

Attachment 3
Proposed Revisions to University Handbook Section F
Submitted by University Handbook and Policy Committee
Approved by Faculty Affairs Committee

University Handbook, Section F
Instruction, Academic Procedures, and Advising Systems

F1 Admissions advising and enrollment. The [Office of Admissions](#) provides information and counseling for students and parents. Academic colleges and departments provide an advisor for each student. More information is available for undergraduate students at the admissions' website, <http://www.k-state.edu/admit>, international students, <http://www.k-state.edu/admissions/apply/international.html>, military, <http://www.k-state.edu/admissions/military.html> and graduate students, <http://www.k-state.edu/grad/>.

F2 New student enrollment for the fall takes place in late spring for Kansas community college transfer students and early summer for other new students. Students who have been admitted are scheduled specific days to attend. Those who are unable to enroll during the scheduled sessions may do so during the August registration period. For other registration dates and information see the appropriate academic department or the Office of Admissions, <http://www.k-state.edu/admit/>.

F3 Students are themselves responsible for fulfilling all the requirements of the curriculum in which they are enrolled. All students are assigned to a qualified faculty or unclassified professional member at the beginning of the school year to assist in the careful planning of their academic program. Subsequent modification to the curriculum may be adopted at the student's option.

F4 The advising program within each college is the direct responsibility of the college dean, although most advising is done at the departmental level. Colleges address student advising needs through a variety of means, such as teaching faculty, professional academic advisors, mentors, and student groups. Faculty advisors are expected to be more than guides through routine scheduling difficulties and signing forms in order to drop and add classes. Faculty are to serve as a direct link between the students and the university and are encouraged to mentor students throughout their educational careers.

F5 Advisors must:

- Make themselves familiar with the curriculum and courses necessary to meet the program requirements within the college.
- Become acquainted with the various resources available under [Student Life](#).
- Maintain and post reasonable office hours during which students may meet with them, as and when required, to discuss any aspect of their scholastic career, especially issues related to the student's progress and plans for subsequent work.
- Familiarize themselves with administrative, university, and departmental regulations, procedures, and scheduled activities relating to the advising process.

F6 Designated periods of time during the fall and spring are scheduled for students and advisors to meet and discuss program planning. Advising will depend on the number of advisees and advising system in the appropriate college or department and may result in an increase of an advisor's normal office hours. For more information see, <http://www.k-state.edu/admissions/>.

F7 During the summer, advisors may be assigned for enrolling freshmen on a temporary basis in order that overall course and curricular requirements may be explored. Whether a student is reassigned to a permanent advisor at the beginning of the school year will, again, depend on the advisory system prevailing in the student's particular college.

F8 Assignment of classes. In addition to consulting with their advisor, students should be familiar with the current

undergraduate and graduate catalogs regarding assignments and curricula. The catalogs are the official source of information and are maintained on the university's website <http://courses.k-state.edu/>.

F10 No student is officially enrolled in classes or private lessons in music or other subjects until a formal class assignment is completed and fees are paid.

F11 Registration and assignment to classes take place on specific dates as shown on the academic calendar. No student may add a course after the first week of classes without the permission of the instructor. A student may not enroll later than ten class days after the beginning of a semester (five days of the summer session) except by permission of the dean or the dean's representative. Students should enroll during the regularly scheduled registration periods in order to avoid late fees. More registration details can be found on the registrar's website, <http://www.k-state.edu/registrar>.

F12 An undergraduate student may not enroll for more than 21 credit hours, including wait-listed courses, in a semester unless the student is granted permission to do so by the student's academic dean or the dean's representative. See the Committee on Academic Policy and Procedures (CAPP), <http://www.k-state.edu/capp/> or the registrar, <http://www.k-state.edu/registrar>, for more information on the limitation for intersession hours.

F13 Certain courses for which the learning experience is based primarily on participation and/or attendance may be offered on a Credit/No Credit basis. Courses in research numbered 898 (report), 899 (thesis), and 999 (dissertation) are offered only on a Credit/No Credit basis. Letter grades may not be given for any other such Credit/No Credit courses offered by the university.

F14 Active duty military personnel stationed in Kansas must meet the same requirements for admission as Kansas high school graduates and Kansas transfer students.

