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# SECTION FOUR

## *General Academic Information*

## ACADEMIC PROCEDURES AND REGULATIONS

Students must become familiar with all regulations and procedures required in their program. In no case should they expect waiver or exception to published program requirements because they were unaware of the regulation or because an advisor or other authority did not directly present the information. All students should become familiar with the general academic information section of the *Catalog* and the specific college and departmental program requirements.

### Academic Honesty

The University faculty have the right to expect students to adhere to the principles of academic honesty.

Therefore, academic dishonesty will not be tolerated. Depending upon the seriousness of the infraction, students found guilty of plagiarizing or cheating will be sanctioned in any of several ways. These normally range from receiving a failing grade on the assignment to being assigned a failing grade in the course; however, if the case is assigned to the Student Disciplinary Council, stronger sanctions are possible.

For a full description of what is considered plagiarizing and cheating, refer to the section entitled Academic Honesty Policy in the *University Handbook for Students*.

### Colonel's Advising and Registration Equals Success (CARES Report)

A CARES report is issued to students, advisors, and college deans each fall and spring. It shows the requirements for the student's program and how completed and in-progress courses apply to that program.

### Catalog

For general education requirements, students will be governed by the *Catalog* in use at the time they enter the University. Their major program requirements will be those in effect at the time they declare their major; however, if those requirements change, students may elect to complete the later requirements. Students who stop out for more than one year but who stay in the same major upon returning will meet the major requirements in place at the time they reenroll.

The above refers only to curricular requirements. With respect to policy requirements, all students are governed by current University policies that have been approved by appropriate University committees.

### Change of Major

Undergraduate students who wish to change their major should report to Keith 129 or access the major necessary on the Advising Website. When you change your major, you will be assigned a new advisor for the new major.

### Class Attendance

The University expects all students to attend class regularly. Students are responsible for course work covered during all class periods, including the first class meeting. Each instructor will record absences and deal with them in a

manner consistent with departmental policy for that course. Since attendance policies vary among departments and for courses within departments, students must be familiar with the policy printed on the course syllabus.

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.

### Classification of Students

A student's classification is determined by the number of semester hours earned, as follows:

Freshman	—	0 - 29 semester hours earned
Sophomore	—	30 - 59 semester hours earned
Junior	—	60 - 89 semester hours earned
Senior	—	90 or more semester hours earned

### Correspondence Credit

Students with a 2.0 grade point average (GPA) or higher may earn up to 32 semester hours of credit through correspondence courses for a baccalaureate degree and 16 semester hours for an associate degree. Students majoring in the College of Education are required to have an overall GPA of 3.0 to be considered for enrollment in a correspondence course. Students who wish to enroll in a correspondence course should confer with the Office of Extended Programs and read the *Correspondence Course Bulletin* for policies and restrictions.

### Credits Accepted

Eastern Kentucky University accepts credits transferred from regionally accredited postsecondary institutions and credits earned by examination, and it awards credits for certain types of military experiences.

### Credit By Examination

To demonstrate competence attained through educational experiences other than university instruction, students may attempt to earn academic credit by examination in certain undergraduate courses. Conditions which apply to credit by examination are:

1. Only admitted students will be awarded credit by examination.
2. Credit earned by examination is recorded without a letter grade; hence, it has no effect upon the overall grade point average (GPA).
3. A student may attempt to earn credit by examination in a particular course only once.
4. A student may not earn credit by examination in a course which the student has failed.
5. A student may not take a course-specific College Level Examination Program (CLEP) or departmental



APP Examination	Minimum Score	Credit Hours	EKU Equivalent Course(s)
Psychology	3	3	PSY 202
Spanish Language	3	9	SPA 101, 102, 201
	4-5	12	SPA 101, 102, 201, 202
Spanish Literature	3	3	SPA 310

**3. Departmental Examinations**

A number of academic departments at Eastern have developed their own examinations for credit as an extension of the CLEP program. These examinations are similar in nature to the CLEP exams. Enrolled Eastern students interested in attempting to earn credit through departmental examinations should contact the Testing Office, Keith 143, Phone (859) 622-1281, for information on the exams that are available for challenge, costs, and procedures for registering.

**Curriculum Guides**

Curriculum guides for each program can be found either by accessing the department web site or by going to the department office. Completion of the program will vary according to student status (i.e. transfer students, developmental students) and student load each semester.

Colleges will make available to students through appropriate advising any additional non-curricular requirements that apply to the specified major.

**Dean’s Award**

As a further recognition of academic excellence, the University presents the Dean’s Award to students who have achieved the Dean’s List three times. Students receiving the Dean’s Award are presented with a recognition pin by the appropriate academic dean.

**Dean’s List**

The Dean’s List is one of several ways in which the University recognizes students who achieve academic excellence. The Dean’s List is published after each regular semester. Eligibility requirements for the Dean’s List are as follows:

Hours Attempted with Regular Grading	Minimum GPA
12	3.75
13	3.65
14 or more	3.50

Students attempting fewer than 12 semester hours under the regular grading system are not eligible for the Dean’s List.

Courses below the 100 level will not be counted in determining eligibility for the Dean’s List.

in the areas of reading, writing, and mathematics needed for success in college-level courses. At EKU all students must demonstrate basic skill proficiencies in the areas of reading, writing, and mathematics as determined by ACT and placement test scores. Since these proficiencies are determined by the ACT test, all students are responsible for having ACT scores and subscores on file at the University. A student whose ACT subscore is less than 18 in the area of reading, English, or mathematics is considered developmental for that area. In the case of transfer students, the University also considers performance at the previous institution. Before confronting a rigorous academic program, students identified through testing as needing additional help in these basic skill areas are placed in developmental courses designed to improve their skills. Listed below are developmental courses offered at Eastern. Please see Section Six of this Catalog for descriptions of these courses.

- ENG 090 (Basic Writing)
- ENG 095 (Developmental Composition)
- GSL 090 (Developmental Reading I)
- GSL 095 (Developmental Reading II)
- MAT 090 (Prealgebra)
- MAT 095 (Developmental Algebra I)

MAT 098 (formerly MAT 103) is the course designated to meet the Kentucky Pre-College Curriculum (PCC) requirement for high school Algebra II. Some students also take MAT 098 to prepare for MAT 107. **MAT 098 is not required of students needing to meet developmental mathematics requirements.**

Each course is a three-hour institutional credit course. The credit hours for courses beginning with a zero course number, like 090 or 095, do not apply toward graduation but do count toward enrollment status for such purposes as financial aid eligibility and full-time student status.

