky Department of Veterans Affairs Disabled War Veterans Tuition Waiver (DWVT), Military Spouse Career Advancement Account (MYCAA) which will result in benefit disbursement;
3. Sign a Financial Aid Withholding Authorization form (FAWA). By signing this document the student ensures any financial obligation they have to the university will be met using the authorized military benefit;
4. sign up for a Payment Installment Option (PIO), if they incur fees, fines, etc. that are not covered by the authorized military benefit;

5. Report any changes to his/her enrollment to Military Student Services Coordinator immediately. Failure to report any changes will result in restrictions in the future and student reimbursements to the DVA, and 6. Not be allowed to register for a new term with an outstanding balance.

### The ROTC Student will

1. Meet with the Military Student Services Coordinator upon enrollment at KSU, every 30 days, and each term of registration. This meeting will be to insure student information is up to date in the system and to certify course enrollment for the term;
2. Sign the Military Student Services Enrollment Reporting Form. By signing this document the student gives the certifying official permission to report enrollment to the Battalion Human Resources Officer (HRO), which will result in benefit disbursement;
3. Sign a Financial Aid Withholding Authorization form (FAWA). By signing this document the student ensures any financial obligation they have to the university will be met using the authorized military benefit;
4. sign up for a Payment Installment Option (PIO), if they incur fees, fines, etc. that are not covered by the authorized military benefit;
5. report any changes to his/her enrollment to Military Student Services Coordinator immediately, and
6. Not be allowed to register for a new term with an outstanding balance.

### Military Science Program

#### Army ROTC

Kentucky State University has entered into a partnership agreement with the U.S. Army Cadet Command (7th Brigade) Army Reserve Officers Training Corps (ROTC) program. Students who wish to participate in the Army ROTC program have access to receive ROTC scholarship assistance by way of contractual agreement and commission as a second lieutenant in the United States Army.

Army ROTC provides merit-based scholarships and other financial aid opportunities for college-bound high school students and students already attending KSU. Multi-year ROTC scholarships are available on an equally competitive basis to qualified students.

- The **Four-Year Scholarship** is for high school students planning to attend a four-year college program or for those who have just begun college. Contact your high school academic advisor or campus Military Science department for more information. Students must fulfill an eight-year service commitment with the Army, serving full-time in the Army for four years and four years with the Individual Ready Reserve (IRR). Selected Cadets may choose to serve part time in the Army Reserve or Army National Guard while pursuing a civilian career.
- The **Three-Year Scholarship** is available for students already enrolled at KSU with three academic years remaining. Students must fulfill a four-year service commitment with the Army. Selected Cadets may choose to serve part time in the Army Reserve or Army National Guard while pursuing a civilian career.
- The **Two-Year Scholarship** is available for those who have two academic years remaining. Students must serve full-time in the Army for four years. Selected Cadets may choose to serve part time in the Army Reserve or Army National Guard while pursuing a civilian career.

The Military Science Program is open to both men and women and follows a general military science curriculum. Currently, all Army Military Science (AMS) courses are offered at KSU. Contact the Kentucky State University ROTC Liaison, 323 Academic Services Building; 502-597-6795.

## Chapter 4 Office of Student Affairs

**STUDENT ENGAGEMENT & CAMPUS LIFE**

Hill Student Center, Suite 330

502-597-6671

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The **Office of Student Engagement and Campus Life** delivers student-centered services and activities to enhance the academic experience of the Kentucky State University student, and the person as a whole in society. Student Engagement strives to nurture the student in the growth of the personal, social, civic, safety, and professional growth aspects of their lives. The office is located in Suite 330 of the Hill Student Center and the phone number is 502-597-6671.

The office of Student Engagement and Campus Life include: Career and Professional Development Center; Campus Life; Financial Aid; Student Health Services; Residence Life, Conduct Life and Campus Life. Student Engagement and Campus Life addresses matters concerning student conduct and discipline; meal exemptions and class absence excuses.

**Career and Professional Development Center**

Choosing a career is an important concern of students and their families. The University helps students and locate practical ways to successfully satisfy the requirements of career interests. There is time to make adequate plans for career while realizing that many different kinds of career and vocational interests are available. KSU's Career and Professional Development Center assists students in need of academic, personal, social, and vocational counseling. The Center offers assistance in finding suitable employment in business, industry, governmental, and educational organizations that seek college-trained personnel for permanent employment; and informs faculty, staff, and administrators about employment trends, standards, and requirements (particularly as they affect the specific office or academic program concerned).

The Center also:

- Provides individual and group counseling to students;  
Implements career-awareness and educational programs;
- Provides work experiences to enhance career development;
- Provides an option to incorporate paid work experiences into their education; and
- Provides networking opportunities

The **Career and Professional Development Center** is located in the Academic Service Building, Suite 312, 502-597-6700.

**Residence Life**

The University provides housing for students who wish to live on campus. The Office of Residence Life oversees the operation of all University-owned and operated housing facilities for students and coordinates all programs, services, and activities associated with these facilities. Most full-time undergraduate students live in the University's residence halls. All full-time first year and sophomore students, except veterans of at least two years' active military service, students who commute 50 miles or less from their parents' or legal guardians' homes, married students, or students 21 years of age or older, are required to live in campus housing. Residence halls vary in size and architectural style, and they provide double-room accommodations in most instances. A limited number of single rooms are available on a first-come, first-served basis.

An obvious advantage of the residence halls is their proximity to classroom buildings, the library, cafeteria, Student Center, gymnasium, and health center. Students in the residence halls have access to television lounges, kitchen and laundry facilities, vending services and study rooms. Laptop computers are available for students to check out in each of the residence halls. All the residences are professionally staffed by Residence Hall Managers and supported by students who serve as Resident Assistants. Meals are provided at the Underwood Cafeteria in the Student Center.

The Office of Residence Life encourages personal development through in-hall programs, academic and social activities, and is responsible for ensuring that students have an atmosphere conducive to studying. Students are encouraged and supported to assume responsibilities that foster growth away from home. The Office of Residence Life ensures that the physical condition of the residence halls is maintained at an optimal level and that opportunities are provided for social interaction in the residence halls. Security of all residence halls is a priority. All exterior doors in the residence halls are locked 24 hours-a-day, 7 days-a-week. Upon entering any residence hall on campus, all students and staff must have proper photo identification.

Applications for room assignments can be submitted year-round; however, applications are processed only after students have been officially admitted to the University. Requests for room reservations should be addressed to the **Office of Residence Life**, 317 Academic Services Building, 502-597-5951.

Each student desiring to reside in University housing will be required to sign a Kentucky State University Two Semester Residence Hall Contract and pay a Housing Reservation Fee of \$250. All fees must be paid in the form of cash, certified check, cashier's check, money order, personal check, or major credit card. Housing reservation fees are non-refundable.

Every effort will be made to honor an applicant's preference of residence hall and roommate assignment; however, a particular room is not guaranteed. Assignments are made on a first-come, first-served basis according to the date the deposit is received. Each student will be required to sign a University *Two Semester Residence Hall Contract*, which sets forth the conditions for student housing. Semester room charges must be paid per two semesters during the regular academic year. Summer session room fees are due at the beginning of the summer term. All fees and expenses are payable in accordance with the fee payment deadlines found in the Academic Calendar.

### Room and Board Refunds

Any room and board refund eligibility is determined by the agreement set forth in the housing contract. The schedule and amount of eligible room and board refunds is governed by the University Tuition and Fee Refund Policy (found on the Bursar's website, [www.kysu.edu/administration-governance/finance-business/bursar](http://www.kysu.edu/administration-governance/finance-business/bursar)) for each semester.

### University Property Damage

Students are expected to care for their rooms and to keep them clean and orderly. Kentucky State University attempts to make it possible for students to enjoy good living conditions; therefore, it expects those who occupy rooms in the residence halls to keep them in good condition. Students will be charged for any damage to University property.

### Property Insurance Requirement

The University requires each resident to pay \$60 annually for a Theft, Fire, Natural Disaster and Accidental Damage insurance policy. Kentucky State University shall not be responsible for any resident student's loss of property, theft of property, or damage of property. Students will be responsible for filing the appropriate claims through the insurance policy provider.

### Student Health Services

Kentucky State's Office of Student Health Services helps ensure the physical and mental health of University students. It is staffed by a registered nurse, a licensed physician, comprehensive counselor, drug and alcohol counselor, and secretary. The **Student Health Services** office is located in the Betty White Health Center, 502-597-6277. Its program is broad in scope, encompassing preventive medicine, health education, physical and mental health care, wellness program, and appropriate referrals. Students are provided appropriate advice, medicines, comfort, educational materials, and first aid. When necessary, Student Health Services refers students to appropriate health-care professionals or facilities in the Frankfort community or beyond. All records, treatments, and referrals are strictly confidential.

The services provided to students by Student Health Services include the following:

- AIDS education;
- Educational counseling for alcohol and other drug abuse;
- Free screening tests for hypertension, tuberculosis, chlamydia, gonorrhea, and breast cancer;
- Health education workshops and seminars to promote healthy life-style choices
- Counseling and mental health services by a licensed psychologist;      • Preventive and corrective health care (on an out-patient basis);
- An annual health fair.

### Campus Life

The **Office of Campus Life (OCL)** seeks to provide a student-centered environment, supporting the academic programs of study at Kentucky State University. The design and implementation of innovative programming aims to foster increased retention, develop healthy interpersonal relationships, provide outreach to the community, and offer opportunities to develop strong leadership skills through the following key areas: Student Government & Leadership, Fraternity & Sorority Life, Special Events & Activities, School Spirit, Intercultural Affairs, Student Policy, Activism & Service, University Ambassadorship, Spirituality, Recreation, and Homecoming. The Office of Campus Life recognizes that collaborative efforts across the institution, holistically supports and enhances the co-curricular student experience.

The leadership opportunities provided to students, places and emphasis on Service, Leadership, Scholarship, Unity, diversity, and school Spirit infused in every experience. A student engaged through the Office of Campus Life associates themselves with values based, purpose-driven organizations that emphasize the teaching of transferrable skills in preparation to become global citizens of society. Stop by Suite 351 Hill Student Center or call 502-597-6785.

### **Student Government Association**

The Student Government Association (SGA) of Kentucky State University, serves as the student governing body, providing the students a voice in the affairs of the campus community. The executive officers and class officers manage many student-only projects, and one member serves as a voting member of the University's Board of Regents. The student government organization plays a part in developing programs that enhance the social and cultural life of Kentucky State University students. Whether planning entertainment, presenting the student point of view to the University administration, or encouraging academic excellence among the student body, participants in student government help shape their community.

### **Student Organizations**

At Kentucky State University, "a chance to participate, and the opportunity to get involved" is much more than a phrase; it is a fact of campus life. The range of student organizations includes Greek-Letter fraternities and sororities, honor societies, academic clubs, literary groups, art/music clubs, and special interest organizations (LGBTQ, Nursing, International students, chess, etc.). Students with interests that are not represented may submit a petition to inaugurate a new student organization. For a listing of student organizations, visit <http://kysu.edu/administration-governance/student-affairs/student-life/student-organizations/>



## Chapter 5

Office of the Registrar  
Academic Services Building, Suite 323

502-597-6234

# REGISTRATION and ACADEMIC RECORDS

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The Office of the Registrar is responsible for creating, maintaining, certifying, and protecting the University records of courses, degrees, and students. Key specific student-service responsibilities include: course scheduling and registration; enrollment and veteran certification; degree audits; diploma services; and transcript services. The Registrar's Office is located in the Academic Services Building, Room 323. The phone number is 502-597-6234.

## Policy Changes

Students are expected to become familiar with University regulations, as they apply to all students enrolled in undergraduate courses at Kentucky State University. KSU reserves the right to modify regulations and/or to make any policy changes or adjustments in this catalog which are deemed necessary. Such regulations shall govern both old and new students and are effective when adopted.

## Classification

Students shall be classified as indicated below upon successful completion of the specified number of semester credit hours, provided that all entrance requirements have been met.

<b>Freshman</b>	0–29 semester credit hours
<b>Sophomore</b>	30–59 semester credit hours
<b>Junior</b>	60–89 semester credit hours
<b>Senior</b>	90 or more semester credit hours

## Academic Load

An undergraduate student must carry **12 or more** semester hours to be **full time**, **9–11** semester credit hours to be **three quarters time**, **6–8** semester credit hours to be **half time**, and **1–5** semester credit hours to be **part time or less than half time**. The normal semester load for undergraduate students is between 16-18 semester credit hours.

In order for an undergraduate student to pursue 19 or more credit hours per semester, a) the student must have the written approval of his/her advisor and the academic unit head; or b) the student's cumulative grade-point average must be 3.2 or better. An undergraduate student may pursue a maximum of 21 semester credit hours during the fall or spring semester of the academic year for which he/she is a candidate for graduation. An undergraduate student may pursue a maximum of 10 semester credit hours during the summer session.

## Semester Credit Hour

For traditional courses, a semester credit hour represents one clock hour of instruction (or two clock hours of laboratory) per week and two hours of student work per week for a minimum of fifteen weeks (or equivalent). For online classes, each semester credit hour would represent a minimum of three hours of instruction and/or student work per week for a minimum of 15 weeks (or the equivalent) to meet learning outcomes appropriate to the level of the course. Some courses in art, music, physical education, and other areas are calculated according to the accreditation standards in the particular area.

## Course Numbering System

The following system is to be used to ensure consistency in the numbering of courses.

**001–099 College Preparatory and Remedial Courses**

Does not count toward any degree requirements.

**100–199 Freshman Students**

May be taken by more advanced students; does not carry graduate credit.

**200–299 Sophomore Students**

May be taken by any student who satisfies the prerequisites or obtains the consent of the instructor; does not carry graduate credit.

**300–399 Junior Students**

May be taken by any student who satisfies the prerequisites or obtains the consent of the instructor; does not carry graduate credit.

**400–499 Senior Students**

May be taken by any student who satisfies the prerequisites or obtains the consent of the instructor; does not carry graduate credit.

**500–999 Graduate Students Only**

**600–699 Graduate Students Only**

Seminar and independent study courses.

**700–799 Graduate Students Only**

Thesis and research (professional) project courses.

## Catalog of Record

A degree-seeking student must meet the liberal studies requirements as published in the catalog in effect at the time of enrollment. The student will be subject to the liberal studies requirements so long as he/she remains enrolled with no more than a two-year interruption of studies. A degree seeking student can request to change his/her Catalog of Record for the liberal studies to a subsequent edition of the catalog. A written request to change the catalog of record for the liberal studies requirements must be submitted to the student's advisor for approval and then be forwarded to the Office of the Registrar.

A degree-seeking student can request to change his/her Catalog 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 catalog of record must be submitted to his/her advisor for approval and forwarded to the Office of the Registrar. If a student elects to fulfill the old requirements for the major listed in his/her Catalog of Record, but required courses are no longer offered, he/she may substitute other courses with the approval of the chair of the department.

Students who complete a degree and wish to pursue an additional degree without interruption will have the option of selecting requirements for the additional degree in effect at the time of either initial enrollment or of declaration of the second degree. To be eligible to pre-register for the semester following completion of the first degree, the student must attach a letter of intent to the *Application for Degree Form*. (Please see section on *Subsequent Degrees* for additional information.)

A student who changes his/her major must meet the major requirements as published in the most recent catalog. The *Major Change Form* must be obtained from the Office of the Registrar and must be returned with all necessary approval signatures. A student who changes from non-degree status to degree-seeking status must meet the requirements as published in the catalog in effect at the time the student becomes degree-seeking.

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

## Double/Multiple Majors

A student wishing to pursue a double major must declare the first and second majors to the Registrar. A student will have earned a double major after he or she has completed all the requirements for the first and second majors and after completing a minimum of 120 semester credit hours. Unless otherwise specified, any course taken to satisfy a requirement (including electives) for one major may be used to satisfy a requirement for another major. The student who completes all the requirements for both majors receives a degree appropriate to the first major (either a B.A. or a B.S.) with a notation of the second major. The baccalaureate degree may be awarded for multiple majors and minors, provided the requirements for all majors and minors are met. The associate degree may be awarded for one or more majors, provided the requirements for all majors are met. A double major does not necessarily result in an additional degree.

## Concurrent Degrees

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 having earned one degree at any level may subsequently pursue another, either associate or baccalaureate. Students must complete all of the requirements

in effect at the time the student declares the major in each degree program. While some of the hours earned from one degree may count toward another degree, students must earn at least 15 additional approved semester hours for another associate degree or 30 additional hours for another baccalaureate degree. This translates to a minimum of 75 hours for two associate's degrees and a minimum of 150 hours for two baccalaureate degrees.

## Subsequent Degrees

Students having earned one degree may subsequently pursue another, either associate or baccalaureate, by completing all of the requirements in effect at the time the student declares the major for the subsequent degree. While some of the hours earned from the earlier degree may count toward the subsequent degree, students must earn at least 15 additional approved semester hours for an associate degree or 30 additional semester hours for the baccalaureate degree.

## Registration

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). **NOTE:** First-time, first year students may be limited in the courses for which they can register.

The Office of the Registrar sets the time of registration for all students and informs them of the times they are to register. Students are expected to register at the appointed time. Students may not register for credit after the deadline set for completion of late registration. A late registration fee is assessed to students who do not register at the appointed time. Late registration for semesters will end one calendar week after the last day of registration or its equivalent for summer session (see the Academic Calendar at [www.kysu.edu/administration-governance/academic-affairs/registrar/](http://www.kysu.edu/administration-governance/academic-affairs/registrar/)).

Any student properly registered for a course will receive credit for that course.

A student must repeat any course in which he/she received an inadequate grade (as described in the *Repeat Option* section below) during the next semester in which the student is enrolled and in which the course is offered. Students will be prohibited from registering for the next term until this requirement is satisfied.

## Changes in Registration

(Adding a course, dropping a course, changing sections, changing grading options.)

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).

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. The chairperson and/or dean 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. 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. See the section on *Withdrawal* for regulations on withdrawing from a course.

## Class Scheduling Policy

Kentucky State University follows a comprehensive plan that governs the offering of courses on a long-term basis. The University's eight-semester schedule of courses permits students and their advisors to develop an effective plan which identifies when required and elective courses may be taken. In general, all upper-division courses (elective or required), necessary to complete undergraduate degree requirements for a program, shall be offered at least once every two academic years.

## Grading System

The course instructor will report a final grade at the course conclusion for each student officially registered for the course. In the event an instructor becomes incapacitated or otherwise is unable to issue course grades, the academic unit administrator will be responsible for reporting final course grades. Only final grades specified below may be issued. 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. 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 University policies.

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

- |          |              |   |
|----------|--------------|---|
| <b>A</b> | Excellent    | Four quality points per semester credit hour  |
| <b>B</b> | Good         | Three quality points per semester credit hour |
| <b>C</b> | Satisfactory | Two quality points per semester credit hour   |
| <b>D</b> | Poor         | One quality point per semester credit hour    |
| <b>F</b> | Failure      | Zero quality points, zero credit              |

<b>P</b>	Pass/Proficient	Not included in grade-point average
<b>AU</b>	Audit	Not included in grade-point average
<b>I</b>	Incomplete	Not included in grade-point average
<b>W</b>	Withdrawal	Reported for students who withdraw prior to the end of the tenth full week of classes of a semester or before two-thirds of the instructional days of the summer session; not included in grade point average

**Pass-Fail (P/F)** - Grading on a pass-fail basis is available only in the following situations: cooperative education course credit and credit for courses by special examination and/or certification, as described under *Credit by Examination/Certification and Credit for Life Experience*. A grade of *P* (pass/proficient) will be given to indicate satisfactory completion of the examinations and/or experiences eligible for pass/fail credit. A grade of *F* (fail, not proficient) will be given to indicate unsatisfactory completion of the examinations and/or experiences eligible for pass-fail credit. When a grade of *P* is earned through satisfactory completion of the examinations and/or experiences eligible for pass-fail credit, the grade of *P* is equivalent to the minimum grade of *C* or above as required elsewhere in existing academic policies and regulations.

A student may challenge up to six (6) semester credit hours in the Liberal Studies Requirements, the major, minor, or area of specialization on a pass-fail basis if these courses are approved for challenge. Furthermore, a student may earn up to one fourth the minimum number of semester credit hours for completion of a baccalaureate degree or an associate degree through any combination of credit by examination/certification and credit for life experience. This does not apply to cooperative education courses.

**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 grade point average.

**Incomplete** - 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. A grade of *I* may not be assigned as a substitute for a *D* or an *F*.

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 to the grade the student would have received by calculating the uncompleted minor requirement as a zero.

To initiate consideration for an *I* grade, the student must file a *Request for Incomplete Grade Form* with his or her instructor prior to the end of the course. An instructor may complete the *Request for Incomplete Grade Form* on the student's behalf if the student is prevented from filing the request due to medical emergency or other similarly unusual circumstances.

When a grade of *I* is assigned, the instructor shall complete the *Request for Incomplete Grade Form* received from the student. On that form, the instructor shall provide a detailed description of the work to be completed by the student. The instructor will also provide the grade that the student will receive should the work not be completed by the deadline above. The instructor shall provide a copy of the completed form to the student and to the chair/dean. The chair/dean will retain a copy of this document in the unit file. The completed *Request for Incomplete Grade Form* will accompany the *Grade Change Form* upon completion of the minor requirement that necessitated the *I* grade.

In the event that the instructor who assigned the *I* grade is no longer with the University, the chair of the academic area where the *I* grade was assigned, or his or her designee, will work with the student to complete the minor requirement that necessitated the *I* grade.

### Administrative Withdrawal Policy

In a traditional face-to-face course or a hybrid course, if a student misses a week of classes, or if a student, due to missing assignments, is in jeopardy of failing a course, the instructor may start the administrative withdrawal policy procedure. In a virtual course, a student who fails regularly to submit assignments (i.e., misses two or more) can similarly be administratively withdrawn.

Before the instructor notifies the Registrar that a student should be administratively withdrawn, he or she will contact the Office of Educational Support with a description of the student's performance in the course. The Office of Educational Support will then attempt to contact the student and help to develop, with input from the student and faculty member, a plan for success going forward. If, after a week from the time of the instructor's initial contact of the Office of Educational Support, the Office is not successful in contacting the student, then the administrative withdrawal process will move forward. The period for administrative withdrawal will be Week Three through Week Eight. An administrative withdrawal will be marked as AW on a student's transcript.

**Withdrawal from a Course** - On the 13th day of classes, 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 *Class Attendance Policy*. This policy does not apply to the summer session.

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. 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.

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

Students may appeal for retroactive withdrawal from a course under specified circumstances (see *Appeal Procedures* at the end of this chapter.)

**Withdrawal from the University** - A student who has selected courses but has decided not to complete registration (*i.e.*, pay or arrange to pay tuition and fees) should notify the Office of the Registrar in writing prior to the end of late registration of his/her intention not to enroll.

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.

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).

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. 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.

Students may appeal for retroactive withdrawal from the University under specified circumstances (see *Appeal Procedures* later in this chapter.)

## Quality Points

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.

## Grade Point Average

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, unless the student has successfully petitioned and been granted academic bankruptcy.

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.

## 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.

## Repeat Option

An undergraduate 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. A student may not use the repeat option when retaking a course on a Pass-Fail basis if the course was originally taken for a letter grade. The repeat option only applies to an identical course (including a cross-listed course) and not a course substitute.

## English

Since students who have taken ENG 089 Basic Writing I and / or ENG 099 Basic Writing II prior to the implementation of the Accelerated Learning Program in 2015-2016 cannot now retake those courses and instead must go directly into ENG 101 English Composition I, ENG 101 should be considered the "repeat" course. That means that when a student completes ENG 101, the grade for this course--if higher--will be counted toward the GPA, not the ENG 089 and / or 099 grades. If the ENG 089 and/or ENG 099 grade(s) is/are higher than the ENG 101 grade, the higher ENG 089 and/or ENG 099 grade(s) and the ENG 101 grade should be counted toward the GPA. ENG 101 should always count toward the GPA whether it is higher or not.

Example 1: A student has an A in 089, an F in 099, and a C in 101. The A in 089 and the C in 101 will be counted but the F in 099 will not be counted. In this case, 101 is the repeat course for 099.



Example 2: A student has an A in 089, an A in 099, and a C in 101. All three grades will be counted. In this case 101 is not considered as a repeat course for either 089 or 099.

Example 3: A student has a C in 099 and a B in 101. The B in 101 is counted in the GPA, not the C in 099.

#### Math

The following guidelines should be used for Math:

- For students that have taken MAT 095, the “repeat” course should be / MAT 111 or MAT 171 / MAT 101.
- For students that have taken MAT 096, the “repeat” course should be / MAT 111 or MAT 171 / MAT 101.
- For students that have taken MAT 097, the “repeat” course should be MAT 115 or MAT 176 / MAT 115A.
- For students that have taken MAT 115, the “repeat” course should be MAT 115 or MAT 176 / MAT 115A.
- If the MAT 095, MAT 096, MAT 097 and/or MAT 115 grade(s) is/are higher than the corresponding “repeat” course grade(s), the higher MAT 095, MAT 096, MAT 097 and/or MAT 115 grade(s) and the corresponding “repeat” course grades(s) should be counted toward the GPA. The “repeat” course grade(s) should always count toward the GPA whether higher or not.

#### Music

Students who had not successfully completed MUS 099 will use their grade for MUS 112 as the Repeat Option grade if it is higher. If not, both grades will count toward the GPA as delineated above with English and Math.

### Academic Honors

The University encourages high standards of academic excellence and acknowledges students' academic achievement. An Academic Honor Roll and Dean's List are published at the end of each academic semester. A student who earns 12 or more semester credit hours for which quality points are awarded and whose grade point average is 3.2 or better, will be included on the Dean's List. Part-time (at least one-half time) students are given special recognition for academic achievement. Students enrolled in 6 to 11 semester credit hours in which quality points are earned and whose grade point average is 3.2 or better, will be included on the Academic Honor Roll.

### Academic Standing

#### Good Academic Standing

In order to remain in good academic standing, a student must have a cumulative grade-point average of:

1. 1.7 or better for 12–29 attempted semester credit hours which count for quality points;
2. 2.0 Or better for 30 or more attempted semester hours which count for quality points;

#### Probation

Students who fail to maintain the above cumulative grade-point averages will be placed on academic probation for one semester. Probation may not be appealed.

#### Suspension

Any student who fails to maintain a semester grade-point average of 2.0 while on academic probation will be placed on academic suspension and must remain out of the University for the next semester (fall or spring).

A student must receive a grade of C or better in all college preparatory and remedial courses and in all courses numbered below the 100 level in three or fewer attempts (first attempt and two repeats), or he/she is suspended from the University. An under-prepared (Pre-College Curriculum-deficient) student must also demonstrate proficiency in the area(s) of academic deficiency by the time he/she completes 45 semester credit hours at the University, or he/she is suspended from the University. A student must receive a grade of C or better in ENG 101 and 102, and a grade of D or better in the other Liberal Studies courses (the general education core) in three or fewer attempts or he/she is suspended from the University.

A student who has been re-admitted after suspension or dismissal and who fails to meet the conditions of his or her reinstatement shall be dismissed from the University.

#### Dismissal from the University

A student who has been suspended twice and whose current grade-point average falls below 2.0 is dismissed from the University and must remain out of the University for one year.

A student, who has been granted academic bankruptcy after a period of suspension and who subsequently becomes liable for suspension, will be dismissed from the University.



A student, who has been re-admitted after suspension or dismissal and who fails to meet the conditions of his/her reinstatement, shall be dismissed from the University.

### **Removal from Major, Minor, or Area of Specialization**

A student who fails to receive a grade of C or better in three or fewer attempts (first attempt and two repeats) in all courses in a major area, area of specialization, or minor area may be removed from that program. The student must petition the department chair of his/her major or the Vice President of Academic Affairs and request a 4th attempt at a course.

### **Appeal Procedures and Deadlines**

All appeals of academic standing will be heard by the Academic Appeals Committee. The Academic Appeals Committee will be composed only of faculty members and appropriate administrators.

A student may appeal to the Academic Appeals Committee only once following each notification of academic standing. For appeals, students must complete the procedures outlined on the appropriate Academic Appeals Form which is available in the Office of the Registrar. 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 Academic Appeals Committee during one of its regularly scheduled meetings if so desired (contact the Appeals 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 Appeals Committee will not be granted after an appeal has been denied or if an appeal is late.

**Deadlines for Appeal of Academic Standing** - Appeals of suspension or dismissal from the University MUST be completed and submitted to the Academic Appeals Committee at the latest on the Monday prior to the first day of classes as published in the University Catalog for the term (summer session/semester) for which the student is suspended or dismissed.

Appeals of dismissal will not be allowed without exceptional cause which must be supported with valid documentation.

Appeals of late withdrawal from courses or from the University MUST be completed and submitted to the Academic Appeals Committee no later than the Monday before the next regular academic semester begins.

Appeals of a course grade MUST meet the deadline described in *Appealing a Course Grade*.

Exceptions to the above deadlines may be granted if the student shows evidence that he/she was unable to submit an appeal before the deadline due to documented exceptional circumstances.

**Frequency of Meetings for Appeals** - The Academic Appeals Committee shall meet the Wednesday before classes begin and two (2) weeks after the last date to withdraw, as stated in the University's Academic Calendar, to consider appeals of academic suspension, withdrawal, or dismissal.

The Academic Appeals Committee shall meet on other occasions only at the discretion of the Appeals Committee, for example: if the appeal load is heavy, if new evidence is brought forth which affects an appeal already acted upon, and/or if there is any other special circumstance in which the welfare of a student is at stake.

**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 Academic Appeals Form from the Office of the Registrar and follow the procedures described on the form for continuing an appeal of a course grade; and
3. If a grade appeal reaches the Academic Appeals Committee, the student and the instructor may be requested to meet with the committee to resolve the appeal.

**Appealing for Retroactive Withdrawal** - Retroactive withdrawal from a course or from the University will be considered only when a student documents to the Academic Appeals Committee that he/she could not meet the scheduled deadline for appropriately withdrawing due to some unforeseen and extraordinary circumstance beyond his/her control. The student must make this appeal no later than the Monday before the next regular academic semester begins. Appeals that do not clearly document the circumstance for missing the withdrawal date will not be granted.

Students receiving federal financial aid for the course or term in question may be required to repay the University for Said Course or courses. (Students should contact the Financial Aid Office, 502-597-5960 or [finaidmail@kysu.edu](mailto:finaidmail@kysu.edu))

Exceptions to the above policies can be made at the discretion of the Academic Appeals Committee for exceptionally meritorious cases.

**Appeal of Suspension** - A student may appeal his/her academic suspension to the Academic Appeals Committee. Exception: appeal of a suspension after reinstatement is not allowed.

A student with a cumulative grade-point average of less than 1.5 must submit documentation with his/her appeal to substantiate that normal academic progress was interrupted due to extraordinary situations.

A student may appeal his/her suspension resulting from three unsuccessful attempts of a course and request a fourth attempt in a course if his/her cumulative grade-point average is a 2.25 or better.

If an appeal of a suspension resulting from a low GPA is granted, a minimum of two (2) courses in which a grade of *D* or *F* was received must be repeated in the term (summer session/semester) of reinstatement unless the course is not available. A student who has been re-admitted after suspension and who fails to meet the conditions of his/her reinstatement may be dismissed from the University without appeal.

A notation of suspension will be removed from a student's academic record only if a proven error in the recorded grade or a grade which has been subsequently changed allows him/her to meet minimum academic standards.

Exceptions to the above policies can be made at the discretion of the Academic Appeals Committee for exceptionally meritorious cases.

**Appeal of Dismissal from the University** - A student may appeal his/her dismissal from the University if documented circumstances beyond the student's control can be proven to have caused the unacceptable academic performance, and that situation is corrected. Exception: appeal of a dismissal after reinstatement is not allowed.

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 chairperson of the department/division in which the student is majoring. Also, if re-admission is granted, the student will be placed on probation.

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.

After two years, a dismissed student may appeal in writing to the Academic Appeals Committee for re-admission to the University. The student's appeal must include a letter of support from the chairperson of the department/division 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.

**Note:** *Exceptions to the above policies can be made at the discretion of the Academic Appeals Committee for exceptionally meritorious cases.*

**Appeal of Removal from a Major, Minor, or Area of Specialization** - A student may appeal his/her removal from a major, minor, or area of specialization according to procedures established by the academic unit.

A student may appeal removal from a major, minor, or area of specialization and request a fourth attempt in such a course if his/her cumulative grade-point average is 2.0 or better and his/her cumulative grade point average in the major, minor, or area of specialization is 2.5 or better.

If a student has unsuccessfully appealed removal from a major, minor, or area of specialization and if the student has a cumulative grade-point average of 2.0 or better, he/she must be allowed to major in or pursue some other discipline at Kentucky State University.

## 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 Academic Appeals 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.

## Credit Earning Alternatives

Up to one-fourth the minimum number of semester credit hours required for completion of a baccalaureate degree or an associate degree at Kentucky State University may be earned through any combination of credit by examination/certification and credit for life experience. Credit by examination may be earned through **Academic Unit Challenge Examinations**, by satisfactory performance on **College Level Examination Program (CLEP)** tests, the **Proficiency Examination Program**, and the **Advanced Placement Program** examinations. Satisfactory performance on the latter three shall be based upon the score established by the appropriate University official. The **Credit for Life Experience Program** is available for adult students. Credit (Not a letter grade) shall be entered on the student's record by the Office of the Registrar. Contact this office by calling 502-5976234 or stop by the Academic Services Building, Room 323.

## Academic Unit Challenge Exams

A student intending to challenge a course must complete registration for the course, including payment of applicable fees, during the registration period and must receive the approval of his/her advisor and the chairperson through which the course is offered. The chairperson may deny the request if it is determined that the student has not furnished evidence that he/she is reasonably prepared to take the challenge examination.

The challenge examination must be taken before the beginning of the third week of classes during the fall and spring semesters and before the end of the first week of classes during a summer session. A student who wants to challenge a course must attend the respective class before taking the challenge examination.

The challenge examination will be comprehensive in nature and will have been approved by the dean or chairperson as an acceptable examination. A passing grade (*P*) on the challenge examination is the sole determinant of successful completion. No grade is assigned if the student fails the examination. Challenge examination grades will be reported on the official grade roster at the conclusion of the semester/session.

If the student fails the challenge examination, then he/she may either attend the class as scheduled or withdraw from the course. If the student chooses to withdraw from the course, then the University's existing withdrawal policies apply. A student may not take a challenge examination for classes previously failed.

A student may challenge a course only one time, and no challenge examination will be administered for courses for which CLEP examinations are available.

Courses that may be challenged for credit by examination are listed in the table below.

COURSE	TITLE	CREDITS	COURSE	TITLE	CREDITS
ACC 201	Principles of Accounting I	3	HED 221	Personal Health and Lifetime Fitness	2
ACC 202	Principles of Accounting II	3	INT 101	Engineering Drafting I	3
BIO 220	Medical Terminology	2	INT 102	Engineering Drafting II	3
BUA 101	Computer Applications in	3	INT 124	Basic Electricity (AC and DC)	3
BUA 321	Business	3	INT 126	Motors and Controls	3
COS 100	Legal Environment	3	INT 128	Solid State Devices	3
COS 101	Introduction to Computers	3	INT 130	Digital Logic Circuits	3
COS 108	Programming in BASIC	4	INT 208	Computer-Aided Drafting I	3
COS 109	Principles of Computer Science I	4	MAT 125	Linear Algebra and	
COS 180	Principles of Computer Science II	3		Differential Equations with Business	3
COS 230	Advanced Programming in BASIC	3	MUS	Calculus Applications Music Theory	3
COS 240	Programming in COBOL	3	MUA 101	to 1450	1
ECO 202	File Processing	3	MUA 120	Minor Applied I	1
ECO 311	Principles of Economics II	3	PUA 220	Minor Applied II	3
	Business Statistics	3		170 Public Sector Management	
	*				

\*Examinee MUST document the field component of this course in order to receive academic credit.

## Advanced Placement Program

The Advanced Placement (AP) Program is offered in participating high schools across the country. High school students should consult with their guidance counselor or principal regarding the availability of AP courses in their school, how to register for them, and AP testing schedules and fees. Kentucky State University offers proctoring services for the Advanced Placement Exams. For exam fees and dates visit: <http://apcentral.collegeboard.com/apc/public/exam/calendar/index> or the Testing and Disability Services Office for local information in 202 Carl Hill Student Center, [testing@kysu.edu](mailto:testing@kysu.edu), 502-597-5076.

## College Level Examination Program

The College Level Examination Program (CLEP) is a series of standardized examinations recognized by many colleges and universities. Successful completion of these examinations enables students to receive credit for courses for which they have gained commensurate knowledge through reading and other experiences. Currently, Kentucky State University awards semester credit hours for 21 University courses through CLEP examinations.

The CLEP examinations are given at the University by appointment. Students should take the appropriate CLEP examination the semester before the one in which they would otherwise take the corresponding Kentucky State University course. If unsuccessful on the CLEP examination, students can register for the course during the next semester. Registration for CLEP examinations should be completed at [www.clep.collegeboard.org](http://www.clep.collegeboard.org). More information is available at the University's Office of Testing.

The University courses for which CLEP credit is given, as well as the appropriate CLEP examination for each minimum score required to receive University credit, are the following:

<b>CLEP Test</b>	<b>Minimum Score</b>	<b>KSU Course Equivalent(s)</b>	<b>(Credits)</b>
<b>Composition and Literature</b>			
American Literature	50	Either ENG 324 or 325	(3)
Analyzing and Interpreting Literature	50	Either ENG 211 or 215	(3)
College Composition (with Essay)	50	ENG 101	(4)
English Literature	50	Either ENG 322 or 323	(3)
Humanities	50	PHI 200	(3)
<b>World Languages</b>			
French Languages (Level 1)	50	FRE 101, 102	(6)
German Languages (Level 1 and 2)	50	Elective	(6)
Spanish Languages (Level 1)	50	SPA 101, 102	(6)
<b>History and Social Sciences</b>			
American Government	50	POS 101	(3)
Human Growth and Development	50	EDU 221	(3)
<i>CLEP credit courses continued....</i>			

<b>CLEP Test</b>	<b>Minimum Score</b>	<b>KSU Course Equivalent(s)</b>	<b>(Credits)</b>
Introductory Psychology	50	PSY 200	(3)
Introductory Sociology	50	SOC 203	(3)
Principles of Macroeconomics	50	ECO 202	(3)
Principles of Microeconomics	50	ECO 201	(3)
Social Sciences and History	50	Elective	(3)
History of the U.S. I: Colonies to 1877	50	HIS 201	(3)
History of the U.S. II: 1865 to Present	50	HIS 202	(3)
Western Civilizations I: Ancient Near East-1648	50	HIS 101	(3)
Western Civilizations II: 1648 to the Present	50	HIS 102	(3)

## Proficiency Examination Programs

**Foreign Languages:** The area of Modern Foreign Languages offers proficiency examinations for students with prior experience in French, Italian, and Spanish. Students who demonstrate competency in a foreign language by making the necessary score on a proficiency examination may qualify for a 102-level foreign language course (or above) depending upon their score. Foreign language proficiency examinations are available to those who seek advanced placement in or exemption from the foreign language requirements. Students demonstrating competency above the 102-level are considered to have fulfilled the foreign language requirement of the University's Liberal Studies Requirements. However, students demonstrating foreign language competency through a proficiency examination will not receive academic credit. Foreign language proficiency examinations may not be repeated.

Any entering first year student who has taken a foreign language for three years in high school and passed with a grade of C or better may not enroll in a 101 or 102 level of the same foreign language without taking a Placement Exam to determine level of competency. Such students may choose, however, to take a 101 level of a foreign language other than those studied in high school. Students who have been out of high school at least five years are exempt from this requirement. **Music:** A music placement test is required of all entering music majors.

**Nursing:** Kentucky State University's School of Nursing offers Licensed Practical Nurses (LPN's) the opportunity to be exempted from taking NUR 101 by successfully completing the ACT-PEP Fundamentals of Nursing Examination and a nursing skills test administered by the School of Nursing. A minimum of 50 is required on the ACT-PEP, and a satisfactory performance is required on the nursing skills test. Code 1516 must be used to designate Kentucky State University as a score recipient. Interested students should contact the chairperson of the School of Nursing, 502-597-5957.

## Credit for Life Experience (CLE)

The Credit for Life Experience program is a Kentucky State University option which affords an adult student, who has significant learning generated by life experiences, the opportunity to document this learning for possible academic credit. A student may be able to earn college credit for significant professional, artistic, and service accomplishments. Past or current experiences can help you earn your college degree.

The Credit for Life Experience Program is designed to give students an opportunity to accumulate credit towards a major field of study through the development of a 'portfolio of accomplishments' that meet specific course objectives. Students work with an advisor and a team of faculty with expertise who will evaluate the contents of the collection in relationship to how effectively they

meet a course's expected outcomes. Based on that evaluation, students may be awarded credit for the particular University course(s). All credits earned through the Credit for Life Experience Program may be applied toward the satisfaction of degree requirements.

The Credit for Life Experience program is administered by the Office of Non-Traditional Student Education. Contact the program coordinator at 502-597-5614.

### Armed Services Certification Credit

Armed services school courses taken by armed services personnel will be granted credit as recommended in the *Guide to the Evaluation of Educational Experience in the Armed Services*. Certificates of completion of such courses must be presented for the awarding of credit. Interested students should see the VA Specialist in the Office of the Registrar, 502-597-6234, for assistance.

### Transfer Coursework

Transcript evaluations at Kentucky State University are carried out in accordance with guidelines published by the American Association of Collegiate Registrars and Admissions Officers, the Kentucky Council on Postsecondary Education, and the Southern Association of College and Schools Commission on Colleges.

The Registrar, or his or her designee, will evaluate and approve all general education core transfer coursework from state assisted college and universities in the Commonwealth of Kentucky and regionally accredited post-secondary institutions that are not state-assisted institutions or institutions outside the Commonwealth of Kentucky based on Kentucky State University policies and the Kentucky Council on Postsecondary Education General Education Transfer Policy.

All major and minor courses not included in the Kentucky State University general education core requirements will be evaluated and approved by the academic units in which these courses would reside.

Kentucky State University accepts transfer credits with a grade of *D* or better. Exceptions to this are transfer equivalents for ENG 101 and ENG 102, which must have grades of *C* or better.

Credits that do not fulfill requirements will be accepted as free electives if grades of *D* or better were earned. If a grade of *D* is transferred and the student attempts to use this course to satisfy the requirements for a major or minor, or an area of specialization, the student will have to take the course at KSU and earn a grade of *C* or better.

Kentucky State University will not give upper-level credit for courses completed at junior and community colleges without validation that the courses are equivalent to upper-level Kentucky State University courses, with the respective departments reserving final approval.

A transfer applicant is responsible for ensuring that all transcripts of previous college or university coursework are sent to the Office of Admissions. The admission decision cannot be made until all transcripts of previous college or university coursework, except for any coursework currently in progress, are received. In the event of academic suspension/dismissal from any institution previously attended or currently being attended, an applicant must submit a letter of good academic standing from the last institution attended, stating that he or she is eligible to return to that institution. Further, an applicant must submit a letter of recommendation from the Dean of Students of each institution attended.

Transfer students will not have a University cumulative grade-point average until they have completed one semester of coursework at Kentucky State University. Quality points will be awarded only for work completed at KSU.

The number of integrative studies semester credit hours required of transfer students varies in accordance with the number of transfer credit hours accepted by the University toward fulfillment of graduation requirements. Students who transfer with courses similar to the University's Integrative Studies offerings may be exempted from these courses, with the consent of the Whitney Young Center Chair. Those exemptions will be determined on an individual basis.

### Kentucky State University Students as Visitors at Other Institutions

KSU students may earn a limited amount of credit toward an associate or baccalaureate degree at another college or university provided that the student earns a grade of *C* or better. Students visiting another institution must complete a *Student Visiting Another Institution Form* (available at the Office of the Registrar or online at [www.kysu.edu/administrationsgovernance/academic-affairs/registrar/visiting-students/](http://www.kysu.edu/administrationsgovernance/academic-affairs/registrar/visiting-students/)) and have the appropriate approval signatures in advance of taking the class in order to transfer work back to KSU. The Office of the Registrar will certify that the student is in good academic standing and forward this information to the school the student will visit. The other institution must be fully accredited and the coursework must meet the University specifications for credit acceptance. The student will be responsible for having an official transcript for the work done at the other school sent to the Office of the Registrar at KSU.

## Requirements for Graduation

### Academic

Students must submit a completed application for a degree to their major department 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.



No later than the semester of expected graduation, students must successfully complete a comprehensive exit assessment in the subject matter of the student's major. An assessment may include, but is not limited to, a portfolio, a written examination, a presentation, a recital, and/or a capstone course. Students must take the Rising Junior Assessment.

A student must receive a grade of *C* or better in ENG 101 and 102, and a *D* or better in all other Liberal Studies Requirements (the general studies core and IGS) and free electives. (Individual academic programs may require a *C* or better in certain Liberal Studies required courses.)

A student must receive a grade of *C* or above in all courses required for the major, the area of specialization, and the minor.

A student must have a cumulative grade-point average of 2.0 or better in all University courses.

A minimum of 60 semester credit hours (excluding any college preparatory and remedial courses and any courses numbered below the 100 level) is required for the awarding of an associate degree.

A minimum of 120 semester credit hours (excluding any college preparatory and remedial courses and any courses numbered below the 100 level) is required for the awarding of a baccalaureate degree. This includes a minimum of 42 semester credit hours in upper-level courses.

## Residency

A minimum of 25% of all required semester hours for degree completion must be earned at Kentucky State University.

At least one-half of a student's major field academic requirements must be earned at Kentucky State University.

In order to receive an associate or a baccalaureate degree from Kentucky State University, a student must complete at least 30 of the last 36 semester credit hours, or 12 of the last 15 semester credit hours, respectively, at the University. Courses taken under the Study Abroad program, National Exchange Student program, or as online courses (and for which students pay their tuition to Kentucky State University) are considered as courses taken at the University for the purposes of the residency requirement. Any credit hours taken outside of the University must be taken from another regionally accredited post-secondary institution in accordance with University transfer policy.

## Graduation Honors

Graduation honors are awarded only to baccalaureate degree students who have earned at least 60 semester credit hours at Kentucky State University. Students who maintain a cumulative grade-point average of at least 3.8 and who have received no grades of *D* or *F* in any attempt at a course are awarded the baccalaureate degree *summa cum laude*. Students who maintain a cumulative grade-point average of at least 3.5 and who have received no grades of *D* or *F* in any attempt at a course are awarded the baccalaureate degree *magna cum laude*. Students who maintain a cumulative grade-point average of at least 3.2 or have maintained a GPA of 3.5 or higher but have received a *D* or *F* in any attempt of a course are awarded the baccalaureate degree *cum laude*.

The baccalaureate degree or the associate degree with departmental honors will be conferred upon the student who, in addition to having completed the requirements for the degree, shall have maintained a cumulative GPA of at least 3.0 and a GPA of at least 3.3 in courses required for the major. In computing academic major grade-point averages, all courses taken in a major will be counted. To be considered for academic program honors, one or two years of residence work at Kentucky State University are required of associate or baccalaureate degree recipients, respectively, with at least half of the major courses taken at the University.

## CORD Program

The program will recognize graduating seniors who accumulate a minimum of 200 service hours. Students will need to document the impact of their service. The application will typically require, but is not limited to, the submission of a digital service portfolio. The Office of Regional Stewardship will oversee and offer specific guidelines and procedures for the program. The students will receive a service honor cord to wear on their graduation robes and a Community Service Certificate of Achievement.

### Preparing For Service at Kentucky State University

All students must register with the Office of Regional Stewardship (ORS) to begin their first service engagement. The ORS will conduct registration drives in UNV (University orientation) courses, and the office is also open to students year-round. All service hours must be completed with an approved agency on the ORS's Partner Agency List. Students can request agencies in their hometown be added to the list. Working with an agency who has not subscribed through the office could result in earned service hours not being accepted by the university. Hours can be tracked through existing advising software.

### Service Requirements for CORD Program

Students must complete a total of 200 service hours between their freshman and senior years. 50 of these hours can be civic engagement hours, but the other 150 hours must be served with approved community agencies. Students can earn additional cords if they complete additional community service hours (please see below). Each service cord will be a different color and have significance that will be posted in the program at graduation.



## Community Service Hours Civic Engagement/Campus-Related Events Hours

	Total Number of Hours	Number of Cords
150	50	200
200	100	300
250	150	400

**Civic Engagement/Campus-Related Events**

The Office of Regional Stewardship considers attendance at events like convocations, student recitals, and various cultural events as civic engagement that ultimately serves the KSU community. Students can complete 50 hours of civic engagement/campus-related events as long as they are pre-approved by OSR. The Office of Regional Stewardship will frequently update a calendar of campus community and service events that count toward civic engagement/campus-related events.

**Military Service**

Students who are veterans, current members of the Reserve or National Guard or who are called to active duty, can earn up to half of their community service hours towards the service requirement and up to 100 hours toward the CORD Program (described below) requirements.

**Student Veterans** - Enrolled KSU students who are veterans and have completed military active duty with an honorable discharge can also earn up to 100 hours of service credit towards the community service requirement. To qualify for this credit, the student must present their military form DD-214 showing the discharge status to the Office of Regional Stewardship

**National Guard and Military Reserve** - Enrolled KSU students who are current members of the Military Reserve or National Guard can also earn up to 100 hours of service credit. The qualification for this credit is based upon completion of basic training, job training, and a minimum of one year cycle (one weekend per month and two-weeks per year assignments), and the student must present their enlistment contract and military form DD-214 to the Office of Regional Stewardship.

**Active Duty** - Enrolled KSU students who are called to active duty must present a copy of their military orders to the Office of Regional Stewardship and the University Registrar. These students can also earn up to 100 hours of service credit.

**Greek Organizations**

Students who are members of Greek-letter organizations may count 20 hours of community service completed with their organizations towards their personal service hours as long as it is approved through the Office of Regional Stewardship.

**Transfer Students**

A maximum of 100 hours can be transferred in from previous institutions, as approved by OSR.

**Impact and Assessment**

At the conclusion of each community service project, supervisors will complete an evaluation form. Students must receive a satisfactory rating for hours to be accepted. Students will also write a reflective essay about their experience and their service to the community. Essays must demonstrate that students understand social issues as well as their leadership and work in eradication of those issues.

**Transcript Requests**

Kentucky State University has authorized The National Student Clearinghouse to provide on-line transcript ordering services. Students can order transcripts using major credit and debit cards. The credit or debit card will only be charged after your order has been completed. **Transcripts cannot be released if a financial hold has been placed on your account. This hold must be resolved before a transcript request will be processed.**

In order to purchase official transcript(s), please complete the following steps:

1. To order an official transcript(s), the student must log into The National Student Clearinghouse's secure site;
2. The site will explain how to place an order, including delivery options and fees. Students may order as many transcripts as you like in a single session. Base cost is \$10.00 per transcript with a \$3.00 per transaction processing fee.
3. Transcripts will be processed by the Office of the Registrar 3–5 days after the order is received from the Clearinghouse. Order updates will be emailed to the student. Students may also check the order status and history online.
4. A transcript mailed through the United States Postal Service may take up to 10 business days to reach its destination.

**Student Records**

Kentucky State University, consistent with the regulations of the Family Education Rights and Privacy Act (FERPA), insures students the right to inspect and review their educational records within 45 days from the time of the request. University officials will release educational information upon receipt of a signed and dated written consent of the student, which must specify the records that may be disclosed and identify the party to whom the disclosure may be made.

In addition, the law prohibits the release of personally identifiable information without the student's permission, with the following exceptions:

- Kentucky State University school officials who have a legitimate educational interest. Kentucky State University considers a school official to have a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Kentucky State University considers school officials those members of the institution who act in the student's educational interest within the limitations of their need to know. These may include faculty, administration, clerical, and professional employees and other persons who manage student education record information including student employees or agents. It may also include contractors, third party contracted vendors, volunteers, and others performing functions.

- Federal, state, and local authorities involving audit or evaluation of compliance with educational programs.

- Parents of a dependent student, as defined by the Internal Revenue Code of 1986, Section 152, who supply supporting documentation, may be granted access to a student's educational record under some circumstances.
- In connection with a health or safety emergency.
- To comply with a lawfully issued judicial order or subpoena.
- In connection with Financial Aid, including Veteran's benefits.
- To officials of another school, school system, or institution of postsecondary education where the student seeks admission or is enrolled.
- Alleged victims of any crime of violence, as described in Section 16 of Title 18, United States Code.
- Organizations, persons, or companies with whom the University has contracted.
- Organizations who are conducting studies on behalf of educational agencies.
- Individuals serving on the Kentucky State University Board of Regents.
- When an individual with an education record is deceased.
- Designated officials as defined by the Patriot Act of 2001.

The following items are not considered to be part of a student's educational record, and therefore are not eligible for review:

- Sole possession records or private notes held by school officials.
- Law enforcement or campus police security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit.
- Confidential letters and recommendations placed in students' files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected.
- Confidential letters and statements of recommendation, placed in students' records after January 1, 1975, to which the student has waived his/her right to inspect and that are related to the students' admission, application for employment or job placement, or receipt of honors.
- Education records containing information about more than one student; however, in such cases, the institution must permit access to that part of the record which pertains only to the inquiring student.
- Records relating to treatment provided by a physician, psychiatrist, psychologist, or other recognized professionals or paraprofessionals and disclosed only to individuals providing treatment.

### **School Officials' Responsibility Regarding Privacy of Students' Records**

A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a student serving on an official committee, such as disciplinary committee; or a person assisting another school official in performing his or her tasks. It is the responsibility of each school official to understand their legal responsibilities under FERPA. These include maintaining the privacy of students' grades for any course or for any activity which is part of the course.

This policy is violated if a student's grade is (1) openly mentioned in class; (2) publicly posted in a personally identifiable manner such as social security number or student identification number; (3) subjected to a public viewing of assignments, tests, or projects; or (4) grades are released over the telephone or electronically to any person other than the student or their designee without written consent.

Disclosure of a student's grades by a faculty member may be made only in a manner that makes the grades identifiable only to the faculty member and the student. Questions concerning the policies and procedures about the University's Policy on Student Records or about the Family Educational Rights and Privacy Act of 1974, should be directed to: Kentucky State University, Registrar, Office of the Registrar, Julian M. Carroll Academic Services Building, Rm 323, 400 East Main Street, Frankfort, Kentucky 40601

Individuals have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202 – 8520.

### **Process for Amending Education Records**

FERPA affords individuals the opportunity to challenge or amend their education record if inaccurate, misleading, or in violation of privacy or other rights of the student. The student may submit a written request to the Registrar's Office that the record be amended. The Registrar's Office is located in the Julian M. Carroll Academic Services Building, Room 323. Within 60 days of

receipt of the written request, the University will inform the student as to whether the record will be amended. The request should include justification for the challenge.

If the decision is negative, the student may submit a written request for a hearing in order to challenge the content of the record. The Admission and Recruitment Committee will inform the student of the date, place, and time of the hearing. Challenges and requests for a hearing must be in writing and should be directed to the Office of the Registrar.

### **Directory Information**

Kentucky State University has designated the following student information as directory information and, as such, this information may be released: student's name, addresses, telephone numbers, campus e-mail address, major and minor fields of study, dates of attendance, classification, degrees and awards received, previous educational institutions attended, student organization participation, participation in University-recognized organizations and activities, height and weight of athletic team members, pictures, and dean's and president's lists.

## Chapter 6

**ACADEMIC DEGREES and SUPPORT SERVICES**

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**Academic Degrees**

Kentucky State University serves many ends and many needs, but the true test of an institution's quality is whether its graduates have learned to think for themselves.

Every baccalaureate degree program at the University is designed to provide students with a sound liberal studies education and the more specialized skills derived from disciplined study of individual subject matter. Together, the University's Liberal Studies Requirements and specific academic degree requirements provide students with an exceptional comprehensive education so they may excel in their chosen endeavors.

**•College of Agriculture, Food Science, and Sustainable Systems****Agriculture, Food and Environment**

Bachelor of Science

Agriculture Business Track

Agriculture Systems Track

Environmental Systems Track

Nutritional Sciences and Food Systems Track

Aquaculture Systems Track

**Aquaculture/Aquatic Sciences**

Master of Science

**Environmental Studies**

Master of Science

**Aquaculture**

Minor

Agriculture, Food, and Environment

Geospatial Technology

**•College of Arts and Sciences****Liberal Studies** (under direction of Philosophy program)

Associate of Arts

General Liberal Studies Track

Bachelor of Arts

**Biology**

Bachelor of Science

Biotechnology Track

General Track

Pre-Professional Track

Biology Education Track

**Chemistry**

Bachelor of Science

**English**

Bachelor of Arts

Professional Writing

Creative Writing Track

Literature Track

Secondary Teacher Track

**General Social Sciences**

Bachelor of Arts

History Track (minor required)

Social Studies Education Teacher rack

**Mass Communication and Journalism**

Bachelor of Arts

Public Relations  
Broadcast Journalism  
Print Journalism

**Mathematics**

Applied Mathematics Track  
Mathematics Teacher Certification Track  
Pure Mathematics Track

Bachelor of Arts

**Music**

Bachelor of Arts

**Music Education Teacher Certification**

Bachelor of Music

Instrumental Track  
Keyboard Track  
Vocal Track

**Music Performance**

Bachelor of Music

Instrumental Track  
Keyboard Track  
Vocal Track

**Political Science** (minor required)

Bachelor of Arts

**Psychology** (minor required)

Bachelor of  
Science

**Sociology** (minor suggested)

Bachelor of Arts

**Spanish**

**Studio Art**

Bachelor of Arts

Digital Arts Track (digital imaging, photography, video)  
Experimental Directions Track (mixed media, installation, performance, and/or alternative media)  
P-12 Teacher Certification Track  
Three-Dimensional Arts Track (sculpture, ceramics)  
Two-Dimensional Arts Track (drawing and painting)

**Interdisciplinary Behavioral Science**

Master of Arts

**African-American Studies**

Minor

**Biology**

Minor

**Chemistry**

Minor

**English**

Minor

**French**

Minor

**Geospatial Technology**

Minor

**History**

**Intelligence Studies**

Minor

**International Studies**

**Journalism**

Minor

**Mathematics**

Minor

**Music**

Minor

**Music Industry and Production**

Minor

**Philosophy**

**Physics**

Minor

**Political Science**

Minor

**Psychology**

Minor

**Sociology**

Minor

**Spanish**

Minor

**Speech Communication**

Minor

**Studio Art**

Minor

**Theatre**

Minor

Whitney Young

<b>Honors Student Designed Track</b>	Bachelor of Arts
<b>•College of Business and Computer Science</b>	
<b>Business Administration</b>	Bachelor of Arts
Accounting Track	
Finance Track	
General Business Track	
Management Track	
Management Information Systems Track	
Marketing Track	
Supply Chain Management Track	
<b>Computer Science</b>	Bachelor of Science
Business Track	
Gaming Track	
Information Security Track	
Mathematics Track	
Network Engineering Track	
<b>Business Administration</b>	Master of Business Administration
<b>Computer Science Technology</b>	Master of Science
Information Technology Concentration	
Security and Network Concentration	
<b>Accounting</b>	Minor
<b>Computer Science</b>	Minor
<b>Economics</b>	Minor
<b>Finance</b>	Minor
<b>Management</b>	Minor
<b>Marketing</b>	Minor
<b>•College of Professional Studies</b>	
<b>Nursing</b>	Associate of Applied Science
<b>Child Development and Family Relations</b> (non-teaching)	Bachelor of Arts
<b>Criminal Justice</b>	Bachelor of Arts
<b>Elementary Education</b>	Bachelor of Arts
<b>Interdisciplinary Early Childhood Education</b> (Birth to Primary Certification)	Bachelor of Arts
<b>Nursing-RN to BSN</b> Bachelor of Science in Nursing	
<b>Physical Education</b> (non-teaching; minor required)	Bachelor of Arts
<b>Physical Education and Health</b> (teaching)	Bachelor of Science
<b>Public Administration</b>	Bachelor of Arts
<b>Social Work</b>	Bachelor of Arts
<b>Public Administration</b>	Master of Public Administration
Human Resource Management Concentration	
Management Information Systems Concentration	
International Development Concentration	
Nonprofit Management Concentration	
<b>Special Education Certification</b>	Master of Arts
<b>Nursing Practice</b>	Doctorate in Nursing Practice
<b>Applied Information Technology</b> Minor	
<b>Athletic Coaching</b>	Minor
<b>Athletic Training</b>	Minor
<b>Athletic Training/Coaching</b>	Minor
<b>Child Development and Family Relations</b>	Minor



Computer Information Systems  
 Criminal Justice  
 Gerontology  
 Public Administration  
 Recreation  
 Sports Management

Minor  
 Minor  
 Minor  
 Minor  
 Minor  
 Minor

**Degree Definitions** The following definitions are to be considered University norms for evaluation and approval of doctoral, master's, baccalaureate, and associate degree programs. The definitions and the limitations that accompany them are based upon the University's policy of emphasizing breadth of study in the basic disciplines with emphasis on the liberal arts in fulfillment of Kentucky State University's mission. Course content shall be appropriate for university-level courses. Departures from these norms must be justified by the nature of the program and must have the recommendation of the Faculty Senate and approval of the Board of Regents.

### Doctoral Degree Program

The University offers a Doctor of Nursing Practice. This professional practice degree is a 72 credit hour program, nine semesters, or three years of study. The program is offered entirely online and includes clinical and residency hours to be completed by students in the region or state in which they reside. Each doctoral degree program requires at least 30 graduate semester credit hours and no more than 45 graduate semester credit hours. The doctoral 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 graduate program sections.

### 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 graduate program sections.

### Baccalaureate Degree Programs

A baccalaureate degree program is a planned and approved program of study leading to graduation with a baccalaureate degree. It should be possible to complete a baccalaureate degree program in eight semesters of normal full-time study. The minimum semester credit hour requirement shall be 120, and no program should require more than 144 semester credit hours. A student may elect to exceed this maximum in meeting personal education objectives.

Each baccalaureate degree program shall include the Liberal Studies Requirements of the University (unless specific courses have been officially substituted or waived) and a major. Minors, areas of specialization, pre-major, prerequisites, and support courses may be required. Individual students may elect to take a minor or a second major to meet personal education objectives. Unless otherwise specified, any course taken to satisfy a requirement (including electives) for one program may be used to satisfy a requirement for another program. A minimum of 42 semester credit hours in upper-level courses is required for graduation.

### Associate Degree Programs

An associate degree program is a planned and approved program of study leading to graduation with an associate degree. It is possible to complete an associate degree program in four semesters of normal fulltime study. The minimum semester credit hour requirement shall be 60, and no program should require more than 76 semester credit hours. A student may elect to exceed this maximum in meeting personal education objectives.

Each associate degree program, except the Associate of Arts in Liberal Studies, shall include required major courses, support courses, and at least 15 semester credit hours of the Liberal Studies Requirements of the University. The liberal studies component shall include courses designed to develop skills in oral and written communication and in computational skills. The liberal studies component shall also include courses drawn from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics.

### Certificate Programs

A certificate program includes a minimum of twelve credit hours, not to exceed a year's worth of course worth.

### The Major

A major consists of a planned sequence of courses usually within a single discipline; however, a major may consist of a planned group of courses from more than one discipline. The major must constitute at least 25% of the hours required for a baccalaureate degree, which is at least 30 semester credit hours of a 120-hour degree program. At least 18 semester credit hours in the major

must be upper-level courses. A student must declare a major either by the end of the sophomore year or the successful completion of 60 semester credit hours before he/she will be permitted to register for classes the semester immediately following.

#### **The Minor**

A minor consists of a planned sequence of courses in a discipline. The minor shall consist of a minimum of 18 semester credit hours and shall not exceed 21 semester credit hours. A minimum of 12 semester credit hours in the minor shall be above the 100 level.

#### **The Area of Specialization**

Some major programs 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 12 semester credit hours and a maximum of 18 semester credit hours.

#### **Pre-majors, Prerequisites, and Support Courses**

A degree program may identify and require courses as are justified for proper completion of the major. Courses may be from within the discipline (pre-majors or prerequisites) or from other disciplines (prerequisites or support courses). Such credits thus required are not included in the requirements for the major, the minor and the specialization as stated previously, but are included in the requirements for the total number of semester credit hours for an associate or baccalaureate degree.

#### **Free Electives**

Free electives may be selected by the student from any courses not required in the particular degree program, excluding remedial and non-credit course offerings. Free electives may be used to meet hourly requirements for graduation not specified in those sections of the Catalogue pertaining to the General Education/Liberal Studies Requirements of the student's major or minor.

#### **Academic Advisement and New Student Orientation**

At Kentucky State University, academic advising is an intentional educational partnership between advisors and students. From their first day at Kentucky State University, students are encouraged to take an active part in their learning. The faculty and professional staff assist the members of our diverse student body to make a successful transition to college life, to plan and take responsibility for their learning, to set achievable academic and personal goals, and to progress successfully to graduation and beyond. Kentucky State University provides a full range of academic advising and personal counseling services to students. Every effort is made to ensure that each student receives personal attention and assistance with his/her matriculation. Academic advising at Kentucky State University begins with the *Thorobred New Student Orientation*. The overarching goal of the orientation sessions is to ensure that first-time KSU students complete a successful academic and social transition into the Kentucky State University family. All new freshman and transfer students are required to attend the orientation sessions. The New Thorobred Student Orientation will provide:

- A brief overview of Thorobred campus life and student activities
- Official registration for the first semester of classes
- Expanded opportunities to meet and work with Financial Aid counselors
- Expanded opportunities to complete and finalize housing and student ID issues with Residence Life
- Expanded opportunity to complete math and language placement assessments
- Expanded introduction and initial meeting with your academic adviser

Students are assigned a general education or a major advisor according to the following criteria:

1. All new degree-seeking students (associate or baccalaureate) are assigned an advisor.
2. Students may stay with their first-year advisors until they declare a major, at which time they are assigned to a major advisor. Students majoring in STEM fields and those students in the Honors College are assigned faculty advisors at the beginning of matriculation.
3. Non-degree-seeking students (visiting/transient) are advised by the personnel in the Office of Continuing and Distance Education.

Advising Council members are experienced faculty and staff who have demonstrated continuing commitment to the importance of providing students with personal attention and guidance in the planning and pursuit of their academic objectives. Major advisors, just as the general education advisors, provide academic and career advice to each student who has selected a major area of study in preparation for a career of the student's choice. The major advisor serves as a useful source of information regarding such matters as program degree requirements, research opportunities within the field, graduate study, and other career employment opportunities. Early and sustained interaction with advisors is a good beginning to a successful matriculation.

## Liberal Studies Requirements Program

Kentucky State University is the Commonwealth's unique public liberal studies institution. Liberal studies comprise the traditional subjects of the arts and sciences, such as mathematics, poetry, history, politics, literature, languages, fine arts, philosophy, psychology, chemistry, and economics.

A liberal studies foundation prepares students to think clearly, to argue persuasively, to write with clarity and liveliness, and to gain both a cultural and historical perspective on the human experience as well as an in-depth knowledge in at least one area of human thought. Liberal studies spark curiosity and broaden vision. Liberal studies education provides the tools by which people come to understand the world, one another, and themselves.

The Liberal Studies Requirements Program is distributed across programs in the College of Arts and Sciences. Each student who enters Kentucky State University with the intention to earn a baccalaureate degree must satisfy the Liberal Studies Requirements. Liberal studies courses serve as a foundation for many other courses. In addition to the requirements of the student's major field of study, Liberal Studies Requirements constitute a carefully designed program of 43-45 semester credit hours of courses to be selected from the various academic offerings of the University. A number of choices are included in these general requirements and students are encouraged to consider carefully the alternatives available to them.

