

**Revisions to UH Section F**  
**Approved by Faculty Senate May 13, 2014**

**University Handbook, Section F:**  
**Instruction: Academic Procedures**

**The Advising System**

**F1** Admissions advising and enrollment. The **Office of Admissions** provides admissions 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/>. Also, K-State Salina Admissions website: <http://www.salina.k-state.edu/admissions/>.

**F2** New student enrollment sessions are scheduled by the Admissions Office. Students who have been admitted are assigned specific days to attend. For other enrollment dates and information see the Office of Admissions, <http://www.k-state.edu/admit/>. Also, K-State Salina Admissions website: <http://www.salina.k-state.edu/admissions/>.

**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 variances to the student's program of study may be adopted with the appropriate departmental and college approvals.

**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. Advisors are expected to be more than guides through routine scheduling difficulties and signing forms in order to drop and add classes. Advisors 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/advising/>. Also, K-State Salina Academic Advising: <http://www.k-state.edu/advising/>.

**F7** During the summer, advisors may be assigned for enrolling students 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 courses or for private lessons in music or other subjects until a formal course assignment is completed. For more information see <http://www.k-state.edu/registrar/enroll/>.

**F11** Registration and assignment to classes take place on specific dates as shown on the [academic calendar](#). No student may add a full-semester course after the seventh calendar day of the semester without the permission of the instructor. Students should enroll during the regularly scheduled registration periods in order to avoid late fees. More registration details, including dates for classes that run less than a full semester, 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 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. (FSM 4-12-83, GCM 10-1- 85)

**F14** Active duty military personnel stationed in Kansas must meet the same requirements for undergraduate 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 are required to 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/accesscenter/>, Disability Services

<http://www.k-state.edu/counseling/>, Counseling Services; <http://www.salina.k-state.edu/studentlife/health/counseling.html>, K-State Salina Counseling Services

<http://www.housing.k-state.edu/>, Housing and Dining; <http://www.salina.k-state.edu/residencelife/index.html>, K-State Salina Residence Life

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

<http://www.k-state.edu/affact/>, Office of Institutional Equity

<http://www.k-state.edu/acic/>, Academic and Career Information Center; <http://www.salina.k-state.edu/acac/index.html>, K-State Salina Academic Advising Center

<http://www.k-state.edu/onestop/>, One Stop Shop for Student Success, Division of Student Life; <http://www.salina.k-state.edu/studentlife/index.html>, K-State Salina Student Life Office

<http://www.k-state.edu/aac/>, Academic Assistance Center

<http://www.k-state.edu/ces/students/>, Career and Employment Services; <http://salina.k-state.edu/student-services/careerservices/index.html>, K-State Salina CES

<http://www.dce.k-state.edu/students/services>, Division of Continuing Education; <http://www.salina.k-state.edu/dce/>, K-State Salina Continuing Ed

<http://www.k-state.edu/itac/>, Information Technology Assistance Center

**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.

## **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 Prohibiting Discrimination, Harassment, and Sexual Violence, and Procedure for Reviewing Complaints can be found on the Office of Affirmative Action's website, <http://www.k-state.edu/policies/ppm/3000/3010.html>.

## **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. Kansas State University is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended; this law established specific guidelines concerning the release of information and the student's privileges to inspect and review their own educational records. The Kansas State University student records policy can be found on the Registrar's website, [http://www.k-state.edu/registrar/a\\_r/](http://www.k-state.edu/registrar/a_r/). For additional information see <http://www.k-state.edu/registrar/ferpa/>.

**F42** Directory information. See the Student Records Policy, [http://www.k-state.edu/registrar/a\\_r/](http://www.k-state.edu/registrar/a_r/)

**F43** Grades are electronically available to students via the student information system (iSIS). 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 hold must be cleared via iSIS, indicating that the student has met the obligation. For more information see the [http://www.k-state.edu/registrar/a\\_r/](http://www.k-state.edu/registrar/a_r/).

## **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 not be listed in the class schedule. Each departmental schedule shall provide courses that are distributed throughout the day and the week so that classroom availability is optimized.

