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# ENROLLING AT WKU

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## ADMISSION

Scott Gordon, Director  
Office of Admissions; Potter Hall, Office 117  
Phone: (270) 745-2551; Fax: (270) 745-6133  
Email: [admission@wku.edu](mailto:admission@wku.edu)  
Website: [www.wku.edu/admissions](http://www.wku.edu/admissions)

### Policies

WKU's admission policy is designed to provide educational opportunities for students who have a serious commitment to continuing their formal education, and reasonable prospects for academic achievement.

In evaluating applications for admission, factors that may be considered include: complete and accurate information listed on the application for admission; high school curriculum and performance; scores achieved on the American College Test (ACT) or Scholastic Assessment Test (SAT) (Western Kentucky University does not require students to submit the optional written portion of neither the SAT nor the ACT for consideration in admission to the University); post-secondary academic record, if any; educational objectives and motivation; recommendations from school officials or other interested persons; personal qualifications and conduct; interview with an admissions officer.

By recognizing differences in interests and levels of achievement, the admissions process is the initial step in providing students with personalized counseling. An application for admission should be submitted well in advance of the term for which the student plans to enroll. Beginning freshmen should complete the procedures early in their senior year in high school.

### Pre-College Curriculum

To ensure a proper foundation for university study, the following college preparatory curriculum is required as a minimum for all students.

Applicants must be graduates of a public high school or a certified non-public high school. Applicants matriculating from a high school in Kentucky during or after 2012 must have earned 22 or more high school credits, which should include the following: 4 years of English (English I, II, III, and IV); 3 years of mathematics (Algebra I, Algebra II and Geometry or Integrated Math I, II, and III); 3 years of social studies (chosen from U.S. History, Economics, Government, World Geography and World Civilization); and 3 years of science (credits to include life science, physical science, and earth/space science [at least one lab course]); ½ year health; ½ year physical education; 1 year of history and appreciation of visual, performing arts; and 2 years of the same foreign language. Non-resident applicants are required to fulfill their state's pre-college curriculum regarding credit hours earned in high school.

In addition to these requirements, it is recommended that students take additional high school courses in foreign languages, the arts, science, and mathematics.

High school graduates from states other than Kentucky may follow pre-college curriculum requirements (college prep courses) from their state of residence.

### Admission

The Office of Admissions determines whether students meet the standards for admission as determined by the university. These criteria are subject to review and revision by the university at any time. Current admissions requirements are available on the Office of Admissions' website (<http://www.wku.edu/admissions/>).

Students admitted to WKU are subject to placement in academic support programs, based on their previous academic work.

WKU has separate policies for admission by exception and for students with GED certificates. Students with GEDs must fulfill the following requirements: fulfillment of the pre-college curriculum; be at least 17 years old; and have a 54 GED test average and 20 composite ACT or 940 total (math + verbal) SAT. For additional information, see the Admissions website (<http://www.wku.edu/admissions/>) or email [admissions@wku.edu](mailto:admissions@wku.edu)

### Other Admission Considerations – SPECIAL APPROVAL CATEGORIES

**Graduates of non-accredited high schools.** Admission may be granted on the basis of completion of the pre-college curriculum and a satisfactory high school record that has been validated through satisfactory scores on the American College Test or the Scholastic Assessment Test.

**Early admission.** High school students who are within one unit of graduation and have a superior academic record may be admitted to the freshman class upon special approval from the Office of Admissions. Applicants should

submit a recommendation from the high school principal, a high school transcript and ACT scores with the application.

**Concurrent high school-college enrollment.** Superior high school seniors may be admitted to enroll in one course each semester concurrent with high school enrollment.

**Dual Credit Program.** The Division of Extended Learning & Outreach (DELO) administers a Dual Credit program at participating high schools. The Dual Credit program allows students to earn college credit as part of their high-school curriculum. Courses are offered at a substantially reduced tuition rate and provide a means of preparing college-bound students for the challenge of university coursework. [www.wku.edu/delo](http://www.wku.edu/delo)

**Summer admission.** (1) Superior high school students who have completed the junior year may be admitted for full-time enrollment for the summer term. (2) High school students who have not achieved senior standing may apply for admission to take non-academic courses during the summer. Permission of the department may be required.

**GED Applicants.** All Kentucky students who have earned a GED are also obligated to have completed the pre-college curriculum requirements for entry to Western Kentucky University. Students who do not meet the pre-college curriculum requirements may be eligible for admission to the University College. Non-resident applicants are required to fulfill their state's pre-college curriculum.

**Non-degree applicants.** Students who do not expect to become applicants for any certificate or degree may enroll upon approval of the Office of Admissions. They will not be required to follow any regular curriculum, but they will be subject to all other rules and regulations of the University.

**Senior Citizens.** Kentucky residents who are 65 years of age or older, on or before the day the semester begins, are granted Senior Citizen Scholarships for any college class in which they enroll for credit or to audit.

### Admission of International Students

Western Kentucky University is committed to promoting international understanding through intercultural exchange derived from the admission of qualified international students from countries throughout the world. The University's academic requirements for admission as described in the preceding sections must be met. All necessary documents including academic records and proof of English language proficiency must be received before an admissions decision. International students must also provide financial documents in order to obtain an I-20.

All official transcripts must be in English. It is each student's responsibility to have the document translated before the admissions office can determine if the student meets admission requirements. Students currently residing in the United States may contact the embassy/consulate of the document's issuing country or a certified translation service.

The following will apply:

- All translations must be prepared using the same format as the original document.
- All information must be translated.
- Translation must be exactly the same as the original document.
- No interpretation or evaluation of information should be included.
- Translation must be typed, signed, and dated by the translator. Contact information for the translator must be listed including address, phone number(s), fax number, and email address (if available).
- Each applicant is responsible for any altered documents submitted; the applicant will be denied admission and the issuing board or institution will be notified.
- Western Kentucky University reserves the right to request professional credential evaluation by an independent third party.

Checklist for Applying to WKU*		
Entrance Level	Records Needed	When to Apply
<b>Beginning Freshman</b>	<ul style="list-style-type: none"> <li>• Application Fee</li> <li>• High school transcript</li> <li>• ACT scores (or SAT)</li> </ul>	Early in senior year
<b>Transfer</b>	<ul style="list-style-type: none"> <li>• Application Fee</li> <li>• One official transcript from each postsecondary institution attended</li> <li>• (High school transcript also required if less than 24 semester hours earned)</li> </ul>	At least one semester prior to entrance
<b>Readmission</b>	<ul style="list-style-type: none"> <li>• One official transcript from each institution attended since leaving WKU</li> </ul>	At least one semester prior to entrance
<b>Visitor</b>	<ul style="list-style-type: none"> <li>• Application Fee</li> <li>• Letter of good standing from home institution</li> </ul>	30 days before term begins
<b>International Students</b>	<ul style="list-style-type: none"> <li>• Contact the Office of Admissions</li> </ul>	As early as possible
*These requirements were current at the time of publication, but can be revised at any time by the university.		

### English Proficiency Requirements

All applicants from non-English speaking countries are required to take the Test of English as a Foreign Language (TOEFL), or the International English Language Testing System (IELTS) offered by the Educational Testing Service. It is the applicant's responsibility to obtain the necessary information and application forms, and to arrange to take the test by a date that assures the results are reported to the University by the required deadlines.

Students must have a secondary school education, demonstrated financial resources, and proficiency in English as determined by a written TOEFL score of 525, or a 71 on the TOEFL internet-based test, an IELTS (academic version) of 6.0 or an SAT verbal score of 450. WKU also allows international students to be admitted contingent upon completion of the English as a Second Language (ESL) program, or any other qualified program.

### Official Transcripts of International Students

Students who have attended an educational institution located outside of the United States will need to request all schools attended to send the official transcript(s) directly to Western Kentucky University. Some educational institutions do not issue transcripts to other schools; instead they issue transcripts or the original certificate/mark sheet to students. In this case, students must make a photocopy of the original transcript/certificate/mark sheet and have the school attended (or a certified translation service firm) certify/attest that the photocopy is a true copy of the original document. Consulates and embassies often serve as a resource for the attestation of educational documents. Students on WKU's campus may bring the original transcript(s) or document(s) to the Admissions office for review and verification.

