

Proposed Change to University Handbook  
Section F121: Undergraduate Degree Requirements  
Approved by FS Academic Affairs on December 6, 2022  
Approved by Faculty Senate on February 14, 2023

MEMORANDUM

TO: Dr. Brandon Kliewer and Dr. Andrew Bennett, Co-Chairs - Faculty Senate Academic Affairs

FROM: Dr. Terri Gaeddert, Chair of Committee on Academic Policy and Procedures (CAPP)

CC: Dr. Karen Goos, Vice Provost for Enrollment Management  
Dr. Kelley Brundage, University Registrar  
Candace LaBerge, Office Specialist II – Faculty Senate Office  
Cliff Hight, Chair of the University Handbook Committee

DATE: October 13, 2022

TOPIC: Update to University Handbook, Section F121: Undergraduate Degree Requirements

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F121 CAPP Working Group

University Handbook, Section F 121

<https://www.k-state.edu/provost/universityhb/fhsecf.html#F121>

*Undergraduate Catalog: Academic Policies & Procedures*

<https://catalog.k-state.edu/content.php?catoid=47&navoid=8814>

Part 1: Unedited Policy per the University Handbook

Part 2: Proposed Re-write and layout of Section

Part 3: Clean copy with all edits accepted

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**Part 1: Unedited Policy per the University Handbook**

**Undergraduate Degree Requirements**

**F121** To graduate, a student must complete an approved curriculum. Under special conditions substitutions to the curriculum are allowed as the interests of the student warrant if approved by the department head and dean. A minimum of 45 hours must be at a course level of 300 or above. Courses applied to degree requirements must be completed no later than the term in which a degree is awarded.

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 KSIS 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.

No more than 25% of credit hours applied to degree requirements may be from Credit for Prior Learning (CPL) sources. CPL may include standardized national exams, recognition of military or workforce training or portfolio assessment.

Each student must complete at least 30 credits at 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 also see [K-State Polytechnic Student Accommodation Services](#).

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## **Part 2: Proposed Re-write and layout of Section:**

### **Undergraduate Degree Requirements**

#### **F121**

Requirements for a bachelor's degree from K-State are listed below. Colleges and departments may have requirements that exceed these minimums. Students should refer to the Degree Progress Audit (DARS) to review degree requirements. To graduate, a student must complete an approved curriculum and the degree audit must indicate all requirements have been completed. Courses applied to degree requirements must be completed no later than the term in which a degree is awarded. Under special conditions, substitutions to the curriculum are allowed ~~in the interests of the student warrant~~ if approved by the department head and dean. Please consult the individual departments for details. *Professional curricula may impose additional degree requirements.*

#### **Minimum Credit Requirement:**

A bachelor's degree requires a minimum of 120 semester hours; in an approved program; however, individual programs in some colleges and departments may exceed the minimum.

#### **Minimum Grade Requirement:**

There are two-grade point averages a student must meet to be awarded a degree

- a. at least 2.000 on Kansas State University graded courses that are applied toward the degree and,
- b. at least 2.000 cumulative GPA for all graded courses taken at Kansas State University

At least ~~five-sixths~~ 83% of the credit hours taken at Kansas State University and applied toward a degree must be graded hours (e.g., 100 credit hours of 120 credit hour bachelor's degree program). 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 this requirement ~~the five-sixths policy.~~

#### **Upper-Division Credit Requirement:**

A minimum of 45 credit hours must be at a course level of 300 or above to meet the upper division course requirements established by KBOR {Chapter III, Section A (9)(b)}.

#### **In-Residence Requirement:**

Each student must complete at least 25% or a minimum of 30 credits in-residence at Kansas State University to be considered for a degree {per HLC requirements}.

Resident work includes all K-State regularly scheduled courses ~~or laboratory~~ instruction (e.g., course component types), given by the ~~regular~~ university faculty.

#### **Senior Year Requirement:**

Of the last 30 semester credits earned (course level 300 or higher), at least 15 must be completed at K-State. Credits earned in an authorized education abroad programs and designated or approved domestic exchange programs or agreements may apply to this requirement. 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 the 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 senior year requirement ~~of the final year~~ may be made by the Dean of the college and the department head in the student's major ~~field~~ program with submission to the Office of the Registrar and Provost Designee for approval. ~~If Exceptions may be requested~~ 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.~~

#### **University Requirements:**

Up to half of the credits required for a normal four-year degree may be completed at an accredited two-year college (e.g., 60 transfer credits for a 120-credit hour bachelor's degree program). Colleges/Departments may have transfer agreements in place that would allow for an exception to exceed the 60 semester credit hours in transfer towards a baccalaureate degree {KBOR Policy Manual, Chapter III, Section A(9)(ii)(2)(d)}.

No more than 25% of credit hours applied to degree requirements may be from Credit for Prior Learning (CPL) sources. CPL may include standardized national exams, recognition of military or workforce training, or portfolio assessment (e.g., 30 credits of CPL for a 120-credit hour bachelor's degree program) {per HLC requirements}.

#### **Standing**

A student must meet all university academic standing requirements as established in section F100-103 to receive a K-State degree. Accordingly, any student who is subject to dismissal or suspension for scholastic or disciplinary reasons will not graduate until the conditions of the dismissal or suspension have been satisfied.

~~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.~~

#### **Intent to Graduate:**

Students must file their intent to graduate via the an application for graduation clearance via in KSIS. The deadline for students to declare their intent to graduate must be submitted no later than the fourth (4<sup>th</sup>) -during the first four weeks week of the semester (first two weeks for summer semester) in which the degree is to be completed. Students are prompted to verify their curriculum, their correct graduation term, and to give their desired name (within reason) for the commencement program as well as their diploma.

#### **Graduation Application for Completion of a Major, Minor or Certificate:**

Graduation applications reflect the most updated version of the Degree Progress Audit (DARS), which is used for final graduation certification. Graduation applications are reviewed electronically within KSIS. Students seeking to graduate should review their Degree Progress Audit (DARS) in KSIS to ensure all requirements are in progress or complete. Review of Graduation applications showing an approval status must be completed by the degree conferral deadline of the student's graduation term.

### **Off-Campus Completion of Degree Requirements:**

It is the student's responsibility to be certain that transcripts from all transfer institutions are on file and have been articulated/reflected in the Degree Progress Audit (DARS) in the Registrar's Office before within the end-of-the semester the degree requirements will be completed and no later than the deadline date designated on the Academic Calendar.

### **Commencement (Graduation Ceremonies):**

Students may graduate in the Fall, Spring or Summer semesters. K-State celebrates Commencement Ceremonies twice a year, at the end of each Fall and Spring semester. Candidates for spring graduation should attend the spring commencement exercises in May. Fall graduates are asked to participate in the fall commencement exercises in December or the following Spring. Approved summer degree candidates may participate in the fall or spring exercises before or after graduation.

Graduation (degree awarding/conferral) occurs when students complete all degree requirements, and this completion is confirmed and certified. The degree is then officially posted to a student's academic record (official transcript).

Commencement is a formal ceremony celebrating the graduation of K-State students twice a year. When students participate in Commencement, they are considered candidates for graduation but attendance at the ceremony does not certify that a student has officially graduated from K-State.

**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 or the K-State Salina Student Accommodation Services unit for assistance. For more information also see K-State Polytechnic Student Accommodation Services.

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