**Developmental Enrollment and Completion Requirements**

Following are the policies concerning developmental enrollment and completion requirements for degree seeking students:

- 1) All full or part-time students with developmental requirements in two or more areas must take GSO 102 in the first semester of enrollment.
- 2) All full or part-time students with developmental requirements, identified by the ACT and local placement testing, are required to enroll in the specified developmental course(s) during their first and each subsequent semester of enrollment at EKU until all developmental requirements are completed.
- 3) Part-time students must enroll in any required developmental course(s) before attempting course work which carries academic credit, other than GSO 102.
- 4) Students with developmental requirements are allowed a maximum of two consecutive terms of university enrollment to successfully complete each required course.
- 5) Students with developmental requirements must complete all required developmental courses by the end of the term in which they attempt their 45<sup>th</sup> credit hour, including developmental hours. Withdrawal from a developmental course counts as one semester of

Developmental Education Description	Requirements
Developmental Education program at Eastern University helps students who are having difficulty developing or improving skills in reading, writing, and mathematics.	

university enrollment toward the attempted completion of developmental requirements.

- 6) Students not completing developmental requirements as outlined above will be developmentally dismissed from the university until the developmental deficiencies are remediated by some alternative means such as taking the appropriate course(s) at another institution.

### Restrictions with Developmental Requirements

- C Students with two or more developmental requirements are enrolled as "Undeclared" majors. The Office of Academic Advising will assist these students in creating linkages to the departments of their intended majors.
- C Students with two or more developmental requirements are restricted to 12 hours of university enrollment, unless otherwise specified by admission status.
- C Students with developmental requirements cannot enroll in a general education mathematics course until all developmental requirements are remediated.
- C Students enrolled in MAT 090 (Prealgebra) cannot enroll in any course with the following prefixes: AST, BIO, CHE, CNM, CSC, FOR, GLY, NAT, PHY, SCI, or STA.

### Grades in Developmental Courses

- C Developmental course grades are not included in the calculation of GPAs.
- C Developmental course grades include the grades A, B, C, and F. There are no course grades of D in developmental courses.
- C Developmental course grades do not include the use of the plus/minus (+/-) grading system.

### Double Major

A student pursuing an associate or baccalaureate degree may consider a second major at the same degree level. If the student completes the second major by the time the degree is conferred, it will be recorded on the student's official transcript. Students interested in a double major should contact the Associate Vice President for Enrollment Management for additional information.

### Good Academic Standing

A student is considered to be in good academic standing at Eastern when that student maintains a grade point average that permits the student to re-enroll in the institution on a full-time basis and in the duly designated academic program.

### Grading System

1. **Letter Grades (N.B. The grading system described in this section shall be effect through the Summer Session, 2001. For further information, see below, section 1.a.).**

Grades, which are represented by letters, are given point values as indicated:

Grade	Meaning	Grade Points Per Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	0
P	Passing	0
S	Passing	0
U	Failure	0
W	Withdrew	0
AU	Audit	0
CR	Credit Only	0
IC	Incomplete Correspondence	0
IP	In Progress	0
NC	No Credit	0
NR	Not Reported	0

### 1.a. Beginning with the Fall 2001 semester, the following grading system will replace the one described above:

Grade	Meaning	Grade Points Per Hour
A	Exceptionally High Achievement	4.00
A-		3.67
B+		3.33
B	High Achievement	3.00
B-		2.67
C+		2.33
C	Average Achievement	2.00
C-		1.67
D+		1.33
D	Poor Achievement	1.00
D-		0.67
F	Failure	0.00
I	Incomplete	0.00
P	Passing	0.00
S	Passing	0.00
U	Failure	0.00
W	Withdraw	0.00
AU	Audit	0.00
CR	Credit Only	0.00
IC	Incomplete Correspondence	0.00
IP	In Progress	0.00
NC	No Credit	0.00
NR	Not Reported	0.00

Throughout this *Catalog*, specific grade requirements are to be interpreted precisely as stated. Thus, if a requirement specifies that a grade of at least "C" is required, a "C-" will not satisfy the requirement. If it is intended that "C-" is to be allowed, "C-" will be listed rather than "C". This applies to all specific grade requirements.

The grade point average (GPA) is based on those courses in which a student earned grades of "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "D-," "F," or "U." To calculate the GPA, one first figures the number of hours attempted in courses numbered 100 or above that award any of these grades. Next, one obtains the total grade points for each of these courses. This is figured by multiplying the grade points for each grade by the number of hours of the course. The total grade points earned are then divided by the total number of hours attempted to obtain the GPA. A student must maintain a minimum GPA of 2.0 to remain in good academic standing. Students with a GPA below 2.0 will be placed on probation. Students with a GPA below 1.5 will be placed on suspension. Students with a GPA below 1.0 will be placed on dismissal. Students with a GPA below 0.5 will be placed on withdrawal. Students with a GPA below 0.0 will be placed on expulsion. Students with a GPA below 0.0 will be placed on expulsion.

An instructor shall assign a grade of "I" if the instructor believes that the student has been unable to complete the course on time because of unavoidable conditions. The student must complete such a course by the end of the next full-length (i.e., fall or spring) term. If the student does not do so, the "I" grade becomes an "F."

Instructors may assign a grade of "IP" in certain approved courses in which it might reasonably take students more than a single semester to complete all requirements. A student assigned an "IP" grade for internship, practicum, or self-paced courses must complete requirements within the calendar year after the "IP" is awarded to receive credit. If requirements are not completed, the Registrar will change the "IP" grade to "NC" (NO CREDIT), and the student must register again for the course to receive credit.

## 2. Pass-Fail ("P" - "F") Option

The Pass-Fail option encourages students to take courses they might otherwise avoid because of lack of background or concern for lowering their grade point average (GPA).

Students who have earned 30 or more semester hours of credit with a minimum GPA of 2.0 may choose the Pass-Fail ("P" - "F") option for a total of 15 hours of free electives. These hours must be exclusive of general education, major, minor, and other course requirements for graduation. Eligible courses must belong exclusively to the category, free electives. Hours passed under the Pass-Fail option will not be used in the computation of GPA's; however, hours failed ("F") will be used.

Students may choose the Pass-Fail option for one course per semester with a maximum of five credit hours per semester. Students may repeat a course using the Pass-Fail option only if the previous taking was also Pass-Fail.

Students may select the Pass-Fail option when they register, and they may change to or from the Pass-Fail option up to the date specified in each semester's *Schedule of Classes Bulletin*. Refer to the registration form for signatures needed to take a class Pass-Fail.

## 3. Auditing Courses

A student may audit a course (i.e., take it without credit) with the permission of the instructor and the dean of the college involved. Registration procedures and fees are the same as for courses taken for credit. Students enrolled for audit must comply with the attendance policy of the instructor, or no course entry will be made on their academic record.