### Navitas at WKU

Navitas at WKU offers pathway programs that include one year of credit-bearing academic courses to prepare international students for university studies in the United States. A detailed description of the program and the minimum academic levels required for entry to the University Pathways Program (UPP) Stage I and UPP Stage II and Pre-Masters programs offered by WKU are outlined at [www.navitas.com/study\\_university\\_usa\\_kentucky.html](http://www.navitas.com/study_university_usa_kentucky.html).

### Joint Admission / Enrollment

WKU partners with other institutions to promote successful undergraduate educational experiences for students who wish to attend both institutions. Students are jointly admitted to both institutions which results in expanded student options and services, improved academic program articulation, and utilizes resources at both institutions more efficiently and effectively.

WKU currently has joint admission agreements with KCTCS institutions: Bowling Green Technical College, Elizabethtown Community and Technical College, Henderson Community College, Hopkinsville Community College, Madisonville Community College, Owensboro Community and Technical College, and Somerset Community College.

### Project Finish

WKU Finish is a program in conjunction with the Council on Postsecondary Education's Project Graduate initiative. Its mission is to assist students who previously attended college and amassed 80 credit hours or more, but left before obtaining their degree. The program, located in Tate Page Hall 251 (second floor), assists such students in coordinating the resources, degree programs and departmental support to achieve degree attainment. Further information is available at <http://www.wku.edu/finish>, or call 1-877-WKU-GRAD (1-877-958-4723).

### Residency Determinations

Determination of residency for admission and tuition assessment is governed by state regulation 13 KAR 2:045. The regulation can be viewed on the Kentucky Council on Postsecondary Education web site at: <http://cpe.ky.gov/policies/academicpolicies/residency.htm>. Information about WKU's residency policy is available at <http://www.wku.edu/admissions/residency.php>.

### Transfer Evaluations

As a service to students who transfer to WKU from another institution, the Office of Admissions provides transfer evaluations of previously earned credits upon admission. Transfers within the state of Kentucky are guided by the state-wide general education transfer policy, which can be viewed on the Kentucky Council on Postsecondary Education website: <http://cpe.ky.gov/policies/academicinit/Transfer>. The evaluations serve as official assignment of credits to General Education Requirements. Acceptance of transfer credits for a particular major or minor is subject to approval by the appropriate academic department. Students transferring to WKU are required, as a part of the admission process, to provide the Office of Admissions with official transcripts from all previously attended institutions. Students may view transfer credit equivalencies online at <http://topnet.wku.edu>. Academic advisors review a student's iCAP degree audit report prior to the student's participation in the Academic Transitions Program (ATP).

WKU students occasionally enroll (usually during summer terms) in courses at other institutions. Transfer credit equivalency is available online at <http://www.wku.edu/admissions/transfer/transferhow.php>. Approval for courses to be applied to a major, minor, or certification program should be obtained from the appropriate academic department

head. Credit for a course in which a failing grade has been received can be earned only by repeating the course in residence unless prior written approval is granted by the head of the department in which the course is offered.

Refer to the section entitled "Transfer of Credits" in this catalog for more information.

### **Departments Requiring Additional Admission**

Students should be aware that several majors require admission to the program in addition to admission to Western Kentucky University. Students should contact the specific department to determine any additional admission requirements. Baccalaureate degree programs generally accept applications for admission by the third year of study, while associate degree programs generally accept applications by the second semester of the first year. Students interested in associate degree programs are encouraged to contact the department well in advance of initial enrollment.

University admission is required before departmental admission can be considered.

### **Admission Appeal Procedures**

When further consideration of an admission decision is desired, the University Admission Appeals Committee shall have the responsibility for reviewing the situation to determine if the decision was in keeping with existing policy.

An appeal will only be considered by this committee after a letter of appeal written and signed by the applicant has been submitted to the Director of Admissions clearly explaining the reasons the student feels an exception should be made. The letter of appeal should include details which the applicant considers appropriate. The University Admissions Appeals Committee will convene using the letter of appeal as the basis for decision. The applicant will be informed in writing of the decision of the committee.

Detailed procedural guidelines for requesting further consideration or for submitting an appeal to the University Admissions Appeals Committee may be obtained from the Director of Admissions.

For additional information concerning admission appeals, contact the Office of Admissions at [admissions@wku.edu](mailto:admissions@wku.edu).

### **Graduate Studies Admission**

Information regarding admission to Graduate Studies is published in the Graduate Studies Catalog or at [www.wku.edu/graduate](http://www.wku.edu/graduate). Address inquiries to the Office of Graduate Studies and Research at [graduate.studies@wku.edu](mailto:graduate.studies@wku.edu).

## **COLLEGE READINESS**

**Sharon Hunter, Coordinator of College Readiness**  
Wetherby Administration Building, Room 209  
Phone: (270) 745-2547  
Email: [college.readiness@wku.edu](mailto:college.readiness@wku.edu)  
Website: [www.wku.edu/getready](http://www.wku.edu/getready)

In order to maximize students' chances for success, WKU has implemented admissions/enrollment criteria and conditions that reflect a combination of individual measures (e.g., high school GPA, composite ACT) that, in combination are proven indicators of student persistence, retention and performance. WKU is placing a greater emphasis on placing students in advising tracks and first-year courses according to their readiness needs and declared major upon entry to ensure that incoming students are advised and placed in the appropriate level to maximize their success as University students. Our developmental program areas and academic support units provide students with the best opportunity to learn the mathematics, reading, and writing skills needed to be prepared for college level courses in those areas.

It is recommended that students requiring multiple developmental courses limit their registration in developmental courses to two in their first semester. This allows students to enroll in an array of credit-bearing course to complete their schedule and thus make tangible progress toward their degree in their first semester of enrollment.

### **Kentucky College Readiness Standards**

The Kentucky Council on Postsecondary Education (CPE), all public universities, and the KY Department of Education developed a set of college readiness indicators and learning outcomes for all incoming degree-seeking freshmen and transfer students with fewer than 24 semester credits. Failure to meet one or more of the standards constitutes a deficiency. Students who do not meet the college readiness standards are required to take a placement test in every area in which the standard is not met. Placement tests must be taken prior to orientation and/or registration in any course at WKU. WKU supports this policy; for more details see <http://cpe.ky.gov/policies/>.

### **All placement scores expire after one year (COMPASS, ACCUPLACER, KYOTE, and MPE).**

Students are permitted one retake of the Math Placement Exam (MPE) during that time period. The retake does not change the original test expiration and is taken in a proctored environment. The retake is given by the WKU testing center, for hours of operation and locations see: <http://www.wku.edu/testing/> or call the Math testing center at (270) 745-2141; an appointment is recommended.

The current **College Readiness Standards** established by the Kentucky Council on Postsecondary Education are as follows:

- **ACT scores** (taken after 10/1989)
  - **English:** 18 or higher
  - **Mathematics**
    - General Ed 19 or higher
    - College Algebra 22 or higher
    - Calculus 27 or higher
  - **Reading:** 20 or higher
- **SAT scores**
  - **English:** 430 or higher on Writing, OR 450 or higher on Critical Reading
  - **Mathematics**
    - General Ed 460 or higher
    - College Algebra 510 or higher
    - Calculus 610 or higher
  - **Reading:** 470 or higher on Critical Reading
- **COMPASS test scores**
  - **English:** 74 or higher
  - **Mathematics**
    - General Ed 36 or higher
    - College Algebra 50 or higher
    - Calculus N/A
  - **Reading:** 85 or higher
- **KYOTE test scores**
  - **English:** 6 or higher
  - **Mathematics**
    - General Ed 22 or higher
    - College Algebra 14 or higher
    - Calculus TBD
  - **Reading:** 20 or higher

Students with any academic deficiencies are required to enroll and successfully complete with a grade of “C” or better in all necessary **developmental courses** during their first two semesters at WKU. Please be aware, these developmental courses do not contribute to the credits required for graduation and will not be calculated in the GPA.

Each developmental course is a three-hour institutional credit course. The credit hours for courses beginning with a zero course number, like 055C, 080C, or 096C, do not apply toward graduation but do count toward enrollment status for purposes of financial aid eligibility and full-time student status. Students transferring to Western Kentucky University with an Associate of Applied Sciences, Associate of Arts, Associate of Science degree, or equivalent, from an accredited postsecondary institution will be considered proficient in the three basic skill areas of English (writing), mathematics, and reading.