**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, Chapter 2, Section A.2 and can be found on their website, [http://www.kansasregents.org/policy\\_chapter\\_ii\\_a\\_course\\_numbering\\_system](http://www.kansasregents.org/policy_chapter_ii_a_course_numbering_system).

**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 or 75 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. Distance and other courses without standard meeting times require regular and substantive interaction, which may be formally defined for each such course by the instructor. 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; Withdrawing from the University**

**F64.1** During the regular session, if a student wants to drop or add a course or if an instructor recommends a change, the student should confer with an advisor.

**F64.2** No student may add a course with 70 or more calendar days (10 or more weeks in length) after the 7th calendar day of classes without consent of the instructor.

**F64.3** 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.

**F64.4** 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/a\\_r/](http://www.k-state.edu/registrar/a_r/).

**F64.5** 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/](http://www.k-state.edu/registrar/a_r/).

**F64.6** Students who decide to withdraw from Kansas State University must begin the official withdrawal process at the dean's office of their college. Note that dropping all classes requires withdrawing. For more information see <http://www.k-state.edu/sfa/policies/dropwithdraw.html>

**F64.7** If a student withdraws during the first 36 calendar days of a 70 or more calendar day course (approximately 10 or more weeks in length), no mark will be recorded on the student's transcript. Thereafter, a mark of "W" is recorded; a course less than 70 calendar days (approximately 10 or more weeks in length), is prorated. The deadline for withdrawing is the end of the 68th calendar day of the term; for a course less than 70 calendar days (approximately 10 or more weeks in length), the withdrawal date is prorated.

## **Retake Policy**

### **Undergraduate**

**F65.1** Students may retake courses in order to improve the grade. 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 Kansas State University 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 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.

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/](http://www.k-state.edu/registrar/a_r/).

### **Graduate**

**F65.2** 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**

**F66.1** Auditing is participating in a class regularly without submitting 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. 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.

**F66.2** Any Kansas resident 60 years of age or older upon the presentation of sufficient proof of age shall be permitted to audit courses at state universities on a space available basis with no requirement for payment of tuition and fees required of every student as a condition of enrollment. A person meeting these requirements shall be considered a non-degree seeking student for purposes of K.A.R. Articles 88-29, 29a and 29b. Special academic fees shall be paid by the student. All determinations as to residency, the age of the applicant and the space available for the auditing of courses by such persons shall be made by the state university involved. (For more information, see [http://www.kansasregents.org/policy\\_chapter\\_ii\\_b\\_admission](http://www.kansasregents.org/policy_chapter_ii_b_admission))

## **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, 8-week evening college, studio and fine arts performance classes, the last 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. A fee may be charged for such exams. 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 (CLEP) or Advanced Placement (AP) 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 violation of the Honor Code;  
 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);  
 NC--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** Beginning in Spring 2012, all grades of “F” (Fail) and/or “NC” (No Credit) will require a Yes/No statement as to the student’s participation in Academic-related activity. This statement is required due to federal mandate regarding the issuance of federal financial aid. For a definition, refer to the [academic-related activity page](#).

Grade changes are submitted directly in the student information system (iSIS). Grade Change Rosters will remain open for five years from the original posting date to submit changes. On-line changes to certain grades such as “W” and “XF” will not be allowed, nor to grades related to a completed program of a graduated student. Any changes not accommodated by iSIS must be handled by submitting a Grade Change Memorandum form to the Dean of the College.**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 in a full-semester course occurs in the first 36 calendar days, no grade is reported. The deadline for other courses will be pro-rated based on the course length.
- If a student drops a full-semester course after the first 36 calendar days, but before the start of the eleventh week, a withdrawn (W) is reported. The deadline for other courses will be pro-rated based on course length. See Registrar's website for details, [http://www.k-state.edu/registrar/a\\_r/](http://www.k-state.edu/registrar/a_r/).
- 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 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 freshman enter in iSIS a Student Academic Progress Report, indicating level of performance and perceived reasons for poor performance.

**F86** Academic Progress Reports for freshmen are available for viewing in iSIS by the student, academic advisor, dean's office, and the Academic Assistance Center.