## 4. Grade Appeals

If a student believes that the final grade assigned in a course is unjustified, that student should consult the instructor, seeking a satisfactory explanation. If, after doing so, the student still feels that the grade is unjustified, the student may appeal the grade, in writing, to the department chair. A written appeal must be filed with the chair within 30 days after the beginning of the next semester (exclusive of intersession and summer session). Refer to the *University Handbook for Students* for the complete policy concerning grade appeals.

## 5. Repeating Courses

A student may enroll in the same course for a third or subsequent time only under unusual circumstances and with the written permission of the dean of the college of the

student's first major. If a student enrolls in a course for a third or subsequent time without approval, the student will be administratively withdrawn from the course.

Undergraduate students may repeat a total of six college-level courses in which they earned grades of "C+", "C", "C-", "D+", "D", "D-", "F", or "U." In those six courses, the last grades earned in the taking will replace those of the earlier.

Grade replacement will be applied to the first six courses a student repeats. However, no more than six grades will be replaced in a student's entire undergraduate career at Eastern Kentucky University. Any grade received after a sixth repeat will be excluded from the student's GPA calculation.

If a student attempts to repeat a course and replace the grade but then withdraws from the course, the taking will not be counted among the six for which grade replacement is available.

The grade earned in a course taken at another institution will not replace a grade earned at Eastern. A grade of "S," "CR," or "P" will not replace a grade of "C," "C+," "C-," "D+," "D," "D-," or "F" (earned in normal grading) for calculating the GPA. A "P" will replace an "F" when the "F" was earned under the Pass/Fail option.

Repeating a course with an earlier grade of A+, A, A-, B+, B, or B- will result in either disenrollment from the course or removal of its credit at the end of the semester.

## 6. Cross-listed Courses.

Cross-listed courses are those which credit will be earned for just one course. Should there be enrollment in a second of cross-listed courses, the student will either be disenrolled from the course or have credit removed at the end of the semester. Upon a change of major, permission for enrollment and credit for the second course *must* be obtained, in advance, from the college dean in the new major. In that instance, credit for the first taking will be removed.

## 7. Grade Change

All grade changes must be made by the following deadlines: for fall semester grades - the last day of the following spring semester; and for spring, intersession, and summer semester grades - the last day of the following fall semester.

## 8. Changes to Transcript

Once a degree has been posted to the transcript, changes will not be made to courses or grades that were earned prior to the posting of the degree.

## Military Credits

Students may receive credit for Military Science course for having completed Basic Training (BT) and Advanced Individual Training (AIT). Student's must submit a copy of their DD Form-214 (Discharge Verification Certificate) through the Department of Military Science (Begley Bldg, Rm 524, phone 859-622-1205) to the Registrar. Student may receive up to nine hours of Military Science credit and a waiver of the two-semester physical education requirement.

Based upon recommendation of the American Council on Education (ACE), Eastern will award credit to individuals who have successfully completed military service school courses. As well as award credit for Military Occupational Specialties (MOS's). Submit appropriate paperwork to the Registrar's Office-Records Division.

Students can have a copy of their ACE transcript sent from their respective service education centers to the Registrar's Office-Records Division, Coates Bldg, Rm 15, 521 Lancaster Ave, Richmond, KY 40475-3102.

- *Army Veterans can order transcripts online at <http://artstranscript.leavenworth.army.mil>*
- *Navy Veterans can order transcripts online at <http://smart.cnet.navy.mil>*
- *USMC Veterans can order transcripts online at <http://smart.cnet.navy.mil>*

Air Force Veterans must request transcripts by letter. Include student's full name (former name if appropriate), date of birth, social security number, service component, current address, EKU Registrar's address and the student's signature. Send transcript request to: CAF/RRR, 130 West Maxwell Blvd., Maxwell AFB, AL 36112-6613.

### Minimum Scholastic Standards

Students are expected to maintain at least a 2.0 cumulative grade point average (GPA). The conditions and actions described below pertain to students whose GPA's fall below 2.0.

- A. **Academic Warning** - A student will be on academic warning when his or her cumulative GPA is less than 2.0 but is above the value listed below for the number of hours the student has attempted. A student on academic warning may enroll for a maximum of 16 credit hours during a fall or spring term and a maximum of 6 hours during summer session.
- B. **Academic Probation** - A student will be on academic probation when his or her cumulative GPA is less than the value listed for the number of hours the student has attempted.

Hours Attempted	Cumulative GPA
9 - 32	1.5
33 - 64	1.7
65 - 80	1.9
More than 80	2.0

A student on academic probation may enroll for a maximum of 13 credit hours during a fall or spring term and a maximum of 6 hours during a summer term. A student will be removed from probation after the probationary semester by raising his or her cumulative GPA above the listed value. If the student does not do so, he or she may be continued on probation by earning a semester GPA of at least 2.2 during a probationary semester.

**Special Notice:** Students having difficulty meeting the Scholastic Standards are strongly advised to reduce or eliminate part-time jobs and other extracurricular activities which may detract from their studies, or to reduce the number of hours for which they are enrolled.

- C. **Dismissal** - A student will be dismissed from the University following a probationary semester in which he or she is neither removed from nor continued on probation (see above). The dismissal period for a first dismissal following a fall semester is the spring semester;

following a spring semester it is intersession, summer session, and the fall semester. The dismissal period for a second dismissal is one calendar year and for a third dismissal two calendar years, after which the dismissed student may be eligible for academic bankruptcy (see below).

During a dismissal period, a student will be ineligible to enroll for any credits at Eastern; furthermore, the University will not accept any transfer course work earned during this period.

A student with a first dismissal under this policy may appeal the dismissal in writing to the University Admission Committee if the student believes the dismissal was the result of catastrophic circumstances beyond his or her control. There is no appeal with second or subsequent dismissals.

### Preprofessional Curricula

#### 1. Pre-Law Curriculum

Students interested in going to law school or exploring the possibility of doing so should make an appointment with the University Pre-law Advisor as early in their academic career as possible. The Pre-law Advisor is located in the Department of Government. The Pre-law Advisor can guide the student in selecting courses consistent with the American Bar Association recommendations noted below, plus provide valuable information on law schools, the Law School Admission Test, and typical admission procedures.

Prospective law students should keep in mind that a broadly based liberal education will best equip one to study law. Thus, no fixed pre-law curriculum is prescribed. A special committee of the American Bar Association recommends that pre-law students take courses in written and speech communications, accounting, economics, psychology, and historical and contemporary social and political processes.

Regardless of one's chosen major, the following abilities are absolutely essential in the study of law: to read critically, to think logically, and to write and speak effectively.