The following developmental courses are available at WKU:

- **Developmental English**
  - DENG 055C: Fundamentals of Composition (3 credit hours)
- **Developmental Mathematics**
  - DMA 055C: Basic Algebra Skills (3 credit hours)
  - DMA 096C: Intermediate Algebra (3 credit hours)
- **Developmental Reading**
  - DRDG 080C: College Reading Strategies (3 credit hours)

Please be aware, some college-level courses have a **prerequisite** that is higher than the College Readiness Standards set by CPE and could result in a student needing to take a developmental or supplemental course(s). Additionally, some academic programs or courses may require higher ACT or SAT test scores as prerequisites to enter those programs or courses.

## ACADEMIC TRANSITIONS PROGRAM

**Greg Purpus, Assistant Director of Admissions**  
**Geneva Taylor, Orientation Specialist**  
**Potter Hall, Room 115**  
**Phone: (270) 745-4242**  
**Website: <http://www.wku.edu/atp>**

The Academic Transitions Program (ATP) is a required orientation for all degree-seeking undergraduate students attending WKU for the first time. The purpose of this program is to help new students become familiar with WKU, take placement exams, learn about campus programs and activities, meet with an academic advisor, and register for classes. An optional parent program runs simultaneously on most ATP dates for parents of students who attend the program. **Students must be officially admitted to the university to be eligible to register for ATP.** Once admitted, students will receive information via email from ATP on how to schedule a date. *There is a non-refundable fee for students and guests.*

**Freshman ATP** is a **one-day** orientation that takes place primarily on the main campus in Bowling Green. All first-year students are **required** to participate throughout the entire day to be registered for classes. Students who arrive late or leave early must reschedule for another date. A variety of fall semester ATP dates are available in March, April, June, July and August. Students planning to begin course work in the spring semester may attend the program in late January. ATP dates are available on a first come, first served basis. Reservations must be made online at least four business days before the program date.

**Transfer ATP Online** is a required program for transfer students with at least 24 earned hours from another accredited post-secondary institution. Transfer ATP Online provides information regarding what to expect as a

transfer student. This includes policies, procedures, academic departments, student services, and more. All transfer students are **required** to complete Transfer ATP Online in order to register for classes. Once students have successfully completed the ATP process, they are able to contact an advisor and receive assistance with choosing and registering for classes via phone, Email, or in person.

Students planning to attend a **regional campus location** ( Elizabethtown, Ft. Knox, Glasgow, or Owensboro) are not required to participate in the programs above. Please contact your regional campus location for registration details.

An additional required orientation for newly enrolled **international students** is conducted by International Student and Scholar Services (ISSS). Contact ISSS at [iss@wku.edu](mailto:iss@wku.edu) for additional information.

Please visit [www.wku.edu/atp](http://www.wku.edu/atp) or [www.wku.edu/transferatp](http://www.wku.edu/transferatp) for more information on these programs. You may also connect with us on Facebook at <http://fb.me/wkuatp> or Twitter at @WKUatp.

## ACADEMIC ADVISING AND RETENTION CENTER

**Student Success Center, DUC A330**  
**Phone: (270) 745-5065, Fax: (270) 745-5421**  
**Email: [academic.advising@wku.edu](mailto:academic.advising@wku.edu)**  
**Website: [www.wku.edu/advising](http://www.wku.edu/advising)**

### Advising

The Academic Advising and Retention Center (AARC) provides a wide range of academic services to undergraduate students. The Center coordinates academic advising activities among undergraduate colleges and academic departments for undergraduate students. All baccalaureate degree-seeking undergraduate students must meet with an academic advisor prior to registering for classes each semester. The academic advisor assists the student in the selection of courses that will provide appropriate preparation for his/her career objectives and assures timely completion of degree program requirements. Academic advisors at WKU will also provide guidance regarding academic resources, internship possibilities, and key information for student success while working toward graduation.

### Advising System

The advising system is structured to provide assistance for students who are Exploratory as well as those who have clearly defined academic career objectives. Students with a declared major work closely with an advisor from the academic department that administers their particular program of study. Beginning freshmen and transfer students who enter the University with tentatively selected programs of study (pre-major students) are also assigned academic advisors in their chosen disciplines. A beginning freshman who has not selected a major (an Exploratory student) is advised by the staff of the AARC. The student's advisors name may be found in TopNet.

### Attendance Notification

AARC provides class attendance notification services as requested by students and faculty. When requested by students, notifications of absences resulting from personal emergencies are relayed to faculty. In addition to this official notification, it is the student's responsibility to contact each professor to make arrangements to complete missed assignments and tests. AARC also notifies students of excessive absences reported by faculty.

### Change of Major, Minor, Concentration, and/or Advisor

Changes in majors, minors, concentrations, and advisors are made upon request by students. Students must submit a *Major, Minor, Concentration, Advisor Change Form* to the academic department that administers the student's chosen program. This form is available online for students in TopNet. Once in TopNet, click on Student Services, Student Records, and finally Change of Major, Minor, Concentration, Advisor. This form will walk students through the process and will allow an opportunity to correct any errors prior to printing the form. After printing the form, students are required to bring the form to the new major department listed to obtain requested signatures. Regional Campus students should bring the form to their Regional Campus advisor for processing.

### Change of Enrollment Status

Students who have fulfilled their conditions of admission may change their major via the Major/Minor/Advisor Change Form. The student should meet the following requirements by the term in which the move is to be effective: (a) have successfully completed a minimum of 24 degree hours at WKU; (b) earned 2.0 or higher cumulative GPA, and (c) have no Pre-College Curriculum deficiencies.

### Academic Probation

The academic probation and dismissal processes for Western Kentucky University are administered by the Academic Advising and Retention Center. AARC utilizes two of its programs to provide students with resources to reach academic good standing: The Best Expectation Programs (BEP) and The Learning Center (TLC). Participation in BEP is required of any student who was admitted to a baccalaureate degree program with a developmental/supplemental need in English and Reading or those who are not in good academic standing; however, any student may choose to voluntarily participate in BEP.

The mission of BEP is to equip our diverse undergraduate student population with the necessary resources to improve his/her academic performance. We work with each student individually to identify realistic academic goals, as well as addressing other academic and non-academic concerns. BEP provides students with intrusive advising, workshop opportunities, study hall, and tutoring services through The Learning Center. Ultimately, the efforts of BEP will help retain at-risk students, encourage persistence, and assist in successful degree completion from WKU.

### The Learning Center (TLC)

**Student Success Center, DUC A330**  
**Phone: (270) 745-6254 (TLC front desk)**  
**Website: [www.wku.edu/tlc](http://www.wku.edu/tlc)**

The Learning Center (TLC) is a service division within the Academic Advising and Retention Center (AARC). The mission of TLC is to promote student success, enhance student performance, and increase student retention at Western Kentucky University. TLC helps students become better learners by providing tutoring, workshops, and outreach services. All services of TLC are free to WKU students. Students may utilize the study space for individual study needs, use the computer lab to complete academic coursework, or request a tutoring appointment for assistance with difficult course concepts. Each semester TLC facilitates the *Academic Advantage Series: Workshops for Success*. This workshop series includes topics such as time management, study skills, test taking strategies, and other academic areas of interest. TLC also facilitates Peer Assisted Study Sessions (PASS) to assist professors with challenging courses with high enrollment. The Academic Advising and Retention Center encourages students to utilize these services as a source of academic support. TLC helps students enhance their academic performance and sharpen their skills to be successful Western Kentucky University graduates. TLC...Come grow with us!

## REGISTRATION AND STUDENT RECORDS

**Freida K. Eggleton, University Registrar**  
**Potter Hall, 2nd Floor**  
**Phone: (270) 745-3351; Fax: (270) 745-4830**  
**Email: [registrar@wku.edu](mailto:registrar@wku.edu)**  
**Website: [www.wku.edu/registrar](http://www.wku.edu/registrar)**

The Office of the Registrar provides a variety of academic services to the university community, including students, faculty, staff and alumni.

### Degree Certification and Commencement

The Office of the Registrar is responsible for determining that all degree requirements have been met. Two commencement ceremonies are held annually. A May ceremony recognizes those students who complete all degree requirements at the end of the spring semester or who demonstrate that all requirements can be fulfilled during the summer term. A ceremony is held in December for those students who complete all degree requirements at the end of the fall semester.