### Liberal Studies General Core Requirements

*All students need to consult their degree requirements for any variances to these liberal studies requirements.*

#### **First-Year Experience      1-2 semester hours**

KSU 101 BRED Training	1
KSU 102 BRED Building	1

#### **Communications      10 semester hours**

ENG 101 English Composition I	4
ENG 102 English Composition II	3
SPE 103 Interpersonal Communication	3

#### **Quantitative Reasoning**

MAT 111 Contemporary Mathematics (or higher)	3
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#### **Arts and Humanities**

#### **18 semester hours**

*One of the following:*

3

ART 130 Introduction to Art  
ENG 211 Introduction to Literature  
MUS 130 Introduction to Music  
THE 130 Introduction to Theatre

Foreign Languages

6

#### **Sciences**

**Social and Behavioral** (*select two*):

6

ECO 200 Survey of Economics  
FIN 101 Financial Literacy  
HIS 108 Introduction to African American

History

POS 101 American Government  
PSY 200 General Psychology  
SOC 203 Principles of Sociology

#### **Natural**

BIO 101 Life Science **or**  
CHE 109 Chemistry in Context

3

*and select one of the following:*

3

BIO 101 Life Science  
BIO 103 Environmental Biology

BIO 112 Exploration of Modern Topics in Biology  
 CHE 109 Chemistry in Context  
 PHS 201 Physical Sciences I  
 PHS 202 Physical Sciences II  
 PHS 211 Earth and Environmental Science  
 PHS 221 Introduction to Weather Studies  
 PHS 231 Introduction to Astronomy  
 PHY 130 Physics and Society  
 PHY 211 General Physics I

**Integrative Studies****9 semester hours**

IGS 200 – Foundations of Culture

IGS 201 – Global Cultural Traditions or IGS 202 – Special Topics in Integrated Studies

and select one of the following

ASP 202 Seminar in the Africana Studies

ASP 300 Special Topics in Africana Studies

ASP 302 Readings in Black Women's History

ASP 303 The American Civil Rights Movement

ASP 305 Africana Intellectual Thought

ASP 306 Economic Development in the Diaspora

COS 303 Human Perspective on Computing

BUA 370 Global Business Issues

EDU 204 Cultural Competency

ENG 313 Non-Western Literature

ENG/AAS 409 Literature of African-Americans

MAT 304 Perspectives on Mathematics

MGT/MKT 470 International Business Management/International Business Marketing

MUS/AAS African American Music

MUS/AAS 325 Jazz History and Literature

**Total Liberal Studies General Core Requirements 43-45 hours**

Certain liberal studies requirements may also be fulfilled through the University's testing programs or other testing programs. For a listing of courses and the tests through which semester credit hours may be earned, see the *Registration and Academic Records* chapter.

**University Orientation**

KSU 101 (BRED in Training) is a one hour university orientation class. KSU 102 (KSU Orientation) is a one-hour university orientation class. Students who are fully admitted and not required to take KSU 101 will take the one-hour orientation class, KSU 102, or an approved, discipline-specific orientation class. Students who have transferred more than 30 hours from another institution are exempted from taking any university orientation class. Students enrolled in the honors core are required to take HON 103 in lieu of KSU 101 or 102. Students enrolled in the music program are required to take MUS 103 in lieu of KSU 101 or KSU 102.

**Testing Services**

**Rising Junior Assessment**—required of all university students seeking a baccalaureate degree. Assessment is scheduled after the student has earned 60 semester hours. The student must take all sections of the assessment by the time he/she has earned 96 credit hours. This is a comprehensive exam required of all students to assess general education competency;

**Cooperative Education Program**

Cooperative education at Kentucky State University is an academic program incorporating alternating and parallel periods of employment and classroom study. This educational process is a joint or cooperative effort on the part of the Cooperative Education Office, the faculty instructing the student, and the employer furnishing opportunities for practical applications of the student's class work. Students are limited to a maximum of twelve hours in cooperative education courses for their academic career at KSU.

Cooperative education helps the student bridge the gap between the classroom and the workplace, and it allows the student to observe and participate in practical applications of coursework. Cooperative education enables students to be more valuable contributors upon returning to the classroom; they gain self-confidence and become more involved in the educational process.

Full-time employment is of significant financial benefit to the student and is valuable in adding to the student's credentials for employment. Upon graduation, the co-op student has a decided edge in competing for professional positions.

The University believes that supervised work experience is worth college credit; therefore, upon successful completion of each semester of work experience, semester credit hours are awarded. Cooperative education courses will not be substituted for mandatory classes in the student's major. The Cooperative Education Program seeks to meet the needs of students in most academic disciplines offered at Kentucky State University. Therefore, the program is offered to all students after the completion of one full academic year of coursework (30 semester credit hours minimum) unless requested and approved by the Vice President of Academic Affairs, Department Chair, or the major advisor. Participating students are expected to be in good standing with the University and have a cumulative grade-point average of 2.0 or better. Students may earn no more than twelve (12) semester credit hours in Cooperative Education courses (including both associate and baccalaureate degrees) during their tenure at KSU. In order to receive academic credit, a student must register for Cooperative Education courses.

### Pre-Professional Programs

Kentucky State University offers preparatory courses and advising for appropriate course selection for students intending to enter the fields of medicine, dentistry, law, engineering, optometry, pharmacy, veterinary medicine, public health, and physical therapy, among others. Students who have an interest in one of these professions should contact the appropriate department c to inquire about placement with an appropriate advisor. Matching a career interest with a specialized advisor is key to successfully prepare for future admission into professional schools.

## Educational Support

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The Office of Student Engagement and Campus Life provides strategic coordination of student success services from admission to graduation. The office strives to ensure that the programs, services, and activities, improve the students' intellectual, social, and emotional well-being.

### Academic Advising Center

The Academic Advising Center is designed to inspire and support students in their pursuits to identify and achieve personal, educational, and career goals. Academic advising at Kentucky State University is a form of one-on-one teaching and mentoring. AAC works as a team to ensure student success. Each student is assigned an Academic Advisor, a Success Coach, and a Faculty Mentor. The AAC team aims to get to know each student and to be available to support them in various ways.

All students must register with the Academic Advising Center and appointments will be scheduled on a first-come, first-served basis. To schedule your advising appointment, contact 502-597-5084. For more information and important dates/deadlines, visit <http://kysu.edu/academics/academic-support/academic-advising-center/preparing-for-your-advising-appointment/>

### Academic Center for Excellence

The Academic Center for Excellence (ACE) is an academic support unit designed to facilitate student success, retention, and graduation. The Center provides comprehensive learning assistance to meet the academic demands of all students along all points of their academic careers. ACE is located in Room 110 of the Carl M. Hill Student Center; 502-597-6680.

Services offered include tutoring, supplemental instruction, academic peer coaches, and student success workshops. For more information visit <http://kysu.edu/academics/academic-support/ace/>

### Disability Resource Center

The Disability Resource Center (DRC) facilitates equal access to the campus, programs, activities, and services for students with disabilities in accordance with federal and state regulations and University policies. For further information, visit <http://kysu.edu/academics/office-of-educational-support/disability-resource-center/disability-resources/>. The office is located in Suite 241, Academic Services Building. The phone number is 502-597-5076.

### Credit for Life Experience (CLE)

The Credit for Life Experience program is a Kentucky State University option which affords an adult student, who has significant learning generated by life experiences, the opportunity to document this learning for possible academic credit. See the Credit Earning Alternatives section of *Registration and Academic Records*.

### Donovan Scholars Program

Kentucky residents, age 65 and older, can be admitted to the University through the Donovan Scholars Program. Tuition and fees are waived for program members who are afforded the choice of being part-time or full-time and can choose traditional or online classes at all degree levels.

### **Project Graduate**

Project Graduate focuses on adults who have earned 90 or more college credit hours. Kentucky State University's Project Graduate Campus Action Plan is designed to provide academically qualified individuals the chance to complete a baccalaureate degree, improve their earning power and contribute more to their community and the Commonwealth of Kentucky. More specifically, the institution collaborates with the Kentucky Council on Postsecondary Education in a systematic effort to identify, recruit, and support students who have left Kentucky State University after completing the majority of work required to attain a baccalaureate degree.

### **Student Support Services**

Student Support Services (SSS) is a TRIO program that provides exceptional academic and personal support for several students who qualify and are focused and determined to graduate with their degree. Student Support Services provides an opportunity for success to those who are selected for participation and are willing to commit themselves to the mission of SSS and their personal educational goals. Students enrolling in this unique program will be exposed to educational, social, and cultural opportunities that will broaden their sense of awareness, and enhance their skills so they can compete globally. SSS is located in the Hill Student Center, Suite 393.



## Chapter 7

# COLLEGE OF AGRICULTURE, FOOD SCIENCE and SUSTAINABLE SYSTEMS

Dr. Kirk W. Pomper

Land Grant Director

217 Cooperative Extension Building

502-597-6310

## Academic Units

- Agriculture, Food and Environment
- Aquaculture

The **College of Agriculture, Food Science, and Sustainable Systems** (CAFSSS) works to uphold the mission of the University and Land Grant programs through its commitment to research, extension, and teaching in the food and agricultural sciences. The college is organized the two academic divisions, the Division of Aquaculture, and the Division of Agriculture, Food, and Environment and around five research divisions: (1) Agriculture and Natural Resources; (2) Aquaculture; (3) Environmental Studies and Sustainable Systems; (4) Food and Animal Sciences; and (5) Family and Consumer Sciences.

The CAFSSS works to resolve agricultural, educational, economic, and social problems of the people of the Commonwealth of Kentucky, especially limited-resource persons and families. The various programs of the college are supported by federal and state funds.

## Research

The CAFSSS has nationally and internationally recognized research programs in aquaculture, organic agriculture, sustainable biofuel feedstock production, alternative fruit and nut crops, ecological entomology, alternative pesticides and water quality, goat production, obesity and human health, apiculture, and geospatial sciences. The Aquaculture Program, KSU's "Program of Distinction," is widely recognized as a leader in the areas of paddlefish culture, freshwater prawn culture, Koi breeding, production of feed-trained largemouth bass, and fish meal replacement research. KSU boasts the largest multidisciplinary organic agriculture program in the 1890's Land Grant system.

The Community Research Service (CRS) encompasses all areas of research in the College of Agriculture, Food Sciences and Sustainable Systems and 1890's Land Grant Program. Our mission is to develop, advance, and disseminate scientific knowledge, improve agricultural productivity, preserve plants and animals, protect the environment, and enhance the health and economic opportunities of the people of the Commonwealth of Kentucky, as well other stakeholders around the world. The ARS also supports the mentoring of undergraduate and graduate students in research opportunities through internship and assistantship programs. The Atwood Research Facility contains 7,000 square feet of office space and 7,000 square feet of laboratory space, including a molecular genetics laboratory and nutrition laboratory. KSU's Aquaculture Research Center (ARC) includes 33 research ponds, a 3,000-square-foot hatchery houses spawning, holding, and experimental tanks, and state-of-the art histology and genetics laboratories. The Production Technology Building houses a 10,000 square foot wet lab for the study and development of aquaponics, biofloc and other intensive recycle systems.

Augmenting these facilities are KSU's 300-acre Harold R. Benson Research and Demonstration Farm and the 300-acre Environmental Education and Research Center. The KSU farm has goat, beef, poultry, and fruit and vegetable trials, and 11 acres of certified organic land, which hosts a range of projects in organic agriculture.

## Extension and Outreach

The Cooperative Extension Program (CEP) provides education and technical assistance to limited resource families and communities by meeting the needs of farmers, youth, entrepreneurs, and many others. Some extension programs provide one to-one opportunities where paraprofessionals work directly with family members. The CEP has renowned programs in: family and consumer sciences, family development and management, family financial management and consumer education, small farmer outreach training and technical assistance, apiculture, goat production, community resource development, entrepreneurship, 4-H youth development, and Hispanic initiatives.

Extension program facilities include the Center for Sustainability of Farms and Families, a 12,000 square foot, 600-seat building at the KSU Research and Demonstration Farm. The Cooperative Extension Building, which houses a Television Production Studio, is supported by an Uplink/Downlink Satellite Truck and state-of-the-art communications equipment available for use by all of CAFSSS. The geographic information systems (GIS) laboratory is also located in the Cooperative Extension Building and is utilized by students, faculty and by agricultural research and CEP staff to support their activities.

## Statewide Articulation Agreement for Agricultural Education

Kentucky State University is part of the **Statewide Articulation Agreement for Agricultural Education**. This agreement permits high school students to earn up to six (6) credit hours toward the Bachelor of Science in Agriculture, Food, and Environment while still in high school. The articulation agreement is very significant, because students in agricultural education

who complete at least three (3) high school credits in either animal science systems or horticulture/plant science systems majors (with a grade of *B* or better in all three (3) classes) and who also pass the appropriate *Skill Standards Assessment* for that major area, will receive three (3) credit hours in either animal science or plant science.

For example, high school students with a major in horticulture (or a minimum of three credits in recommended courses in horticulture) with a grade of at least a *B* in each class and passing the Kentucky Occupational Skills Standards Assessment (KOSSA) standard test, will receive 3 credits for AFE 217 Plant Science. The grade awarded for the appropriate class (es) will be Pass/Fail or *P/F*.

The Agriculture, Food, and Environment courses for which students can receive three (3) credit hours each are: **1)** AFE 211 Animal Science, for animal science systems area and **2)** AFE 217 Plant Science (3) for the horticulture/plant science systems area.

## Teaching and Degree Programs

Today's world needs people prepared to solve global challenges related to a safe and reliable food supply, protection of natural resources, climate change, improved nutrition, public health, and alternative energy sources. The United States Department of Agriculture and United States Department of Labor predict significant job growth in the areas of food, renewable energy, environment, and agribusiness. Increased demand is expected for agricultural inspectors, environmental scientists and specialists, including health, agriculturists and food scientists, soil and plant scientists, conservation scientists, forest and conservation technicians, agricultural and environmental law, public and agricultural policy, biotechnology, fisheries and wildlife, economic development, and agricultural communications. A degree from KSU's CAFSSS will prepare graduates for a variety of jobs in these fields.

The CAFSSS baccalaureate degree program in Agriculture, Food, and Environment (AFE), with five individual tracks 1) agriculture business, 2) agricultural systems, 3) aquaculture systems, 4) environmental systems, and 5) nutritional sciences and food systems, prepares graduates in these growth areas in the U.S. economy. Using an interdisciplinary approach, students from diverse backgrounds will develop a broad understanding of relationships between agricultural and aquaculture systems, food safety, and the environment.

### Bachelor of Science

#### Agriculture, Food and the Environment 121 credits

#### Liberal Studies Requirements 42 hours

Must include ECO 200, PHY 130, SOC 203

#### Core Courses 22 hours

AFE 116	AFE 117	AFE 211	AFE 217	AFE 311	AFE 340
AFE 401	AFE 411	AFE 450			

#### Track Courses 36 hours

##### Agriculture Business Track

AFE 215	AFE 426	AQU 409	ACC 201	BUA 321	ECO 202	MGT 465
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And electives from AFE courses with advisor consent.

##### Agricultural Systems Track

AFE 318	AFE 334	AFE 445	AQU 425
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And electives from: AFE 425, AFE 435, AFE 440, AFE 443 and other AFE and AQU courses with advisor consent.

##### Aquaculture Systems Track

AQU 411	AQU 421	AQU 422	AQU 460
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And electives from: AQU 412, AQU 427, ACQ 451 and other AFE and AQU courses with advisor consent.

##### Environmental Systems Track

AFE 334	AFE 366	AQU 480	BIO 316 or BIO 417	CHE 101/110	MAT115 or 176
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And electives from: AFE 318 or AQU 413, AFE 425, AFE 445, AFE 489, AQU 460, BIO 417

##### Nutritional Sciences and Food Systems Track

AQU 411	AQU 421	AQU 422	AQU 460
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And electives from: AQU 412, AQU 427, ACQ 451 and other AFE and AQU courses with advisor consent.

#### Support Courses 9 hours

**Free Electives 12 hours**

Whitney Young Scholars must complete a total of 123 credit hours in the specified areas; with each Option requiring 43 credit hours of required and elective courses, as well as 18 credit hours in supporting courses.

**Minor**
**Agriculture, Food and the Environment 21 credits**

This minor requires the completion of a minimum of 21 semester credit hours in Agriculture, Food, and Environment. A student pursuing a minor in AFE will be required to successfully complete BIO 111. AFE courses are chosen from the core requirements or option elective courses.

**Aquaculture 19 credits**

This minor requires the completion of a minimum of 19 credit hours in Aquaculture. A student pursuing a minor in AQU will choose course from the list of AQU courses under the supervision of an AQU advisor.

**Geospatial Technology 18 credits**

This minor requires the completion of a minimum of 18 semester credit hours including the following courses: AQU 480 Introduction to Geographic Information, COS 364 Data Storage & Data Mining, and AFE 489 Remote Sensing of Environment. Students must choose 3 out of the following courses as electives for a total of 9 hours to complete the minor: AFE 366 Climate Change Studies, COS 107 Problem Solving & Logic, COS 303 Human Perspective Computing, or AFE 485/COS 495 Special Topics/Senior Research Project in Advanced Geospatial Technology.

**Certificates**
**Aquaculture/Aquatic Sciences 12 credits**

The Certificate in Aquaculture/Aquatic Sciences will require a minimum of 12 credit hours of course work chosen by the student from the Division of Aquaculture offerings (AQU prefix). These can either be classroom or online classes. Only classes in which students receive a grade of C or better will count toward this certificate. These classes can also count toward the Aquaculture Systems track for the B.S. in Aquaculture, Food and Environment (AFE) and/or the Aquaculture Minor should the student pursue a higher degree.

**Food Safety 12 credits**

The Certificate in Food Safety requires a minimum of 12 credit hours of course work which includes the following classes: FNU 104 Fundamentals of Nutrition, AFE 455 Food Safety and Microbiology, AFE 465 Food Systems, and AFE 425 Organic Agriculture. Most of the courses are currently offered by the Nutritional Sciences and Food Systems stream of the Agriculture, Food, and Environment (AFE) program. Only classes in which students receive a "C" or better will count toward the Certificate. These classes can also count toward the AFE Nutritional Sciences and Food Systems Option for the B.S. in Agriculture, Food, and Environment and/or the Nutrition Science minor should the student pursue that degree.

**Human Health and Nutrition 12 credits**

A new certificate program in Human Health and Nutrition consists of 4 courses or a total of 12 hours designed to give the student specific training in nutrition in the context of community education and human health. Students who acquire this certificate will take FNU 104 Fundamentals of Nutrition, AFE 405 Research and Extension in Nutrition, AFE 416 Society and Nutrition, and AFE 417 Modern Nutrition and Disease. This certificate is designed for current KSU students, new students, and individuals desiring more instruction in the area of nutrition.

**Sustainable Agriculture Systems 15 credits**

The Certificate in Sustainable Agricultural Systems will require a minimum of 15 credit hours of course work. There are 12 hrs. of set courses and then the student will select one additional class to help focus on a specific area of sustainable agriculture. Required courses are: AFE 334 Soil Science, AFE 340 Environ Sci. and Agroecology, AFE 425 Organic Agriculture, and AFE 445 Agriculture and Energy. Any of the following courses could be taken as an elective for this certificate: AFE 407 Agroforestry, AFE 435 Urban Agriculture, AFE 442 Plant Propagation, or AFE 443 Apiculture/Pollination Biology. This certificate program will complement other degree programs within the academic unit. It will also provide an interim degree for those pursuing the Agriculture System option within the AFE degree. Interim degrees have been shown to impact retention by providing an intermediate goal that can be achieved by students while pursuing the B.S degree, this also benefits graduation rates and helps keep some students on track for graduation with the full degree on time.

**Environmental Measurements 12 credits**

The Certificate in Environmental Measurements will require 14 credit hours of course work. It is designed to give experience to students a broad array measurement techniques and protocols. There are 14 hrs. of required courses. The following 14-credit

hour curriculum ladder will be offered: AQU 480 Introduction to Geographic Information Systems (GIS), AFE 489 Remote Sensing of Environment, AQU 460 Water Quality Management and AFE 461 Water Quality LAB, and BIO 417 Ecological Field Methods. This certificate program will create educational opportunities for KSU students and non-traditional students as well as high school teachers and government and private industry employees to earn a certificate in Environmental Measurements. These audiences can utilize the earned certificate for science teacher certification or as an educational/professional development credits towards their professional skills development. This certificate provides an interim degree for those pursuing the Option in Environmental Systems. Students will develop basic skills in acquiring, analyzing and interpreting field data. The overall impact of this certificate program will enable students to develop unique skills to increase their chances to be recruited in special skills-oriented and high-salaried professional jobs.

### **Geospatial Technology and Application 12 credits**

One of our goals is to establish a Certificate in Geospatial Technology and Application for KSU undergraduate and other non-traditional students within the College of Agriculture, Food Science, and Sustainable Systems AFE program. The following 12-credit hour curriculum ladder will be offered: AQU 480 Introduction to Geographic Information Systems (GIS), COS 364 Data Storage & Data Mining, AFE 489 Remote Sensing of Environment, and AFE 366 Climate Change Studies. This certificate program will create educational opportunities for KSU students and non-traditional students as well as high school teachers and government and private industry employees to earn a certificate in geospatial technology application. These audiences can utilize the earned certificate for science teacher certification or as an educational/professional development credits towards their professional skills development. This certificate provides an interim degree for those pursuing the Option in Environmental Systems. Students will develop basic skills in acquiring, analyzing and interpreting spatial database and prepare standard cartographic maps using 21st century mapping and visualization techniques. The overall impact of the certificate program is for students to develop unique skills and increase their chances to be recruited in special skills-oriented and high-salaried professional jobs.

### **Agriculture Business Management 12 credits**

The Certificate in Agriculture Business and Management will require a minimum of 12 credit hours of course work which includes the following classes: ACC 201 Principles of Accounting, AFE 215 Ag Management, AFE 426 Principles of Ag Econ and Marketing, and MGT 465 Entrepreneurship. All four of these classes are part of the Agriculture Business option within the AFE degree. This certificate is being offered in conjunction with the KSU School of Business. This degree program will complement our other degree offerings. The Certificate program also provides an interim degree for those pursuing the Agriculture Business option in the Agriculture, Food, and Environment, B.S. degree. Interim degrees have been shown to positively impact retention and graduation rates.

### **Family and Consumer Sciences credit 12**

This certificate in Family and Consumer Sciences (FCS) will enable AFE majors, as well as those majoring in Business, Behavioral and Social Sciences, and Education to obtain a certificate in another course of study to assist with student career readiness and placement. Students will learn key consumer topics that relate to family functioning including: food preparation, consumer education, financial management, housing, home environments, and lifespan development. The FCS certificate will require 4 classes totaling 12 credit hours of course work. They range in content areas of Food Preparation, Consumer Economics and Resource Management, Housing and Home Environment, and Theories and Methods in Developmental Psychology focusing on human development throughout the lifespan. Specific courses include: FCS 305 Principles of Food Preparation, FCS 303 Consumer Economics and Resource Management, FCS 304 Housing and Home Environment PSY 303 Theories and Methods in Developmental Psychology.

### **Elements of Fashion and Home Décor 12 credits**

Students in the Elements of Fashion and Home Decor certificate will survey an integrated, interdisciplinary approach to the study of design including fashion, interior decor, home environments, housing, and related consumer concerns. The courses will address: Design Elements and Principles for the Consumer including application of the arts and appreciation for the aesthetics of design; Apparel Construction and Analysis which incorporates garment construction, fundamentals of fashion apparel production, emphasis on consumer quality, and elements of design; Housing and Home Environment which includes exploration of design and changing technology in interior environments; human behavior, aesthetic concerns, and analysis of housing trends and alternatives; and finally Consumer Economics and Resource Management will explore financial management, consumer economics, resource management, consumer protection, energy, environmental concerns, and related matters. The certificate will require 4 classes totaling 12 credit hours of course work. Courses will include: FCS 201 Design Elements and Principles for the Consumer, FCS 202 Apparel Construction and Analysis, FCS 303 Consumer Economics and Resource Management, and FCS 304 Housing and Home Environment. This certificate program will complement the AFE and other degree offerings at KSU. It can provide an interim degree for those pursuing AFE, art, business, education and behavioral and social sciences degrees. Interim degrees have been shown to positively impact retention and graduation rates.

## Chapter 8

# COLLEGE OF ARTS and SCIENCES

### Academic Units

- Behavioral and Social Sciences
- Fine Arts
- Literature, Languages and Philosophy
- Mathematics and Sciences
- Whitney Young Center for Global Studies

Consistent with the overall mission of the University, the major goal of the **College of Arts and Sciences** is to provide students with the requisite academic skills, knowledge, and a sense of competence which will allow them to assume leadership roles in their respective fields of study. The College is made up of four divisions, **Behavioral and Social Sciences**; **Fine Arts**; **Literature, Languages, and Philosophy**; and **Mathematics and Sciences**.

Academic majors, leading to the Bachelor of Arts or the Bachelor of Science degree, are offered in the following areas: art, music, biology, chemistry, mathematics, mass communication and journalism, English, political science, psychology, social sciences, and Spanish.

The College of Arts and Sciences offers minors in the following areas: African-American studies, art, communications, English, French, history, journalism, music, philosophy, political science, psychology, sociology, Spanish, and speech and theater.

Students interested in becoming certified high school teachers in biology, English, mathematics, music, or social studies may complete Educator Preparation Programs offered collaboratively by the appropriate divisions in the College of Arts and Sciences with the School of Education in the College of Professional Studies. Students in this program should maintain close contact with their Divisional Education advisor as well as the faculty in the School of Education.

Students should refer to the appropriate degree program section in the College of Arts and Sciences for coursework requirements applicable to their particular programs. To earn a degree through the College in four years, students must satisfy both academic program and University course requirements. Summer session coursework and possibly an additional academic year may be required in some cases. Every student is encouraged to work closely with his or her mentor or advisor. However, students are encouraged to complete their degree requirements within eight semesters of study in the college.

Whitney Young Scholars are required to complete the Honors Core and the requirements for their chosen major. Whitney Young Scholars are required to complete minimum of 121 semester credit hours and the required coursework in the major.

### DIVISION OF BEHAVIORAL AND SOCIAL SCIENCES

The Division of Behavioral Sciences is committed to the University's particular emphasis on liberal studies. Baccalaureate degree programs are offered in criminal justice, political science, psychology, sociology and social sciences with a track in history, and social studies education. A Master of Arts degree is offered in interdisciplinary behavioral sciences specializing in the intersection of psychology and law. The Division provides its students with the knowledge, skills, tools, and perspectives to analyze and interpret phenomena in their selected fields as well as in related disciplines. The intent is to develop scholars who are knowledgeable and well-versed in each of the behavioral and social sciences.

In cooperation with the School of Education in the College of Professional Studies, the Division offers a specialization in social studies education, which prepares students for teacher certification in grades 8-12. The Educator Preparation Program in social studies has specific admissions requirements and coursework, including a semester of full-time student teaching. Students in this program should maintain close contact with their Social Studies Education advisor in the Division as well as the faculty in the School of Education.

#### **Minors**

#### **African-American Studies 18 credits**

This is an interdisciplinary program administered by the faculty of History. Kentucky State University is committed to continued scholarship, inquiry, and education in African-American history and culture. By drawing upon the resources of faculty in a broad range of related studies, it is hoped that students will develop an understanding of the African-American experience from a variety of perspectives.

Admission to this program requires a cumulative grade-point average of 2.0, and it is recommended that students complete the Liberal Studies Requirements prior to pursuing the minor. Students must successfully complete 18 semester credit hours from a variety of interdisciplinary courses selected in consultation with their advisor. The courses include ART 303; ENG 409; GEO 212; HIS 314, HIS 365, HIS 366, and HIS 411; MUS 323 and MUS 325; POS 462; and SOC 304.

#### **Interdisciplinary Intelligence Studies – 18 credits**



The minor in Interdisciplinary Intelligence Studies provides Behavioral and Social Science majors and other departments across the KSU campus instruction on security and intelligence issues such as terrorism and insurgency, radicalization, cyber security and cyber politics, behavioral profiling, counterintelligence and counterterrorism, and intelligence and national security. Students must successfully complete BSS 465; BSS 466; BSS 467; BSS 468; BSS 469; and BSS 470 with a C or better.

BSS 465      BSS 466      BSS 467      BSS 468      BSS 469      BSS 470

### **CRIMINAL JUSTICE**

The baccalaureate degree program in Criminal Justice is designed to prepare students for careers in law enforcement, community and institutional corrections, court services, and other criminal justice-related areas as well as for admission to law school. It also provides students with the fundamentals for advanced study in graduate school.

#### **Bachelor of Arts Criminal Justice      120 credits**

##### **Liberal Studies Requirements      45 hours**

##### **Core Courses      48 hours**

CJE 101	CJE 215	CJE 220	CJE 320	CJE 325	CJE 330
CJE 335	CJE 340	CJE 345	CJE 350	CJE 410	CJE 415
CJE 430	CJE 433	CJE 434			

Career elective based on student's area of interest (3 hours)

##### **Support Courses      9 hours**

SOC 203	SOC 305	BUA 204 or ENG 216
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##### **Free Electives      15 hours**

#### **Minor**

#### **Criminal Justice      18 credits**

A minor in criminal justice requires the completion of 18 semester credit hours. Specific course requirements include CJE 101, 215, 320, 325, 330, and the remaining 3 semester credit hours may be selected on the basis of the student's area of interest within criminal justice.

### **SOCIAL SCIENCES - History Track**

A Bachelor of Arts in Social Sciences with a history track provides a global perspective on the social, political, and intellectual development of civilizations. It allows students an opportunity to reflect on the past, gain a historical perspective on the present, and acquire a knowledge and understanding of human behavior. A history track may choose courses that deal with Africa, Asia, Europe, North America, and South America.

The History program offers a curriculum that is designed to prepare graduates to function in and contribute to an expanding society, enhance critical thinking skills, develop an appreciation and understanding of historical research methodologies, become aware of the contributions of diverse cultures to our global society, internalize and integrate this information into their total knowledge base, and prepare students for advanced professional studies and varied career opportunities.

In lieu of HIS 103, majors are required to take HIS 101 and 102. Additionally, the student must complete a minor.

#### **Bachelor of Arts Social Sciences – History Track      120 credits**

##### **Liberal Studies Requirements      45 hours**

##### **Core Courses      21 hours**

HIS 101	HIS 102	HIS 201	HIS 202	HIS 314 or HIS 316	HIS 333 or HIS 366	BSS 499
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##### **Restricted Electives      15 hours**

COS 100	ENG 211	IGS 300	POL 211	SOC 203
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##### **Advisor Approved Electives      18 hours**

*Chosen from 300/400 level HIS courses*



**Minor                    21 hours**

The Bachelor of Arts in Social Science with an education track prepares graduates to seek Kentucky teacher certification in Secondary School (8th through 12th grade) with a specialization in social studies. Admission to KSU's Social Studies Teacher Education Program (TEP) has specific requirements that include introductory education coursework, a nationally standardized test, and field hours in schools. A semester of full-time student teaching (70 days) is required in the student's last semester of study and admission to student teaching also has specific requirements, including coursework and 200 verified hours of field experiences. This degree is offered in conjunction with the School of Education, in the College of Professional Studies, so students in this program should maintain close contact with their advisor in the Division of Behavioral and Social Sciences as well as with the chair and faculty of the School of Education. Students interested in becoming certified teachers are referred to the College of Professional Studies/School of Education section of this catalog to learn more about admission criteria and procedures.

**SOCIOLOGY**

Sociology is the scientific study of societies and social structures. It examines the behavior of large and small groups in various contexts and seeks improved understanding of the principles and dynamics of human relationships. The Sociology program at Kentucky State University offers a contemporary curriculum of sociology and related professional courses. The program builds upon a liberal studies foundation and is designed to provide students with several program and career options. To satisfy the requirements for the Bachelor of Arts degree in Sociology, a student must complete a minimum of 120 semester credit hours, including 30 semester credit hours in Sociology. The required courses are BSS 300, 301; SOC 304, 305, 403, 405, and BSS 499. The student, in consultation with his or her advisor, must select an additional 9 semester credit hours of Sociology courses at the 300/400 level. Additionally, the student must complete SOC 203 as part of the Liberal Studies Requirement, and the student must either declare a minor course of study or complete a 18-hour sequence of 300/400 interdisciplinary upper-level electives in consultation with his or her academic advisor. A minor in Sociology requires the successful completion of 18 semester credit hours. Specific course requirements are BSS 300 or 301, SOC 304 and 305. The remaining 9 semester hours must be selected in consultation with the student's minor advisor from 300/400 level Sociology courses. Students must also complete SOC 203 as part of the Liberal Studies Requirement.

**Bachelor of Arts****Sociology    120 credits****Liberal Studies Requirements    45 hours**

Must include SOC 203

**Core Courses                    18 hours**

BSS 300	BSS 301	SOC 304	SOC 305	SOC 403
SOC 405	BSS 499			

**Restricted Electives    9 hours**

Choose nine hours from 300/400 level SOC courses

**Minor****Sociology    18 credits**

A minor in Sociology requires the successful completion of 18 semester credit hours. Specific course requirements are BSS 300 or 301; and 304 and 305; the remaining six semester hours must be selected in consultation with the student's minor advisor from 300/400 level sociology courses. Students must complete SOC 203 as part of the Liberal Studies Requirements.

**POLITICAL SCIENCE**

Political Science, as a discipline, involves the systematic study of politics and the political system. The Political Science program at Kentucky State University has a highly developed academic curriculum that prepares students for graduate study in political science or related areas such as law or public administration. Political Science requires the application of knowledge and critical thinking to assess, prevent, and resolve political and social problems. Additionally, the curriculum addresses preparation of students for entry-level career positions in public and private sectors of employment.

**Bachelor of Arts****Political Science 120 credits****Liberal Studies Requirements    45 hours**

Must include POL 101

**Core Courses 21 hours**

POS 160 POS 201 POS 211 BSS 300 BSS 301  
POS 355 BSS 499

**Track Courses 12 hours**

Choose six hours from any two of the three tracks below:

**Constitutional Law Track**

POS 331 POL 431

**International Relations Track Choose**

*six hours from the following:*

POS 311 POS 361 POS 363 POS 462 POS 464

**Legislative/Executive Politics Track Choose**

*six hours from the following:*

POS 322 POS 461 POS 466

**Advisor Approved Electives 3 hours**

*Chosen from 300/400 level HIS courses*

**Minor 18-21 hours**

**Minor**

**Political Science 18 credits**

A minor in Political Science requires the completion of 18 semester credit hours including POS 160, 211, BSS 300 or 301, POS 355, and the selection of one six-semester-credit-hour specialization option in consultation with the student's minor advisor. In addition, students taking a minor in Political Science must complete POS 101 as part of the Liberal Studies Requirements.

**PSYCHOLOGY**

Psychology involves the scientific study of a vast array of phenomena related to the actions and experiences of organisms. Psychologists study phenomena such as perception, memory, thought, behavior, and the psychological, social, physiological, and developmental processes that underlie these phenomena. In addition to its commitment to scientific truth, psychology requires the application of knowledge and critical thinking/reasoning skills to assess, prevent, and resolve individual and social problems.

The Psychology program at Kentucky State University leads to a major or a minor that prepares the student with a solid, well-rounded education in psychology. The study of psychology serves as a useful foundation for the pursuit of careers in business, law, medicine, social work, and the other helping professions; or majors may pursue further study in psychology at the graduate level.

Psychology major/minor students must complete PSY 200 as part of the Liberal Studies Requirements. PSY 215 Orientation to Psychology, which does not count toward the core major requirements, must be taken as a pre-requisite.

**Bachelor of Science**

**Psychology**

**120 credits**

**Liberal Studies Requirements**

**45 hours**

Must include PSY 200

**Core Courses**

**21 hours**

BSS 300 BSS 301 PSY 303 PSY 304 PSY 320  
PSY 399 PSY 400 or PSY 401 PSY 490/91/92  
BSS 499

**Restricted Electives**

**6 hours**

Choose six hours from the following:

PSY 408      PSY 409 PSY 410      PSY 411      PSY 413

**Advisor Approved Electives****6 hours***Chosen from 300/400 level PSY courses***Required Minor 18-21 hours****Minor****Psychology 18 credits**

A minor in Psychology requires the completion of 18 semester credit hours. Specific course requirements include BSS 300, 303, 304, 400 or 401; the remaining six semester credit hours must be selected in consultation with the student's minor advisor from 300/400 level Psychology courses. Students must complete PSY 200 as part of the Liberal Studies Requirements.

**DIVISION OF FINE ARTS**

The Division of Fine Arts is comprised of baccalaureate degree programs, academic minors, and formal curricular experiences that broaden human potential, promote intellectual and aesthetic inquiry, and foster artistic creativity and growth. The Division's programs in studio art, music, and theatre provide an aesthetic, intellectual and multicultural environment that is vital to the greater institutional community, engaging that community in actively "doing art," and preparing Kentucky State University's students for a variety of professions in the arts and related fields. Through presentations such as concerts, recitals, theatre productions, art exhibitions, lectures, master classes and workshops, the division provides an aesthetic and cultural environment vital to academic life. The Division prepares its majors for a variety of professions in the arts and related fields, and gives them a foundation for graduate study.

The Division additionally supports the University's mission by providing liberal studies courses in studio art, music, and theater; by providing students with opportunities to develop and enhance effective oral and interpersonal communication skills for life in today's multicultural society; by providing professional services to public schools; and by preparing students to make significant contributions to society as fine arts educators, performers, and visual artists. Finally, the Division promotes teaching excellence through its maintenance of a low student-faculty ratio and its emphasis on performance-based goals. The Division of Fine Arts offers several scholarships. To view the scholarships available and the award criteria, visit <http://kysu.edu/academics/college-of-arts-and-sciences/fine-arts>.

**STUDIO ART**

Kentucky State University offers a Bachelor of Arts in Studio Art with one area of concentration, a Bachelor of Arts in Studio Art with a minor, a Bachelor of Arts in Studio Art with P-12 certification track, and a minor in Studio Art. Students have the option to choose one of several areas of academic emphasis: two-dimensional arts (drawing and painting), three-dimensional arts (sculpture and ceramics), digital arts (digital imaging, photography, and video), or experimental directions (mixed-media, installation, performance, and/or alternative media such as internet).

The program uses an interdisciplinary approach to learning that prepares students for a variety of professions in the arts and related fields, and provides the foundation for graduate study. Critical thinking and analysis/interpretation of aesthetic issues are emphasized. Students are challenged to develop individual professional directions that reflect contemporary art investigations and issues of contemporary culture, with alternative presentation formats.

Enrollment in studio art classes is generally limited to 10-15 students. Instructors provide personal guidance and attention to each student, and a community of fellow artists/scholars support each other intellectually and creatively.

Art Symposium, Art History and critique sessions in studio classes offer a group learning atmosphere in which students develop critical thinking and communication skills that nurtures a collaborative and supportive atmosphere of art professionals. Students at the junior and senior level of their studio art curriculum are provided individual studios and sophomores have access to a communal studio space with individual partitioned cubicles. The academic experience is enriched by fieldtrips to regional galleries and museums and presentations/workshops by Guest Artists.

**Studio Art Area**

This curriculum is for students who want a strong foundation in art with specialized study in one area and with additional art courses replacing the minor. This degree prepares students for professional level careers in a variety of art and art related fields as well as a solid foundation for graduate studies in art. Students may choose track courses in the subjects of two-dimensional arts, three-dimensional arts, or digital arts.

**Bachelor of Arts****Studio Art 120 credits****Liberal Studies Requirements 45 hours**

**Core Courses 22 hours**

ART 110	ART 112	ART 113	ART 201	ART 202
ART 211	ART 360	ART 361	ART 362	ART 400

**Studio Electives 18 hours***Choose one course from the following:*

ART 220	ART 240	ART 245	ART 305	ART 306
ART 307	ART 310	ART 312	ART 315	

ART 317 **and**

One 200-400 level ART course (3 hours)

Four 300-400 level ART courses (12 hours)

**Track Courses 12 hours***Chosen with advisor approval.***Support Courses 18 hours**

Two art history courses (6 hours)

Four art electives (12 hours)

**Free Electives 5 hours****Studio Art Major**

This program is for students who desire a liberal arts education with a general background in the visual arts. This curriculum requires a core of studio and art history courses and an academic minor outside of art (normally 21 credit hours).

**Bachelor of Arts****Studio Art 120 credits****Liberal Studies Requirements 45 hours****Core Courses 22 hours**

ART 110	ART 112	ART 113	ART 201	ART 202
ART 211	ART 360	ART 361	ART 362	ART 400

**Restricted Electives 30 hours***Choose five courses from the following. At least nine hours must be at the 300-400 level.*

ART 220	ART 240	ART 245	ART 305	ART 306
ART 307	ART 310	ART 312	ART 315	

ART 317 **and**

One art history course (3 hours)

Four 300-400 level ART courses (12 hours)

**Minor 21 hours****Free Electives 2 hours****Additional Regulations and Degree Requirements**

**Art Exhibits.** All art majors are expected to attend the opening of each campus exhibit sponsored by the Art Area, as well as guest artist presentations, lectures and talks. Attendance will be a component of the Sophomore Review and Senior Review.

**Sophomore Review.** While enrolled in the fourth semester of the art curriculum, each student must present examples of his or her art work from each of the studio art areas for review by members of the art faculty. After this review, the art faculty will advise the student whether upper-level courses should be taken. If the recommendation of the faculty is for the student to not continue the studio art degree curriculum, then the student will be advised on alternative options at KSU. Faculty will then work with the student to design an alternative option for a degree, either the General Studies Degree or an alternative.

**Senior Review and Exhibit.** Each art major's work is reviewed during the senior year by the art faculty to ascertain whether the work is of sufficient quality to warrant a public exhibit. If a student's work does not pass the review, it must be resubmitted. Art

majors are required to have a public exhibit of their art work prior to graduation, either on-campus or at an approved community venue.

**Non-Art Majors.** Non-Art majors may take any introductory art course and any advanced art course for which prerequisites may be waived by the instructor of the course.

## MUSIC

Maintaining membership with and accreditation by the National Association of Schools of Music (NASM) since 1971, the Department of Music has a long and distinguished legacy of award-winning performance ensembles and has produced leaders in the fields of musical performance and music education.

The department counts among its alumni Grammy-nominated musicians and performers who have attained distinguished national and international careers. A survey of professional venues reveals the department's students to be active in a wide variety of regional, as well as national performance arenas, including Broadway and the Metropolitan Opera.

The music degree programs include the Bachelor of Arts in Music, the Bachelor of Music-Education, and the Bachelor of Music-Performance. Additionally, the Department offers the minor in Music and Short term certificates in Music and Culture of the African Diaspora and Music Industry and Production.

### General Studies Requirements

All majors in the Bachelor of Arts in Music and Bachelor of Music degree programs must successfully complete either the University Liberal Studies General Core Requirements (except for the Fine Arts component—ART 130 or MUS 130)—or the Whitney Young School Honors Core. If the University Liberal Studies General Core is chosen, then MUS 323 African American Music or MUS 325 Jazz History and Literature may be substituted for the IGS elective (IGS 301, 302, 303, or 304).

**Bachelor of Arts in Music** - The Bachelor of Arts in Music degree is intended for the Kentucky State University student who wishes to study music within a liberal studies framework and use the degree as a foundation for a wide range of career options and/or graduate study in music or other academic areas. The emphasis placed on electives in music and general studies provides the student with opportunities for distinctive educational experiences oriented to his or her specific needs and interests, for example, music industry studies, jazz studies, music theory/composition, performance, and music history/literature. The degree requires the successful completion of 120 semester credit hours.

**Bachelor of Music Education** - The Bachelor of Music Education degree prepares students to seek teacher certification in grades primary-12. The Educator Preparation Program in Music has specific admissions requirements and coursework, including a semester of full-time student teaching. Students may specialize in keyboard, instrumental, or vocal music education. The degree is offered in conjunction with the School of Education in the College of Professional Studies and requires 120 semester credit hours. All students in the music education program must enroll in and successfully complete a dual placement supervised teaching experience (EDU 484) at both the elementary and secondary levels. Students in this program should maintain close contact with their Music Education advisor in the Division as well as the faculty in the School of Education.

**Bachelor of Music in Performance** - The Bachelor of Music in Performance degree allows a student to undertake a performance centered curriculum. A student pursuing this degree will focus within one of three areas of emphasis - keyboard, instrumental (brass, woodwind, percussion) or vocal.

### Music Placement Examinations

Placement examinations in music theory, piano, and applied music on the principal instrument or voice are given during registration week of the fall and spring semesters to all entering students intending to declare a major in Music. The Music Theory Placement Examination is administered to determine the student's level of entry in the music theory sequence (MUS 099 or MUS 112). The Piano Placement Examination is administered to determine the student's level of entry in piano studies (MUC 110, 111, 210 or 211; MUA 121, 122, 221, or 222, Minor Applied Piano; or MUE 310 as applicable).

Applied music placements are facilitated by the music faculty to determine the student's level of entry into the major or minor sequence of applied studies.

### Applied Music Jury Examinations

All major applied students are required to perform a jury examination each semester of study. However, a student must have successfully completed at least 70-percent of repertoire assigned by the applied instructor during the semester to be eligible to perform the jury. If the student does not perform a jury, or is ineligible to perform a jury, then the applied music course is failed. In order for an absence from a scheduled applied music jury to be excused, a student must submit an official excuse from the Office of Student Affairs at least one day prior to the jury, or if there are serious mitigating circumstances, no later than the end of the Final Examination Week. If the absence is excused, then the student may receive an incomplete grade (I) in accordance with University academic policy. If the absence is unexcused, then the jury is failed, resulting in failure of the course.

### Sophomore Applied Music Proficiency Examination

The Sophomore Applied Music Proficiency Examination is the MUA 262 or MUA 282 jury heard by a quorum of applied music faculty to determine the student's mastery of performance skills that are prerequisite to matriculation through 300-and 400-level applied music courses. Based on the outcome of the jury examination (pass/fail) the music faculty will advise the student to continue in their music degree program or elect another degree program in the University.

### Removal from Major

Students may be removed from the Bachelor of Arts in Music and Bachelor of Music degree programs if they have not successfully completed (passed) the Sophomore Applied Music Proficiency Examination on their major instrument or voice within two successive semesters. A student who fails the examination on the first attempt will be allowed a second attempt in the following semester. A student who fails the examination on the second attempt will be removed from the major and will be returned to undeclared status.

### Piano Proficiency Examination

The Piano Proficiency Examination is administered to determine achievement of required keyboard skills competencies. For Music Education majors, a passing score on the examination must be achieved to successfully complete MUE 311. For Music Performance majors, a passing score on the examination must be achieved to successfully complete MUA 222 (piano).

### Major Areas of Performance

Each music major is required to designate a principal performance area of major applied study and must enroll in the corresponding course sequence until performance requirements (Bachelor of Arts in Music) or recital requirements (Bachelor of Music) are completed. Changes in the principal performance area must be approved by a quorum of the music faculty. If the change in the principal performance area is approved by the music faculty, the student is required to begin major applied in the new principal performance area at a level to be determined by music faculty.

### Required Recital Performances

All music majors enrolled in the Bachelor of Music degree program must perform a junior and/or senior recital on their major instrument or voice to demonstrate knowledge of applicable solo performance literature and competency in its preparation. Students enrolled in the music education program must perform a recital of 30 minutes of music (Senior Recital) during the semester of enrollment in MUA 461. Students enrolled in the music performance program must perform a recital of 30 minutes of music during the semester of enrollment in MUA 382 (Junior Recital), and a recital of 45 minutes of music during the semester of enrollment in MUA 482 (Senior Recital). All recitals must be heard and approved by a quorum of the music faculty no later than three weeks prior to the scheduled performance. No recitals may be presented after the last official day of classes or during the week of final examinations of the applicable semester.

### Bachelor of Arts

#### **Music 120 credits**

#### **Liberal Studies Requirements 45 hours**

#### **Core Courses 41 hours**

MUA 161	MUA 162	MUA 261	MUA 262	
MUC 110 <sup>1</sup>	MUC 111	MUC 210		
MUP Major Ensemble (4 semesters)				
MUS 104	MUS 112	MUS 114 <sup>1</sup>	MUS 115 <sup>1</sup>	MUS 211
MUS 212	MUS 213	MUS 321	MUS 322	MUS 323
MUS 325 or MUS 333				

<sup>1</sup>Taken for two semesters.

#### **Advisor Approved Electives 15 hours**

#### **Free Electives 19 hours**

### Bachelor of Music

#### **Music-Education**

**120 credits**



**Liberal Studies Requirements****45 hours****Core Courses****83-84 hours**

EDU 202	EDU 302	EDU 304	EDU 484		
	EDU 310				
MUA 161	MUA 162	MUA 261	MUA 361	MUA 362	MUA 461
	MUA 262				
MUC 341	MUC 342	MUC 343	MUC 347		
	MUC 345				
MUE 203	MUE 331	MUE 332	MUE 435		
	MUE 403				
MUP Major Ensemble (6 semesters)					
MUP Ensemble Elective or MUE 348 and MUC 349					
MUS 104	MUS 112	MUS 113	MUS 115	MUS 212	
	MUS 114				
MUS 213	MUS 214	MUS 215	MUS 322	MUS 352	
	MUS 321				

**Restricted Electives****2 hours**

MUP Ensemble electives

**Bachelor of Music****Music-Performance****120 credits****Liberal Studies Requirements****45 hours****Core Courses****41 hours**

MUA 161	MUA 162	MUA 261	MUA 361	MUA 362	MUA 461	MUA 462
	MUA 262					
MUA Minor Applied Piano (5 semesters)						
MUE 403						
MUP Major Ensemble (7 semesters)						
MUS 104	MUS 112	MUS 113	MUS 115	MUS 212	MUS 213	MUS 214
	MUS 114					
MUS 215	MUS 237	MUS 238	MUS 322	MUS 352	MUS 426	MUS 427
	MUS 321					

**Restricted Electives****8 hours**

MUP Ensemble electives

**Free Electives****3-5 hours****Minor****Music****18 credits**

The Minor in Music requires the completion of 18 semester credit hours. These include six hours of music theory (MUS 112, 114); six hours of music history (MUS 321, 322); two hours of class piano and/or minor applied piano (level of entry to be determined by the Piano Placement Examination); two hours of minor applied courses chosen from the MUA 121–422 sequence (level of entry to be determined by audition); and two hours of music ensemble courses. Aural skills courses are not required. Additionally, students pursuing this minor are highly encouraged to select either MUS 323 or MUS 325 as the final upper level IGS course.

Minor applied courses MUA 121-MUA 421 will be offered to music majors who need a minor applied course or declared music minors enrolled in required courses for the music performance.

**Music Industry and Production****18 credits**

MUI 101	MUI 102	MUI 203	MUI 298	MUI 302	MUI 398	MUI 402
MUI 498	MUI 499					

**The Short Term Divisional Certificate in Music and Culture of the African Diaspora**

The 3-course, twelve credit hour Short Term Divisional Certificate in Music and Culture of the African Diaspora provides a solid primer on the origins and backgrounds of music and cultural practices that originated in Africa, and were developed in all regions of the Western world. The program begins with Music and Culture of the African Diaspora-Africa and Spain. This course will provide an introduction to the various music cultures of Africa. Beginning with an overview of the study of music in world cultures, ethnomusicology, we will progress to analyze the role of music in African cultures based on their religious beliefs and practices, technology, traditions, and attitudes towards change and innovation. Through selected readings, audio, video and interactive viewing and listening activities students will experience the historical, sociological and cultural processes through which African musical traditions began, grew and matured and flourished.

Students will then proceed to Music and Culture of the African Diaspora-The Northern Hemisphere, a focused examination of the history and current scholarship of African-American music from the eighteenth through the twentieth century. This includes some of the following: African legacies, slave culture and religion, music in the early black church, folk traditions, spirituals, popular music, various composers, and especially the sociological implications of the development of protest music and its eventual evolution into Empowerment Songs. The course will utilize North American musical forms to explore sociological and artistic parallels, especially as they relate to the ability of a displaced people to use music and related art forms to resist abasement and oppression. This examination will employ Testification Theory as the basis of these explorations

The culminating and final course, Music and Culture of the African Diaspora-The Southern Hemisphere, will explore the richness and diversity of Latin American and Caribbean music, and facilitate an appreciation for the cultural connections arising from their African legacies. The course will utilize Caribbean musical forms to explore sociological and artistic parallels, slave culture and religion, and especially as they relate to the ability of a displaced people to use music and related art forms to resist abasement and oppression. This examination employs Testification Theory as the basis of these explorations.

**The Short Term Certificate in Music Industry and Production**

The Short Term Certificate in Music Industry and Production consists of a minimum of 12 semester credit hours selected from the following components:

**Component 1: Music Industry (6 credit hours)**

MUI 101: Survey of the Music Industry I. A survey of the history and practices of the music industry. Students are introduced to careers and career planning, qualifications and credentials, and trade associations and unions in the music industry. Prerequisite: Consent of instructor. Credit: Three Semester Hours.

MUI 102: Survey of the Music Industry II. A continuation of MUI 101. A survey of the structures, economics, and operations of the recording industry; music publishing and distribution systems; intellectual property; and issues related to live music performance. Prerequisite: MUI 101. Credit: Three Semester Hours.

**Component 2: Music Production (6 credit hours, selected from the following options)**

MUI 203: Music Technology Applications. Practical applications of computer-based music notation and sequencing, music synthesis, digital editing, and sound design. Prerequisite: MUI 102. Credit: Three Semester Hours.

MUI 298: Special Topics in Music Production. An exploration of contemporary topics in music production. May be repeated once for credit for different topic. Prerequisite: Consent of instructor. Credit: Three Semester Hours.

MUI 302: Music Publishing, Copyright, and Licensing. A study of the music publishing and recording industry with emphasis on copyright and related issues through an examination of copyright law, contracts, licensing, catalog development, and foreign publishing. Prerequisite: MUI 102 or consent of instructor. Credit: Three Semester Hours.

MUI 398: Special Topics in Music Production. An exploration of contemporary topics in music production. May be repeated once for credit for different topic. Prerequisite: Consent of instructor. Credit: Three Semester Hours.

MUI 402: Artist Representation, Promotion, and Concert Tour Production. A study of the Methods and practices of artist representation, promotion, and concert tour production. Prerequisite: MUI 302. Credit: Three Semester Hours.

MUI 498: Special Topics in Music Production. An exploration of contemporary topics in music production. May be repeated once for credit for different topic. Prerequisite: Consent of instructor. Credit: Three Semester Hours.

MUI 499: Senior Project in Music Production. Capstone course of the music industry studies elective track of the Bachelor of Arts in Music degree. The student will be involved in all aspects of recording production including artist and music selections; session planning; and digital recording, overdubbing editing, mixing, and mastering during his/her senior year. To successfully complete and pass the course, the senior project must be presented to a Music faculty jury for review. Prerequisite: Consent of instructor. Credit: Three Semester Hours.

## THEATRE

The program in Theatre assists students in their understanding in and appreciation of the fundamental of theater design. Experiences encourages script analyses, research, scene and set design, stage terminology, costume design and preparation.

### Minor

#### **Theatre 18 credits**

A minor in theatre requires the completion of 18 semester credit hours. These include THE 204, THE 250, THE 305, THE380, and THE 408. The remaining three semester credit hours must be selected in consultation with the student's minor advisor. Approval of the area advisor is necessary for the selection of these electives.

## DIVISION OF LITERATURE, LANGUAGES, AND PHILOSOPHY

The study of the Language Arts has always been central to a liberal arts curriculum. The Division of Literature, Languages, and Philosophy offers the bachelor of arts degree in English with tracks in literature, creative writing, or certification in teaching English; a bachelor of arts degree in mass communication/journalism; a bachelor of arts degree in Spanish and minor programs in creative writing, English, foreign languages, journalism, and philosophy.

The English major provides students with a flexible curriculum, designed to provide the training and marketable skills sought by law schools, public relations firms, advertising agencies, and graduate school programs. To that end, the English major develops the writing and textual analysis skills which are crucial to an increasingly information-laden, text-oriented world in which the average employee will change careers at least five times before retirement. Majors complete both a set of core requirements and courses in a track of their choice: literature, creative writing, or English education.

The Division also offers minor programs in English, French, Spanish, Philosophy, Creative Writing, and Journalism. These minor programs are designed to complement the major programs offered by Kentucky State University and to provide students with additional flexibility and breadth of academic training. These minors are particularly useful for those students who wish to be flexible in future career paths, who plan careers in fields requiring diverse skills, and who will be pursuing global careers. Every course offered by the Division emphasizes writing, and students are encouraged to take an active part in classroom discussion. Coursework in foreign languages emphasizes written and spoken communication skills, and faculty make an effort to acquaint students with the complex relationships that exist between literary traditions and the historical and cultural contexts out of which these traditions arise. Coursework in philosophy addresses fundamental questions about the nature and possibility of knowledge, problems of ethics, logical issues, questions about the nature of reality, and issues that arise in the making and criticism of works of art.

### Divisional Attendance Policy

For all classes offered by the Division of Literature, Languages and Philosophy, the Divisional Attendance Policy will be enforced. This policy states that missing more than twenty percent (20%) of the course's total class meetings for any reason is in itself sufficient cause for a student to receive a failing grade in the course. Instructors may adopt other attendance policies at their own discretion as long as these policies are included in the class syllabus and are within the parameters of the University's attendance policy. Instructors will adopt their own policies for lateness and early departure from class and list these policies in the class syllabus.

## ENGLISH

Admission to the program requires formal application and acceptance into the program. After a prospective English major's successful completion of ENG 215 or 211, the applicant (or applicant's advisor) must submit a completed file to the English Major Committee for consideration for admission to the English Major Program.

To apply to be an English Major, you must supply the following materials:

1. Evidence of a minimum GPA of 3.0 in English 101, 102, and 211/215 or a letter of recommendation from your advisor or English instructor;
2. One formally submitted and graded paper from one of your English classes;
3. A letter of application briefly describing yourself and your reasons for wishing to major in English.

Materials should be submitted in a manila envelope, labeled with the applicant's complete name, a current phone number, and the applicant's KSU e-mail address. An applicant may expect written notification of his/her departmental status during the semester of application.

### Student Competencies

To receive a Bachelor of Arts in English or a minor in English, students must be able to:

- express themselves effectively in written English;
- think critically and analytically;
- demonstrate knowledge of literature representing a variety of literary forms, figures, and periods;
- demonstrate knowledge of the fundamentals of literary analysis and criticism;
- demonstrate general knowledge of the history of the English language and linguistic theories, and standard English grammar; and
- Demonstrate knowledge of research techniques and use of the library.

A student who receives below a C in two major classes will have his or her record evaluated by English Major Committee. The English Major Committee can remove any student from the English major whose academic progress in English classes is deemed insufficient or who has been recommended for removal by an English instructor or by the Division Chair due to academic dishonesty (plagiarism).

### English Education

The Division collaborates with the School of Education in the College of Professional Studies to offer a track in English Education. This track prepares students for teacher certification in grades 8-12. The Educator Preparation Program in English has specific admissions requirements and coursework, including serving a semester as a full-time student teacher. Details for this degree program are provided in the School of Education section of this catalog. In addition to the required education courses, the student must complete the courses below and complete ENG 311 in order to fulfill core requirements in writing and language. For admission criteria and procedures as well as specific requirements to receive teacher certification, interested students should consult the *College of Professional Studies/School of Education* chapter of this catalog.

#### Bachelor of Arts

#### English      **120 credits**

#### **Liberal Studies Requirements      43 hours**

#### **Core Courses      36 hours**

ENG 211/215	ENG 214	ENG 313	ENG	322
ENG 323	ENG 324	ENG 325	ENG	409
ENG 411	ENG 413			

*One literary genre course:*

ENG 330

*One language class chosen from the following:*

ENG 311<sup>1</sup>      ENG 315      ENG 317

<sup>1</sup>Mandatory for English with Teaching Certification Track

#### **Track Courses      12 hours**

*Twelve hours in one of the following tracks.*

#### **Creative Writing Track**

*Two of the following:*    ENG 342      ENG 343      ENG 345      ENG 346 and ENG 490 and 499

#### **Professional Writing**

*Three of the following:*

ENG 216    ENG 343      ENG 434      JOU 204      JOU 364  
and  
ENG 499

#### **Literature Track**

ENG 398    ENG 399      ENG 415      ENG 499

#### **English Education Track**

ENG 214    ENG 390    ENG 433    ENG 445  
(See the Curriculum Ladder below for EDU course requirements.)

**Free Electives                      29 hours**

**Minor**

**Creative Writing 18 credits**

The minor in creative writing requires the completion of 18 credit hours by completing: One of the following – ENG 214, ENG 216, or JOU 204; and one of the following – ENG 311, 314, or 317; and ENG 342, 345, 346 and 490.

**Minor**

**English                      21 credits**

A minor in English requires the completion of 21 semester credit hours in the following courses: ENG 214 and 313; one of the following: ENG 311, 314, or 317; either ENG 322 or 323; either ENG 324 or 325; either ENG 411 or 415 and one 300/400 level ENG course.

In addition to the above courses, a teaching minor in English requires the completion of 24 semester credit hours including ENG 390. These requirements are in addition to ENG 101, 102, and 211 or 215.

**MASS COMMUNICATIONS AND JOURNALISM**

The health of a democracy is deeply connected to the health of a free press. Thomas Jefferson thought so highly of the importance of the press' role in guarding the people's rights that he stated: "If I had to choose between a government without a free press and a free press without government, I would choose the latter." From the hey-day of its nationally celebrated civil rights leader and alumnus Whitney M. Young, Jr. to its connections with Kentucky's black owned or operated newspapers and indeed throughout its some 120 years of great achievements and challenges, Kentucky State University's own history has been deeply entwined with the exercise of a free press. All three aspects of Kentucky State's mission – liberal studies, land grant status (especially the mass communications facilities of the land grant program), and its status as an HBCU --, coalesce together in a B.A. program in mass communications and journalism.

Unconditional admission requires the following:

- The student must be in good academic standing with the University;
- The student must have completed with a passing mark (C or above) the prerequisite English courses, namely, ENG 101 and ENG 102;
- The student must have a 3.0 Grade Point Average (4.0 scale) in English courses taken prior to application to the journalism major;
- The student must submit a letter of application articulating his or her interest in journalism.

Students who do not hold the 3.0 GPA in English coursework may be considered for conditional admission, but must receive consent of the journalism faculty and will be placed in a probationary status for the first academic year of coursework in journalism.

The major has three components: 1) a 30 credit hour core of fundamental coursework in basic journalism and mass communication, 2) a 12 credit hour academic track in the student's choice of more advanced coursework options in print journalism, broadcast journalism, or public relations, and 3) a nine credit hour selection of elective courses which offer appropriate, relevant support for the student's choice of a mass communication or journalism concentration:

**Bachelor of Arts**

**Journalism and Mass Communication 120 credits**

**Liberal Studies Requirements                      45 hours**

**Core Courses                      hours**

JOU 204	JOU 210	JOU 215	JOU 305	JOU 322
ENG 361	ENG 362	ENG 364	ENG 365	ENG 366

**Track Courses                      12 hours**

*Twelve hours in one of the following tracks.*

**Broadcast Journalism Track**

JOU 367	JOU 369	JOU 373	JOU 435
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**Print Journalism Track**

JOU 363	JOU 368	JOU 401	JOU 434
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**Public Relations Track**

JOU 370    JOU 371    JOU 375    JOU 436

**Restricted Electives    9 hours***Choose from the following:*

ART 407    HIS 202    JOU 206    JOU 225    JOU 250  
 JOU 251    JOU 252    JOU 253    JOU 302    JOU 308  
 JOU 333    JOU 372    JOU 400    JOU 402    JOU 422    JOU 425  
 BSS 300    POS 160    PUA 305    SPE 200

*or other courses as approved by the Division of LLP Chair and journalism faculty***Free Electives    hours****Minor****Mass Communications and Journalism 21 credits**

A minor in Mass Communication and Journalism require the completion of 21 semester credit hours in the following courses: JOU 204, 215, 305, 361, and 362; a visual communications course - JOU 322 or 364; and one applied communications course from of the following: JOU 363, 366, or 367.

**MODERN FOREIGN LANGUAGES**

Coursework in American Sign Language, French, and Spanish is offered by members of the faculty of the Division of Literature, Languages, and Philosophy. Coursework in foreign languages emphasizes instruction in the fundamentals of syntax, pronunciation, and idiomatic expressions. There is a four-way approach to teaching foreign languages (listening/comprehension, conversing, reading, and writing). Instruction takes place in both the classroom and the foreign language laboratory, where students practice speaking and pronunciation and where they watch video material, films, or documentaries in the foreign language they study. Intermediate and upper-level courses stress the acquisition of communicative skills and cultural or literary information.

Students who pursue a baccalaureate degree are required to complete six semester credit hours of a foreign language (101 and 102 or 171 and 172) as part of the Liberal Studies Requirements, or to demonstrate elementary knowledge in a foreign language by making the necessary score on an AP examination or on a CLEP examination (see Proficiency Examination Programs in *Registration and Academic Records*). Foreign language proficiency examinations are also available to those who seek advanced placement in a foreign language or exemption from the foreign language requirement (see the Catalog subsection on Proficiency Examination Programs). Elementary foreign language courses 101 and 102 or 171 and 172 must be taken in sequence and in the same language.

**Spanish**

To satisfy the requirements for the Bachelor of Arts in Spanish, students must complete a total of 121 semester credit hours including a 36-credit-hour core, nine hours in supporting electives chosen from a specific list of courses in foreign languages, a three-hour support course and 16 credit hours in free electives. A total of 45 semester credit hours at the 300/400 level are required for graduation.

**Bachelor of Arts****Spanish    120 credits****Liberal Studies Requirements    45 hours****Core Courses    36 hours**

SPA 201    SPA 202    SPA 303    SPA 304    SPA 320    SPA 355  
 SPA 398    SPA 399    SPA 401    SPA 402    SPA 424    SPA 499

**Supporting Electives    9 hours***Choose from the following:*

SPA 275    SPA 325    SPA 400    SPA 425  
 SPA 426    SPA 427    SPA 433    FRE 101  
 FRE 102 and  
 ENG 111 or IGS 303

**Free Electives    32 hours**



**Minor****French 18 credits**

The minor in French requires the completion of 18 credit hours beyond the 100-level in the following courses: FRE 201, 202, 311, 312, and either FRE 301 and 302 or FRE 322 and 413.

**Minor****Spanish 18 credits**

The minor in Spanish requires the completion of 18 credit hours beyond the 100-level in the following courses: SPA 201, 202, 303, 304, 401, and 402.

**PHILOSOPHY**

The academic study of philosophy is an important part of a liberal studies institution. Accordingly, Kentucky State University offers a minor in philosophy. While the study of philosophy can benefit any student, the minor is especially recommended for the following kinds of students: (a) students pursuing a pre-law curriculum, (b) prospective pre-health/medical professionals, (c) computer science majors, (d) majors in the humanities, (e) students in the Whitney Young School of Honors and Liberal Studies, (f) students desiring to prepare for and excel in the Integrative Studies (IGS) sequence, and (g) students with interest in careers in theological schools and religious professions.

The philosophy program at Kentucky State University offers courses in a variety of basic and specialized philosophical disciplines. The main thrusts of the program are the development of analytical and critical reasoning skills and a focus upon evaluating arguments for and against important contemporary and classical philosophical proposals.

**Minor****Philosophy 18 credits**

The minor in philosophy requires the completion of 18 credit hours beyond the 100-level in the following courses: PHI 200, 220, 310, and three courses from the following: PHI 330, 350, 390, 410, or 495.

**SPEECH COMMUNICATION**

The Area of Speech Communication seeks to develop an awareness of the methods and techniques necessary for the continual improvement of human communication as a social and professional tool. Courses are designed to help students understand the methods and techniques used by the media systems, to assist students in their understanding and appreciation of cultural heritages, and to help them develop strong and healthy relationships. A minor in Speech Communication requires the completion of 18 semester credit hours in addition to SPE 103 Interpersonal Communication, from the Liberal Studies Requirements.

**Minor****Speech Communication 18 credits**

A minor in speech communication requires the completion of 18 semester credit hours. These include SPE 200, SPE 201, SPE 302, SPE 304, and SPE 315. The remaining three semester credit hours must be selected in consultation with the student's minor advisor.