Admission to an accredited law school is dependent upon a good undergraduate record with an earned baccalaureate degree and a competitive score on the Law School Admission Test.

#### 2. "Three-Two" Curricula

In addition to standard pre-professional curricula, Eastern may approve specially arranged combined curricula. Students approved for these curricula complete the first three years of requirements at Eastern. At the end of these three years, they enroll in one of several highly rated professional schools. After the first year of professional study, they transfer the work back in order to secure a Bachelor of Arts or a Bachelor of Science degree from Eastern. This plan may shorten by one year the time needed for obtaining both a baccalaureate and a professional degree.

### 3. Other Preprofessional Curricula

Descriptions of the following preprofessional curricula may be found on the pages noted:

Pre-Engineering .....	57
Pre-Forestry .....	58
Pre-Medical Sciences (Pre-Medicine, Pre-Dentistry) .....	59
Pre-Optometry .....	58
Pre-Pharmacy .....	59
Pre-Veterinary .....	59, 81

### President's Award

As a further recognition of academic achievement, the University presents the President's Award to students who enroll for a minimum of 12 credit hours, with regular grading, and who attain a 4.0 grade point average for the semester. Students receiving the President's Award receive a letter of recognition from the President. In addition, the Division of Public Relations and Marketing distributes the names of the recipients to appropriate news media, including their hometown newspaper.

### Readmission Under Special Conditions

#### 1. Academic Bankruptcy of Eastern Work

Academic bankruptcy allows undergraduate students who are returning to Eastern after remaining out for an extended period to void a portion of the work attempted during one or more semesters of the prior enrollment(s). Eastern offers this option because it recognizes that some students fail to perform satisfactorily due to immaturity or to other factors that interfere with their academic performance.

To qualify for bankruptcy, a student must meet the following conditions:

- The student must not have attended Eastern or any other institution of higher education for a period of at least two years sometime after attempting the work to be bankrupted.
- After being readmitted, the student must attain a minimum of a 2.0 GPA with no grade lower than a "C" (not "C-") on all college-level (i.e., 100 or above) Eastern work through the term in which the twelfth hour is attempted. All courses and grades, including repeated courses, will be counted in computing the GPA.
- The student must state, in writing, his or her intention to declare bankruptcy to the Office of the Registrar. The student will also specify which semesters are being requested for bankruptcy. Students may request to bankrupt any or all semesters of their prior work, but all work from a given semester will be bankrupted if the student requests to bankrupt that semester and if the request is approved.
- The student may not have previously declared bankruptcy of Eastern work.
- The term noted above in which the twelfth hour is attempted must be spring 1986 or more recent.

If bankruptcy is granted, the bankrupted work will remain will not count toward degree requirements, including the upper division hours requirement. However, the dean of the college in which the student is enrolled may waive major, supporting, and general education requirements met by bankrupted

courses in which the student received at least a "C" or higher grade (but not "C-"), while requiring the student to substitute enough elective courses to obtain the minimum number of credit hours required to graduate.

All academic course work, including bankrupted work, will be counted in computing graduation with honors.

#### 2. Academic Bankruptcy of Transferred Work

Academic transfer bankruptcy allows undergraduate students who have been out of higher education for an extended period to void a portion of their earlier work attempted at other institutions. Eastern offers this option because it recognizes that some students fail to perform satisfactorily due to immaturity or to other factors that interfere with their academic performance.

To qualify for transfer bankruptcy, a student must meet the following conditions:

- The student must not have attended Eastern or any other institution of higher education for a period of at least two years sometime after attempting the work to be bankrupted.
- After being admitted, the student must attain a minimum of a 2.0 GPA with no grade lower than a "C" (not "C-") on all college-level (i.e., 100 or above) Eastern work through the term in which the twelfth hour is attempted. All courses and grades, including repeated courses, will be counted in computing the GPA.
- The student must state, in writing, his or her intention to declare transfer bankruptcy to the Office of the Registrar. The written petition must identify the institutions from which work is to be bankrupted, as well as the specific semesters that are to be bankrupted. Students may request to bankrupt any or all semesters of prior work, but all work from a given semester will be bankrupted if the student requests to bankrupt that semester and if the request is approved.
- The student may not have previously declared transfer bankruptcy at Eastern.
- The term noted above in which the twelfth hour is attempted must be fall 1987 or more recent.

If transfer bankruptcy is granted, the bankrupted work will remain on the transcript; but it will not be counted in the student's GPA and will not count toward degree requirements, including the upper division hours requirement. However, the dean of the college in which the student is enrolled may waive major, supporting, and general education requirements met by bankrupted courses in which the student received a "C" or higher grade (but not "C-"), while requiring the student to substitute enough elective courses to obtain the minimum number of credit hours required to graduate.

All academic course work, including bankrupted work, will be counted in computing graduation with honors.

#### Rescheduling of Final Examination

If a student is scheduled for more than three final examinations on the same day, the student may request, through the college dean, that the fourth examination be rescheduled.

## Satisfactory Progress

Degree-seeking students shall be considered as making satisfactory progress so long as they remain in good academic standing and enroll in courses required by or allowed for in their academic program.

## Schedule Changes

If students wish to add courses to their schedule, they must do so by the date published in the *Schedule of Classes Bulletin* for that term.

If a student drops a course by the end of a term's Schedule Change Period, the course will not appear on the student's grade report or transcript.

With the advisor's approval, a student may officially withdraw from a course from the end of the Schedule Change Period to the course's midpoint. (The midpoint of full-semester courses is the eighth week; the midpoint of a part-semester course is printed on the course syllabus.) A student will be assigned a grade of "W" for a course withdrawn from, and a "W" will appear on the grade report and transcript. Refer to Section 3 of this *Catalog* for the University's Refund Policy. Refer to the current *Schedule of Classes Bulletin* for deadlines and schedule change fee information.

After the eighth week, or midpoint, a student who is the victim of extraordinary circumstances may petition through The Office of the Registrar for an administrative withdrawal from a class. The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal. The student should prepare a written petition and should include *justification and documentation* for the withdrawal. If approved, the Registrar will assign the grade of "W" and will notify the instructor of the class.

Faculty will inform students of their academic progress prior to the last day from which they may withdraw from a course.

Students who are assigned a grade of "F" in a course due to academic dishonesty will not be permitted to withdraw from the course.

## Six Repeat Policy

The responsibility of tracing repeats will be administered at the Dean's level since the vast majority of the students with multiple repeats have second or subsequent repeats which must be approved. The limitation of repeats would be at the discretion of the Dean of the College of the student's primary major program.