### Enrollment Verification

The Office of the Registrar provides enrollment verification services to students and external agencies.

### Name and Address Changes

Biographical/demographical information about each student is collected and updated through this office. It is the responsibility of each student to keep the Office of the Registrar informed of the correct local, permanent and billing address; changes may also be made on-line through TopNet. A name change will be processed based on the social security card that verifies the correct name, and changes must be submitted in writing to this office.

### Registration

Registration services are available through TopNet, WKU's student information system available through the web. All continuing students use this system for initial registration each term and to perform drop/add activities. TopNet, which is accessed using a personal identification number, can also be used to access the student's class schedule and to obtain grades at the end of each term.

Details regarding registration policies and procedures are published in the Registration Guide each term. This information can also be accessed on the Office of the Registrar website at [www.wku.edu/registrar](http://www.wku.edu/registrar).

### Transcripts

The Office of the Registrar is the permanent repository for the official academic record of each student. Official transcripts of the academic record are made available to students in accordance with the Family Educational Rights and Privacy Act. Transcripts are released only upon written request from the student. Information about transcript requests is available on the Office of the Registrar website at [www.wku.edu/registrar](http://www.wku.edu/registrar).

## EXPENSES AND FEES

Belinda Higginbotham, Bursar  
Potter Hall, Room 208  
Phone: (270) 745-6381; Fax: (270) 745-6584  
Email: [billings.receivables@wku.edu](mailto:billings.receivables@wku.edu)  
Website: <http://www.wku.edu/bursar>

Ms. K. Ann Mead, Vice President for Finance  
and Administration  
Wetherby Administration Building, Office G-13  
Phone: (270) 745-2434

Tuition and Fee Schedule		
UNDERGRADUATE	FULL-TIME	SUMMER TERM, WINTER TERM AND PART-TIME PER CREDIT HOUR
Resident	\$ 4,236.00	\$353.00
Non-Resident	\$10,500.00	\$875.00
<b>GRADUATE (Note A)</b>		
Resident		\$467.00
Non-Resident (Domestic)		\$583.00
International		\$962.00
<b>TUITION INCENTIVE PROGRAM</b>		
Undergraduate	\$5,508.00	\$459.00
<b>DISTANCE LEARNING COURSE (Note B)</b>		
Undergraduate		\$424.00
Graduate		\$560.00
<b>PROFESSIONAL MBA</b>		
Continuing Students – Prior to Fall 2012	\$4,566.00	
New Students – Beginning Fall 2012	\$4,794.00	
<b>DOCTOR OF NURSING PRACTICE</b>		
Resident		\$562.00
Non-Resident		\$843.00
<p>Full-time students are undergraduates who enroll in 12 hours or more of coursework during Fall and Spring terms. The full-time tuition rate applies to undergraduate students taking 12-18 credit hours (either exclusively on-campus or a combination of on-campus and distance learning). Full-time undergraduate students will be assessed an additional per credit hour fee equivalent to the per hour tuition rate for course loads exceeding 18 hours a semester.</p> <p>Full-time undergraduate students enrolled in both on campus and distance learning courses will be assessed an additional Distance Learning Course fee of \$71.00 per credit hour for each distance learning credit hour in which they are enrolled.</p> <p><b>Note A:</b> Graduate tuition and fees are assessed per credit hour based upon the course (i.e., on-campus or distance learning.) There is no full-time graduate rate.</p> <p><b>Note B:</b> The Distance Learning course rate is for all part-time students, regardless of residency, enrolling in on-line, web-based courses. Students enrolled exclusively in distance learning courses will be assessed the distance learning per hour rate regardless of the number of hours enrolled. There is no full-time distance learning rate.</p> <p>Included within the above rates are a \$212 Student Athletic Fee, \$60 Student Centers Fee and \$70 Downing University Center renovation fee. The fees are prorated to part-time undergraduate and graduate students on a per hour basis. These fees do not apply to the Distance Learning rates.</p> <p><b>*Quoted tuition and fees are based on the projected Fall 2012 semester rates and are subject to change by the Kentucky Council on Postsecondary Education or Western Kentucky University. Refer to the Tuition and Fees website at <a href="http://www.wku.edu/bursar">www.wku.edu/bursar</a> for current rate information.</b></p>		

### Other Expenses (Per Semester)

#### Meals

(Approximately) \$1,071 - 1,575

WKU has numerous eating facilities available. See the section on food service facilities for more information on food services and meal plans.

#### Textbooks/Course Materials

The cost of course materials vary, but an average of \$30 per credit hour is usually close. Course Materials also vary in cost based on their format - traditional books (new and used), rental books, and e-books. The WKU Store offers all formats, specializing in affordable used books and custom, non-traditional formats.

Visit [www.wkustore.com](http://www.wkustore.com) to determine your course material needs. In-store or online, The WKU Store is your best choice because they get it right the first time. For accuracy, convenience, and best savings, enroll in The WKU Store Textbook Reservation Program, available through TopNet for Fall and Spring semesters.

#### Personal

Students should also make budget allowances for miscellaneous personal expenses and travel that will vary greatly depending upon individual habits and needs but are estimated to range from \$300 to \$600 per semester.

#### Rooms Per Semester

Throughout our 15 residence halls a variety of living options including community bath, suite-style rooms and rooms with private baths. The majority of rooms in the residence halls are designed for double occupancy. The cost for these rooms for the 2012-2013 academic year ranges from \$1,945 to \$2,145 per semester. Rates are per student, double occupancy. On-campus housing is also available for summer term at a double occupancy rate of approximately \$100 per person for each week in residence. Please contact the Department of Housing and Residence



## Enrolling at WKU

Life for additional information or visit our website at [www.wku.edu/housing](http://www.wku.edu/housing).

### Program Expenses in College of Health and Human Services

Students enrolled in the College of Health and Human Services programs should consult with the appropriate department/school about potential expenses required for program completion; for example, some students may be required to undergo criminal background checks and drug testing and to provide proof of health insurance, liability insurance and/or immunization records prior to participating in any required experiences at selected off-campus facilities/agencies. Additionally, there may be certifications, training seminars or other requirements specified by the facility/agency that a student must meet in order to be eligible for field or practical experiences at the facility. It is the responsibility of the student to ensure that all institutional and/or facility requirements are met as a condition of participating in the on- or off-campus experiences; students may be responsible in part or in full for any costs incurred to meet such requirements. Students are also responsible for transportation to and from off-campus experiences. In some CHHS programs, the students are responsible for rental fees for clinical instruments and supplies, purchasing uniforms, equipment and possible course and program fees above the regular tuition. (For example, a per semester program fee will be assessed to students enrolled in the BSN pre-licensure program.) At the completion of the program, students may also be responsible for fees related to national and regional licensing exams. These requirements vary across programs within the college.

### Course Fees

Occasionally there is an additional fee charged in relation to a specific course. Refer to the Course Fees chart on the Tuition and Fees Website at [www.wku.edu/bursar](http://www.wku.edu/bursar) for specific courses and related fees.

### Schedule Change Fee

A \$50 schedule change fee will be assessed per course for student-initiated schedule changes. Effective dates for the fee are printed in each term's Registration Guide, available from the Office of the Registrar or online at [www.wku.edu/registrar](http://www.wku.edu/registrar).

### Late Registration Fee

Students who register for classes beginning the first day of a term will be assessed a \$50 late registration fee.

### Fees for Auditing Courses

All students who audit a course are charged the same tuition and fees they would pay if they took the course for credit.

### Application for Graduation Fee

Candidates for the associate and baccalaureate degree will be charged a fee of \$50. This fee will cover the cost of cap and gown, diploma and other necessary expenses. The graduation fee must be paid and the Application for Graduation must be filed after 90 hours are earned for baccalaureate degree students and after 48 hours are earned for students pursuing associate degrees. Candidates for a certificate will be charged a fee of \$15. Contact the Office of the Registrar for additional information.