**DIVISION OF MATHEMATICS AND SCIENCES**

Inquiry into the nature of physical phenomena is among the most persistent of human concerns. During the past century, both the scope and pace of such inquiry have broadened and accelerated, and its influence on our civilization has become pervasive. The discoveries and consequences of scientific inquiry have profoundly affected the human race—both in daily life and in practically all domains of intellectual life. The Division of Mathematics and Sciences believes that an understanding of mathematics and the sciences is an indispensable part of a sound education. Coursework in the Division provides students with instruction that addresses fundamental issues in the broad range of scientific inquiry. The Division seeks to instill in students an appreciation of critical thinking as well as knowledge of specific subjects. Students who decide to major in one of the disciplines of the Division undertake specialized study and research in their selected fields.

The Division offers majors in Biology, Chemistry, and Mathematics. The major in Biology includes four options: General Biology, Biotechnology, Pre-Professional, and Specialization in Biology Education. The major in Mathematics includes three options; Mathematics/Applied (Pre-Engineering), Pure Mathematics, and Specialization in Mathematics Education. Each of the majors leads to a Bachelor of Science degree. A Bachelor of Arts degree in Pure Mathematics is offered. Minors are offered in Biology, Chemistry, Mathematics, and Physics.

A specialization in Biology Education or Mathematics Education prepares students for teacher certification in grades 8-12. The Education Preparation Program in Biology and Mathematics have specific admissions requirements and coursework, including a semester of full-time teaching by the student. Details for this degree program are provided in the School of Education section of this catalogue under the College of Professional Studies. Students in these programs should maintain close contact with their Biology or Mathematics Education advisor in the Division as well as the faculty in the School of Education.

Students majoring in Applied Mathematics/Pre-Engineering pursue a five-year curriculum leading to two degrees: a Bachelor of Science degree in their selected field of engineering from an engineering granting university such as the University of Kentucky and a Bachelor of Science Degree in Mathematics from Kentucky State University. More information about this program may be found in the sub-section describing the Mathematics offerings. Students interested in Pre- Engineering should consult the chairperson of the Division of Mathematics and Sciences or the Pre-Engineering advisors.

The Division offers a curriculum leading to the Bachelor of Science degree in programs related to the health professions. Students interested in medicine, optometry, physical therapy, pharmacy, or other allied health fields should consult the chairperson of the Division of Mathematics and Sciences or the Pre-health professions advisors. The following section of this Catalogue, describing allied health offerings, also contains information relevant to these fields.

NOTE: Students must complete all prerequisite courses in the Division of Mathematics and Sciences with a grade of "C" or better before they may attempt the next course in a course sequence.

### **ALLIED HEALTH AND PRE-HEALTH CAREERS**

Many health careers require graduate degrees earned after completing a baccalaureate degree. The Division offers coursework that prepares students for admission to graduate programs in several allied health fields. Requirements for some health-related graduate programs are described below:

#### **Medicine**

There are allopathic and osteopathic medical schools, and students should appreciate both tracks. To enter one of these schools, students must complete at least one year of biology with laboratory, one year of general chemistry with laboratory, one year of organic chemistry with laboratory, one year of physics with laboratory, one year of college mathematics or one semester of calculus, one year of English, and other courses that will help assure success, such as those in advanced communication skills, logic, or computer science, and psychology. In addition, pre-medicine students are advised to take Cell Biology, Biochemistry, Statistics, Psychology, and Sociology. Content from these additional courses appears on the entry exam for medical school (MCAT – Medical College Admission Test).

Pre-Health Professional academic advisors at Kentucky State University work closely with pre- medical students to ensure that they fulfill all of the requirements for admission to professional schools in a timely manner. Shadowing physicians, volunteer work and summer research work are highly valued for admission. Students will apply through a special website, AMCAS (American Medical College Admission Service) and/or AACOMAS (American Association of Colleges of Osteopathic Medicine Application Service), one year before they desire admission. Students who need more information about a pre-med track should consult the Chairperson of the Division of Mathematics and Sciences or the Pre-Health Professions advisors as early in their academic careers as possible.

#### **Dentistry**

To apply to dental school, students must complete at least two years of biology with laboratory, one year of general chemistry with laboratory, one year of organic chemistry with laboratory, one year of physics with laboratory, one year of college mathematics or one semester of calculus, one year of English, and other courses that will help assure success, such as those in advanced communication skills, logic, or computer science, and psychology.

Pre-Health Professional academic advisors work closely with pre-dental students to ensure that they fulfill all of the requirements for admission to professional schools in a timely manner. Each applicant is required to take the Dental Admission Test (DAT), which is designed to measure general academic ability and scientific knowledge of pre-requisite courses. Shadowing dentists, volunteer work and summer research work are highly valued for admission. Students will apply through a special website, ADEA Associated American Dental Schools Application Service (AADSAS), one year before they desire admission. Students who need more information about the pre-dental track should consult the Chairperson of the Division of Mathematics and Sciences or the Pre-Health Professions advisors as early in their academic careers as possible.

#### **Optometry**

Optometry is the profession of examining the eyes for defects and faults of refraction, and prescribing corrective lenses or exercises. The Commonwealth of Kentucky sponsors a program that enables 15 qualified pre-optometry students who are Kentucky residents to gain admission each year to the Southern College of Optometry in Memphis, Tennessee, and the

optometry schools of Indiana University and the University of Alabama at Birmingham. Eight entering spaces are reserved at Southern, four at Indiana University, and three at the University of Alabama at Birmingham.

Students must complete one year of biology with labs, one year of advanced biology (Human Anatomy and Human Physiology are suggested), Microbiology with lab, one year of general chemistry, one or two semesters of Organic Chemistry with lab (varies by school), Biochemistry, Calculus I, one year of physics with lab, psychology, and statistics. Biochemistry is recommended but not required.

Each applicant is required to take the Optometry Admission Test (OAT), which is designed to measure general academic ability and scientific knowledge of pre-requisite courses. Many schools also require a minimum number of hours in observation of a practicing optometrist. Students will apply through a special website, OptomCAS (Optometry College Application Service), one year before they desire admission.

### Pharmacy

Pharmacy is the profession of providing direct input into overall patient drug management. The pharmacist reviews updated patient medication profiles on a daily basis and is increasingly involved with direct patient care. Pre-pharmacy courses include: two years of biology (general biology, human anatomy, physiology and microbiology), one year of general chemistry with labs, one year of organic chemistry with labs, calculus I (some schools require calculus II as well), statistics, one year of physics with labs, and medical terminology. Economics (most prefer microeconomics), psychology and/or sociology are also required. Biochemistry, cell biology, genetics are recommended as additional courses of value.

Each applicant is required to take the Pharmacy College Admission Test (PCAT), which is designed to measure general academic ability and scientific knowledge of pre-requisite courses. Many schools also require observation of a practicing pharmacist. Students will apply through a special website, PharmCAS (Pharmacy College Application Service), one year before they desire admission. Interested students should maintain close contact with the Division's Pre-Health Professions advisors or the chairperson of the Division of Mathematics and Sciences.

### Physical Therapy

Physical therapy is a profession dealing with the development and administration of programs of care to restore motor function, relieve pain, and prevent disability in individuals whose abilities are threatened by disease, injury, loss of a body part, or conditions existing at birth. A licensed physical therapist requires a doctoral degree (DPT, Doctor of Physical Therapy). In order to be admitted to the doctoral program, the student should complete the following pre-requisites: one year of general chemistry with labs, one year of physics with labs, one year of general biology (can include zoology), human anatomy, physiology, pre-calculus (or higher math), one year of psychology (general and an advanced course – some schools are specific about the advanced psychology course) and statistics.

Additional suggested courses of value include: sociology, exercise physiology, biochemistry, medical terminology, and management courses. In addition, interested students must document 50-100 clock hours of work or volunteer experience directly related to physical therapy. Specific requirements vary by institution, so students should consult the websites of schools that are of interest.

Many schools require that students take the GRE (Graduate Record Exam) as part of the admission process. Students may also be asked to apply through a special website, PTCAS (Physical Therapist Centralized Application Service), one year before they desire admission. Interested students should maintain close contact with the Division's Pre-Health Professions advisors or the chairperson of the Division of Mathematics and Sciences.

### Veterinary Medicine

No colleges or universities in the Commonwealth of Kentucky offer training in veterinary medicine. However, the Kentucky Council on Postsecondary Education administers a Southern Regional Education Board Program in Kentucky through which qualified Kentucky resident students may be accepted to the veterinary medicine schools of Auburn University and Tuskegee University. (At the time of publication of this Catalogue, the Council had contracted for 36 entering spaces annually: 34 at Auburn and two at Tuskegee.)

Students accepted under the regional plan are relieved of the obligation of paying out-of-state fees, and their expenses are identical to those of in-state students. Formal applications must be filed through the Council on Postsecondary Education, which re-views these applications and submits those selected to Auburn or Tuskegee for admission approval. Any student interested in veterinary medicine should have completed 80 semester credit hours of pre-professional training with a minimum grade-point average of 2.5; however, preference is given to those students who have satisfied the requirements for a baccalaureate degree. Interested students should consult the Chairperson of the Division of Mathematics and Sciences or the Pre-Veterinary Professions Advisor for further details and requirements.

**BIOLOGY**

Biology is the scientific study of living systems. The importance of biology in today's world is self-evident. Biology instruction at Kentucky State University provides students with a basic knowledge of the field. The curriculum includes the study of organismal diversity, cell biology, physiology, genetics, evolution, and ecology. Students are encouraged to master basic principles of scientific inquiry while familiarizing themselves with the traditional aspects of a sound liberal education.

The Division of Mathematics and Sciences offers programs leading to the Bachelor of Science degree in Biology with four options: General Biology, Pre-Professional, Biotechnology, and Specialization in Biology Education. Details on the former may be found elsewhere in this Catalogue in the sub-section on the School of Education of the College of Professional Studies section. A minor in Biology is also offered.

**Major in Biology**

The Biology curriculum is well suited for the student who plans to enter the workforce immediately upon graduation or intends to continue his or her course of study in graduate, medical, or dental school. Incoming students who desire to pursue a biology degree option should declare a Pre-Biology major. Once a student has completed BIO 111, CHE 101/110, and MAT 115 with a "C" or better, he may request in writing to the Division of Mathematics and Sciences to convert to a Biology major. Following verification of the successful completion of these courses, the student will be designated as a Biology major. Both Pre-Biology and Biology majors are to be advised by Biology advisors.

**Bachelor of Science****Biology-General Biology****120 credits**

**Liberal Studies Requirements** *Must include BIO 111 and CHE 101/110.*

**45 hours****Core Courses****30 hours**

BIO 115	BIO 210	BIO 212	BIO 302	BIO 303
BIO 307	BIO 316	BIO 401	BIO 408	BIO 410

**Biology Electives** **12 hours**

Choose four 300-400 level biology courses

**Support Courses****24 hours**

CHE 102		CHE 120	CHE 200
MAT 120	MAT 131	PHY 207	PHY 208

**Bachelor of Science****Biology-Pre-Professional** **120 credits**

Students planning to attend medical, dental, pharmacy or veterinary school must replace CHE 200 with CHE 301/310 and 302/320 in the curriculum of the General Biology Option. In addition, the student must take CHE 315/350. Instead of four biology electives at the 300 and 400 level, the pre-professional option requires three. Several other courses may be required for entrance to particular allied health professional schools, but not for the BIO major. Please check with a pre-health professional advisor to make sure these other requirements are completed.

**Bachelor of Science****Biology-Biotechnology****125 credits**

**Liberal Studies Requirements** *Must include BIO 111 and CHE 101/110.*

**45 hours**

**Core Courses****38 hours**

A grade of C or better must be earned in the following courses.

BIO 116 BIO 210 BIO 212 BIO 302 BIO 303 BIO 307 BIO 316 BIO 401  
 BIO 408 BIO 410 BIO 431 BIO 432 BIO 438

**Biology Electives****6 hours**

A grade of C or better must be earned in the following courses.

Choose *two from the following*:

BIO 301 BIO 437 BIO 493 BIO 495

**Supporting Courses****28 hours**

A grade of C or better must be earned in the following courses.

CHE 102 CHE 120 CHE 301 CHE 310  
 CHE 302 CHE 320 MAT 131 PHY 207  
 PHY 208 300/400 level statistics course (BSS/BUA/AQU)

**Bachelor of Science****Biology-Biology Education****128  
credits****Liberal Studies Requirements****45 hours***Must include BIO 111, CHE 101, CHE 110, and MAT 120.***Core Courses****29 hours**

BIO 210 BIO 212 BIO 302 BIO 303 BIO 307 BIO 316  
 BIO 401 BIO 408 and BIO 410

**Biology Electives****3-4 hours****Choose one from**

BIO 301 BIO 304 BIO 305 BIO 308 BIO 309 BIO 315  
 BIO 317 BIO 318 BIO 413 or BIO 495

**Supporting Course****16 hours**

*CHE 101/110, CHE 102/120 ,  
 PHY 207 PHY 208*

**Professional Education  
Courses****36 hours**

EDU 202 EDU 203 EDU 303 EDU  
 EDU 302 EDU 304  
 EDU 310 EDU 413 EDU 454  
 EDU 445

Refer to the *College of Professional Studies* chapter – School of Education for specific admission and course requirements and further information about the Educator Preparation Program. Students should maintain close contact with the Biology Education advisor in the Division of Mathematics and Sciences, as well as the faculty in the School of Education.

**Minor****Biology 21 credits**

A minor in biology requires the completion of a minimum of 21 semester credit hours in Biology. A student pursuing a minor in Biology will be required to successfully complete BIO 111, 210, and 212. Additional courses are chosen from the remaining core requirements (BIO 302, 303, 307, 316, 408). One course may be selected from the biology electives to complete the required 21 semester credit hours. BIO 401 and 410 can be taken, but they cannot be used as part of the required 21 semester credit hours for a minor in Biology.

## CHEMISTRY

The science of chemistry is concerned with the structure, composition, and reactions of matter. Chemistry instruction at the University is designed to familiarize the student with current views of these concepts. The relevance of chemistry is readily apparent, for the universe and the life forms it contains are chemical systems undergoing specific chemical reactions. To understand the universe and ourselves, it is necessary to understand the laws governing these chemical systems. A deeper knowledge of chemistry is necessary to solve many of humanity's problems: feeding the hungry, healing the sick, and finding better living conditions in general. Coursework in chemistry at Kentucky State University considers both experimental and theoretical topics and emphasizes their interdependence. A minimum of 120 semester credit hours is required to earn the Bachelor of Science degree in Chemistry. A minor in chemistry is also offered.

### Bachelor of Science

#### **Chemistry 120 credits**

#### **Liberal Studies Requirements 45 hours**

*Must include BIO 111 and CHE 101.*

#### **Core Courses hours**

A grade of C or better must be earned in the following courses.

CHE 101	CHE 110	CHE 102	CHE 120	CHE 301	CHE 310
CHE 302	CHE 320	CHE 303	CHE 407	CHE 409	CHE 412
CHE 414	CHE 401 or CHE 402 (BIO 401 may substitute for CHE 402)				

#### **Supporting Courses 37 hours**

A grade of C or better must be earned in the following courses.

MAT 131 MAT 132

One additional MAT course above MAT 132

One 300/400-level natural science (CHE, AQU, ENV) elective

And either PHY 211 and PHY 212 or PHY 207 and PHY 208

*Calculus-based physics is preferred for graduate study in chemistry.*

Support courses and electives should be carefully chosen to meet the minimum of 42 semester credit hours of 300/400-level courses required for graduation. The major requirements satisfy the natural sciences requirements for the Liberal Studies General Core, as well as the math requirement.

### Minor

#### **Chemistry 19 credits**

A minor in chemistry requires the completion of 19 semester credit hours. Specific course requirements include CHE 101/110, 102/120, 301/310, and 302/320; the remaining three semester credit hours must be selected from CHE 303, 315/350, 407, and 412.

## MATHEMATICS AND PHYSICS

Knowledge of mathematical facts and procedures is indispensable to a satisfactory understanding of every field of science. This is true for both the physical and biological sciences, and even the humanities are influenced by the traditions of mathematical knowledge. Mathematical skills and processes are central to the development and practice of critical thought and expression. Physics is the science that seeks to employ mathematics to explain the universe and its phenomena. Courses in mathematics and physics at Kentucky State University are designed to integrate theoretical and practical topics.

The Division of Mathematics and Sciences offers a Mathematics degree with three options: Pure Mathematics, Applied Mathematics/ Pre- Engineering, and Specialization in Mathematics Education. Minors in Mathematics and Physics are also offered. Incoming students who desire to pursue a mathematics degree option should declare a Pre- Mathematics major. Once a student has completed MAT 120 with a grade of "C" or better, he or she may request in writing to the Division of Mathematics and Sciences to convert to a Mathematics major. Both Pre-Mathematics and Mathematics majors are to be advised by Mathematics advisors.



**Bachelor of Science****Mathematics-Pure Mathematics 120 credits****Liberal Studies Requirements 45 hours**

*Must include MAT 131 and PHY 211. Honors students must take MAT 131, PHY 211, and MAT 304 in place of HON 122 and HON 221.*

**Core Courses 27 hours**

A grade of C or better must be earned in the following courses.

MAT 132	MAT 231	MAT 232	MAT 300	MAT 307
MAT 401	MAT 403	MAT 460	MAT 402 or MAT 404	

And four additional upper-division MAT courses approved by the mathematics faculty

*Note: On the basis of placement test scores, students may also be required to complete MAT 115, or MAT 120.*

**Support Courses 8 hours**

A grade of C or better must be earned in the following courses.

COS 108	PHY 211	PHY 212
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**Other degree requirements**

The comprehensive exit assessment is completion of MAT 460 with a grade of C or better.

**BA in Mathematics-Pure****Mathematics-Pure Mathematics 120 credits****Liberal Studies Requirements 43 hours**

*Must include MAT 131.*

**Core Courses 27 hours**

A grade of C or better must be earned in the following courses.

MAT 132	MAT 231	MAT 232	MAT 300	MAT 307	MAT 321
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**Concentration**

MAT 333	MAT 401	MAT 402	MAT 403	MAT 460	MAT 300+ elective
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**Bachelor of Science****Mathematics-Mathematics Education 120 credits****Liberal Studies Requirements 45 hours**

*Must include MAT 111 and PHY 211.*

**Core Courses 33 hours**

MAT 132	MAT 231	MAT 300	MAT 307	MAT 312
MAT 326	MAT 401	COS 108	COS 310	

**Professional Education Courses 36 hours**

EDU 202	EDU 203	EDU 302	EDU 303	EDU 304
EDU 310	EDU 411	EDU 454	EDU 494	

Refer to the *College of Professional Studies* chapter – School of Education for specific admission and course requirements and further information about the Educator Preparation Program. Students should maintain close contact with the mathematics education advisor in the Division of Mathematics and Sciences, as well as the faculty in the School of Education.

**Bachelor of Science****Mathematics/Applied: Pre-Engineering 120 credits**

Students in this double degree program attend Kentucky State University for three years of study in the pre-engineering area of their choice, and then transfers to an engineering granting university such as the University of Kentucky. Upon successful completion of the KSU Math/Applied: Pre-Engineering degree requirements, students are awarded the Bachelor of Science degree in Mathematics by Kentucky State University. Students are awarded the Bachelor of Science degree in their selected field of engineering by the engineering degree granting university after completing that institution's degree requirement.

**Liberal Studies Requirements      45 hours**

*Must include MAT 131, PHY 211 and PHY 212.*

**Core Courses                      27 hours**

A grade of C or better must be earned in the following courses.

MAT 132              MAT 231              MAT 232              Choose one course from MAT 315, MAT 321, or MAT 333  
PHY 311, PHY 320, PHY 350, PHY 390

*Note: On the basis of placement test scores, students may also be required to complete MAT 115, or MAT 120.*

**Support Courses                  16 hours**

A grade of C or better must be earned in the following courses.

COS 108              COS 109              CHE 101/110              CHE 102/120

**Pre-Chemical Engineering****Core Courses                      27 hours**

MAT 132              MAT 231              MAT 232              Choose one course from MAT 315, MAT 321, or MAT 333  
CHE 301/310, CHE 302/320, CHE 407 and CHE 409

Students interested in engineering should note that, due to possible changes in the engineering Accreditation standards and possible curriculum changes at the University of Kentucky, some courses in the curriculum may change periodically. It is essential that students interested in engineering maintain close contact with the Pre-engineering advisors in the Division of Mathematics and Sciences.

**Minor****Minor in Mathematics**

A minor in Mathematics requires the completion of 19 semester credit hours. Specific course requirements include MAT 131, 132, 231; and the remaining 6 semester credit hours must be selected from upper-division mathematics courses approved by the mathematics faculty.

**Minor in Physics**

A minor in Physics requires the completion of at least 19 semester credit hours. Specific course requirements include: PHY 211 and PHY 212. With approval of mathematics/physics area faculty, students may choose any 300-level physics or closely related discipline courses to complete the minor.

## WHITNEY YOUNG CENTER FOR GLOBAL LEADERSHIP

The Whitney Young Center for Global Leadership (WYC) is designed as the university's vehicle for innovative academic programs, extra and co-curricular activities and experiential learning that supports KSU's historic legacy embodied in the motto "Enter to Learn, Go Out to Serve".

The Center's name upholds the legacy of Kentucky native and KSU's most renowned alumnus Whitney M. Young, Jr. Young's statesmanship, negotiation skills, and commitment to justice are an exemplar of global leadership. KSU students are well-served by emulating Young's model of service to humankind. The vision and mission of the Whitney Young Center for Global Leadership is to prepare motivated and high-achieving undergraduates to meet 21st century challenges. Whitney Young scholars will participate in learning experiences that promote intellectual growth, cultural competency, professional and leadership development, ethical civic participation and lifelong global engagement.

The Whitney Young Center for Global Leadership (WYC) houses the Kentucky State University Honors Academy. The Honors Core is a reciprocal, challenging alternative to the General Education Core. The Honors Academy curriculum consists of 4 (four) required Seminar courses, 4 (four) Preceptorials, and a 2 (two) credit hours of Honors Orientation. Whitney Young Scholars who have completed the Honors Core are required to complete a 1 (one) — 3 (three) credit Signature Project. In the student's senior year of declared major coursework, Honors core students will complete a 1 (one) — 3 (three) credit hour Honors Signature Project (capstone course) under the joint direction of their Honors Academy advisor and their Major advisor.

Honors Core students are also required to take 6 credit hours of foreign language as presented and delivered by the university's General Education Core course offerings. Inclusive of the 6 (six) required credits in foreign language, the total Honors core consists of 37 credit hours and is reciprocal to Kentucky State University's existing General Education Core (Liberal Studies Requirements).

Honors Academy curriculum also offers elective courses, such as Special Topics and Study Abroad courses at the 300 and 400 level. The WYC also offers an Honors Global Leadership Certificate – 12 credit hours via the following completion options:

Completion of the 3 Honors Seminars

Completion of 2 Honors Seminars and 1 Honors Special Topics courses

Completion of 12 credit hours of General Education courses with Honors Designation

Honors class sizes range from 10 to 15 students. Whitney Young Scholars take part in all activities of the University, such as social and academic clubs, student government, choir, band, and intramural/intercollegiate athletics. Students have an opportunity to put the leadership skills that they learn in classes to practical use by serving on the Whitney Young Student Council. The Council was originally created by student initiative and organizes service and social events and acts as a forum for student suggestions and concerns.

### **Honors Core**

Whitney Young Scholars pursue a sequence of freshman and sophomore courses. The honors core is open to qualified students of all majors. Depending on their major, honors students will fulfill all or most of their liberal studies requirements in the honors core.

### **Honors Core for Most Majors**

Students in majors other than natural science, engineering, mathematics, and nursing by virtue of taking the entire honors core (37 semester credit hours) fulfill all liberal studies requirements.

### **Honors Core Curriculum**

*The following Honors Core Curriculum fulfills the University Liberal Studies Requirements for all majors other than those in engineering, mathematics, natural science (excluding biology), or nursing.*

## INTERNATIONAL STUDIES

Students at Kentucky State University must be prepared to participate and compete in our increasingly globally connected world. Thus, they need to be exposed to an international curriculum that enables them to interact in, understand, and appreciate cultures other than their own.

### Minor

#### **International Studies 18 credits**

A minor in International Studies requires the completion of 18 semester credit hours. Required courses for the minor include either Introduction to Geography (GEO 102) or Seminar in Africana Studies (ASP 202). The remaining 15 semester hours for the minor are carefully selected from a list of approved courses emphasizing an international perspective. The following is a list of approved courses: AFE 117, AQU 408, AQU 422, ART 300, ART 303, ART 308, ASP 102, ASP 202, ASP 301, ASP 302, ASP 305, ASP 306, ASP 466, ASP 488, ASP 499, BIO 319, BIO 422, BIO 435, CIT 355, CIT 370, COS 303, ECO 329, ECO 425, FIN 470, FRE 301, FRE 304, FRE 311, FRE 312, FRE 413, GEO 102, GEO 212, HIS 331, HIS 332, HIS 333, HIS 341, HIS 342, HIS 365, HIS 366, HIS 424, IGS 301, IGS 302, IGS 303, IGS 305, LST 352, LST 491, MGT 470, MGT 490, MKT 470, MUS 333, POS 311, POS 361, POS 363, POS 462, POS 464, ; PUA 304, PUA 404, SOC 303, SOC 304, SPA 320, SPA 383, SPA 398, SPA 401, SPA 402, SPA 425, SPA 426, SPA 427, SPA 499, SPE 302. Study abroad electives can be accepted for credit toward the minor upon the discretion of the International Studies Minor Coordinator.

## AFRICANA STUDIES

The Bachelor of Arts in Africana Studies (ASP) offers an interdisciplinary and multicultural approach to understanding and analyzing the contributions, concerns, and conditions of African and African-diasporic peoples. Africana Studies is the intellectual inquiry and study of people of African descent. The discipline of Africana Studies increases respect for humanities education as students strengthen their insight into the connectedness of the human experience while accepting responsibility as stewards of their own legacy. Additionally, students learn to identify historic and contemporary trends that characterize disadvantaged communities, create disparity and dictate policy. This goal is achieved through self-assessment instruction and practical application via participation in local, national and international field experiences in diasporic and/or underserved communities. This undergraduate interdisciplinary degree prepares students for graduate and professional studies and relevant employment opportunities in government, especially in the State Department foreign and domestic missions or in industry as human resource and diversity specialists.

### Bachelor of Arts

#### **Africana Studies 120 credits**

**Liberal Studies Requirements 45 hours**

**Core Courses 39 hours**

ASP 101	ASP 102	ASP 201	ASP 202	ASP 301	ASP 302
ASP 303	ASP 305	ASP 306	ASP 466	ASP 489 <sup>1</sup>	ASP 499

**Required Support Courses 18 hours** ENG 409 GEO 312 HIS 365 or HIS 366 POS 462 or PUA 304 SOC 304 SPE 302

**Free Electives 18 hours**

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## Chapter 9

# COLLEGE of BUSINESS and COMPUTER SCIENCE

### Academic Units

- School of Business
- Computer Science

The **College of Business and Computer Science** is committed to providing a dynamic and stimulating learning environment where a combination of best practices in instruction, research and laboratory work prepares students for the global workforce. The College offers programs leading to bachelors and master's degrees in business administration and in computer science. Both the undergraduate and graduate programs educate students to become professionals who are able to adapt to societal change, communicate effectively, and become positive change agents.

#### **Mission**

The mission of the College of Business and Computer Science is to provide quality undergraduate education in business administration or computer science and to produce graduates who are well prepared to practice in their field of study and/or to pursue advanced education.

#### **General Objectives**

The primary objectives of the College are:

- To maintain and continually strive to improve the quality of instruction in all academic areas.
- To prepare students to enter professional careers in the public and private sectors or to continue their education beyond the baccalaureate level in professional or graduate school.
- To prepare students with critical thinking, decision-making, teamwork, ethical leadership and personal skills necessary to make strategic impact on organization and the society.

#### **Organization of the College**

The College of Business and Computer Science is an academic unit of Kentucky State University administered by the dean of the University. It is organized into two academic units: the Division of Computer Science and the School of Business.

#### **Graduate Study Opportunities**

The College also offers a program leading to the Master of Business Administration degree and the Master of Science in Computer Science Technology. These programs are discussed in more detail in the *Graduate Programs* chapter of this catalog.

### SCHOOL OF BUSINESS

#### **Mission**

The mission of the Kentucky State University School of Business is to provide an enriching and high quality business education program in a liberal arts academic environment that promotes the intellectual, ethical, and social growth of its students. The School acknowledges, values, and responds to the diverse backgrounds and abilities of its students. Student learning through teaching excellence is the highest priority of the school. The faculty in the School of Business is committed to continual intellectual contributions and professional growth, which support improvement in teaching. Faculty engage in professional and community service and other activities that promote the University, the community, and their profession.

#### **Objectives**

The overall objectives of the School of Business are categorized into three areas: teaching, intellectual contributions, and service. Specific objectives in each area are as follows:

#### **Teaching**

- Focus on enhancing students' communication and problem-solving skills and encouraging them to think both critically and creatively.
- Integrate technology into curriculum development and instruction delivery.
- Encourage teamwork and the appreciation of diversity in group settings.
- Offer curriculum that reflects the latest developments in business.

### Intellectual Contributions

- Commit to the intellectual development of both students and faculty.
- Encourage faculty to engage in research activities.

### Service

Serve the College of Business and Computer Science; the University; the business community; academic and other professional organizations; and the local, state, national, and international communities.

### Degree Programs

The School of Business offers undergraduate and graduate degree programs. The School of Business Administration programs (B.A. and MBA) provide knowledge and skills that can be directly utilized by business professionals in both the private and public sectors. The undergraduate programs lead to a baccalaureate degree in business administration with specialization options in accounting, finance, general business, management, management information systems (MIS), and marketing. Minors are offered in the fields of accounting, economics, finance, management, and marketing. The School of Business offers two programs (Regular MBA Program and a Five-Year Undergraduate/Graduate Program) leading to the Master of Business Administration (MBA) degree. The MBA degree programs allow specialization in the areas of accounting, finance, management, marketing and aquaculture (in collaboration with the Division of Aquaculture). Elective course work may be chosen from other graduate programs at KSU subject to prior documented approval of the MBA coordinator.

### Accreditation

The baccalaureate degree programs offered by the School of Business are accredited by the Association of Collegiate Business Schools and Programs (ACBSP). The School of Business is a member of the Association to Advance Collegiate Schools of Business (AACSB).

### Experiential Education

Students are provided the opportunity to participate in experiential educational programs either as a cooperative, or in an internship work endeavor. Students are assigned individual advisors/mentors to guide them through the general business curriculum and to assist them in fulfilling their career goals and objectives. The School of Business, in partnership with regional businesses and state government, offers dynamic internships, where students gain invaluable real-world experiences while earning college credits.

### School of Business Liberal Studies Requirements

Students majoring in business complete a different set of liberal studies requirements than other students within the University. These courses satisfy the minimum general education core as prescribed by the State of Kentucky Council on Postsecondary Education. Students completing the business common professional component will possess the broad skills necessary to pursue effectively their chosen specialization. The component provides a solid background in an organization's environment and operations and provides the analytical tools needed for problem-solving and decision-making.

Students should be able to:

- Understand the environment and operations of an organization,
- apply business-related analytical tools,
- Apply professional and personal self-management skills.

The University requirements for the liberal studies general core and integrative studies for students majoring in business total 51 semester hours and are listed below.

ACC 201 Principles of Accounting I	BUA 380 Leadership and Ethics
ACC 202 Principles of Accounting II	BUA 402 Senior Seminar
BUA 101 Computer Applications in Business	ECO 202 Principles of Economics II
BUA 102 Leadership and Development I	ECO 321 Quantitative Methods of Decision Making
BUA 202 Leadership and Development II	FIN 305 Personal Finance
BUA 204 Business Communications	FIN 330 Corporate Finance or MGT 301 Principles of Management
ENG 216 Technical Writing	MGT 490 Strategic Management
BUA 320 Business Statistics	MIS 300 Management Information Systems
BUA 321 Legal Environment	MKT 301 Principles of Marketing
BUA 370 Global Business Issues	And an advised elective*

\*Note that the advised elective should be a level 300 course or higher, selected from these prefixes: ACC, BUA, ECO, MGT, MIS, MKT, or PSY 402. The only exceptions are ENG 103 and MAT 125, which is strongly recommended as a professional elective for students planning to enter a business graduate program. MAT 125 is a required course for the Five-Year MBA program.

### BUSINESS ADMINISTRATION



### **Accounting Track**

The Business Administration program with a specialization in Accounting prepares students for exciting careers in accounting and also helps to prepare students to sit for the Uniform Certified Public Accountant (CPA) Examination. The Accounting program provides students with the knowledge and decision-making skills necessary for success in a dynamic and complex global economy. The curriculum's strong liberal studies component, highly valued by the business community, provides students with a firm foundation for their future careers and lifelong learning.

#### **Mission**

Graduates in the accounting specialization area will possess the knowledge and skills necessary for a professional accounting position in public accounting, industry, and government in an ever-changing, globally competitive business environment. This program also provides a solid background for students who may want to pursue graduate work in accounting or related areas. Graduates should be able to:

- Understand and apply principles and practices in the major functional areas of accounting;
- Demonstrate analytical, problem-solving, decision-making, communication, and information technology skills.

#### **Career Opportunities**

Students will have career opportunities in public accounting, industry, and at all levels of government. The program also prepares students for graduate degree opportunities, such as Masters of Business Administration (M.B.A.) and Ph.D. with a major in accounting or other management disciplines.

### **Bachelor of Science**

#### **Business Administration-Accounting**

**120 credits**

**Liberal Studies Requirements** 45 hours

**Business Common Professional Core Courses** 51 hours

**Accounting Courses** 24 hours

ACC 301 ACC 302 ACC 303 ACC 308 ACC 324

ACC 403 ACC 462 Professional Elective (3 hours)

*Professional elective may be an internship or international experience in business or any ACC 300-level course or higher.*

### **General Business Track**

The Business Administration program with a specialization in General Business is designed to provide students a broad scope of various areas of business so that students can develop an understanding and appreciation of the business world and its relationship to the global economy and society.

#### **Mission**

This program provides a broad business background for those interested in conceiving, initiating and developing new business ventures. Graduates would develop the analytical, writing, speaking and observation skills along with the confidence to become small business owners, entrepreneurs and consultants. The curriculum also has enough elective hours for students who may be interested in double majors (specialization). Graduates should be able to:

- Understand the industrial, national, and global environments in which a business operates;
- Analyze a wide variety of business situations and make appropriate decisions;
- Gather information from a variety of sources, integrate the information, and communicate the results to appropriate other people and groups.

#### **Career Opportunities**

Students who successfully complete the general business specialization have the choice of careers in business, industry, government, non-profit organizations, and entrepreneurial ventures. The curriculum also provides a sound background for graduate study in business and related areas.

### **Bachelor of Science**

#### **Business Administration-General Business**

**120 credits**

**Liberal Studies Requirements** 45 hours

**Business Common Professional Core Courses** 51 hours

**General Business Courses** 24 hours

ECO 329      MGT 433      MGT 465      Professional Electives (15 hours)

*Professional electives may be an internship or international experience in business or a 300-level course or higher selected from these prefixes: ACC, BUA, ECO, FIN, MGT, MIS, or MKT.*

**Management Track**

The Business Administration program with a specialization in Management is designed to provide students the necessary basic understanding of management and the managerial role.

**Mission**

Graduates in the management specialization area will possess knowledge and skills necessary to fill professional management positions in corporate, government, or small business in an ever-changing, globally competitive business environment. This program also provides a solid background for students who may want to pursue graduate work in management or related areas. Graduates should be able to:

- Work effectively with others and lead others in a common mission.
- Demonstrate analytical, problem-solving, decision-making, communication, quantitative, and information technology skills.

**Career Opportunities**

Students who successfully complete the management specialization have the choice of immediately beginning with a professional career, entrepreneurial ventures or continuing with graduate study. Professional careers beginning at the management-trainee or entry level may be pursued in the private or public sectors as well as in the profit or not-for-profit organizations. In the case of graduate study, students may elect a general degree program, such as the Master of Business Administration (M.B.A.), leading to an advanced degree, and the Ph.D. or D.B.A. with a major in management or other business disciplines.

**Bachelor of Science****Business Administration-Management 120 credits****Liberal Studies Requirements      45 hours****Business Common Professional Core Courses      51 hours****Management Courses      24 hours**

MGT 352      MGT 355      MGT 433      MGT 460      MGT 465

One MGT 300-level course (3 hours) Professional  
Elective (3 hours)

*Professional electives may be an internship or international experience in business or a 300-level course or higher selected from these prefixes: ACC, BUA, ECO, FIN, MGT, MIS, or MKT.*

**Marketing Track**

The Marketing curriculum provides a specialization of study for students planning careers in marketing research, advertising, retailing, or sales management.

**Mission**

Graduates in the marketing specialization will possess the communication, analytical, and problem solving skills required for filling professional marketing positions in corporate, government, or small business organizations in an ever-changing, and globally competitive business environment. This program also provides a solid background for students who may want to pursue graduate work in business or related areas. Graduates should be able to:

- Understand basic marketing principles and apply them effectively in their professional lives;
- Design and manage programs that create and deliver the organization's products and services to its various markets; and
- Demonstrate analytical, problem-solving, decision-making, communication, quantitative and information technology skills.

**Career Opportunities**

Students who successfully complete the marketing track may either join the workforce immediately upon graduation or pursue a graduate degree. Career marketing opportunities include positions at management-trainee level in corporate marketing, sales, account management, distribution management, and advertising. Graduate degree opportunities include the M.B.A. (Masters of Business Administration) and the Ph.D. with a major in marketing or other management disciplines.

**Bachelor of Science****Business Administration-Marketing      120 credits**

**Liberal Studies Requirements      45 hours****Business Common Professional Core Courses      51 hours****Management and Marketing Courses      24 hours**

MGT 352	MKT 310	MKT 315	MKT 320	MKT 325
MKT 430	MKT 440	MKT 490		

**Minor****Accounting    18 credits**

Students electing a minor in accounting should complete the following course sequence: ACC 201, 202, 301, 302; ECO 202 and one ACC elective, excluding ACC 300.

**Minor****Business (non-majors only)      24 credits**

Students electing a minor in business should complete the following course sequence: ACC 201, 202; BUA 101, 204 or ENG 216; ECO 202<sup>1</sup>; MGT 301 and MKT 301.

<sup>1</sup>Students should enroll in ECO 201 instead of ECO 200 as part of the Liberal Studies Requirements.

**Minor****Economics    18 credits**

Students electing a minor in economics should complete the following course sequence: BUA 320; ECO 202, 301, 302; and six hours of 300/400-level professional ECO or FIN electives.

**Minor****Management      21 credits**

Students electing a minor in management should complete the following course sequence: ACC 201, 202; ECO 202; MGT 301, 433, 460; and PSY 402 or any MGT elective.

**Minor****Marketing      21 credits**

Students electing a minor in marketing should complete the following course sequence: ACC 201, 202; ECO 202; MKT 301, 320, 440, and 490.

## **DIVISION OF COMPUTER SCIENCE**

Due to the tremendous growth in the technological sector, the need for graduates with marketable computer skills has grown exponentially. The major goal the Division of Computer Science is to provide students with the advanced conceptual framework and technical expertise required to succeed in these new ever-changing markets. Computer science students may pursue degrees at the baccalaureate level as well as the master's level. Graduates enjoy abundant career opportunities in professional markets such as business, industry, government, education, the military, and many others. Our programs instill the skills and knowledge to enter or advance in the workforce, and lead our graduates into becoming life-long learners. For more information, email [compsci@kysu.edu](mailto:compsci@kysu.edu) or call 502-597-6708.

### **Degree Programs**

The computer science program offers courses leading to a Bachelor of Science in Digital Gaming, Entertainment, and Simulation, a Bachelor of Science in Computer Science, and a Master of Science in Computer Science Technology. Students pursuing the bachelor's degree in computer science select an academic track from computer information security, computer information systems, game development, mathematics, or network engineering. Courses in these options focus on computer programming, hardware organization, systems design and analysis, databases, algorithmic development, computer networks and telecommunications, computer security, network security, data storage, data mining, computer graphics, game design and development, and information processing. The M.S. in Computer Science Technology has two academic concentrations to choose from: cyber security and information engineering.

### **Baccalaureate Degrees**

Students pursuing either bachelor's degree, study a range of courses designed to prepare them for careers in business and industry as systems designers, system analysts, computer security experts, database or network professionals, or game designers or to prepare them for advanced study in graduate schools. Students will learn skills in programming, systems, information security, databases, game programming, and networking components. The baccalaureate degree program in computer science is modeled in accordance with guidelines established by the Accreditation Board for Engineering and Technology (ABET).

### **Master's Degree**

The Master of Science in Computer Science Technology Program offers students the opportunity to combine a sound foundation and a professionally-oriented computer science education with the applied and in-demand skills necessary for today's careers in technology. The program is designed to be flexible enough to accommodate the needs of students who have completed an undergraduate degree in computer science and want to further their studies and those with degrees in areas other than computer science, who seek to broaden their education in the discipline. All of our graduate classes are offered in the evenings or online. See *Graduate Programs* for program information.

### **Bachelor of Arts**

#### **Information Technology in Computer Science**

**Liberal Studies Requirements 41 hours, not including COS 303**

**Core Courses 44 hours**

COS 107	COS 108	COS 109	COS 200	COS 281	COS 300	COS	303
COS 332	COS 410	COS 470	COS/CIT 200+ level elective (6 hours)			COS/CIT	300/400+
elective (6 hours)		ENG 216					

**32 hours Free Electives (21 credit hours at the 300/400 level)**

### **Bachelor of Science**

#### **Digital Gaming, Entertainment, and Simulation 120 credits**

**Liberal Studies Requirements 45 hours**

**Business Common Professional Core Courses 51 hours**

**Core Courses hours**

COS 107	COS 108	COS 109	COS 275
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COS 301      COS 302      COS 340      COS 470

Track Courses	hours
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ART 110	ART 112				
COS 375	COS 385	COS 460	COS 475	COS 476	COS 490 or COS 495
CIT 255 DGE 300	DGE 380				
COS/DGE 300-level electives (3 hours)					
COS/DGE 200-level electives (2 hours)					

**Digital Gaming, Entertainment, and Simulation Bachelor of Science**  
**Computer Science-Computer Information Security 120 credits**

**Liberal Studies Requirements      45 hours**

**Business Common Professional Core Courses      51 hours**

Core Courses	hours
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COS 107	COS 108	COS 109	COS 275
COS 301	COS 302	COS 340	COS 470

Track Courses	hours
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COS 200	COS 281	COS 300	COS 310	COS 332	COS 334
COS 364	COS 410	COS 435	COS 484	COS 495	
COS 300-level electives (6 hours)					

**Bachelor of Science**  
**Computer Science-Computer Information Systems 120 credits**

**Liberal Studies Requirements      45 hours**

**Business Common Professional Core Courses      51 hours**

Core Courses	hours
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COS 107 108	COS	COS 109	COS 275
COS 301 302	COS	COS 340	COS 470

Track Courses	hours
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ACT 201	BUA	ECO 321	COS 200 281	COS	COS 300
COS 310 364	COS	COS 410	COS 490 or COS 495		
COS 464 or CIT 370 or COS 300-level electives (6 hours)		MIS 300			

**Bachelor of Science**  
**Computer Science-Game Development 120 credits**

**Liberal Studies Requirements      45 hours**

**Business Common Professional Core Courses**      **51 hours**

Core Courses	hours
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COS 107	COS 108	COS 109	COS 275	
COS 301	COS 302	COS 340	COS 470	
<b>Track Courses</b>		<b>hours</b>		
COS 200	COS 281	COS 300	COS 310	COS 375
COS 385	COS 410	COS 475	COS 495	
DGE 300				
COS/DGE 300-level electives (6 hours)				

## Bachelor of Science

### **Computer Science-Mathematics 120 credits**

**Liberal Studies Requirements 45 hours**

**Business Common Professional Core Courses 51 hours**

**Core Courses** **hours**

COS 107	COS	COS 109	COS 275
108			
COS 301	COS	COS 340	COS 470
302			

**Track Courses** **hours**

COS 200	COS	COS 300	COS 310	COS 410
281				
COS 490 or COS 495				
MAT 120	MAT	MAT 132	MAT 321	
131				
COS/MAT 300-level electives (6 hours)				
Natural science electives (6 hours)				

## Minor

### **Computer Science 21 credits**

Students desiring to minor in computer science must complete 21 semester credit hours. Specific course requirements include COS 101, 108, 109, 301, 310, 340, and three credit hours of advised electives.

## Minor

### **Computer Information Systems 18-19 credits**

Students desiring to minor in computer information systems must complete 18-19 semester credit hours. Specific course requirements include COS 101 or 108, 200, 300, 364, 410, and 464.

## Minor

### **Computer Gaming 20-21 credits**

Students desiring to minor in computer gaming must complete 20-21 semester credit hours. Specific course requirements include COS 101 or 108, 275, 300, 375, 385 and 475.

### **Network Associate Certificate**

The Network Associate Certificate is for students wishing to work in the field of information technology as a network professional. To be admitted, a student must hold a CCNA certification or have passed the CCNA 1, CCNA 2, CCNA 3, and CCNA 4 courses. A student must complete a 9 hour block of courses including CIT 311 (Advanced Routing), CIT 312 (Advanced LAN Switching), and CIT 412 (Optimizing Converged Networks). These courses are available online and will provide an educational opportunity for non-traditional students who work or are extended geographically.



## Chapter 10

**COLLEGE of PROFESSIONAL STUDIES**

Dean  
424 Hathaway Hall  
502-597-6708

**Academic Units**

- School of Education
- School of Nursing
- School of Public Administration, Social Work and Criminal Justice

The College of Professional Studies at Kentucky State University offers undergraduate programs that prepare students to combine their broad liberal backgrounds with specialized training that applies both in their everyday lives and in their social – service careers. The college offers coursework leading to baccalaureate degrees in the fields of applied human sciences, criminal justice, education, physical education, public administration, and social work. The college also offers master's degrees in business administrations, public administration and special education; and a doctorate in nursing practice.

Kentucky State University is a state-approved and nationally accredited Educator Preparation Provider (EPP), offering eight undergraduate and one graduate Teacher Education Programs (TEPs). Four of the TEPs are housed in the School of Education, and five are housed in other divisions at KSU. Information that pertains to all TEPs as well as specific information about Elementary Education, Interdisciplinary Early Childhood Education, and Physical Education and Health are provided in this section. Specific academic requirements for programs housed outside the School of Education are provided in the catalog sections pertaining to those divisions. In addition to TEPs, the School of Education offers two programs that are not affiliated with careers in education. The Child Development and Family Relations program prepares graduates for professional careers in childcare and other services that support young children and their families. The Physical Education “non-teaching” program prepares graduates for professional careers in areas of health and wellness, including athletic training, coaching, physical therapy, and occupational therapy.

The School of Public Administration and Social Work offers two undergraduate degrees and a Master of Public Administration. Social Work programs are geared toward human needs and public services. Programs within the area of Applied Human Sciences focus on the welfare of the family. Social Work program is designed to prepare students to help remedy social problems on individuals and groups.

The University's Liberal Studies Requirements strengthen all baccalaureate programs within the college and are compatible with the requirements of the National Council for the Accreditation of Teachers Education (NCATE), the Kentucky Education Professional Standards Board (EPSB), the National Association of Schools of Public Affairs and Public Administration (NASPA), and the Council on Social Work Education.

**SCHOOL OF EDUCATION**

The strategic plan of the School of Education guides our teaching, policies, procedures, curricula, and governance.

Values:

Commitment to Learn – We believe that abilities and achievements grow through willingness, effort, experience, and persistence.

Collaboration – We believe that creative ideas and effective solutions stem from openness, partnership, and community.

Cultural Competence – We fully appreciate our own cultural roots and we believe that understanding and valuing the cultures of others leads to authentic connections and relationships.

Social Justice – We believe that equitable access to resources and opportunities is the key to personal growth, professional accomplishments, and systemic change.

Health and Wellness – We believe that excellence comes from enjoying what we do and striving for balance in body, mind, and spirit.

Mission: As the first public institution of higher education to prepare African American teachers in Kentucky, the School of Education is grounded in history, theory, and research. Building on our proud legacy, we now form a diverse, supportive community that promotes cultural competence, provides access to resources, creates opportunities for meaningful learning, engages in effective problem solving, and activates positive system change for all.

Vision: The School of Education collaborates with partners to offer educational opportunities through which individuals from myriad cultures learn together in community and grow into culturally competent, highly skilled, professional leaders in a global society.

Programs

The University offers eight undergraduate Teacher Education Programs (TEPs) and one graduate TEP. Each program is state-approved by the Education Professional Standards Board (EPSB, <http://www.epsb.ky.gov>) and nationally accredited by the Council for the Accreditation of Educator Preparation (CAEP, <http://caepnet.org>). The TEPs include:

Biology Education (8th -12th grade), Division of Mathematics and Sciences

Elementary Education (kindergarten-5th grade), School of Education

English Education (8th -12th grade), Division of Literature, Languages, and Philosophy

Interdisciplinary Early Childhood Education (birth-kindergarten), School of Education

Mathematics Education (8th -12th grade), Division of Mathematics and Sciences

Music Education (kindergarten-12th grade), Division of Fine Arts

Physical Education and Health (kindergarten-12th grade), School of Education

Social Studies Education (8th -12th grade), Division of Behavioral and Social Sciences

Special Education with a specialization in Learning and Behavioral Disorders (master program, kindergarten-12th grade).

In addition to the TEPs, the School of Education offers two professional programs that prepare graduates for professional careers in fields other than education.

Students interested in early childhood who do not want to become certified preschool or kindergarten teachers may pursue an Associate of Arts, Bachelor of Arts, or minor in Child Development and Family Relations (CDF). Graduates are ready to embark in careers supporting families and young children through childcare, social services, or child nutrition.

The Physical Education program addresses the tremendous surge of public interest in sports, fitness, and physical activity. Career opportunities for physical education graduates include athletic coaching, athletic training, sports administration, sports communication, sports management, sports marketing, and recreation. Graduates also have the option of pursuing graduate study in health-related occupations, including physical therapy and occupational therapy.

Professional Standards

Instruction and assessment in Child Development and Family Relations, Physical Education “non-teaching”, and the nine Teacher Education Programs (TEPs), are aligned with standards that are determined by state and national organizations. These standards include the following:

Council for the Accreditation of Educator Preparation (CAEP);

InTASC Model Core Teaching Standards and Learning Progressions for Teachers 1.0;

Kentucky Framework for Teaching;

Kentucky Teacher Internship Program (KTIP);

21st Century Skills;

Standards of the specialized professional association (SPA) of each program. Examples of SPAs include National Organization for the Education of Young Children (NAEYC) for IECE; Council for Exceptional Children (CEC) for Special Education; National Association of School Musicians (NASM) for Music Education; American Kinesiology Association (AKA), Society for Health and Physical Education (SHAPE), and National Health Education Standards (NHES) for Physical Education and Health.

Hallmark Assessments

Each of the six programs housed in the School of Education and the five educator preparation programs housed in other KSU departments has eight hallmark assessments. These are program-level assignments and standardized tests, across courses, that the faculty has determined represent the knowledge, skills, dispositions, and cultural competence graduates of these programs need as they embark as professionals in their fields. Some of the hallmark assessments are shared across programs while others are specific to the program’s academic content. Students should discuss their programs’ hallmark assessments with their academic advisors and School of Education faculty to be sure that they understand their requirements and importance. As they progress through their programs, students need to devote the time and effort required to complete each hallmark assessment to the best of their ability.

Teacher Education Committee

The Teacher Education Committee (TEC) provides oversight and determines the policies and procedures of KSU’s Teacher Education Programs (TEPs). The TEC is composed of all School of Education faculty and staff; two students representatives, the president of KSU’s student chapter of the Kentucky Education Association and a representative elected by student peers; a representative from each of the five educator preparation programs housed outside the School of Education (Behavioral and Social Sciences; Fine Arts; Literature, Languages, and Philosophy; and Mathematics and Sciences); representatives from pertinent KSU departments (e.g., registration, advising, library); and representatives from two local school districts. When a student wants to request a waiver to a policy or procedure pertaining to educator preparation, her or his application and explanation of extraordinary circumstances are considered by the TEC, which makes a final determination.

Field and Internship Experiences

To prepare graduates for the real world of teaching, the School of Education provides multiple opportunities for teacher candidates to practice what they learn through their coursework by engaging in professional experiences in a variety of professional settings. Before being approved to begin field experiences in schools, candidates must submit clear state-level criminal reports each academic year, which may be obtained through Franklin County Schools for a discounted rate or through

Kentucky Administrative Office of the Courts (<http://courts.ky.gov/aoc/Pages/default.aspx>). Professional experiences are organized by the School of Education; students do not set up their own. In addition, course instructors provide support and structure by providing assignments for students to complete in the professional settings; students do not simply observe. Teacher candidates must enter data pertaining to all field experiences in the Kentucky Field Experiences Tracking System (KFETS), while students in Child Development and Family Relations, as well as in Physical Education, must verify their experiences in the field through methods identified by their faculty. As mandated by the Education Professional Standards Board (EPSB), teacher candidates must complete a minimum of 200 hours of field experiences as a prerequisite of admission to student teaching. The number of hours required in the non-teaching programs are determined by the faculty.

### Degree Completion

To earn an undergraduate degree from the School of Education, a student admitted to KSU must complete prescribed requirements that include completing all Liberal Studies Core courses, all professional academic content courses, and all required experiences in the field. Students in educator preparation must complete additional requirements that are listed below. Students should consult with their academic advisors and the faculty of the School of Education to learn more about their specific programs. Students need to be aware that requirements for admission to the University, admission to a Teacher Education Program (TEP), admission to student teaching, and/or program completion may be changed by a decision or action of an accrediting agency, the Kentucky Legislature, KSU Faculty Senate, KSU administration, the Teacher Education Committee (TEC), or the TEP. In general, a student follows the catalog that was in place when he or she was admitted to a TEP. However, changes in laws, regulations, policies, or procedures will be followed, even if they are different from a student's catalog of record. Also, students need to know that, if they are admitted to a TEP and then they are not enrolled in courses for a period of 18 months or longer, the University is mandated by the Education Standards Board (EPSB) to withdraw the student from the TEP. When students re-enroll in the University, they must meet the criteria for admission to their TEP that are in place at that time.

Admission to the University completed application form, application fee, high school transcript(s) with the minimum grade point average (GPA) determined by the University, ACT/SAT score report with the minimum score determined by the University. Admission to a Teacher Education Program completed application; minimum 42 semester credit hours; cumulative grade point average (GPA) of 2.75 or 3.0 for the most recent college-level courses; grades of C or above in designated courses; 25 field hours with all data submitted in Kentucky Field Experiences Tracking System (KFETS) and verified through documentation signed by mentor teachers; professional dispositions at the expected level; passing scores on the Core Academic Skills for Educators (CASE), a test of academic content published by the Educational Testing Service (ETS; <http://www.ets.org>): Reading (5712) score of 156; Writing (5722) score of 162; and Mathematics (5732) score of 150; well-written, beginning-level philosophy of education; verification of current liability insurance obtained through Kentucky Education Association (KEA); clear state-level criminal report obtained through the Administrative Office of the Court; impromptu writing sample at the expected level; semi-structured interview; and other prerequisites as determined by the TEC. Admission to Student Teaching completed application; 200 field hours with all data submitted in Kentucky Field Experiences Tracking System (KFETS) and verified through documentation signed by mentor teachers; cumulative grade point average (GPA) of 2.75 or higher, at the end of the semester prior to the semester of student teaching passing grades in all courses in the Liberal Studies Core; grades of C or above in all education foundation courses and education content courses; professional dispositions at the expected level; passing scores on ETS Praxis II content and/or pedagogical exams, as determined by the Education Professional Standards Board (EPSB) and required by the TEC; clear state- and national-level criminal report submitted to the placement district; current physical examination report, including a TB skin test or x-ray (available through KSU Betty White Clinic); verification of current liability insurance obtained through Kentucky Education Association (KEA); forms and fees required for graduation; and other prerequisites as determined by the TEC. Note: Student teaching placements are the result of collaboration between the School of Education and school district leaders. While student preferences and requests are taken into consideration in placement decisions, other factors are considered as well, including diversity of field and life experiences, teaching and learning opportunities offered by districts, research being conducted, and supervision logistics. While the University understands and supports district needs for diversity and "grow-your-own" initiatives, the norm is for student teachers not to be placed in schools they attended as P-12 students. Teacher Education Program Completion 70 documented days of student teaching, with each day being a minimum of six hours; electronic submission of multiple assignments that demonstrate competency in teaching; professional dispositions at the expected level; and cumulative grade point average (GPA) of 2.75 or higher, at the end of the student teaching semester. Note: Student teaching is a demanding and continuously assessed experience of fully engaged, unpaid teaching in P-12 schools. Candidates may not be employed during the hours of student teaching, which often surpass the students' school day due to before- and after-school planning and meetings. Students are encouraged to think and plan ahead financially and logistically for their full-time semester of student teaching.

### Bachelor of Arts

#### Child Development and Family Relations

120 credits

#### Liberal Studies Core

45 hours

#### Education Content hours

ART 101	CDF 101	CDF 102	CDF 203	CDF 204	CDF 206
CDF 305	CDF 315	CDF 316	CDF 407	CDF 408	CDF 409

CDF 420      ENG 260      FNU 203      HEC 308      SOW 201  
SOW 430      EDU 310  
SOW 308

Supporting Electives

HED 107      HED 305      HED 321      CDF 421

20 hours

Advised Electives

Minor

12 hours

Child Development and Family Relations      18 credits

A minor in Child Development and Family Relations requires a student to complete 18 semester hours, including CDF 102, 203, 204, and 315 and 6 credit hours selected from CDF 420, PSY 400, PSY 404, SOC 304, SOC 305, or SOW 308.

Bachelor of Arts

Interdisciplinary Early Childhood Education (IECE)

121 credits

Liberal Studies Requirements

45 hours

Education Content      42 hours

CDF 101      CDF 102      CDF 203      CDF 204      CDF 206      CDF 305

CDF 315      CDF 318      CDF 409      CDF 420      CDF 421

SOW 430      FNU 203

ENG 260

Education Foundations      21 hours

EDU 202      EDU 203      EDU 310      EDU 311      EDU 316

EDU 318      EDU 404

Student Teaching

EDU 454

12 hours

Free Electives

Bachelor of Arts      15 hours

Elementary Education

121 credits

Liberal Studies Core

45 hours

Educational Foundations

hours

EDU 202      EDU 203      EDU 302      EDU 303      EDU 304      EDU 310

EDU 320      EDU 405

EDU 445

EDU 407      EDU 408      EDU 423      EDU 430

Educational Content

hours

ART 101      ENG 260      ENG 285      FNU 203      HIS 201

MAT 203      MAT 204

MUE 333      PHS 202

EDU 454      12 hours

Bachelor of Science

Physical Education and Health

123 credits

Liberal Studies Core

45 hours

Education Foundations

36 hours

EDU 202      EDU 203      EDU 302

EDU 430      EDU 445

EDU 304      EDU 422

Education Content

44 hours

EDU 309      EDU 484      HED 107      HED 222      HED 300      PHE 218

PHE 225      PHE 226      PHE 227      PHE 228      PHE 257      PHE 259

PHE 301 and PHE 209 or PHE 240 or PHE 351	PHE 320 PHE 324	PHE 323 PHE 331	PHE 333 PHE 332	PHE 401	PHE 421
Student Teaching EDU 454			12 hours		
Bachelor of Science Physical Education			120 credits		
Liberal Studies Core					
	45 hours				
Education Content		40 hours			
HED 107	HED 223	HED 305	HED 321	HED 371	PHE 218
PHE 225	PHE 226	PHE 227	PHE 228	PHE 257	PHE 259
PHE 301	PHE 320	PHE 323	PHE 324	PHE 330	PHE 331
PHE 332	PHE 333	PHE 401			
and PHE 209 or PHE 240 or PHE 351					
PHE 421	PSY 303				
Minor					
	20-21 hours				
Advised Electives					
Minor	15 hours				
Athletic Coaching	20 credits				
A minor in athletic coaching requires the completion of 20 semester credit hours, including PHE 324, 330, 331, 332, 333, 355, and 380.					
Minor					
Athletic Training	21 credits				
A minor in athletic training requires the completion of 21 semester credit hours, including PHE 324, 330, 331, 423, 425, and 426.					
Minor					
Recreation	20 credits				
A minor in recreation requires the completion of 20 semester credit hours, including PHE 355 and REC 101, 201, 322, 343, 364, and 402.					
Minor					
Sports Management	21 credits				
A minor in sports management requires the completion of 21 semester credit hours, including REC 101 and 402; ACC 201; ECO 201; BUA 101; MGT 301; and MKT 301.					

## **SCHOOL OF NURSING**

The School of Nursing offers the Associate in Applied Science (ADN), the LPN-RN Bridge and the RNBSN Completion programs in Nursing. The ADN program is approved by the Kentucky Board of Nursing (KBN) (312 Whittington Parkway, Suite 300, Louisville, KY 40222; 502-429-3300). Upon successful completion of the ADN program and successful completion of the National Council Licensure Examination – RN, graduates qualify to practice as licensed registered nurses. The ADN and the RNBSN programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Rd NE, Suite 850, Atlanta, Georgia 30326, 404-975-5000.

### **ASSOCIATE IN APPLIED SCIENCE IN NURSING (ADN)**

The ADN curriculum is divided into liberal studies, support, and Nursing components. The liberal studies and support course components comprise approximately one-half of the total semester credit hours and focus on the development of critical skills in English composition and mathematics and on the acquisition of basic knowledge in the biological, behavioral, and social sciences. The Nursing component concentrates on nursing concepts and clinical practice.

To satisfy the graduation requirements for the Associate in Applied Science degree in Nursing, a student must complete a minimum of 68 semester credit hours with a grade-point average of 3.0 or better, complete a Comprehensive Nursing Review, and obtain a satisfactory score on a comprehensive predictor examination. The required Nursing courses are NUR 111, 112, 211, 212, and 213. The required liberal studies and support courses are BIO 107, 108, and 204; ENG 101 and 102; CHE 209; MAT 115; PSY 200 and 303; SOC 203. Students may fulfill general studies requirements of ENG 101/102 or by choosing the WYS Honors component of HON 143, HON 144, and either HON 211/213 or HON 212/214. Students must receive a grade of

“B” or better in all required courses in the curriculum. Oral communication competency is fulfilled through the completion of Nursing classroom activities, on-campus Nursing laboratory experiences, and clinical assignments, emphasizing the use of verbal and nonverbal communication skills.

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 Nursing curriculum ladder is the recommended sequence of liberal studies, support, and Nursing courses. This ladder applies only to students who are directly admitted into the day program (full-time) and who successfully complete all required courses in the curriculum in two years.

The School of Nursing has developed flexible course schedules for students who must work while pursuing a nursing degree. Students may obtain a degree in nursing by enrolling on a full time or part time basis and by attending classes in the daytime or the evening, whichever meets their individual needs. Students taking evening classes may be required to attend classes that begin prior to the traditional “5:00 P.M. evening” hour.

Students attending evening classes can expect to be enrolled for a minimum of three academic years and must complete all support and liberal studies courses in the curriculum (BIO 107, 108, and 204; ENG 101 and 102 or the WYS Honors component; CHE 209; MAT 115; PSY 200 and 303; SOC 203; before enrolling in NUR 111 (Nursing I).

### Admission Requirements

- Admission to the University;
- Application to the School of Nursing; Transcripts of high school coursework and/or any previous college/university coursework;
- Minimum ACT composite score of 21 earned within the last five years (The Career Planning Program – Level II Test (CPP2) is not accepted by the School of Nursing);
- Eligibility for ENG 101 and MAT 115 as determined by the University;
- Minimum cumulative grade-point average of 2.3 in high school course work and/or a 2.75 in any previous college/university course work taken.

Application to the School of Nursing, transcripts, and ACT scores must be submitted to the Chair, School of Nursing, Kentucky State University, 400 East Main Street, Frankfort, Kentucky, 40601. The deadline for receipt of these documents by the School of Nursing for the fall semester is March 1 of each year. It is the responsibility of the applicant to ensure that all required credentials are on file in the School of Nursing. Applicants will be notified in writing whether or not they have been admitted to the Nursing program.

Applicants not meeting the admission criteria may choose to complete a Pre-Nursing curriculum and then re-apply for admission to the Nursing program.

To be evaluated for admission, Pre-Nursing students must have a minimum cumulative grade-point average of 2.75 and must have completed each of the following required courses with a grade of C or better: BIO 107, 108, and 204; ENG 101 and 102; CHE 209; and MAT 115. If the grade awarded for BIO 107, 108 or 204 is older than five years, then the course must be repeated. For pre-nursing applicants wishing to enroll in the fall semester, the deadline for receipt of grades for these courses by the School of Nursing is August 1. Successful completion of the Pre-Nursing curriculum does NOT guarantee acceptance into the Nursing program.

Pre-Nursing students should be aware of the following School of Nursing Policies:

1. Students applying for admission to Nursing may repeat one of the two Anatomy and Physiology courses (BIO 107/108) no more than one time to be considered.
2. Microbiology (BIO 204) or Chemistry (CHE 209) may only be repeated one time to be considered.
3. Students failing the same liberal studies course for the second time will not be admitted to Nursing.
4. Students must obtain a letter grade of C or better in all Liberal Studies and support courses. Students must also obtain a letter grade of “B” or better in all nursing courses to be allowed to proceed through to the next nursing course in the progression. A cumulative grade-point average of 2.75 is required for consideration for admission.

*Admission into the Nursing program is competitive; meeting the minimum admission requirements by either of the routes described above does not guarantee acceptance into the program.* Applications are NOT carried over from year to year. Applicants must reapply for admission into the Nursing program.

### Admission Requirements for LPN-RN Bridge Program

The School of Nursing has an Articulation Agreement with Kentucky Tech–Jefferson State–Shelby County Extension for Licensed Practical Nurses. Graduates from the Shelby County LPN program, as well as graduates from other LPN programs, having been out of school less than three years must meet the following admission criteria to be admitted to NUR 211:

- Admission to the University;
- Application to the School of Nursing;
- Transcripts of high school coursework and/or any previous college/university coursework;
- Minimum ACT composite score of 21 earned within the last five years (The Career Planning Program – Level II Test (CPP-2) is not accepted by the School of Nursing);
- Completion of the following liberal studies and support courses: MAT 115, ENG 101, ENG 102, BIO 107, BIO 108, and PSY 200;
- Have GPA of 2.75 or better;



- Completion of NUR 103 with a grade of “B” or better;
- Proof of license to practice as an LPN in Kentucky.

Nursing 103 is offered in May for a three-week duration. This course includes a brief overview of medical, surgical, and psychiatric nursing. At the successful completion of Nursing 211, the student will be awarded 14 credits for the first-year nursing courses.

If the LPN has an ACT below 21, the student must complete the above courses plus BIO 204 and CHE 209 with a GPA of 2.75 or better prior to being admitted to NUR 211. If the LPN has been out of school longer than 3 years, the applicant must meet the admission requirements for the LPN-RN Bridge Program. In addition, the applicant must take the Nursing Acceleration Challenge Exam (ACE) I and receive a Decision Score of 70 or better (Total Percentage of Questions Answered correctly). This test may be retaken one time. Failure to receive a Decision Score of 70 or better results in the applicant being required to enroll in Nursing 112 if space is available. The School of Nursing must have the Decision Score by April 1. Once the Decision Score of 70 is obtained, the applicant will be required to perform a skills test which includes vital signs, administering oral and parenteral medications, Foley catheter insertion, sterile dressing change, insertion of a nasogastric tube, and colostomy care. This must be completed by May 1. Failure of the skills test will require the student to enroll in Nursing 112 if space is available. Successful completion of the skills exam allows the student to be eligible for NUR 103.