## Student Load

A full-time student is one who enrolls in 12 or more credit hours during a fall or spring term. Students carrying fewer than 12 credit hours are considered part time. A student who has established superior records may be permitted to enroll for more than 18 hours by the dean of the college of the student's first major. The absolute maximum load is 21 credit hours.

Six to nine semester hours are considered a normal load for a summer session. Fewer than six are a part-time load, and ten are the absolute maximum. The student's academic dean must approve a ten-semester-hour load.

Three semester hours constitute the load for the spring intersession, with a four-hour absolute maximum permitted with approval.

The above limitations apply to all enrollments or combinations of enrollments for the term specified, including campus classes, extended campus classes, correspondence study (refer to the *Correspondence Course Bulletin*), and enrollments at other institutions. The Registrar will not record credits beyond these maximums.

## Study Abroad Programs

Students may study in English-speaking countries abroad through the Cooperative Center for Study Abroad (CCSA), a consortium of twenty-three colleges and universities from Alabama, Idaho, Kentucky, Mississippi, Oregon, Pennsylvania, and Tennessee. During the winter break, CCSA offers courses in London, England and Australia; during the summer break, mid-May through early August, both two-and-one-half and four-and-one-half week courses are offered in Ireland, Scotland, England, Australia, Canada, New Zealand, and South Africa. A fall semester program is offered in Cambridge, England. Costs vary according to program. Students in these programs enroll and earn credit through ECU. For more information, contact the Office of International Education or the Dean of the College of Arts and Sciences.

Students may study in a variety of countries abroad through the Kentucky Institute for International Studies (KIIS), a consortium of fifteen colleges and universities in Kentucky, Ohio, and Tennessee. KIIS offers summer programs in Athens/Rome, Austria, Brazil, China, Costa Rica, Ecuador, France, Germany, Italy, Japan, Mexico, and Spain. In addition, there are semester-long programs in Spain and in Mexico, a full-semester Embassy and Diplomatic Scholars Internship in Washington, D. C., and a special program in Spain for teachers. Courses offered as part of the KIIS programs are widely varied, including language and culture, business, literature and the arts, social customs and institutions, philosophy and religion, and many others, depending on student needs and faculty availability. Costs vary according to program. Credit in KIIS courses is transferred back to ECU. For information, contact the Department of Foreign Languages and Humanities (622-2996), the International Studies Coordinator at ECU (622-2408), or the KIIS Office at Murray State University (270) 762-3091.

## Transfer Credits/Courses

Eastern participates in and subscribes to the principles of the Kentucky Council on Postsecondary Education statewide transfer agreements. Eastern will accept credits transferred from all public institutions in Kentucky, and it will apply them to its general education and program requirements to the maximum extent specified in these agreements. Credits not identified in these agreements will be applied to degree requirements as deemed appropriate.

Eastern will also accept credits transferred from other colleges and universities accredited by the regional accrediting associations, such as the Commission on Colleges of the Southern Association of Colleges and Schools. As completely as possible, it will apply these credits to the student's degree program.

Eastern students may also earn credits at other institutions and transfer them back to Eastern. To ensure that they earn appropriate credits, they are strongly advised to

obtain their college dean's prior approval of any course work they plan to transfer. The University will take no responsibility for courses transferred without prior approval.

The University considers lower division credits transferred to Eastern as lower division, even if Eastern offers a comparable course at the upper division.

### University Writing Requirement

To ensure that graduates of Eastern possess important communication skills, the faculty and Board of Regents have approved a University Writing Requirement (UWR). Except as noted below, students seeking baccalaureate degrees from Eastern, including transfer students, must successfully complete an essay exam in English.

Baccalaureate degree students must take the exam in the first semester of enrollment after completing the 60th credit hour. Transfer students who transfer 60 credit hours or more must take the exam in the first semester of enrollment.

Students who fail the first attempt may retake the exam under the following conditions:

- A. prior to the next enrollment, they must file with their advisor a remediation plan;
- B. they may not enroll for more than 12 hours in any fall or spring semester until the exam requirement is satisfied; and
- C. they may not enroll after earning 100 hours until the exam requirement is satisfied.

Students failing to register for and take the UWR in the semester after they complete 60 credit hours will be subject to the enrollment limitations noted above in B. and C. Also, after a student takes the UWR three times and fails to meet the minimum pass score then he or she must take ENG 099. Students with previously earned baccalaureate degrees need not write the UWR.

All full or part-time continuing students or students who have been **readmitted** to the University after being out for an academic year (regardless of the date of when they first entered EKU) seeking baccalaureate degrees and who have 60 or more hours of credit must satisfy the writing requirement. In addition, all Teacher Certification students must take the UWR. Students with previously earned baccalaureate degrees need not write the UWR unless they are completing teacher certification.

### Withdrawal from the University

Students finding it necessary to withdraw from the University must request an official withdrawal at the Registrar Records Office, Coates Administration Building, Room 15. A withdrawal is granted only through the eighth week of classes during a regular semester or through the midpoint of any intersession, summer session, or nonstandard course. A grade of "W" is assigned. Students who leave the University without an official withdrawal are subject to the grade of "F."

After the eighth week, a student who is the victim of extraordinary circumstances may petition through either The Office of the Registrar for an administrative withdrawal from the University. The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal. The student should prepare a written petition and should include *justification and documentation* for the withdrawal. If approved, the Registrar will assign grades of "W" and will notify the instructors of the classes.

### Military Withdrawal for EKU Students

If a student is called to active duty, a Military Withdrawal will be processed with a hundred percent (100%) refund. The procedure is that a copy of the activation papers along with the request to be withdrawn should be sent to The Office of the Registrar, Coates CPO 28-A, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102. The request does not need to be sent prior to leaving. It can be accepted later, but there must be a copy of the activation as documentation.

### Dining Services Refund

1. For flex-dollars and Colonel Card dollars, a refund of the full remaining account balance will be made.
2. For board plans, a pro-rata refund proportional to the time remaining in the semester will be made.

The procedure is that a copy of the activation papers along with a copy of the request to be withdrawn should be sent to The Card Office, Attention: Lisa Robinson, Powell 17, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102.

### Housing Refund

For Housing refunds, a pro-rata refund proportional to the time remaining in the semester will be made. The procedure is that a copy of the activation papers along with a copy of the request to be withdrawn should be sent to The Director of Housing, Coates CPO 21-A, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102.

## DEGREE INFORMATION

### Concurrent Degrees

A student may qualify to earn two degrees concurrently by completing all requirements for both degrees, including major, supporting, and general education requirements. Courses used in one degree program may also be used in the other. The minimum number of hours that must be earned for two associate degrees is 80; the minimum for two baccalaureate degrees is 160. The minimum number of hours required for concurrently earning an associate and a baccalaureate degree is the number required by the baccalaureate degree.