- If ACT, Inc. results are not available, students can be admitted but requested to take the ACT at the next available time for use in advising.
- Transfer students should have official copies of their previous college academic work sent directly to the Office of Undergraduate Admissions. More information for military transfer students can be found on the admissions' webpage, <http://consider.k-state.edu/admissions/military.htm>.
- Official copies of high school transcripts are required, but to expedite admissions in cases of emergency, a transcript from the Army 201 file or an unofficial copy will be accepted pending receipt of an official copy to confirm decision.
- For students who have taken the GED, a copy of those results will replace the high school transcript requirements.
- For more information on military benefits see <http://www.k-state.edu/veteran/benefits/>.

Resources for Students and Faculty

F20 Educational and Student Services. Faculty and unclassified professionals have opportunities for advisory and professional contact with individual students and student groups. It is important to understand the full range of resources available to students to augment their personal growth and development. See the following for resource and referral information:

<http://www.k-state.edu/counseling/>, Counseling Services

<http://www.housing.k-state.edu/>, Housing and Dining

<https://www.universitylifecafe.k-state.edu/>, University Life Cafe

<http://www.k-state.edu/affact/>, Office of Affirmative Action

<http://www.k-state.edu/acic/> Academic and Career Information Center

<http://www.k-state.edu/onestop/>, One Stop Shop for Student Success, Division of Student Life

<http://www.k-state.edu/ces/students/>, Career and Employment Services

F21 The Vice President for Student Life and Dean of Students works with faculty, unclassified professionals, and administrative staff to interpret student needs and to provide services and educational opportunities necessary to attract, advise, and retain an active and successful student body. For units and services reporting to the Vice President for Student Life and Dean of Students see <http://www.k-state.edu/onestop>. Faculty and unclassified professionals are encouraged to call the Vice President for Student Life and Dean of Students, or the director of any of the units if they have questions or special concerns, or wish to discuss any of the programs offered.

F25 Office of Planning and Analysis. The office provides services to administrators, faculty, unclassified professionals, other staff, and students. The office is responsible for producing descriptive reports of the university's work; evaluating programs and administrative personnel; facilitating the development of new approaches, programs and activities; and supporting planning endeavors. The office's website, <http://www.k-state.edu/pa/> describes its services and data.

Student Academic Ethics, Behavior, and Grievance Procedures

F30 Kansas State University Honor and Integrity System is discussed in <http://www.k-state.edu/honor/> and Appendices F, <http://www.k-state.edu/academicpersonnel/fhbook/fhxf.html> and O, <http://www.k-state.edu/academicpersonnel/fhbook/fhxo.html>.

The policies and procedures of the Honor and Integrity System apply to all full- and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, on-line, and distance. The Honor and Integrity System applies to all assignments, examinations, and other course work undertaken by students. For more information see <http://www.k-state.edu/honor/>

F38 Student Discrimination Complaints. The Policy and Procedure for Discrimination and Harassment Complaints can be found on the Office of Affirmative Action's website, <http://www.k-state.edu/affact/Policies/>. If an undergraduate student's discrimination complaint is not resolved to the satisfaction of the complainant or to the satisfaction of a student respondent after review by the Office of Affirmative action, a written complaint may be made to the Student Discrimination Review Committee. The process for that appeal can be found on the Office of Student Life's website, <http://www.k-state.edu/studentlife/reportsandpolicies/StudentCommunityPolicies.htm>.

Students

F40 Classification of students. A student who is a high school graduate, or who offers 15 acceptable units of high school work, is classified as a freshman. A student is advanced to a higher classification upon successful university completion of sufficient credit hours as listed below:

Freshman	0-29
Sophomore	30
Junior	60
Senior	90
Fifth-year status	120

F41 Student records. Students and former students are entitled to inspect and copy education records relating to them, subject to certain exceptions. They may also challenge the content of such records at a hearing. Personal records or information regarding Kansas State University students will not be released without their written consent, except as specified in the Student Records Policy and the Family Educational Rights and Privacy Act (FERPA). The policy can be found on the Registrar's website, http://www.k-state.edu/registrar/a_r/ and FERPA <http://www.k-state.edu/registrar/ferpa/>.

F42 Directory information. See the Student Records Policy, http://www.k-state.edu/registrar/a_r/

F43 Grades are electronically available to students via iSIS (student information system). Parents of dependent students may obtain official grades by providing proof of dependence to the university registrar. The grades of non-dependent students will be provided to parents only with written permission from the student.