The application deadline is March 1. Further information may be obtained from the School of Nursing, 2nd Floor Betty White Health Center (502) 597-5957. Information about the ACE test may be obtained from the National League for Nursing Testing Services, ([www.nlnonline.net/testing.org](http://www.nlnonline.net/testing.org)) or by calling 800- 732-8656. Information about the skills test may be obtained from the School of Nursing.

### **Applicants to the ADN Program Baccalaureate or Graduate Degrees outside Nursing**

Applicants with a baccalaureate or graduate degree outside the field of nursing must fulfill the following admission criteria:

- Admission to the University;
- Submit application and copies of transcripts to the School of Nursing;
- Minimum cumulative grade-point average of 2.75 in any previous college/university course work taken. Evaluation of the transcript will be in accordance with University policy. In addition to the liberal studies courses transferred/accepted, the following support courses are required: BIO 107, 108, and 204; CHE 209, PSY 200, and PSY 303. The Nursing courses will follow the established ADN curriculum ladder.

### **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 an undated criminal background check to the School of Nursing annually.

#### **Cardiopulmonary Resuscitation**

All students enrolled in Nursing Courses are required to have CPR for the Healthcare Provider certification, i.e. They 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 incur additional expenses for uniforms, name badge, nursing emblem, liability insurance, stethoscope, bandage scissors, white nurse’s shoes, white hosiery, wrist watch with second hand, laboratory, travel fees, multiple criminal background checks, and the formative/summative testing program.

#### **Re-Admission**

After any interruption of studies at Kentucky State University, a Nursing student may be required to audit classes that were previously taken. Also, any student whose Nursing studies have been interrupted for one semester or more must demonstrate sufficient recall of concepts and information from prior courses before a decision on re-admission is made. A score of 80% must be obtained on the re-admission exam and a successful completion of the skills exam. The written readmission exam is given once.

### **BACHELOR OF SCIENCE IN NURSING (RN-to-BSN) COMPLETION PROGRAM**

The RN-to-BSN completion program is designed to allow associate degree registered nurses to continue their education to earn a Bachelor of Science in Nursing. To allow the maximum flexibility to students, the nursing courses are divided into eight week blocks allowing students to take fewer classes at one time, yet taking a full load for the semester.

The curriculum is divided into liberal studies courses and nursing courses. The liberal studies requirement may be met through the traditional liberal studies core or through the WYS Honors Nursing Core. The liberal studies courses make up 27 credit hours of the program. Nursing courses comprise 35 credit hours of the RN-to-BSN curriculum. The total credit hours in the RN-to-BSN completion program (62 credit hours) will be added to the total credit hours transferred from the student's associate degree nursing program. The student must have a minimum of 120 degree hours in order to graduate with a BSN degree from Kentucky State University.

The courses required in the RN-to-BSN program are:

**Liberal studies courses:** ART 130, MUS 130, or THE 130, ENG 211, foreign language (6 credit hours of the same language), IGS 200, and SPE 103, and a free elective (3 credit hours); or the "WYS Honors Nursing Core" designed for nursing students who would fulfill their general education requirement through an honors track, offers a package of integrated interdisciplinary courses that requires fewer credit hours (24) than the regular general education core (29). The curriculum consists of liberal studies seminars (HON 101, 102, 201) and language courses (HON 141, 142, and either 211/213 or 212/214) and HED 221 or PHE (2 hours). For the Fine Arts, Letters, and History Liberal Studies elective, the student may take either ART 130, MUS 130, THE 130 or ENG 211. A chemistry course with a lab of at least four (4) credit must be taken; a nutrition or chemistry course, taken as a part of nursing, may be substituted.

**Additional program core courses:** BIO 204, PSY 300, PSY 303; and either FNU 104 or CHE 209 (depending on which course was required within their program of nursing.)

**Nursing courses:** NUR 321, 322, 323, 324, 325, 326, 421, 422, 423, 424, 425, and 426. Students must achieve a letter grade of C or better in all courses in order to remain in the program.

**Transfer Credit:** ADN Major Core credit of 35 credits and ADN General Core credit of 23 credits.

RN-BSN students may enroll either part-time or full-time and will begin the program in the fall semester. The liberal studies courses may be taken at any time during the program. The nursing courses offered in eight week sessions do not have to be taken in sequence, with the exception of NUR 321 and NUR 426. NUR 321 is offered in the first eight weeks and the student must take this course when they take the first nursing course. NUR 426 is offered in the last eight weeks and the student will be required to take this class with the last nursing course. Students are expected to graduate from the RN-BSN Completion program within a 5-year period. Students must meet the rising Junior Assessment requirement.

### Admission Requirements

In order to be admitted to the RN-BSN program the applicant must:

- Be a graduate of an accredited associate degree nursing program or a diploma program.\*
- Be admitted to the University and submit an application to the School of Nursing. (Official transcript[s] must be sent to the University and to the School of Nursing.)
- Have a GPA of 2.0 or better.
- Submit a copy of a current license to practice nursing in the state of Kentucky. Registered nurses with a license that has been limited, suspended, or revoked are not eligible for admission.
- Have a CPR for the Healthcare Provider certification through the American Heart Association. Each student must keep a current CPR card on file in the School of Nursing.

\*Nurses graduating from a diploma nursing program will be awarded 35 credits in nursing after successfully completing 14 hours of upper level (300/400) nursing courses.

### Observational Learning Experiences

NUR 326 and NUR 424 require observational learning experiences. The student will develop objectives based on the learning outcomes of the course. The observational experience and the objectives must be approved by the instructor. In order to do the observational learning experiences, the student may be required to have additional immunizations as required by the institution in which the student is observing:

- A current TB skin test (within 1 year).
- Immunizations, criminal background check, and a copy of Professional Liability Insurance (Professional Liability Insurance is a part of student fees) as required by the institution in which the student is utilizing as a practicum.
- A name badge which identifies the student as a RN-BSN student at Kentucky State University.
- RN-BSN students pay the same general fees and tuition as do other students at the University. Students in the RN-BSN program, however, incur additional expenses for name badge, liability insurance, and travel fees.

### Variance to University Policy on Credit Hours

Since the RN-BSN completion program is a transfer (second-degree) program, RN-BSN students are not required to complete the requisite 45 credit hours of upper-division courses. All RN-BSN students must complete at least 35 credit hours of upper-division nursing courses.

**ADN Graduates with a Baccalaureate or a Graduate Degree Outside of Nursing**

ADN applicants for the RN-BSN Completion program, who have a bachelor's/master's degree outside nursing from a regionally accredited institution (except for rising juniors), are required to complete only the 35 hours of upper division nursing courses and a 200-level IGS course. This allows the student to meet the residency requirements for graduation as stipulated in the catalog.

**FOR MORE INFORMATION CONTACT:** Kentucky State University, School of Nursing, 400 East Main Street, Frankfort, Kentucky, 40601, or by phone at (502) 597-5957.

**SCHOOL OF PUBLIC ADMINISTRATION and SOCIAL WORK****PUBLIC ADMINISTRATION**

The study of Public Administration primarily prepares students for career employment as supervisors, managers, and decision-makers in the public sector, including local, state, and federal government agencies. In addition, graduates with a B.A. in Public Administration may be eligible for employment in similar capacities in the non-profit sector.

Students working toward the Bachelor of Arts in Public Administration pursue a curriculum that includes exposure to the substantive approach and insight of different disciplines. The curriculum includes intensive training in analytical techniques and offers in-depth education in social sciences related to the management of public services.

**Bachelor of Arts****Public Administration            120 credits****Liberal Studies Requirements    44 hours****Core Courses                    33 hours**

PUA 301	PUA 302	PUA 303	PUA 304	PUA 305	PUA 322
PUA 400	PUA 401	PUA 402	PUA 491		
PUA 499 ENG 216	POS 101	POS 160			
ECO 200 or ECO 201 and either POS/PSY/SOC 300 or SOW					

**Free Electives                    28 hours****Minor****Public Administration            18 credits**

A minor in public administration requires the completion of 18 semester credit hours. Specific course requirements include PUA 302, 303, 305, and 402; the remaining 6 semester credit hours must be selected in consultation with the student's minor advisor from 300/400 level public administration courses.

**SOCIAL WORK**

The Bachelor of Arts in Social Work is accredited by the Council on Social Work Education. The principal objectives of the Social Work program are to prepare undergraduate students for generalist/entry-level professional social work practice in public and private sectors, and to prepare students for continued professional growth including graduate social work education. The curriculum utilizes class and field instruction to develop and strengthen the processes, values, skills, and knowledge essential for alleviating problems that impair the social functioning of individuals, families, groups, and communities.

**Admission Requirements**

The minimum criteria for enrollment in Social Work courses are consistent with University policies. Students are eligible for formal admission to the Social Work Program if they are currently enrolled in and in good standing at the University. When declaring social work as a major, the student must make formal application for admission into the program. Students are required to submit a formal application to the program accompanied by two pages of autobiographical information. The application and guidelines for the autobiographical sketch are available in the Division of Social Work. Applicants for admission are required to meet the following standards:

- Have completed SOW 201 and SOW 310, or its equivalent with a grade of C or better;
- Have earned a 2.5 cumulative grade point average or better; and
- Have demonstrated competency in oral communication during an interview with Social Work faculty members.

Applications are reviewed by the Social Work Admissions Committee, and decisions are given to applicants in writing. Transfer students may be admitted under provisions of articulation agreements.

Applicants may be admitted provisionally with a cumulative grade point average of less than 2.5 in cases where the Committee concurs that there is demonstrated potential for academic success. However, minimum requirements for provisional admission

include a grade of at least C in ENG 101 and a cumulative grade point average of at least 2.0. It is expected that those who are admitted on a provisional basis will attain a 2.2 grade point average by the end of their first semester in the program.

## Bachelor of Arts

### **Social Work 120 credits**

#### **Liberal Studies Requirements 45 hours**

##### **Core Courses**

**54 hours**

SOW 201      SOW      SOW 307      SOW 308      SOW 310      SOW 314  
306  
SOW 315      SOW      SOW 322      SOW 422      SOW 423      SOW 424  
321  
SOW 425      SOW      SOW 434  
433  
GNT elective (3 hours)

##### **Support Courses**

**6 hours**

SOC 203 or SOC 205      ECO 201

##### **Free Electives**

**15 hours**

#### **Dismissal Procedures**

Students may be dismissed from the Social Work Program at any time based upon one or both of the following:

- Unsatisfactory academic progress;
- Disciplinary action by the Division against the student because of conduct that would indicate character weaknesses of such nature as to make the student unfit for the Social Work profession.

## **GERONTOLOGY**

The field of gerontology combines studies in sociology, psychology, social work, education, medicine, biology, physiology, human sciences, health and physical education, and public administration. The minor in gerontology is approved by the Association of Gerontology in Higher Education.

### **Minor**

#### **Gerontology 21 credits**

A minor in Gerontology requires the completion of 21 semester credit hours. Specific course requirements include GNT 101, 102, 201, and 301; the remaining nine semester credit hours may be selected from GNT 400, 401, or 402.

#### **Public Child Welfare Certification Program**

The Public Child Welfare Certification program (PCWCP) has been implemented by the Kentucky Cabinet for Health and Family Services and eleven university social work programs in order to better serve the children and families in this state. The PCWCP is integrated into the curriculum for qualified students interested in the child protective services field and is designed to support the recruitment and retention of child welfare workers. These students are provided tuition assistance and a stipend each semester they are in the program. **Eligibility:**

- Be a full-time, social work major
- Have an earned cumulative GPA of 2.5 and 3.0 in social work courses
- Receive no less than a "B" in the required PCWCP courses and field practicum
- Have at least three semesters and not more than four semesters of undergraduate courses toward degree completion
- Have taken a social work practice course prior to taking the second of two PCWCP courses
- Possess a commitment to the work of public child welfare services

#### **Benefits:**

- Paid tuition for up to four semesters
- A stipend worth \$1300.00 per semester for books, living expenses, and program-related travel
- Qualification, upon completion of the Public Child Welfare Certification Program, for employment with the Cabinet for Health and Family Services, Protection, and Permanency Division. **Obligations:**

The student will be obligated, by legal contract, to the Kentucky Cabinet for Health and Family Services to seek and accept a position of employment within two months of certification and remain employed with the Cabinet for two years.

## Chapter 11

# GRADUATE PROGRAMS

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## Graduate Studies

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Kentucky State University offers programs of study that lead to eight master's degrees: the Master of Science in Aquaculture/Aquatic Sciences, the Master of Business Administration, the Master of Science in Computer Science Technology, the Master of Environmental Studies, the Master of Interdisciplinary Behavioral Sciences, the Master of Public Administration, and the Master of Arts in Special Education with Certification (LBD) as well as one Doctorate of Nursing Practice. These programs are described in the following pages. Kentucky State University strives to maintain the highest quality graduate programs and excellence among graduate faculty. The graduate Programs at Kentucky State University seek to recruit students of high potential, readiness, and motivation for success in graduate studies and, following graduation, continued professional accomplishment.

### 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

The Graduate Council develops and monitors policies relating the graduate programs, graduate students, and graduate faculty. The Director of Graduate Studies chairs the Graduate Council. The Council serves to inform and advise the Director of Graduate Studies in pursuit of the Director's duties in graduate admissions, program review, graduate student concerns, and graduate faculty concerns. The Graduate Council is composed of representatives from each of the graduate programs and of the graduate faculty. The Graduate Council appoints graduate faculty from among faculty with significant teaching, research, and professional accomplishment.

### Graduate Admissions

Applications for admission to graduate studies at Kentucky State University must be submitted to the Office of Graduate Studies. The mailing address is: **Office of Graduate Studies, Academic Services Building, Suite 256**, Kentucky State University, Frankfort, Kentucky 40601. The admission application and materials to be submitted, may be found online at: <http://kysu.edu/academics/graduate-studies/graduate-admission/>.

Please identify the master's program to which you are applying. All admissions application materials must be sent to the Office of Graduate Studies, including the full application, personal essay/statement of goals/career objectives, resume, application fee, transcripts, letters of reference, supervisor recommendation, graduate admission examination scores(GRE, GMAT, etc.), and other items specified in by each program. To be considered for admission, the application must contain all the required materials and must be submitted according to the deadlines published by each program.

**Requirements for Admission**

Each program has stipulations regarding admissions requirements and these are discussed in the following program descriptions.

Each student must submit a completed, signed application form together with a non-refundable fee in the amount of US \$30 (\$100 for International Students) in bank draft or a check. The form may be obtained from the University's website ([www.kysu.edu](http://www.kysu.edu)) or by e-mailing the request to: [graduatestudies@kysu.edu](mailto:graduatestudies@kysu.edu). The application must be received by July 1 for the fall semester, and November 15 for the spring semester, and May 1 for the summer term.

**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, must submit the current official transcript at the time of application, as well as an official transcript upon completion of the undergraduate degree. An official transcript must bear the raised seal and the signature of the registrar from the sending institution. Graduates from all schools other than Kentucky State University should contact their registrar and request that official copies of their transcripts be forwarded directly to the KSU Office of Graduate Studies. For Kentucky State University graduates, transcripts may be requested from The National Student Clearinghouse's website: <https://mystudentcenter.org/>. Transcripts will be processed by our office 3–5 days after the order is received from the Clearinghouse. Order updates will be emailed to you. You can also check your order status and history online. A transcript mailed through the United States Postal Service may take up to 10 business days to reach its destination.

**Graduate Admission Exams**

Each program establishes minimum requirements for scores on the Graduate Record Examination (GRE), the Graduate Management Admission Test (GMAT), and/or the Test of English as a Foreign Language (TOEFL). 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.

All applicants for admission to a program that requires or recommends the Graduate Record Examination (GRE) at the time of application should complete the GRE as early as possible. The satisfactory official score reports from the general section of the GRE must be submitted to the Office of Graduate Studies. The GRE must have been taken within the past five years leading to the application due date. If the GRE is required, certain domestic students who may not have had the opportunity to take the GRE may be admitted provisionally if they have good academic standing 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](http://www.ets.org) or by telephone at 800-GRE-Call (800-473-2255).

The Master of Business Administration (M.B.A.) requires the Graduate Management Admission Test (GMAT), and the Master of Public Administration (MPA) accepts the GMAT as one option for applicants. Please refer to the M.B.A. program description for details concerning the GMAT.

For international students required to take the Test of English as a Foreign Language (TOEFL), see the *Special Application Procedures for International Students* section below.

**Letters of Recommendation**

All applicants should have three letters of recommendation from instructors at previous institutions or from previous and/or current employers. The letters must be mailed directly to the Office of Graduate Studies.

**Additional Requirements**

Please refer to specific graduate program descriptions for additional admissions requirements and application procedures and instructions.

**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.

**Special Application Procedures for International Students**

For international students required to take the Test of English as a Foreign Language (TOEFL), the University minimum is 525 (paper test) and 173 (computer test). Students must have official Test of English as a Foreign Language (TOEFL) scores provided directly from the testing agency or provide other evidence of proficiency in the English language to KSU (KSU code number 1368). Individual graduate programs may require higher scores due to intensive language requirements of the program. However, students completing their undergraduate studies in the United States or at universities elsewhere 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. Students exempted from submitting TOEFL scores will be required to complete the GRE or GMAT, if required by the program, and must meet all the requirements for regular admission into the desired program.



In addition to the general guidelines for admission, international students must have a minimum grade-point average of 3.0 or its equivalent in undergraduate coursework as evidenced by official transcripts. All transcripts must be submitted in English, and any translation certified. Upon receipt of the official letter of acceptance, the international student must prove his/her ability to meet college expenses by one of the following means: 1) an award of a full scholarship or similar financial aid covering tuition, room, and board 2) a confirmation deposit of \$3,500 (US) must be sent to the Office of Admissions. 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. In addition to meeting one of the above requirements, the international student must complete a Declaration and Certification of Finances form to qualify for an Immigration Form (I-20) to be sent by KSU.

### Types of Graduate Admissions

The following are the minimum standards for each type of admission to graduate study at Kentucky State University. Applicants should be aware that a student is admitted to a graduate program, not to graduate studies in general. The faculty of each graduate program may invoke additional requirements for admission to the graduate program. These additional requirements, higher minimum requirements, 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 degree from an accredited institution;
- B. An overall undergraduate grade-point-average of 2.7 (on a 4.0 scale), and each degree program may set higher minimum grade-point-average;
- 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. Some programs require:
- D. A GRE or GMAT. The minimum combined scores are provided in each program's section of the bulletin.
- 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 of 2.4 may be granted probationary admission. Students must be removed from probationary status prior to registering in any graduate coursework beyond an initial 12 semester credit hours. The minimum condition for transfer from probationary status to the status of 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 or lower. 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. 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 an 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. Each program limits the number of credits earned in the non-degree status that will be transferred into the program.

5. **Visiting Student Admission:** In order for a visiting student to be officially enrolled for graduate credit at Kentucky State University, the student must file a visiting student/non-degree seeking application and submit an official letter of good standing from the home institution.

### Graduate Transfer Policy

Students transferring to Kentucky State University are required to submit official transcripts from all previously attended institutions as part of the admissions process.

Credits earned at a fully accredited institution may be transferred to KSU and applied toward a degree. A fully accredited institution is one in good standing and a member of one of the six regional academic accrediting associations.

A minimum grade of B is required for a graduate course to be accepted by KSU. Specific programs may require a higher grade in order for the course to apply toward degree requirements. Refer to the graduate program of interest to determine the specific requirements for that degree program.

Each program limits the number of credits earned in the non-degree status that will be transferred into the program. Per the *Graduate Residency Requirements for Graduation*, no program may allow more than one-third of the required credits to be transferred in from another institution.

### **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.

### **Catalog of Record**

Upon admission to a graduate program, the catalog of record is considered the *Graduate Bulletin* in effect at the time of initial enrollment.

A degree-seeking student can request to change his/her catalog 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 catalog 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.

If a student completes a degree, either undergraduate or graduate degree, at KSU, admission to another graduate program requires that the catalog of record become the *Graduate Bulletin* in effect at the time of enrollment into the new graduate program. A student who changes from non-degree status to degree-seeking status must meet the requirements as published in the catalog in effect at the time the student becomes degree-seeking.

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

### **Course Numbering System**

Graduate students do not receive graduate credit for courses number 001 through 499.

**500–599 Graduate Students Only**

**600–699 Graduate Students Only** - Seminar and independent study courses.

**700–799 Graduate Students Only** - Thesis and research (professional) project courses.

### **Academic Load**

The normal semester load for graduate students is nine (9) semester credit hours in any combination of graduate and undergraduate hours. (Some programs require prerequisite undergraduate courses prior to regular admission).

A graduate student must carry nine or more graduate semester credit hours to be full time, five (5) to eight (8) graduate semester hours to be half time, and less than five graduate semester credit hours to be less than half time. A graduate student enrolled in fewer than nine (9) graduate credit hours is considered part-time.

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.

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

### **Definitions of Programs and Areas of Concentration**

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.

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 concentration selected from options within or related to the discipline. The area of concentration shall consist of a minimum of nine 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.

### **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.

## Grading System

The course instructor will report a final grade at the course conclusion for each student officially registered for the course. In the event an instructor becomes incapacitated or otherwise is unable to issue course grades, the academic unit administrator will be responsible for reporting final course grades. Only final grades specified below may be issued. 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. 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 University policies. The following system of symbols will be used in grading students:

- A** Excellent Four quality points per semester credit hour
- B** Good Three quality points per semester credit hour
- C** Satisfactory Two quality points per semester credit hour
- D** Poor One quality point per semester credit hour
- F** Failure Zero quality points, zero credit
- P** Pass/Proficient Not included in grade-point average
- AU** Audit Not included in grade-point average
- I** Incomplete Not included in grade-point average
- N** Indicates that a research project, thesis, or other special project has not been completed at the end of the term.
- W** Withdrawal Reported for students who withdraw prior to the end of the tenth full week of classes of a semester or before two-thirds of the instructional days of the summer session; not included in grade point average

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.

**N** - The grade of *N* indicates that a research project, thesis, or other special project has not been completed at the end of the term. The grade is only to be used in cases where the work is ongoing. It is not a substitute for an *I* and does not convert to a credit bearing grade until the final grade is submitted by the instructor. The grade of *N* can only be used in 700-level courses. With approval of the program faculty and 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 guarantee 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.

**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.

**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 identical course (including a cross-listed course) and not a course substitute.

**Incomplete** - A grade of Incomplete 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 Incomplete can be assigned when the course constitutes an Incomplete based on accrediting or certification requirements. A grade of Incomplete may not be assigned as a substitute for a *C*, *D*, or *F*.

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 Incomplete will be changed automatically to a grade of *F*. When a grade of Incomplete is assigned, the instructor shall provide a detailed description of the work to be completed by the student to the chair/dean. The chair/dean shall retain a copy of this document. The instructor shall forward a copy to the student and retain a copy in the unit file.

The grade of Incomplete is to be used for graduate level courses requiring a professional project or thesis that requires more time to complete than one term.

**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.

**Withdrawal from a Course** - On the 13th day of classes, 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 *Class Attendance Policy*. This policy does not apply to the summer session.

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. 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.

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

Students may appeal for retroactive withdrawal from a course under specified circumstances (see *Appeal Procedures* at the end of this chapter.)

**Withdrawal from the University** - A student who has selected courses but has decided not to complete registration (i.e., pay or arrange to pay tuition and fees) should notify the Office of the Registrar in writing prior to the end of late registration of his/her intention not to enroll.

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.

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).

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. 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.

Students may appeal for retroactive withdrawal from the University under specified circumstances (see *Appeal Procedures* below.)

## **Academic Standing 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*.

### **Probation**

Students who fail to maintain the above cumulative grade-point averages will be placed on academic probation for one semester. 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. 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, is dismissed from the graduate program and the University. 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.

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.

## **Appeal Procedures and Deadlines for Academic Standing**

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.

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

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 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.

**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.

**Appealing for Retroactive Withdrawal** - 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. Students receiving federal financial aid for the course or term in question may be required to repay the University for Withdrawn Courses. (Students should contact the Financial Aid Office, 502-5975960 or [finaidmail@kysu.edu](mailto:finaidmail@kysu.edu))

**Appeal of Dismissal from the University** - if documented circumstances beyond the student's control can be proven to have caused the unacceptable academic performance, and that situation is corrected. Exception: appeal of a dismissal after reinstatement is not allowed.

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.

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. 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.

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.

Exceptions to the above policies can be made at the discretion of the Graduate Appeals Review Committee for exceptionally meritorious cases.

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 or the dean of the college/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

***Exceptions to the above policies can be made at the discretion of the Graduate Appeals Review Committee for exceptionally meritorious cases.***

## Academic Requirements for Graduation

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.

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.

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.

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.



## 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. However, be aware that no program may allow more than one-third of the required credits to be transferred into the KSU graduate program.

Any credits transferred in must be from a regionally accredited US institution or an officially recognized degree granting international institution. 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 graduate student requesting transfer credit must submit a written request to the Coordinator of the graduate program in which the student is enrolled. 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 finally by the Director of Graduate Studies.

## Graduate Programs

### Master of Science

#### Aquaculture/Aquatic Sciences

The Division of Aquaculture and Aquatic Sciences, and the Division of Mathematics and Sciences at Kentucky State University offer a Master of Science 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. This program is designed to provide students with the academic foundation for further graduate studies. Each student will have a graduate committee.

Upon completion of the program, a student should have knowledge of production and reproduction of primary aquaculture species, basic 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, basics of marketing and business aspects of aquaculture, and the design and analysis of experiments. The Master of Science in Aquaculture/Aquatic Sciences Program requires a minimum of 35 semester credit hours for the Thesis Option or 38 semester hours for the Non-Thesis Option.

### Program Admission Criteria

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 at the beginning of this chapter.

### 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](http://www.ksuaquaculture.org) or through the Kentucky State University website under <http://kysu.edu/academics/graduate-studies/graduate-admission/>. A letter describing the applicant's goals and career objectives is also required.

### Graduate Record Examination

The Aquaculture/Aquatic Sciences program requires satisfactory scores on the Graduate Record Examination. See the **Graduate Admission Exams** in the *Graduate Admissions* section at the beginning of this chapter.

### Letters of Recommendation

Applicants should solicit three letters of recommendation from instructors at previous institutions or from previous and/or current employers. The letters must be mailed directly to the Office of Graduate Studies. Forms are also available online.



## Application Deadlines

Applications should be received by July 1 for fall semester and by November 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);
- 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 an accredited institution.

5. Visiting Student Admission: Because of the uniqueness of the aquaculture program, Kentucky State University is attractive to many students who have been previously admitted to other accredited graduate programs. In order for a visiting student to be officially enrolled for graduate credit at Kentucky State University, the student must file an application form and submit an official Visiting Student Form.

## 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 makeup of the student's graduate committee. The committee will consist of three voting members which will be members of the division's graduate faculty. Additional committee members, from within or outside of the division, can participate but will not vote. 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 six hours of Thesis Credit (three hours of thesis data collection and three hours for thesis writing) are required (total of 35 credit hours needed). Some of the courses can be taken as distance learning (interactive video or online), especially when students are in the field collecting data. 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 three hours of Internship (Work-Study) for a total of 38 credit hours are needed. Some of the courses can be taken as distance learning (interactive video or online) especially when students are in the field during an internship. 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 511: Fish Diseases (4 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 (4 hrs)  
AQU 551: Survey of Production Methods (3 hrs)  
AQU 560: Water Quality Management (4 hrs)  
AQU 580: Introduction 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. Three approval pages bearing original signatures of the graduate committee must be included with three typewritten, clear, unbound copies of the thesis, all presented to the Chairperson, Division of Aquaculture 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 copies are bound and become the property of the Program; one copy is bound and becomes the property of the Blazer Library. Theses must be on white paper of at least 50 percent rag or cotton fiber content and must be in a form acceptable to the Aquaculture Program. Instructions for the preparation should be obtained from the program's website ([www.ksuaquaculture.org](http://www.ksuaquaculture.org)) before the thesis is typed. Theses must be developed under the direction of a full member of the Aquaculture Graduate Faculty.

#### **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 272 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 (nine 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 (nine 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 of Agriculture, Food Science, and Sustainable Systems.

### **Graduate Student Assistantships**

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

### **Master of Business Administration**

The College of Business and Computer Science at Kentucky State University offers a regular graduate program leading to a Master of Business Administration (M.B.A.) degree and a five-year undergraduate/graduate program leading to Baccalaureate and Master's (B.A./M.B.A.) degrees in Business Administration. Consistent with the liberal arts mission of the University, the objective of the M.B.A. programs is to provide essential knowledge and skills that can be directly utilized by business professionals in both the private and public sectors. The program emphasizes 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 Dean of the College of Business and Computer Science and the M.B.A. Program Coordinator oversee the programs. Both are members of the University's Graduate Council. Admission decisions are made by the M.B.A. Committee.

### **Regular M.B.A. Program**

The regular M.B.A. program is designed to allow a flexible curriculum plan. A fulltime student, with undergraduate business background, can complete the program in one year. For working professionals, enrolled on a part-time basis, it will take longer to complete the program.

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 nine hours of electives. These elective course hours allow students to specialize in the areas of accounting, finance, management, marketing, and aquaculture. To receive an M.B.A. degree with concentration in any business area, the student must complete all three elective courses in that area. Elective coursework may also be chosen from other graduate programs at KSU subject to the approval of the M.B.A. Program Coordinator. The program will accept 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 M.B.A. 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 M.B.A. program, the student must:

- Hold a baccalaureate degree from an accredited institution
- Meet program prerequisites
- Have an undergraduate GPA of 2.7 or greater on a 4.0 point scale
- Have a GMAT score of at least 400, GRE score of at least 800. (See information on —Waiver of GMAT for Advanced Degrees below).
- Submit completed application including a writing sample
- Provide three letters of recommendation (professional and/or academic)
- 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 M.B.A. Program Coordinator before the end of the semester in which the student has registered in 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.

#### **Probationary Admission**

Students who do not meet admission requirements relating to the program prerequisites, undergraduate GPA, or GMAT score, may be admitted on a probationary basis. Probationary admission is based on demonstrated work record, career plans, academic record, letters of application, 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 nine hours of graduate study with at least a GPA of 3.0 for those courses.

#### **Non-Degree Admission**

An individual desiring to take graduate M.B.A. courses, but who does not plan to pursue the graduate degree, may be admitted as a non-degree seeking student. The applicant must meet the minimum standards for admission into graduate study at Kentucky State University. The maximum number of hours that a non-degree student, without undergraduate background in business, can apply toward the M.B.A. degree is 12 graduate hours of foundation courses and six graduate hours of core or elective courses. Admission as a non-degree-seeking student does not guarantee full admission to the regular M.B.A. program. Non-degree seeking students, who decide to pursue an M.B.A. 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 M.B.A. Program (including an acceptable GMAT score and GPA from an accredited institution) and need six 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 be allowed to 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 M.B.A. Committee.

**Transfer 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 276 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. M.B.A. students may be allowed to transfer graduate courses from other accredited institutions 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 M.B.A. Program is designed to provide students with the knowledge and skills necessary for successful careers in business and nonprofit organizations. The core of the M.B.A. program consists of seven 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

Three (3) elective courses (nine hours) allow students to explore their individual preferences and develop additional competencies appropriate to their interests. The students have the flexibility to take all three elective courses in one area for a concentration in the area or select individual elective courses from different areas without any concentration. The concentration 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)**

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  
AQU 525: Aquaculture Economics and Marketing  
AQU 591: Internship in Aquaculture

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

**Course Load**

The normal load of a graduate student during any semester is nine 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 six 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 two semesters to improve their GPA to the minimum of 3.0. All students must receive a grade of C or better 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 (nine 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 Dean of the College of Business and Computer Science.

**M.B.A. Student Award**

The Outstanding M.B.A. Student Award will be based on nominations from all School of Business faculty. These nominations will be forwarded to the M.B.A. 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 M.B.A. Program

### Overview

This program provides an opportunity for students to complete their undergraduate business degree along with an M.B.A. 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, and marketing. At the graduate level, the program requires a total of 30 graduate credit hours, which consists of 21 hours of core requirements and nine hours of electives.

The nine 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 three elective courses in one area for a concentration in that area or select individual elective courses from different areas without any concentration.

The Concentration 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

### 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)
- Three strong letters of reference (at least two from academic instructors). Admission decisions are made by the M.B.A. Committee.

### Special Requirements for Pre-M.B.A. Status in Junior Year

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

### Transfer Students

Transfer students with 60–89 credit hours, an overall GPA of 3.25, and three letters of reference from faculty, may qualify for Pre-M.B.A. status. Admission decisions are made by the M.B.A. Committee.

### Application for M.B.A. Program

Students should apply for formal admission to the M.B.A. Program by the end of the fall semester of their senior year. An acceptable GMAT score (at least 400) must also be submitted. Students may not take M.B.A. classes until the last semester of their senior year.

### Degrees Awarded

The B.A. degree will be awarded at the end of the senior year and the completion of 120 semester credit hours. The M.B.A. degree will be awarded at the completion of the 30 semester credit hours of core M.B.A. core courses and electives, for a total of 150 semester credit hours.

### Disclaimer

The Five-Year M.B.A. Program assumes satisfactory completion of degree requirements on a timely basis.

## Master of Science

### Computer Science Technology

The Division of Computer Science is a part of the College of Business and Computer Science. The division offers programs of study leading to the Master of Science in Computer Science Technology (MSCST).

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 six 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 Technology (IT)* or *Security and Network (SNW)* options. The total number of hours required is 30, which includes 15 hours of core courses and nine hours that students select from the option of their choice. In addition, the students complete six hours of 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.

The Master of Science in the Computer Science Technology requires a minimum of thirty (30) semester credit hours, not including the foundation courses.

### **Regular Admission Requirements**

The Master of Computer Science Technology program admits only students whose preparation indicates potential for a high level of success. Applicants who have earned bachelor's degrees from accredited institutions and have overall GPA of 3.0 or higher (on a 4.0 scale) receive regular admission based entirely on evidence of the undergraduate accomplishment. Applicants with GPA of less than 3.0 may obtain regular admission by meeting BOTH Requirements A and B below. Requirement A ensures that all MSCST students are likely to succeed in professional graduate study; Requirement B ensures that all students also have the potential for career success in the computer science field. Only applicants meeting both requirements can be admitted.

#### **Admission Requirement A**

The applicant must possess an earned bachelor's degree from an accredited college or university with a minimum GPA of 2.7. This information should be verifiable from the applicant's official transcript.

#### **Admission Requirement B**

The applicant must meet at least one of the following requirements:

1. Has completed at least 24 hours of undergraduate work related to Computer Science.
2. Has been verifiably employed full time in a technological field for a period of at least two (2) years.
3. Has a combined score of at least 1,000 (Verbal and Analytical) on the Graduate Record Exam (GRE).

The applicant who meets any one of the three requirements is not required to submit documentation concerning the other two. For example, if an applicant's transcript indicates that he/she has completed 24 hours of course work related to computer science (requirement 1), then the applicant need not submit a GRE score or an employer letter.

### **Probationary Admission Requirements**

Upon recommendation of the Graduate Program committee, probationary admission may be granted to applicants who have undergraduate GPA of at least 2.5 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. Probationary admitted students are subject to initial performance requirements more stringent than those imposed upon others, as described below under *Probation and Dismissal*. They must maintain a GPA of 3.0 (on a 4.0 scale) every semester.

### **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 an 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 cannot enroll into additional graduate courses. To be considered for full-degree status, non-degree students must have earned a minimum GPA of 3.0 in all courses recommended by the faculty advisor 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.

## **Degree Requirements**

The students will 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 but are interested in retraining in the computer field. These students are required to complete the following six hours of intensive foundation courses. The sequence in which they must be taken is determined by the CTS Graduate Program Coordinator. The two foundation courses are:

- COS 502: Computer Science Foundation I
- COS 504: Computer Science Foundation II

## **Core courses (12-15 Credit Hours)**

Students may select one of the areas of concentration: Information Technology (IT) or Security and Network (SNW). In the IT option, they must select five core courses, i.e. selecting four required and one elective core courses. In addition to core courses, students must take three IT specialty and two elective courses from their option or six hours of thesis. In SNW option, they must select five core courses, three specialty and two elective courses or six hours of thesis.

### **Required Core Courses (12 hours required)**

- COS 515: Advanced Database Management
- COS 536: Software Engineering
- COS 541: Advanced Computer Architecture
- COS 544: Advanced Operating Systems

### **Elective core courses (3 hours required)**

- COS 535: Advanced Networking
- COS 585: Information Security

### **Information Technology (IT) (9 hours required)**

- COS 517: E-Commerce
- COS 519: Managing Information Technology
- COS 521: Web System Design

### **Security and Network (SNW) (9 hours required)**

- COS 533: Cryptography Algorithms
- COS 587: Database Security
- COS 588: Computer Network Security

### **Specialty Electives (6 hours required)**

- COS 514: Database and Data Mining
- COS 520: Multimedia Design
- COS 537: Artificial Intelligence
- 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 CTS Graduate Student Committee at least 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.

### **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 Science, 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 Science.

### **Master of Science**

#### **Environmental Studies**

The KSU Master's in Environmental Studies program has as its main goal the pursuit and dissemination of knowledge in the interdisciplinary field of environmental studies. The program will broaden 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 will emphasize 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 colleges 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 Agriculture, Food, and Environment and the Division of Mathematics and Sciences, the Land Grant Program, the Division of Literature, Languages, and 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. 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 will produce 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 will 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 Requirements

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. Applicants should be aware that a student is admitted to a graduate program, not to graduate studies in general. It should also be noted that all entering students must have successfully completed a college algebra (MAT 115) course as part of their undergraduate degree regardless of their major. The MES Graduate Admissions Committee will use the following materials for admission considerations:

- Application form with a letter outlining the applicant's 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, GRE scores, and letters of recommendation.
  - b. A baccalaureate degree from an accredited institution.
  - c. Satisfactory completion of course prerequisites for the MES program.
  - d. An overall undergraduate grade-point-average of 3.0 (on a 4.0 scale).
  - e. A GRE minimum combined score of 1,000 (Verbal and Quantitative).
  - f. TOEFL score for international students (minimum score of 500).
2. Provisional: If an applicant is unable to provide all the necessary documents, 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 student has registered. To move from provisional status to regular admission status, students must either meet all regular admissions requirements or complete 9 hours of graduate study with at least 3.0 GPA.
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 30 hours of coursework and six capstone project hours. It should be noted that the capstone project is typically less comprehensive than a traditional master's thesis. Students interested in pursuing the master's degree full-time should plan to spend about two years in residence.

### Advisement

When students apply for admission, they must declare if they are going to pursue the thesis option or capstone option and be selected by a faculty advisor. During the first semester at KSU the student and advisor will work to design a course of study

based on the student's academic background, experience, and future aspirations in terms of employment or further graduate study. The student and advisor will then agree on the makeup of the student's graduate committee by the end of the first semester. The committee will consist of three voting members which will be members of the division's faculty. One additional committee members, from outside of the division, can participate but will be a non-voting member. 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, 36 hours of coursework which include three hours of Thesis Credit are required. Elective 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 environmental science/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.

#### **Capstone Option**

To successfully complete the capstone option, 36 hours of Coursework which includes nine hours of capstone research must be completed. A detailed proposal will be written by the student and approved by the student's committee before the research is performed. Students in the capstone option are required to turn in a capstone paper to their committee in partial fulfillment of their requirements.

#### **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 15 credit hours)**

ENV 508: Introduction to Geographic Information Systems  
ENV 513/AQU 513: Aquatic Ecology  
ENV 515: Environmental Ethics  
ENV 517: Environmental and Resource Economics  
ENV 595: Environmental Science & Bioremediation  
ENV 545: Molecular Techniques for Environmental and Aquatic Studies ENV  
ENV 519: Sustainable Agriculture Systems  
ENV 535: Urban Agriculture  
ENV 540: Ornamental Landscape Plants  
ENV 542: Plant Propagation and Plant Production Systems

#### **Graduate Assistantships**

A limited number of graduate assistantships are available for qualified full-time MES students in the Thesis option only. Some of these assistantships are funded by state and federal agencies. MES graduate assistantship recipients are required to work 20 hours per week and receive stipends and tuition waivers.

Additional requirements are in the CAFSSS Graduate Handbook which is provided to all MES graduate students at the beginning of their first semester in the MES program.

#### **Master of Arts**

##### **Interdisciplinary Behavioral Science**

The mission of the Interdisciplinary Behavioral Science master's program is to support Kentucky State University's mission by preparing its diverse student population of traditional and non-traditional students to meet society's growing need for social and behavioral sciences 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, sociology, criminal justice, or other social and behavioral science fields, or to work in industry, government, mental health care, or private practice, consistent with the Kentucky State University motto: Come In to Learn—Go Out to Serve.



The Interdisciplinary Behavioral Science program takes a multidisciplinary approach to the area of study of the intersection between law and social and behavioral science 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.

### Admission Requirements

All applicants to the program must meet all KSU Graduate School 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 2.70 or higher;
- GRE combined score of 284 on the qualitative, quantitative, and writing exam components) on tests taken after November 2016. 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. All unsatisfactory requirements must be met before students are granted regular admission to the program.

### Master of Public Administration (M.P.A.)

The School of Public Administration has been a member of the National Association of Schools of Public 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 the current NASPAA standards clearly states the purpose of a Master of Public Administration degree program. 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, and 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.

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

### Admission Requirements

All inquiries related to admission to the Master of Public Administration program should be submitted to the Chairperson, 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. An Application for Admission (\$22.00 fee is assessed, \$74.00 for International Students). 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 attempted at other colleges or universities during the period of absence from Kentucky State University.

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

### Admission Classifications

The Master of Public Administration program admits only students whose preparation indicates potential for a high level of success. Applicants who hold earned bachelor's degrees from accredited institutions and have overall GPAs of 3.0 or higher (on a 4.0 scale) receive Regular Admission based entirely on evidence of that undergraduate accomplishment. Alternatively, applicants who have successfully completed at least 12 hours in another graduate program, either at Kentucky State University or elsewhere, with an earned GPA of 3.0 or higher, may receive Regular Admission based entirely on that academic performance. Applicants with GPAs of less than 3.0 may obtain Regular Admission by meeting BOTH Requirements A and B below. Requirement A ensures that all MPA students are likely to succeed in professional graduate study; Requirement B ensures that all students also have the potential for career success in the public service. Only applicants meeting both requirements can be admitted.

**Admission Requirement A:** Applicants must possess earned bachelor's degrees from accredited colleges or universities with minimum grade-point averages of 2.7. This information should be verifiable from applicants' official transcripts.

**Admission Requirement B:** Applicants must meet at least one of the following requirements:

1. Have completed at least 24 hours of undergraduate work related to public administration. This information should be verifiable from applicants' official transcripts. 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. Have been employed full time 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.

3. Submit a combined score of at least 1,100 (Verbal, Mathematical, and Analytical) on the Graduate Record Exam (GRE) or a score of at least 480 on the Graduate Management Test (GMAT). Applicants who meet one of these three requirements are not required to submit documentation concerning the other two. For example, if an applicant's transcript indicates that he/she has completed 21 hours of coursework related to public administration (requirement 1), then the applicant need not necessarily submit a GRE score or an employer letter.

### Probationary Admission Requirements

Upon recommendation of the faculty, the chairperson may grant probationary admission to applicants who have undergraduate GPAs of at least 2.4 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. As described above, Requirement B can be fulfilled using related coursework, professional experience, or a test score. Students admitted in a probationary status are subject to initial performance requirements more stringent than those imposed upon others, as described below under *Probation and Dismissal*.

### 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 2.4 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.

## Degree Requirements

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

A professional core of knowledge is expected of each Master of Public Administration candidate. It includes perspectives on public administration, quantitative methods, research methods and policy analysis, public sector economics, organization theory, computer applications, public personnel management, public sector economics, and budgeting in government agencies. Upon completion of these core courses, the student must choose a concentration 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 concentration areas in response to the various needs for public sector expertise. These concentration areas include: human resource management, international development, management information systems, and nonprofit management and community development.

Students may select their final nine semester credit hours from two different graduation options: thesis or coursework. All students must take a comprehensive examination over the core and concentration areas. An oral defense of the thesis is required of those students who elect to undertake that option.

## Degree Schematic

A three 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

### Concentration Area Courses (9 semester credit hours):

The student must select and complete three concentration 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 3 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 nine semester credit hours from any 600-level courses. Approval of the student's advisor is required prior to registration for the coursework option.

## Concentration Areas

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

### **Human Resource Management**

This concentration area is designed for students who are interested in both public- and private-sector personnel management positions.

#### **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 concentration area is designed for students seeking to integrate information technology into public management. Students complete nine hours of coursework presented at the graduate level (500 and above) by the Division of Computer Sciences (DCS). Both students possessing prior computer science backgrounds and those lacking such preparation may complete this concentration. The Division of Computer Science (DCS) determines appropriate graduate course placements for individual students based upon their educational and work histories.

### **International Development**

This concentration 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 concentration.

#### **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 concentration area is designed for students interested in engaging in community enhancement activities either through a government or 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 concentrations 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 concentration 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 nine semester credit hours of graduate-level coursework. In taking the subsequent nine 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 readmission. If re-admission is granted, the student will be placed on probation for up to nine 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.

## 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 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 Arts

### Special Education with Certification

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 to add a 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 and Parental Issues in Special Education

ESP 504: Theories of Reading and Educational Practices P-12

ESP 505: Teaching Mathematics to Children and Youth with Learning and Behavior Disorders

ESP 507: Introduction to Special Education

ESP 510: Curriculum and Methods in Learning and Behavior Disorders

ESP 511: Methods and Strategies in Behavior Management

ESP 515: Research in Special Education

ESP 523: The Individual with LD: Learning and Development through the Lifespan

ESP 524: Instructional Assessment Methods

ESP 525: Inclusion, Collaboration, and 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.

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



- 176; and
- b. Computerized Pre-Professional Skills Test: Reading (5710)
- 3. a. Pre-Professional Skills Test: Writing (0720) – 174; or
- b. Computerized Pre-Professional Skills Test: Writing (5720) – 174.
- 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 options are offered during the summer semester. See the *Course Descriptions* for detailed descriptions of each course. In fulfillment of program requirements, each candidate will complete one of the following courses:

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).

#### Doctor of Nursing Practice (BSN-DNP)

The Doctor of Nursing Practice (DNP) program at Kentucky State University is a 72 credit hours (nine 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 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 adults with a variety of health care needs.

To satisfy the requirements for graduation, the student must complete 72 semester credit hours of course work and 1080 hours of time in the clinical setting with a preceptor. 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 program outcomes consistent with contemporary practice.

The advanced practice nursing curriculum emphasizes competence, accountability, and legal, ethical standards in the practice of the profession, and evidence based practice. The curriculum includes cultural, ethnic, and socially diverse concepts and may also include experience 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 the measurement of clinical outcomes to ensure patient safety. Specifically, graduates of the BSNDNP program will demonstrate the ability to:

- 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 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 Requirements 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 an undated criminal background check to the School of Nursing annually.

### **Cardiopulmonary Resuscitation**

All students enrolled in Nursing Courses are required to have CPR for the Healthcare Provider certification, i.e. They 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 incur additional expenses for uniforms, name badge, nursing emblem, liability insurance, stethoscope, bandage scissors, white nurse's shoes, white hosiery, wrist watch with second hand, laboratory, travel fees, multiple criminal background checks, 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 two 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 state where practicums will be conducted.
- 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.
- Note: GRE scores are not required.

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

NUR 700 Advanced Pathophysiology (3 hours)  
NUR 701 Analysis of Advanced Nursing Practice (3 hours)  
NUR 702 Epidemiology in Health Care (3 hours)

Semester Two

NUR 703 Advanced Pharmacology (3 hours)  
NUR 704 Theoretical Foundation for Advanced Nursing Practice (3 hours)

Semester Three

NUR 705 Evidence Based Practice/Quality Improvement in Health Care (3 hours)  
NUR 706 Advanced Physical Assessment (3 hours)  
NUR 707 Advanced Nursing Care for Vulnerable Populations (3 hours) Semester

Four

Students must attend a clinical orientation before started clinical courses

NUR 800 Advanced Adult/Geriatric Nursing I (3 hours)  
NUR 801 Advanced Adult/Geriatric Nursing I Practicum (3 hours)  
NUR 802 Health-Systems Assessment (3 hours)

Semester Five

NUR 804 Advanced Adult/Geriatric Nursing II (3 hours)  
NUR 805 Advanced Adult/Geriatric Nursing II Practicum (3 hours) Elective

Semester Six

NUR 806 Advanced Adult/Geriatric Nursing III (3 hours)  
NUR 807 Advanced Adult/Geriatric Nursing III Practicum (3 hours)  
NUR 808 Research Design and Methods (3 hours)

Semester Seven

NUR 809 Diversity & Ethical Issues in Advanced Practice (3 hours)

NUR 900 Advanced Practice Leadership and Management (3 hours)

NUR 901 Advanced Practice Leadership and Management Practicum (3 hours) Semester Eight

NUR 902 Residency I Practicum (3 hours)

NUR 903 Healthcare Policy (3 hours)

Semester Nine

NUR 905 Residency II (3 hours)

NUR 906 DNP Focused Course (3 hours)

NUR 907 DNP Project (3 hours)

1080 Clinical Hours      **TOTAL 72**

**Electives (Not Required)**

NUR 699 Advanced Statistics in Nursing (3 hours)

NUR 708 Psychopharmacology (3 hours)

## Chapter 12

# MISCELLANEOUS POLICIES

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## Academic Honesty

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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 any grade on a paper, examination, or other material related to the offense.
2. Assignment of any grade for the course in which the offense occurred.
3. Forced withdrawal from the class in which the offense occurred.
4. Suspension from the University for a specified period of time includes exclusion from all classes and termination of student status and all related privileges and activities. A student who violates any of the terms of suspension shall be subject to further discipline in the form of permanent dismissal.
5. Dismissal from the University: This sanction is final and susceptible to reconsideration only after review by the University President.

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 unavailable or fails to attend such a conference, the instructor shall proceed to inform the student of the nature of the evidence, the charges and the possible sanctions by certified mail, with copies to the Chairperson of the Department in which the student is enrolled. The instructor may then proceed to assign any grade on a paper or examination related to the offense, assign any grade for the course in which the offense occurred, or recommend to his or her Chairperson a more severe sanction.
2. Responsibility of the Chairperson After reviewing the report from the instructor and making any appropriate investigation, the Chairperson will forward the materials, along with his or her own recommendation, to the Vice President for Academic Affairs.
3. Responsibility of the Vice President for Academic Affairs After reviewing the material furnished and conducting any appropriate investigation, the Vice President for Academic Affairs will forward the material, along with recommendation for suspension or dismissal, to the Vice President for Student Affairs. If the sanction is forced withdrawal from the course, the Vice President for Academic Affairs will take action to implement the withdrawal and will notify the student by certified mail. Copies of the notice will be sent to the instructor, the Chairperson of the Department in which the offense occurred, and to the Registrar. The Vice President shall forward the file, along with his or her recommendation, to the Vice President for Student Affairs, who will in turn forward the case to the All-University Court for processing according to the standard procedure of that court.

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 All-University Court.



2. The assignment of a grade by the instructor on a paper or examination involved in the offense shall not be subject to appeal.
3. Other sanctions may be appealed to the next higher level of authority up to and including the All-University Court. Such appeal must be filed in writing within 15 days of notification of the sanction.
4. The student shall have the right to attend and participate in a class until a decision is made on his/her appeal.

## Class Attendance

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Class attendance is mandatory for all enrolled students. Class attendance is linked to a variety of daily classroom assignments, and these assignments require students' preparation and participation in order for students to be successful. A record of the students' attendance is required by all instructors beginning on the first day the class meets. Faculty are required to take attendance until the final examination date. Students absent from class due to official university business, or other reasons considered excusable, are responsible for making up and submitting work to their instructors within seven (7) business days of the absence.

Excused absences, university-sponsored and personal, include the following: documented required military service; documented university service on campus or off-campus representation of the University; documented research, presentation, or field trip; documented interview for professional/ academic advancement, and documented jury duty.

Personal excused absences include the following: documented illness from a doctor or practicing medical professional in the area of the student's illness, who attended to the student; documented serious illness or death of an immediate family member (mother, father, spouse, child, sibling, grandparent, or (former) legal guardian, and documented court appearance.

Absence(s) planned from class(es) because of university-sponsored activities must be reported to the Office of 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. Service-related absences do not reduce the number for Non-Service related excused absences allowed to a student.

All other documented absences must be submitted to and bear the signature of the Office of the Vice President for Student Affairs within seven (7) business days of the absence(s).

A student who stops attending a class for any reason must contact the instructor and the Office of the Registrar to withdraw officially from the course. This action must be done on or before the published withdrawal date on the official Academic Calendar for that semester. If a student fails to withdraw from a class, the lack of action will result in a failing grade for the course. Late registration beyond the University's add/drop date must be approved by the Vice President of Academic Affairs, the University Registrar, and the class instructor. Under these circumstances, no excused or unexcused absences will be accrued until the date of the student's first official course enrollment. All make-up assignments must be completed within a time period determined by the instructor.

In addition to regular attendance, timely attendance is required for each student enrolled in Kentucky State University in order for students to take full advantage of class participation. A student is tardy when he/she: (a) Reports to class after the published start time of a class.

(b) Exits the class prior to the end of the class without the instructor's approval.

Three violations of the tardiness will constitute an unexcused absence.

All faculty, staff, and students are required to follow the policies outlined in this catalog.

A student who has not attended a face-to-face class by the end of the first two weeks of the course will be dropped from the class administratively for financial aid purposes. The same holds true for an online student who has not signed and returned the course agreement attached to the syllabus within the first two weeks of class.

A student enrolled in a face-to-face course or hybrid course who accrues a number of unexcused absences which exceeds the number of class meetings in one week shall be reported to the Center for Academic Persistence (CAPS). The CAPS staff will confirm the student's attendance record in the class with the instructor before withdrawing the student from the course. This action excludes official excuses as verified by the Office of Student Affairs.

A student enrolled in a 100% online or hybrid course is required to complete the online course assessment successfully and engage in the process as described in the course syllabus.

An instructor whose student does not meet the conditions stipulated in this policy must report the absent student to the Center for Academic Persistence Services (CAPS) to be withdrawn from the class.

The CAPS staff will be responsible for providing student intervention and support, and is available as a resource to student to encourage class preparation and participation. CAPS will deliver a Persistence Assessment report to instructors within 24 hours of notice for each student reported to CAPS office for attendance problems.

All faculty must include an attendance policy in the syllabus of the course they teach and provide such syllabus to the student on the first day of class. Faculty should encourage students to prepare and participate in class activities and students should make sure they understand how attendance and absenteeism affect the level of their preparation and participation, and ultimately their performance in the course.

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### Board of Regents

Mr. Ron Banks (2022)  
 Ms. Mindy Barfield, Esq. (2021)  
 Dr. Karen W. Bearden (2020)  
 Mr. Onaje Cunningham (2018), *Student Regent*  
 Dr. Elaine Farris (2020), *Chairperson*  
 Mr. Derrick Gilmore, MS (2019), *Staff Regent*  
 Mr. Paul C. Harnice, Esq. (2022)  
 Mr. Dalton Jantzen, MS (2022)  
 Dr. Elgie McFayden (2019), *Faculty Regent*  
 Dr. Syamala H.K. Reddy (2021)  
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 Lisa Lang, Esq.—General Counsel  
 William Graham—Director of Athletics  
 Clara Stamps – Vice President for Enrollment Management and Brand Identity  
 Justin Mathis – Director of Admissions

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 Dr. James Obielodan—Director of Graduate Studies  
 Sheila Stuckey—Director of Blazer Library  
 Yolanda Benson—Registrar

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 George Baker—University Police  
 Ray Griffith—Budget Director  
 Wendy Dixie—Chief Information Officer  
 Rayla Smoot—Director of Human Resources  
 Natalie Turner—Bursar

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 Francine Gilmer—Associate Vice President of Student Engagement and Campus Life  
 Chris Cribbs—Assistant Vice President of Athletics and Resident Life Advancement  
 Claude Huddleston—Dean of Students  
 Samantha Todd—Coordinator of Student Health Services  
 Russelle Keese—Director of Financial Aid

#### UNIVERSITY EXTERNAL RELATIONS AND DEVELOPMENT

Rick Smith—Interim Vice President for Institutional Advancement and Alumni Relations  
 Sonia Sanders—Assistant Vice President for Public Engagement and Community Outreach

## Faculty

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### **ALHURANI, ABDULLAH**

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Assistant Librarian and Assistant Professor; B.S., Alabama State College; M.S.L.S., Atlanta University. Kentucky State University, 1949–1983.

## Presidents of the University

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Mr. John H. Jackson .....	1887–1898, 1907–1910
Mr. James E. Givens .....	1898–1900
Mr. James S. Hathaway .....	1900–1907, 1910–1912
Mr. Green P. Russell .....	1912–1923, 1924–1929
Mr. Francis M. Wood .....	1923–1924
Dr. Rufus B. Atwood .....	1929–1962
Dr. Carl M. Hill .....	1962–1975
Dr. William A. Butts .....	1975–1982
Mr. Raymond M. Burse .....	1982–1989, 2014–2016
Dr. John T. Wolfe, Jr. ....	1990–1991
Dr. Mary Levi Smith .....	1991–1998
Dr. George Willis Reid .....	1998–2002
Dr. Paul E. Bibbins, Jr. (Interim) .....	2002
Dr. William H. Turner (Interim) .....	2003–2004
Dr. Mary Evans Sias .....	2004–2014
Dr. Aaron Thompson (Interim) .....	2016–2017
Dr. M. Christopher Brown II .....	2017



## Chapter 14

# COURSES

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. Courses marked with an asterisk (\*) meet the oral communication competency requirement. The subject prefixes for the course descriptions are as follows:

<b>AAS</b>	African-American Studies
<b>ACC</b>	Accounting
<b>AFE</b>	Agriculture, Food, and Environment
<b>AFS</b>	Air Force Studies
<b>AMS</b>	Army Military Studies
<b>AQU</b>	Aquaculture
<b>ARB</b>	Arabic
<b>ART</b>	Art
<b>ASL</b>	American Sign Language
<b>ASP</b>	Africana Studies
<b>BIO</b>	Biology
<b>BUA</b>	Business Administration
<b>CDF</b>	Child Development and Family Relations
<b>CHE</b>	Chemistry
<b>CHI</b>	Chinese
<b>CIT</b>	Applied Information Technology
<b>CJE</b>	Criminal Justice
<b>CLE</b>	Credit for Life Experience
<b>COE</b>	Cooperative Education
<b>COS</b>	Computer Science
<b>DGE</b>	Digital Gaming
<b>ECO</b>	Economics
<b>EDU</b>	Education
<b>ENG</b>	English
<b>ESP</b>	Special Education
<b>ENV</b>	Environmental Studies
<b>ESL</b>	English as a Second Language
<b>FCS</b>	Family and Consumer Sciences
<b>FIN</b>	Finance
<b>FNU</b>	Foods and Nutrition
<b>FRE</b>	French
<b>GEO</b>	Geography
<b>GNT</b>	Gerontology
<b>HEC</b>	Home Economics
<b>HED</b>	Health Education
<b>HIS</b>	History
<b>HON</b>	Honors Core
<b>IGS</b>	Integrative Studies
<b>INT</b>	Industrial Technology
<b>ITA</b>	Italian
<b>JOU</b>	Journalism

**JPN** Japanese  
**KOR** Korean  
**LST** Liberal Studies – Honors  
**MAT** Mathematics

**MIS** Management Information Systems  
**MGT** Management  
**MKT** Marketing  
**MSC** Mathematics/Sciences  
**MUA** Music – Applied  
**MUC** Music – Class Instruction  
**MUE** Music Education  
**MUI** Music Industry  
**MUP** Music – Performance Ensemble  
**MUS** Music  
**NUR** Nursing  
**PHE** Physical Education  
**PHI** Philosophy  
**PHS** Physical Sciences  
**PHY** Physics  
**POR** Portuguese  
**POS** Political Science  
**PSY** Psychology  
**PUA** Public Administration  
**REC** Recreation  
**REL** Religious Studies  
**RES** Real Estate  
**RUS** Russian  
**SCM** Supply Chain Management  
**SOC** Sociology  
**SOW** Social Work  
**SPA** Spanish  
**SPE** Speech  
**THE** Theatre  
**UNV** University Orientation/Courses

**AFRICAN-AMERICAN STUDIES**

AAS 303/ART 303: African-American Art History. A course designed to reveal contributions and accomplishments of African-American artists and the influence of traditional early African art on art of the world. Credit: 3 semester hours.

AAS 314/HIS 314: African-Americans in the United States. The history of African-Americans in the United States, their role in the development of this country, and their struggle for rights, privileges, and protections of citizenship. Prerequisite(s): HIS 201 and HIS 202, or consent of instructor. Credit: 3 semester hours.

AAS 323/MUS 323: African-American Music. A study of the development of African-American music, including spirituals, blues, jazz, symphonic literature, and miscellaneous songs. Open to non-Music majors. Credit: 3 semester hours

AAS 325/MUS 325: Jazz History and Literature. A survey of jazz, including its origins, major performers, and composers. All idioms and styles are studied using selected readings and recordings. Open to non-Music majors. Credit: 3 semester hours.

AAS 365/HIS 365: African History to 1870. A survey tracing the earliest beginnings of man in Africa and the development of sub-and trans-Saharan civilizations. Prerequisites: HIS 101 and HIS 102. Credit: 3 semester hours.

AAS 366/HIS 366: African History from 1870. The creation and development of European colonial empires in Africa and the subsequent rise of independent African states. Prerequisites: HIS 101 and HIS 102. Credit: 3 semester hours.

AAS 409/ENG 409: Literature of African-Americans. A study of representative literary works written by African Americans from Phillis Wheatley to the present. Prerequisite: ENG 211. Credit: 3 semester hours.

AAS 411/HIS 411: African-Americans in the Twentieth Century. A thorough study of the contributions of African Americans to American culture and their struggle for full citizenship in the United States. Prerequisites: HIS 201 and HIS 202. Credit: 3 semester hours.

**ACCOUNTING**

ACC 201: Principles of Accounting I. An introduction to current accounting theory and practice, including accounting concepts, principles, financial statements, the accounting cycle, and selected assets such as cash, receivables, inventory and long-term assets. Prerequisites: MAT 115 or higher, BUA 101 and BUA 102 with grades of C or better or consent of instructor. Credit: 3 semester hours.

ACC 202: Principles of Accounting II. A continuation of ACC 201. A study of accounting fundamentals including current liabilities, partnerships, corporations, the statement of cash flows, investments and financial performance evaluation, and accounting information for managerial decision-making. Prerequisites: ACC 201, BUA 101 and BUA 102, all with grades of C or better or consent of instructor. Credit: 3 semester hours.

ACC 300: Managerial Accounting. An exploration of decision-making tools and use of accounting information used by internal management for directing and controlling an organization's resources. Prerequisites: ACC 201, BUA 101 and BUA 102, all with grades of C or better or consent of instructor. Credit: 3 semester hours.

ACC 301: Intermediate Accounting I. A comprehensive study of concepts and principles underlying corporate financial accounting and reporting. Emphasis is given to current assets and operating assets. Prerequisites: ACC 202, BUA 101 and BUA 102, all with grades of C or better or consent of instructor. Credit: 3 semester hours.

ACC 302: Intermediate Accounting II. A study of investments, current and long-term liabilities, stockholders' equity, pensions, leases, accounting changes and error analysis, statement of cash flows, and interperiod income tax allocation. Prerequisite: ACC 301. A continuation of ACC 301. Credit: 3 semester hours.

ACC 303: Intermediate Accounting III. This course is a continuation of ACC 301 and 302. The course consists of a comprehensive study of concepts and principles underlying current financial accounting and reporting practices, including IFRS. Prerequisites: ACC 302 with grade of C or better. Topics include pensions, leases, accounting changes and error analysis, accounting for income taxes, statement of cash flows, governmental and non-profit accounting, business combinations and consolidated financial statements. Credit: 3 semester hours.

ACC 308: Cost Accounting I. The study of cost behavior from a managerial perspective. The principles, practices, and procedures involved in collecting, assembling, analyzing, and controlling manufacturing costs are examined. Prerequisites: ACC 202, BUA 101 and BUA 102, all with grades of C or better or consent of instructor. Credit: 3 semester hours.

ACC 324: Accounting Information Systems. An exploration of the flow of accounting information and resources throughout the entity with respect to management decision-making and control. Hands-on experience with microcomputer accounting software is an integral part of this course. Prerequisites: ACC 202,

BUA 101 and BUA 102, all with grades of C or better or consent of instructor. Credit: 3 semester hours.

ACC 403: Auditing. A study of the attest function, including history, scope of service, ethics, and responsibilities. Planning procedures used in independent audits and the impact of materiality, risk and internal controls are covered. Prerequisite/Co-requisite: ACC 302; Prerequisite: BUA 320. Credit: 3 semester hours.

ACC 410: Governmental/Not-for-Profit-Accounting. Study of generally accepted accounting and reporting principles for governmental and non-profit entities. Particular emphasis is on state and local government using fund accounting. Prerequisite: ACC 301 or consent of instructor. Credit: 3 semester hours.

ACC/FIN 425: Analysis of Financial Statements and Financial Reporting. The study of accounting data and financial statements for reporting and planning purposes and the analysis and interpretation of financial statement for accounting, management, and investment purposes.

Applications and financial software are utilized to construct pro-forma statements and complete case analysis assignments. Prerequisite: FIN 330. Credit: 3 semester hours.

ACC 462: Federal Income Taxation. Study of federal income tax concepts, laws and rules relating to individuals and businesses. Basic tax return preparation and tax research are included. Prerequisites: ACC 202, BUA 204 BUA 102, ECO 201, all with grades of C or better. Credit: 3 semester hours.

ACC 463: Advanced Federal Income Taxation. Exploration of federal income tax laws, rules, regulations, and court decisions applicable to partnerships, corporations, fiduciaries and international transactions and estate and gift transfer taxes. Prerequisite: ACC 462. Credit: 3 semester hours.

ACC 480: Accounting Internship. Off-campus, on-the-job employment related to the discipline of accounting. Prerequisites: ACC 301; junior or senior classification and consent of chairperson. Credit: 3 semester hours.

ACC 497: 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. Prerequisites: ACC 301, 302 or consent of instructor. Credit: 3 semester hours.

ACC 499: Independent Study in Accounting. Research and in-depth study of a particular accounting concept or problem under the guidance of a faculty member. Prerequisite: Senior classification and consent of the chairperson. Credit: 3 semester hours.

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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 semester hours.

### **AGRICULTURE, FOOD, and ENVIRONMENT**

AFE 112: VET Clinical I. This class is designed to provide the student with some basic skills and hands-on experience in the field of Veterinary Technology. It will include lecture and applied time in an actual clinic. This course is designed to provide the student with basic skills needed to be a veterinary technician. Credit: 2 semester hours.

AFE 116: Introduction to Agriculture, Food, and Environment This course familiarizes students with career options, necessary academic preparation, and how to search for a job in environmental science and agriculture. In addition to lectures, students will visit several environmental science/agriculturally related venues in central Kentucky. (Two hours of lecture per week including field trips). Credit: 2 semester hours.

AFE 117: Global Perspectives in Agriculture, Food, and Environment. Students will explore agriculture, food science, and environmental issues across the planet and how these issues also impact people in the United States. Climate change, international challenges to

food production, expanding international markets, global competition in producing food and energy, and international environmental challenges will be examined. (Three hours of lecture each week). Credit: 3 semester hours.

AFE 211: Introduction to Animal Science. This course provides the student with basic information on livestock production and management of food animals primarily cattle, goats, sheep, swine, and poultry. It will include information on alternative and conventional production of animals. Credit: 3 semester hours.

AFE 212: Vet Clinical I: This course provides hands on experience in the area of veterinary technology in veterinary clinics and on farm lab activities. Credit: 2 semester hours.

AFE 215: Agribusiness Management. This course provides an introduction to the management of non-farm businesses in agriculture. It includes: 1) the role of an agribusiness manager, 2) management as a strategy for long-term survival of a business, and 3) management of operations, marketing, financials, and human resources as part of an agricultural industry. Credit: 3 semester hours.