It is the student's responsibility to file a graduation application for each degree being sought. If the two degrees are in the same college, the student must file two applications in the office of the college dean. If they are different colleges, one application must be filed in each dean's office. See "Application for Graduation" section.

### Subsequent Degrees

Students having earned one degree, either from Eastern or from another regionally accredited institution, may subsequently pursue an additional degree, either associate or baccalaureate, by completing all requirements of the subsequent degree, including major, supporting, and general

education requirements. While some of the hours earned from the earlier degree may count toward the subsequent degree, students must earn at least 16 approved semester hours for an associate degree beyond those required for the earlier degree. A subsequent baccalaureate degree requires at least 32 approved hours beyond those required for the earlier degree. Hours for both degrees must be taken at Eastern or, as approved by the dean of the college awarding the subsequent degree, at another regionally accredited institution. Students who have completed a previous degree already and are apply to Eastern, should have official transcripts from the institutions previously attended sent to EKU's Admissions Office.

## DEGREE REQUIREMENTS

### BACCALAUREATE DEGREES

#### Comprehensive Requirements

To qualify for a baccalaureate degree, students must satisfy the following requirements:

1. Complete all requirements in the degree program as established by appropriate University committees.
2. Complete University academic requirements, including basic skills proficiencies in English, reading, and mathematics; restricted electives; and general education; as established by appropriate University committees for each degree program.
3. Complete a minimum of 128 semester credit hours, with at least 43 hours at the 300 level or above.
4. Complete Restricted Elective Requirements selected outside the department of the major. (Business major; electives must be outside of the College.) These Restricted Electives may not be used to meet general education or other program requirements, nor may they be taken "Pass-Fail."
5. Satisfy the University Writing Requirement.
6. Earn a minimum grade point average (GPA) of 2.0 on all college-level work taken at Eastern. In addition, transfer students must earn a minimum GPA of 2.0 on the combined transfer work and Eastern work.
7. Earn a minimum of 32 semester hours through Eastern.\*
8. Earn at least 30 of the last 36 hours through Eastern, exclusive of student teaching (ELE 499, EMG 499, ESE 499, and SED 499).\*
9. Earn the credits applicable to the degree within eight years prior to the date the degree is awarded. Credits more than eight years old may be validated by the college dean.

\*Degree programs offered by the College of Business and Technology have more stringent residency requirements. Please refer to "Residency Requirements" in the College of Business and Technology section of this *Catalog*.

#### General Education Requirements

General education requirements include 51 hours of course work designed to help each student develop as an educated person and as a citizen. For certain curricula, individual requirements are waived if they are satisfied in the

major program. Refer to the program plans in Section 5 of this *Catalog*.

The General Education Program consists of course work in six broad areas: symbolics of information; humanities; social science; natural science; physical education and health; and communication and computational skills. These areas are subdivided into the 21 categories listed below. Students must earn the specified number of hours in the 17 "required" categories. In addition they must earn three hours in each of two of the four "optional" categories (categories 04, 08, 12, 16).

Notes: The courses listed below award three hours of credit, unless a number appears in parentheses following the course name. This number represents the hours awarded for such courses. Course numbers followed by an asterisk (\*) have prerequisites or other restrictions on enrollment. Refer to course descriptions in Part IV of this *Catalog* for specific restrictions.

#### I. Symbolics of Information.

##### 01 Symbolics. English Composition. Three hours required.

ENG 101*	English Composition I
ENG 105*	English Composition Honors (3 or 6)

**NOTE:** Students earning "A" or "B" in ENG 105 will earn six hours of credit, three of which will be applied to category 02. Those earning "C" or "D" will earn three hours credit and will then take ENG 102.

##### 02 Symbolics. English Composition. Three hours required.

ENG 102*	English Composition II
HON 102*	Honors Rhetoric (6; for categories 01 and 02)

##### 03 Symbolics of Information. Three hours required.

ACS 201*	Business Communication
ASL 101	American Sign Language I
ASL 102*	American Sign Language II
ASL 201*	American Sign Language III
ASL 202*	American Sign Language IV
CIS 212	Introduction to Computer Information Systems
CSC 104	Computer Literacy with Software Applications
CSC 174	Introduction to Computer Programming--FORTRAN
CSC 177	Introduction to Programming in Visual Basic
CSC 180	Introduction to Computer Programming-Pascal
CSC 190	Introduction to Computer Programming--C++
FLS 300*	Elements of Foreign Language
FRE 101*	Elementary French I
FRE 102*	Elementary French II
FRE 201*	Intermediate Conversational French I
FRE 202	Intermediate Conversational French II
FRE 204*	Review of French Grammar
FRE 340*	French Phonetics
FRE 360*	French Grammar in Context
GER 101*	Elementary German I
GER 102*	Elementary German II
GER 201*	Intermediate Conversational German I
GER 202*	Intermediate Conversational German II
GER 240*	Beginning Conversation
GER 340*	Intermediate Conversation
GER 360*	Intermediate Grammar and Composition
GRE 101	Elementary Greek I

GRE 102*	Elementary Greek II
GSL 112*	College Reading/Study Skills or
GSL 115	Learning Dynamics (1)
GSL 116	Efficient Reading (1)
GSL 201	Vocabulary Development (2)
GSL 205	Topics in Reading (1-3)

**NOTE:** Students may count a maximum of three semester hours of GSL course work toward general education.

ITA 101	Elementary Italian I
ITA 102*	Elementary Italian II
JPN 101	Elementary Japanese I
JPN 102*	Elementary Japanese II
JPN 201*	Intermediate Japanese I
JPN 202*	Intermediate Japanese II
LAT 101	Elementary Latin I
LAT 102*	Elementary Latin II
MAT 105	Mathematics with Applications*
MAT 106	Applied Finite Mathematics
MAT 107*	College Algebra
MAT 109*	Precalculus Mathematics (5)
MAT 124*	Differential and Integral Calculus (4)
MAT 124H*	Honors Calculus I (4)
MAT 211*	Calculus with Applications for Business and Economics
MAT 224*	Calculus II (4)
MAT 224H*	Honors Calculus II (4)
MAT 261*	Calculus with Applications for Science I

**NOTE:** A maximum of three semester hours of MAT course work may count for Symbolics of Information requirements. The three hours may be used in either category 03 or 04.