F44 In the case of a student who is delinquent in an account to the university, including unpaid traffic or parking violations, or about whom official disciplinary action has been taken, the appropriate university official may request that the student's record not be released. The effect of this action is that transcripts are not released, and registration forms are withheld. In order for the action to be rescinded, the registrar's office must receive authority from the official who originally requested the action, indicating that the student has met the obligation. For more information see the http://www.k-state.edu/registrar/a_r/

F45 If a student wants to drop or add a course or if an instructor recommends a change, the student should confer with an advisor. No student may add a course with 70 or more calendar days (10 or more weeks in length) after the 5th calendar day of classes without consent of the instructor. The last day for dropping courses with 70 or more calendar days (10 or more weeks in length), without a "W" being recorded is at the 36th calendar day of the term. After the 68th calendar day of the term, courses may not be dropped. For courses less than 70 days (10 or more weeks in length), the drop dates are prorated. For more information see <http://www.k-state.edu/registrar/>.

Classes

F50 Class schedule. The head/chair of each department, in consultation with the faculty, is responsible for the preparation of the official schedule of classes and teaching assignments. This class schedule lists all courses to be offered, with hours, rooms, and, if known, instructors for each section. Class schedules are available to the faculty and students prior to each enrollment period. A course not yet approved by the faculty senate may be listed in the class schedule but must be deleted and not taught if the faculty senate has not approved the course by the first day that students enroll.

F51 Course Description Key.

Courses not applicable toward degree requirements 000-099

Lower division undergraduate courses designed as freshman/sophomore courses 100-299

Upper division undergraduate courses designed as junior/senior courses 300-499

Upper division undergraduate courses, primarily for juniors and seniors, but also eligible for graduate credit 500-699

(Courses numbered 500 may be taken for graduate credit only in a minor field. Courses numbered 600 may be taken as part of a graduate student's major field.)

Graduate and upper division courses, primarily for graduate level 700-799

Graduate master's courses and professional courses beyond undergraduate level 800-899

Graduate courses primarily for doctoral level 900-999

The course numbering system for Kansas Regents institutions is defined in the Kansas Board of Regents' Policy and Procedures Manual, Section D.2 and can be found on their website,

http://www.kansasregents.org/resources/PDF/890-041510PolicyManualrevisedlinks_2_.pdf

F52 Class size. It is expected that scheduled classes will be offered. If enrollments are below minimums, classes are subject to cancellation and students enrolled in these classes should be reassigned. Any classes below the minimum size that are recommended for continuation must be justified by the department head/chair and approved by his/her dean and the provost. The following are the established minimum enrollments:

F53 Classes or sections, under a single instructor, in basic freshman subjects may not be continued when the enrollment is below 15.

F54 Classes for courses above the basic freshman level, if neither vocational in character nor laboratory courses,

must have an enrollment of ten or more in order to be continued.

F55 Laboratory courses or courses that are vocational in character must have an enrollment of seven or more for undergraduate credit or three or more for graduate credit to be continued.

F56 Classes or courses numbered from 500 through 799 may be continued regardless of class size if 50 percent or more of the students enrolled are graduate students, provided the number of graduate students is more than two.

F57 Classes for courses numbered 800 to 999 have no minimum enrollment limit.

F58 Courses scheduled as Individual Instruction, Problems, Research, etc., and taught by appointment are not restricted by a minimum enrollment limit. However, students may not be assigned to these to evade minimum class-size provisions.

F59 Maximum class sizes are governed by the requirements of optimizing teaching and learning conditions and frequently by the physical facilities available.

F60 Duration of class. Class and lecture periods normally last 50 minutes in the regular semester and 60 minutes during the summer term. Longer periods are sometimes provided, particularly when fewer meetings in the week are scheduled. Graduate seminars are commonly scheduled for longer periods, at the discretion of the department. For more information, see CAPP, <http://www.k-state.edu/capp/>.

F61 Absence of instructor. An instructor will not be absent without notification unless the situation is an emergency. Arrangements will be made for a substitute or some other procedure when the instructor knows in advance that he/she will be unable to meet the class.

F62 Class attendance. Class attendance policies shall be determined by the instructor of each course. Instructors will determine the manner in which missed class work and examinations may be completed following an absence.

F63 Class dismissal. Each year Kansas State University schedules and sponsors various convocations, lectures, and similar functions considered to be of significant educational value to students and faculty. The determination of whether or not to dismiss classes to allow students to attend these events is made by the class instructor.