AFE 217: Plant Science. An introduction to plant structure, function, physiology, nutrition, health, growth, and genetics and interactions between crop production systems and the environmental science/agriculturally related venues in central Kentucky. (Two hours of lecture per week including field trips). Credit: 2 semester hours.

AFE 305: Introduction to Animal Disease and Management. This course is intended for those with theoretical and practical interest in the field of animal diseases and management techniques, especially those interested in learning about the most frequently encountered veterinary diseases caused by viral, bacterial, protozoa, helminth, and fungal agents and their management, including various treatments and therapies. Students in the Vet-Tech option will be introduced to various aspects of veterinary disease prevention, vaccinations, scientific principles involved in most commonly employed diagnostic techniques, their working knowledge, various effective treatment strategies with drugs, their administration and safe handling of animals. Prerequisite: BIO 302 or consent of instructor. Credit: 3 semester hours.

AFE 306: Diagnosis Technique of Animal Disease. This course is designed to help veterinary technology students learn how to perform specific diagnostic techniques and procedures including: radiology and ultrasound on animals; serology testing; Enzyme-linked Immunosorbent Assay (ELISA) procedures; staining of specimens; real time polymerase chain reaction (PCR) tests; DNA processing; using a microscope; zoonotic disease testing; and other needed techniques (some commonly-used and other less commonly used techniques). Prerequisite: CHE

102 and BIO 302 or consent of the instructor. Credit: 3 semester hours.

AFE 307: Animal Nutrition. This course will deal with the classification and functions of nutrients, deficiency symptoms, digestive processes, characterization of feedstuffs, and formulation of diets for domestic animals and pet animals. The course is designed for students majoring in Veterinary Technology. Prerequisite: CHE 102/120. Credit: 3 semester hours.

AFE 308: Pharmacology for Veterinary Technicians. This course is designed as an introduction to the basic principles of veterinary pharmacology. The course will cover the most common classes of drugs affecting the gastrointestinal, neurological, nervous, respiratory, cardiovascular and dermal systems. An in-depth knowledge of drug type/group recognition, clinical usage, method of administration and regulation, absorption, dose calculation, preparation, dispensing, labelling and packaging will be required. Emphasis will be placed on common veterinary antimicrobials, disinfectants, anti-inflammatories, analgesics, anti-parasitic, anti-convulsants, and hormonal drugs; their side effects, contraindications and potential complications or interactions. Euthanasia solutions, fluid therapy, vaccines, pharmacy inventory control and customer relations will also be taught. Prerequisite: AFE 305 or consent of Instructor. Credit: 3 semester hours.

AFE 311: Practicum I. Practicum in Agriculture, Food Science or Sustainable Systems. Prerequisite: Prerequisite: AFE 116 and Sophomore Standing. A course in which advanced AFE students pursue an independent experiential project off campus. Credit: 2 semester hours.

AFE 312: VET Clinical II. This class is designed to provide the student with greater understanding and experience in the field of Veterinary Technology. It will include lecture and applied time in an actual clinic setting. This course is designed to provide the student with greater understanding of the job requirements and skills needed to be a veterinary technician. The goal is to develop and improve specific skills related to equine and companion animals. Prerequisite: AFE 212. Credit: 2 semester hours.

AFE 318: Environmental Entomology. An Introduction to insects including their importance, basic anatomy, physiology, ecology and management. Identification of major orders and families of insects will be covered as well. This is a lecture, field and laboratory course. (Two hours of lecture, two hours of laboratory per week). Prerequisites: BIO 111. Credit: 3 semester hours.

AFE 334: Soil Science. The course will explore interactions between soil, agriculture, and the environment. Topics include soil organic matter, soil contamination, water management and quality, soil



classification, nutrient management, and soil remediation. After taking the course, students soon realize that soil science concepts, learned in class, will reward them on the job market. Credit: 3 semester hours.

**AFE 340: Environmental Science & Agroecology.** 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. Prerequisites: AFE 211 and AFE 217 with grade of C or better. Credit: 3 semester hours.

**AFE 366: Climate Change Studies.** The course provides the fundamentals of Earth's climate system, and mechanisms of climate change as well as the methods that scientists use to investigate climate variability or change. It focuses on the Earth's natural climate changes over the past and the role that humans have had in changing climates. Students will investigate the relationships between human activity and climate change and the consequences when human and natural factors interact. Students will use a Climate Change laboratory manual to explore weather related data, learn and investigate climate models and predictions. Students will explore possible technological solutions to these vast and increasingly important problems. Credit: 3 semester hours.

**AFE 401: AFE Seminar.** This course aims at familiarizing students in the field of scientific communication, especially in scientific presentations of their research experience/findings in the various specialized course offerings at the College of Agriculture, Food Sciences and Sustainable Systems. In addition to being trained in scientific writings, students will get an opportunity to present their research findings to their peers and in professional meetings of various societies, depending on the opportunity presented. Prerequisites: AFE 411 and Sr. standing. Credit: 1 semester hour.

**AFE 404: Nutrition and Metabolism.** Nutrition and Metabolism instructs students on fundamentals of basic nutrition and metabolic activity. Students will cover the metabolic pathways of carbohydrates, lipids, protein, amino acids, and vitamin/minerals and how they are all interconnected. In addition, this class will explore the nature of metabolic diseases and how nutrition plays a significant role. Prerequisites: CHEM 101 or consent of instructor. Credit: 3 semester hours.

**AFE 405: Research and Extension in Nutrition.** This course will provide substantial opportunities for students to learn about research education and Extension activities in the area of Nutritional Science. Students will encounter several topics in the area of nutrition and will have several opportunities for hands-on learning. Credit: 3 semester hours.

**AFE 407: 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: 3 semester hours.

**AFE 408: Anesthesia and Surgical Procedures.** This course will focus on both background knowledge and practical applications of anesthesia-related skills for veterinary technicians. Prerequisites: BIO 308 and AFE 305 or consent of instructor. Credit: 3 semester hours.

**AFE 411: Practicum II.** Advanced research in Agriculture, Food Science or Sustainable Systems. A course in which advanced AFE students pursue an independent hypothesis driven research project on or off campus. Prerequisites: AFE 311, MAT 115 or 200, and Jr. standing. Credit: 2 semester hours.

**AFE 412: VET Clinical III.** This is the last clinical course and is designed to allow students to gain greater knowledge and skills in the specific job requirements of a veterinary technician. The class will involve greater actual clinic time but will also include activities related to professional development and expectations of veterinary technicians. This class is designed to allow students to have a better understanding of expectations and gain the hands on skills expected in the workplace. Prerequisite: AFE 312. Credit: 3 semester hours.

**AFE 415: 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: 3 semester hours.

**AFE 416: Nutrition and Society.** As the prevalence of obesity and co-morbidities continue to rise in the United States, there is a strong need for individuals trained in community nutrition education as well as science. This course is dedicated to teaching students the principles behind nutrition education, epidemiological factors, methodologies and pertinent organizations. Credit: 3 semester hours.

**AFE 417: Modern Nutrition and Disease.** This course is intended for those with theoretical and practical interest in the field of Food and Nutrition Sciences, and will give an overview of the role of Nutritional Science as it relates to health with special emphasis on disease prevention and management of disorders and diseases of various body systems. Prerequisite: FNU 104 with grade of C or better. Credit: 3 semester hours.



**AFE 425: 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: 3 semester hours.

**AFE 426: Agricultural Economics and Marketing.** This course discusses economics, farm management, and marketing from an agricultural, and aquaculture, perspective. The focus is on economic relations that would apply to aquaculture and agriculture, in general. Most economics discussions will be presented by drawing graphs instead of writing formulas, although some formulas will also be discussed. The main goal is to prepare students to have the ability to manage a farm from a production, marketing, financial, and business planning perspective. Overall, the course will use a practical approach that would appeal to the understanding of most students. Prerequisite: MAT 115 or MAT 176. Credit: 3 semester hours.

**AFE 435: Urban Agriculture.** Examine contributions of ornamental and food gardens to community health and food system sustainability. Explore potential of compact urban agriculture to offset community food needs through high and low input production. Gain hands-on experience with tools, techniques and practices used to grow and process food and ornamental crops in urban environments. Credit: 3 semester hours.

**AFE 440: 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: 3 semester hours.

**AFE 442: Plant Propagation and Plant Production Systems.** 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: 3 semester hours.

**AFE 443: Apiculture/Pollination Biology.** This course guides the student through the biology and culture of

honey bees and other important pollinators. The morphology, physiology, behavior, reproduction, genetics, breeding and ecology of honey bees are included. The application of the biology of honey bees is described, as they are important crop pollinators and producers of honey and wax. The biology of other pollinators, especially other species of bees, is compared to that of the honey bee. In particular, the relative merits of various pollinators are compared according to the plants they visit. Recent ideas and novel applications for apiculture are described. Credit: 3 semester hours.

**AFE 445: Agriculture and Energy.** Examine agriculture's role as a producer and consumer of energy in context of the broader food system and economy. Explore potential to improve agricultural energy efficiency and produce energy on farms using solar, wind, hydro, bio-power, and biofuel technologies. Credit: 3 semester hours.

**AFE 450: 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 or consent of instructor. Credit: 3 semester hours.

**AFE 455: Food Safety and Microbiology.** This course is 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 or consent of instructor. Credit: 3 semester hours.

**AFE 465: Food Systems.** This course explores relationships among environment, food supply chains, security, quality, diet, and consumer health, with particular emphasis on system components after the farm gate. Discuss existing barriers to healthy and sustainable food consumption; and personal behaviors and public policies with potential to overcome these barriers. Credit: 3 semester hours.

**AFE 485: Special Topics in AFE.** 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: 3 semester hours.

AFE 489: Remote Sensing of the Environment. The course introduces fundamental principles of remote sensing applications for recording electromagnetic energy from the earth's surface for studying vegetation, soil, water, and urban infrastructure. Prerequisite: Consent of instructor. Credit: 3 semester hours.

### **AIR FORCE STUDIES**

*(These classes are offered through the Air Force ROTC program at the University of Kentucky. Call 859/257-7115 for more information.)*

AFS 111: Aerospace Studies I. A course designed to provide the student with a basic understanding of the nature and principles of war, national power, and Department of Defense role in the organization of national security. The student also develops leadership abilities by participating in a military organization, the cadet corps, which offers a wide variety of situations demanding effective leadership. Corequisite: AFS 112. Credit: 1 semester hour.

AFS 112: Leadership Laboratory I. A course designed for development of basic skills required to be a manager, including communications, human relations, and administration of equal opportunity. Credit will not be granted toward the hours requirements for the degree. Pass/fail only. Co-requisite: AFS 111. Credit: 1 semester hour.

AFS 113: Aerospace Studies I. A course designed to provide the student with a basic understanding of the contribution of aerospace power to the total U.S. strategic offensive and defensive military posture. The student also develops leadership abilities by participating in a military organization, the cadet corps, which offers a wide variety of situations demanding effective leadership. Prerequisite: AFS 111. Credit: 1 semester hour.

AFS 114: Leadership Laboratory I. A continuation of AFS 112. A course designed to develop managerial skills including superior/subordinate relationships, communications, customs and courtesies, basic drill movements and career progression requirements. Credit will not be granted toward the hours requirements for the degree. Pass/fail only. Co-requisite: AFS 113. Credit: 1 semester hour.

AFS 211: Aerospace Studies II. Introduces the study of air power from a historical perspective; focuses on the development of air power into a primary element of national security. Leadership experience is continued through active participation in the cadet corps. Prerequisites: AFS 111, 113 or PAS approval; Co-requisite: AFS 212. Credit: 1 semester hour.

AFS 212: Leadership Laboratory II. A course designed for development of advanced skills required to be a manager/leader, including leadership styles, public speaking, group dynamics, motivation and preparation for field training. Credit will not be granted toward the

hours requirements for the degree. Pass/fail only. Co-requisite: AFS 211. Credit: 1 semester hour.

AFS 213: Aerospace Studies II. Provides a foundation for understanding how air power has been employed in military and non-military operations to support national objectives.

Examines the changing mission of the defense establishment, with particular emphasis on the United States Air Force. Leadership experience is continued through participation in the cadet corps. Prerequisites: AFS 111, 113, 211 or PAS approval; Co-requisite: AFS 214. Credit: 1 semester hour.

AFS 214: Leadership Laboratory II. A course designed to develop supervisory management skills to include communications, techniques of critique, social actions, personnel evaluation procedures, problem solving, role playing and field training preparation. Credit will not be granted toward the hours requirements for the degree. Corequisite: AFS 213. A continuation of AFS 211. Credit: 1 semester hour.

AFS 311: Aerospace Studies III. A study of management functions with emphasis on the individual as a manager in an Air Force environment. Individual motivational and behavioral process, communication, and group dynamics are included to provide a foundation for the development of professional skills as an Air Force Officer. Students refine their leadership and managerial abilities by organizing and managing a quasi-military unit. Prerequisite: Acceptance into POC or approval of PAS; Co-requisite: AFS 312. Credit: 3 semester hours.

AFS 312: Leadership Laboratory III. A course designed and focused on developing advanced leadership skills. Students fill the mid-level management function within the cadet corps. The course involves the planning and controlling of military activities of the cadet corps, and the preparation and presentation of briefings and other written and oral communications. Pass/fail only. Co-requisite: AFS 311. Credit: 1 semester hour.

AFS 313: Aerospace Studies III. A study of leadership with specific emphasis on the Air Force leader. Includes theoretical, professional and communicative aspects. In addition, military justice and administrative law are discussed within the context of the military organization. Students continue to develop and refine their leadership abilities by organizing and managing a military unit, the cadet corps, which offers a variety of situations requiring effective leadership. Prerequisite: AFS 311; Co-requisite: AFS 314. Credit: 3 semester hours.

AFS 314: Leadership Laboratory III. Laboratory to accompany AFS 313. Pass/fail only. Co-requisite: AFS 313. Credit: 1 semester hour.

AFS 395: Independent Aerospace Studies. A study of an advanced problem on a subject area in aeronautical science under the guidance of a departmental staff

member. One discussion per week; term paper is required. May not be repeated. Prerequisite: senior standing in the AFROTC Program and e.0 standing in Aerospace Studies. Credit: 2 to 6 semester hours.

AFS 411: Aerospace Studies IV. A study of the military profession, civil-military interaction, communicative skills, framework of defense policy, and formulation of defense strategy. Students refine their leadership abilities by organizing and managing a military unit, cadet corps, which offers a wide variety of situations requiring effective leadership. Prerequisite: AFS 313, or approval of PAS; Corequisite: ASF 412. Credit: 3 semester hours.

AFS 412: Leadership Laboratory IV. A course designed and focused on developing advanced leadership skills. Students fill the top level management function within the cadet corps. The course involves the planning and controlling of military activities of the cadet corps, and the preparation and presentation of briefings and other written and oral communications. The lab also includes practice of leadership techniques aimed at motivating and instructing cadets in the lower three levels. Pass/fail only. (Laboratory, two hours per week). Co-requisite: AFS 411. Credit: 1 semester hour.

AFS 413: Aerospace Studies IV. Continues the study of strategy and the management of conflict, formulation and implementation of U.S. defense policy, defense organization, and case studies in defense policy making. Students also refine their leadership abilities by organizing and managing a military unit, the cadet corps, which offers a wide variety of situations requiring effective leadership.

Prerequisite: AFS 411 or approval of PAS; Co-requisite: AFS 414. Credit: 3 semester hours.

AFS 414: Leadership Laboratory IV. A continuation of AFS 412. A course designed and focused on developing advanced leadership skills. Students fill the top level management function within the cadet corps. The course involves the planning and controlling of military activities of the cadet corps, and the preparation and presentation of briefings and other written and oral communications. The lab also includes practice of leadership techniques aimed at motivating and instructing cadets in the lower three levels. Pass/fail only. (Laboratory, two hours per week). Note: AFS 112, 114, 212, 214, 312, 314, 412, and 414 require participation in twice per week physical fitness training. Co-requisite: AFS 413. Credit: 1 semester hour.

### **ARMY MILITARY STUDIES**

*(These classes are offered through the ARMY ROTC program at the University of Kentucky. Call 859/257-6865 for more information.)*

Basic Courses AMS 101: Introduction to the Army. This introductory level course is designed to give students

an appreciation for the role the Army currently plays in our society. The course also covers some of the basic skills necessary to today's leaders to include oral presentation, time management, map reading, basic rifle marksmanship and squad tactics. Credit: 2 semester hours.

AMS 102: Introduction to Leadership. This course is designed to introduce students with the fundamental skills necessary to be a leader, both in military and civilian context. Course also covers map reading, skills. Credit: 2 semester hours.

AMS 107: Army Military Physical Fitness. This course is intended as an elective for undergraduate students and Cadets (ROTC). It will provide a general understanding of physical fitness and improve their overall total fitness level. Credit: 1 semester hour.

AMS 201: American Military History. Study of the development of the U.S. from a military perspective. Preparatory development of technology and warfare and emphasis on the evaluation of military leadership from the historically tested principles of warfare from the Civil War to the present. Credit: 2 semester hours.

AMS 202: Effective Military Communications. This course provides instruction and practical experience in the art of speaking and writing in the Army style. Students will demonstrate competency through a series of oral presentations and writing assignments. Small unit tactics and map reading skills will also be used in the implementation of the oral presentations. Credit: 2 semester hours.

AMS 211: Advanced Leadership I. This course focuses on both theoretical and practical aspects of leadership. Students will examine such as written and oral communication, effective listening, assertiveness, personality, adult development, motivation, and organization culture and change. Prerequisites: AMS 101 and 102, or consent of instructor. Credit: 2 semester hours.

AMS 212: Advanced Leadership II. This course focuses primarily on officership, providing an extensive examination of the unique purposes, roles and obligations of commissioned officers. It includes a detailed investigation of the origin of our institutional values and their practical application in decision making and leadership. Prerequisites: AMS 101, 102 and 211, or consent of instructor. Credit: 2 semester hours.

AMS 250: Basic Military Science Lab. A hands-on practicum which exposes the student to the military skills required for the basic technical and tactical competence to enter the Advance Course. Laboratory, two hours per week and two weekend exercises. May be repeated to a maximum of four credits. Credit: 1 semester hour.

## Advanced Courses

AMS 301: Leadership and Management I. Course of study in development of basic skills required to function as a manager; study of leadership styles, group dynamics, communications, motivation, and military instruction methods; and school of the soldier and exercise of command. Prerequisites: AMS 101, 102, graduate or undergraduate student (male or female), successful completion of basic course or basic camp, physically fit to pursue program; consent of PMS. Credit: 3 semester hours.

AMS 302: Advanced Tactics. Small-unit tactics and communications, organization and mission of combat arms units; leadership and the exercise of command. Prerequisites: AMS 101, 102, graduate or undergraduate student (male or female), successful completion of basic course or basic camp, physically fit to pursue program; consent of PMS. Credit: 3 semester hours.

AMS 320: Advanced Studies in American Military History. This course will furnish upper level UK ROTC cadets and qualified History majors or minors with the methodological tools and materials needed to gain a more detailed understanding of American military history and to put together a major research paper. AMS 340/HIS 320 will emphasize basic research skills; understanding historiographical debates within a military framework; developing effective note taking, outlining techniques, picking a feasible research topic, finding useful primary sources and drawing inferences from them examining American military campaigns and leaders in order to complete a battle analysis and short research assignments. (Same as HIS 320 at UK) Prerequisite: Consent of instructor. Credit: 3 semester hours.

AMS 341: Leadership and Management II. Advanced study of logistics, operations, military administrations, personnel management, military justice, world change and military implications, service orientation and leadership training. Prerequisites: AMS 301 and 302. Credit: 3 semester hours.

AMS 342: Command Management. An advanced study of logistics, operations, military administration, personnel management, military justice, world change and military implications, service orientation and leadership training. Prerequisites: AMS 301 and 302. Credit: 3 semester hours.

AMS 350: Advanced Military Science Laboratory. A hands-on practicum which exposes the student to the military skills required for advanced technical and tactical competence as an Army officer. The course affords junior and senior cadets opportunities to develop and refine their leadership style and abilities under differing constraints and environments. Laboratory, two hours per week and two weekend exercises. May be repeated to a maximum of four credits. Prerequisites: AMS 101, 202, 202, 250. Co-

requisites: AMS 301, 302, 341 or 342. Credit: 1 semester hour.

AMS 395: Independent Study in Leadership. Advanced study in leadership. Students are under guidance and confer individually with faculty on approved tactic(s). A written report or paper is expected and will be filed in the chairperson's office. Prerequisites: Completion of AMS 302 and consent of PMS. Credit: 1 or 2 semester hours.

**AQUACULTURE**

AQU 201: Fisheries and the Educated Consumer. This course is intended as an elective for undergraduate students who have no training in fisheries, but wish to become an educated consumer. It will provide a general understanding of fisheries for students unfamiliar with the discipline. STEM and sustainability concepts will be combined with the multi-disciplinary nature of fisheries as an applied sciences. The course will integrate current events and scientific principle associated with fisheries and agriculture to enhance enduring life skills.

AQU 407s: Fish Genetics. An overview of fish genetics including basic principles and methods of selective breeding in aquaculture. Prerequisite: Consent of instructor. Credit: 3 semester hours.

AQU 409: Biostatistics. Basic principles of experimental design and data analysis with emphasis on their applications in aquaculture research. Prerequisite: Consent of instructor. Credit: 3 semester hours.

AQU 410: Fish Diseases Laboratory. This course introduces students to proper microscope use and how to identify various fish parasites, bacteria and viruses, and plausible disease treatments. Writing will be emphasized through lab reports. Credit: 1 semester hour.

AQU 411: Fish Diseases. An overview of fish diseases including the pathogens and conditions that result in disease. Preventive and corrective measures are also examined. (Three hours of lecture per week) Prerequisite: Consent of instructor. Credit: 3 semester hours.

AQU 412: 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: 4 semester hours.

AQU 413: 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. (Three hours of lecture, three hours of laboratory per week). Credit: 4 semester hours.



AQU 414: Basics of Fish Diseases. An online course with no lab. Students are introduced to bacteria, parasites, viruses and environmental factors that cause disease in aquatic animals. Prevention, identification and treatment of these diseases are included. Prerequisite: Consent of Instructor. Credit: 3 semester hours.

AQU 416: 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: 1 semester hour.

AQU 421: Fish Nutrition. Fundamental and applied aspects of fish nutrition including nutrient requirements, nutrient chemistry, ration formulation, and practical feeding will be taught. (Three hours of lecture per week). Prerequisite: Consent of instructor. Credit: 3 semester hours.

AQU 422: 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: 3 semester hours.

AQU 427: Fish Reproduction & Spawning Techniques. An overview of basic biology of fish reproduction and techniques of artificial spawning for common aquaculture species. Credit: 3 semester hours.

AQU 428: Fish Reproduction Labs. AQU/BIO 427 may be taken concurrently. This course will provide practical training and skills on investigation of reproductive system in fish and spawning techniques for several aquaculture species. Credit: 1 semester hour.

AQU 451: Survey of Production Methods. An overview of alternative production methods including ponds, cages, net-pens, raceways, and recirculating systems with application to suitable species. (Three hours of lecture per week) Prerequisite: AQU 422 or consent of instructor. Credit: 3 semester hours.

AQU 452: Aquaponics. An overview of the aquaponic production systems including the aquaculture and hydroponic components, as well as their interactions and management. Credit: 3 semester hours.

AQU 460: Water Quality Management. An introductory survey 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: 3 semester hours.

AQU 461: Water Quality Management Lab. AQU 461 teaches students basic water quality principles related to pond management. Laboratories include use of equipment and analytically solving water quality problems. Credit: 1 semester hour.

AQU 480: Introduction to Geographic Information Systems. This course provides basic instruction in mapping technologies to enable natural resource staff, students, local and state government personnel to enhance their planning and resource management skills. Credit: 3 semester hours.

AQU 491: Internship: Aquaculture. Intensive experience involving practical on-site participation working at an aquaculture facility (University, state, or private). Prerequisite: Consent of advisor. Credit: 1-4 semester hours.

AQU 507: Fish Genetics. An overview of fish genetics including basic principles and methods of selective breeding in aquaculture. Prerequisite: Consent of instructor. Credit: 3 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: 3 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: 3 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: 1 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: 3 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: 4 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: 4 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: 1 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: 3 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: 3 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: 4 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: 3 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: 1 semester hour.

AQU 551: Survey of Production Methods. An overview of alternative production methods including ponds, cages, netpens, raceways, and re-circulating systems with application to suitable species. Prerequisite: Consent of instructor. Credit: 3 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: 3 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: 1 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: 1-4 semester hours.

AQU 600: Research Aquaculture. Laboratory or field research on approved thesis topic in aquaculture or related aquatic sciences. Credit: 1-9 semester hours.

AQU 601: Thesis. Preparation of research based thesis on approved topic. Credit: 1-3 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: 1-9 semester hours.

## **ARABIC**

**ARB 101:** Elementary Arabic I. This course provided an introduction to the basics of the Arabic language. Course content will focus on building proficiency in speaking, listening, reading, and writing Arabic. Prerequisite: ENG 101. Credit: 3 semester hours.

**ARB 102:** Elementary Arabic II. This course is a continuation of ARB 101. The course will further develop proficiency in speaking, listening, reading, and writing Arabic. Prerequisite: ENG 101; ARB 101. Credit: 3 semester hours.

## **ART**

**ART 101:** Early Elementary Art. Includes all aspects of teaching art in grades K-4: philosophies, methods, materials, and evaluations. Personal investigation of activities involving the two-dimensional materials is stressed. Credit: 3 semester hours.

**ART 102:** Introduction to Arts and Crafts. An introductory course in arts and crafts for non-Art majors. Diverse art media and processes are explored and basic concepts and vocabulary are introduced. Restricted to members of the Senior Citizens Center. Credit: 3 semester hours.

**ART 110:** Basic Drawing I. An introductory course with emphasis on developing visual acuity and fundamental drawing skills. Methods and materials relating to two-dimensional representation will be investigated. Credit: 3 semester hours.

**ART 112:** Two-Dimensional Design. An introduction to basic design elements and principles. Activities include the investigation of line, shape, value, color, and texture within the two-dimensional realm. Credit: 3 semester hours.



ART 113: Three-Dimensional Design. A continuation of ART 112 as it relates to the three-dimensional realm. Prerequisite: ART 112. Credit: 3 semester hours.

ART 130: Introduction to Art. Examines the nature of visual art experiences, formal and expressive characteristics of art, historical concepts and movements, and the relevance of art to one's life. Credit: 3 semester hours.

ART 201: Art History Survey I. A survey lecture course designed to expose the student to the history of art from pre-historic times through the Middle Ages. Credit: 3 semester hours.

ART 202: Art History Survey II. A continuation of ART 201 from the Renaissance through the Modern Period. Prerequisite: ART 201. Credit: 3 semester hours.

ART 211: Basic Drawing II. A continuation of ART 110. Emphasis on the rendering of the human form via contour, gesture, value, and weight drawing with various media. Prerequisite: ART 110. Credit: 3 semester hours.

ART 220: Basic Painting I. An introduction to the basic processes and materials of painting. Emphasis is placed on compositional factors. Prerequisites: ART 110 and 112.

ART 240: Ceramics I. An introduction to the basic processes and materials of ceramics. Emphasis is placed on hand-building processes and principles of glazing and firing. Prerequisites: ART 110 and ART 113. Credit: 3 semester hours.

ART 245: Weaving I. Exploration of both loom-and finger controlled weaving processes and an introduction to drafts. Prerequisites: ART 110 and ART 113. Credit: 3 semester hours.

ART 300: Twentieth Century Art History. A study of European and American art forms of the Twentieth Century. Credit: 3 semester hours.

ART 302: Contemporary Art History. Examination of the directions in the visual arts since 1955. Credit: 3 semester hours.

ART 303/AAS 303: African-American Art History. A course designed to reveal contributions and accomplishments of African-American artists and the influence of traditional early African art on art of the world. Credit: 3 semester hours.

ART 304: Directions in American Art. An examination of major directions in American Art of the Nineteenth and Twentieth centuries. Credit: 3 semester hours.

ART 305: Digital Imaging I. An introduction to digital imaging with primary emphasis on learning PhotoShop and Illustrator software in a Macintosh lab for both fine art and commercial applications. Credit: 3 semester hours.

ART 306: Studio Arts. A course that provides the Studio Art Major the opportunity to pursue individual directions in contemporary art production and theory that may incorporate multi-media and installation explorations. May be repeated five times for credit. Prerequisite: Junior or senior classification or consent of instructor. Credit: 3 semester hours.

ART 307: Digital Photography I. An introductory course in black-and-white photography using PhotoShop software in a Macintosh digital imaging computer lab, using archival printing techniques. Instruction will be balanced between aesthetic concerns and technical proficiency. Student must provide their own basic digital camera, at least 3 megapixels, and SLR digital cameras will be available for checkout at times throughout the semester. Credit: 3 semester hours.

ART 308: Introduction to Film I: Film Structure and Interpretation. An examination of the "language" of film and interpretation of films within issues related to liberal studies courses. Credit: 3 semester hours.

ART 309: Introduction to Film II: Topics in Film. Topical issues and principles of film theory with changing topics, such as critical perspectives, views of history, the director. Credit: 3 semester hours.

ART 310: Basic Drawing III. An investigative approach to both the figurative and abstract levels. Personal visual expressions are encouraged. Prerequisites: ART 110 and ART 112. Credit: 3 semester hours.

ART 312: Introduction to Digital Video Editing/Production. An introductory course to digital video editing/production with emphasis on video production as an art form and a working foundation of the historical development of the medium. Prerequisite: ART 305 or ART 307 or consent of instructor. Credit: 3 semester hours.

ART 315: Sculpture I. An introduction to the basic constructive processes of sculpture, utilizing plaster, wire, wood and other related materials. Prerequisites: ART 110 and ART 113. Credit: 3 semester hours.

ART 317: Printmaking I. An introduction to the basic processes and materials of printmaking including monoprint, calligraphy, woodcut, serigraphy, and etching. Prerequisites: ART 110 and ART 112. Credit: 3 semester hours.

ART 319: Elementary School Art. A combination lecture/laboratory course which focuses upon all aspects of teaching art in the elementary school. This course is designed for art education majors. Credit: 3 semester hours.

ART 321: Basic Painting II. A continuation of ART 220 with emphasis on exploration of media and the expression of individual concepts. Prerequisite: ART 220. Credit: 3 semester hours.

ART 330: Web Page Design. An introductory course to Web Page Design that will emphasize technical mastery of software in a Macintosh environment and aesthetic understanding of the medium as it pertains to fine art applications. Prerequisites: ART 305 or ART 307 or consent of instructor; ART 405 recommended. May be repeated once for credit. Credit: 3 semester hours.

ART 340: Ceramics II. Basic techniques of throwing on a potter's wheel; further study of clay bodies, glazing and firing principles are investigated. Prerequisite: ART 240. Credit: 3 semester hours.

ART 345: Weaving II. A continuation of activities introduced in ART 245 with an emphasis on draft weaving. Prerequisite: ART 245. Credit: 3 semester hours.

ART 360: Art Symposium. A course designed to acquaint students with concepts, media, and methods of the arts via discussions, guest speakers, multi-media presentations, and demonstrations. (May be repeated 5 times). Credit: 1 semester hour.

ART 400: Senior Seminar. Exploration of topics in contemporary art through research, discussion, and field trips. Art majors will prepare their Senior Art Exhibitions, document them with slides, and develop resumes. Credit: 1 semester hour.

ART 405: Digital Imaging II. A continuation of the development of concepts and skills introduced in ART 305 with emphasis on both commercial applications and the use of digital imaging in the production of fine art. Prerequisite: ART 305. Credit: 3 semester hours.

ART 407: Digital Photography II. An intermediate course in black-and-white photography, and introductory color, using PhotoShop software in a Macintosh digital imaging computer lab. Archival printing techniques and large format printing will be used. Instruction will be balanced between aesthetic concerns and technical proficiency. Students must provide their own basic digital camera, at least 3 megapixels, and SLR digital cameras will be available for checkout at times throughout the semester. Prerequisite: ART 307 or consent of instructor. Credit: 3 semester hours.

ART 412: Digital Video Editing/Production II. An intermediate course in digital video edition/production with emphasis on video production as an art form, contemporary issues, and continued investigation of the historical development of the medium. Prerequisite: ART 312. Credit: 3 semester hours.

ART 415: Sculpture II. An introduction to the basic subtractive processes of sculpture, utilizing wood, stone, and other related materials. Prerequisite: ART 315. Credit: 3 semester hours.

ART 417: Printmaking II. A continuation of processes introduced in ART 317. Basic lithographic processes, serigraphy, and etching are also introduced. Prerequisite: ART 317. Credit: 3 semester hours.

ART 419: Methods and Materials for Teaching Art. A course which examines teaching and media for both elementary and secondary levels. Designed specifically for art education majors. Credit: 3 semester hours.

ART 420: Painting III. The expression of individual concepts in painting is encouraged. The appropriateness of materials to specific visual statements is studied. Prerequisite: ART 321. Credit: 3 semester hours.

ART 430-453: Problems in Art. These courses are designed to provide students advanced, individualized instruction in the art areas listed below. Credit: 3 semester hours.

ART 430: Problems in Drawing I ART 431: Problems in Drawing II ART 432: Problems in Drawing III ART 433: Problems in Painting I ART 434: Problems in Painting II ART 435: Problems in Painting III ART 436: Problems in Printmaking I ART 437: Problems in Printmaking II ART 438: Problems in Printmaking III ART 439: Problems in Ceramics I ART 440: Problems in Ceramics II ART 441: Problems in Ceramics III ART 442: Problems in Sculpture I ART 443: Problems in Sculpture II ART 444: Problems in Sculpture III ART 445: Problems in Weaving I ART 446: Problems in Weaving II ART 447: Problems in Weaving III ART 448: Problems in Art History I ART 449: Problems in Art History II ART 450: Problems in Art History III ART 451: Problems in Digital Photography I ART 452: Problems in Digital Photography II ART 453: Problems in Digital Photography III ART 454: Problems in Digital Video Editing/Production

### **AMERICAN SIGN LANGUAGE**

ASL 171: American Sign Language. An introduction to the basic elements of the American sign Language System. Credit: 3 semester hours.

ASL 172: American Sign Language II. A continuation of ASL 171 to enhance students' skills in using the ASL alphabet and numerals. Prerequisite: ASL 171 or instructor's permission. Credit: 3 semester hours.

### **AFRICANA STUDIES**

ASP 101: The Black Experience in America. A survey of black people from freedom in Africa to enslavement in the United States, specifically examining enslaved and free black communities in the colonial and antebellum eras. Credit: 3 semester hours.

ASP 102: Introduction to Africana Studies. This is an introductory survey course that examines the basic theoretical concepts used to analyze the global Black

experience. Prerequisite: ENG 102. Credit: 3 semester hours.

ASP 201: Seminar in the American Black Experience. Seminar course that focuses on the transition of African Americans from enslavement to emancipation to citizenship in the modern and postmodern eras. Prerequisite: ASP 101. Credit: 3 semester hours.

ASP 202: Seminar in Africana Studies. This survey course analyzes the current and historical experience of people descended from Africa during the modern era. The course examines the methodological challenges of African and African American Studies and explores central questions that formulate a "black" identity. Students engage in contextual and theoretical frameworks of agency, power, community, and racial construction and transformation in response to histories of enslavement, colonialism, apartheid, racism, and globalization. Particular focus on the US, Caribbean, and Latin America, although diasporic regions may differ. Prerequisite: ENG 102. Credit: 3 semester hours.

ASP 300: Special Topics. Survey course that analyzes the current and historical experience of people descended from Africa during the modern era (1400-1945 AD) but not living on the continent. Particular focus on the US, Caribbean, and Latin America, although diasporic regions may differ. Prerequisite: ENG 102. Credit: 3 semester hours.

ASP 301: Research Methods in Africana Studies. This course will provide students with conventional quantitative and qualitative research methods. Credit: 3 semester hours.

ASP 302: Readings in Black Women's History. This course uses various primary sources to examine the contribution of black women to the literary canon and historiography of Western and non-Western societies. Credit: 3 semester hours.

ASP 303: The American Civil Rights Movement. An investigation of the Civil Rights Movement in the 20th century. Focus on the strategic and philosophical debates among the leadership, organizations, the role of government and citizens in shaping reform. Credit: 3 semester hours.

ASP 305: Africana Intellectual Thought. A seminar course which examines the political movements of African descendent people, inclusive of the societal dynamics that provided the impetus and context for political struggle and cultural production. Credit: 3 semester hours.

ASP 306: Economic Development in the Diaspora. This course examines the global political economic system and its impact on people of the African Diaspora. Credit: 3 semester hours.

ASP 466: Special Topics in Africana Studies. A seminar for the analysis and discussion of special topics within the discipline of Africana studies. May be repeated twice for credit. Prerequisite: Junior standing or consent of instructor. Credit: 3 semester hours.

ASP 489: Field Work in the Black Community. Placement in a community based, international or local human service, non-governmental organization, or governmental agency or corporate organization. Prerequisites: ASP 202 and ASP 303 or consent of instructor. Credit: 3 semester hours.

ASP 499: Senior Seminar in Africana Studies. This course is a capstone experience for graduating seniors. This seminar will integrate theory and research with practice. Prerequisite: Senior status or consent of instructor. Credit: 3 semester hours.

### **BIOLOGY**

BIO 101: Life Science. A general study of biological concepts of living organisms. Emphasis is placed on cellular physiology, genetics, ecology, and evolution. (Two hours of lecture, two hours of laboratory per week). Credit: 3 semester hours.

BIO 103: Environmental Biology. This course investigates the impact of humans on our environment and the impacts on resource sustainability, biodiversity, and human health. Credit: 3 semester hours.

BIO 107: Anatomy and Physiology I. Study of basic chemistry, biochemistry, cell structure and function, tissues, the integument, and the skeletal, muscle, and nervous systems. Required for Nursing majors. (Three hours of lecture, two hours of laboratory per week). Credit: 4 semester hours.

BIO 108: Anatomy and Physiology II. A continuation of BIO 107 with emphasis on the endocrine, digestive, respiratory, circulatory, urinary, and reproductive systems. Required for Nursing majors. (Three hours of lecture, two hours of laboratory per week). Prerequisite: C or better in BIO 107 or consent of instructor. Credit: 4 semester hours.

BIO 111: Principles of Biology. Analysis of fundamental concepts underlying and unifying living systems. Emphasis on major principles of cellular anatomy and physiology, reproduction and development, genetics, ecology, and evolution. (Three hours of lecture, two hours of laboratory per week). Prerequisite: Either completion of or testing out of remedial courses. Credit: 4 semester hours.

BIO 112: Exploration of Modern Topics in Biology. Formal presentations and colloquia on biological topics of current interest. Concise overviews will be presented on the diversity of living systems, evolution, and life processes. (Three hours of lecture per week).

Prerequisite: BIO 101 or BIO 111. Credit: 3 semester hours.

BIO 115: Freshman Biology Seminar. A seminar exploring the variety of careers in the biological sciences and closely related disciplines; led by faculty, visiting scientists and practitioners. Prerequisites/Co-requisites: BIO 111, BIO 101, or consent of instructor. Credit: 1 semester hour.

BIO 116: Introduction to Biotechnology. This course familiarizes students with career options, necessary academic preparation, and how to search for jobs in biotechnology (One hour of lecture per week plus field trips). Credit: 1 semester hour.

BIO 204: Fundamentals of Microbiology. Emphasis on infection by microbes, the body's immune system, pathogens, and parasites. Required for Nursing majors. (Two hours of lecture, two hours of laboratory per week). Prerequisite: C or better in BIO 107 or recommendation of the Nursing Department. Credit: 3 semester hours.

BIO 210: General Zoology. Introduction to the animal world, including taxonomy and diversity of kind, morphological and physiological organization of representatives of various phyla, and evolutionary relationships among phyla. (Two hours of lecture, two hours of laboratory per week). Prerequisite: BIO 111. Credit: 3 semester hours.

BIO 212: General Botany. Introduction to the plant world, including taxonomy and diversity of kind, morphological and physiological organization in various divisions, and evolutionary relationships among divisions. (Two hours of lecture, two hours of laboratory per week). Prerequisite: BIO 111. Credit: 3 semester hours.

BIO 220: Medical Terminology. Designed to review common terms used in the medical professions. Prerequisite: C or better in BIO 101, BIO 107, or BIO 111; or consent of instructor. Credit: 2 semester hours.

BIO 301: Human Anatomy. A study of the anatomical configuration of cells and tissues forming neural, muscular, renal, circulatory, respiratory, digestive, skeletal, and reproductive systems. (Three hours of lecture, two hours of laboratory per week). Prerequisite: BIO 101 or BIO 111. Credit: 4 semester hours.

BIO 302: General Microbiology. Morphology, classification, distribution, and physiology of bacteria, viruses, and other microorganisms in industry and the environment. Aseptic technique, staining, cultivation, identification, and control of bacteria. (Three hours of lecture, three hours of laboratory per week). Prerequisite(s): BIO 111 and CHE 102 (concurrent), or consent of instructor. Credit: 4 semester hours.

BIO 303: Human Physiology. Cells, tissues, organs, and systems in relation to each other and in coordination with contractility, conductivity, respiration, translocation of materials, and other problems in physiology. (Three hours of lecture, three hours of laboratory per week). Prerequisites: BIO 210 and CHE 102; PHY 207 and PHY 208 are recommended. Credit: 4 semester hours.

BIO 304: Vertebrate Embryology. Study of morphological and developmental aspects of embryology, including genetic and molecular mechanisms. The comparative developmental anatomy of the starfish, frog, chick, and mammals are studied. (Three hours of lecture, three hours of laboratory per week). Prerequisite: BIO 111 or consent of instructor. Credit: 4 semester hours.

BIO 305: Comparative Vertebrate Anatomy. Relationships of vertebrate groups and structure and significance of various organs and systems of typical vertebrates. Discussions of the history and habitats of various groups. (Two hours of lecture, four hours of laboratory per week). Prerequisite: BIO 210. Credit: 4 semester hours.

BIO 307: Genetics. Explores the laws and principles of heredity and genetic variation in organisms. Topics include aspects of Mendelian genetics, quantitative genetics, and molecular genetics, as well as principles of developmental, behavioral, population, and evolutionary genetics. (Three hours of lecture, three hours of laboratory per week). Prerequisites: BIO 111 with C or better and CHE 102 with C or better. Credit: 4 semester hours.

BIO 308: Micro techniques and Histology. A lecture/laboratory course dealing with microscopic anatomy of various tissues in the human body. Theories of microscopic techniques and tissue development are also discussed. (Three hours of lecture, three hours of laboratory per week). Prerequisite: BIO 111. Credit: 4 semester hours.

BIO 309: Parasitology. A study of epidemiology, pathology, diagnosis, and control of parasites of man and other animals. (Two hours of lecture and four hours of laboratory per week). Prerequisite: BIO 210 or consent of instructor. Credit: 4 semester hours.

BIO 315: Immunology. Immune system, immunoglobulin structure, antigenicity, antigen-antibody reactions, phylogeny of immune responses, and antibody formation. Immunity to bacterial and viral infections, allergies, and graft-host reactions. (Three hours of lecture/discussion/ demonstration/laboratory per week). Prerequisite: Consent of instructor. Credit: 3 semester hours.



BIO 316: Ecology. A study of the interrelationships of living organisms and their environment. This course draws from several disciplines and stresses concepts of modern ecology. (Three hours of lecture per week and three hours of lab per week). Prerequisites: BIO 111 or BIO 101, BIO 210, BIO 212, CHE 101, CHE 102. Credit: 4 semester hours.

BIO 317: Medical Microbiology. Lecture and laboratory work in pathogenic bacteriology, virology, mycology, and parasitology. Emphasis on etiology, epidemiology, identification, and clinical diagnosis of pathogens. (Three hours of lecture three hours of laboratory per week). Prerequisite: BIO 302. Credit: 4 semester hours.

BIO 318: Hematology. A comprehensive study of the blood system, including the hematopoietic systems and disorders of the blood in humans. (Five hours of lecture/laboratory per week). Prerequisite: Consent of instructor. Credit: 4 semester hours.

BIO 319: Study Abroad Topics. This course is designed for biology major students to receive credit for an upper level biology course taught abroad through an accredited study abroad program (e.g., CCSA, KIIS). Prerequisites: Consent of instructor and one semester of introductory biology. Credit: 3 to 4 semester hours.

BIO 399/CHE 399/COS 399/MAT 399/PHY 399: Undergraduate Teaching Experience. Students earn course credit for undergraduate teaching experience including but not limited to (1) assisting students during laboratory sessions, (2) helping to set up laboratories or lecture/lab quizzes, or (3) conducting PLTL-Excel type workshops for students. Course may be repeated for credit. Prerequisite: Consent of instructor. Credit: 1 semester hour.

BIO 401: Biology Seminar.\* Exposes students to presentations of biological research by faculty and visiting scientists and allows students to formally present a research topic. Students are required to make a formal, oral presentation of a research topic with computer-generated audio-visual materials. Prerequisite: Upper-division standing; senior classification recommended. Credit: 2 semester hour.

BIO 407/AQU 407: Fish Genetics. An overview of fish genetics including basic principles and methods of selective breeding in aquaculture. Prerequisite: Consent of instructor. Credit: 3 semester hours.

BIO 408: Cell Biology. Cell structure and chemistry as it relates to cell function. Biochemical and molecular aspects of cell functions are emphasized. (Three hours of lecture, three hours of laboratory per week). Prerequisites: BIO 111 and either CHE 200 or CHE 302 with a grade of C or better. Credit: 4 semester hours.

BIO 409/AQU 409: Biostatistics. Basic principles of experimental design and data analysis with emphasis

on their applications in aquaculture research. Prerequisite: Consent of instructor. Credit: 3 semester hours.

BIO 410: Special Problems in Biology. A course in which advanced Biology students pursue an independent experimental or library research project. May be repeated once for credit. Prerequisite: Consent of instructor. Credit: 2 semester hours.

BIO 411/AQU 411: Fish Diseases. An overview of fish diseases including the pathogens and conditions that result in disease. Preventive and corrective measures are also examined. (Three hours of lecture per week). Prerequisite: Consent of instructor. Credit: 3 semester hours.

BIO 412/AQU 412: 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: 4 semester hours.

BIO 413/AQU 413: 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. (Three hours of lecture, three hours of laboratory per week). Credit: 4 semester hours.

BIO 414/AQU 414: Basics of Fish Diseases. An online course with no lab. Students are introduced to bacteria, parasites, viruses and environmental factors that cause disease in aquatic animals. Prevention, identification and treatment of these diseases are included (course intended for non-aquaculture majors). Prerequisite: Consent of Instructor. Credit: 3 semester hours.

BIO 415: Animal Behavior. This course examines the behavior of non-human animals from a physiological, ecological and evolutionary perspective. (Three hours of lecture per week). Prerequisites: BIO 111 and BIO 210; BIO 316 recommended. Credit: 3 semester hours.

BIO 417: Ecological Field Methods. Lecture, field and laboratory course emphasizing modern ecological field techniques. Compares quantitative and qualitative methods of sampling and interpreting data. (Two hours of lecture, four hours of laboratory per week). Prerequisites: BIO 111, BIO 210, BIO 212, CHE 101, CHE 102; BIO 316 recommended. Credit: 4 semester hours.

BIO 421/AQU 421: Fish Nutrition. Fundamental and applied aspects of fish nutrition including nutrient requirements, nutrient chemistry, ration formulation, and practical feeding will be taught. (Three hours of lecture per week). Prerequisite: Consent of instructor. Credit: 3 semester hours.

BIO 422/AQU 422: 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: 3 semester hours.

BIO 423/AQU 425: 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). Prerequisites: MAT 120 or MAT 125 or consent of instructor. Credit: 4 semester hours.

BIO 427/AQU 427: Fish Reproduction & Spawning Techniques. An overview of basic biology of fish reproduction and techniques of artificial spawning for common aquaculture species. Credit: 3 semester hours.

BIO 431: Biotechnology I. This course will familiarize students with aspects of plant and animal tissue culture including: historical development, basic techniques, safety issues, media formulation and preparation, and culturing tissues. Prerequisite: BIO 111, CHE 301, and CHE 310 (two hours of lecture, four hours laboratory per week). Credit: 4 semester hours.

BIO 432: Biotechnology II. This course offers an introduction to the molecular tools used in DNA biotechnology including purification of nucleic acids, cutting and joining DNA, vectors, sequencing DNA, genomic and cDNA libraries, RFLPs, Southern Blots, and PCR. (two hours of lecture, four hours laboratory per week). Prerequisite: BIO 431. Credit: 4 semester hours.

BIO 433: Biotech III: Proteins. This course covers aspects of protein chemistry and immunology pertinent to biotechnology including: amino acid structure and analysis, polypeptide structure; protein sequencing, immunoglobulins, diagnostic application of monoclonal antibodies, SDS-PAGE, spectrophotometric analysis of proteins, and immuno-chemical methods of diagnostics. (Four hours of lecture/laboratory per week). Credit: 3 semester hours.

BIO 434: Biotech IV: Advanced Biotechnology. This course allows students to utilize and extend previously learned biotechnological principles and techniques used in industrial research and development, with special emphasis on pharmaceutical and value-added products. (Three hours of lecture and three hours of laboratory per week). Credit: 3 semester hours.

BIO 435: Global Perspective in Biotechnology. This course critically surveys potential impacts of biotechnology from a global perspective, providing an understanding of issues and values information from different viewpoints on biotechnology. (Three hours of lecture per week). Credit: 3 semester hours.

BIO 436: Biotech Writing/Presentations. This course will focus on effective communication of ideas and

research results in biotechnology, specifically publishing a scientific paper and making presentations at scientific meetings. Students will write a paper and present a talk on data they have been assigned at the beginning of the semester. (Three hours of lecture per week). Credit: 3 semester hours.

BIO 437: Environmental Science and Bioremediation. The fate and transport of pollutants in the environment and their final destination, dilution, dispersion, adsorption, persistence, degradation, their adverse effects, and the route these pollutants take in the environment will be discussed and possible solutions and remediation techniques will be presented. (Four hours of lecture/laboratory per week). Credit: 3 semester hours.

BIO 438: Forensics. Lectures focus on the fundamental principles and concepts in disciplines of biology such as serology, entomology, and molecular biology relevant in forensic investigations. Students learn serological, microscopic, and DNA related techniques used in forensic sciences in laboratory. (Four hours lecture/laboratory per week). Credit: 3 semester hours.

BIO 451/AQU 451: Survey of Production Methods. An overview of alternative production methods including ponds, cages, net-pens, raceways, and recirculating systems with application to suitable species. (Three hours of lecture per week). Prerequisite: AQU 422 or consent of instructor. Credit: 3 semester hours.

BIO 460/AQU 460: Water Quality Management. An introductory survey 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: 3 semester hours.

BIO 493: Internship. An intensive experience in a biological/medical field involving practical on-site participation. Prerequisite: Consent of advisor. Credit: 1-4 semester hours.

BIO 495: Topics in Biology. This course requires intensive examination of a biological topic chosen by a faculty member in biology. Will involve intensive reading and discussion, as well as writing. Prerequisite: Senior status. Credit: 3 semester hours.

### **BEHAVIORAL AND SOCIAL SCIENCES**

BSS 300: Statistics for the Behavioral and Social Sciences. This course serves as an introduction to the use of statistics as a method of describing and analyzing data from research in the behavioral and social sciences. Prerequisite: MAT 115/MAT 115A or MAT 200 with a grade of C or better. Credit: 3 semester hours.

BSS 301: Research Methods for the BSS. This course introduces the basic logic, knowledge, and skills of research design and methodology in the behavioral



and social sciences. Prerequisite: BSS/POS/PSY/SOC 300 or consent of instructor. Credit: 3 semester hours.

**BSS 499: Senior Colloquium.\*** This course is designed to develop analytical skills, interpretation and research; and to nurture intellectual self-reliance and critical thinking. Prerequisite: Senior Classification. Credit: 3 semester hours.

**BSS 465: Counterintelligence and Counterterrorism.** Situationally contextualized information related to issues of counterintelligence and counterterrorism, with a focus on analyzing, preparing, and disseminating intelligence in an operational setting. Credit: 3 semester hours.

**BSS 466: Cyber-Security and Cyber-Politics.** Contemporary issues in cyber security addressed in terms of the political, ethical, and legal standards in the virtual community of cyberspace. Credit: 3 semester hours.

**BSS 467: Intelligence and National Security.** US security agencies and intelligence agencies shape national security policy. Topics include current major security threats to the US, sources of security information, and analysis of US intelligence and national security problems. Credit 3 semester hours.

**BSS 468: Terrorism and Insurgency.** This course examines the concepts of "terrorists" and "terrorism" in the context of contemporary events, and techniques of counter-terrorism which can be used by national and global governments to combat non-state actors. Credit: 3 semester hours.

**BSS 469: Radicalization.** This course examines the concepts of "terrorists" and "terrorism" in the context of contemporary events, and techniques of counter-terrorism which can be used by national and global governments to combat non-state actors. Credit: 3 semester hours.

**BSS 470: Behavioral Profiling.** This course will examine the methods and ethics of behavioral profiling. Review of historical and contemporary issues such as the interface of the mental health system and the criminal system, civil commitment, diminished capacity, insanity, competency to stand trial, and the issues of stereotyping, prejudice, will be investigated, with reference to the influence of social context and social cognition. Credit: 3 semester hours.

## **BUSINESS ADMINISTRATION**

**BUA 101: Computer Applications in Business.** A survey of business-application software with emphasis on the personal computer. The student learns word processing, electronic spreadsheets, data management, business graphics, and Internet concepts. Credit: 3 semester hours.

**BUA 102: Leadership and Development I.** This course provides an in depth overview of the field of business administration and an orientation to the School of Business and the University. Students learn essential skills for success in their career of choice within the profession of business. Department majors should complete this course in their freshman year. Course taken in lieu of UNV 101/102. Co-requisite: should be taken concurrently with BUA 101. Credit: 1 semester hour.

**BUA 202: Leadership and Development II.** This course provides an in-depth overview of the field of business administration and an orientation to the School of Business. Students learn essential skills for success in their career of choice within the profession of business. Department majors should complete this course in their sophomore year. Prerequisites: BUA 102 or consent of instructor. Credit: 1 semester hour.

**BUA 204: Business Communication.\*** Application of communication theory to business writings and oral presentations. Prerequisites: BUA 101, BUA 102 and ENG 102, all with grades of C or better. Credit: 3 semester hours.

**BUA 320: Business Statistics.** This course focuses on numerical data analysis and interpretation. Topics include: measures of central tendency, probability, Test of Hypothesis, Regression, Correlation, ANOVA, Sample Survey and how these concepts are applied in business and related areas. Prerequisites: MAT 115, ACC 201, BUA 204 and ECO 201, all with grades of C or better, or approval of the instructor. Credit: 3 semester hours.

**BUA 321: Legal Environment.** A study of the American legal system; basic legal rules relating to torts, crimes, and contracts; and the regulatory environment in which businesses operate. Attention is given to ethical considerations affecting business and law. Prerequisites: ACC 201, BUA 204 and ECO 201 all with grades of C or better. Credit: 3 semester hours.

**BUA 322: Business Law.** A study of the law relating to sales, negotiable instruments, real and personal property, agency, partnerships, and corporations. Attention is given to ethical considerations affecting business and law. Prerequisite: BUA 320. Credit: 3 semester hours.

**BUA 350: Lean.** Discussions of philosophies, recent research, concepts, and tools of Lean. Prerequisites: ACC 201, ECO 201, BUA 204. Credit: 3 semester hours.

**BUA 355: Performance Metrics.** Open source; group based; conceptual-tool development focused. Covers performance metrics students may utilize in all areas of business. Prerequisites: ACC 201, ECO 201, BUA 204. Credit: 3 semester hours.

BUA 360: Quality Management. Discussions of philosophies, recent research, concepts, and tools of Quality Management. Prerequisites: ACC 201, ECO 201, BUA 204. Credit: 3 semester hours.

BUA 370: Global Business Issues. A study of the international business arena, including environmental forces (economic, cultural, technological, political, legal, physical) and their implications for developing effective business strategies. Prerequisites: MGT 301, MKT 301. Credit: 3 semester hours.

BUA 380: Leadership and Business Ethics. This course explores ethical issues that arise in the context of doing business and leading organizations. Specifically, this course helps students explore how leaders deal with the many dilemmas they face when making business and organizational decisions and apply moral reasoning to specific situations. Prerequisites: MGT 301, MKT 301, ACC 202. Credit: 3 semester hours.

BUA 402: Senior Seminar. This is the final course in the 3part seminar series required for all undergraduate business students. In this course students will finalize their electronic professional portfolio and review business topics and principles on a comprehensive and integrative basis to prepare graduating seniors for a capstone assessment. The course also administers a standardized assessment. Prerequisites: Senior standing, Corequisite MGT 490. Credit: 1 semester hour.

BUA 480: Business Internship. Off-campus on-the-job employment related to the discipline of business management. Prerequisite: junior or senior classification and consent of chairperson. Credit: 3 semester hours.

BUA 499: Independent Study in Business Administration. Research and in-depth study of a particular business administration concept or problem under the guidance of a faculty member. Prerequisite: Senior classification and consent of chairperson. Credit: 3 semester hours.

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: 3 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: 3 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.

### **CHILD DEVELOPMENT AND FAMILY RELATIONS**

CDF 101: Introduction to Early Childhood Education. Examines various program models and philosophies of early childhood education and includes a basic introduction to the overall needs of young children. (Lecture, field trips, and observation). Credit: 3 semester hours.

CDF 102: Family Development. Examines the stages of the family life cycle and interpersonal relationships among family members. (Lecture and discussion). Credit: 3 semester hours.

CDF 203: Child Development I. This course examines the physical, mental, social, and emotional growth of a child from conception through age three. Providing quality care and education of infants and toddlers. (Lecture and observation). Credit: 3 semester hours.

CDF 204: Child Development II. A lecture/observation course designed for child development and early education (K-4) majors which examines the physical, cognitive, social, and emotional growth of the child from age four through eight years. (Lecture and observation). Prerequisite: CDF 203. Credit: 3 semester hours.

CDF 206: Music, Games and Creative Experiences for Young Children. Study of the creative process and imagination of young children. Appropriate procedures for the establishment of a climate conducive to creativity in preschool learning environments. Prerequisite: CDF 204. Credit: 3 semester hours.

CDF 305: Materials and Methods in Early Childhood Education. A study of content, methods, and materials for teaching young children in a group setting. Prerequisites: CDF 203 and CDF 204. Credit: 3 semester hours.

CDF 315: Child Guidance. Intense study of child development theories and guidance techniques. (Two hours lecture and two hours laboratory). Prerequisites: CDF 203 and CDF 204. Credit: 3 semester hours. CDF 316: Teacher's Role in Family/School Relations. A study of current principles and practices and the analysis of factors which enhance the teacher's role in

family/ school relations. (Lecture and report-writing). Credit: 3 semester hours.

CDF 318: Assessment of Young Children. A study and application of various assessment instruments and evaluative techniques utilized in determining the needs of children birth through five years. Prerequisites: CDF 203, 204, and 315. Credit: 3 semester hours.

CDF 407: Advanced Practicum in Early Childhood Programs I. Supervised practicum in the Early Childhood Learning Center. (Eight hours laboratory, one hour lecture). Prerequisite: Consent of instructor. Credit: 3 semester hours.

CDF 408: Advanced Practicum in Early Childhood Programs II. Supervised practicum in the Early Childhood Learning Center. (Eight hours laboratory, one hour lecture). Prerequisite: Consent of instructor. Credit: 3 semester hours.

CDF 409: Organization and Administration of Early Childhood Education Programs. Organization and administration of early childhood education programs including housing, equipment, programs, records, and parent involvement. Prerequisite: CDF 204 and 315. Credit: 3 semester hours.

CDF 420: Parent Education\*. Study and application of various principles and techniques useful in working with parents of preschool through adolescent children. Credit: 3 semester hours.

CDF 421: Cultural Diversity in American Child/ Family. Exploratory study of cultural aspects, value system, family, social and economic roles of various races and ethnic groups in the American Society. Credit: 3 semester hours.

## **CHEMISTRY**

CHE 101: General Chemistry I. Introduction to units of scientific measurement, atomic structure, nomenclature, the mole concept, stoichiometry. Introduction to chemical reactions, calculations with chemical equations and formulas, the gas laws, thermochemistry, introduction to quantum theory of the atom and chemical periodicity. (Three hours of lecture per week). Prerequisite/Corequisite: MAT 115 or consent of instructor. Credit: 3 semester hours.

CHE 102: General Chemistry II. This course is a continuation of CHE 101. Topics include structure and bonding, states and properties of matter, chemical kinetics, chemical equilibria, acid-base theory, complex ion equilibria, electrochemistry and nuclear chemistry. (Three hours of lecture per week). Prerequisite: CHE 101 or equivalent. Credit: 3 semester hours.

CHE 109: Chemistry in Context. An overview of some of the basic concepts and principles of chemistry using

a guided inquiry approach incorporating hands-on chemistry activities related to real life applications, environmental, health, and social issues. (Two hours of lecture and two hours of laboratory per week.). Credit: 3 semester hours.

CHE 110: General Chemistry I Lab. Practical methods of measurements and the accuracy. Experimental investigations of common chemical reactions. Quantitative aspects of chemical reactions. Experimental aspects of other selected concepts of CHE 101. (Three hours of lab per week). Prerequisite/Co-requisite: CHE 101. Credit: 1 semester hour.

CHE 120: General Chemistry II Lab. Elementary statistical analysis and molecular modeling. Experimental aspects of properties of matter, chemical kinetics, chemical equilibria, acid-base theory, complex ion equilibria, and electrochemistry. (Three hours of laboratory per week). Prerequisites/Co-requisite: CHE 102. Credit: 1 semester hour.

CHE 200: Introduction to Organic and Biochemistry. Functional groups commonly found in biologically active compounds. Introduction to common biochemical: carbohydrates, proteins, lipids, and genetic material. Four hours of lecture per week. Prerequisite: CHE 102 Nomenclature, structure, stereochemistry, and reactivity of basic organic compounds. Credit: 4 semester hours.

CHE 209: Survey of General, Organic and Biochemistry. Topics include: properties of matter, atomic structure and the periodic table, chemical bonding, general reactions such as acid-base chemistry, organic functional groups, carbohydrates, proteins, nucleic acids and lipids. This course is required for students in Nursing. Three hours of lecture and three hours of lab per week. Prerequisite: MAT 115 with a grade C or better. Credit: 4 semester hours.

CHE 301: Organic Chemistry I. Isomerism in organic molecules, reactivity of hydrocarbons, alkyl halides, free radicals, alcohols, ethers and related compounds. Introduction to reaction mechanisms. Introduction to instrumental methods (NMR, IR). (Three hours of lecture per week). Prerequisite: CHE 102. Credit: 3 semester hours.

CHE 302: Organic Chemistry II. A continuation of CHE 301 exploring the reactivity of unsaturated hydrocarbons, carbonyl compounds, and amines. Multistep synthesis of organic molecules with acquired reaction knowledge. Use of Instrumental methods (NMR, IR, MS, and UV-vis) to characterize organic compounds. (Three hours of lecture per week). Prerequisite: CHE 301. Credit: 3 semester hours.

CHE 303: Quantitative Analysis. Fundamental theory and practice of volumetric, gravimetric, and electrochemical analysis. Preparation of standard solutions and analysis of salts, alloys, and ores. (Two

hours of lecture, four hours of laboratory per week). Prerequisite: CHE 102. Credit: 4 semester hours.

CHE 310: Organic Chemistry I Lab. Purification, separation (including TLC, GC), and characterization of organic compounds. (Three hours of laboratory per week). Prerequisite/Co-requisite: CHE 301. Credit: 1 semester hour.

CHE 315: Biochemistry. Introduction to amino acids, proteins, buffers, enzymes, nucleic acids, carbohydrates, lipids and other biomolecules. Introduction to the metabolism of carbohydrates, lipids and nitrogen containing molecules. (Three hours of lecture per week). Prerequisite: CHE 200 or CHE 302. Credit: 3 semester hours.

CHE 320: Organic Chemistry II Lab. Use of the methods of separation and synthesis learned in CHE 310 to prepare new compounds. Compounds are characterized by instrumental methods (GC, IR, NMR) and TLC, along with other methods. (Three hours of laboratory per week). Prerequisite/Co-requisite: CHE 302. Credit: 1 semester hour.

CHE 350: Biochemistry Lab. Experiments with buffers and enzymes. Properties and digestion reactions of carbohydrates, lipids and proteins. HPLC and other methods of separation and purification of compounds. (Three hours of laboratory per week). Prerequisite/Corequisite: CHE 315. Credit: 1 semester hour.

CHE 399/COS 399/MAT 399/PHY 399/BIO 399: Undergraduate Teaching Experience. Students earn course credit for undergraduate teaching experience including but not limited to (1) assisting students during laboratory sessions, (2) helping to set up laboratories or lecture/lab quizzes, or (3) conducting PLTL-Excel type workshops for students. Course may be repeated for credit. Prerequisite: Consent of instructor. Credit: 1 semester hour.

CHE 401: Undergraduate Research.\* This course is designed to give chemistry majors an opportunity to conduct independent research, using techniques in synthesis, analysis, and applications of basic chemical theory. A formal oral presentation of the findings of the student's project is required. May be repeated for credit. Prerequisite: Consent of instructor. Credit: 1-4 semester hours.

CHE 402: Chemistry Seminar.\* Students will undertake a review of the chemical literature and give an oral presentation on a specific topic at the end of their course. Prerequisite: Consent of instructor. Credit: 1 semester hour.

CHE 407: Physical Chemistry I. Introduction to the theory and application of thermodynamics, molecular kinetics, and chemical kinetics. (Three hours of lecture,

three hours of laboratory per week). Prerequisites: CHE 102 and MAT 131. Credit: 4 semester hours.

CHE 409: Physical Chemistry II. A continuation of CHE 407. Introduction to quantum mechanics, statistical mechanics, and molecular spectroscopy. (Three hours of lecture, three hours of laboratory per week). Prerequisite: CHE 407. Credit: 4 semester hours.

CHE 412: Inorganic Chemistry. Quantum theory of atomic structure, molecular structure including introduction to group theory and bonding theories, solid state structure, acid-base theories, transition elements and coordination chemistry (structure, bonding, and basic mechanisms). (Three hours of lecture per week). Prerequisites: CHE 102. Credit: 3 semester hours.

CHE 414: Instrumental Analysis. Theory and modern methods of instrumental analysis, with emphasis on spectrophotometric, chromatographic, and electro analytical techniques. (Two hours of lecture, four hours of laboratory per week). Prerequisite: CHE 102. Credit: 4 semester hours.

### **CHINESE**

CHI 101: Elementary Chinese I. This course provides an introduction to the basics of the Chinese (Mandarin) language. Course content will focus on grammar, pronunciation, vocabulary, and some writing. Prerequisite: ENG 101. Credit: 3 semester hours.

CHI 102: Elementary Chinese II. This course provides an introduction to the basics of the Chinese (Mandarin) language. Course content will focus on grammar, pronunciation, vocabulary, and some writing. Prerequisite: ENG 101; CHI 101. Credit: 3 semester hours.

### **APPLIED INFORMATION TECHNOLOGY**

CIT 100: Introduction to Information Technology. This course introduces concepts, issues, techniques and processes needed for completing and managing information technology projects. Topics include history, trends and the human impact of information technology. Project management tools, techniques and concepts are also introduced. Teamwork, team building methods, and oral and written communication are emphasized. Credit: 3 semester hours.

CIT 110: Web Development and Design. This course is an introduction to XHTML and JavaScript. The course assumes no previous programming experience but does assume knowledge of the Internet. Topics will include: Using XHTML and JavaScript. Data Types: Integer, Float, and Strings Using Hyperlinks, Images, Lists, Tables, Frames, Forms, Cascading Style Sheets, Similarities and differences between XHTML and JavaScript Debugging Techniques Using Lists Object-Oriented Programming Control Structures:



Selection and Repetition (Looping) DHTML, CSS, & Animation Arrays. Credit: 3 semester hours.