PHI 100	Practical Reasoning
POR 501*	Accelerated Elementary Portuguese I
POR 502*	Accelerated Elementary Portuguese II
RUS 101	Elementary Russian I
RUS 102*	Elementary Russian II
RUS 201*	Intermediate Russian I
RUS 202*	Intermediate Russian II
SPA 101*	Conversational Spanish I
SPA 102*	Conversational Spanish II
SPA 105*	Spanish Honors

**NOTE:** Students earning "A" or "B" in SPA 105 will earn six hours of credit, three of which will be applied to category 04. Those earning "C" or "D" will earn three hours credit and, if they choose to continue in Spanish, will then take SPA 102.

SPA 201*	Intermediate Conversational Spanish I
SPA 202*	Intermediate Conversational Spanish II
SPA 206*	Beginning Conversation
SPA 360*	Topics in Grammar: _____
SPA 370	Conversation and Composition
SPE 200	Interpersonal Communication
SPE 205	Argumentation
SPE 210	Public Speaking

**NOTE:** A maximum of three semester hours of SPE course work may count for Symbolics of Information requirements. The three hours may be used in either category 03 or 04.

STA 215*	Elementary Probability and Statistics
STA 270*	Applied Statistics I

**NOTE:** Students may count a maximum of three semesters hours of STA course work towards general education.

**04 Symbolics of Information. Three hours optional.**  
Select an additional three semester hours from category 03 or HON 304, Special Topics.

## II. Humanities.

**05 Chronological Humanities. Three hours required.**  
ENG 211\* Survey of World Literature I  
HON 205\* Honors Humanities I  
HUM 226\* The Search for Meaning: The Ancient World

**06 Chronological Humanities. Three hours required.**  
ENG 212\* Survey of World Literature II  
HON 306\* Honors Humanities II  
HUM 228\* The Search for Meaning: The Modern World

**07 Humanities. Three hours required.**  
In addition to the courses listed below, students may satisfy the requirement with the following foreign language courses from category 03: FRE 201, 202, 204, or 360; GER 201, 202, 240, 340, or 360; JPN 201 or 202; RUS 201 or 202; SPA 201, 202, 206, 360 or 370.

ART 200	Art Appreciation: Orientation
ART 390	Survey of Art History I
ART 391	Survey of Art History II
FCC 210	Topics in Culture: _____
FCC 220	French Culture and Civilization
FCC 222	German Culture and Civilization
FCC 226	Hispanic Culture & Civilization
FCC 227	Japanese Culture and Civilization
HUM 124*	Humanities and the Search for Meaning
MUS 171	Enjoyment of Music
MUS 272	Music Literature
MUS 371*	Music History I
MUS 372*	Music History II
PHE 200	Heritage of Dance
PHI 110	Beginning Philosophy
PHI 130	Beginning Ethics
PHI 240	Philosophy of Religion
PHI 300	Greek and Roman Philosophy
PHI 320	Modern Philosophy
REL 301	World Religions
THE 100	Introduction to the Theatre
THE 390	Theatre History I
THE 391	Theatre History II

**08 Humanities. Three hours optional.**  
Select an additional three semester hours from category 07, including listed foreign language courses, or from the following courses:

COM 350	Cinema History I
COM 351	Cinema History II
HON 308	Special Topics
HUM 300*	The Individual in Contemporary Society
MUS 273	Survey of American Popular Music
PHI 340	Philosophy of Science
PHI 360	Human Nature
PHI 385	Environmental Ethics

## III. Social Science.

**09 Social Science Principles. Three hours required.**  
ANT 120 Introduction to Cultural Anthropology  
ECO 120\* Economics in A World Setting-Principles  
ECO 230\* Principles of Economics I  
GEO 101 Introduction to Geography  
HIS 142 Foundations of World Civilization  
POL 100 Principles of Politics and Government  
SOC 131 Introductory Sociology

**10 Historical Social Science. Three hours required.**  
ANT 210 Non-Industrial Societies Around the World  
GEO 201 Historical Geography I: Pre-Industrial Era

HIS 202	American Civilization to 1877
HIS 231*	Western Civilization I
HIS 246*	Preindustrial World Civilizations
HON 210*	Honors Civilization I
POL 210	Political Development: Traditional and Transitional Societies

**11 Historical Social Science. Three hours required.**

ANT 211	Industrial Societies Around the World
GEO 202	Historical Geography II: Modern World
HIS 203	American Civilization Since 1877
HIS 232*	Western Civilization II
HIS 247*	Industrialism in World Civilizations
HON 311*	Honors Civilization II
POL 211	Political Development: Modern Societies

**12 Social Science: Contemporary Problems. Three hours optional.**

ANT 325	Problems in Contemporary Cultures
COM 200	Mass Communications and Society
ECO 130*	Contemporary Economic Problems
ECO 231	Principles of Economics II
GEO 302	Conservation and Environmental Problems
GEO 321	Urban Geography
GEO 322	Political Geography
GEO 345	Regions and Nations of the World
HIS 300	Seminar in Contemporary World Civilization
HIS 305	African-American History
HON 312*	Special Topics
POL 101	Introduction to American Government
POL 220	Problems of International Politics
POL 300	Contemporary Political Problems
PSY 300*	Social Psychology
SOC 235	Social Problems

**IV. Natural Science.****13 Biological Laboratory Science. Three hours required.**

BIO 100*	Introductory Biology
BIO 131	General Botany (4)
BIO 141	General Zoology (4)
BIO 171	Human Anatomy
BIO 301	Human Physiology
	and
BIO 378*	Human Physiology Laboratory (1)
NAT 101*	Biology: The Science of Life

**14 Physical Laboratory Science. Three hours required.**

AST 135*	Introductory Astronomy
CHE 101*	General Chemistry I (4)
CHE 105*	Chemistry for the Health Sciences I (4)
CHE 111*	Introductory Chemistry I (4)
GEO 210	Introduction to Physical Geography

**NOTE:** Students may use only one course from GEO 210 and 215 to meet general education requirements.

GLY 108*	Principles of Geology
GLY 109	Principles of Historical Geology
NAT 171*	The Physical Universe
NAT 172*	The Physical Environment
PHY 101*	Physical Science (Physics)
PHY 131	College Physics I (5)
PHY 201*	University Physics I (5)

**15 Natural Science. Three hours required.**

The courses listed below and those listed for categories 13 and 14 are recommended, but students may take any natural science course offered by the College of Arts and Sciences. See your advisor.