Dropping and Adding Courses; Changing Colleges

F64 A student may drop a course or change an assignment with formal reassignment by the dean or dean's representative, subject to University policy. If an instructor recommends a reassignment, the student should confer with his/her advisor. An instructor may drop a student from any or all components (e.g., lecture, recitation, lab, etc.) of a course if the student is absent at the beginning of the first class period of any component of the course. Students who cannot be in attendance should arrange prior permission from the instructor in order to avoid being dropped. For purposes of this procedure, enrollment in and payment of fees for a course do not constitute sufficient notification of intent to take a course. No student may add a course with 70 or more calendar days (10 or more weeks in length) after the 5th calendar day of classes without consent of the instructor. A student may transfer from one college to another with permission from the dean or the dean's representative of the college into which the student proposes to transfer. For more information see http://www.k-state.edu/registrar/a_r/.

F65 Retake Policy

Undergraduate

Students may retake courses in order to improve grades. If a course is retaken, the original grade is noted as retaken and removed from the grade point average. Retakes can be accomplished only by re-enrolling in and completing a K-State resident course. Courses originally taken on a letter grade basis may be retaken on an A/Pass/F basis if appropriate, or if originally taken on an A/Pass/F basis may be retaken on a letter grade basis. The retake grade will always be used in the grade point average computation regardless of whether it is higher or lower than the original grade. The original course remains on the

academic record. Although there is no limit to the number of times a course may be retaken, a student may retake a course with subsequent removal of the prior grade from calculation of the grade point average only once for each course, and for a total of five courses during the student's academic career at K-State. Any grades obtained from retaking courses beyond these limitations will be used in calculating the grade point average. A retaken course will count only once toward meeting degree requirements. Courses retaken before fall 1986 will not be used in determining whether five courses have been retaken. Any course retaken after completion of a bachelor's degree will not affect the credits or the GPA applied to that degree. For more information, see http://www.k-state.edu/registrar/a_r/.

Graduate

If the student received less than 3.00 in a course, the student may retake the course with approval of the major professor and the supervisory committee. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the [Graduate School](#) at the time the retake request is submitted. Retake requests must be made prior to enrolling in the course.

Auditing Classes

F66 Auditing is attending a class regularly without participating in class work and without receiving credit. Permission to audit is granted by the instructor, with the approval of the dean of the college in which the class is offered. A nonrefundable fee is charged each auditor except full-time university faculty or unclassified professionals, other full-time employees, full-time students, and persons 60 years of age or older. Laboratory and activity courses may not be audited. Audits are not recorded on the permanent record. Students should not enroll in courses they plan to audit.

Textbooks and Supplies

F67 Instructors are responsible for indicating the required textbooks and essential supplies for courses they will teach. In the case of multiple sections with several instructors for the same course, the department may make a uniform adoption resulting from the deliberations of all participating instructors. Faculty must respond to requests for textbook information from the organization or individuals, who will post the information online in compliance with the Higher Education Opportunity Act. Students have no obligation to purchase books not listed as required.

Examinations

F70 Semester final examinations are scheduled by the Committee on Academic Policy and Procedures. Once the final examination time for a course is published in the Course Schedule it may be changed only with the concurrence of the Provost and Senior Vice President. Faculty members may assign take-home examinations, projects, papers or other media in lieu of a written final examination. In such instances, the deadline for submittal of the alternative assessment may not be earlier than the end of the scheduled final examination period for the course. Course schedules can be found on the university's website, <http://courses.k-state.edu/>

Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performance classes, the final examination (either unit or comprehensive) must be given during the final examination period. No examination (unit or final) may be scheduled seven calendar days prior to the first scheduled day of semester examinations.

F71 Faculty members may not give the final examination at a time other than that published in the class schedule. The final examination may be given to an individual student under special circumstances at another time during final examinations. In particular, students who have more than two examinations scheduled in a 24-clock hour period (a 24-hour period starting at any time) and students who have conflicting exam times may petition the instructor(s) of the highest numbered non-group exam course(s) and schedule an alternate time for taking the final

examination(s) at some other time during final examinations. If a student is unable to arrange the necessary rescheduling through the instructors involved, then the dean will resolve the overload problem, if all the scheduled examinations are within the same college. If the examinations in question are within the jurisdiction of different colleges, decisions regarding rescheduling shall be made by the Provost and Senior Vice President.

F72 University-sponsored events, on- and off-campus (such as extracurricular events, social activities, athletic events, and field trips) shall not be scheduled between 24 hours before the first scheduled final examination and the end of the last scheduled final examination. In addition, off-campus events shall not be scheduled to prohibit a student from being on campus between 24 hours before the first scheduled final examination and the end of the last scheduled final examination.