CIT 111: Network Fundamentals. An introductory study of networking, covering the basics of networking media, devices, protocols, layered communications models and network addressing. Credit: 3 semester hours.

CIT 112: Router Theory and Configuration. Course content includes safety, networking, networking terminology and protocols, network standards, LANS, WANS, OSI model, cabling, routers, router programming, Ethernet, and IP addressing. Emphasis is given to the use of decision making and problem-solving techniques. Prerequisite: CIT 230 or Consent of Instructor. Credit: 3 semester hours.

CIT 120: Web Programming Concepts. This course introduces students to basic programming concepts using a business-oriented language such as Visual Basic.NET. Topics include basic file processing, control mechanisms and constructs, functions and data types. Using design tools such as pseudo code and structured flowcharts, students focus on developing programming logic in a top down modular fashion. Credit: 3 semester hours.

CIT 121: Programming Concepts. This course introduces students to basic programming concepts using a business oriented language such as Visual Basic.Net. Topics include basic file processing, control mechanisms and constructs, functions and data types. Prerequisite: COS 107. Credit: 3 semester hours.

CIT 136: Computer Hardware: Management and Maintenance. The focus of this course involves emphasis on computer hardware that consumers of microcomputer systems might encounter. This course will guide students through the actual construction of a microcomputer system with in-depth discussions of each component and the various upgrade options. The use of peripheral devices such as fax, modem, printers, and scanners is also covered. The instructional methods employed in this class include lecture, class discussion, demonstration, and hands-on laboratory experience. Credit: 3 semester hours.

CIT 137: Computer Operating Systems: Management & Maintenance. This course is designed as a survey of operating system software. Students will study the basic concepts and procedures for installing and troubleshooting operating system software. An emphasis on extensive laboratory experience will ensure students practical expertise in addition to operating systems theory with DOS, Windows 9x; Windows NT, 2000, and XP; UNIX; Linux; OS/2; and Mac OS. The objectives of this course coincide with those needed in preparation for A+ software certification. Credit: 3 semester hours.

CIT 200: Network Operating Systems. An introduction to installing Windows Server 2003, Standard Edition, Configuring the Windows Server 2003 Environment, Introduction to Active Directory and Account Management, Configuring, Managing, and Troubleshooting Resource Access, Configuring Windows Server Printing, Configuring and Managing Data Storage, Managing Windows Server 2003 Network Services, Configuring Remote Access Services, Securing Windows Server 2003, Server and Network Monitoring, Managing System Reliability and Availability. Credit: 3 semester hours.

CIT 208: Computer Aided Drafting I. Familiarization with contemporary CAD systems, covering basic theory and applications, including industry's conversion to CAD. Prior computer experience is beneficial but not required. Prerequisite: CIT 101 or consent of instructor. Credit: 3 semester hours.

CIT 210: Computer Aided Drafting II. Advanced training in CAD systems, covering the use of attributes, databases, Data Exchange Files, and the customizing of menus for increased efficiency of application. Prerequisite: CIT 208 or consent of instructor. Credit: 3 semester hours.

CIT 211: LAN Switching and Wireless. This course introduces LAN switching and wireless networking. Material covered includes LAN and VLAN design and configuration, trunking, VTP, STP, inter-VLAN routing and WLAN configuration and security. Prerequisite: CIT 112. Credit: 3 semester hours.

CIT 212: Introduction to WAN Technology. An intermediate course encompassing the design and configuration of secure, scalable WANS for the enterprise. Topics include WAN architecture, PPP, Frame Relay, ACLs, NAT, and WAN Security. Prerequisite: CIT 211. Credit: 3 semester hours.

CIT 220: Intermediate Web Programming. This course builds on the foundation provided by CIT 120. Students are introduced to advanced programming concepts such as file handling, report generation, screen processing and interface design as implemented in a business-oriented language such as Visual Basic. NET or C#. Prerequisite: CIT 120 with a C or better. Credit: 3 semester hours.

CIT 222: Advanced Programming. File handling, report generation, screen processing and interface design as implemented in a business-oriented language such as Visual Basic or C#. The advanced programming languages, XML and ASP.net, will be introduced. The course will cover the way applications are developed. Prerequisite: CIT 121. Credit: 3 semester hours.

CIT 226/INT 226: Microprocessor Architecture. A study of the architecture and interconnecting functional units of the CPU, ALU, and control units with memory, input/output devices and communications between

subsystems. (Lecture two hours, laboratory two hours). Prerequisite: CIT 129. Credit: 3 semester hours.

CIT 230: Data Communications Technology. A study of data communications hardware including synchronous and asynchronous communications. Prerequisite: CIT 226. Credit: 3 semester hours.

CIT 231/INT 231: Peripheral Control Structures. An analysis of the digital logic structures of peripheral control devices and how they interface with microprocessor based systems. Use of the Intel Series Development System to develop, edit, assemble, debug and test system routines. Prerequisite: CIT 226. Credit: 3 semester hours.

CIT 232: Introduction to Network Operating Systems. This course involves the installation, configuration, management, and trouble-shooting of network operating systems, accounts, data storage, remote access, and security. Prerequisite: CIT 230. Credit: 3 semester hours.

CIT 251: UNIX Network Programming. To introduce the first step in UNIX networking programming, the course will cover practical experience, historical perspective, and a depth of understanding. The course will qualify the students to build today's highly distributed, networked applications and services. Prerequisite: CIT 222. Credit: 3 semester hours.

CIT 255: Multimedia Production. Course addresses the educational needs of anyone wishing to work in the multimedia environment. Concepts, tools and techniques of multimedia production are among a few of comprehensive sets of topics included. Students will become familiar with how a major production develops and become capable of producing professional quality multimedia productions. Credit: 3 semester hours.

CIT 265: Introduction to Digital Video. Students will capture and edit digital video using industry-standard desktop video software and export to DVD, VHS, and the Internet for use in entertainment, documentary films, commercials, and newscasts. Students will learn to storyboard, plan, and produce a digital video project from conception to final packaging and explore topics such as compositing, alpha channels, and special effects. Credit: 3 semester hours.

CIT 310: Web Server Administration. To introduce Internet client application, development, Web page with Microsoft, CGI, ISAPI and Developing ODBC Database Front-Ends. The use of VBScript and data structure are major subject to communicate with data base. Prerequisite: CIT 200. Credit: 3 semester hours.

CIT 311: Advanced Routing. An advanced routing course encompassing the design and configuration of secure, scalable internetworks for the enterprise. Topics covered include load balancing and route summarization with EIGRP, multi-area OSPF, multi-

area integrated IS-IS, BGP, and multi-protocol routing. Prerequisite: CIT 212. Credit: 3 semester hours.

CIT 312: Advanced LAN Switching. An advanced course encompassing the design and configuration of secure multilayer switching for the enterprise. Topics covered include advanced VLAN design and configuration, VTP, STP, Ether channel, advanced inter-VLAN routing, HSRP, and VOIP and WLAN switching. Prerequisite: CIT 212. Credit: 3 semester hours.

CIT 331/COS 331/PHY 331: Introduction to Robotics. Introduction to robotics including the design, building, and programming simple robots. Included will be the basic science, engineering, and mathematics needed to design and build a simple robot. Students will also be introduced to the topic of project management. The course is a combination lecture/laboratory course that will meet five hours per week for three credit hours. Credit: 3 semester hours.

CIT 345: Network Analysis & Troubleshooting. Introduces the latest protocol information and troubleshooting, features for network analysis techniques and experience-based strategies for isolating and solving network problems, and "bottom-up" troubleshooting methodology that examines each network layer in detail. Prerequisite: CIT 353. Credit: 3 semester hours.

CIT 350: Advanced Server Programming. To introduce the advanced techniques of PHP Script programming, extract all URLs from a string, shorten string to desired length and add e-mail address verification, how to sort multidimensional array, and convert URL strings into valid HTML links. Prerequisite: CIT 221. Credit: 3 semester hours.

CIT 351: Advanced UNIX Network Programming. Introduces the students to the internal structures of Posix interprocess communication (IPC) and System V (SysV) IPC; pipes and first in/first out (FIFOs); message queues; how to lock/unlock files and records; semaphores; shared memory; and remote procedure calls (RPCs). Prerequisite: CIT 251. Credit: 3 semester hours.

CIT 352: Network Communications Technology. Explains the fundamentals of data communications, including basic LAN and WAN engineering, modems and other forms of data communications equipment; broadband infrastructure and network services, and the protocols and equipment that make the global Internet a reality. Prerequisites: CIT 230 or Consent of Instructor. Credit: 3 semester hours.

CIT 355: Interactive Multimedia Research & Design. CIT 256 is a project intensive course, which builds on the principles and concepts covered in CIT 255 - Multimedia Production. Topics for this course include media optimization, advanced multimedia techniques, color correction, advanced raster images, image



manipulation, sound and video file formats, marquees and animation. Students will also study the theoretical foundations of multimedia including human computer interaction theory. Prerequisites: CIT 255 with a grade of C or better. Credit: 3 semester hours.

CIT 360: Advanced Web Programming. This course will cover the way Web applications are developed with XML and ASP. NET. Built on Microsoft's .NET framework the course guides the student from beginning Web applications, to object-oriented programming, to using advanced Web form server controls. Students will effectively design interactive and dynamic Web applications within a server-based scripting environment and learn to successfully convert databases from Access to SQL Server and work with arrays, collections, and control structures. Prerequisite: CIT 220. Credit: 3 semester hours.

CIT 362: Windows Desktop/Server OS Administration. This course introduces the intermediate to advanced topics; demonstrating how to install, configure, and maintain Windows Server 2003; includes setting up users, computers, and printers; managing networked file and print servers; creating an e-mail server; and how to keep all data protected and secure. Prerequisite: CIT 222 or Consent of Instructor. Credit: 3 semester hours.

CIT 370: Information Technology Project Management. In this course students will learn the application of knowledge, skills, tools and techniques to project activities to meet project requirements. Various project management philosophies will be covered. Students will be prepared to engage in leadership roles in project management activities. Prerequisite: CIT 120. Credit: 3 semester hours.

CIT 411: Advanced WAN Technologies. An advanced course encompassing the design and configuration of secure, converged wide-area networks. Topics include site-to-site VPNs, MPLS, AAA, RADIUS, CBACs, and securing WAN devices. Prerequisite: CIT 212. Credit: 3 semester hours.

CIT 412: Optimizing Converged Networks. A capstone course encompassing the optimization of converged networks. Topics include queuing, traffic shaping, and Quality of Service for wired and wireless, voice, and video networks. Prerequisites: CIT 311, 312, and 411. Credit: 3 semester hours.

CIT 420: Advanced Database & Data Mining. To introduce the advanced database techniques and the use of SQL, interface, data preparation for data mining addresses an issue unfortunately ignored by most authorities on data mining. Data preparation has traditionally taken a backseat to the more alluring question of how best to extract meaningful knowledge. But without adequate preparation of your data, the return on the resources invested in mining is certain to be disappointing. Prerequisites: COS 410 with a grade of C or better. Credit: 3 semester hours.

CIT 430: Storage Area Networks. To present the benefits of storage area networks (SANs) to corporate users and enables them to deploy SAN technology effectively. Designed as an introduction to SANs, Storage Area Network Fundamentals develops an understanding of SAN basics and shows how to plan, implement, and manage a SAN. This course covers the topologies, protocols, and products required to implement and manage efficient SANs. Prerequisites: CIT 420, COS 311 with grades of C or better. Credit: 3 semester hours.

CIT 440: Introduction to Client/Server. Students explore basic concepts underlying client/server computing, emphasizing the event-driven programming paradigm and graphical user environment. They also become familiar with a client/server application development tool such as Power Builder or Visual Basic. Prerequisites: CIT 255, CIT 350, CIT 420. Credit: 3 semester hours.

CIT 450: Web Engineering. To introduce and provide perspectives on Web-based system development. Emphasis is placed on processes and methodologies of managing information on the Web. Students will utilize development tools, skills, and case studies to evaluate Web-based systems by focusing on performance testing and Web matrices. Students will learn how to maintain and reuse Web-based systems and the components that comprise those systems. Prerequisites: COS 311, CIT 350, CIT 355, CIT 420 with grades of C or better. Credit: 3 semester hours.

CIT 451: VoIP Architecture. Introduces new techniques in which bypassing of the old circuit-switched hardware, soft switches streamline message traffic providing a much more efficient service development environment. Prerequisite: CIT 211. Credit: 3 semester hours.

CIT 452: Mobile & Wireless Design. Introduces the mobile and wireless design techniques from the developer's perspective; offering in-depth analysis of the complete range of network technologies, details development options for building Smart Client, Thin Client, and messaging applications, as well as PIM. Prerequisites: CIT 211. Credit: 3 semester hours.

CIT 453: Network Management. Introduces the theoretical backgrounds and practical aspects of networking in three parts: Part I deals with background material on networking and net-working technologies (Ethernet, bridges, and switches). Part II addresses network management architectures and protocols to lay the foundation for SNMP management, broadband management, and TNM. Part III focuses on network management applications, tools to monitor network parameters, and network managements systems to manage networks. This course enables students to move on to the networking industry or to pursue or continue research in the field. It is useful for both computer science and electrical/computer engineering

courses in networking. Prerequisites: CIT 251 or CIT 361. Credit: 3 semester hours.

CIT 460: Advanced Client/Server. In this course students apply skills and knowledge to develop a client/server application using object-oriented analysis and design. Using a graphical user interface (GUI) client and database server, students design and implement a business application. Prerequisite: CIT 440. Credit: 3 semester hours.

CIT 470: Information Architecture. This course shows information architects, designers, and web site developers how to build large-scale and maintainable web sites that are easy to navigate and appealing to users. Prerequisite: CIT 220. Credit: 3 semester hours.

CIT 480: Web Analytics. This course covers best practices for gathering web data to drive analytical business decisions. Students will learn how to measure Key Performance indicators (KPIs) consistently then, utilizing a common language, communicate standards to achieve common goals. Students will engage in best practices for developing consistent KPIs and integrated metrics so they can get an accurate picture of which efforts are performing well and which are not. Prerequisite: CIT 220. Credit: 3 semester hours.

CIT 481: IT Independent Study. In this course students apply skills and knowledge to pursue a deeper knowledge of various aspects of the field of Information Technology. Students may also choose to prepare for a variety certification exams. Prerequisites: Senior status or consent of instructor. Credit: 3 semester hours.

CIT 497: Topics in Information Technology. This course requires intensive examination of current topics in informational technology. This course will involve concentrated reading and discussion, as well as writing and presentation of findings. Prerequisite: Senior status or consent of instructor. Credit: 3 semester hours.

CIT 499: Information Technology Internship. Designed to provide students a means to integrate academic theories and principles to practical job experience, thereby reinforcing and expanding classroom learning while preparing them for postgraduate employment. Students engage in industrial sponsored educational activities related to their major. Prerequisite: Students to be enrolled in their last semester of course work or instructor's consent. Credit: 3 semester hours.

## **CRIMINAL JUSTICE**

CJE 101: Introduction to Criminal Justice. A survey course designed to study the criminal justice process. An analysis of local, state, and federal law enforcement agencies, court, and correctional agencies. Credit: 3 semester hours.

CJE 215: Introduction to Criminal Law. The study of the development and history of criminal laws in the United

States emphasizing the structure, definitions, and interpretations of criminal statutes. Prerequisite: CJE 101 or consent of instructor. Credit: 3 semester hours.

CJE 220: Juvenile Justice. A course designed to study the juvenile justice system from processing of the juvenile offender through treatment. Examines the nature and extent of delinquency in the United States and responses to juvenile crime. Credit: 3 semester hours.

CJE 320: Law enforcement. The study of the history and development of federal, state, and local law enforcement agencies and current issues in law enforcement. Prerequisite: CJE 101 or consent of instructor. Credit: 3 semester hours.

CJE 321: Private Security. The study of the historical and philosophical development of private security. Emphasis is placed on responsibilities and legal problems of private agencies. Credit: 3 semester hours.

CJE 322: Criminal Investigation. An introduction to the techniques and methods used by police investigators. Attention is given to crime scene protection, collection, preservation, and identification of physical evidence. Prerequisite: CJE 101 or consent of instructor. Credit: 3 semester hours.

CJE 325: Courts. A course designed to study the American judicial system including the function of courts, judicial process and procedures, rules of evidence, constitutional issues, and the roles and responsibilities of key court personnel. Prerequisites: CJE 101 and CJE 215 with grades of C or better. Credit: 3 semester hours.

CJE 330: Corrections. The study of the correctional process, including jails, prisons, probation and parole. Emphasis is on an analysis of correctional theory and practice. Prerequisite: CJE 325 or consent of instructor. Credit: 3 semester hours.

CJE 332: Community Relations and Criminal Justice. The study of the relationship of the community to law enforcement, correctional institutions, and other criminal justice agencies. Emphasizes techniques for conflict resolution. Prerequisite: CJE 320 or consent of instructor. Credit: 3 semester hours.

CJE 335: Theories of Crime and Delinquency. A course designed to study the major theoretical explanations of crime and delinquency. Prerequisites: CJE 101 and CJE 215 with grades of C or better. Credit: 3 semester hours.

CJE 340: Principles of Victimology. Study of crime, its victims, and their relationship to the criminal justice process. Emphasizes psychological, financial, and medical needs and problems of the victim. Prerequisites: CJE 325 and PSY 200 or consent of instructor. Credit: 3 semester hours.

CJE 345: Comparative Criminal Justice. A course designed to examine the nature, location, and impact of crime in the United States including its historical foundations, theories of criminality, measurement of crime, typologies, and public policies concerning crime control with emphasis on cross-cultural perspectives. Prerequisites: CJE 101 and CJE 215 with grades of C or better. Credit: 3 semester hours.

CJE 350: Criminal Justice Ethics. A course designed to examine the theoretical foundations of ethics, ethical decision-making, and ethical issues confronting the criminal justice system, its processes and personnel. Prerequisites: CJE 101 and CJE 220 with grades of C or better. Credit: 3 semester hours.

CJE 410: Criminal Justice Administration. The study of the principles of organization, administration, leadership, management, and function of criminal justice agencies, including problem-solving, planning, and evaluation techniques used by criminal justice administrators. Prerequisites: CJE 101 and CJE 220 with grades of C or better. Credit: 3 semester hours.

CJE 415: Seminar in Criminal Justice. The study of special issues in criminal justice. Special emphasis is placed upon solutions to particular administrative problems. Prerequisite: CJE 410 or consent of instructor. Credit: 3 semester hours.

CJE 430: Criminal Justice Internship. A supervised placement in a criminal justice agency which enables students to obtain practical experience in a criminal justice setting. Prerequisites: CJE 215 and CJE 330 or consent of instructor. Credit: 3 semester hours.

CJE 433: Research Methods in Criminal Justice. An in-depth research effort. To include an introduction to basic logic, knowledge and skills of research design and methodology. Prerequisite: Consent of instructor. Credit: 3 semester hours.

CJE 434: Statistics for Criminal Justice. This course serves as an introduction to the use of statistics as a method of describing and analyzing data from research in Criminal Justice with an emphasis on applied methods. Prerequisites: CJE/SOW 433 and MAT 111 or higher. Credit: 3 semester hours.

### **CREDIT FOR LIFE EXPERIENCE**

CLE 299: Portfolio Development. Required course for all students seeking credit through assessment of educationally valid life experiences. Instructs students in developing documented portfolio of non-sponsored, prior experiential learning. Graded Pass/Fail. Prerequisites: ENG 101, MAT 111, and consent of instructor. Credit: 3 semester hours.

### **COOPERATIVE EDUCATION**

COE 291: Cooperative Education I. Work experience opportunity in a field related to student's academic

interests. Graded Pass/Fail except for internship required for major. Prerequisites: 30 semester credit hours of course work and consent of advisor. (Hours arranged). Credit: 312 semester hours.

COE 391: Cooperative Education II. Work experience opportunity in a field related to student's academic interests. Graded Pass/Fail except for internship required for major. Prerequisites: One semester of Cooperative Education work experience and consent of advisor. (Hours arranged). Credit: 3-12 semester hours.

COE 491: Cooperative Education III. Work experience opportunity in a field related to student's academic interests. Graded Pass/Fail except for internship required for major. Prerequisites: Two semesters of Cooperative Education work experience and consent of advisor. (Hours arranged). Credit: 3-12 semester hours.

### **COMPUTER SCIENCE**

COS 100: Introduction to Computers. Introductory survey of the concepts and terminology of computer hardware and software integrated with significant computer laboratory experience. Includes hardware organization, operating systems, and skill development projects in commonly used Productivity Software. Credit: 3 semester hours.

COS 101: Programming in Visual BASIC. An introduction to structured programming using Visual BASIC as a programming language. Focus on problem-solving techniques using basic file handling routines, mathematical computation, string handling, decision, and repetition structures. Credit: 3 semester hours.

COS 107: Problem Solving, Logic & Design. A language independent introduction to program development using various problem-solving techniques. Emphasis is placed on problem analysis, algorithm and pseudo code development, as well as various data and control structures. Credit: 3 semester hours.

COS 108: Principles of Computer Science I. An introduction to the foundations of Computer Science that incorporates the study of computer architecture, data representation, organization and storage, algorithm development and structured programming using C++ as a design tool. Prerequisites: COS 107, ENG 101 and MAT 111 or consent of divisional chair. Credit: 4 semester hours.

COS 109: Principles of Computer Science II. A continuation of COS 108 with an extensive study of the manipulation of arrays, strings, record structure and files. A brief introduction to Object Oriented Programming is provided. Prerequisite: COS 108. Credit: 4 semester hours.

**COS 120:** Microsoft Office Publisher. Introductory coverage of the Microsoft Office Publisher. Learn how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher. Credit: 1 semester hour.

**COS 121:** Computer Concepts. This computer literacy course introduces computer terminology about computer hardware, software and various areas related to computers such as Email, Internet, World Wide Web, networking, input, output and storage devices. Credit: 1 semester hour.

**COS 122:** Introduction to Operating Systems. Introducing Windows, the operating system and commands. Learning customizing the user interface, adding and deleting hardware, installing software, managing folders, files and disks, shortcuts, properties, and using Control Panel. Credit: 1 semester hour.

**COS 123:** Introduction to Word. Creating simple documents with editing commands, and preparing professional documents, reports, flyers, and posters. Learning to manage tables, indexes, cross references, newspaper columns, merge mail, label/envelop printing, macros, and more. Credit: 1 semester hour.

**COS 124:** Introduction to Excel. Creating simple spreadsheets and applying math, statistical, financial, and database functions with various built-in commands. Learning to draw and interpret pie, line, bar, and stacked graph charts. Learning how to make macros. Credit: 1 semester hour.

**COS 125:** Introduction to Access. Learning to use a database management system (DBMS) for creating, reading, updating and deleting data. Experiencing formatting, sorting, finding records using search tools, generating reports, securing data, along with other database application features. Credit: 1 semester hour.

**COS 126:** Introduction to PowerPoint. Creating on-screen presentations. Learning how to produce informative, attractive, effective presentations using features of this software application. Credit: 1 semester hour.

**COS 127:** Introduction to Web Design using HTML. Learning about various HTML tags and their use for creating simple, attractive web pages. The pages can contain animation, graphics, audio/video, and script programs. Credit: 1 semester hour.

**COS 129:** Introduction to JavaScripts. Create applets using JavaScript and design professional looking web pages with executing code embedded. Credit: 1 semester hour.

**COS 130:** Special Topic Lab. This laboratory course will have changing topics from computer science to provide knowledge in a new area of this fast changing

field. May be repeated for credit 3 times with different topics. Credit: 1 semester hour.

**COS 180:** Advanced Programming in Visual BASIC. A continuation of COS 101. The course includes topics such as table handling, advanced string manipulation, file processing, sorting, and search routines in Visual BASIC. Credit: 3 semester hours.

**COS 200:** Computer Information Systems. Overview of computer-based information systems, major models, applications and functions from a component perspective. Learn to describe physical and logical aspects of systems. Learn to present related material with intermediate HTML. Credit: 3 semester hours.

**COS 232:** Programming I. Required for Business and Security options. This course is a study of COBOL syntax, constructs, and its applications in business programming. Topics include structured program design, control break processing, table usage, sorting, merging, report writing, and maintenance of sequential, indexed and relative files. Prerequisite: COS 101 or 108. Credit: 4 semester hours.

**COS/DGE 275:** Game Programming Foundation I. This course introduces students to the rigorous field of interactive simulation and gaming. Students learn about the major components of modern simulations and games from both a design perspective and a technical perspective.

Topics covered include: fundamentals of simulation/gaming, user interface design, human computer interaction, input/output paradigms, and an overview of simulation/game design process. Lab activities are designed to foster critical thinking and problem solving skills through the development of an understanding of the development process as well as interactive programming techniques through the creation of working interactive programs in a high level programming language.

Prerequisite: COS 109. Credit: 4 semester hours.

**COS 281:** Introduction to Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information asset, determining the levels of protection and response to security incidents, designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features, and learning the principles of trusted computing bases (TCB). Credit: 3 semester hours. . **COS 300:** Systems Design and Development.\* A study of computer systems design and development techniques. Includes the systems development cycle, requirements determination and analysis, specification development, Object-oriented (OOD) methods, system validation and verification, quality assurance and implementation. Prerequisite: COS 109. Credit: 3 semester hours.



**COS 301: Computer Organization.** A detailed study of the organization and structuring of a computer system. Topics include logical basis of computer structure, machine language, number systems, the mechanics of data transfer and control, and recent advances in computer organization. Prerequisite: COS 109. Credit: 4 semester hours.

**COS 302: Operating Systems.** An overview of the concepts and theories that underlie operating systems including: process and memory management strategies, file systems and protection, scheduling algorithms, multi-programming, distributed systems, and virtual memory. Prerequisite: COS 301. Credit: 3 semester hours.

**COS 303: Human Perspective on Computing.** This course focuses on the study of computing's interaction with human culture. Credit: 3 semester hours.

**COS 310: Discrete Computing Structures.** Introduces mathematical topics needed in the study of Computer Science including logic, set theory, matrices, induction and recursion, discrete probability, relations, Graphs, Trees, etc. Prerequisite: MAT 125. Credit: 3 semester hours.

**COS 314: Network Protocols.** This course introduces students to network protocols, in particular the OSI and TCP/IP suite of network communication protocols. Topics include fundamentals of networks, data transmission, network architecture, protocols and others. Credit: 3 semester hours.

**COS 331/CIT 331/PHY 331: Introduction to Robotics.** Introduction to robotics including the design, building, and programming simple robots. Included will be the basic science, engineering, and mathematics needed to design and build a simple robot. Students will also be introduced to the topic of project management. The course is a combination lecture/laboratory course that will meet five hours per week for three credit hours. Credit: 3 semester hours.

**COS 332: Management of Information Security.** This course focuses on the managerial aspects of information security and assurances. Topics covered include access control models, information security governance, and information security program assessment and metrics. Coverage on the foundational and technical components of information security are included to reinforce key concepts. The course includes up-to-date information on changes in the field, such as national and international laws and international standards like the ISO 27000 series. Prerequisite: COS 281. Credit: 3 semester hours.

**COS 334: Cyber Forensics.** This course will deal with an exciting area of computer forensics, crimes, law and investigations. Data are collected from cell phones, mobile devices documents, e-mail, etc., and evidence is collected by using various forensics tools. The pretrial and courtroom experiences of a computer

forensics investigator will also be discussed. Prerequisite: COS 281. Credit: 4 semester hours.

**COS 340: Data Structures and Algorithm Analysis.** A more advanced study of the complex discrete data structures explored in COS 310. Algorithms manipulating these structures are implemented in C++; using Object Oriented Programming techniques. Prerequisites: COS109 and 310. Credit: 4 semester hours.

**COS 350: Organization of Programming Languages.** A comparative analysis of programming language constructs used in major programming languages. Students study the historical development of programming languages, BNF context-free grammars, language evaluation criteria, and the implementation of data types, control structures, and operators. Prerequisite: COS 109. Credit: 3 semester hours.

**COS 364: Data Storage and Data Mining.** This course is an introduction to data warehouse design, modeling and data mining. It provides students with an understanding of the industry standard data mining methodologies, and with the ability of solving problems with it. Prerequisite: COS 109. Credit: 3 semester hours.

**COS/DGE 375: Game Programming Foundation II.** This course is a continuation of the Gaming I and students will learn to build on their previous knowledge. They will learn the advanced level material in such as Graphics, Sound and Animations. They will build professional looking user interfaces and will use GUI for interactive simulation and gaming. Prerequisite: COS 275. Credit: 3 semester hours.

**COS/DGE 385: Gaming and Computer Graphics.** Topics in two and three-dimensional graphics, along with a modern 3D graphics API. Introduction to the foundations of three-dimensional display: projections, geometric transformations, scan conversion, clipping, lighting, shading, and texturing. Prerequisite: COS 275. Credit: 4 semester hours.

**COS 399/MAT 399/PHY 399/BIO 399/CHE 399: Undergraduate Teaching Experience.** Students earn course credit for undergraduate teaching experience including but not limited to (1) assisting students during laboratory sessions, (2) helping to set up laboratories or lecture/lab quizzes, or (3) conducting PLTL-Excel type workshops for students. Course may be repeated for credit. Prerequisite: Consent of instructor. Credit: 1 semester hour.

**COS 410: Database Management Systems.** Detailed study of major database concepts and dominant models. Focus on hierarchical, relational, and object—relational systems as they are implemented in current

DBMS. Student teams design and build a DBMS. Prerequisite: COS109. Credit: 3 semester hours.

COS 420: Algorithms. Techniques of analyzing, developing, and implementing algorithms are presented. Examples of algorithms from sorting, set manipulation, and graphs; computational complexity and np-completeness are implemented in appropriate programming languages. Prerequisite: COS 340. Credit: 3 semester hours.

COS 435: Advanced Topics in Cyber Security. An in-depth study of advanced topics in information security. Topics will vary according to current trends and research directions in the field. Some possible topics include: information security, managements, risk assessment, network security, and cyber- forensics. This course will provide most advanced knowledge in cyber security in line with some homeland security strategically research themes and current hard problems in INFOSEC. Research and knowledge, these include current hard problems in INFOSEC research. Prerequisite: COS 281. Credit: 3 semester hours.

COS 460: Artificial Intelligence. Introduces various topics related to the field of Artificial Intelligence including but not limited to logic, knowledge representation, expert systems, natural language processing, AI related problems, and AI languages. Credit: 3 semester hours.

COS 464: Management of Computer Information Systems. This course provides a capstone course for students to integrate course experiences. Students will manage real Information System projects for businesses/organizations located in the community. Prerequisites: COS 300 and COS 410. Credit: 4 semester hours.

COS 470: Networking and Telecommunications. Overview of telecommunications systems and computer components employed in transmission of data in local and wide area networks. Issues relating to network analysis and management are explored. Prerequisites: COS 302. Credit: 3 semester hours.

COS/DGE 475: Game Design and Development. This course involves the study of the technology, science and storytelling involved in the creation of computer games. It will emphasize hands-on development of games. Relevant software technologies including programming languages, and simulation engines will be discussed. We assume significant programming experience and knowledge of programming language concepts. We also assume student can learn new programming concepts and systems on their own (direct, OpenGL). Prerequisite: COS/DGE 375. Credit: 3 semester hours.

COS 479: Foundation in Information Security. This course introduces different concepts of Information

Security. It provides a broad overview of the threats to the security of information systems, the responsibilities and basic tools for information security, and the levels of training and expertise needed in organizations to reach and maintain a state of acceptable security. Credit: 3 semester hours.

COS 481: Information Security. Prerequisites: COS 302 or COS 479. This course will focus on the design principles of trusted computing bases (TCB). Issues regarding authentication; access control and authorization; discretionary and mandatory security policies; secure kernel design; secure operating systems; and secure databases. Credit: 3 semester hours.

COS 482: Introduction to Cryptography. This course provides the basics of cryptography and how it is used for Information Security. Credit: 3 semester hours.

COS 483: Database Security. This course will focus on issues related to the design and implementation of secure data stores. Emphasis will be placed on multilevel security in database systems; covert channels; and security measures for relational and object-oriented database systems. Credit: 3 semester hours.

COS 484: Introduction to Network Security. This course introduces students to the fundamental techniques used in implementing secure network communication and gives them an understanding of common threats and attacks, as well as some practical experience in attacking and defending networked systems. Credit: 3 semester hours.

COS 485: Information Security Project. This project course integrates all of the knowledge accumulated in the previous security courses and will serve as a capstone course for the specialization in Information Security. Prerequisites or corequisites: three courses from COS 481-484. Credit: 3 semester hours.

COS 490: Seminar in Computer Science. Important and timely problems in Computer Science are reviewed to reinforce and integrate ideas presented over the curriculum. Advanced topics will be introduced. Credit: 3 semester hours.

COS/DGE 495: Interactive Gaming Project. Interactive gaming puts into practice all of the information and knowledge gained in the previous courses. In this sequence the students first identify, then build, the necessary components for a full working 3D simulation/game engine. We assume significant programming experience and knowledge of programming language concepts. We also assume student can learn new programming concepts and systems on their own (direct, OpenGL). Prerequisite COS/DGE 475. Credit: 3 semester hours.



**COS 497: Independent Study in Computer Science.** Prerequisites: senior classification and consent of instructor. Research and in-depth study of a particular computer science topic or problem under the supervision of a Computer Science faculty member. Credit: 3 semester hours.

**COS 498: Internship in Computer Science.** This course can be taken for on-or off-campus employment related to the computer science discipline. The student must demonstrate that the experience gained on the job is at least equivalent to the material learned in a typical class. May be repeated once. Prerequisites: junior or senior classification and consent of Computer Science chairperson. Credit: 3 semester hours.

**COS 499: Special Topics in Computer Science.** This course may have a different topic relevant to the computer science field each time it is offered. The purpose of the course is to gain knowledge in current areas of this ever-changing field. The course may be repeated four times for credit. Prerequisite: permission of the instructor. Credit: 3 semester hours.

**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: 3 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: 3 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: 3 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: 3 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: 3 semester hours.

**COS 512: WEB Engineering.** To introduce basic ideas for Web engineering design methodologies. The course will use XML and ASP. Credit: 3 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: 3 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 from unstructured and structured data repositories. Topics will include data warehousing, clustering, classification, association rules mining, etc. for real-world problems. Credit: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 semester hours.

**COS 553: Common Gateway Interface.** This course is 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 semester hours.

### **DIGITAL GAMING**

DGE/COS 275: Game Programming Foundation I. This course introduces students to the rigorous field of interactive simulation and gaming. Students learn about the major components of modern simulations and games from both a design perspective and a technical perspective.

Topics covered include: fundamentals of simulation/gaming, user interface design, human computer interaction, input/output paradigms, and an overview of simulation/game design process. Lab activities are designed to foster critical thinking and problem solving skills through the development of an understanding of the development process as well as interactive programming techniques through the creation of working interactive programs in a high level programming language.

Prerequisite: COS 109. Credit: 4 semester hours.

**DGE 300: Software Engineering for Computer Games.** This course teaches students the basic skills of software engineering. The course will cover topics in software processes, software development tools, software design, testing and management. The contents will be provided with the intent to develop computer games in a team environment. Prerequisites: COS 108, COS 109. Credit: 3 semester hours.

**DGE/COS: 375: Game Programming Foundation II.** This course is a continuation of the Gaming I and students will learn to build up on the previous knowledge. They will learn the advanced level material in such as Graphics, Sound and Animations. They will build professional looking user interfaces and will use GUI for interactive simulation and gaming. Prerequisite: COS 275. Credit: 3 semester hours.

**DGE 380: Online Game Development.** This course is dedicated to game development for the World Wide Web. This course introduces students to the features available in HTML5, CSS3, WebGL, and JavaScript to develop 2D and 3D games running on web browsers. Prerequisites: COS 108, COS 109. Credit: 3 semester hours.

**DGE/COS: 385: Gaming and Computer Graphics.** Topics in two and three-dimensional graphics, along with a modern 3D graphics API. Introduction to the foundations of three-dimensional display: projections, geometric transformations, scan conversion, clipping, lighting, shading, and texturing. Prerequisite: COS 275. Credit: 4 semester hours.

**DGE/COS 475: Game Design and Development.** This course involves the study of the technology, science and storytelling involved in the creation of computer games. It will emphasize hands-on development of games. Relevant software technologies including programming languages, and simulation engines will be discussed. We assume significant programming experience and knowledge of programming language concepts. We also assume student can learn new programming concepts and systems on their own (direct, OpenGL). Prerequisite: COS/DGE 375. Credit: 3 semester hours.

**DGE 476: Mobile Game Development.** This course teaches students the basic skills in programming in the area of Mobile devices and will be able to develop

games. Prerequisites: COS 108, COS 109. Credit: 3 semester hours.

**DGE 485: Virtual Reality.** This course addresses Virtual Reality (VR) interface techniques and programming. Topics include physical interface devices, methods of manipulating a virtual world, evaluating VR applications, and programming VR applications. Students will create their own VR applications. Prerequisites: COS 108, COS 109, COS 275. Credit: 3 semester hours.

**DGE/COS 495: Interactive Gaming Project.** Interactive gaming puts into practice all of the information and knowledge gained in the previous courses. In this sequence the students first identify, then build, the necessary components for a full working 3D simulation/game engine. We assume significant programming experience and knowledge of programming language concepts. We also assume student can learn new programming concepts and systems on their own (direct, OpenGL). Prerequisite: COS 475. Credit: 3 semester hours.

## **ECONOMICS**

**ECO 200: Survey of Economics.** A basic survey of economic principles involved in micro-economics and macroeconomics. This course is offered to non-Business majors. Credit: 3 semester hours.

**ECO 201: Principles of Economics I.** The basic principles of microeconomics are examined and an overview of the American economy. Market structure, income distribution, general equilibrium, and welfare economics are considered. Credit: 3 semester hours.

**ECO 202: Principles of Economics II.** The basic principles of macroeconomics explore both the private and public sectors. National income determination, money and banking, economic growth, and international economics are considered. Prerequisite: ECO 201. Credit: 3 semester hours.

**ECO 301: Microeconomics.** Intensive study of economic analysis of consumption, output, price, and factor proportion problems and forms of decision making in different market structures. Prerequisite: ACC 201, BUA 204 and ECO 201, all with grades of C or better. Credit: 3 semester hours.

**ECO 302: Macroeconomics.** Static and dynamic theories of aggregate economics, the measurement of economic activity, determination of national income and growth, and the control of economic activity. Prerequisite: ACC 201, BUA 204 and ECO 201, all with grades of C or better. Credit: 3 semester hours.

**ECO 311: Business Statistics I.** Focus on measurement of central tendencies, probability concepts, sampling distribution, appreciation of statistical estimates, and hypothesis testing in uncertain situations. Prerequisite: MAT 115 or higher;



ACC 201, BUA 204 and ECO 201, all with grades of C or better. Credit: 3 semester hours.

ECO 312: Business Statistics II. The study of regression and correlation analysis, time series analysis and forecasting, Chi-square, and analysis of variance. Prerequisite: ECO 311. Credit: 3 semester hours.

ECO 321: Quantitative Methods of Decision Making. Various quantitative models involving matrix algebra, calculus, and functions are studied. The use of linear programming in business decisions is emphasized. Prerequisites: MAT 115 or higher and ECO 311 or BUA 320. Credit: 3 semester hours.

ECO 329: International Economics. Description and analysis of the international economic relationships among the nations of the world with emphasis on the United States and international trade. Prerequisite: ACC 201, BUA 204 and ECO 202, all with grades of C or better. Credit: 3 semester hours.

ECO 411: Money and Banking. A study of monetary and banking systems in the United States. Highlighted are the roles of the Federal Reserve System and current monetary problems. Prerequisite: ECO 202 and FIN 330. Credit: 3 semester hours.

ECO 420: History of Economic Thought. The evolution of economic ideas and concepts from ancient times to the present. A study is made of the major contributions of principal economic scholars. Prerequisite: ACC 201, BUA 204 and ECO 202, all with grades of C or better. Credit: 3 semester hours.

ECO 424: Labor Economics. A study of employment, labor markets, and the labor movement. Studied are theories of wage rate determinations, unemployment, human resource policy, worker's compensation, and industrial disputes. Prerequisite: ACC 201, BUA 204 and ECO 202, all with grades of C or better. Credit: 3 semester hours.

ECO 425: Comparative Economic Systems. A study of the ideologies and functioning of capitalism, communism, and socialism, and how various economic principles and theories apply under these systems. Prerequisite: ACC 201, BUA 204 and ECO 202, all with grades of C or better. Credit: 3 semester hours.

ECO 470: Students in Free Enterprise (SIFE). Student outreach to the community; teaching them the principles of economics and free enterprise. Prerequisite: junior or senior status and consent of chairperson. Credit: 1-3 semester hours.

ECO 480: Economics Internship. Off campus on-the-job employment related to the discipline of economics. Prerequisite: junior or senior classification and consent of chairperson. Credit: 3 semester hours.

ECO 499: Independent Study in Economics. Research and in-depth study of a particular economic concept or problem under the direction of a faculty member. Prerequisites: Senior classification and consent of chairperson. Credit: 3 semester hours.

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: 3 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: 3 semester hours.

## **EDUCATION**

EDU 101: Introduction to Education: This course serves as an introduction to the contemporary dynamics of K-12 education system in the United States. Different pedagogies that encourage active participation in individual and group settings will be explored. Students will also investigate legal and ethical issues, the impact of multistate adoption of the common core standards, educational theories, and explore the effects of culture on teaching and learning, all of which impact the 21<sup>st</sup> century teacher. Credit: 3 semester hours.

EDU 202: Foundations of Teaching & Education. Introductory course that presents a framework on which to build a solid foundation that deals with the critical role of the teacher in American education. Successful completion required for admission to Educator Preparation Program. Daytime field hours required at local schools. (Merger of EDU 294 and EDU 324). Prerequisites: C or above in ENG 101 and 102. Credit: 3 semester hours.

EDU 203: Introduction to Technology in Education. Knowledge and skill development in the use of microcomputers and media in the classroom. Focus on computer literacy, application, and equipment operation. Successful completion required for admission to Educator Preparation Program. Field work required. (Formerly EDU 325). Credit: 3 semester hours.

EDU 309: Cultural Responsiveness. The cultural responsiveness course is designed to assist student with examining their understanding of global culture and how they respond to our diverse world. Self-reflection, discussion and respectful sharing of viewpoints and understanding are imperative to this

class. Project based learning (PBL) is the major teaching/learning strategy used in this course. Prerequisites: ENG 101 and ENG 102. Credit: 3 semester hours.

EDU 206: PRAXIS CASE: Mathematics Test Prep Seminar. This course will consist of 1 hour regular classroom contact taught by Mathematics Faculty. In class meetings will be supplemented with online test practice and preparation materials. This course is designed to assist students with examination support and preparation strategies for the mathematics portion of the PRAXIS Core Academic Skills for Educators (CASE) exam. Credit: 1 hour.

EDU 207: PRAXIS CASE: Reading and Writing Test Prep Seminar. This course will consist of 1 hour regular classroom contact taught by English Faculty. In class meetings will be supplemented with online test practice and preparation materials. This course is designed to assist students with examination support and preparation strategies for the PRAXIS Core Academic Skills for Educators (CASE) exam. Credit: 1 hour.

EDU 302: Child & Adolescent Development. Stage approach toward physical, cognitive, and social-emotional development of individuals from birth through adolescence. Applies theories, research, cultural factors, and risk and protective factors to the study of student learning. Day-time field hours required at Rosenwald and local schools. (Replaces EDU 221). Prerequisite: Admission to Educator Preparation Program. Credit: 3 semester hours.

EDU 303: Educational Assessment and Evaluation. This course is designed to teach procedures for authentically assessing and enhancing student learning (P-12). Students will learn to design, administer, and interpret a variety of assessment measures. Deals with concepts of validity, reliability, norms, standard scores, legal and ethical issues. Field hours required in local schools. (Replaces EDU 402). Prerequisite: Admission to Educator Preparation Program. Credit: 3 semester hours.

EDU 304: Classroom and Learning Management. Practical, ecological approaches toward classroom organization and arrangement, rules and procedures, planning, student self-regulation, communication, assessing and solving problems. Investigates theories, research, school safety, and diversity issues pertaining to each area of management. Day time field hours required in local schools. Prerequisite: Admission to Educator Preparation Program. Credit: 3 semester hours.

EDU 309: Special Topics in Education. This course is designed to assist students with examination support and preparation strategies. Students will prepare a study plan to guide their preparation strategies. Students will also engage in several current issues and topics related to education reform such as common core standards updates and implementation. The

student may enroll in this course up to three times under different topics. Credit: 1-3 semester hours.

EDU 310: Introduction to Exceptional Education. Survey of major areas of exceptionality. A study of principles and practices for mainstreaming children with exceptionalities in regular classrooms. Field work required. Prerequisite: Admission to Educator Preparation Program. Credit: 3 semester hours.

EDU 311: Legal and Parental Issues in Special Education. A review of pertinent legislation concerning human and constitutional rights and parental issues related to individuals with disabilities. Prerequisite: EDU 310. Credit: 3 semester hours.

EDU 316: Early Childhood Education of the Handicapped. Overview of Early Childhood Education of the handicapped with discussions of historical and empirical support for providing early intervention services, screening assessment, instructional programming, family involvement, and service delivery models. Prerequisite: EDU 310. Credit: 3 semester hours.

EDU 318: Special Education Practicum. Supervised field experience in more than one setting to prepare students to become teachers of handicapped children during early childhood. Prerequisite: Admission to Educator Preparation Program. Credit: 3 semester hours.

EDU 320: Teaching Reading and Language Arts in Elementary School. A study of the current research, instructional methods and materials, assessments for teaching reading and language arts in the elementary school (P-5). Emphasis is on teaching reading and writing through a balanced literacy approach. Field work required. Prerequisite: Admission to Educator Preparation Program. Credit: 3 semester hours.

EDU 401: Behavior Management and Instruction for Exceptional Learners. The supervised pre-student teaching experiences with children, identified as exceptional learners, will afford students the opportunity to be mentored by an experienced teacher, as well as observe and work with students in "real life" educational environments. Field work required. Prerequisite: EDU 316. Credit: 3 semester hours.

EDU 404: Designed Curriculum Learning Environments for Young Children with Disabilities. Designing curriculum and implementing learning environment which enhance the growth and development of young children with disabilities. Prerequisite: Junior standing. Credit: 3 semester hours.

EDU 405: Teaching Social Studies in the Elementary School. This course is an interdisciplinary approach to teaching and learning social studies. Emphasis will be placed on concept development, planning, preparing students to live in a global and culturally diverse world,



developing critical competencies, and evaluating and assessing student learning. Field work required. (Replaces EDU 314). Prerequisite: Admission to Educator Preparation Program. Credit: 3 semester hours.

EDU 407: Literacy Assessment and Intervention Strategies. A study of the methods and tools for assessment of reading in elementary grades. Also includes proven intervention strategies for improvement of reading related to assessment results. This course is tied closely to the assessment procedures of the Teacher Work Sample. Prerequisites: Admission to Educator Preparation Program. Credit: 3 semester hours.

EDU 408: Teaching Physical Education in Elementary School. Designed to provide the prospective teacher with an opportunity to implement effective instructional programs. The focus of the course will include lead-up games and a variety of low organized activities, as well as health and nutrition for young children. Field work required. (Merger of PHE 258 and PHE 260). Prerequisite: Admission to Educator Preparation Program. Credit: 2 semester hours.

EDU 410, 411, 412, 413, 414: Teaching High School (Subjects). (EDU 410: Teaching High School English; EDU 411: Teaching High School Mathematics; EDU 412: Teaching High School Physical Education; EDU 413: Teaching High School Science; EDU 414: Teaching High School Social Studies). Content, instructional methods, materials, and assessment for each subject area. Field work required. Prerequisite: Admission to Educator Preparation Program. Credit: 3 semester hours.

EDU 415: Teaching Language Arts in Elementary School. This course examines current research, instructional methods, materials, and assessment for language arts instruction (P-5). Includes developmental processes and assessment techniques that will give pre-service teachers the proper fundamental foundation for reading. Field work required. Prerequisite: Admission to Educator Preparation Program. Credit: 3 semester hours.

EDU 420: Teaching Health in Schools. Instructional techniques and materials for teaching school health for the elementary, middle, and secondary school programs. Field work required. Prerequisites: EDU 302 and HED 223. Credit: 3 semester hours.

EDU 422: Teaching Health and Physical Education in Schools. The course is designed to provide the prospective teacher with tools to implement effective instructional programs. The course will focus on content, instructional methods, materials, and assessment procedures for Health and Physical Education P-

12. (Merger of EDU 412 and EDU 420). Prerequisite: Admission to Educator Preparation Program. Credit: 3 semester hours.

EDU 423: Teaching Mathematics and Science in Elementary School. A study of content, instructional methods, materials, and assessment for teaching mathematics and science (P-5). Field work required. Prerequisite: Admission to Educator Preparation Program. Credit: 3 semester hours.

EDU 430: Organization and Administration of Public Schools. Explore basic principles of school administration. Emphasizes the role of teachers as leaders and managers in the classroom and as participants in the administration of schools. Overviews key topical issues in P-12 education and critiques instructional principles and strategies. Field work required. (Merger of EDU 305 and EDU 409). Prerequisite: Admission to Educator Preparation Program. Credit: 3 semester hours.

EDU 445: Teaching High School Reading in the Content Areas. A study of assessment, materials and methods for reading instruction in secondary schools with emphasis on improving reading in content areas. Prerequisite: Admission to Educator Preparation Program. Credit: 3 semester hours.

EDU 454: Undergraduate Student Teaching. Undergraduate student teaching provides 70 days of full-time, unpaid, supervised, clinical practice in public schools, for candidates pursuing a bachelor degree form one of KSU's teacher education programs (TEPs). Individuals who have completed all coursework and required, standardized exams go through a formal application process for admission to student teaching. By Kentucky regulation, student teachers may not be employed by their schools in any way in any role, although they may be employed by a different school in a manner that does not interfere with fulfillment of student teaching responsibilities. Prerequisite: Complete all coursework and required, standardized exams and go through formal application process for admission to student teaching. Credit: 12 semester hours.

EDU 495: Post-Baccalaureate Capstone. This course is designed to be a culminating experience for teacher candidates who have worked on provisional or probationary certificates or in private schools. This course is not open to degree-seeking students. Grading is pass/fail. Credit: 12 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](mailto:education@kysu.edu). The student may enroll in this course up to three times under different topics. Credit: 1-3 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: 3 semester hours.

ESP 504: Theories of Reading & Educational Practices P12. 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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, fulltime, 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 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.

### **ENGLISH**

ENG 101: English Composition I. Practice in composing and revising essays that are well organized, coherent, and demonstrate command of English fundamentals. In addition to attending class three hours per week, students will attend two hours of supplemental writing classes taught by a professional. Credit: 4 semester hours.

ENG 102: English Composition II. Continuation of English 101, with several weeks devoted to the preparation of a research paper. Prerequisite: ENG 101. Credit: 3 semester hours.

ENG 103: College Reading. This course is designed to improve general reading skills and develop critical reading through class (3 hours per week) and supplemental instruction (2 hours per week): required for entering freshmen and transfers with a 19 or below ACT reading score. May be counted as elective credit. Credit: 4 semester hours.

ENG 211: Introduction to Literature.\* An introduction to the understanding and enjoyment of the major literary genres: fiction, drama, poetry, and essays. Prerequisite: ENG 101. Credit: 3 semester hours.

ENG 214: Persuasive Writing. Instruction and practice in types of written persuasion, including instruction in the rhetorical forms of argumentation and persuasion. Prerequisite: ENG 101. Credit: 3 semester hours.

ENG 215: Introduction to Literature for English Majors. An introduction to major literary genres – fiction, drama, poetry, and essays – with a more intensive focus on literary and genre theory appropriate for prospective English majors. Prerequisite: ENG 101.

ENG 216: Technical Writing. Training and practice in written communications (reports, business letters, memorandums, etc.) required in business, industry, and government. Prerequisite: ENG 102 or consent of instructor. Credit: 3 semester hours.

ENG 260: Children's Literature. A study of literature that is especially suitable for use in the elementary grades with emphasis upon techniques of presenting this literature to young children. Prerequisite: ENG 211 or consent of instructor. Credit: 3 semester hours.

ENG 285: Writing and Sentence Skills for Teaching Professionals. Specifically for Education majors. Focuses on the organizational, grammatical, and mechanical writing skills demanded of classroom teachers. Prerequisites: ENG 101, ENG 102, ENG 211. Credit: 3 semester hours.

ENG 311: Advanced Grammar. Instruction in concepts of English sentence structure, grammar and word formation. Prerequisite: ENG 102. Credit: 3 semester hours.

ENG 313: Non-Western Literature. An introduction to selected authors and texts from Non-Western cultures in Africa, the Middle East, Asia and the Americas. Prerequisite: ENG 211. Credit: 3 semester hours.

ENG 315: History of the English Language. A study of the historical development and evolution of the English language from Old to Modern English. Prerequisite: ENG 211. Credit: 3 semester hours.

ENG 317: Linguistics. Introduction to the science of linguistics, including phonology, morphology, syntax and semantics. Also includes study of language use in society. Prerequisite: ENG 211 or consent of instructor. Credit: 3 semester hours.

ENG 322: Survey of British Literature I. Major works by British authors from the Old English period to the Age of Johnson. Prerequisite: ENG 211. Credit: 3 semester hours.

ENG 323: Survey of British Literature II. Continuation of the survey of major British works and their critical,

intellectual, and historical contexts from the Age of Johnson to the modern era. Prerequisite: ENG 211. Credit: 3 semester hours.

ENG 324: Survey of American Literature I. A chronological study of major pre-modern American writers, with emphasis on political, social, and literary movements. Prerequisite: ENG 211. Credit: 3 semester hours.

ENG 325: Survey of American Literature II. A study of modern American writers, with emphasis on political, social, and literary movements. Prerequisite: ENG 211. Credit: 3 semester hours.

ENG 330: Literary Genres. This course provides students with comprehensive study of major works and criticism of one of the major literary genres: Novel, Poetry or Drama. Prerequisite: ENG 211/215.

ENG 342: Writing Poetry. Students will study poetry and write a short collection of poems. Students will also read and critique one another's works. Prerequisite: ENG 211 or consent of instructor. Credit: 3 semester hours.

ENG 343: Writing Creative Non-Fiction. Students will study and write non-fiction of the type published in magazines and newspaper. Students will also read and critique one another's works. Prerequisite: ENG 211 or consent of instructor. Credit: 3 semester hours.

ENG 345: Writing Drama/Screenplay. Students will study drama and film writing and write a short play or screenplay. Students will also read and critique one another's works. Prerequisite: ENG 211 or consent of instructor. Credit: 3 semester hours.

ENG 346: Writing Fiction. Students will study fiction, both short and full-length, and write fiction pieces. Students will also read and critique one another's works. Prerequisite: ENG 211 or consent of instructor. Credit: 3 semester hours.

ENG 390: Adolescent Literature. Designed to help students identify appropriate reading material for adolescents by interest and grade level. Students will also learn bibliographical skills. Prerequisite: ENG 211. Credit: 3 semester hours.

ENG 397: Special Topics in English I. A broad range of literary topics in specialized areas not addressed in depth by the traditional curriculum. Prerequisite: ENG 211 or consent of instructor. Credit: 3 semester hours.

ENG 398: Literary Heritage. An intensive study of a specific period in literary history, focusing on major figures and texts from that period. May be repeated. Prerequisite: ENG 211. Credit: 3 semester hours.

ENG 399: Special Topics in English II. A broad range of literary topics in specialized areas not addressed in depth by the traditional curriculum. Prerequisite: ENG 211 or consent of instructor. Credit: 3 semester hours.



ENG 409/AAS 409: Literature of African-Americans. A study of representative literary works written by African Americans from Phillis Wheatley to the present. Prerequisite: ENG 211. Credit: 3 semester hours. ENG 411: Shakespeare. Analytical study of Shakespeare's principal plays and sonnets, with an introduction to the Elizabethan thought and society. Prerequisite: ENG 211. Credit: 3 semester hours.

ENG 413: Literary Criticism. A study of major schools of criticism and influential critics. Includes instruction in practical application of these approaches to writing about literature. Prerequisite: ENG 211. Credit: 3 semester hours.

ENG 415: Major author(s). An intensive study of one or two authors considered to be among the greatest and most influential of writers in English. May be repeated. Prerequisite: ENG 211. Credit: 3 semester hours.

ENG 433: Reading and Writing Clinic Practicum. Required of all students obtaining certification in English Education. A clinical course designed to help students identify and correct problems in reading and writing. Prerequisite: ENG 211. Credit: 3 semester hours.

ENG 490: Senior Creative Project. A semester-long writing project which will culminate in either a collection of short creative works or one full-length work. Prerequisite: one 300-level creative writing class (ENG 342, 343, 345 or 346). Credit: 3 semester hours.

ENG 499: English Capstone.\* This culminating course focuses on research and bibliographic methodologies within the context of a 30-page research paper assignment, as well as broadening analytical and critical thinking skills, thus preparing students for graduate/professional schools and/or the workforce. Prerequisites: Senior Classification, ENG 214 (Persuasive Writing) and 413 (Literary Criticism). Required of all English majors. Credit: 3 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: 3 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: 3 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: 3 semester hours.

ENV 507: Agroforestry: Local and Global Perspectives. Students will examine and have an understanding of how different agroforestry systems function with landscapes across multiple scales (plot, watershed, landscape) and how these systems contribute to achieving multiple benefits (environmental, social, economic, etc.). Credit: 3 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: 3 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: 3 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: 3 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: 4 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: 3 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: 3 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: 3 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: 3 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: 3 semester hours.

ENV 540: Ornamental and Landscape Plants. This course provides an understanding of the identification, morphology, classification, nomenclature and adaptability of ornamental plants in landscape environments. The use of plants in home, business, and park landscapes to reduce water use, pollutants, energy and labor inputs is examined. Credit: 3 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: 3 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: 3 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 CHE 110. Credit: 3 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: 3 semester hours.

ENV 555: Food Safety and Microbiology. This course is 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: 3 semester hours.

ENV 585: Special Topics. This course requires intensive examination of an Agriculture, Food, and Environmental (AFE) science topic chosen by a faculty member in Agriculture, Food, and Environment. This course will require intensive reading and discussion, as well as writing. Credit: 3 semester hours.

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

ENV 595: Environmental Science & Bio-remediation Techniques. This course is intended for those with theoretical and practical interest in environmental issues and is designed to provide a wide range of subjects and practical work experience using standard methods, concepts and equipment in environmental science. The fate and transport of pollutants in the environment and their final destination, dilution, dispersion, adsorption, persistence, degradation, their adverse effects, and the route that the toxin in question



takes in the environment will be discussed and possible solutions and remediation techniques will be presented. Prerequisite: BIO 101 and CHE 101. Credit: 3 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: 19 semester hours.

ENV 601: Thesis. Preparation and defense of research based thesis making an original contribution to the field of Environmental Studies. Credit: 1-3 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: 6 semester hours.

### **ENGLISH AS A SECOND LANGUAGE**

ESL 085: Fundamentals of English for Foreign Students. Familiarizes foreign students with fundamentals of written and spoken English, focusing on English used in academic and social settings. (Does not count toward any degree requirements). Credit: 3 semester hours.

ESL 086: Fundamentals of Informative Writing for Foreign Students. Familiarizes foreign students with American academic and institutional writing formats, including summaries, paraphrases, definitions, abstracts, reviews, critiques, memorandums, and letters. (Does not count toward any degree requirements.) Credit: 3 semester hours.

ESL 087: Fundamentals of English Conversation for Foreign Students. Familiarizes foreign students with fundamentals of spoken communication in English. (Does not count toward any degree requirements). Credit: 3 semester hours.

### **FAMILY CONSUMER SCIENCE**

FCS 201: Design Elements and Principles for the Consumer. The course provides a base for competencies in the principles and elements of design for the consumer and the professional. Application of the arts is utilized. The course familiarizes the student with design fundamentals and provides appreciation of the aesthetics of design. Credit: 3 semester hours.

FCS 202: Apparel Construction and Analysis. Application of garment construction and the fundamentals of fashion apparel production. Examination of the home sewing and apparel manufacturing industries. Emphasis on the consumer, quality, terminology, technology, the components of construction, and elements of design. Credit: 3 semester hours.

FCS 303: Consumer Economics and Resource Management. The study of family financial management, consumer credit, and debt management; federal, state and local laws for consumer protection; factors involved in purchasing consumer goods and services; management theory and application; and energy and environmental concerns for consumers. Credit: 3 semester hours.

FCS 304: Housing and Home Environment. Exploration of design, space planning, selection of furnishings and changing technology in the interior home environment; human behavior and aesthetic concerns; meeting the housing needs of a diverse society; analysis of housing trends and alternatives; and equipment and technology in the home. Credit: 3 semester hours.

FCS 305: Principles of Food Preparation. A course that teaches the basics of food, food preparation, food service, and food science. Culinary principles are also included. Explores the science of food through food selection & evaluation, food safety and food chemistry. Basic food preparation, meal management, food selection, purchasing and storage are covered. Nutrition and the management of time and cost are emphasized.

### **FINANCE**

FIN 101: Financial Literacy. Students will learn to manage their resources and make sound personal financial decisions that will enable them to make effective use of income and achieve personal financial success. Units of study include budgeting, careers and income, taxes, insurance, credit, banking services, saving and investing. Prerequisites: none. Credit: 3 semester hours.

FIN 305: Personal Financial Planning. The study of personal finances and investing activities. Topics include: personal financial statements, developing a financial plan and budget, personal finance applications of time-value-of money, risk/insurance analysis, house-buying, investment strategies, stocks, bonds, mutual funds, credit borrowing, taxes, retirement planning. Prerequisite: ACC 201, BUA 204 and ECO 201, all with grades of C or better. Credit: 3 semester hours.

FIN 330: Corporate Finance. An overview of the basic concepts, principles, and analytical tools in financial management. Topics include: financial statement

analysis and ratios, time-value-of-money, financial markets, taxation, interest rate calculations, dividends, stock and bond valuation, capital budgeting, risk and return, cost of capital, capital structure. Prerequisites: ACC 201, BUA 204 and ECO 202, all with grades of C or better. Credit: 3 semester hours.

FIN 405: Career and Research Skills in Finance and Investments. An extensive overview of the necessary skills for successful careers in finance and investments is explored. Topics include: developing research skills, financial writing and oral presentation techniques, investment mathematics, statistical tools, technology and computer software, online financial information and library resources, knowledge of independent investment research products and services. Prerequisites: FIN 330. Credit: 3 semester hours.

FIN 421: Cases in Financial Management. The principles and analytical methods studied in FIN 330 are applied to real-world oriented cases for students to develop practice oriented skills and solutions to problems facing the corporate financial manager. Prerequisites: FIN 330. Credit: 3 semester hours.

FIN/ACC 425: Analysis of Financial Statements and Financial Reporting. The study of accounting data and financial statements for reporting and planning purposes and the analysis and interpretation of financial statement for accounting, management, and investment purposes.

Applications and financial software are utilized to construct pro-forma statements and complete case analysis assignments. Prerequisite: FIN 330. Credit: 3 semester hours.

FIN 440: Financial Institutions. Analyzes the management operations of investment firms, insurance companies, banks, and other lending institutions. Topics include: financial statements, performance analysis, asset/liability management, mergers and acquisitions, financial services and banking industry, firm organizational structure, legal and regulatory environment. Prerequisite: FIN 330. Credit: 3 semester hours.

FIN 450: Investment Analysis. An overview of concepts and analytical tools of investment management. Topics include: modern portfolio theory, practical investment management, investment strategies, market efficiency, behavioral finance, investing internationally, mutual funds, asset allocation, managing equity and fixed income portfolios, fundamental and technical analysis, securities investment analysis. Prerequisite: FIN 330. Credit: 3 semester hours.

FIN 460: Entrepreneurial Finance. Provides an overview of the challenges and opportunities of financing business enterprises including: developing a business and financial plan. The class is intended for future entrepreneurs who wish to start or purchase new

ventures, those who wish to join rapidly growing organizations, or those who desire to work in private equity, venture capital or business development in well-established organizations.

Prerequisite: FIN 330. Credit: 3 semester hours.

FIN 470: International Corporate Finance. Surveys the international aspects of corporate finance. Multinationals confront the familiar problems of financing and investment in unique new forms as these firms seek to expand across national borders. Investigates the financial policies, international financial markets, investment opportunities, capital budgeting techniques and foreign exchange risk management of multinational companies. Prerequisite: FIN 330. Credit: 3 semester hours.

FIN 472: Student-Managed Mutual Fund Investment. Finance students manage a real mutual fund portfolio in a teamwork setting. A focal point of the investment decision is mutual fund and industry (sector) analysis, day-to-day evaluation, record keeping, investment performance and report preparation. Finance students are responsible for all decisions in managing the mutual fund portfolio for actual funds (real money) based on a "long-term" asset allocation philosophy. Prerequisites: FIN 330, FIN 405, FIN 450. Credit: 3 semester hours.

FIN 475: Behavioral Finance. Introduces the theories developed by research regarding cognitive biases, heuristics, emotions, and crowd psychology. The course examines the applications of these theories in corporate finance, personal finance, and investment management and suggests approaches in which financial managers and investors improve their intuitive and analytical decision-making skills. Prerequisites: PSY 200, FIN 330 and FIN 305 or FIN 450. Credit: 3 semester hours.

FIN 480: Finance Internship. Off-campus on-the-job employment related to the discipline of Finance. Prerequisite: junior or senior classification and consent of chairperson. Credit: 3 semester hours.

FIN 499: Independent Study in Finance. Research on and in-depth study of a particular topic or problem under the direction of a faculty member. Prerequisite: Senior classification and consent of chairperson. Credit: 3 semester hours.

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: 3 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: 3 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: 3 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: 3 semester hours.

### **FOODS AND NUTRITION**

FNU 101: Introduction to Foods. A study of preparation and preservation of food products, with an emphasis on food science. Lab experiences incorporate principles of cookery and their application. (Two hours lecture and two hours laboratory per week). Credit: 3 semester hours.

FNU 104: Basic Nutrition. Principles of nutrition related to health; emphasis on understanding functions of nutrients and nutritional needs of people in health and disease conditions. Credit: 3 semester hours.

FNU 203: Nutrition and Health for the Growing Years. A study of nutrition education, formulation of eating habits, nutrition and health related problems, and concerns as related to growth cycles. Credit: 2 semester hours.

### **FRENCH**

FRE 101: Elementary French I. An introductory French course with emphasis on elementary grammar, vocabulary building, reading and listening comprehension. Not for students with prior background in French. Prerequisite: ENG 101 or an ACT English sub-score of 18 and above. Credit: 3 semester hours.

FRE 102: Elementary French II. Continuation of FRE 101, with emphasis on listening, speaking, and reading with Laboratory work. Prerequisite: FRE 101. Credit: 3 semester hours.

FRE 201: Intermediate French I. Review of grammar with emphasis on communicative skills and cultural

literacy with Laboratory work. Prerequisite: FRE 102. Credit: 3 semester hours.

FRE 202: Intermediate French II. Continuation of FRE 201 increasing stress on communicative skills and cultural literacy with Laboratory work. Prerequisite: FRE 201. Credit: 3 semester hours.

FRE 301: Survey of French Literature I. A survey of French literary creation from the earliest documents to 1700 with special emphasis on the classic drama of Corneille, Racine, and Moliere. Prerequisite: FRE 202. Credit: 3 semester hours.

FRE 302: Survey of French Literature II. Continuation of FRE 301. French literature in the 18th, 19th, and 20th centuries with special emphasis on Montesquieu, Rousseau, Voltaire, Balzac, Hugo, Vigny, Flaubert, and some 20th century writers. Prerequisite: FRE 202. Credit: 3 semester hours.

FRE 311: Advanced French Composition. Writing on topics of contemporary life, with analysis of style, sentence construction, and study of idiomatic expressions and special problems of French grammar. Prerequisite: FRE 202. Credit: 3 semester hours.

FRE 312: Advanced French Conversation. Intensive practice in the oral use of French through conversations on topics of interest. Prerequisite: FRE 202. Credit: 3 semester hours.