Tuition Incentive Program (TIP) for Out-Of State Students				
Western Kentucky University offers a Tuition Incentive Program (TIP) to qualified undergraduate students who are residents of the following counties in Tennessee, Indiana, Missouri, Illinois, Ohio, Georgia, and Florida.				
Tier 1 (Based on County of Residence)				
Tennessee	Indiana	Illinois	Ohio	Missouri
Clay Cheatham Davidson Dickson Houston Humphreys Jackson Maury Montgomery Pickett Rutherford Shelby Smith Stewart Trousdale Williamson Wilson	Clark Crawford Dearborn Dubois Floyd Gibson Harrison Jefferson Marion Ohio Perry Pike Posey Ripley Scott Spencer Switzerland Vanderburgh Warrick	Alexander Edwards Gallatin Hardin Madison Massac Pope Pulaski St. Clair Wabash White	Butler Clermont Hamilton Montgomery Warren	St. Charles St. Louis
Tier 2* (Based on County of Residence)				
Georgia		Florida	Illinois	
Clayton Cobb DeKalb Fulton Gwinnett		Hillsborough Manatee Pinellas Polk	Cook DuPage Kane Lake McHenry	
*Students in Tier 2 are not eligible for the TIP Scholarship (TIPS). Note: TIP and TIPS are different. TIP is a tuition rate, TIPS is a scholarship.				
National/International Academic Scholarship (NIAS)				
Any nonresident beginning freshmen with a 3.4 unweighted GPA and a 24 ACT/1090 SAT (or transfer with 24 earned hours and 3.4 GPA) is eligible to be considered for an academic scholarship that will pay the difference between the out-of-state rate and the TIP rate. Eligibility determined by the Student Financial Assistance office.				
Out-of-State Tuition Waiver				
Residents of Macon, Robertson, and Sumner Counties, Tennessee are eligible to pay in-state registration fees by virtue of a reciprocity agreement between Kentucky and Tennessee.				

**Transcript Fee**

A \$7.00 fee is charged for an official transcript. Official transcripts may be ordered through the Office of the Registrar; additional information is available at: [www.wku.edu/registrar](http://www.wku.edu/registrar).

**Parking and Transportation Services**

Parking and Transportation Services' mission is to maintain campus parking inventory and employ transit resources to help students reach their desired destination. The department handles parking permit sales, maintains the parking areas, and provides enforcement for parking violations. Students are encouraged to leave their vehicles at home as parking is limited on the main campus. Students may utilize the free transit service to travel between locations on the main campus, to and from South Campus, and to various off-campus shopping destinations. Off campus destinations include Kroger, Walmart, Greenwood Mall, Great Escape Theatres, and Barnes & Noble. If students find it necessary to bring a vehicle to campus, a parking permit is required for all motor vehicles or motorcycles. Permits may be purchased at Parking and Transportation Services located at South Campus or ordered online. For more information, call 270-745-2361 or visit [www.wku.edu/transportation](http://www.wku.edu/transportation).

**Fee Payment**

All tuition, housing fees, course or laboratory fees, meal charges, student health service charges, and other assessments, fees and charges are due and payable in accordance with the statements rendered by the appropriate university office.

Tuition, housing fees, meal plans and other student charges must be paid on the date a student registers or on other dates as specified by the Office of Billings and Receivables. Students who do not make payment of required tuition and fees are not registered students. Payment of fees will not be deferred, unless the student participates in one of the approved payment plans as described below.

The University expects the students to be financially responsible and not be delinquent in financial obligations to the University or to any department or division of the University. A student who fails to meet a financial obligation by the due date of the notice from the appropriate university official will be subject to regulations promulgated by the University. If the student does not settle the obligation by the date designated on the notice, the appropriate business office shall notify the Registrar. After the Registrar has been notified that a student is delinquent, the Registrar shall not allow the student to register or to obtain an official transcript until the Registrar has been notified that the obligation has been settled.

The University expects all students to register for classes and pay tuition prior to the first day of class. Class schedules may be canceled for students who fail to pay or make arrangements to pay by the due date on the statement rendered by the University. A late payment charge of \$100 may be assessed for failure to pay by the designated due date. **Failure to receive a bill does not relieve the student of the obligation to pay tuition and fees by the due date.** The university no longer creates and mails printed billing statements. All billing is electronic with students receiving notifications through their university-assigned email addresses. As an added service, students can also select a billing Email address via TopNet so they can have their account statements sent to an additional Email address.

**In the event that any tuition, fees and/or expenses are not paid when due, and the University undertakes collection of any unpaid portion, the student shall also be assessed and be responsible for any collection costs incurred by the University. Delinquent accounts receivable are placed with a collection agency and collection costs will be added, increasing the amount owed. Accounts will also be reported to the National Credit Bureaus.**

**Payment Options**

Payments must be made in US dollars drawn on a US bank. WKU will accept cash, check, or money order in the Billings and Receivables Office, Room 208, Potter Hall.

All checks should be made payable to: Western Kentucky University.

*Mailing Instructions.* Always return the bottom portion of the invoice. The University uses a bank-processing center in Charlotte, North Carolina for faster processing.

Mail check payments to:  
Western Kentucky University  
P.O. Box 890784  
Charlotte, NC 28289-0784

## Enrolling at WKU

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Payments being sent by overnight/express (such as Fed-Ex, etc.) should be sent directly to:

Billings and Receivables Office  
Western Kentucky University  
1906 College Heights Blvd #11022  
Bowling Green, KY 42101-1022

Mail the bottom portion of your invoice with your check or money order. Please make sure your student identification number is written on the check or money order. Always allow at least seven to ten business days when paying by mail. Please do not mail cash.

### Credit Cards

Because of high service and processing costs, the Billings and Receivables Office at WKU does not accept credit cards as a method to pay student account charges such as tuition, fees, room and board. We believe the savings realized by the University can be better utilized for academic endeavors. Credit cards will continue to be accepted at campus locations other than the Billings and Receivables Office.

We have contracted with Tuition Management Systems (TMS) to allow students to pay their bill with a Master Card, Discover or American Express credit card for a convenience fee of 2.99 percent of the amount of the payment. VISA is not accepted.

To make a credit card payment with a convenience fee online, visit Tuition Management Systems at [wku.afford.com](http://wku.afford.com) and select Pay In Full. Note: You will be prompted to enter your social security number, not your WKU ID.

You can make a credit card payment with a convenience fee via telephone by contacting TMS at 800-722-4867. (Note: At the menu, please press 2, then press 3 to be transferred to a payment specialist.)

### Electronic Payments

Make an electronic payment from your checking or savings account without a convenience fee. Visit Tuition Management Systems at [wku.afford.com](http://wku.afford.com), select Pay In Full and then select Pay In Full Online Using a Checking or Statement Savings Account. Note: You will be prompted to enter your social security number, not your WKU ID.

### Depository

Your payment may be placed in the depository located outside of the second floor entrance of Potter Hall. Always include the bottom portion of your invoice statement with your check or money order when using the depository. It is important that your student identification number is written on the check or money order. Please allow two to three business days for depository payments to post to your account. Please do not place cash in the depository.

### Payment Plans

Western Kentucky University offers interest-free monthly payment plans through our partnership with #1 rated Tuition Management Systems (TMS). Students and their parents have the option of choosing an annual payment plan, spread out over 10 monthly payments beginning June 1, which includes educational expenses for both the fall and spring semesters. Another option available is to set up a single semester payment plan for the current semester in which the student is enrolled. Payment plans are not available for the winter or summer terms.

For the Fall 2012 semester, we will offer the following interest-free payment plans.

5-pay - Payments due June 1, July 1, August 1, September 1, and October 1.

4-pay - Payments due July 1, August 1, September 1 and October 1.

Enrollment Fees for the Payment Plans: An non-refundable application fee of \$60 is required with each annual payment plan enrollment or \$40 for each semester payment plan enrollment. This fee must be included with the completed enrollment form with TMS. The payment plan enrollment includes personal account service, automated account information 24 hours a day, access to your account through their web site, [wku.afford.com](http://wku.afford.com), and even gives you a chance to win a \$5,000 Tuition Management Systems Scholarship. Visit Tuition Management Systems online at [wku.afford.com](http://wku.afford.com) or call 800-722-4867 for more information on payment options, free education payment counseling and the many ways they can help you afford education. If you need additional assistance or wish to contact the University about these matters, please contact the WKU Billings and Receivables Office at (270) 745-6381.