**F87** Final Grades. The instructor reports term grades via iSIS.

**F90** Change of grades. An instructor may change a grade by completing the appropriate grade change procedures as directed on iSIS. 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 which 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 only be converted to a graded basis with the consent of the instructor and academic dean. 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 at the time of enrollment through the third and fourth weeks of each regular semester or during the second week of the summer semester. Deadlines for courses running on other calendars (e.g. intersession) will be pro-rated. 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** Academic deficiencies. Undergraduate students are notified of their academic status on iSIS and by the appropriate academic deans from information supplied by the registrar's Office. The academic 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 academic 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 two sections:

**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.

**F101.1** Any student (freshman or transfer) who earns less than a 1.0 GPA in his or her first semester at Kansas State University will be dismissed.

**F101.2** Any continuing student enrolled at Kansas State University not dismissed by university academic standards policies but who earns less than a 1.0 semester GPA will have an academic hold placed on their account pending review by the academic dean of 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 2.00 Kansas State University semester of 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 the required level (2.00) in Spring or Fall end-of-term grade posting.

**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

6. Students who earn a Kansas State University 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.
7. Students who neglect their academic responsibilities may be dismissed at any time on recommendation of the academic dean.
8. 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.
9. 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](http://www.k-state.edu/grad/graduate_handbook/appendixc.html).

**F110** Scholastic honors. Bachelor's degree candidates who will have completed a minimum of 60 hours at Kansas State University and with at least 50 hours in graded courses in residence, are considered for graduation with scholastic honors as follows:

Students with a 3.950 or above K-State academic average are designated as Summa Cum Laude.

Students with a 3.850-3.949 K-State academic average are designated as Magna Cum Laude.

Students with a 3.750-3.849 K-State 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.

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.

**F115 One Credit Hour:** the amount of effort required to attain a specific amount of knowledge or skill equivalent to three hours of effort per week for 15 weeks. Any combination of contact time and effort outside of class is allowed. Common practice is for one academic hour of credit to be composed of a lecture or class to meet for one hour (50 minutes) per week, with two hours per week of outside assignment and study effort expected each week for 15 weeks. A laboratory class period equivalent to

an academic hour of credit would either meet for one three-hour period each week for 15 weeks with all effort by the student expected to be completed during the laboratory period; or one two-hour laboratory period with one hour of student effort expected outside the class period, each week for 15 weeks. Shortened academic sessions (including condensed semesters, intersession classes, or summer classes) are expected to maintain an equivalent amount of time (contact and outside of class time) as those classes in the 15-week semester. It should be noted that the judgment of the amount of academic effort that comprises one hour of credit for any class is ultimately a faculty decision, from the development of the course syllabus to the approval through Faculty Senate. Additional time outside of class may be required for graduate coursework. For further detail please see the Department Head's manual: <http://www.k-state.edu/academicpersonnel/depthead/manual/CourseScheduling.html> (addition, FS 2/14/12)

## **Undergraduate Degree Requirements**

**F120** College and program requirements can be found in the Undergraduate Catalog (<http://catalog.k-state.edu/>). 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 an approved curriculum. Under special conditions substitutions are allowed as the interests of the student warrant if approved by the department head and dean. The total credit requirement for bachelor's degrees ranges from 120 to 167 hours, according to the curriculum taken. A minimum of 45 hours must be at a course level of 300 or above.

There are two grade point averages a student must meet to be awarded a degree (1) at least a 2.0 on Kansas State University graded courses that are applied toward the degree and (2) at least a 2.0 cumulative GPA for all graded courses taken at Kansas State University. Professional curricula may impose additional degree requirements.

Students must file an application for graduation clearance via iSIS during the first four weeks of the semester (first two weeks for summer semester) in which the degree is to be completed.

It is the student's responsibility to be certain that transcripts from all transfer institutions are on file in the Registrar's Office before the end of the semester the degree requirements will be completed.

Up to half of the credits required for a normal four-year degree may be completed at an accredited two-year college.

Each student must complete at least 30 credits and Kansas State University to be considered for a degree. Further, the student must complete 20 of the last 30 hours of credit at Kansas State University. Courses in the student's major field shall be taken at Kansas State University unless an exception is granted by the major department on petition of the student. That department shall have jurisdiction over the acceptance of major courses by transfer for fulfillment of the major requirement.