ANT 201	Introduction to Physical Anthropology or
ANT 206	Human Evolution or
ANT 380*	Forensic Anthropology
AST 130*	Introductory Astronomy
AST 330	Stars, Blackholes: The Cosmos
BIO 300	Economic Plants
BIO 301	Human Physiology
BIO 303*	Human Heredity and Society
BIO 304	Birds of Kentucky
BIO 310	Biology of Aging
BIO 317	Conservation of Wildlife Resources
BIO 399*	Trends in the Biological Sciences
CNM 101	Cosmos and Evolution I: An Exploration of Nature
CNM 102	Cosmos and Evolution II: An Exploration of Nature*

**NOTE:** Students completing both CNM 101 and 102 may use those courses to satisfy the biological and physical laboratory science requirements of categories 13 and 14.

CNM 315	Topics in Natural Science General Education
GEO 215	Introduction to Meteorology

**NOTE:** Students may use only one course from GEO 210 and 215 to meet general education requirements.

GLY 302	Earth Science
GLY 304	Introduction to Oceanography
GLY 307	Exploring the Dynamic Earth
GLY 390	Environmental Geology
HON 315*	Honors Science Seminar
NAT 173*	The Physical Environment
NAT 300	Science as a Human Endeavor
NAT 305	Dinosaurs
NAT 310	Topics in the Natural Sciences (1-3)
NAT 363	Ecology and Human Affairs
NAT 380	Science and Society
SCI 310	History of Science

**16 Natural Science. Three hours optional.**

Select an additional course from category 13, 14, or 15, or any other natural science course offered by the College of Arts and Sciences, or the following course: HON 316, Special Topics.

**V. Physical Education and Health.****17 Physical Education I. One hour required.**

HPR 180	Fitness and Wellness (1)
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**18 Physical Education II. One hour required.**

HPR 282	Exercise, Movement, and Sports Skills (1)
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**19 Health. Two hours required.**

HEA 281	Personal and Community Health (2)
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**NOTE:** Adapted sections for special needs students are offered each semester (Fall-HPR 180; Spring-HPR 282).

*HPR waived for students who have reached their twenty-fifth birthday prior to the first class day of the semester they first enter the University; also, HPR 180 and 282 are waived for students transferring 60+ hours.*

**VI. Communication and Computational Skills.****20 Oral Communication. Two hours required.**

Students entering Eastern Kentucky University in Fall 1997 or thereafter must complete one of the following courses: SPE 100 Introduction to Human Communication

**21 Mathematics. Three hours required.**

Students entering Eastern Kentucky University in Fall 1996 or thereafter must complete a three-hour MAT course numbered 105 or higher.

**ASSOCIATE DEGREES****Comprehensive Requirements**

To qualify for an associate degree, students must satisfy the following requirements:

1. Complete all requirements in the degree program as established by appropriate University committees.
2. Complete University academic requirements, including basic skills proficiencies in English, reading, and mathematics; restricted electives; and general education; as established by appropriate University committees for each degree program.
3. Complete a minimum of 64 semester credit hours.
4. Complete Restricted Elective requirements selected from MIL 100, 101, 102, 201, and 203 OR electives outside the department of the major. (Business major; elective must be outside College.) These Restricted Electives may not be used to meet general education or other program requirements, nor may they be taken "Pass-Fail."
5. Earn a minimum grade point average (GPA) of 2.0 on all college-level work taken at Eastern. In addition, transfer students must earn a minimum GPA of 2.0 on the combined transfer work and Eastern work.
6. Earn a minimum of 16 semester hours through Eastern.
7. Earn a minimum of 15 of the last 18 hours through Eastern.
8. Earn the credits applicable to the degree within eight years prior to the date the degree is awarded. Credits more than eight years old may be validated by the college dean.
9. Students enrolled to MAT 090 are not permitted to enroll in any natural science, computer science (CSC), or computer information systems (CIS) courses.

**General Education Requirements**

Students in associate degree programs must earn a minimum of 16 hours in courses approved for general education. These hours must include ENG 101 and ENG 102 or their equivalent. The ten additional hours must include approved courses in categories 05-08 (humanities); categories 09-12 (social science); and categories 13-16 (natural science) or an approved MAT course from category 03. ***Courses meeting general education requirements have been identified by an asterisk(\*) in the curriculum listings in Section Six.*** For certain curricula, individual requirements are waived if they are satisfied in the major program.

**GRADUATION****Application for Graduation**

Students completing requirements for graduation in December should apply before the end of the preceding April. May and August graduates should apply by the end of the preceding October.

Appropriate ceremonies are held at the close of the fall and spring semesters and the summer session. Students who are candidates for degrees are encouraged to participate in the ceremony.

**Honors for Baccalaureate Degree Graduates**

Students are graduated Summa Cum Laude if they attain a cumulative grade point average (GPA) of 3.9 or higher on all semester hours transferred to and attempted at Eastern and if they complete a minimum of 64 hours at Eastern.

Students are graduated Magna Cum Laude if they attain a cumulative GPA of at least 3.7 but less than 3.9 on all semester hours transferred to and attempted at Eastern and if they complete a minimum of 64 hours at Eastern.

Students are graduated Cum Laude if they attain a cumulative GPA of at least 3.5 but less than 3.7 on all semester hours transferred to and attempted at Eastern and if they complete a minimum of 64 semester hours at Eastern.

Students are graduated as Honors Scholars if they successfully complete Eastern's Honors Program, satisfy all comprehensive and program requirements for an undergraduate degree from this University, and graduate with a cumulative GPA of at least 3.0.

For purposes of honors recognition, all semester hours transferred to and attempted at Eastern, including those which are subsequently repeated or bankrupted, will be used in calculating GPA's. Honors GPA calculation for the graduation ceremony do not include the final semester's course work although those in progress will be used to attempt to obtain the 4 semester hours at Eastern. Honors for the diploma and transcript will include the final semester.

**Honors for Associate Degree Graduates**

Students are graduated With High Distinction if they attain a cumulative grade point average (GPA) of 3.7 or higher on all semester hours transferred to and attempted at Eastern and if they complete a minimum of 32 semester hours at Eastern.

Students are graduated With Distinction if they attain a cumulative GPA of at least 3.5 but less than 3.7 on all semester hours transferred to and attempted at Eastern and if they complete a minimum of 32 semester hours at Eastern.

For purposes of honors recognition, all semester hours transferred to and attempted at Eastern, including those which are subsequently repeated or bankrupted, will be used in calculating GPA's. Honors GPA calculation for the graduation ceremony do not include the final semester's course work although those in process will be used to attempt to obtain the 32 semester hours at Eastern. Honors for the diploma and transcript will include the final semester.

## **UNDECLARED STUDENTS**

If you are not ready to declare a major, Eastern will enroll you as an undeclared student. You should declare a major as soon as you decide what you want to major in. Until you do declare, your curriculum will include general education courses appropriate for most baccalaureate programs. In addition, you will be encouraged to take exploratory electives that will allow you to sample disciplines that you might like to select as a major.