### The WKU Debit Card – The “ONLY” Way to Select How You Will Receive University Refunds

Western Kentucky University has partnered with Higher One, a financial services company that specializes in student refund services. All refunds are disbursed through Higher One. Upon registration, students will be mailed a WKU Debit Card with the MasterCard logo in a bright green envelope. Students will use the card to select their refund preference.

Refunds are delivered to students by the option that they choose when selecting their refund preference at [WKUDebitCard.com](http://WKUDebitCard.com):

1. Same day deposit to the OneAccount
2. ACH Transfer (Direct Deposit) to their current bank account (Funds available in 2 – 3 business days.)

The university will not issue refund checks, so students must use the WKU Debit Card to access the Higher One website and choose an option for receiving any refunds. For questions about the WKU Debit Card, please contact the Card/Collections Office at (270) 745-5551 or Email [wkudebitcard.questions@wku.edu](mailto:wkudebitcard.questions@wku.edu).

### Tuition and Fee Refund Policy

A refund of tuition shall be made if a student officially withdraws or is dismissed from the University during the first three weeks of a regular semester. Tuition refunds or reductions in outstanding fee liabilities for students who officially withdraw through TopNet or the Office of the Registrar, or who change their status from full-time to part-time or further reduce their part-time status through drop/add, will be made according to the following schedules:

Fall and Spring Semesters	
Official Withdrawal Period	Tuition Refund Percentage
Through first 6 days of classes	100%
From the 7 <sup>th</sup> day of class through the end of the second week	50%
Through the end of the third week	25%
No refund after the third week of classes	
Fall and Spring Bi-Term Classes	
Official Withdrawal Period	Tuition Refund Percentage
Through first 3 days of classes	100%
4 <sup>th</sup> and 5 <sup>th</sup> days of classes	50%
6 <sup>th</sup> and 7 <sup>th</sup> days of classes	25%
No refund after the 7 <sup>th</sup> day of classes	
Winter Term 3-Week Session	
Official Withdrawal Period	Tuition Refund Percentage
Through first 2 days of classes	100%
3 <sup>rd</sup> day of classes	50%
No refund after the 3 <sup>rd</sup> day of classes	
Summer 13-Week Session	
Official Withdrawal Period	Tuition Refund Percentage
Through first 5 days of classes	100%
6 <sup>th</sup> through 8 <sup>th</sup> days of classes	50%
9 <sup>th</sup> through 12 <sup>th</sup> days of classes	25%
No refund after the 12 <sup>th</sup> day of classes	
Summer 8-Week Session	
Official Withdrawal Period	Tuition Refund Percentage
Through first 3 days of classes	100%
4 <sup>th</sup> and 5 <sup>th</sup> days of classes	50%
6 <sup>th</sup> and 7 <sup>th</sup> days of classes	25%
No refund after the 7 <sup>th</sup> day of classes	

Summer 7-Week Session	
Official Withdrawal Period	Tuition Refund Percentage
Through first 3 days of classes	100%
4 <sup>th</sup> and 5 <sup>th</sup> days of classes	50%
6 <sup>th</sup> and 7 <sup>th</sup> days of classes	25%
No refund after the 7 <sup>th</sup> day of classes	
Summer 6-Week Session	
Official Withdrawal Period	Tuition Refund Percentage
Through first 3 days of classes	100%
4 <sup>th</sup> day of classes	50%
5 <sup>th</sup> day of classes	25%
No refund after the 5 <sup>th</sup> day of classes	
Summer 5-Week Session	
Official Withdrawal Period	Tuition Refund Percentage
Through first 3 days of classes	100%
4 <sup>th</sup> day of classes	50%
5 <sup>th</sup> day of classes	25%
No refund after the 5 <sup>th</sup> day of classes	
Summer 4-Week Session	
Official Withdrawal Period	Tuition Refund Percentage
Through first 3 days of classes	100%
4 <sup>th</sup> day of classes	50%
No refund after the 4 <sup>th</sup> day of classes	
Summer 3-Week Session	
Official Withdrawal Period	Tuition Refund Percentage
Through first 2 days of classes	100%
3 <sup>rd</sup> day of classes	50%
No refund after the 3 <sup>rd</sup> day of classes	

\*The refund percentage is applied to the number of credit hours dropped, not the dollar amount of tuition and fees assessed.

\*Course fees are non-refundable after the 100% refund period.

\*The refund policy is subject to change based upon federal regulations or by Western Kentucky University without prior notice.

## FINANCIAL ASSISTANCE

Cindy Burnette, Director  
 Department of Student Financial Assistance  
 Potter Hall, Office 317  
 Phone: (270) 745-2755  
 Website: [www.wku.edu/financialaid/](http://www.wku.edu/financialaid/)

The Department of Student Financial Assistance is dedicated to assisting academically capable students with sufficient resources to enable them to meet their educational costs. The major purpose of financial aid is to supplement, rather than to replace, family and student resources.

The Financial Aid Programs listed below require the student to make satisfactory academic progress toward a degree.

TYPE OF AID	QUALIFICATIONS	REQUIRED FORMS
<b>GRANTS</b>		
Federal Pell Grant	U.S. Citizen, Financial Need, 1st Undergraduate Degree	Free Application for Federal Student Aid (FAFSA)
College Access Program (CAP)	U.S. Citizen, Kentucky Resident, Minimum of 6 Hrs., 1st Undergraduate Degree	Free Application for Federal Student Aid (FAFSA)
Federal Supplement Educational Opportunity Grant (SEOG)	U.S. Citizen, Pell Grant, High Need, Minimum of 6 Hrs., Priority given to F/T students	Free Application for Federal Student Aid (FAFSA)
Federal Teacher Assistance for College and Higher Education Grant (TEACH)	U.S. Citizen, eligible for admission to WKU Teacher Education Program, minimum GPA of 3.25, sophomore, minimum of 1 hour	Free Application for Federal Student Aid (FAFSA)
<b>LOANS</b>		
Federal Perkins Loan	U.S. Citizen, Minimum of 6 Hrs., Priority given to most needy F/T Undergraduate	Free Application for Federal Student Aid (FAFSA)
Federal Direct Stafford Loan (subsidized)	U.S. Citizen, Minimum of 6 Hrs., Need based	Free Application for Federal Student Aid (FAFSA)
Federal Direct Stafford Loan (unsubsidized)	U.S. Citizen, Minimum of 6 Hrs., Non-need based	Free Application for Federal Student Aid (FAFSA)
Federal Direct Parent Loan for Undergraduate Students (PLUS)	U.S. Citizen, Non-need based	Free Application for Federal Student Aid (FAFSA) Separate Application
<b>STUDENT EMPLOYMENT</b>		
Federal College Work-Study Program (CWSP)	U.S. Citizen, Need based, Minimum of 6 Hrs.	Free Application for Federal Student Aid (FAFSA)
America Reads Program (FWSP)	America Reads Eligibility, U.S. Citizen Need based, Minimum of 6 Hrs.	Free Application for Federal Student Aid (FAFSA)
Community Service Program (FWSP)	U.S. Citizen, Need based, Minimum of 6 Hrs.	Free Application for Federal Student Aid (FAFSA)
Institutional Work Program (INST)	Non-need based	Free Application for Federal Student Aid (FAFSA)
Full-time Summer Employment	Need and Non-need based	Free Application for Federal Student Aid (FAFSA) Summer Application
Referral Service for Off-Campus	None	Job Placement
All applications are available in the Department of Student Financial Assistance, phone (270) 745-2755.		

**Application Priority Filing Dates**

Fall Semester – As soon after January 1 as possible

Winter Session - October 1

Spring Semester - October 25

Summer Session - March 20

**Winter and Summer Financial Aid**

Limited funds are available for winter and summer session(s) in the areas of grants, loans and student employment. Students will be awarded by SFA Office after registering for their classes and will be notified via Email of their award.

**Payments of Awards**

Awards are normally made on an academic year basis conditional with fulfilling academic and registration requirements. Financial aid is disbursed at the beginning of each semester and is applied directly to tuition and fees, housing, meal plans and any other applicable charges. Awarded amounts in excess of institutional charges are made payable to the WKU Debit Card. Student employment wages are distributed every two weeks via the WKU Debit Card.

All first-time Stafford Loan recipients are required to complete an entrance counseling session and Master Promissory Note (MPN) prior to their loan funds being disbursed and an exit counseling session prior to graduation or withdrawing from the University. This can be done online at [studentloans.gov](http://studentloans.gov).