F73 Exceptions to the scheduling restrictions for university events can be made under the following conditions:

- Approval for events must be obtained from the Provost and Senior Vice President and President of the Faculty Senate.
- For events scheduled well in advance, the approval must be obtained at least 18 weeks in advance.

Consideration may be given to approval of events whose scheduling is not known as long as 18 weeks in advance.

F74 Students who plan to participate in approved events which conflict with final examinations may obtain from the Office of the Provost and Senior Vice President a statement certifying their participation in the event. Faculty may choose to make special arrangements for final examinations for students who are involved in such approved events.

F75 Credit by examinations. Any student enrolled at Kansas State University is eligible to gain undergraduate credit by examination. Credit may be granted for any course with the consent of the head/chair of the department offering credit for that subject. Students who take College Level Examination Program tests should have the results sent to the Office of Admissions. For more information see the Office of Admissions' website, <http://consider.k-state.edu/admissions/>.

F76 Credit by examination may carry letter grades of A, B, C, or D, or a notation "credit" as determined by the department. The credit will be treated as resident credit and such graded work will receive grade points to be computed in the student's grade point average. Non-graded credit by examination shall be treated as graded hours in implementing the A/Pass/F policy.

Grades

The Grading System: Grades and Grade Points

F80 The university uses the following grades:

A--for excellent work; B--for good work; C--for fair work; D--for poor work; F--for failure; XF--for academic dishonesty; P--for grades of B, C, and D on A/Pass/F courses; Cr--for credit courses for which no letter grade is given (non-graded courses); NCr--for no credit in courses for which no letter grade is given (non-graded courses); NR--for no grade reported; I--incomplete; W--withdrawn.

F81 Hours taken on a non-graded basis will be graded by Cr, if passed, or NCr, if not passed. Courses in which a Cr or P grade is received will be used in fulfilling graduation requirements. Only the grades A, B, C, D, and F are used in calculating resident grade averages.

If a student receives an Incomplete grade in a non-graded course and the work is not completed within the designated time period, then the final grade will be recorded as NCr for that course.

F82 Grade points are assigned to determine graduation requirements, academic warning and dismissal levels, and scholastic honors. For each semester hour of graded work, a student earns points as follows: A--4; B--3; C--2; D--1; F--0.

F83 The instructor will make an appropriate report on any student who does not complete a course in accordance with these definitions:

- If a drop is with consent of the student's dean and occurs in the first 25 days of classes, no grade is

reported.

- If a student drops the course with the dean's consent after the first 25 days of classes, but before the start of the eleventh week, a withdrawn (W) is reported.
- After the tenth week of classes, a course may not be dropped.
- The grade of incomplete may be given, at the discretion of the faculty, upon request of the student for personal emergencies that are verifiable. The faculty member has the responsibility to provide written notification to the student of the work required to remove the incomplete. The student is responsible for completing the work and must make up the incomplete during the first semester the student is enrolled at the university after receiving the grade, except for theses, dissertations, and directed research courses. If the student does not make up the incomplete during the first semester of enrollment at the university after receiving it, a grade may be given by the faculty member without further consultation with the student. If after the end of the first semester the incomplete remains on the record, it will be redesignated as F for record keeping and will be computed in the student's GPA, weighted at 0 points per credit.

F85 During the fifth week of classes, instructors of new freshmen prepare a Student Academic Progress Report, indicating level of performance and perceived reasons for poor performance. A copy of the report is sent to the academic advisor, dean's office, and the Academic Assistance Center.

F86 Reporting grades. Academic Progress Reports for new freshmen are sent to deans' offices and to students at a designated time early in the semester.

F87 The instructor reports grades to iSIS.

F90 Change of grades. An instructor may change a grade by completing the appropriate "Grade Change Report" form. To protect against falsified reports, the white copy of the report is returned to the instructor once the grade change has been entered by the registrar. Falsified reports are a violation of the Honor and Integrity System.

F91 A/Pass/F policy. Undergraduate students, except first semester freshmen and students on probation, may enroll in certain courses for which they have the normal prerequisites under the A/Pass/F option. Under the A/Pass/F option, students earning a grade of A in a course will have an A recorded on the transcript for that course; a grade of B, C, or D will be recorded as Pass; a grade of F will be recorded as fail.

