



**KENTUCKY STATE  
UNIVERSITY**

# GENERAL GRADUATE DEGREE REQUIREMENTS

## 1. Advisement

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

## 2. Changes in Programs

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

## 3. Transfer Credit

Transferable credit hours apply to credit-bearing graduate coursework taken in another graduate program at Kentucky State University or at another regionally accredited US institution at the time the coursework was completed, or an officially recognized degree granting foreign institution.

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

Credit hours may be transferred provided that:

- the courses were not used to satisfy the requirements of another degree or diploma program
- at least a "B" grade was obtained in the courses considered for transfer
- The time limit for eligibility of courses for transfer to a graduate degree program is five years at the time the student commences their degree program.
- An official transcript(s) for the student is/are on records in the Office of Graduate Studies. In the case of transferring credit from an international institution, official copies of evaluation

and translation of the transcript must be sent directly by an accredited evaluation and translation agency to the office of the Graduate Studies at Kentucky State University.

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

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

## 4. Academic Bankruptcy

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

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

## 5. Comprehensive Examinations

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

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

- a. have met the residency requirements for their program,
- b. are in good academic standing, and
- c. have departmental approval.

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

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

#### 6. Master's Degree Thesis/Final Projects

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

- a. have met the residency requirements for their program,
- b. are in good academic standing, and
- c. have departmental approval.

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

#### 7. Degree Completion

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

#### 8. Application for Graduation

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

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

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

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

#### 9. Program Specific Requirements

Some graduate programs have specific requirements for graduation that can differ from the standard program. These programs have specific and approved Program Graduate Student handbooks that outline the requirements for completion of the degrees. This will include any specific description of capstone/thesis/dissertation format and procedures as well as testing requirements. Students are expected to follow the specific program handbooks as well as the University Graduate Student Catalogue in completion of their degree requirements. See the specific program descriptions and discuss requirements with the program coordinator to ensure all requirements are being met.