**Renewal Procedures**

Financial aid awards are calculated on current financial information. Therefore, a new financial aid form must be filed each year. Students may apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students will need a PIN in order to sign their FAFSA electronically; apply for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov).

**Academic Eligibility and Financial Aid**

In the event that satisfactory progress is not maintained, financial aid funds must be withheld. If satisfactory progress has been re-established after successful completion of a semester, winter or summer term, the student may be considered for re-evaluation for financial aid. A student on academic probation is not making satisfactory academic progress. The SAP policy may be viewed at: <http://wku.edu/financialaid/sap.php>.

**Other Assistance Programs****Kentucky Educational Excellence Scholarship (KEES)**

KEES is a program administered by the Kentucky Higher Education Assistance Authority. Kentucky high school students who earn 2.5 or better while in high school can qualify for KEES scholarship while enrolled in an institution of higher education. Students can retain this scholarship for 8 semesters while in college by maintaining the required GPA. Students entering for the first time during the 2009-10 academic year or later will be subject to the new “on track to graduate” guidelines.

**Dependents of War Veterans**

Dependents and spouses of Kentucky Disabled War Veterans may be eligible for a Waiver of Tuition through the provisions of KRS 164:505-515 in any state-supported institution of higher education. Eligibility for the Waiver of Tuition may be determined by making application to the Kentucky Department of Veterans Affairs, 545 South Third St., Louisville, KY 40202..

**Veterans Educational Benefits**

Some of the programs offered by Western Kentucky University have been approved by the Kentucky Approving Agency for Veterans Education for persons eligible to receive VA educational benefits. There are several categories of educational benefits for eligible students including Montgomery GI Bill, Chapter 30 (active duty), Chapter 33 (Post 9/11), Chapter 1606 and 1607 (reserve/national guard), Chapter 35 (Dependents Educational Assistance Program), Chapter 32 (Veteran's Educational Assistance Program) and Chapter 31 (Vocational Rehabilitation). Questions regarding eligibility for Chapters 30, 32, 33, 35, 1606 and 1607 educational benefits should be directed in writing to the VA Regional Office, PO Box 66830, St Louis, MO 63166-6830 or by calling toll free (888) 442-4551. Chapter 31 questions should be directed to VA Regional Office, 545 South Third St, Louisville, KY 40202-1838, or you may telephone (502) 582-5836. Contact the Veterans' Coordinator at (270) 745-3732, for assistance in using/applying for these benefits at Western Kentucky University.

**Vocational Rehabilitation**

Students with a physical disability may qualify for grants-in-aid providing a considerable part of college-related costs. Students should apply for this aid through the Vocational Rehabilitation Office nearest the student's hometown.

**Academic Scholarships****Beginning Freshmen**

Academic scholarships are awarded based on academic achievement (GPA, rank in class and ACT/SAT scores),

participation in extracurricular activities and leadership. Scholarships also are available through a few academic departments. Leadership scholarships are awarded based on demonstrated leadership activities in high school and leadership potential. Applications may be obtained from a high school counselor or from the Department of Student Financial Assistance or online at [www.wku.edu/scholarship](http://www.wku.edu/scholarship). To receive full consideration by the scholarship committee, applications must be postmarked by January 15.

The University's most prestigious award is the Presidential Scholarship. This scholarship is based on academic achievement (3.95 GPA, 31 ACT / 1360 SAT), supplemental essays, letters of recommendation and a formal interview process. The Presidential Scholarship is renewable for up to four years. For more information about this scholarship visit: <http://www.wku.edu/scholarship/incoming.php>.

### Community College / KCTCS Transfers

Transfer students who have completed two years at a community or junior college may apply for a Community / Junior College scholarship awarded on the basis of college academic achievement. In addition, transfer students from KCTCS with an Associate's Degree may apply for a transfer scholarship. Applications may be obtained from a community college counselor or from the Department of Student Financial Assistance. To receive full consideration by the scholarship committee, applications must be postmarked by April 1. Students transferring from another four-year institution are not eligible for this award.

### Returning Students

Students enrolled full-time at WKU may apply for an academic scholarship for the next academic year by completing the application between February 1 and April 15. The primary criterion is college academic achievement. Scholarships also are available through a few academic departments.

For additional information or application, write or call the Department of Student Financial Assistance.

### College Heights Foundation Scholarships

The College Heights Foundation exists for the purpose of aiding qualified needy and/or especially outstanding students at Western Kentucky University. A major area of such help consists of emergency loans and scholarship awards. College Heights Foundation scholarships are awarded through the Scholarship Committee of the University. Students should complete the WKU Scholarship Application to be considered.

The College Heights Foundation was chartered in 1923. It is governed by a Board of Directors made up of 12 prominent business and professional leaders. Mr. Alex Downing is President of the College Heights Foundation. All gifts specified for the Memorial Fund of the College Heights Foundation are held in perpetuity, with all earnings being used in the student assistance program.

Gifts to the College Heights Foundation are tax deductible under prevailing IRS regulations.

### ROTC Scholarships

Students who are considering careers in the Army may be eligible to compete for two- and three-year scholarships offered through the Department of Military Science and Leadership. These scholarships may pay for the following:

- Tuition and fees
- Books - \$1200 a year
- Monthly stipend - \$300 to \$500 (increases as academic level increases)
- Room and board scholarship for those who maintain a 3.0 GPA or higher

For further information contact Shane Blankenship ([shane.blankenship@wku.edu](mailto:shane.blankenship@wku.edu)) or call 270-745-6054.

Those considering the Army National Guard or Army Reserves may be eligible for our Simultaneous Membership Program (SMP), which consists of:

- Tuition (75%-100%)
- Montgomery GI Bill (\$333)
- SMP Kicker (\$350)
- Drill Pay (E5)
- ROTC Stipend (\$350-\$500 monthly)

For more information contact SFC Chris Bradley ([christopher.bradley@wku.edu](mailto:christopher.bradley@wku.edu)) or SSG Eric Vincent ([eric.vincent@wku.edu](mailto:eric.vincent@wku.edu)).

### Senior Citizen Scholarships

Kentucky residents who are 65 years of age or older on or before the day the semester begins are granted Senior Citizen Scholarships for any college class in which they enroll for credit or to audit in accordance with KRS 164.284. For additional information, contact the Billings and Receivables Office at (270) 745-6381 or [billings.receiveables@wku.edu](mailto:billings.receiveables@wku.edu).

**Out-of-State Tuition Waiver**

Residents of Macon, Robertson and Sumner counties in Tennessee are eligible for a scholarship that pays the difference between the Tuition Incentive Program (TIP) rate and the in-state rate by virtue of a reciprocity agreement between Kentucky and Tennessee. This agreement is through the states' legislatures and is subject to change or cancellation by those bodies. For additional information, students may contact the Office of Admissions.

**National / International Academic Scholarship**

All nonresident beginning freshmen with at least a 3.4 unweighted GPA and a 24 ACT/1090 SAT (or transfer with 24 earned hours and 3.4 GPA) are eligible for an academic scholarship that will pay the difference between the out-of-state rate and approximately 1.27 times the in-state rate.

**Tuition Incentive Program (TIP)**

Western Kentucky University offers a Tuition Incentive Program (TIP) to qualified students who are residents of specific counties in Illinois, Indiana, Missouri, Ohio, and Tennessee. This program is open to students from the following counties:

**Tier 1**

in Illinois – Alexander, Edwards, Gallatin, Hardin, Madison, Massac, Pope, Pulaski, St. Clair, Wabash and White; in Indiana - Clark, Crawford, Dearborn, Dubois, Floyd, Gibson, Harrison, Jefferson, Marion, Ohio, Perry, Pike, Posey, Ripley, Scott, Spencer, Switzerland, Vanderburgh and Warrick; in Missouri – St. Charles and St. Louis (including the city of St. Louis); in Ohio – Butler, Clermont, Hamilton, Montgomery and Warren; in Tennessee – Clay, Cheatham, Davidson, Dickson, Houston, Humphreys, Jackson, Maury, Montgomery, Pickett, Rutherford, Shelby, Smith, Stewart, Trousdale, Williamson and Wilson.