F92 Students should be aware that some schools, scholarship committees, and honorary societies do not find work taken on a non-graded basis (Pass) acceptable. Furthermore, many employers do not view non-graded (Pass) course work in a favorable manner. All students, especially those without a declared major, should be very cautious in using the A/Pass/F option.

F93 Each department or division may specify which courses its majors may take under the A/Pass/F option consistent with the university requirements listed below:

1. Students may enroll under the A/Pass/F option for any free elective course offered under this option. Courses that are specified by name or number, and courses that meet general distribution requirements are not considered free electives. Students should not choose this option for any course related to his or her curriculum.
2. Students may enroll under the A/Pass/F option for any general distribution requirement offered under this option, provided that the course is in the upper division level (300 and above). General distribution requirements consist of those courses that are listed by areas, for example, three courses in the humanities.
3. Students may not enroll under the A/Pass/F option in any course that is required by name or number as part of their degree programs. It is the responsibility of students requesting enrollment under the A/Pass/F option to be sure that such an enrollment is valid in their degree program. A course originally completed under the A/Pass/F option may not be converted at any time to a graded basis. Undergraduate students may submit Pass hours for graduation requirements up to and not exceeding one-sixth of the total number of hours required for a bachelor's degree. Students may request the A/Pass/F option for eligible courses during the third and fourth weeks of each regular semester or during the second week of the summer

semester. Students requesting the use of the A/Pass/F option must obtain their advisor's signature. The decision by a student to use the A/Pass/F option is treated with strict confidentiality.

F100 Scholastic deficiencies. Undergraduate students are notified of their scholastic status by the appropriate academic deans from information supplied by the registrar's office. The scholastic record of each undergraduate is evaluated twice yearly -- at the end of the fall semester and at the end of the spring semester. The student's scholastic status does not change as a result of work taken in summer term or intersession.

Students (excluding students in the College of Veterinary Medicine) are placed on academic warning or dismissal according to the following policy:

F101 Status of students who earn less than a 1.0 GPA in a given semester. Students who earn less than a 1.0 GPA in any semester are considered to have neglected their academic responsibilities.

1. Any student (freshman or transfer) who earns less than a 1.0 GPA in his or her first semester at K-State will be dismissed.
2. Any continuing student enrolled at K-State not dismissed by university academic standards policies but who earns less than a 1.0 semester GPA will have registration for the next semester or term withheld subject to review by the academic dean or the dean's representative(s).

F102 Academic warning. Undergraduate students (excluding students in the College of Veterinary Medicine) are placed on academic warning or removed from it as follows:

1. Students who earn less than a 2.000 K-State cumulative GPA, excluding transfer credit, will be placed on academic warning.
2. Students will be automatically taken off academic warning when the Kansas State University cumulative GPA reaches 2.000.

F103 Academic dismissal. Undergraduate students (excluding students in the College of Veterinary Medicine) are placed on academic dismissal or removed from it as follows:

1. Credit hours used to determine the appropriate threshold will include transfer credit hours accepted, Kansas State University graded credit hours, and miscellaneous credit hours completed.
2. Credit hours used in calculating semester and cumulative grade point averages will include only Kansas State University graded credit hours. Grades for courses accepted in transfer from another institution will not be used in the grade point average calculation.
3. Students with a cumulative GPA of 1.0 or greater will not be dismissed until they have accumulated at least 20 semester credit hours as defined in 1) above. (Exception: A student who earns less than a 1.0 semester GPA in his or her first semester at Kansas State University will be dismissed.)
4. Students must be on academic warning the semester prior to dismissal. (Exception: A student who earns less than a 1.0 semester GPA in his or her first semester at Kansas State University will be dismissed.)
5. Students will be academically dismissed if their Kansas State University cumulative GPA is below the following threshold values:

Total hours accumulated*/Kansas State University GPA 20-29/1.50 30-45/1.75 46-60/1.80 61-75/1.85
76-90/1.90 91-105/1.95 greater than 105/2.00

*Defined in Item 1 above

1. Students who earn a Kansas State cumulative GPA, excluding transfer credit, of 2.200 or more on 12 or more graded hours (or the minimum grade point average established by the student's college, if higher) during the semester in question will not be dismissed.
2. Students who neglect their academic responsibilities may be dismissed at any time on recommendation of the academic dean.
3. Dismissed students will be readmitted only when approved for reinstatement by the Academic Standards

Committee of the college the students are attempting to enter. Normally students must wait at least two semesters before being considered for reinstatement and are on academic warning at the time of readmission.

