



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

Graduate Student Advising

ADMISSION

www.wku.edu/graduate/

All graduate students must apply for admission by completing the online [graduate application](#) and submitting the nonrefundable application fee. Admission is based on Graduate School admission requirements and program admission requirements as approved through faculty governance and published in the Graduate Catalog. If required by the program, official standardized test scores should be forwarded from the testing agency to the Graduate School.

Program academic coordinators are notified via the eSignature process when applications are complete (including any required supplemental information) and are ready for review. After departmental review, an admission recommendation is forwarded to the Graduate School for a final admission decision.

The Graduate School notifies applicants of the admission decision which may include: good standing admit, conditional admit, denied, or program full. Conditionally admitted students must complete conditions as prescribed prior to earning 12 hours. Students who do not meet conditions will be dismissed.

Program coordinators are emailed a weekly report of all admission applications. The report is also on InfoView. (Instructions for report access, www.wku.edu/graduate/faculty_staff/incomplete_apps_rpt.php). Students are assigned a graduate faculty advisor at the time of admission. Advisors can access a list of advisees who are registered in the current term through InfoView (*Public Folders>WKU Campus Community>Advisors*).

MATRICULATION

www.wku.edu/graduate/students/index.php

Advisors may view approved admission & matriculation documents for advisees via TopNet (*Advisors and Student Data Inquiry>Electronic Documents>View Transcripts, View Graduate Admission Documents, or View Graduate Student Program Documents*).

Required Matriculation Documents

www.wku.edu/graduate/documents/index.php

Program of Study -- Submit to graduate.records@wku.edu prior to earning 12 hours in a degree program, or upon admission to a certificate. The POS must include approved curriculum as published in the Graduate Catalog (catalog.wku.edu/graduate/).

Comprehensive Exam/Capstone Completion -- Submitted by faculty advisor via TopNet (*Advisors and Student Data Inquiry>Graduate Matriculation Forms*) upon a student completion of the culminating experience for the degree. Degree requirements must be completed by final day of the semester; submission deadline is same as final grade submission deadline.

The Spirit Makes the Master

The Graduate School | Western Kentucky University | 1906 College Heights Blvd. #11010 | Bowling Green, KY 42101-1010
graduate.school@wku.edu | (270) 745-2446 | Wetherby Administration Building, Room 207 | www.wku.edu/graduate

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Application for Graduation -- Submitted by student via TopNet (*Student Services>Student Records>Application for Graduation*) at least one semester prior to degree completion. Registrar's Office form; fee required.

Optional Matriculation Documents

Program of Study Change -- Submit to graduate.records@wku.edu to update coursework on an approved POS.

Appeal of Graduate Policy -- Submit to request a waiver of Graduate School policy (including academic dismissal).

Academic Plan -- Submit by academically dismissed students requesting readmission.

THESIS, SPECIALIST PROJECT, DISSERTATION

www.wku.edu/graduate/students/thesis/

To complete a thesis, specialist project or dissertation, students must enroll in a minimum of 6 hours of 599, 699, or a minimum of 12 hours of 799 coursework. After completing 599/699/799 coursework, students must register for 1 hour of maintaining matriculation each semester until the research is published. Publication guidelines, submission instructions, and deadlines are online. Required documents include:

Committee Selection -- Submit online *prior to* enrolling in 599, 699, or 799 courses. Committee chair must hold graduate faculty status.

Thesis, Specialist Project, or Dissertation -- submit as a Word or pdf document to graduate.records@wku.edu

Copyright Permission -- Submit online for publication in the university library.

Signature Page -- Submit *hard-copy original* to the Graduate School, Wetherby Administration Building, Room 207.

FINANCIAL SUPPORT

<http://www.wku.edu/graduate/aid/>

Graduate Assistantships -- Available on a competitive basis for graduate students who have been admitted to a degree program, are enrolled in at least 6 credits per semester, and maintain a cumulative 3.0 GPA.

Graduate Student Research & Travel Grants -- Available on a competitive basis for student research or travel to present at professional meetings or conferences.

International Student Scholarship -- Available to qualified international students.

Distinguished Minority Fellows (DMF) -- Available on a competitive basis for minority student tuition and employment opportunities.

REGISTRATION HOLDS

Application Fee (GF): unpaid fee; payment required before processing the admission application.

No UG Degree (GE): admitted to a graduate program but no final undergraduate transcript submitted.

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Program of Study, Degree (GD): no Program of Study filed; POS is required prior to earning 12 hours in a Master's or Specialist degree program or 36 hours in a Doctoral degree program.

Program of Study, Certificate (G9): no Program of Study filed; POS is required upon admission to certificate program.

Committee & Topic Selection (GK): no Committee and Topic Selection filed after enrolling in thesis, specialist project, or dissertation coursework.

Conditions of Admission Pending (GL): conditions of admission have not been met; advisor should assess if conditions have been met and notify the Graduate School if applicable; advisors must lift the registration hold for advisees through the "Update Student Hold Flags" on TopNet.

Dismissal- failed academic plan (GM): failed academic plan by dismissed student who was readmitted with approved appeal/plan; no readmission for 3 years.

Probation (GZ): Academic probation; below 3.0 cumulative GPA at end of term; advisors must lift the probation hold for their advisees through the "Update Student Hold Flags" on TopNet.

Dismissal (GO): Academically dismissed; below 3.0 after probation and subsequent 9 hours; see the Graduate Catalog to review the Academic Standing Policy or contact the Graduate School for assistance.

Application for Graduation (GS): no Application for Graduation after 21 hours earned (Master's degrees only).

Degree Complete Readmit (GB): final degree audit is complete and approved; reapplication required.

Financial Aid Holds: students deemed as not making satisfactory academic progress as per WKU's Satisfactory Academic Progress Policy (<http://www.wku.edu/financialaid/sap.php>) must complete an Academic Plan before aid can be disbursed; this hold only affects disbursement of aid and does not affect registration, transcripts, or degree completion.

Students who have an approved Program of Study on file with the Graduate School should discuss their academic standing with their advisor. Students who do not have an approved Program of Study on file with the Graduate School should consult their advisors to submit a POS.

Advisors should *Update Student Advising Hold Flags* on TopNet after meeting with advisees or email Cindy Burnette (cindy.burnette@wku.edu) for assistance.

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