**Tier 2**

In Florida—Hillsborough, Manatee, Pinellas, and Polk; in Georgia—Clayton, Cobb, DeKalb, Fulton, and Gwinnett; in Illinois—Cook, DuPage, Kane, Lake, and McHenry.

Tuition and fees will be assessed at the resident undergraduate rate plus an additional amount (approximately 27%) per semester. TIP values can vary in amount for undergraduate students, depending on the number of credit hours enrolled.

There is no application for the Tuition Incentive Program. Eligibility for all undergraduates is determined by the Office of Admissions.

**Tuition Incentive Program Scholarship (TIPS)**

Students with superior achievement will receive a "Tuition Incentive Program Scholarship" (TIPS) to pay the difference between resident undergraduate tuition and the Tuition Incentive Program.

1. The scholarship will automatically be awarded to beginning freshmen with an unweighted cumulative grade point average of 3.5 AND 25 composite ACT score (or 1130 [math + verbal] SAT total).
2. Transfer students from an accredited college or university must have a cumulative grade point average of 3.0 or higher on a 4.0 scale with at least 24 semester hours attempted.
3. Students enrolled with a "Tuition Incentive Program Scholarship" may qualify for each subsequent academic year with a cumulative GPA of 3.0 or higher.
4. Students not receiving a "Tuition Incentive Program Scholarship" as a new student cannot receive the scholarship at a later date.
5. If the "Tuition Incentive Program Scholarship" is cancelled because a 3.0 cumulative GPA is not maintained, it will not be re-instated later.
6. The Tuition Incentive Program cannot be administered to Distance Learning courses.
7. Students falling into Tier 2 automatically receive the Tuition Incentive Rate, however, they are not eligible for the Tuition Incentive Program Scholarship.

Note: The Tuition Incentive Program (TIP) and the Tuition Incentive Program Scholarship (TIPS) are different. TIP is a tuition rate based on county of residence; TIPS is a scholarship based on academic qualifications. Students from TIP counties in Tennessee, Illinois, Indiana, Missouri and Ohio are eligible for consideration for the TIP Scholarship. All TIP counties are determined by the WKU Board of Regents.

**Alumni Grant Program**

An Alumni Grant is available to any qualified nonresident student whose parent, stepparent or grandparent holds an associate, baccalaureate, masters, specialist, or doctoral degree or has completed a certificate program from Western Kentucky University. Tuition for qualified students will be Tuition Incentive Program (TIP) rate.

Alumni Grant recipients are required to live on campus according to current University Housing policy, or get an approved exemption from the Office of Housing and Residence Life. For qualifications, requirements and procedures, students should contact the Office of Admissions.



## HOUSING AND RESIDENCE LIFE

**Brian W. Kuster**, Director, Housing and Residence Life  
**Kit T. Tolbert**, Director of Housing Operations  
**Pamela West**, Associate Director for Facilities  
**Steve Briggs**, Assistant Director for Housing & Residence Life  
**Peggy Crowe**, Assistant Director for Academic Initiatives

**Southwest Hall, Room 18**

**Phone: (270) 745-4359**

**Email: [hrl@wku.edu](mailto:hrl@wku.edu)**

**Website: <http://www.wku.edu/housing>**

The Department of Housing and Residence Life, in partnership with the student and the university community, will provide a premier living/learning experience that ensures student success. We offer 15 residence halls with a variety of living options to accommodate the needs and preferences of our student population. Several of the amenities include the following: cable television, Internet connections in each bedroom, and laundry facilities in each hall.

Leadership is provided in each hall by professional staff members. Additionally, community advisors, desk assistants, resident assistants, desk clerks and night clerks work to provide services in the halls that include a 24-hour information/security desk operation.

### Required Housing Policy

All full-time freshmen and sophomores are required to live on campus. Exceptions to this policy include students who are married, have dependent children, 21 years old or older, military veterans of 181 continuous days or more, commuting from their parents permanent address (50 mile limit), sophomore fraternity or sorority members who are officers and are required to live in the chapter house, and special circumstances.

### Housing Deposit and Fee Payment

The Residence Hall Housing Agreement requires an accompanying \$150 deposit. This deposit will remain on file throughout the resident's term of occupancy and serves as a combination room reservation, damage, cancellation and room checkout deposit. It does not apply to the semester housing fee, and may be carried over to subsequent academic years.

Students who submit a Residence Hall Housing Agreement prior to the first day of classes for either fall or spring semester will be billed their appropriate housing fee by the business office. Payment must be made in full by the date specified on the bill.

Students who submit a Residence Hall Housing Agreement on or after the first day of classes for either the fall or spring semester agree to submit the \$150 housing deposit to the Department of Housing and Residence Life. The full semester, prorated semester, or full bi-term housing fee is also payable at the business office at the time the Housing Agreement is submitted and accepted.

### Cancellations and Refund Policy

The Residence Hall Housing Agreement is for the full academic year.

Students who submit written notice of cancellation to the Department of Housing and Residence Life prior to the beginning of the academic year may receive a partial refund of the advance deposit based upon the following dates:

HALL NAME	NUMBER OF FLOORS	MAXIMUM OCCUPANCY	ELIGIBILITY REQUIREMENTS
<b>Men's Halls</b>			
Douglas-Keen	7/4	392	None
Barnes-Campbell	9	382	None
McCormack	6	374	None
<b>Women's Halls</b>			
Bemis-Lawrence	9	382	None
Gilbert	4	202	None
Hugh Poland	9	406	None
Meredith	3	188s	Sorority
Rodes Harlin	9	368	None
<b>Co-Ed Halls</b>			
Bates-Runner	3	148#	Upperclassmen-Honors
McLean	3	126#	Upperclassmen-Honors
Minton	10	406	Honors
Northeast	3	300#	Upperclassmen
Pearce-Ford	27	894	Extended Living
Southwest	3	300#	Upperclassmen
Zacharias	3	212s	Upperclassmen
12'X16' Approximate Room Size All halls are air-conditioned.			
s = Suites # = rooms with private bathrooms			

cancellations received by July 1 for an agreement beginning fall semester or November 15 for spring semester only, students will receive 2/3 refund of deposit or \$100.00.

Cancellations received between July 2 and August 1 for an agreement beginning fall semester or between November 16 and December 15 for spring semester only, will result in a 1/3 refund of deposit or \$50.

For cancellations received after August 1 for fall semester or December 15 for spring semester only, students do not receive a refund of the advance \$150 deposit. Exceptions to this policy include only those students who are denied admission to the University or not assigned due to lack of residence hall space.

Residents who cancel their Residence Hall Housing Agreement at any time during the academic year, and subsequently continue full-time enrollment, will be assessed a \$750 contract termination fee, will not receive any refund of their housing deposit and may be assessed housing fees for all applicable semesters. Requests for Exemption from the Cancellation Policy are available in the Department of Housing and Residence Life.

### **Extended Living**

Extended living is offered at Pearce-Ford Tower and allows students to remain in their rooms during the Thanksgiving, semester and spring break periods. All other halls close for these periods which makes this a good option for those who cannot travel during the breaks, need to work in town during breaks or need to be here for University-related activities.

### **Room Assignments**

Room assignments are made based upon the date of receipt of the Housing Agreement. Returning residents who submit an Agreement before the priority deadline are re-assigned in the spring semester before they leave for summer break. Incoming freshmen and transfer students are then assigned based upon their date of receipt.

Although there are no guarantees, special consideration is given to the indicated preferences. Roommate preferences are made based on availability and mutual requests. It is recommended that residents wishing to room together should submit their Agreements together when possible.

### **Residence Hall Rooms**

Residence hall rooms are equipped to accommodate two students, and each room is furnished with beds, chests of drawers, closet space, mirrors, desks and chairs. Many are equipped with one active telephone line. Long distance telephone service can be handled a number of ways, but Hilltopper Long Distance has proven to be the most economical choice. Each student receives his/her own personal access code and will receive monthly itemized bills. Students pay only for calls they make - no surcharges or monthly fees.

### **Reservations**

Students should forward the completed Residence Hall Housing Agreement with their \$150.00 deposit immediately upon applying for admission to the University.

Completed Residence Hall Agreement forms should be sent to the Department of Housing and Residence Life, 1906 College Heights Blvd. #11093, WKU, Bowling Green, Kentucky 42101-1093. Make checks or money orders payable to Western Kentucky University.