FRE 322: French Civilization. The study of modern French civilization since 1700 with emphasis on the life, culture, ideas, and institutions of the 20th century. Prerequisite: FRE 202. Credit: 3 semester hours.

FRE 375: French for International Studies I. Intensive development of communicative skills through the study of articles and audio-visual materials on current world affairs. Prerequisite: FRE 202 or equivalent or proficiency test. Credit: 3 semester hours.

FRE 376: French for International Studies II. Continuation of intensive development of communicative skills through the study of articles and audio-visual materials on current world affairs. Prerequisite: FRE 375 or equivalent. Credit: 3 semester hours.

FRE 413: Black Literature in French. A survey of the main literary movements in French literature of some African and Caribbean countries, and a study of selections in the works of prominent representatives. Prerequisite: FRE 202. Credit: 3 semester hours.

### **GEOGRAPHY**

GEO 102: Principles of Geography. Study of the basic principles underlying the science of geography and the human use of resources; the earth's form and movement, climate, topography, oceans etc. Credit: 3 semester hours.

GEO 211: Geography of North America. A study of North America and Hawaii. Emphases are placed upon the natural resources and economic activities of inhabitants. Credit: 3 semester hours.

GEO 212: Geography of Africa. Survey of the African continent, its historical and physical backgrounds, climates, soils, vegetation, people, cultures, and current developments. Credit: 3 semester hours.

### **GERONTOLOGY**

GNT 101: Introduction to Gerontology. Exploration of a variety of topics related to aging, such as retirement, living arrangements, social relationships, rejection by families, death, government programs and community resources. Credit: 3 semester hours.

GNT 102: Issues in Aging. An analysis of the nature, extent, and causes of problems in aging. Emphasis is on economic, political, and personality factors that affect the living patterns of the aged. Credit: 3 semester hours.

GNT 201: Applied Social Gerontology. Designed for individuals who plan to work with the elderly in planning, development, and implementation of programs and policies. Credit: 3 semester hours.

GNT 301: Aging Issues, Policies, and Programs. Examines aging as a social condition. Focus on aging concepts, policies and service-providing organizations. Programs are analyzed in terms of social needs, problems, and goals. Prerequisite: GNT 101 or GNT 102. Credit: 3 semester hours.

GNT 400: Death and Dying. An examination of the anxieties, fears, and hopes of the dying; and the social, psychological, and economic implications of death. Credit: 3 semester hours.

GNT 401: Aging and Health. Discussion centers upon comparisons of healthy aging patterns versus mental illness in old age. Designed to dispel some of the traditional diagnostic and treatment myths. Credit: 3 semester hours.

GNT 402: Minority Aging. An analysis of attitudes, values, and trends related to aging in the Black culture. Credit: 3 semester hours.

### **HOME ECONOMICS**

HEC 304: Home Furnishings and Design. Planning and decorating the house consistent with one's taste and economical means. Trends in home furnishings, designs, and arrangements are covered. Credit: 3 semester hours.

HEC 308: Family Consumer Problems. An analysis of problems, policies, and issues relevant to today's consumer. Credit: 3 semester hours.

HEC 450: Seminar in Home Economics Education. Trends and interpretation of the role and function of the semiprofessional in home economics. Credit: 1 semester hour.

### **HEALTH EDUCATION**

HED 107: First Aid and Safety. Designed to prepare students to provide immediate and temporary care in emergency situations, including accidents or sudden illnesses. Open to all students. Credit: 1 semester hour.

HED 221: Personal Health and Lifetime Fitness. An introduction to the beneficial effects of a positive healthy life-style and methods to implement and live such a lifestyle. Credit: 2 semester hours.

HED 222: Personal Health and Lifetime Fitness II. A continuation of HED 221. Emphasis will be placed on the application of content relevant to health behaviors associated with the use of drugs, alcohol, tobacco, human sexuality, marriage and the family environment. Credit: 2 semester hours.

HED 223: Principles of Health Education. A study of the foundations and principles of health, including physical, mental, social, emotional, and environmental aspects of health. Prerequisite: HED 221. Credit: 3 semester hours.

HED 305: Safety Education. Focus on the rules and functions of health education in developing and maintaining a safe and healthful environment. Credit: 3 semester hours.

HED 321: Community Health. An analysis of current health problems from both school and community viewpoints. Credit: 3 semester hours.

HED 371/PUA 371: Introduction to Public Health. A survey course that develops an understanding and appreciation for factors affecting health status and its contribution to individual and community health. Credit: 3 semester hours.

### **HISTORY**

HIS 101: World Civilization I. A study of world civilizations from ca. 3,000 B.C. to 1650 A.D. The course will focus on human beginnings in Africa, the Middle East, India, China; the rise of Islam and Western cultures. Credit: 3 semester hours.

HIS 102: World Civilization II. A study of world civilizations from 1650 to the present with emphasis on political, social and economic development. Credit: 3 semester hours.

HIS 103: Western Civilization. A survey of social and intellectual development in the Western World from prehistory to the Reformation. Credit: 3 semester hours.



HIS 108: Introduction to African American History. A historical survey of the African American Experience from its origins in African culture to the present. Major themes include the African heritage, the middle passage, slavery, segregation, second class citizenship, survival skills, gender politics, and their impact on the enduring black community. Credit: 3 semester hours.

HIS 201: United States History to 1865. The political, economic, and social development of the United States from the Colonial period to 1865. Credit: 3 semester hours.

HIS 202: United States History Since 1865. The political, economic, and social development of the United States from 1865 to the present. Credit: 3 semester hours.

HIS 300: Problem Seminar. Problems encountered by professional historians in the utilization of primary historical sources. Prerequisites: HIS 102, HIS 201, and HIS 202. Credit: 3 semester hours.

HIS 314/AAS 314: African-Americans in the United States. The history of African-Americans in the United States, their role in the development of this country, and their struggle for rights, privileges, and protections of citizenship.

Prerequisite(s): HIS 201 and HIS 202, or consent of instructor. Credit: 3 semester hours.

HIS 316: Recent United States History. A study of problems associated with the Great Depression, the New Deal, war and significant social change, major political developments, and achievements in space. Prerequisites: HIS 201 and HIS 202. Credit: 3 semester hours.

HIS 321: Constitutional History of the United States. An historical survey of the making of the Constitution and its interpretation through decisions of the United States Supreme Court. Prerequisites: HIS 201 and HIS 202. Credit: 3 semester hours.

HIS 331: Early Modern Europe. A survey of the political, intellectual, economic, and social development of Europe from 1450-1815. Credit: 3 semester hours.

HIS 332: Nineteenth Century Europe. Europe from the downfall of Napoleon (1815) to the outbreak of World War I (1914). Prerequisites: HIS 101 and HIS 102. Credit: 3 semester hours.

HIS 333: Twentieth Century Europe. The history of Europe from 1914 to the present. Particular attention is given to the impact of World War I upon European society. Prerequisites: HIS 101 and HIS 102. Credit: 3 semester hours.

HIS 341: British History I. A survey of English history from pre-Roman times to the close of the Glorious

Revolution (1689), with emphasis upon constitutional and legal developments. Prerequisites: HIS 101 and HIS 102. Credit: 3 semester hours.

HIS 342: British History II. The growth of British democracy and the role of Britain in the rise and expansion of world imperialism during the eighteenth, nineteenth, and twentieth centuries. Prerequisites: HIS 101 and HIS 102. Credit: 3 semester hours.

HIS 350: Kentucky History. A social, economic, and political history of Kentucky. In addition, the course will examine Kentucky's contributions to national politics. Prerequisites: HIS 201 and HIS 202. Credit: 3 semester hours.

HIS 362: Hispanic American History. A survey of selected Central and South American countries in their modern eras, and trends that are representative of the problems that beset the region. Prerequisites: HIS 101, HIS 102, HIS 201, and HIS 202. Credit: 3 semester hours.

HIS 364: Medieval Culture. A survey of European history from 500 to 1500, with strong emphasis on cultural achievements of the period. Prerequisites: HIS 101 and HIS 102. Credit: 3 semester hours.

HIS 365/AAS 365: African History to 1870. A survey tracing the earliest beginnings of man in Africa and the development of sub-and trans-Saharan civilizations. Prerequisites: HIS 101 and HIS 102. Credit: 3 semester hours.

HIS 366/AAS 366: African History from 1870. The creation and development of European colonial empires in Africa and the subsequent rise of independent African states. Prerequisites: HIS 101 and HIS 102. Credit: 3 semester hours.

HIS 411/AAS 411: African-Americans in the Twentieth Century. A thorough study of the contributions of African Americans to American culture and their struggle for full citizenship in the United States. Prerequisites: HIS 201 and HIS 202. Credit: 3 semester hours.

HIS 421: Southern History. The economic, social, political, and cultural life of the southern states from colonial times to the present. Prerequisites: HIS 201 and HIS 202. Credit: 3 semester hours.

HIS 424: Diplomatic History of the United States. A survey of America's diplomatic relations with the major world powers since the founding of the Republic. Prerequisites: HIS 201 and HIS 202. Credit: 3 semester hours.

HIS 461: The History of East Asia. A cultural and political survey of the history of China and Japan, with emphasis on their changing relationships with the rest of the world. Prerequisites: HIS 101 and HIS 102. Credit: 3 semester hours.



**HONORS CORE**

HON 101: Seminar I: Global Perspectives. Introduction to the intersectionality of people, markets, ideas and cultures via an interdisciplinary survey of World History, Geography, and Cultural Studies. Credit: 4 semester hours.

HON 102: Seminar II: Ethical Global Leadership. Philosophical examination of morality, virtue, and vice versa. Examination of theories of justice, ethical leadership types, and analysis of comparative governing structures with focus on ethical behavior. Credit: 4 semester hours.

HON 103: Honors University Orientation. This course is designed to help honors students make a smooth transition (academic and social) to University life. The mechanics of the academic process, the resources and facilities available to them, and the environment in which they can develop new friendships and enjoy new experiences are addressed; a service learning component is required. Credit: 1 semester hour.

HON 121: Critical Literary Theory & Composition. Introduction to critical writing and interpretive reading via the analysis of a variety of texts from various historical periods and genres. Credit: 3 semester hours.

HON 122: Aesthetics & the Art of Intellectual Criticism. Introduction to the challenges and processes of aesthetic and criticism utilizing exemplars from various cultures and disciplines of creative expression. Prerequisite: Admission into the Honors Academy. Credit: 3 semester hours.

HON 131: Beginning Classical Greek I. Study of grammatical structure and translation of selections from Greek authors. This course fulfills 3 semester credit hours of the University's foreign language requirement. Open to non-honors students. Credit: 3 semester hours.

HON 132: Beginning Classical Greek II. Prerequisite: HON 131. Continuation of the work of HON 131, further developing translation skills. This course fulfills 3 semester credit hours of the University's foreign language requirement. Open to non-honors students. Credit: 3 semester hours.

HON 141: Language I: Nature and Principles of Language 1. Study of Grammatik structure and translation of selections from Latin authors. Consideration of the nature and philosophy of language. This course fulfills 3 semester credit hours of the University's foreign language requirement. Open to non-honors students. Credit: 3 semester hours.

HON 142: Language II: Nature and Principles of Language 2. Continuing study of the nature and principles of language by means of a serious study of

Latin grammar, vocabulary, and more complex specimens of Latin literature. This course fulfills 3 semester credit hours of the University's foreign language requirement. Open to non-honors students. Prerequisite:

HON 201: Seminar III: Readings in Human Rights: Origins and Practice. Examination of the origins and application of Human Rights (HR) construction in the Western World via the analysis of comparative HR theorists, supernatural organization, NGO's and civil society. Prerequisite: HON 102 or consent of instructor. Credit: 4 semester hours.

HON 202: Seminar IV: Emergent Global Leadership. Advanced inquiry of the inter-sectionality of people, markets, ideas, and cultures via the use of quantitative and qualitative analysis. This course services as an Intro to International Relations (IR), Critical Globalization Studies, and Macroeconomics. Prerequisite: HON 101 and HON 201 or consent of instructor. Credit: 4 semester hours.

HON 211: Language III: English Narrative and Dramatic Literature. The literary uses of language in narrative and dramatic genres, including medieval English epics, Shakespearean tragedy and comedy, and modern African American fiction. Attention is given to literary analysis and to effective composition. Credit: 3 semester hours.

HON 212: Language IV: English Lyric Poetry. The literary uses of language in lyric poetry from the English-speaking world. Attention is also given to advanced composition. Credit: 3 semester hours.

HON 221: Logic, Rhetoric and Debate. Examination of classic rhetorical and oratory arts and logic coupled with the current application of this liberal arts in contemporary political life and statecraft. Prerequisite: HON 121. Credit: 3 semester hours.

HON 222: Quantitative Reasoning and Problem Solving. This course is designed to develop and enhance skills related to interpreting, understanding, and using quantitative information in order to make judgments and draw appropriate conclusions based on numerical data while enhancing the ability to recognize the limits of such analysis as applied to society issues, conditions, and challenges. Credit: 3 semester hours.

**INTEGRATIVE STUDIES**

IGS 200: Foundations of Cultured. An exploration and comparison of ideas and values reflected in works from selected cultures of the ancient world. Prerequisite: ENG 101. Credit: 3 semester hours.

IGS 201: Global Cultural Traditions. An interdisciplinary exploration and comparison of the ideas and values reflected in the spiritual/belief

systems of the pre-modern world as evidenced in indigenous traditions as well as the formation of the Abrahamic, Dharmic, and Syncretist religions. Prerequisites: ENG 101 and IGS 200 or consent of director. Credit: 3 semester hours.

IGS 202: Special Topics. An interdisciplinary seminar for the analysis and discussion of special topics within disciplines of Arts, Culture and Humanities. Equivalent to IGS 201.

IGS 300: The Modern & Post Modern World. An exploration and comparison of ideas and values reflected in the modern and post-modern world form selected cultures. Prerequisites: ENG 101 and IGS 201 or IGS 202 or consent of director. Credit: 3 semester hours.

IGS 301: Studies in African Cultures. A multicultural study of the major forces that shaped various African cultures in their social, artistic, historical, political, philosophical, and religious expressions. Prerequisites: ENG 101 and IGS 200 or consent of director. Credit: 3 semester hours.

IGS 302: Studies in Asian Cultures. A multicultural study of the major forces that shaped various Asian cultures in their social, artistic, historical, political, philosophical, and religious expressions. Prerequisites: ENG 101 and IGS 200 or consent of director. Credit: 3 semester hours.

IGS 303: Studies in Latin American Cultures. A multicultural study of the major forces that shaped various Latin American cultures in their social, artistic, historical, political, philosophical, and religious expressions. Prerequisites: ENG 101 and IGS 200 or consent of director. Credit: 3 semester hours.

IGS 304: The African-American Experience. A study of the evolution of the African American experience from the period of slavery to the present, especially as reflected in the writings of African-American intellectuals. Prerequisites: ENG 101 and IGS 200 or consent of director. Credit: 3 semester hours.

IGS 305: The Latino Experience. A study of both contributions which Latinos have made to U.S. society and ways that others have historically responded to them. Challenges confronting Latino/Hispanic immigrants in 21st century Kentucky are explored. Prerequisites: ENG 101 and IGS 200 or IGS 201 or IGS 300 or equivalent, or consent of instructor. Credit: 3 semester hours.

IGS 499: Senior Seminar. A senior-level seminar devoted to the exploration of an interdisciplinary theme. Topics will vary according to the instructor. Prerequisites: ENG 101 and IGS 200, or consent of director. Credit: 3 semester hours.

## **INDUSTRIAL TECHNOLOGY**

INT 101: Engineering Drafting I. Fundamentals in blueprint reading, ANSI standards, symbolic canons, dimensioning rubrics and shape description techniques including orthographic projection, auxiliary views, sectional views, and pictorial projection will be covered in this course. Credit: 3 semester hours.

INT 129: Large Scale Integrated Circuits. Analysis of large scale integrated circuits. (Lecture two hour; laboratory two hours). Prerequisite: INT 130. Credit: 3 semester hours.

INT 130: Digital Logic Circuits. A survey of logic circuits using Boolean algebra, truth tables, and binary numbering systems. Credit: 3 semester hours.

INT 225: Regulators, Oscillators, and Linear Devices. Study, through theory and application, of regulators, oscillators, thyristors, DA's, Op Amps, and linear devices. Credit: 3 semester hours.

INT 226/CIT 226: Microprocessor Architecture. A study of the architecture and interconnecting functional units of the CPU, ALU, and control units with memory, input/output devices and communications between subsystems. (Lecture two hours, laboratory two hours). Prerequisite: INT 129. Credit: 3 semester hours.

INT 229: Programmable Logic Controllers. Study of the use and application of PLC's in industry, their operation, logic concepts, hardware components, the input/output system, programming, editing, and documentation. Credit: 3 semester hours.

INT 231/CIT 231: Peripheral Control Structures. An analysis of the digital logic structures of peripheral control devices and how they interface with microprocessor based systems. Use of the Intel Series Development System to develop, edit, assemble, debug and test system routines. Prerequisite: INT 226. Credit: 3 semester hours.

INT 290: Industrial Technology Capstone.\* Students participate on a design team working on a realistic problem; design education process is guided by the design method approach. Students are encouraged to integrate diverse elements of course work into a coherent conception of their major. Prerequisite: Students to be enrolled in their last semester of course work or consent of instructor. Credit: 3 semester hours.

INT 299: Industrial Technology Internship. Designed to provide students a means to integrate academic theories and principles to practical job experience, thereby reinforcing and expanding classroom learning while preparing them for activities related to their major. (Hours to be arranged.) Prerequisite: Student to be enrolled in their last semester of course work or consent of instructor. Credit: 3 semester hours.

## **ITALIAN**

ITA 101: Elementary Italian I. An introductory course designed to teach Italian pronunciation, sentence structure, and basic vocabulary for understanding, speaking, writing and reading. The course will also deal with general understanding of Italian culture. (Laboratory work) Grade of "C" or better in ENG 099 or ACT sub-score of 19 on English. Credit: 3 semester hours.

ITA 102: Elementary Italian II. Continuation of Italian I with emphasis on listening and reading comprehension, as well as conversational language. Knowledge of geography, population and various aspects of the Italian culture will be discussed by means of audio-visual material. (Laboratory work) Prerequisite: ITA 101. Credit: 3 semester hours.

### **JAPANESE**

JPN 171: Conversational Japanese I. An introductory course with emphasis on the everyday spoken language, and some writing. Credit: 3 semester hours.

JPN 172: Conversational Japanese II. Continuation of JPN 171 with emphasis on pronunciation, grammar, vocabulary, listening, oral expression, and some writing. Prerequisite: JPN 171 or consent of instructor. Credit: 3 semester hours.

### **JOURNALISM**

JOU 204: Journalism I. Practical work in gathering, organizing, and writing news. Objectives will include producing well-written news, features, and editorials for publication. Prerequisite: ENG 102 or consent of instructor. Credit: 3 semester hours.

JOU 205: Introduction to Sports Communication. Introductory course for students interested in sports communications. Prerequisite: ENG 102. Credit: 3 semester hours.

JOU 206: Audio Production. A study of audio production techniques and the use of audio boards, microphones, tape decks, cartridge tapes, and the recording and editing of tapes. Prerequisite: JOU 204. Credit: 3 semester hours.

JOU 210: Introduction to Mass Communication. An introduction to mass communication concepts, theory and innovations. An understanding of mass media as an industry profit-making business, and agent for social change. Credit: 3 semester hours.

JOU 215: Mass Communication and Society. An introduction to mass communication concepts, theory, and innovations, which includes study of the societal impact of mass media. Prerequisite: SPE 103. Credit: 3 semester hours.

JOU 225: Radio Production/Programming. Provides experience in radio production and operating practices, relationship of these experiences to the commercial, educational, and aesthetic requirements of the

broadcasting industry. Prerequisite: JOU 206. Credit: 3 semester hours.

JOU 250: Race, Class, and Gender in the Media. This course will examine depictions of race, class, and gender through the lens of the media. Media is one of our society's most influential and pervasive structures. Student will apply critical theory approaches to TV, film, magazine, music, and advertising to examine how stereotypes are created, facilitated, and challenged via the media. Credit: 3 semester hours.

JOU 251: Evolution of Journalism. This course will examine the evolution of journalism from its origins to the present digital age. A combination of theoretical concepts and projects will help students explore Journalism's importance to democracy, education, and entertainment. Credit: 3 semester hours.

JOU 252: African American Media. This course offers students an in-depth examination of African American media from early newspapers to present digital outlets. Students will explore persuasive strategies used by African American media to depict images of race and class in society. Credit: 3 semester hours.

JOU 253: The Media in Film. An exploration of the media world (including journalism, public relations, and advertising) depicted through a rotating selection of films and television. This course will begin by examining theories used in the scholarly analysis of film. A mixed analysis of form, style, technique, audience, and authorship will be used to assess how realistically the industry is portrayed through film. Credit: 3 semester hours.

JOU 322: Student Media Workshop I. This course provides instruction in the editing, layout and design of print, web, and multimedia publications through work on student media (such as the newspaper, The Thorobred News, or the TV program, "KSU Kick down"). Students work as reporters, editors, photographers, videographers, and graphic designer for campus media productions. Prerequisite: JOU 371 or consent of instructor. Credit: 3 semester hours.

JOU 305: Communication Law and Ethics. An overview of legal concepts for media professionals. Concepts include the First Amendment and constitutional rights, freedom of the press, libel, privacy, copyright, broadcast regulation, and obscenity. Ethical principles will be examined through real-world case studies. Prerequisites: JOU 204. Credit: 3 semester hours.

JOU 308: Media Advertising and Sales. An introduction to the fundamentals of measuring, buying, and selling advertising space. This course will also cover techniques for selling commercials in a range of media, including print, broadcast, digital, and outdoor formats. Includes the basics of message design, market analysis, and demographic targeting. Prerequisites: JOU 225 or JOU 366. Credit: 3 semester hours.

JOU 322: Introduction to Digital Photojournalism. This is an introductory course in photojournalism utilizing digital cameras and production in a Macintosh environment. Credit: 3 semester hours.

JOU 333: Radio-Television News and Special Programs. Writing news for electronic dissemination. Students learn how to gather, write, and visualize news for radio or television. Prerequisite: JOU 225. Credit: 3 semester hours.

JOU 361: Journalism II. Students will be taught to gather, analyze, organize and communicate information concisely, accurately, quickly and understandably for newspapers, the electronic media and other informational outlets. Prerequisite: JOU 204. Credit: 3 semester hours.

JOU 362: News Editing. Practice in evaluating the quality and effectiveness of a news story and in editing news copy for correct grammar and Associated Press style. Prerequisites: JOU 361 or consent of instructor. Credit: 3 semester hours.

JOU 363: Magazine and Features Writing. This course provides instruction and practical experience in researching, writing, and marketing feature articles for print or online magazine publication. Prerequisite: JOU 361. Credit: 3 semester hours.

JOU 364: Desktop/Web Publishing. Instruction in using desktop publishing programs to produce newsletters and flyers and using HTML editor programs and FTP clients to publish materials on the Internet. Prerequisites: JOU 361 and ART 307 or consent of instructor. Credit: 3 semester hours.

JOU 365: Advanced Public Affairs Reporting. Intense study of and reporting about public agencies, specifically local, state, and federal governmental agencies. Credit: 3 semester hours.

JOU 366: Seminar in Public Relations. Intense study of the principles and practices of public relations. Prerequisites: JOU 361 and JOU 362 or instructor's permission. Credit: 3 semester hours.

JOU 367: Television and Radio Production. Teaches basic skills for television and radio production, and how to use them as tools of broadcast journalism. Prerequisite: JOU 361 or instructor's consent. Credit: 3 semester hours.

JOU 368: Community Journalism (Print Version). Study of small town and rural newspapers, their unique service function, and the particular economic and community development issues facing their audiences. Prerequisite: JOU 361. Credit: 3 semester hours.

JOU 369: Community Journalism (Broadcast Version). Study of local broadcast news media, their unique service functions, and the particular economic and community issues facing their audiences.

Prerequisites: JOU 367 or Instructor's Consent. Credit: 3 semester hours.

JOU 370: Public Relations Campaigns. Study of PR case studies leading to practical experience in a real PR campaign for a rural, corporate or non-profit environment. Prerequisite: JOU 366 or instructor's consent. Credit: 3 semester hours.

JOU 371: Public Events Planning. Study of cases leading to the development of a special event for an organization associated with rural, corporate or non-profit environment. Prerequisite: JOU 366 or instructor's consent. Credit: 3 semester hours.

JOU 372: Television & Radio Production II. Advanced course for television and radio broadcasting. This course is designed to provide advanced broadcast journalism students with hands-on training in production, writing and editing for radio and television. Prerequisite: JOU 367. Credit: 3 semester hours.

JOU 373: Broadcast Announcing. This course provides hands-on instruction in writing and reading scripts for television and radio. Students are exposed to different types of broadcast announcing including anchoring for news, music and video, and play-by-play sports announcing. Prerequisite: JOU 367 or SPE 200. Credit: 3 semester hours.

JOU 375: Advertising Seminar. An in-depth exploration of advertising across various media platforms, including print broadcast, outdoor, and online (including social media).

Students will get hands-on practice in the agency/production side of advertising theory, using creative practices to design strategies messages. In addition, historical, social and ethical dimensions of advertising will be explored. Prerequisite: JOU 204 or consent of instructor. Credit: 3 semester hours.

JOU 400: Radio-Television Audiences and Programming. Provides opportunities for the student to become familiar with the techniques of creating programs, program schedules, demographic analyses, and policies and procedures of station operation. Prerequisite: JOU 225. Credit: 3 semester hours.

JOU 401: Special Topics in Print Journalism. In-depth study and practice in specialty fields of journalism. Regularly rotating topics to include Agricultural Journalism, Environmental Reporting, and Covering Culture and the Arts. Prerequisites: JOU 361 or consent of instructor. Credit: 3 semester hours.

JOU 402: Student Media Workshop II. This course provides advanced instruction and experience in the editing, layout, and design of print and web publications through work on the student newspaper, Thorobred News. Students are expected to take leadership roles on the newspaper staff as reporters, editors, photographers, and graphic designers and in training newer staff members in the basics of



newspaper production. Prerequisite: JOU 302 or consent of instructor. Credit: 3 semester hours.

JOU 434: Practicum in Print Journalism. Work as a reporter editor in a supervised role at a newspaper or magazine; 230 total work hours for 3 semester hour credits. Prerequisites: JOU 362 or consent of instructor, and junior standing (60 earned credit hours). Credit: 3 semester hours.

JOU 435: Practicum in Broadcast Journalism. Work as a reporter or editor in a supervised role at a broadcast medium; 230 hours work for 3 academic credit hours. Prerequisites: Junior standing (60 credit hours) and either JOU 367 or Instructor's Consent. Credit: 3 semester hours.

JOU 436: Practicum in Public Relations. Work as a PR practitioner in a supervised role in a public relations environment; 230 total work hours for 3 semester credit hours. Prerequisites: JOU 365 or instructor's consent, and junior standing (60 earned credit hours). Credit: 3 semester hours.

JOU 422: Advanced Digital Photojournalism. This is an advanced course in photojournalism utilizing digital cameras and production in a Macintosh environment. This course will examine the current state of photojournalism including industry trends, noteworthy photojournalists, and emerging technology. Prerequisite: JOU 322. Credit: 3 semester hours.

JOU 425: Communication Research Methods. This course is an introduction to the foundational concepts, theories, methods, and instruments used in communication research. This course will cover both quantitative and qualitative methodologies used in social science research. Project presentation and results analysis will also be studies to prepare students for communicating and interpreting results. Prerequisite: MAT 111 or higher. Credit: 3 semester hours.

### **KOREAN**

KOR 171: Introduction to Korean Culture and Language. An introductory study of Korean culture with an emphasis on the basics of HanGul (the Korean language alphabet). Prerequisite: KOR 171 or consent of instructor. Credit: 3 semester hours.

KOR 172: Korean Languages II. Continuation of KOR 171 to reinforce the basic foundation of the Korean language with emphasis on developing writing, reading and conversational skills. Prerequisite: KOR 171 or consent of instructor. Credit: 3 semester hours.

### **KSU**

KSU 101: Bred Training. This course is designed to assist students in making a smooth academic and social transition to University life. Through guided

experiences, students will begin the self-exploration process while working towards creating a college mindset. An emphasis is place on exposing students to campus resources, KSU History, and fostering academic success. A service learning component is also required. For new students or students with less than 30 transfer hours. Credit: 1 semester hour.

KSU 102: Bred Building. This course builds on the KSU 101 seminar by deeply examining personal development. KSU 102 course deliberately aids students through the process of critical thinking, academic and career exploration, faculty/staff engagement and leadership development. Upon completion of this course students will be able to identity and narrow their academic and career choices. A service learning component is also required. All students must take this course as a graduation requirement. This course is credit bearing. To enroll, student must have completed less than 30 credit hours. Credit: 1 semester hour.

KSU 201: Bred for Lead. This course is designed to provide students with opportunities to become engaged with student organizations. Through the use of various assessments, students will begin to discover their leadership styles. Topics covered include cultural competency, increasing student self-sufficiency, and aligning skills, talents & interests with selecting a career. Upon completing this course students will serve as mentors for first-year students. A service learning component is also required. To enroll, must have completed 30 credit hours or be classified as a sophomore. Credit: 1 semester hour.

KSU 301: Bred Winner. This course is designed to strengthen skills in subject areas that are particularly relevant to gaining admission to and succeeding in graduate degree or professional programs. This course will also benefit students that plan to enter their career field immediately following college. Students will develop resumes, create personal statements, and receive tips for graduate admissions exams. A civic engagement component is also required. To enroll, must have completed at least 60 credit hours or be classified as a junior. Credit: 1 semester hour.

KSU 401: Bred for Life. This course prepares students for life post-graduation. Students will discover what it means to be an engaged alumni member, construct a plan that will assist in the career search, and develop a plan for future financial freedom such as completing exit counseling, loan repayment and transitioning to independent living. A civic engagement component is also required. To enroll, must have completed at least 90 credit hours or be classified as a senior. Credit: 1 semester hour.

### **LIBERAL STUDIES – HONORS**



LST 241: Intermediate Classical Greek I. Reading and translation of authors such as Plato, Xenophon, and Demosthenes. Open to non-honors students. Prerequisites: HON 132 or consent of instructor. Credit: 3 semester hours.

LST 242: Intermediate Classical Greek II. Reading and translation of a play by Sophocles or Euripides. Open to non-honors students. Prerequisites: LST 241 or consent of instructor. Credit: 3 semester hours.

LST 251: Intermediate Latin I. Reading and translation of literature in Latin. Open to non-honors students. Prerequisites: HON 142 or the equivalent. Credit: 3 semester hours.

LST 252: Intermediate Latin II. Continued close reading and translation of literature in Latin. Open to non-honors students. Prerequisite: LST 251 or the equivalent. Credit: 3 semester hours.

LST 301: Seminar in Ethics and Leadership. Seminar on the great books of the past as well as on contemporary literature pertaining to questions of ethics and leadership. Open to non-honors students. Credit: 4 semester hours.

LST 302: Seminar in Science, Religion, and Ethics. Seminar on the great books of the past as well as on contemporary literature pertaining to questions of science, religion, and ethics. Open to non-honors students. Credit: 4 semester hours.

LST 311: The Uses of Language. Classical and contemporary rhetoric: The study of how language is used for practical purposes, especially argument and persuasion. Open to non-honors students. Credit: 3 semester hours.

LST 319: Study Abroad. This course is designed for students enrolled liberal studies courses and international minor students to receive credit for an upper level course taught through a KSU faculty-led or an accredited study abroad program. Prerequisite: Consent of instructor. Credit: 3 semester hours.

LST 331: Preceptorial I. Intensive analytical work on texts chosen by tutors to complement the regular work in seminars and tutorials. Significant compositional work will be assigned. Open to non-honors students. Credit: 3 semester hours.

LST 332: Preceptorial II. Intensive analytical work on texts chosen by tutors to complement the regular work in seminars and tutorials. Significant compositional work will be assigned. Open to non-honors students. Credit: 3 semester hours.

LST 341 Preparing for the Senior Essay. Intensive study of the process of finding a topic, developing a thesis, and planning an extended essay. Intended as appropriate preparation for LST 441 (Senior Essay). Requirements include a formal essay proposal.

Prerequisites: junior standing or permission of instructor. Credit: 1 semester hour.

LST 351: Great Lives. Reading, discussion, and lectures focused upon the distinctive features of the lives of outstanding men and women. The readings are mainly comprised of biographies and autobiographies, some history, and works of fiction which help illuminate the concept of the heroic individual. Open to non-honors students. Credit: 3 semester hours.

LST 352: Comparative Cultures. The course is designed to elucidate the nature of culture and of particular cultures, considering a great variety of cultural forms and practices. Reading and discussion of various African, European, and Oriental cultures. Open to non-honors students. Credit: 3 semester hours.

LST 401: Seminar in Philosophy and Literature. Seminar on the great books of philosophy and literature. Open to nonhonors students. Credit: 4 semester hours.

LST 421: Issues in the Human Sciences. A practical and theoretical study of basic issues and methods in the human sciences which integrates philosophical reflection, research experience, and an introduction to probability and statistics. Readings range from seventeenth century definitions of this new science through twentieth century debates. Open to non-honors students. Credit: 3 semester hours.

LST 431: Preceptorial III. Intensive analytical work on texts and topics chosen by tutors to complement the regular work in the seminars and tutorials. Extensive writing expected. Open to non-honors students. Credit: 3 semester hours.

LST 432: Preceptorial IV. Intensive analytical work on texts and topics chosen by tutors to complement the regular work in the seminars and tutorials. Extensive writing expected. Open to non-honors students. Credit: 3 semester hours.

LST 441: Senior Essay.\* Independent study leading to a research honors essay on a topic chosen by the student and two readers. Weekly meetings with tutor. Use of secondary sources should receive secondary emphasis, but should cultivate the student's own critical thinking and demonstrate his/her readiness to join the discussion among published writers on the topic. Credit: 3 semester hours.

LST 491: Guided Leadership Studies. A semester of supervised practical experience to complement classroom instruction, that will help prepare a student for leadership in his or her area of educational or career interests. Placement: determined by course instructor and student's advisor. Prerequisites: Liberal Studies major or minor or International Studies minor and consent of instructor. Credit: 3 semester hours.

**MATHEMATICS**

**MAT 101: Algebraic Concepts.** This course develops algebraic skills through the use of data collection, hands-on manipulatives, and application of algebraic concepts with embedded study skills. Topics include the properties of equality; linear equalities and inequalities, with applications; graphing (linear, quadratic, and exponential growth models), including data collection; rigorous quantitative and qualitative analysis of quadratic functions; and appropriate applications. This course serves as a prerequisite for students whose intended major requires them to complete MAT 115. Prerequisite: sub scores on ACT/SAT, 15-18/350-450. Credit: 3 semester hours.

**MAT 111: Contemporary Mathematics.** This course develops problem-solving and mathematical skills through a sequence of applied topics. Topics include mathematical finance, probability and statistics, growth models for a variety of situations, and geometry. The prerequisite material required for each topic will be covered with the topic. Credit: 3 semester hours.

**MAT 115: College Algebra.** This course develops the algebraic skills necessary for further studies in mathematics. Topics include the algebra of functions; graphing techniques; quantitative and qualitative analysis of polynomial, rational, exponential and logarithmic functions, including limits at infinity and infinite limits; and appropriate applications. Prerequisite: Successful completion of an Intermediate Algebra course with a grade of C or higher, an ACT math sub-score of 22 (or higher), SAT math sub-score of 510 (or higher), a KYOTE College Algebra Placement score of 14 (or higher), or COMPASS score of 50 (or higher). Credit: 3 semester hours.

**MAT 115A: Accelerated College Algebra.** This course is designed to be an efficient combination of Intermediate Algebra and College Algebra. Topics include manipulation of monomials, polynomials, rational and radical expressions; solving equations and inequalities, including linear, rational, quadratic, absolute value, exponential and logarithmic; developing problem solving techniques; and introduction to functions, variation, the algebra of functions and their graphs; study of properties and graphs of polynomial and rational functions, including use of a graphing calculator and regression analysis; reading/interpreting graphs of function and applications. Prerequisite: A grade of C or better in MAT 101, An ACT math sub score of 19 (or better), or an SAT math sub score of 460 (or better), or a KYOTE College Readiness placement score of 22 (or better). Credit: 4 semester hours.

**MAT 120: Precalculus.** Review of polynomial, rational, exponential, and logarithmic functions, their graphs, and inverses; trigonometric identities, functions and their inverses; complex numbers; vectors; linear systems of equations, and polar coordinates. Prerequisite: MAT 115 or MAT 176 with grade of C or

higher or appropriate scores on ACT, SAT, or placement test. Credit: 4 semester hours.

**MAT 125: Business Calculus and Matrices.** This course covers matrices, Gauss-Jordan reductions, systems of linear equations, and an introduction to differential and integral calculus. A variety of business applications are included. Prerequisite: MAT 115 or MAT 176 or appropriate scores on ACT, SAT, or placement test. Credit: 3 semester hours.

**MAT 131: Calculus and Analytic Geometry I.** Review of functions; limits of functions; derivatives and definite integrals of algebraic and transcendental functions; indeterminate forms; applications of the derivative and integral; the fundamental theorem of calculus. Prerequisite: MAT 120 or appropriate scores on ACT, SAT, or placement test. Credit: 5 semester hours.

**MAT 132: Calculus and Analytic Geometry II.** Review of the fundamental theorem of calculus; properties of definite and indefinite integrals; applications of the definite integral; techniques of integration; improper integrals; definite integral approximation with error bounds; infinite sequences and series; Taylor polynomial approximation; parametric equations and polar coordinates. Prerequisite: MAT 131. Credit: 5 semester hours.

**MAT 200: Introduction to Statistical Reasoning and Analysis.** This course consists of three hours of regular classroom contact taught by Mathematics faculty and a 1 hour career application laboratory. Topics will include sampling techniques, data measurement and classification, measures of central tendency, representation and communication of statistical information symbolically, visually, and numerically, probability, evaluation and assessment of different statistical models such as normal distributions, linear regression, confidence intervals, and one sample hypothesis testing. Prerequisite: Appropriate scores on ACT, SAT, COMPASS, and KYOTE. Credits: 4 semester hours.

**MAT 203: Mathematics for Elementary Teachers I.** This is the first course in a two-semester sequence designed to meet the needs of elementary school teachers. Topics include sets, whole numbers, numeration systems, bases, elementary number theory, fractions, decimals, real numbers. Problem solving, applications and historical topics are discussed throughout the course. Prerequisite: grade of C or better in MAT 115/176. Credit: 4 semester hours.

**MAT 204: Mathematics for Elementary Teachers II.** Continuation of MAT 203. Topics include ratio and proportion, probability, statistics, geometry, and measurement. Prerequisite: A grade of C or better in MAT 115 or MAT 176. Credit: 4 semester hours.

**MAT 231: Multivariate Calculus.** Calculus of vector-valued functions, partial differentiation, multiple

integrals, curl, surface integrals and Stokes' theorem. Plane curves, polar coordinates, vectors, and three-dimensional analytic geometry. Prerequisite: MAT 132. Credit: 3 semester hours.

MAT 232: Differential Equations. The study of first-order equations, linear equations, the Laplace transform, Picard's existence theorems, and systems of equations.

Prerequisite: MAT 132. Credit: 3 semester hours.

MAT 300: Introduction to Advanced Mathematics. This course provides an orientation to higher mathematics. Topics include logic, mathematical proof, set theory, relations and functions, and an introduction to mathematical axiom systems. Prerequisite: MAT 132 or consent of instructor. Credit: 3 semester hours.

MAT 304: Perspective on Mathematics. Survey of the history and opportunities of mathematics, together with cultural ramifications, methods, and connections among various branches. Prerequisite: MAT 131. Credit: 3 semester hours.

MAT 307: Linear Algebra. Coordinates, vectors, vector spaces, subspaces, Euclidean  $n$ -space, determinants, linear transformations, linear transformations and matrices, bilinear and quadratic forms are studied. Prerequisite: MAT 132 or consent of instructor. Credit: 3 semester hours.

MAT 312: Mathematical Programming. This course is an introduction to modern operations research. Modeling, theory, applications of linear and integer programming, and problems concerning scheduling, inventory and networks are studied. Prerequisites: MAT 125 or MAT 307. Credit: 3 semester hours.

MAT 315: Numerical Analysis. Techniques of numerical approximation in analysis and algebra. Prerequisite: MAT 231. Credit: 3 semester hours.

MAT 321: Probability and Statistics I. Measures of central tendency and dispersion, basic probability theory, Bayes Theorem, discrete and continuous univariate probability distributions, moments, random variables, sampling theory, estimation, hypothesis testing. Prerequisite: MAT 132. Credit: 3 semester hours.

MAT 322: Probability and Statistics II. Multivariate distributions, joint and conditional distributions, moments, variance and covariance, functions of several random variables, correlation and regression, chi-square tests, analysis of variance. Prerequisite: MAT 321. Credit: 3 semester hours.

MAT 326: Modern Geometry. This course includes study of axiom systems; Euclidean and Non-Euclidean Geometries; affine, spherical, projective and vector geometries. Prerequisite: MAT 300. Credit: 3 semester hours.

MAT 333: Complex Variables. This course is focused on the techniques and applications of the complex number system. Topics include Euler's formula, analytic functions, and the method of residues. Prerequisite: MAT 231 or consent of instructor. Credit: 3 semester hours.

MAT 399/PHY 399/BIO 399/CHE 399/COS 399: Undergraduate Teaching Experience. Students earn course credit for undergraduate teaching experience including but not limited to (1) assisting students during laboratory sessions, (2) helping to set up laboratories or lecture/lab quizzes, or (3) conducting PLTL-Excel type workshops for students. Course may be repeated for credit.

Prerequisite: Consent of instructor. Credit: 1 semester hour.

MAT 401: Modern Algebra I. Operations, permutations, groups, isomorphisms, quotient groups, Sylow's theorems, and applications are discussed. Prerequisite: MAT 300. Credit: 3 semester hours.

MAT 402: Modern Algebra II. Continuation of MAT 401. Rings, integral domains, quotient rings and ideals, extension fields, and vector spaces are studied. Prerequisite: MAT 401. Credit: 3 semester hours.

MAT 403: Real Analysis I. Real numbers and Euclidean space, continuous functions, differentiable functions of one and several variables, and the Riemann integral are studied. Prerequisites: MAT 231 and MAT 300. Credit: 3 semester hours.

MAT 404: Real Analysis II. Classical Lebesgue integral, power series, curves, surfaces, integral theorem, divergence, and theorems of Green and Stokes are discussed. Some applications are examined. Prerequisite: MAT 403. Credit: 3 semester hours.

MAT 411: Topology. Topological spaces, metric spaces, separation axioms, connectedness, compactness, continuity, product and quotient spaces. Prerequisite: MAT 300. Credit: 3 semester hours.

MAT 415: Elementary Dynamical Systems. Time evolution of various physical and/or biological systems and asymptotic behavior of orbits in phase space are studied with various mathematical techniques. Prerequisite: MAT 232. Credit: 3 semester hours.

MAT 460: Mathematics Seminar.\* An integrated overview of the mathematics curriculum. Each student will be required to prepare and present an independent investigation of topics of personal/professional interest. May be repeated once for credit. Prerequisite: Senior standing in mathematics. Credit: 3 semester hours.

MAT 470: Mathematical Modeling. This course is designed to provide a student with broad exposure to mathematical models and techniques to find solutions to governmental, industrial, and management

problems. Optimization technique, probability and stochastic processes, physical and biological applications, hierarchies and priorities, computer-aided modeling and problem solving will be covered. Prerequisite: Consent of instructor. Credit: 3 semester hours.

MAT 495: Topics in Mathematics. This course requires intensive examination of a mathematical topic chosen by a faculty member in Mathematics. This course will involve intensive reading, presentation, and discussion, as well as writing. May be repeated for credit. Prerequisite: Consent of instructor. Credit: 3 semester hours.

### **MATHEMATICS AND SCIENCES**

MSC 111: Math & Sciences Excel Laboratory. Peer-lead team learning approach to intensive interdisciplinary problem solving. (two hours of laboratory per week) Graded Pass/Fail. Co-requisite: BIO 111, BIO 210, CHE 101, CHE 102, MAT 115, MAT 120, MAT 131, PHY 207, PHY 208, PHY 211, or PHY 212 and consent of instructor or record. Credit: 1 semester hour.

MSC 371: Introduction to Research I. This course teaches students the skills that are required for performing scientific research. Credit: 1 semester hour.

MSC 372: Introduction to Research II. This course teaches students the skills that are required for performing scientific research. Credit: 1 semester hour.

### **MANAGEMENT**

MGT 301: Principles of Management. Fundamental principles underlying the management of business enterprises, based on planning, organizing, supervising, and controlling various functional activities. Prerequisites: ACC 201, BUA 204 and ECO 201, all with grades of C or better. Credit: 3 semester hours.

MGT 352: Supply Chain Management. An examination of 21st century supply chain management, strategic logistics, logistics partnering, integrated logistics systems, and materials sourcing. Prerequisite: MGT 301. Credit: 3 semester hours.

MGT 355: Production Management. A practical tutorial on the effective management of factors of production, design and delivery of goods and services. Topics include design paradigms, materials selection models, production design and management, lean, end-of-life strategies and quality strategies and standards. Prerequisites: MGT 301. Credit: 3 semester hours.

MGT 433: Human Resources Management. An examination of strategic human capital advantage. Topics include: job analyses, job design, recruitment, training and development, EEOC, ADA, and other legal, practical and competitive issues and constraints

relevant to a firm's HR practices and policies. Prerequisite: MGT 301. Credit: 3 semester hours.

MGT 460: Human Behavior in Organizations. An analysis of the behavior of persons in organizational settings, including personality, values, motivation, leadership, authority in groups, and informal groups. Prerequisite: MGT 301. Credit: 3 semester hours.

MGT 465: Entrepreneurship. A study of small-business management, entrepreneurship and problems of organizing and operating a small business. Prerequisite: MGT 301 or consent of instructor. Credit: 3 semester hours.

MGT 480: Management Internship. Off-campus, on-the-job employment related to the discipline of management. Prerequisite: MGT 301 and junior or senior status and consent of chairperson. Credit: 3 semester hours.

MGT 490: Business Capstone. Capstone seminar. Course format provides students with experience in student integration of their specialization – specific and general business content knowledge to think creatively to generate new ideas and model novel problems. Prerequisite: Final semester senior standing and consent of instructor. Credit: 3 semester hours.

MGT 497: Contemporary Topics in Management. An exploration of contemporary topics in business management. May be repeated for credit for different topics (maximum of nine credit hours). Examples of topics include lean, green, and sigma, global competitiveness, sustainable business practice, team management, leadership or other current issues. Prerequisites: MGT 301. Credit: 3 semester hours.

MGT 499: Independent Study in Management. Research and in-depth study of a particular management concept or problem under the direction of a faculty member. Prerequisite: Senior classification and consent of the chairperson. Credit: 3 semester hours.

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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 semester hours.

### **MANAGEMENT INFORMATION SYSTEMS**

MIS 300: Management Information Systems. This course covers fundamental concepts of information systems and how they support management and operations of business organization in an increasingly competitive business world. Prerequisites: ACC 201, BUA 204 and ECO 201, all with grades of C or better. Credit: 3 semester hours.

MIS 301: Business Application Development and Programming. This course provides a structured approach to business application development and programming. Problem solving techniques, program design, and logic, are emphasized. Students will engage in hands-on exercises to reinforce learning how to design and develop business applications. Prerequisites: BUA 101 or COS 100 and BUA 102 or consent of the instructor. Credit: 3 semester hours.

MIS 303: Business Database Systems. An introduction to the business use of various data models. Topics include the theory and design of data management in the context of business information needs. Prerequisite: MIS 300. Credit: 3 semester hours.

MIS 320: Introduction to ERP and Business Processes. This course explains and demonstrates how business processes are supported in Enterprise Resource Planning (ERP) systems software. The course will focus on how ERP systems integrate business processes across functional areas and support

business management and performance analysis. Students will gain an understanding of the integrative nature of ERP systems by completing exercises using simulated ERP environments. Prerequisites: BUA 101 or COS 100, BUA 102, and MIS 300 or consent of the instructor. Credit: 3 semester hours.

MIS 360: Advanced Management Information Systems. This course addresses the design, development and use of information systems to make professional or management decisions. Prerequisite: MIS 300 or PUA 322 or consent of instructor. Credit: 3 semester hours.

MIS 370: Electronic Commerce. This course examines integration of technology and commercial practices for doing business on the Internet. The course will explore key concepts, models, tools, and applications as well as legal, economic, social and business issues related to ecommerce. Prerequisite: MGT 301, MKT 301, MIS 360 or consent of instructor. Credit: 3 semester hours.

MIS 410: Internet Application Development. This course covers concepts, principles, and techniques of Internet business applications development. The course provides students both theory and practical application of e-business technologies. Prerequisites: MIS 303 and MIS 360 or consent of instructor. Credit: 3 semester hours.

MIS 420: Advanced Business Application Programming (ABAP). This course provides an overview of the ABAP programming language for the SAP enterprise resource planning system. Students will write a variety of beginning and intermediate level programs using the ABAP workbench, ABAP objects, and data dictionary tools. Modular programming technique such as subroutines, function modules, and events will also be discussed. Prerequisites: MIS 300 and MIS 301, MIS 303, MIS 320 or consent of the instructor. Credit: 3 semester hours.

MIS 430: Managing ERP Systems. This course focuses on enterprise systems configuration. The course will give students hands on experience configuring an ERP system (e.g., SAP's ERP Enterprise). Students will follow instructions and data provided by the instructor to configure the SAP ERP system to support main business processes. By understanding how an ERP system can be configured to manage a business process, the students will gain a better understanding of the integrated nature of business processes in general. Prerequisites: MIS 300 and MIS 301 or consent of the instructor. Credit: 3 semester hours.

MIS 470: ERP and Enterprise Performance. This course provides an overview of Enterprise Resources Planning (ERP) systems and their impact on organizations. The course will review research evidence demonstrating the impact of ERP systems on enterprise performance. Handson exercises will



involve the use of simulated ERP environments. Prerequisites: MIS 320 and MIS 420 or consent of the instructor. Credit: 3 semester hours.

MIS 475: Introduction to Enterprise Architecture. This course covers the foundational concepts, frameworks, principles and best practices of enterprise architecture. Prerequisites: MIS 320 and MIS 420 or consent of the instructor. Credit: 3 semester hours.

MIS 480: Management Information Systems Internship. Off campus on-the-job employment related to the discipline of marketing, leadership, culture, or other current issues. Should be taken in the final semester of the MBA program. Prerequisite: MIS 300 and junior or senior status and consent of chairperson. Credit: 3 semester hours.

MIS 497: Topics in Information Systems. This course addresses topics of current interest in information systems. Examples of topics include data warehousing, information security, information systems economics, knowledge management systems, or other emerging technologies and MIS topics. Specific topics may vary in different semesters, as will the associated course prerequisites. The student is advised to check with the School of Business or his/her adviser on this offering. Prerequisite: MIS 360 or MIS 460 or consent of instructor. Credit: 3 semester hours.

MIS 499. Independent Study in MIS. Research and in-depth study of a particular marketing concept or problem under the direction of a faculty member. Prerequisite: Senior classification and consent of the chairperson. Credit: 3 semester hours.

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: 3 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: 3 semester hours.

## **MARKETING**

MKT 301: Principles of Marketing. A study of the movement of goods from producers to consumers emphasizing the importance of satisfying customers'

needs through the development of effective marketing mixes. Prerequisite: ACC 201, BUA 204 and ECO 201, all with grades of C or better. Credit: 3 semester hours.

MKT 310: Personal Selling. This course provides a detailed introduction to personal selling. It explores important topics such as ethical issues in selling, the buying process, relationship building, adaptive selling, the personal selling process, and territory management, among others. Prerequisite: MKT 301. Credit: 3 semester hours.

MKT 315: Retailing Management. This course provides a detailed introduction to retailing management. It explores important topics such as types of retailers, retailing strategies, merchandise management, and store management, among others. Prerequisite: MKT 301. Credit: 3 semester hours.

MKT 320: Marketing Communications. A study of marketing communications concepts including identification of communications goals, analysis of advertising, sales promotion, public relations and personal selling. Prerequisites: MGT 301 and MKT 301. Credit: 3 semester hours.

MKT 325: Internet Marketing. This course provides comprehensive coverage of the rapidly changing field of Internet marketing. It relies on marketing theory when appropriate and introduces conceptual frameworks and real world examples to facilitate student understanding of Internet marketing issues. It emphasizes that a key challenge facing marketers today is how to best integrate the Internet into their strategies and media plans. This course is necessary in order for future marketing managers to function effectively in the real world. Prerequisites: MKT 301. Credit: 3 semester hours.

MKT 430: Marketing Research. A study of the scope and applications of marketing research, research designs, sampling methods, data collection and analysis, and research report writing. Prerequisites: BUA 320, MGT 301, and MKT 301. Credit: 3 semester hours.

MKT 440: Consumer Behavior. A study of the factors determining consumers' behavior patterns, especially as affected by economics, psychology, social psychology, and cultural anthropology and of the implications of these factors for marketing strategies.

Prerequisite: MGT 301 and MKT 301. Credit: 3 semester hours.

MKT 470/MGT 470: International Business Management. A study of the international business arena, including environmental forces (economic, cultural, technological, political, legal, physical) and their implications for developing effective management and marketing strategies. Prerequisites: MGT 301, MKT 301. Credit: 3 semester hours.

**MKT 480: Marketing Internship.** Off-campus on-the-job employment related to the discipline of marketing. Prerequisite: MKT 301 and junior or senior status and consent of chairperson. Credit: 3 semester hours.

**MKT 490: Strategic Marketing Management.** A study of the problems faced by marketing executives whose responsibility is to develop winning marketing mixes and strategies. Prerequisites: MGT 301 and MKT 301. Credit: 3 semester hours.

**MKT 499. Independent Study in Marketing.** Research and in-depth study of a particular marketing concept or problem under the direction of a faculty member. Prerequisite: Senior classification and consent of the chairperson. Credit: 3 semester hours.

**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: 3 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: 3 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: 3 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: 3 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: 3 semester hours.

## **MILITARY SCIENCE**

*(See Air Force Studies and Army Military Studies)*

## **MUSIC**

### **Music—Applied**

**MUA 105: Music Composition I/Lab.** Private Instruction in the elements of composition. One-hour composition lesson each week. Includes compositional projects in various genres. Laboratory required. Prerequisite: Consent of instructor. Credit: 1 semester hour.

**MUA 106: Music Composition II/Lab.** A continuation of MUA 105. Laboratory required. Prerequisite: MUA 105. Credit: 1 semester hour.

**MUA 121: Minor Applied I.** One half-hour private lesson each week in primary or secondary performance areas. Prerequisite: Consent of instructor. Credit: .5 semester hour.

**MUA 122: Minor Applied II.** A continuation of MUA 121. Prerequisite: MUA121. Credit: .5 semester hour.

**MUA 161: Major Applied I/Lab.** Private Instruction in voice, piano, organ, woodwind, brass, or percussion instruments in the principal area of study. One-hour lesson each week. Laboratory required. Prerequisite: audition required. For B.A. Mus. and B.M. music education majors. VARIABLE Credit: 1 to 2 semester hours.

**MUA 162: Major Applied II/Lab.** A continuation of MUA 161. Laboratory required. Prerequisite: MUA 161. For B.A. Mus. and B.M. music education majors. VARIABLE Credit: 1 to 2 semester credit hours.

**MUA 205: Music Composition III/Lab.** A continuation of MUA 106. Laboratory required. Prerequisite: MUA 106. Credit: 1 semester hour.

**MUA 206: Music Composition IV/Lab.** A continuation of MUA 205. Laboratory required. Prerequisite: MUA 205. Credit: 1 semester hour.

**MUA 221: Minor Applied III.** A continuation of MUA 122. Prerequisite: MUA 122. Credit: .5 semester hour.

**MUA 222: Minor Applied IV.** A continuation of MUA 221. Prerequisite: MUA 221. Credit: .5 semester hour.  
**MUA 261: Major Applied III/Lab.** A continuation of MUA 162. Laboratory required. Prerequisite: MUA 162. For B.A. Mus. and B.M. music education majors. VARIABLE Credit: 1 to 2 semester credit hours.

**MUA 262: Major Applied IV/Lab.** A continuation of MUA 261. Laboratory required. Must pass the Sophomore Applied Music Proficiency Examination to successfully complete this course. Prerequisite: MUA 261. For B.A. Mus. and B.M. music education majors. VARIABLE Credit: 1 to 2 semester credit hours.

MUA 305: Music Composition V/Lab. A continuation of MUA 206. Laboratory required. Prerequisite: MUA 206. Credit: 1 semester hour.

MUA 306: Music Composition VI/Lab. A continuation of MUA 305. Laboratory required. Prerequisite: MUA 305. Credit: 1 semester hour.

MUA 321: Minor Applied V. A continuation of MUA 222. Prerequisite: MUA 222. Credit: .5 semester credit hour.

MUA 322: Minor Applied VI. A continuation of MUA 321. Prerequisite: MUA 321. Credit: .5 semester credit hour.

MUA 361: Major Applied V/Lab. A continuation of MUA 262. Laboratory required. Prerequisite: MUA 262. For B.A. Mus. and B.M. music education majors. VARIABLE Credit: 1 to 2 semester credit hours.

MUA 362: Major Applied VI/Lab. A continuation of MUA 361. Laboratory required. Prerequisite: MUA 361. For B.A. Mus. and B.M. music education majors. VARIABLE Credit: 1 to 2 semester credit hours.

MUA 405: Music Composition VII/Lab. A continuation of MUA 306. Laboratory required. Prerequisite: MUA 306. Credit: 1 semester hour.

MUA 406: Music Composition VIII/Lab. A continuation of MUA 405. Laboratory required. Prerequisite: MUA 405. Credit: 1 semester hour.

MUA 421: Minor Applied VII. A continuation of MUA 322. Prerequisite: MUA 322. Credit: .5 semester credit hour.

MUA 422: Minor Applied VIII. A continuation of MUA 421. Prerequisite: MUA 421. Credit: .5 semester credit hour.

MUA 461: Major Applied VII/Lab. A continuation of MUA 362. Laboratory required. Senior recital performance required to successfully complete this course. Prerequisite: MUA 362. For B.A. Mus. and B.M. music education majors. VARIABLE Credit: 1 to 3 semester credit hours.

MUA 462: Major Applied VIII/Lab. Prerequisite: MUA 461. For B.M. music performance majors. A continuation of MUA 461 with advanced standards for literature and performance. Laboratory required. Senior recital performance required to successfully complete this course. Credit: 4 semester credit hours.

## **MUSIC—CLASS INSTRUCTION**

MUC 101: Woodwind Class for Non-Majors. Course required for freshman non-major woodwind instrumentalists (piccolo, flute, clarinet, oboe, bassoon, saxophone) participating in a large university instrumental ensemble. Group instruction with emphasis in instrumental performance techniques. May be repeated once for credit. Co-requisite: MUP

381, MUP 382, MUP 383 or MUP 384. Credit: 1 semester hour.

MUC 103: Upper Brass Class for Non-Majors. Course required for freshman non-major upper brass instrumentalists (trumpet, cornet, French horn) participating in a large university instrumental ensemble. Group instruction with emphasis in instrumental performance techniques. May be repeated once for credit. Co-requisite: MUP 381, MUP 382, MUP 383, or MUP 384. Credit: 1 semester hour.

MUC 105: Low Brass Class for Non-Majors. Course required for freshman non-major low brass instrumentalists (trombone, euphonium, tuba) participating in a large university instrumental ensemble. Group instruction with emphasis in instrumental performance techniques. May be repeated once for credit. Co-requisite: MUP 381, MUP 382, MUP 383, or MUP 384. Credit: 1 semester hour.

MUC 107: Percussion Class for Non-Majors. Group instruction with emphasis in instrumental performance techniques. May be repeated once for credit. Co-requisite: MUP 381, MUP 382, MUP 383, or MUP 384. Course required for freshman non-major percussion instrumentalists participating in a large university instrumental ensemble. Credit: 1 semester hour.

MUC 110: Class Piano I. A study of the fundamentals of piano playing. Prerequisite: Satisfactory completion of Music Theory Placement Examination and Piano Placement Examination. Prerequisite or concurrent: MUS 112, MUS 113. Credit: 1 semester hour.

MUC 111: Class Piano II. A continuation of MUC 110. Prerequisite: MUC 110 or placement by Piano Placement Examination. Prerequisite or concurrent: MUS 114, MUS 115. Credit: 1 semester hour.

MUC 209: Jazz Improvisation. Class instruction in the development of individual jazz improvisational technique. May be repeated three times for credit. Open to non-music majors. Credit: 1 semester hour.

MUC 210: Class Piano III. A continuation of MUC 111. Prerequisite: MUC 111. Prerequisite or concurrent: MUS 212, MUS 213. Credit: 1 semester hour.

MUC 211: Class Piano IV. A continuation of MUC 210. Prerequisite: MUC 210. Prerequisite or concurrent: MUS 214, MUS 215. Credit: 1 semester hour.

MUC 250: Jazz Piano. A study of jazz piano techniques utilized in accompanying and improvising jazz. Basic knowledge of music theory required. Prerequisite: Consent of instructor. Credit: 1 semester hour.

MUC 341: String Instruments Class. Class instruction in performance fundamentals of orchestral string instruments. Prerequisite: Consent of instructor. Credit: 1 semester hour.

MUC 342: Voice Class. Class instruction in vocal performance fundamentals. Prerequisite: Consent of instructor. Credit: 1 semester hour.

MUC 343: Woodwind Instruments Class. Class instruction in performance fundamentals of woodwind instruments of the band and orchestra. Prerequisite: Consent of instructor. Credit: 1 semester hour.

MUC 345: Brass Instruments Class. Class instruction in performance fundamentals of brass instruments of the band and orchestra. Prerequisite: Consent of instructor. Credit: 1 semester hour.

MUC 347: Percussion Instruments Class. Class instruction in performance fundamentals of percussion instruments of the band and orchestra. Prerequisite: Consent of instructor. Credit: 1 semester hour.

MUC 349: Piano Pedagogy. A study of the fundamentals and techniques of teaching piano in groups and to individual students of all ages. Prerequisite: MUA 262 or 282. Credit: 1 semester hour.

### **MUSIC EDUCATION**

MUE 203: Technology in the Music Education Classroom. Development of competencies for implementing current and emerging instructional technologies in the music education classroom, grades P-

12. Course taken in lieu of EDU 203. Successful completion required for admission to the Educator Preparation Program. Prerequisite: Music Education specialization or consent of instructor. Credit: 3 semester hours.

MUE 310: Keyboard Skills I. Instruction in piano designed to prepare the student for effective elementary and secondary level classroom teaching. One half hour private lesson per week and one hour class laboratory per week. Prerequisite: Music Education Specialization and MUC 211 or passing score on the Piano Placement Examination. Credit: 2 semester hours.

MUE 311: Keyboard Skills II. A continuation of MUE 310.

Advanced study and preparation of choral accompaniments. Successful completion of the course requires a passing score on the Piano Proficiency Exam. One half-hour private lesson per week and one hour class laboratory per week. Prerequisite: Music Education Specialization and MUE 310. Credit: 2 semester hours.

MUE 331: Fundamentals and Methods for the Elementary School Music Teacher. A study of school organization and administration, methods, materials, and philosophies of teaching music and the design, administering, and interpretation of assessment measures in music in grades K-5. Laboratory required;

field work required. Prerequisite: Music Education Specialization, or consent of instructor, or MUC 211. Credit: 3 semester hours.

MUE 332: Fundamentals and Methods for the Secondary School Music Teacher. A study of school organization and administration, methods, materials, and philosophies of teaching music, and the design, administering, and interpretation of assessment measures in music in the secondary school. Laboratory required; field work required. Prerequisite: Music Education Specialization, or consent of instructor, or MUE 331. Credit: 3 semester hours.

MUE 333: Fundamentals of Music for Early Elementary Teachers. Open to non-Music majors. A course designed to meet the needs of early elementary teachers (K-4), emphasizing singing, listening, creative activities, use of Orff instruments, and basic keyboard skills. Laboratory required; field work required. Credit: 3 semester hours.

MUE 348: Marching Band Techniques. A study of contemporary marching band techniques, styles, and trends with emphasis on drill writing and arranging for the marching band. Prerequisite: Music Education Specialization and MUA 262. Credit: 1 semester hour.

MUE 435: Vocal Methods and Literature. Prerequisite: Music Education Specialization and MUE 332. A study of the methods, materials, literature, and techniques of teaching choral/vocal music at the elementary and secondary levels. Laboratory required; field work required. Credit: 2 semester hours.

MUE 437: Instrumental Methods and Literature. Prerequisite: Music Education Specialization and MUE

332. A study of the methods, materials, literature, and techniques of teaching instrumental music at the elementary and secondary levels. Laboratory required; field work required. Credit: 2 semester hours.

### **MUSIC—MUSIC INDUSTRY**

MUI 101: Survey of the Music Industry I. A survey of the history and practices of the music industry. Students are introduced to careers and career planning, qualifications and credentials, and trade associations and unions in the music industry. Prerequisite: Consent of instructor. Credit: 3 semester hours.

MUI 102: Survey of the Music Industry II. A continuation of MUI 101. A survey of the structures, economics, and operations of the recording industry; music publishing and distribution systems; intellectual property; and issues related to live music performance. Prerequisite: MUI 101. Credit: 3 semester hours.



MUI 203: Music Technology Applications. Practical applications of computer-based music notation and sequencing, music synthesis, digital editing, and sound design. Prerequisite: MUI 102. Credit: 3 semester hours.

MUI 298: Special Topics in Music Production. An exploration of contemporary topics in music production. May be repeated once for credit for different topic. Prerequisite: Consent of instructor. Credit: 3 semester hours.

MUI 302: Music Publishing, Copyright, and Licensing. A study of the music publishing and recording industry with emphasis on copyright and related issues through an examination of copyright law, contracts, licensing, catalog development, and foreign publishing. Prerequisite: MUI 202 or consent of instructor. Credit: 3 semester hours.

MUI 398: Special Topics in Music Production. An exploration of contemporary topics in music production. May be repeated once for credit for different topic. Prerequisite: Consent of instructor. Credit: 3 semester hours.

MUI 402: Artist Representation, Promotion, and Concert Tour Production. A study of the methods and practices of artist representation, promotion, and concert tour production. Prerequisite: MUI 401. Credit: 3 semester hours.

MUI 498: Special Topics in Music Production. An exploration of contemporary topics in music production. May be repeated once for credit for different topic. Prerequisite: Consent of instructor. Credit: 3 semester hours.

MUI 499: Senior Project in Music Production. Capstone course of the music industry studies elective track of the Bachelor of Arts in Music degree. The student will be involved in all aspects of recording production including artist and music selections; session planning; and digital recording, overdubbing editing, mixing, and mastering during his/her senior year. To successfully complete and pass the course, the senior project must be presented to a Music faculty jury for review. Prerequisite: Consent of instructor. Credit: 3 semester hours.

### **MUSIC—PERFORMANCE ENSEMBLE**

MUP 311: Opera/Musical Theatre Workshop. A performing group concentrating on the study and performance of operatic and musical theatre literature. May be repeated for credit. Open to auditioned vocal students. Credit: 1 semester hour.

MUP 355: Jazz Ensemble. An ensemble designed to allow students an opportunity to perform music in the jazz idiom. May be repeated for credit. Open to auditioned instrumental and vocal students. Credit: 1 semester hour.

MUP 357: Show Choir. A vocal performing ensemble that combines group and solo singing of popular repertoire with staging and choreography. May be repeated for credit.

Open to auditioned vocal and instrumental students. Credit: 1 semester hour.

MUP 358: Instrumental Commercial Music Ensemble. An introduction to essential skills for the instrumental commercial musician. May be repeated for credit. Open to auditioned instrumental and vocal students. Credit: 1 semester hour.