Exceptions to the residence requirement of the final year may be made by the dean of the college and the department head in the student's major field, if the student has completed a total of three years of work acceptable to Kansas State University. The student must submit satisfactory plans and reasons for completing the degree requirements at another institution, such as a dental, medical, law, or medical technology school, before earning a degree here.

Resident work includes all regularly scheduled course or laboratory instruction given by the regular university faculty.

At least five-sixths of the credit hours taken at Kansas State University and applied toward a 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-sixths policy.

Candidates for spring graduation should attend commencement. Fall graduates are asked to participate in the commencement exercises in December or the following Spring. Approved summer degree candidates may participate in the exercises before or after graduation.

Students generally complete degree requirements in the normal four or five academic years allotted for that purpose. However it could take additional time because of a significant change of educational objective. A student may interrupt 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 in the approved curriculum.

**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 the Student Access Center. For more information see <http://www.k-state.edu/accesscenter/>; Also, K-State Salina Disability Support: <http://www.salina.k-state.edu/student-services/disability-support/index.html>

**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. (FSM 5-12-92)

### **Course Accessibility Standards Policy (FS 6/12/07, addition of 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 outlining webpage accessibility requirements for administrative websites.

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 and Senior Vice President 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 Student Access Center, <http://www.k-state.edu/accesscenter/>.

## **Graduate Degree Requirements**

**F130** The graduate faculty's general requirements for graduate degrees are contained in the Graduate Handbook ([http://www.k-state.edu/grad/graduate\\_handbook/](http://www.k-state.edu/grad/graduate_handbook/)). Additional degree requirements, specific to each discipline, are set by the faculty in each program and are available in published form.

## **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 III, Section A.7). The Manual be found online [http://www.kansasregents.org/policy\\_chapter\\_iii\\_a\\_degrees](http://www.kansasregents.org/policy_chapter_iii_a_degrees).

## **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-K-State 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/>. (FSM 4/13/93, FSM 3/09/10)

## **Undergraduate Academic Credit Certificates**

### **F170**

A Kansas State University Undergraduate Academic Credit Certificate emphasizes a focused specialty area of study. The program must increase the knowledge and skills of individuals. The program must be validated by a specified assessment process.

Undergraduate academic credit certificates require approval through the Faculty Senate curriculum approval process. The department and college that propose an undergraduate academic credit certificate program must provide for approval the following information:

- 1) Purpose (clear and appropriate educational objective),
- 2) Evidence of demonstrated need or demand for proposed certificate,
- 3) Requirements,
- 4) Desired outcomes,
- 5) Assessment procedures,
- 6) Estimated budget and staff required, and
- 7) Evidence of approval of their certificate program through internal academic channels.

### GENERAL REQUIREMENTS

- Certificates will require no fewer than twelve credit hours.
- No more than 25% of total credit hours required for the certificate may be transfer credits.
- Minimum cumulative grade point average of 2.0 is required on courses applied to a certificate.

A higher cumulative grade point average or minimum course grades of “C” or higher may be specified. All courses applied to the certificate must have letter grades. Courses with grades of “Credit” or “Pass” will not be applicable.

The department and college should also indicate whether or not the certificate can be obtained as a credential on its own (free-standing) or if the certificate may only be obtained by degree-seeking students at Kansas State University. If a specific degree program is required, it should be specified.

All free-standing certificate programs will share the following admission process and criteria unless additional/higher criteria are specified by the department and college.

### ADMISSION

All certificate programs require admission to Kansas State University. Certificates to be completed as a free-standing program require admission to Kansas State University as a non-degree, certificate-seeking student.

Students who do not intend to become a candidate for a bachelor's degree at Kansas State University must apply for admission as a non-degree, certificate-seeking student. Such students must submit the admission application, application fee, and transcripts. Applicants must provide documentation of high school or GED completion and, if college courses have been attempted, official transcripts demonstrating a cumulative GPA of 2.0 or higher for all post-secondary coursework.

Students who later choose to pursue a bachelor's degree must apply for admission as a degree-seeking student.