4. Students who have been dismissed or have had their registration withheld will receive a letter providing a contact person and information about reinstatement or registration procedures.

Readmission procedures for graduate students are described in the Graduate Handbook, http://www.k-state.edu/grad/graduate_handbook/appendixc.html.

F110 Scholastic honors. Bachelor's degree candidates who have completed a minimum of 60 hours in compliance with department and university policies and with at least 50 hours in graded courses, are considered for graduation with scholastic honors as follows: Students with a 3.950 or above Kansas State University academic average are designated as Summa Cum Laude. Students with a 3.850-3.949 Kansas State University academic average are designated as Magna Cum Laude. Students with a 3.750-3.849 Kansas State University academic average are designated as Cum Laude. Students seeking a Doctor of Veterinary Medicine degree are eligible to receive these honors based on courses completed in the professional program.

For the unofficial commencement program, honors will be determined on a minimum of 45 hours in residence completed prior to the term of graduation with at least 36 credit hours in graded courses.

Students with at least 12 graded hours whose semester grade point average for a given semester is 3.75 or above will be awarded semester scholastic honors.

Graduate School students are ineligible for these honors.

Undergraduate Degree Requirements

F120 College and program requirements can be found on college specific websites. The K-State 8 general requirements can be found on the K-State 8 website, <http://www.k-state.edu/kstate8/>.

F121 To graduate, a student must complete a prescribed curriculum. Under special conditions substitutions are allowed as the interests of the student warrant. The total credit requirement for bachelor's degrees ranges from 120 to 167 hours, according to the curriculum taken.

To be awarded an undergraduate degree a student must have earned a grade point average of at least 2.0 (C) on all Kansas State University courses taken for resident graded credit and applied toward the degree. Professional curricula may impose additional degree requirements

Up to one-half of the credit required for an undergraduate degree may be completed at an accredited two-year college.

Major departments shall have jurisdiction over the acceptance of major courses by transfer for fulfillment of the major requirement. Residency requirements shall be the jurisdiction of the major department in compliance with the University and Board of Regents policies.

At least five-sixths of the credit hours taken at Kansas State University and applied toward a bachelor's degree must be graded hours. Required courses of an internship or practicum nature or credit by examination, offered on a Credit/No Credit basis only, are to be considered as graded hours in implementing the five-sixth's policy.

Most students complete degree requirements in the normal four or five academic years allotted for that purpose. However, some may take additional time because of a significant change of educational objective. Others may interrupt their studies for one or more semesters. Normally, the student will be expected to complete the degree program in not more than two years beyond the scheduled time. The individual whose education has been interrupted may have to meet new degree requirements if a change has occurred.

Candidates for spring graduation are urged to attend commencement. Summer and fall graduates are invited to participate in the fall commencement exercises. Also, prospective graduates may participate in the spring exercises prior to graduation. All participants must wear the appropriate cap and gown.

F122 Modification of Graduating Requirements for Students with Disabilities. A student may request a program modification if he or she can document a disability that directly impairs his/her ability to meet the normal

requirements of the program. Students must contact Disability Support Services <http://www.k-state.edu/dss/> for approved modifications.

F123 Dual degrees. Students may elect to earn two degrees at the same time. The requirements for both degrees must be satisfied. Students should confer with academic dean(s) as early as possible to determine appropriate programs of study.

Course Accessibility Standards Policy

F125 Scope. Federal law requires that universities provide equal educational opportunities for all students, including students with disabilities. This Course Accessibility Standards Policy provides guidance for ensuring that all course delivery methods utilizing technology (eLearning) are accessible to student with disabilities. The United States Department of Education, Office for Civil Rights (OCR) has stated that eLearning must be designed and delivered in such a way that all students, including students with disabilities, have equal access to course content.

F125.2 Legal Requirements. Collectively, State and Federal regulations require equal access to resources and materials for students who are otherwise qualified to enroll in the course. Furthermore, accessibility must be built into eLearning; OCR interpretation states that a University violates its obligations under the Americans with Disabilities Act when it responds only on an ad-hoc basis to individual requests for accommodation. Finally, this instruction must result in a course-taking experience that is similar to that of students without disabilities.