MUP 375: Gospel Ensemble. A performing ensemble concentrating on traditional and contemporary gospel literature. May be repeated for credit. Open to all students. Credit: 1 semester hour.

MUP 381: Marching Band. A performing ensemble engaged in the preparation for and performance at University functions, including athletic events. May be repeated for credit. Open to all students through audition. Credit: 1 semester hour.

MUP 382: Symphonic Band. A performing ensemble designed primarily for the general student desiring continuation of instrumental music experience. May be repeated for credit. Open to all students through audition. Credit: 1 semester hour.

MUP 383: Small Vocal Ensemble. A mixed ensemble organized for the performance of chamber and special literature, including madrigals and motets. May be repeated for credit. Open to auditioned vocal students. Credit: 1 semester hour.

MUP 384: Pep Band. A small performing ensemble engaged in the preparation for and performance at University functions, including athletic events. May be repeated for credit. Open to all students through audition. Credit: 1 semester hour.

MUP 385: Wind Ensemble. A select instrumental ensemble engaged in performance of literature in the wind repertoire. May be repeated for credit. Open to auditioned instrumental students. Credit: 1 semester hour.

MUP 386: Concert Choir. A mixed performing ensemble organized for the study of sacred and secular choral literature. May be repeated for credit. Open to auditioned vocal students. Credit: 1 semester hour.

MUP 387: Instrumental Chamber Music—Woodwinds. A study through performance of representative chamber literature for woodwind instruments. May be repeated for credit. Open to auditioned woodwind students. Credit: 1 semester hour.

MUP 388: Instrumental Chamber Music—Brass. A study through performance of representative chamber literature for brass ensemble. May be repeated for credit.



credit. Open to auditioned brass students. Credit: 1 semester hour.

MUP 389: Instrumental Chamber Music–Percussion. A study through performance of representative chamber literature for percussion ensemble. May be repeated for credit. Open to auditioned percussion students. Credit: 1 semester hour.

MUP 390: Instrumental Chamber Music–Piano. Study and performance of music for piano in varied ensemble combinations. May be repeated for credit. Credit: 1 semester hour.

## **MUSIC**

MUS 101: Basic Music Theory. An introduction to the fundamentals of music: clefs, scales, meters, and rhythms. Includes sight-singing, piano, care training, and music terminology. Specifically designed as a Liberal Studies elective for non-Music majors. Credit: 3 semester hours.

MUS 103: Freshman Orientation in Music. This course is designed to facilitate the transition to University life and provide the necessary academic and social foundation for students to successfully complete their pre-professional experiences. Course taken in lieu of UNV 101. Required of all music majors. Credit: 1 semester hour.

MUS 112: Music Theory I. Review of music fundamentals, including fundamentals of tonality. Introduction to harmonic and melodic analysis and part writing with emphasis on music of the common practice period, up to and including triads in all inversions. Laboratory required. Prerequisite: Placement by Music Theory Placement Examination or successful completion of MUS 099. Credit: 3 semester hours.

MUS 113: Aural Skills I. This course provides a practical application of materials studied in MUS 112 and drill in sight singing, aural perception, and the use of musical notation. Prerequisite: MUS 099 or satisfactory completion of Music Theory Placement Examination. Prerequisite or concurrent: MUC 110, MUS 112. Credit: 1 semester hour.

MUS 114: Music Theory II. Continuation of harmonic and melodic analysis and writing, including seventh and secondary chords; modulation; introduction to two-part writing (homophonic and polyphonic), and simple forms (binary and ternary). Laboratory required. Prerequisite: MUS 112. Credit: 3 semester hours.

MUS 115: Aural Skills II. A continuation of MUS 113. This course provides a practical application of the materials studied in MUS 114, and drill in sight singing and aural perception with emphasis on melodic and harmonic dictation. Prerequisite: MUS 113. Prerequisite or concurrent: MUC 111, MUS 114. Credit: 1 semester hour.

MUS 130: Introduction to Music. An introduction to the basic elements of music, its styles, and cultural history (including western art music, non-western music, jazz, and popular music). Open to non-Music majors. Credit: 3 semester hours.

MUS 207: Jazz Arranging and Composition I. Individual or class instruction in composition and arranging in both traditional and contemporary music idioms for small and large ensembles. Prerequisite: MUS 114. Credit: 2 semester hours.

MUS 208: Jazz Arranging and Composition II. A continuation of MUS 207. Prerequisite: MUS 207. Credit: 2 semester hours.

MUS 212: Music Theory III. Culmination of harmonic and melodic analysis and writing of the common practice period, including chromatic harmony and modulations; introduction to polyphonic analysis and writing, variations form, fugue, and related forms. Laboratory required. Prerequisite: MUS 114. Credit: 3 semester hours.

MUS 213: Aural Skills III. A continuation of MUS 115. This course provides a practical application of the materials studied in MUS 212 with emphasis on keyboard skills. Prerequisite: MUS 115. Prerequisite or concurrent: MUC 210, MUS 122. Credit: 1 semester hour.

MUS 214: Music Theory IV. Advanced harmonic analysis and writing of the late nineteenth century, including higher tension and non-tertiary chords. Analysis of tonal forms including sonata and rondo forms. Instrumental and vocal writing. Laboratory required. Prerequisite: MUS 212. Credit: 3 semester hours.

MUS 215: Aural Skills IV. A continuation of MUS 213. This course provides a practical application of the materials studied in MUS 214. Prerequisite: MUS 213. Prerequisite or concurrent: MUC 211, MUS 215. Credit: 1 semester hour.

MUS 237: Lyric Diction—English and Italian. A study of the principles and application of English and Italian diction in singing through the use of the International Phonetic Alphabet (IPA), spoken language drill, and recitation of representative arias and song literature. This course does not fulfill the foreign language requirement of the Liberal Studies General Core Requirements. Prerequisite: Consent of instructor. Credit: 1 semester hour.

MUS 238: Lyric Diction—French and German. A study of the principles and application of French and German diction in singing through the use of the International Phonetic Alphabet (IPA), spoken language drill, and recitation of representative arias and song literature. This course does not fulfill the foreign language requirement of the Liberal Studies General Core Requirements. Prerequisite: Consent of instructor. Credit: 1 semester hour.

**MUS 300: Music and Culture of the African Diaspora-Africa and Spain.** This is the initial course of the online curriculum leading to the Short Term Divisional Certificate in World and Multicultural Music of the African Diaspora. This course provides an introduction to the various music cultures of Africa. Beginning with an overview of the study of music in world cultures, ethnomusicology, and progresses to analyze the role of music in African cultures based on their religious beliefs and practices, technology, traditions, and attitudes towards change and innovation. Credit: 4 semester hours.

**MUS 301: Music and Culture of the African Diaspora: The Northern Hemisphere.** This is the second course of the online curriculum leading to the Short Term Divisional Certificate in World and Multicultural Music of the African Diaspora. The purpose of the course is to introduce students to the history and current scholarship of African-American music from the eighteenth through the twentieth century. Credit: 4 semester hours.

**MUS 302: Music and Culture of the African Diaspora: The Southern Hemisphere.** This is the third course of the online curriculum leading to the Short Term Divisional Certificate in World and Multicultural Music of the African Diaspora. The purpose of the course is to explore the richness and diversity of Latin American and Caribbean music, and facilitate an appreciation from the cultural connections arising from their African legacies. Credit: 4 semester hours.

**MUS 303: Music and Cultural of the African Diaspora – Rap, Hip-Hop and the Facilitation of Collective Resistance.** The purpose of the course is to introduce students to the history and current scholarship of Rap and Hip-Hop, which have transformed social and political conditions of the inner cities and projected them to the global stage. Credit: 3 semester hours.

**MUS 321: Survey of Music History I.** A survey of the development of Western music from antiquity through the Medieval, Renaissance, and Baroque periods. Prerequisite: MUS 112. Credit: 3 semester hours

**MUS 322: Survey of Music History II.** A survey of the development of Western music from the Classical period to the present time. Prerequisite: MUS 321. Credit: 3 semester hours.

**MUS 323/AAS 323: African-American Music.** A study of the development of African-American music, including spirituals, blues, jazz, symphonic literature, and miscellaneous songs. Open to non-Music majors. Credit: 3 semester hours.

**MUS 325/AAS 325: Jazz History and Literature.** A survey of jazz, including its origins, major performers, and composers. All idioms and styles are studied using selected readings and recordings. Open to non-Music majors. Credit: 3 semester hours.

**MUS 350: Accompanying.** A study of the fundamentals and techniques of piano accompaniment. Includes assigned performances. Prerequisite: Music major or consent of instructor. Credit: 2 semester hours.

**MUS 352: Conducting.** A study of the principles and techniques of conducting the large choral and instrumental ensembles. Prerequisite: MUA 262. Credit: 2 semester hours.

**MUS 403: Instrumental and Vocal Arranging.** A study of instrumentation and arranging techniques for instrumental and vocal ensembles. Prerequisite: MUS 214. Credit: 2 semester hours.

**MUS 426: Music Literature I.** A survey of the style characteristics of representative musical works from the Medieval, Renaissance, and Baroque periods. Prerequisite: MUS 322. Credit: 3 semester hours.

**MUS 427: Music Literature II.** A continuation of MUS 426. A survey of the style characteristics of representative musical works from the Classic period to the present time. Prerequisite: MUS 426. Credit: 3 semester hours.

**MUS 428: Keyboard Literature.** An analytical and historical study of representative keyboard literature from the PreBaroque to the present time. Prerequisite: MUS 322. Credit: 3 semester hours.

**MUS 429: Vocal Literature.** An analytical and historical study of representative vocal works from the sixteenth century to the present time. Prerequisite: MUS 322. Credit: 3 semester hours.

**MUS 430: Instrumental Literature.** An analytical and historical representative instrumental works from the sixteenth century to the present time. Prerequisite: MUS 322. Credit: 3 semester hours.

## **NURSING**

**NUR 103: Transition to Associate Degree in Nursing (ADN).** Assists the Licensed Practical Nurse to move into the role of the associate degree nurse. Includes selected content on physical and psychological needs. Prerequisite: LPN license and admission to the Nursing program. Credit: 3 semester hours.

**NUR 111: Nursing I.\*** Focus on basic human needs and development, interpersonal relationships, and beginning skills of patient care. Clinical laboratory experience provided. (Five hours of lecture and six hours of clinical laboratory per week) This course is used to evaluate the oral communication competency. Prerequisite: Admission to Nursing program. Credit: 7 semester hours.

**NUR 112: Nursing II.** Application of scientific nursing principles and techniques, therapeutic relationships, and behavioral concepts essential to psychiatric and general hospital patients. (Five hours of lecture, six

hours of clinical laboratory per week.) Prerequisite: NUR 111. Credit: 7 semester hours.

NUR 118: Independent Study. This course will assist students with study skills, self-guided study of current nursing concepts and placement in the program; discuss simulation opportunities and collaborate with nursing lab manager for possible Skills Lab time for self-guided review of skills. Credit: 3 semester hours.

NUR 211: Nursing III. Preparation for giving family-centered nursing care and applying nursing principles/techniques in maternal care during maternity cycle/child care from conception through adolescence. (Six hours of lecture, nine hours of clinical laboratory per week.) Prerequisite: NUR 112. Credit: 9 semester hours.

NUR 212: Nursing IV. Focus on developing a coordinated approach to planning and implementing nursing care for patients with major health disorders. (Six hours of lecture, twelve hours of clinical laboratory per week.) Prerequisite: NUR 211. Credit: 10 semester hours.

NUR 213: Nursing V. Seminar discussion of issues and trends in nursing, legal and ethical components, job opportunities, career satisfaction, continuing education, and professional responsibilities. (Two hours of lecture per week.) Prerequisite: NUR 211. Credit: 2 semester hours.

NUR 321: Professional Role Transitions. This course provides an examination of the professional role transition from ADN-to-BSN graduate. Prerequisite: Acceptance to RN-to-BSN program. Credit: 3 semester hours.

NUR 322: Nursing Assessment. This course builds on RN students' prior knowledge and clinical experience in developing more complex, comprehensive assessment skills. Prerequisite: Acceptance to RN-to-BSN program. Credit: 3 semester hours.

NUR 323: Application of Nursing Theory. In this course RN students will examine perspectives on nursing trends, theories, and philosophies. Prerequisite: Acceptance to RN-to-BSN program. Credit: 2 semester hours.

NUR 324: Patho/Pharm in Nursing Care. This course provides a pathophysiologic approach to pharmacology and an overview of drug approval, pharmacokinetics, and pharmacodynamics for the practicing registered nurse. Prerequisite: Acceptance to RN-to-BSN program. Credit: 4 semester hours.

NUR 325: Teaching and Learning. This course introduces teaching and learning concepts for the practicing registered nurse across a diverse lifespan in a healthcare setting. Prerequisite: Acceptance to RN-to-BSN program. Credit: 1 semester hour.

NUR 326: Community Support Systems. This course discusses trending public health issues and requires completing 12 hours of observational experience in a variety of community healthcare settings. Prerequisite: Acceptance to RN-to-BSN program. Credit: 4 semester hours.

NUR 421: Nursing Informatics. This course provides a fundamental understanding of nursing informatics to inform quality and safety patient outcome measures. Prerequisites: All 300-level NUR classes. Credit: 2 semester hours.

NUR 422: Nursing Research and EBP. This course provides a basic understanding of the research process and evidence-based practice (EBP) for the practicing registered nurse. Prerequisites: All 300-level NUR classes. Credit: 3 semester hours.

NUR 423: Transcultural Nursing. This course compares and contrasts the values, beliefs, and behaviors of diverse cultures/subcultures in a wide variety of healthcare settings. Prerequisites: All 300-level NUR classes. Credit: 3 semester hours.

NUR 424: Nursing Leadership. This course explores leadership role responsibilities while completing 12 hours of observational learning experience in a professional nursing leadership role. Prerequisites: All 300-level NUR classes. Credit: 4 semester hours.

NUR 425: Gerontological Nursing. This course provides an overview of the aging process, while emphasizing nursing competence when using evidence-based assessments and interventions. Prerequisites: All 300-level NUR classes. Credit: 3 semester hours.

NUR 426: Senior Capstone Seminar. Course focuses on analysis of issues impacting professional nursing practice in a changing health care system. Prerequisites: All 300-level NUR classes. Credit: 3 semester hours.

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: 3 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: 3 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: 3 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 BSNDNP program. Credit: 3 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: 3 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 sociopolitical 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 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: 3 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: 3 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: 3 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: 3 semester hours.

**NUR 708 Psychopharmacology.** The purpose of this course is to review psychopharmacology concepts utilized in nursing. Graduate Nursing Elective. Credit: 3 semester hours.



NUR 800 Advanced Adult/Gerontology Primary Care Nursing 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 health care services for the elderly including palliative and end of life care are presented. This course provides the knowledge base for clinical gerontological management. Prerequisite: NUR 706, 707. Credit: 3 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 706, 707. Credit: 3 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: 3 semester hours.

NUR 804 Advanced Adult/Gerontology Nursing 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 gerontological management. Prerequisite: NUR 800, 801, 802. Credit: 3 semester hours.

NUR 805 Advanced Adult/Gerontology Nursing 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 800, 801, 802. Credit: 3 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 co-variance (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). Credit: 3 semester hours.

NUR 807 Advanced Adult/Gerontology Nursing III (180 Clinical Hours). This is the third 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 service for the elderly including palliative and end of life care are presented. This course provides the knowledge base for clinical gerontological managements. Prerequisite: NUR 803, 804, 805. Credit: 3 semester hours.

NUR 808: Advanced Adult/Gerontology Primary Care Nursing III Practicum (180 Clinical Hours). This is the third clinical course of this advanced nursing practice specialty. The objectives of this practicum are paces on the content of the didactic component of the course. Prerequisite: NUR 804, 805.

NUR 809: Diversity and Ethical Issues in Advanced Practice (3 credit hours). 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.

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 806, 807. Credit: 3 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. The student must complete 180 contact hours. Prerequisite: NUR 806, 807. Credit: 3 semester hours.

**NUR 902 Residency I Practicum (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 806, 807. Credit: 3 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 sociopolitical 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 900, 901, 902. Credit: 3 semester hours.

**NUR 905 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. In order to successfully complete the objectives of this course, the student is expected to complete a minimum of 180 hours of supervised practice in a clinical area related to the topic of interest. Each student will be required to submit individual objectives at the beginning of the semester. Prerequisite: NUR 900, 901, 902. Credit: 3 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 903, 904, 905. Credit: 3 semester hours.

**NUR 907 DNP Project.** This is a Capstone course in which students prepare a research project in their area of interest. Emphasis in this Capstone is placed on data collection, database creation, data entry, analysis, and interpretation of results. The project is guided by members of the Scholarly Project Committee and the final document is formally presented to the campus community in a Project defense. The students are expected to disseminate findings from their research to professional presentations and to use their projects to guide submission to scholarly journals. The students will learn to disseminate findings from their research through presentations and publications. Prerequisite: NUR 903, 904, 905. Credit: 3 semester hours.

## **PHYSICAL EDUCATION**

**PHE 109: Beginning Swimming.** Designed to teach students basic skills in swimming, diving, and water safety. (Two labs per week). Credit: 1 semester hour.

PHE 118: Body Conditioning/Physical Fitness. Designed to help the student understand the basis of physical fitness and develop a systematic program of exercise. (Two labs per week). Credit: 1 semester hour.

PHE 120: Gymkhana Performance Class. This course offers beginning and advanced gymnastics. Open to all non-physical education majors. (Maybe repeated for credit). Credit: 1 semester hour.

PHE 121: Karate I. An introduction to physical and metaphysical aspects of the art of self-defense, meditation, and relaxation. (Two labs per week). Credit: 1 semester hour.

PHE 122: Karate II. An advanced course for students who are serious about the pursuit of the martial arts. (Two labs per week). Credit: 1 semester hour.

PHE 125: Team Sports I. The student will be exposed to the fundamental skills, techniques, and rules of volleyball, basketball, and football (Two labs per week.). Credit: 1 semester hour.

PHE 126: Team Sports II. Fundamental skills, techniques, terminology, strategy and rules of soccer, softball, and track will be addressed during the class setting. (Two hours of lab per week). Credit: 1 semester hour.

PHE 127: Individual Sports. Fundamental skills, techniques, terminology, strategy of tennis, archery and badminton will be addressed during the class setting. (Two hours of lab per week). Credit: 1 semester hour.

PHE 128: Individual Sports II. Fundamental skills, techniques, terminology, strategy and rules of golf, racquetball, and field will be addressed during the class setting. (Two hours of lab 420 per week). Credit: 1 semester hour.

PHE 209: Beginning Swimming. Designed to teach students basic skills in swimming, diving, and water safety. Either from the educational or recreational setting. Education majors will develop activity appropriate lesson plans. Prerequisite: Physical Education major. Credit: 1 semester hour.

PHE 218: Teaching Body Conditioning. Designed to expose the students to intermediate techniques of performance, and teaching techniques of body conditioning and physical fitness. (One lecture, one lab per week). Prerequisite: Physical Education major. Credit: 1 semester hour.

PHE 220: Gymkhana Performance Class. This course offers beginning and advanced gymnastics. (May be repeated for credit). Prerequisite: Physical Education major. Credit: 1 semester hour.

PHE 221: Karate I. Designed to expose students to intermediate and advanced techniques of performance

and teaching strategies utilized in Karate. Prerequisite: Physical Education major. Credit: 1 semester hour.

PHE 222: Karate II. An advanced course designed for students who wish to advance to different belt levels. Prerequisite: PHE 221. Credit: 1 semester hour.

PHE 225: Team Sports I. Designed to expose the student to intermediate techniques of performance, teaching and assessment techniques of volleyball, basketball, and football. (Two labs per week.). Prerequisite: Physical Education major. Credit: 1 semester hour.

PHE 226: Team Sports II. The student will be exposed to fundamental skills, techniques, terminology, strategy and rules of soccer, softball, and track during the class setting. The student will also be exposed to the methods of teaching and assessment in the activities. (Two hours of lab per week). Prerequisite: Physical Education major. Credit: 1 semester hour.

PHE 227: Individual Sports I. The student will be exposed to the fundamental skills, techniques, terminology, and strategy of tennis, archery and badminton. The methods of teaching and assessment will also be addressed in the class setting. (Two hours of lab per week). Prerequisite: Physical Education major. Credit: 1 semester hour.

PHE 228: Individual Sports II. The student will be exposed to fundamental skills, techniques, terminology, strategy and rules of golf, racquetball, and field will be addressed during the class setting. The student will be exposed to the methods of teaching and assessment also in the activities. (Two hours of lab per week). Prerequisite: Physical Education major. Credit: 1 semester hour.

PHE 240: Intermediate Swimming. Review of beginning swimming skills. Instruction in techniques of all strokes useful to recreational swimming. (Two labs per week). Credit: 1 semester hour.

PHE 257: Elementary Rhythmic and Dance Activities. Designed to expose the prospective teacher to a variety of rhythmic and dance activities. (One lecture, one lab per week). Credit: 1 semester hour.

PHE 259: Movement and Gymnastic Activities for the Elementary School. Designed to expose the prospective teacher to a variety of movement, gymnastic apparatus, stunt and tumbling activities. (One lecture, two labs per week). Credit: 2 semester hours.

PHE 301: Human Anatomy for Physical Education and Sports. This course is designed to expose physical education majors to the muscular, skeletal, circulatory, and respiratory systems of the body and the relationship of those systems to physical education and sport. Prerequisite: Physical Education major. Credit: 3 semester hours.

PHE 320: Adapted Physical Education. Designed to familiarize students with conditions that limit individual participation in physical activity. (Two lectures, one lab per week; six hours of observation). Credit: 3 semester hours.

PHE 323: Principles of Physical Education. An introduction to the historical, philosophical, biological, physiological, sociological, and political principles of physical education and sports. (Three lectures per week). Credit: 3 semester hours.

PHE 324: Sports Injury: Prevention/Care. Designed to introduce the student to sports medicine. Laboratory experience is provided. (Two lectures, one lab per week). Credit: 2 semester hours.

PHE 330: Physiology of Exercise. Designed to present the physiological effects of exercise on the various body systems. (Two lectures, two labs per week). Credit: 4 semester hours.

PHE 331: Kinesiology/Biomechanics. Designed to provide an understanding of the anatomical and mechanical aspects of human movement. (Three lectures, one lab per week). Credit: 4 semester hours.

PHE 332: Motor Development/Motor Learning. Introduces students to major concepts of motor development and motor learning. Includes application of these concepts to the teaching of motor skills. Credit: 3 semester hours.

PHE 333: Psychological and Sociological Aspects of Sports. Aids the prospective teacher/coach to understand and apply the psychological and sociological concepts of sports and physical activity in the learning environment. Credit: 3 semester hours.

PHE 351: Lifeguard Training. Leads to certification by the American Red Cross. (Two labs per week). Prerequisites: CPR Certification, HED 107, and PHE 240 or comparable skills. Credit: 2 semester hours.

PHE 355: Sports Officiating. Intensive study of playing rules, rule interpretation, and techniques and mechanics of officiating. (Two lectures, one lab per week). Credit: 2 semester hours.

PHE 380: Coaching Competitive Athletics. Introduction to the theories and practices pertaining to athletic performance and athletic management for coaching. (Two lectures per week). Credit: 2 semester hours.

PHE 381: Coaching Volleyball and Basketball. Theory, strategy, and mechanics of coaching volleyball and basketball. (Two lectures per week). Credit: 2 semester hours.

PHE 401: Tests and Measurements for Health and Physical Education. The theory of measurement and statistical techniques. Includes construction of tests and the measuring of physical fitness and motor

performances. (Two lectures, one lab per week). Credit: 3 semester hours.

PHE 421: Organization and Administration of Health and Physical Education. Introduces the student to the principles, organization, and administration of school health, physical education, and intramural and interscholastic sports programs. (Three lectures per week). Credit: 3 semester hours.

PHE 423: Advanced Techniques in Athletic Training. Provides the students with advanced knowledge and understanding of athletic training including counseling, education, therapeutic modalities, rehabilitation techniques, and organization and administration of an athletic facility. Credit: 3 semester hours.

PHE 425: Athletic Training High Impact Field Experience. Students obtain high impact field experience under the direct supervision of a certified athletic trainer. Prerequisite: PHE 423. Credit: 2 semester hours.

PHE 426: Assessment Procedures in Athletic Training. Provides the students with knowledge and skills necessary to perform evaluation and implement rehabilitation protocols to injured athletes. Credit: 3 semester hours.

## **PHILOSOPHY**

PHI 200: Introduction to Philosophy.\* An introductory study of some classical philosophical issues. Includes the mind body problem; free will, determinism, and moral responsibility; and arguments concerning the existence of God. Credit: 3 semester hours.

PHI 210: Introduction to Logic. An introductory study of the art of reasoning. Attention to fallacies, inductive inference, traditional Aristotelian logic, and the modern logic of truth functions. Credit: 3 semester hours.

PHI 220: Classical Philosophy. A survey of the western and eastern philosophies from the ancient world, specifically the traditions of India, China, the Middle East, and Greece. Includes themes of justice, duty, the good life, the quest for wisdom, and how philosophy might be distinguished from religion. Credit 3 semester hours.

PHI 310: Moral Philosophy. An introductory study of major issues in normative ethical theory and selected applied topics of social ethics, such as abortion and euthanasia. Credit: 3 semester hours.

PHI 330: Philosophy and Religion. An analytical and critical investigation of arguments concerning the existence and nature of God. Notions of survival after death and the epistemology of religious claims. Credit: 3 semester hours.

PHI 350: Special Topics in Philosophy. A broad range of philosophical topics in specialized areas of philosophy, including historical periods, not covered in

the current philosophy program curriculum. Examples include such topics as Philosophy of Technology, Philosophical Anthropology, and Modern Philosophy: Descartes to Kant. Consistent with other philosophy 300 level offerings, there are no prerequisites. Credit: 3 semester hours.

PHI 390: Philosophy and Science. An exploration of ethical issues arising from modern biology and medicine, including altruism and sociobiology, abortion, birth control technology, euthanasia, and genetic engineering. Credit: 3 semester hours.

PHI 400: Metaphysics. A critical investigation of arguments concerning categorical concepts including time, space, modalities of existence, and causality. Prerequisite: PHI 200 or 210 or consent of instructor. Credit: 3 semester hours.

PHI 410: Philosophy and Literature. An exploration of the intersection of speculative philosophy and imaginative literature, seeking to discover both resonance and contrast between philosophy and literature. Credit: 3 semester hours.

PHI 490: Survey of Basic Mathematical Logic. A survey of sentential and quantificational language systems and their calculi. Includes proofs of functional completeness, metatheorems, Gödel's proof, and elements of modal logic. Prerequisite: PHI 210 or one course above MAT 111. Credit: 3 semester hours.

PHI 495: Philosophy and Modern Culture. Explores the philosophies, belief systems, and value systems implicit in the expressive forms of modern and popular culture, particularly youth culture, broadly defined. Themes include: tradition and innovation, and whether or not popular culture presents a coherent system of belief. Credit: 3 semester hours.

### **PHYSICAL SCIENCES**

PHS 201: Physical Sciences I. An inquiry-based course based on federal and state education standards covering the basic principles of motion, optics, sound and vibration, motion in the heavens, and important environmental topics. Prerequisite: Either completion of or testing out of remedial courses. Credit: 3 semester hours.

PHS 202: Physical Science II. An inquiry-based course based on federal and state education standards covering the basic principles of electricity, electrical circuits, magnetism, heat and energy, Earth internal processes, the surface of the Earth, and important environmental topics. Prerequisite: Either completion of or testing out of remedial courses. Credit: 3 semester hours.

PHS 211: Earth and Environmental Science. An inquiry based course covering topics in Earth and Environmental Sciences. Topics include internal and surface processes, the oceans, the atmosphere, and

human interaction with the environment. Prerequisite: Either completion of or testing out of remedial courses. Credit: 3 semester hours.

PHS 221: Introduction to Weather Studies. This course discusses the causes of weather, the interactions between the atmosphere and the sun and the oceans. It also discusses weather instruments. Satellite and radar weather maps will be analyzed. Also discussed will be climate and climate change. This is a lecture/laboratory course that will meet about 5 hours per week. Prerequisite: either completion of or testing out of remedial courses. Credit: 3 semester hours.

PHS 231: Introduction to Astronomy. This course is an inquiry-based introduction to astronomy including an understanding of the physical laws governing the Universe. Topics include optical instruments, laws governing astronomy, a detailed assessment of the solar system including current understanding of the formation and evolution of the solar system. Prerequisite: either completion of or testing out of remedial courses. Credit: 3 semester hours.

### **PHYSICS**

PHY 130: Physics and Society. A lecture and discussion course about science topics in the news. Topics include terrorism, energy, nuclear energy and weapons, space flight, and global warming. The course will look at the science behind the issues to see why we are where we are today and the science between possible solutions and non-solutions. Prerequisites: Testing out of all or successful completion of all developmental courses. Credit: 3 semester hours.

PHY 207: Physics in Biological Science I. A study of rigid body mechanics, gravitation, friction, elasticity, harmonic motion, sound, fluid mechanics, heat transfer, and kinetic theory, with particular attention to living systems. Included in the course are computer modeling and simulation exercises. (Three hours of lecture, two hours of laboratory per week.) Prerequisite: MAT 120. Credit: 4 semester hours.

PHY 208: Physics in Biological Science II. Continuation of PHY 207, with study of electricity, magnetism, electrical circuits, light, optical systems, molecular and atomic structure, and radiation. Included in the course are computer modeling and simulation exercises. (Three hours of lecture, two hours of laboratory per week.) Prerequisite: PHY 207. Credit: 4 semester hours.

PHY 211: General Physics I. Study of the calculus-based description of rigid-body mechanics, harmonic motion, sound, thermometry, and heat transfer. Included in the course are computer modeling, simulation and programming exercises. (Four hours of lecture, two hours of laboratory per week.) Prerequisite(s): MAT 131, or consent of instructor. Credit: 5 semester hours.



PHY 212: General Physics II. Continuation of PHY 211. Electricity, magnetism, electrical circuits and devices, optics, atomic and molecular physics, kinetic theory and radiation physics are studied. Included in the course are computer modeling, simulation and programming exercises. (Four hours of lecture, two hours of laboratory per week.) Prerequisite: PHY 211 or MAT 132. Credit: 5 semester hours.

PHY 305: Electrical Circuits and Electronics for Engineers. Comprehensive electrical engineering principles for engineering and science majors. Topics include: Circuit analysis, power systems, electronic, digital logic, and instrumentation. Prerequisites: PHY 212, MAT 132. Credit: 3 semester hours.

PHY 311: Statics. The analysis of gravitational, elastic, and frictional forces in static rigid bodies and structures. Included in the course are computer modeling, simulation and programming exercises. (Three hours of lecture per week.) Prerequisites: PHY 211 and MAT 132. Credit: 3 semester hours.

PHY 320: Engineering Thermodynamics. Equations of state, energy, enthalpy, and entropy of several fundamental physical systems; includes laws of thermodynamics applied to these systems and to common engines. Included in the course are computer modeling, simulation and programming exercises. Prerequisites: PHY 211 and MAT 132. Credit: 3 semester hours.

PHY 331/COS 331/CIT 331: Introduction to Robotics. Introduction to robotics including the design, building, and programming simple robots. Included will be the basic science, engineering, and mathematics needed to design and build a simple robot. Students will also be introduced to the topic of project management. The course is a combination lecture/laboratory course that will meet five hours per week for three credit hours. Credit: 3 semester hours.

PHY 340: Engineering Electromagnetics. Electric and magnetic forces; fields and potentials accompanying charge and current in vacuum/dielectrics/conductors. Motion of charged particles, electromagnetic waves, electrical circuits and devices. Included in the course are computer modeling, simulation, data acquisition, virtual instrumentation and programming exercises. Prerequisite: PHY 212. Co-requisite: MAT 231. Credit: 3 semester hours.

PHY 350: Electrical Circuits I. Fundamental laws and principles for linear circuits whose elements consist of passive and active components used in present day engineering practice. Determination of sinusoidal steady state responses using algebra of complex numbers. Three hours of lecture; two hour of laboratory. Prerequisites: PHY 212 and MAT 132 or consent of instructor. Credit: 4 semester hours.

PHY 361: Modern Physics. Kinetic theory of gases; bonding forces (liquids/solids); statistical

thermodynamics; thermal, electrical, and magnetic properties; photon and electron characteristics; atomic and nuclear structures and radiations. Included in the course are computer modeling, simulation, data acquisition, virtual instrumentation and programming exercises. Prerequisite: PHY 212. PHY 320 is recommended. Co-requisite: MAT 232. Credit: 3 semester hours.

PHY 346: Advanced Physics Laboratory. A laboratory course where students perform advance experiments in physics. Topics include modern physics, optics, and thermodynamics. Prerequisites: PHY 211, 212. Credit: 1 semester hour.

PHY 381: Undergraduate Research in Physics and Engineering. This course is designed to give pre-engineering majors an opportunity to conduct independent research. A formal oral presentation of the findings of the student is required. May be repeated for credit. Prerequisites: Junior standing in pre-engineering, mathematics, or chemistry and permission of the instructor. Credit: 1-4 semester hours.

PHY 390: Special Topics in Physics.\* Selected topics for individuals or small groups of students. For Applied Mathematics, Pre-Engineering. The course will be the senior exit activity using topics from the Engineering in Training Exam. The course may be repeated twice for credit. Prerequisite: Permission of instructor. Credit: 3 semester hours.

PHY 399/BIO 399/CHE 399/COS 399/MAT 399: Undergraduate Teaching Experience. Students earn course credit for undergraduate teaching experience including but not limited to (1) assisting students during laboratory sessions, (2) helping to set up laboratories or lecture/lab quizzes, or (3) conducting PLTL-Excel type workshops for students. Course may be repeated for credit. Prerequisite: Consent of instructor. Credit: 1 semester hour.

## **POLITICAL SCIENCE**

POS 101: American Government. A study of the formal and informal institutions of American national government and politics, including the Constitution, the presidency, Congress, the federal court system, etc. Credit: 3 semester hours.

POS 160: State and Local Government. An examination of the structure and function of state and local political institutions, the forms of political participation, and various policy issues. Prerequisite: POS 101 or consent of instructor. Credit: 3 semester hours.

POS 201: Metropolitan Government. A study of municipal government and metropolitan problems, including politics, the role of the city council, the mayor, and the city manager. Prerequisite: POS 101 or consent of instructor. Credit: 3 semester hours.



POS 211: Introduction to Political Science. An introduction to the study of behavior in a political context, including an analysis of behavioral concepts such as political roles, groups, and power. Prerequisite: POS 101 or consent of instructor. Credit: 3 semester hours.

POS 311: Comparative Government. An analysis of the major political systems of Europe, with emphasis on Great Britain, France, the German Federal Republic, and the Soviet Union. Prerequisite: POS 211 or consent of instructor. Credit: 3 semester hours.

POS 322: Legislative Process. A comprehensive study of legislative organization, procedures and problems governing the legislative power structure, the selection of legislators, and the roles they play. Prerequisites: POS 101 and POS 160, or consent of instructor. Credit: 3 semester hours.

POS 331: American Constitutional Law. An analysis of the constitutional development of separation of powers, federalism, the regulation of commerce, contracts, taxing and spending, and the state police power. Prerequisite: POS 160. Credit: 3 semester hours.

POS 355: Classical Political and Sociological Theory. An examination of western political philosophy from Plato to Marx with emphasis on Plato, Aristotle, Machiavelli, Hobbes, Locke, Rousseau, and Marx. Prerequisite: Consent of instructor. Credit: 3 semester hours.

POS 361: World Politics. An examination of the dynamics of world politics, international tension, conflict, and resolution. Credit: 3 semester hours.

POS 363: International Organizations. An analytical examination of the origins and character of the various international organizations, especially the United Nations. Its importance, relevance, and roles as instruments for solving conflicts in the global system will be explored. Prerequisite: Consent of instructor. Credit: 3 semester hours.

POS 431: The Constitution and Civil Liberties. An examination of constitutional development and the definition of American rights in the areas of freedom of speech, press, assembly, association, and religion. Prerequisites: POS 160 and POS 211. Credit: 3 semester hours.

POS 446: American Political Executives. An analytical examination of the powers, duties, and functions of American political executives in national, state, and local governments. Prerequisites: POS 201, POS 211, and POS 331 or consent of instructor. Credit: 3 semester hours.

POS 461: American Politics. An advanced political science course that addresses the American political heritage. Specific emphasis is placed on the

Constitution, political behavior, and electoral systems. Prerequisite: POS 160 or consent of instructor. Credit: 3 semester hours.

POS 462: Politics of Developing Nations. A comparative analysis of political culture, processes, and problems of selected nations, the majority of which have become independent since World War II. Prerequisite: POS 211. Credit: 3 semester hours.

POS 464: African Politics. A survey course designed to introduce students to African political structure, its historical background, the impact of colonization, recent trends, and ideologies. Prerequisite: Consent of instructor. Credit: 3 semester hours.

POS 291, 391, 491: Political Science Internship I, II, III. A semester or session of supervised practical experience to complement classroom instruction. Final grade, placement, and number of semester credit hours determined by student's advisor. Prerequisites: Political Science major or minor and consent of instructor. Credit: 3-12 semester hours.

POS 495: Directed Study in Political Science. Course content, instructional activities, and student assignments are tailored to specific needs. Prerequisite: Consent of instructor. Credit: 3 semester hours.

## PORTUGUESE

POR 101: Portuguese I. This course provides an introduction to the basics of the Portuguese language. Course content will focus on building proficiency in speaking, listening, reading, and writing Portuguese. Prerequisite: ENG 101. Credit: 3 semester hours.

POR 102: Portuguese II. This course builds upon the foundational material in Portuguese 101. Course content will focus on building proficiency in speaking, listening, reading, and writing Portuguese. Prerequisite: POR 101. Credit: 3 semester hours.

## PSYCHOLOGY

PSY 200: General Psychology. A first course in human behavior. Among the topics covered are heredity and environment, development of the individual, motivation, emotion, perception, personality, and abnormal behavior. Credit: 3 semester hours.

PSY 215: Orientation to Psychology. A course focused on preparing students to write in the discipline, meet and learn about psychology faculty research interests, introduction to research methods, and statistical analyses in the behavioral sciences. Prerequisite/Co-requisite: PSY 200 & grade of C or above in MAT 111; Psychology Majors Only or consent of the instructor. Credit: 3 semester hours.

PSY 303: Theories and Methods in Developmental Psychology. Prerequisite: PSY 200. Theories and research methods of developmental psychology, including psychoanalytic, cognitive, and behavioral methodologies. The development of language, personality, cognition, and social behavior are also explored. Credit: 3 semester hours.

PSY 304: Experimental Psychology. May be taken concurrently with PSY 301. An introduction to laboratory procedures and the use of experimental designs to study psychological processes. A laboratory course.

Prerequisites: PSY 200. Credit: 3 semester hours.

PSY 320: History and Systems of Psychology. Exploration of the history of psychology as a scientific approach to understanding behavior from the ancient Greeks to the present, with a focus on the last two centuries. Prerequisite: PSY 200 or consent of instructor. Credit: 3 semester hours.

PSY 399: Seminar in Psychology. A specific area of psychology will be studied based on current trends and students' needs. This course serves as a precursor to PSY 499, Senior Colloquium. Students begin work on their Senior Colloquium papers as part of this course. Prerequisite: PSY 301. Credit: 3 semester hours.

PSY 400: Abnormal Psychology. A study of the nature and concept of abnormality; problems and schemes of classification; and the theories, symptoms, etiology, and treatment of deviant behavior. Prerequisite: PSY 200. Credit: 3 semester hours.

PSY 401: Personality Theory. Major theories of personality and personality development are closely examined, including psychodynamics, behavioral, trait, humanistic, cognitive, and other approaches. Prerequisite: PSY 200. Credit: 3 semester hours.

PSY 402: Industrial Psychology. Application of general principles of psychology to the industrial setting with emphasis on job analysis; worker analysis; work-fatigue accidents; human engineering; and worker effectiveness. Prerequisite: PSY 200. Credit: 3 semester hours.

PSY 403/SOC 403: Social Psychology. A study of social and individual dynamics, social roles, attitude formation and change with emphasis on behavioral variation and social control. Prerequisites: PSY 200 and SOC 203 or consent of advisor or instructor. Credit: 3 semester hours.

PSY 404: Psychological Assessment. A survey course of broad categories into which psychological assessment instruments and techniques can be divided and the study of existing assessment instruments and techniques. Prerequisite: PSY 200. Credit: 3 semester hours.

PSY 407: Theories of Psychotherapy. This course provides an introduction to various approaches to the treatment of psychological problems. Prerequisites: PSY 400 and PSY 401, or consent of instructor. Credit: 3 semester hours.

PSY 408: Learning and Motivation. The examination of behavior through principles of classical, operant, and cognitive learning theories and research, and through theories and research regarding motivation. Prerequisite: PSY 200. Credit: 3 semester hours.

PSY 409: Cognitive Psychology. An intensive study of the growing field of cognitive psychology. The course explores concepts of memory, attention, thinking, and language with reflections on information processing and artificial intelligence. Prerequisite: PSY 200. Credit: 3 semester hours.

PSY 410: Physiological Psychology. The study of the neurophysiological bases of behavior, with emphasis on neuroanatomy and the physiology of learning, motivation, emotion, and sensation. Prerequisite: PSY 200. Credit: 3 semester hours.

PSY 411: Sensation and Perception. Human sensory and perceptual processes will be examined. Major theories and experimental findings will be presented. Includes laboratory assignments. Prerequisites: PSY 200. Credit: 3 semester hours.

PSY 413: Social Cognition. This course explores the interface between social psychology and cognitive psychology. The topics examined include attribution theory, schemas, affect, behavior, and research methods in social cognition. Prerequisites: PSY 200. Credit: 3 semester hours.

PSY 490; 491; 492: Psychology Practicum I, II, and III. A directed reading, research, or pre-professional working/ learning experience for advanced students in psychology. May be taken independently and designed in collaboration with an advisor, or taken as a course covering ethical guidelines in research and practice. Prerequisites: Advanced standing in psychology as either a Junior or Senior and consent of advisor or instructor. Credit: 1-6 semester hours.

PSY 497/SOW 497: Special Topics in Psychology. A seminar for the discussion of specific topics concerning Rehabilitation Counseling offered by the University of Kentucky. May be repeated for credit no more than four times (12 credit hours). Prerequisites: Psychology Junior/Senior status, GPA 3.0. Credit: 3 semester hours.

PSY 503: Intermediate Statistics I. An examination of intermediate statistical methods. Semester 1 will examine various forms of Analysis of Variance (ANOVA), in addition to a review of significance testing, and data screening. Credit: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3-12 semester hours.

### **PUBLIC ADMINISTRATION**

PUA 301: Public Budgeting Processes. An examination of the managerial components of budgetary processes in the government agencies. Credit: 3 semester hours.

PUA 302: Public Sector Management. A survey of the managerial issues in the government agencies including organization, personnel, budget, political accountability, clientele relations, and human resources development. Credit: 3 semester hours.

PUA 303: Research Methods in Public Administration. Application of social science research techniques to the problems of public sector management. Development of analytical perspectives in evaluating administrative research reports. Credit: 3 semester hours.

PUA 304: Comparative Administrative Systems and Policies. An analysis of public management in selected nations with specific focus on the comparison of public policies, programs, and their implementations. Credit: 3 semester hours.

PUA 305: Contemporary Public Policy Issues. An overview of selected public policy issues in America. The choice of topics may include tax policy, health care, welfare, and foreign policy. Credit: 3 semester hours.

PUA 322: Management Information Systems. This course examines technical, psychological and behavioral aspects of information systems, life cycles, and information controls. Credit: 3 semester hours.

PUA 371/HED 371/SOW 371: Introduction to Public Health. Prerequisite: HED 221 or consent of instructor. A survey course that develops an understanding and appreciation for factors affecting health status and its

contribution to individual and community health. Credit: 3 semester hours.

PUA 400: Policy Analysis and Program Evaluation. Analysis of the impact of programs and policies in the public sector. Credit: 3 semester hours.

PUA 401: Organizational Behavior and the Bureaucratic Structure. A study of behavior in public organizations and practical use of organizational theories in effective public management. Credit: 3 semester hours.

PUA 402: Human Resources Management in Public Agencies. An introduction to human resource management. The topics may include recruitment, personnel development, job analysis, productivity, employee assistance services, and grievance analysis. Credit: 3 semester hours.

PUA 404: African Public Administration and Policies. Compares the administrative system of Sub-Saharan African countries in light of prevailing political, legal, economic, and cultural influences. Credit: 3 semester hours.

PUA 491: Internship. Integrates theoretical perspectives with work as an intern in a public or non-profit setting. Prerequisites: Declared major or minor in Public Administration; not already employed full-time in the field; prior permission of the instructor. Credit: 3 semester hours.

PUA 495: Directed Study. An organized course of readings, oral and written reports, and examinations arranged by a faculty member whose areas of specialization coincides with the student's interest. Prerequisite: Prior permission by the instructor and the Chair. Credit: 3 semester hours.

PUA 497: Special Topics. A seminar for the discussion of special topics in public administration. May be repeated once. Credit: 3 semester hours.

PUA 499: Senior Seminar.\* A capstone experience for public administration majors. The seminar will integrate theory and research with practice. Prerequisite: PUA 302, 303, 305, and 400, or consent of the Chair. Credit: 3 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: 3 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: 3 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: 3 semester hours.

PUA 504: Organization Theory. Surveys the theories of complex organizations. Special emphasis will be placed on theories dealing with public bureaucracies. Credit: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 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: 3 semester hours.

PUA 633: Seminar on Development Administration. Critically examines ways in which governmental, nongovernmental, and international aid organizations

provide assistance to developing countries. Credit: 3 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: 3 semester hours.

PUA 635: Globalization and Development. Examines controversies concerning globalization from the perspectives of both wealthy and development nations. Credit: 3 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: 3 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: 3 semester hours.

PUA 648: Current Topics in Non-Profit Administration. Examines changes taking place in the management of nonprofit organizations. May be repeated twice. Credit: 3 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: 3 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: 3 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: 3 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: 3 semester hours.



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 fulltime in the field; prior permission of the instructor. Credit: 3 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: 3 semester hours.

### **RECREATION**

REC 101: Introduction to Recreation. Special attention is given to the history of recreation, principles of organization, finance, administration, and supervision. Credit: 3 semester hours.

REC 201: Recreational Games and Sports. The theory and practice of teaching recreational games and sports needed in developing sound recreational programs. Prerequisite: REC 101 or approval of chairperson. Credit: 3 semester hours.

REC 322: Inclusion and Special Recreation. Introduces students to the philosophy, objectives, and basic concepts of inclusive recreation. Field work required. Prerequisite: REC 101 or approval of chairperson. Credit: 3 semester hours.

REC 343: Organization and Administration of Playgrounds and Recreation. Focus on city problems as related to play and recreation, planning, authority and responsibility, programs, leagues, tournaments, equipment, supplies, and public relations. Credit: 3 semester hours.

REC 364: Camping and Camp Counseling. Includes theories and philosophies of camping and camp counseling. Emphasis on organizing and administering practical experiences in camping. Prerequisite: REC 101 or approval of chairperson. Credit: 3 semester hours.

REC 402: Recreation Field & Clinical Experience. Course provides supervised clinical experience in recreation dealing with specific populations. Students also engage in supervised leadership experiences in recreation agencies. Field hours required. Prerequisite: Junior or senior status. Credit: 3 semester hours.

### **RELIGIOUS STUDIES**

REL 201: Topics in Religion. A survey of various questions and topics of the world's major religious

traditions. Emphasizes historical, anthropological, and symbolic analysis and understanding. Credit: 3 semester hours.

### **REAL ESTATE**

RES 101: Principles of Real Estate. Introduction to areas of real estate as a professional field, including brokerage, agreements of sales, deeds, financing of real estate, mortgages, judgments, valuation appraisals and license law. Credit: 3 semester hours.

RES 102: Real Estate Marketing. This course prepares students to market real property by teaching them the proper way to advertise property, to prospect for new clients, to show property, to negotiate contracts, and to close the transaction. Federal and state laws relating to real estate advertising and fair housing will be included. Credit: 3 semester hours.

RES 104: Real Estate Law. Equips students with an understanding of legal principles governing real estate transactions with attention to sales, contracts, deeds, mortgages, title insurance, taxes, community property, and homestead law. Credit: 3 semester hours.

RES 201: Real Estate Valuation. Introduction to the real estate market, including land values, construction costs, residential and commercial appraisals, and transactions of rental income into present value. Credit: 3 semester hours.

RES 202: Residential Construction. Introductory course in design and construction of single family residences. Topics include site orientation, architectural styles, structural styles, interior planning, and construction methods and materials. Credit: 3 semester hours.

### **RUSSIAN**

RUS 171: Elementary Russian I. An introduction to the basics of Russian language and culture. Credit: 3 semester hours.

RUS 172: Elementary Russian II. A continuation of RUS 171 with emphasis on Russian grammar, pronunciation, vocabulary and some writing. Prerequisite: RUS 171 or consent of instructor. Credit: 3 semester hours.

### **SUPPLY CHAIN MANAGEMENT**

SCM 320: Sourcing. All organizations need to acquire goods and services for use, and many acquire them for resale. The many purchasing principles that have been developed to assist firms in deploying their resources effectively will be studied in this course. The perspective of this course is that organizational and customer needs satisfaction serve as the motivational factor underlying the processes. Prerequisite: MGT 352. Credit: 3 semester hours.

SCM 340: Logistics. Prerequisite: MGT 352. Analysis of logistic and transport services. Contemporary issues

in: customer service; distribution operations; purchasing; warehousing location, design, and operation; carrier selection; transportation costing and negotiation. Credit: 3 semester hours.

SCM 452: Global Supply Chain Management. Overview of supply chain management from and international perspective. Includes international logistics, global sourcing, customer issues and facility location. Prerequisite: MGT 352. Credit: 3 semester hours.

SCM 480: SCM Internship. On-the-job employment related to the discipline of supply chain management. Graded pass/fail. Prerequisites: junior or senior classification and consent of chairperson; minimum GPA 3.0. Credit: 3 semester hours.

SCM 490: SC Solutions with ERP. Planning and control systems for product and service flows in the supply chain. Extended ERP-the management of inter-enterprise business processes like Customer Relationship Management and Supply Chain Management as well as analytical applications. Integration of management, sales, marketing, finance, operations, e-business technology to create a true customer-focused strategy in Business-to Business (B2B) and Business-to-Consumer (B2C) markets. Prerequisites: MIS 300, MGT 352, SCM 320, SCM 340. Prerequisites or co-requisites: SCM 452, senior standing. Credit: 3 semester hours.

## **SOCIOLOGY**

SOC 203: Principles of Sociology. Survey of the basic principles and concepts of sociology. Credit: 3 semester hours.

SOC 303: Cultural Anthropology. Introduction to the scientific study of human culture; the examination of the ecological, historical, and evolutionary foundations of culture. Prerequisite: SOC 203. Credit: 3 semester hours.

SOC 304: Race and Ethnic Relations. A sociological analysis of modern race and ethnic relations with attention given to black-white interaction, race prejudice, discrimination, cultural differences, and socio-cultural dynamics. Prerequisites: SOC 203, HIS 201, and HIS 202. Credit: 3 semester hours.

SOC 305: Contemporary Social Problems. An examination of social issues and conflicts of society from a sociological perspective. Prerequisite: SOC 203. Credit: 3 semester hours.

SOC 314: Demography. Examination of the factors that affect growth, size, composition, and distribution of human populations; the components of population change and their relationship to socio-cultural variables. Prerequisites: SOC 203 and SOC 300. Credit: 3 semester hours.

SOC 320: Social Stratification. Study of systems of social ranking in societies. Attention is focused on social classes in American societies and the distribution of power, prestige, and privileges. Prerequisite: SOC 203 or consent of instructor. Credit: 3 semester hours.

SOC 343: Juvenile Delinquency. The prerequisite may be taken concurrently. Study of the causes of delinquency as revealed through personal, family, and community situational conditions. Prerequisite: SOC 203. Credit: 3 semester hours.

SOC 350: Urban Sociology. The prerequisite may be taken concurrently. Examination of social processes, including the emergence of leadership, the structure of authority, and the differentiation between and among urban institutions. Prerequisite: SOC 203. Credit: 3 semester hours.

SOC 403/PSY 403: Social Psychology. A study of social and individual dynamics, social roles, attitude formation and change with emphasis on behavioral variation and social control. Prerequisite(s): PSY 200 and SOC 203, or consent of instructor. Credit: 3 semester hours.

SOC 405: Sociological Theory. The social, cultural, and intellectual foundations of sociological theory. Prerequisite: Junior classification in Sociology. Credit: 3 semester hours.

SOC 423: Criminology. The latter prerequisite may be taken concurrently. A study of criminology from the classical schools to the present, with special units on the professional criminal and white collar crime. Prerequisite: SOC 203. Credit: 3 semester hours.

SOC 431: Social Change. A seminar in which students present and defend independently developed projects on the dynamics of change. Prerequisites: SOC 203 and 9 additional semester credit hours earned in upper-level Sociology courses. Open to seniors only. Credit: 3 semester hours. SOC 490, 491, 492: Sociological

Practicum I, II, III. A directed reading, research, or pre-professional working-learning experience for selected students in sociology. Prerequisite: Consent of instructor. Credit: 1-6 semester hours.

## **SOCIAL WORK**

SOW 201: Career Choices in the Human Service Professions. An overview of professional practice for potential Social Work majors. Exposes students to various professional roles and encourages examination of Social Work as a career. Credit: 3 semester hours.

SOW 210: Alcohol and Substance Problems. This course addresses issues relating to alcohol and other substances. Special emphasis is placed on cultural and socio-economic facts that impact substance abuse. Credit: 3 semester hours.

SOW 306: Human Behavior I. Analyzes the development and behavior of persons from conception through young adulthood: biological, psychological, social, and cultural factors are examined. Prerequisite: SOW 201 or consent of instructor. Credit: 3 semester hours.

SOW 307: Human Behavior II. A continuation of Human Behavior I, this course examines human growth and development from middle-adulthood through old age. These systems include the context of family as a social group, small groups such as work and religious and other organizations such as those providing services, community (neighborhood), and institutions. Prerequisite: SOW 306 or consent of instructor. Credit: 3 semester hours.

SOW 308: Dynamics of Marriage and the Family. An examination of diversity and change in marriage, family life, and women's roles and status, identifying areas of concern to helping professionals. Prerequisite: SOC 203 or consent of instructor. Credit: 3 semester hours.

SOW 310: Foundations of Social Work Practice. Provides the theoretical foundation for generalist practice, applying systems thinking to activities in the human services. Examines Social Work functions and tasks for effective service delivery. Prerequisite: SOW 201 or consent of instructor. Credit: 3 semester hours.

SOW 314: Basic Skills for Human Services Professions.\* Provides students an opportunity to develop skills in communication, interviewing, purposeful observation, recording, problem identification, and record keeping. Prerequisite: SOW 310 or consent of instructor. Credit: 3 semester hours.

SOW 315: Advanced Skills in Social Work Methods. Development of techniques and skills in problem-solving with families, groups, communities, and organizations. Selected frameworks for Social Work intervention are explored. Prerequisites: SOW 308 and SOW 314. Credit: 3 semester hours.

SOW 321: Social Welfare Policies, Issues, and Programs. Historical and philosophical development of social welfare as an institution and Social Work as a profession. Policy structures of public and private agencies are examined. Prerequisite: SOW 201 or consent of instructor. Credit: 3 semester hours.

SOW 322: Social Welfare Policies, Issues, and Programs II. Analysis and interpretation of social welfare policies, programs and issues. Examines the influence of movements, ideologies, political conditions, and sociocultural attitudes on social welfare. Prerequisites: SOW 310 and SOW 321, or consent of instructor. Credit: 3 semester hours.

SOW 422: Field Instruction I. An educational experience under faculty direction in an approved social service agency. Students work approximately 24 hours per week providing services to various client

systems. Prerequisite: Admission to Social Work Program. Credit: 6 semester hours.

SOW 423: Social Work Seminar I. Students integrate knowledge, values, and skills learned in the classroom with their practice experience in an agency. Prerequisites: SOW 322 and consent of faculty. Co-requisite: SOW 422. Credit: 3 semester hours.

SOW 424: Field Instruction II. Under faculty supervision, students work 24 hours per week in an approved social service agency. Prerequisites: SOW 422, SOW 423, and consent of faculty. Credit: 6 semester hours.

SOW 425: Social Work Seminar II. Taken in conjunction with SOW 424. Students are offered an opportunity to refine skills in problem-solving as a final preparation for professional practice. Prerequisites: SOW 422, SOW 423, and consent of faculty. Credit: 3 semester hours.

SOW 435/CJE 435: Statistics for Social Work. This course serves as an introduction to the use of statistics as a method of describing and analyzing data from research in Criminal Justice with an emphasis on applied methods. Prerequisites: SOW/CJE 433 and MAT 111 or higher. Credit: 3 semester hours.

SOW/CJE 434: Research Methods for Social Work. An indepth research effort. To include an introduction to basic logic, knowledge and skills of research design and methodology. Prerequisite: Consent of instructor. Credit: 3 semester hours.

SOW/CJE 435: Statistics for Social Work. This course serves as an introduction to the use of statistics as a method of describing and analyzing data from research in Social Work with an emphasis on applied methods. Prerequisite: SOW/CJE 433 and MAT 111 or higher. Credit: 3 semester hours.

SOW 497: Social Work-Professional Responsibilities and Ethics. This course provides students with a comprehensive exploration of Social Work Professional values and ethics as they apply to social work theory, research, policy, and practice. This course will focus on professionalism and ethics dilemma. Prerequisite: SOW 314. Credit: 3 semester hours.

SOW 497: Child Welfare Services. An historical analysis of child welfare as an institution and an in-depth study of programs, policies, practices, and their impact on children, youth, and families. Credit: 3 semester hours.

SOW 497/PSY 497: Special Topics in Social Work. A seminar for the discussion of specific topics concerning Rehabilitation Counseling offered by the University of Kentucky. May be repeated for credit no more than four times (12 hours of credit). Credit: 3 semester hours.

**SPANISH**

SPA 101: Elementary Spanish I. An introductory Spanish course with emphasis on elementary grammar, vocabulary building, reading and listening comprehension. Not for students with prior background in Spanish. Prerequisite: ENG 099 or an ACT English sub-score of 18 and above. Credit: 3 semester hours.

SPA 102: Elementary Spanish II. Continuation of SPA 201 with greater emphasis on pronunciation and oral expression. Conducted in both Spanish and English. Prerequisite: SPA 101 or equivalent (prior background in Spanish or departmental test scores). Credit: 3 semester hours.

SPA 103: Beginning Spanish for Health Care Professionals I. This course is the first semester of Spanish at the beginning level for health care professionals. It is equivalent to SPA 101 and, therefore, cannot be taken as a second semester language course to fulfill the foreign language requirement. Prerequisite: ENG 101 or permission of instructor. Credit: 3 semester hours.

SPA 104: Beginning Spanish for Health Care Professionals II. This course is the second semester of Spanish at the beginning level for health care professionals. It is equivalent to SPA 102. Prerequisite: SPA 103. Credit: 3 semester hours.

SPA 201: Intermediate Spanish I. More advanced work in grammar, vocabulary building, reading and listening comprehension, beginning emphasis on pronunciation and oral expression. Conducted in both Spanish and English. Prerequisite: SPA 102 or equivalent (prior background in Spanish or departmental test scores). Credit: 3 semester hours.

SPA 202: Intermediate Spanish II. Continuation of SPA 201 with greater emphasis on pronunciation and oral expression. Conducted in both Spanish and English. Prerequisite: SPA 201 or equivalent (prior background in Spanish or departmental test scores). Credit: 3 semester hours.

SPA 303: Advanced Spanish I. Intensive review of grammatical structures, with emphasis on reading, writing, speaking, and listening comprehension. Conducted in both Spanish and English. Prerequisite: SPA 202 or equivalent. Credit: 3 semester hours.

SPA 304: Advanced Spanish II. Intensive conversational practice to develop fluency, clarity, and precision in oral expression of ideas. Conducted in Spanish. Prerequisite: SPA 303 or equivalent. Credit: 3 semester hours.

SPA 320: History, Culture and Civilization of Spain and Latin America. This core course studies the history, art culture, and everyday life of Spain and Latin American beginning with Prehistoric Spain and Latin America into

the 21st century. Conducted in Spanish. Prerequisite: SPA 304. Credit: 3 semester hours.

SPA 355: History and Phonetics of the Spanish Language. This course is an introduction to the science of Spanish linguistics, including phonology, morphology, syntax and semantics of the Spanish language as well as the history of the language. Conducted in Spanish. Prerequisite: SPA 304. Credit: 3 semester hours.

SPA 383: Study Abroad Spanish Communication. This course is designed for students studying outside the United States in a Spanish-speaking location. Prerequisite: SPA 202 or consent of instructor. Credit: 1-6 semester hours.

SPA 398: Advanced Spanish Composition. This course is an intensive study of grammar and sentence structure with emphasis on learning how to research topics and write compositions in Spanish. Conducted in Spanish. Prerequisite: SPA 355. Credit: 3 semester hours.

SPA 399: Advanced Spanish Conversation. This course consists of conversations on daily subjects of current interest pertaining to the Spanish speaking world. Students will acquire new vocabulary through the reading of current material and its usage in oral work. Conducted in Spanish. Prerequisite: SPA 398. Credit: 3 semester hours.

SPA 401: Survey of Peninsular Literature. A study of the social, economic, cultural and political life of Spain, combined with a study of representative authors and movements. Conducted in Spanish. Prerequisite: SPA 303. Credit: 3 semester hours.

SPA 402: Survey of Latin-American Literature. A study of the social, economic, cultural and political life of Latin-America and Brazil, combined with a study of representative authors and movements. Conducted in Spanish. Prerequisite: SPA 303. Credit: 3 semester hours.

SPA 425: Spanish Film and Art. This course provides the student with basic knowledge of major films and works of art by well-known artists. Conducted in Spanish. Prerequisites: SPA 401 and 402. Credit: 3 semester hours.

SPA 426: Masterpieces of Spanish Literature. This course provides the reading, analysis, and discussion of literary masterpieces by major Spanish and Latin American authors. Conducted in Spanish. Prerequisite: SPA 402. Credit: 3 semester hours.

SPA 427: Major Authors in Spanish Literature. An intense study of one or two authors considered to be among the greatest and most influential of writers in Peninsular or Latin American literature. Not for Spanish Education majors. Conducted in Spanish. May be



repeated. Prerequisites: SPA 401 and 402. Credit: 3 semester hours.

SPA 499: Senior Seminar in Spanish. An integral capstone course in Spanish. A review of key components of Spanish grammar, culture, literature and of issues related to proficiency in Spanish (speaking, listening, reading, and writing) and to career opportunities for Spanish majors. Conducted in Spanish. Prerequisites: Senior standing, 15 hours of upper-level Spanish courses and/or consent of the Spanish faculty. Credit: 3 semester hours.

### **SPEECH**

SPE 101: Oral Communication. Placement required concurrently with ENG 103 and ENG 099. An introduction to structured oral communication, concentration on the development and delivery of informative messages. Credit: 3 semester hours.

SPE 103: Interpersonal Communication. The verbal and non-verbal aspects of human communication. Emphasis is placed on roles played by self-esteem, perception, trust, conflict, language, values, etc. Credit: 3 semester hours.

SPE 200: Public Speaking\* Deals with the preparation, delivery, and evaluation of speeches. Emphasis is placed upon the impromptu, the extemporaneous, and the written speech. Prerequisite: SPE 103. Credit: 3 semester hours.

SPE 201: Group Discussion and Debate. The theory and practice of small and large group discussion, and formal and informal debate strategies, emphasizing the individual's role within the group and on debate. Credit: 3 semester hours.

SPE 302: Interracial/Intercultural Communication. The study of communication strategies in different cultural and racial groups. Prerequisite: SPE 103. Credit: 3 semester hours.

SPE 304: Oral Interpretation. Designed to equip the student with techniques for effective oral interpretation of such literature as the Bible, the Classics, dramatic literature, and poetry. Prerequisite: SPE 103. Credit: 3 semester hours.

SPE 310: Persuasive Speaking. The study of the rhetorical aspects of speech in persuasive styles. Emphasis is placed on gathering, structuring, and orally presenting persuasive data. Prerequisite: SPE 103. Credit: 3 semester hours.

SPE 315: Voice and Diction. A basic course offered to acquaint the student with the social, physiological, psychological, phonetic, and linguistic bases of speech communication. Prerequisite: SPE 200. Credit: 3 semester hours.

SPE 401: Institutional Communication. Designed to acquaint the students with organizational structures

and how they develop internal and external communication systems. Prerequisite: Consent of faculty. Credit: 3 semester hours.

SPE 402: Public Relations. Study of public relations concepts. Students are given the opportunity to practice public relations theory in a variety of activities and organizations. Prerequisite: Consent of faculty. Credit: 3 semester hours.

### **THEATRE**

THE 107, 207, 307, or 407: Theatre Practicum I-IV. Practical, supervised work with actual theatre productions. May be selected as performance or technical practicum in accordance with casting and other needs of stage productions. Credit: 1 semester hour.

THE 130: Introduction to Theatre. This course examines theatre history and its cultural relevance, traditions, theory, design, and production. Credit: 3 semester hours.

THE 200: Introduction to Dance. A survey of the history and aesthetics of dance in relation to society and to the other arts. Includes instruction in basic dance techniques. Credit: 3 semester hours.

THE 204: Foundations of Theatre. Through readings, lectures, demonstrations, and active participation behind the scenes in an actual production, the student becomes familiar with theatre history, design, and tradition. Credit: 3 semester hours.

THE 210: World Drama. Prerequisite: ENG 211. Study of western world dramatic literature from antiquity to Ibsen. Emphasis is on works which are examples of the major periods of drama. Credit: 3 semester hours.

THE 220: Modern Drama. A study of dramatic literature from Ibsen to the present, illustrating the literary, historical, and social development of the modern era. Prerequisite: THE 210. Credit: 3 semester hours.

THE 250: Acting. Laboratory class in the fundamentals, techniques, and practice of stage credibility and acting, emphasizing development of relaxation, self-exploration, stage presence, and other acting skills and actual participation in a live performance. Credit: 3 semester hours.

THE 260: Music Theatre I. Development of skills in energizing, concentrating, and structuring. Energy concepts include physical, vocal, mental, and emotional energy. Concentrating concepts includes conceptualization and imagination. Prerequisite: THE 250. Credit: 3 semester hours.

THE 300: Interpretive Dance. Theory and practice of techniques and composition. Emphasis is placed on execution of dance techniques for theatrical productions. Prerequisite: THE 200 or consent of instructor. Credit: 2 semester hours.



THE 305: Theatre History. A survey of theatre from its primitive origins through the emergence of modern drama. Study of content and trends in dramatic literature and play production. Prerequisite: THE 204. Credit: 3 semester hours.

THE 360: Music Theatre II. A continuation of skills stressed in Music Theatre I. Emphasis on singing, moving, isolation of vocal mechanisms, physical response, reflecting, and rhythmic patterns. Prerequisite: Audition. Credit: 3 semester hours.

THE 380: Play Directing. A study of play direction and play analysis, blocking, line learning, and correct character portrayal. Students prepare a prompt book which details the director's plans. Prerequisite: THE 250. Credit: 3 semester hours.

THE 404: Stage Craft. Study and guided practice in the theory, principles, techniques, materials, and development through plans of scene and lighting design for the contemporary theatre. Credit: 3 semester hours.

THE 408: Black Theatre. Study of goals, careers, problems, dreams, and accomplishments of Black playwrights, actors, directors, choreographers, designers, critics, and theatre groups. Prerequisite: THE 204. Credit: 3 semester hours.

THE 410: Seminar in Theatre. Examination and discussion of the styles of theatre practices with special emphasis on elements of production relating to stylistic conception. Prerequisite: Consent of faculty. Credit: 3 semester hours.