Applicable legislation includes:

- Federal Law:
 - The Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination on the basis of disability
 - Section 504 of the Rehabilitation Act of 1973, which ensures that federally funded institutions such as universities provide equal access to all services and programs, with or without accommodations.
 - Section 508 of the Rehabilitation Act Amendments of 1998, which requires electronic and information technology to be accessible to persons with disabilities
- State of Kansas Information Technology Policy 1210 – State of Kansas Web Accessibility Requirements. This document is based on the Priority levels developed by the World Wide Web Consortium (W3C) for developing accessible web sites.
- Kansas State University Memorandum (2001) outlining webpage accessibility requirements for administrative websites.

Meeting Course Accessibility Standards for eLearning is best accomplished through the application of the principles of Universal Design to course development. Universal Design refers to the design of products, environments, and services to be “usable by all people, to the greatest extent possible, without the need for specialized design.” Much like curb cuts benefit more than mobility-impaired persons, electronic curb cuts provide benefits for the larger student population as well.

Often, providing a single accommodation (such as a transcript for an audio course segment) provides benefits to many different persons with different disabilities and/or learning styles. The resulting Universal Access is effective for all students and is the best way for eLearning at Kansas State University to meet the needs of students with disabilities and to meet the demands of current and future technology. For more information see, <http://www.k-state.edu/dss/k-access/policy.html>.

F125.3 Policy. This policy applies to all faculty and staff developing courses or course management systems for Kansas State University or affiliates. All course delivery mechanisms and course content must be made accessible. This policy refers to new courses, new materials added to existing courses, and “retrofitting” of existing courses. In addition, software that is purchased and utilized in a course must also be accessible. Making courses accessible may include such actions as saving documents in a universal format such as Microsoft Word,

providing a written transcript of audio content, or embedding a text description of graphics inserted into a PowerPoint slide or website. By making courses accessible to students who are sight or hearing impaired, you are also making the same course accessible to students with a wide range of other disabilities.

F125.4 Responsibilities. All university administrators, faculty, and staff who are involved in course development and delivery share the obligation to ensure that eLearning is accessible to students with disabilities. The dean of each college will be asked to review for compliance with this policy any new course approval or course alteration. The Office of the Provost will make reasonable efforts to provide professional development, training, and technical support for faculty and staff involved in the creation of accessible eLearning.

F125.5 Implementation. Faculty and staff who need technical help implementing this policy may contact Information Technology Assistance Center, <http://www.k-state.edu/itac/> or Disability Support Services <http://www.k-state.edu/dss/>.

Graduate Degree Requirements

F130 The graduate faculty's general requirements for graduate degrees are contained in the Graduate Handbook. Additional degree requirements, specific to each discipline, are set by the faculty in each program and are available in published form. The complete University Handbook is online <http://www.k-state.edu/grad/gscurrent/handbook/index.htm>.

Honorary Degrees

F140 Regents' institutions may award honorary degrees upon approval by the Kansas Board of Regents (Board of Regents Policy and Procedures Manual Chapter IV, Section 14). The Manual may be found online, http://www.kansasregents.org/resources/PDF/890-041510PolicyManualrevisedlinks_2_.pdf.

Posthumous Degrees

F150 A student who dies while actively pursuing a degree at Kansas State University may be considered for a posthumous degree. The dean may nominate the student for consideration by the Academic Affairs Committee and the Faculty Senate. If approved, it will be noted on the transcript and the diploma that it is a posthumous degree.

Undergraduate Academic Minors

F160 Undergraduate minors provide students an opportunity to emphasize study in an area outside their major curriculum. A minor program will require completion of at least 15 designated credit hours of required course work outside of the major. Courses forming a minor may be used to satisfy the general requirements of a major curriculum, including free electives. Students who have declared an approved minor and completed all requirements for it will receive official recognition for that emphasis after the degree is posted.

Kansas State University graduates can complete minors after their baccalaureate or advanced degree has been awarded by seeking admission as a non-degree student.

Directors of minor programs can request approval to allow non-Kansas State University graduates with baccalaureate or advanced degrees to earn an undergraduate minor through the normal course and curriculum routing procedures. In general, such programs should demonstrate rationale and specify how applicants will be screened for adequacy of past academic preparation. Application requirements can be found in the Approval, Routing, and Notification Procedures for Course and Curriculum Changes. Minor programs must request continuation every five years to maintain their standing to accept non-Kansas State University graduates. No more than six hours of transfer courses may be used for the minor. The current policy regarding course and curriculum changes is online, http://www.k-state.edu/registrar/ccap/Approval_Routing_and_Notification_Policy_for_course_and_curriculum_chnges.pdf.

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