DEGREE REQUIREMENTS

Curriculum Requirements

All candidates for a degree must complete one of the academic programs offered by the University. A candidate for an associate degree must complete a minimum of 60 unduplicated undergraduate semester hours; however, some associate degree programs may require more than the minimum 60 semester hours. A candidate for the baccalaureate degree must complete a minimum of 120 unduplicated undergraduate semester hours; however, some baccalaureate degree programs may require more than the minimum 120 semester hours. Students should be aware that some academic programs may require additional scholastic regulations and standards not specified in the catalog. To obtain these regulations, students should contact the appropriate department chair.

Catalog Term and Student Catalog Rights

The student's initial term of entry is identified as the student's "catalog term." Catalog term rights include the following:

- A student shall be entitled to follow Colonnade and major / minor degree requirements contained in the catalog current when first enrolled at WKU as a degree-seeking student. This does not preclude the addition of requirements arising from action of the Commonwealth of Kentucky.
- A student will be allowed seven consecutive years from his / her catalog term to complete degree requirements. The college dean may grant an extension to this deadline.
- A student who drops out and re-enrolls after an absence of seven consecutive years or more will be assigned the catalog term of the readmission term.
- A student's catalog term will be changed to a more recent term if the student, in consultation with the advisor and with approval by the department chair, agrees to follow more recent degree requirements.

Academic departments reserve the right to authorize appropriate course substitutions for earlier versions of major / minor requirements in which required courses have been discontinued.

Academic Standing

A candidate for an undergraduate degree must have a GPA of at least 2.0 (1) in all credits presented for graduation whether earned at WKU or elsewhere, (2) in all credits completed at WKU, (3) overall in the major subjects and in the minor subjects, and (4) in the major subjects and in the minor subjects completed at WKU. Students desiring teacher certification must fulfill all GPA requirements for teacher certification in the major and minor, in addition to meeting the requirements for graduation.

Students should be aware that some academic programs require a "C" or higher in each course applicable toward a major or minor. Refer to the departmental descriptions in this catalog or contact the department chair to determine the specific grade requirements for each major.

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

Changes in majors, minors, concentrations, and advisors can be made upon request. Students must submit a *Major, Minor, Concentration, Advisor Change Form* to the academic department that administers the student's chosen program. The form is available online for students in TopNet (Student Services, Student Records, Change of Major, Minor, Concentration, Advisor). Changes in majors, minors, concentrations, and advisors are provisional until the receiving department has reviewed and accepted the request.

Course Requirements

At least one-third of the course requirements in each major and minor must be earned through instruction at WKU.

At least one-half of the semester hours required for each major and minor must be earned in undergraduate courses numbered 300 and above (except minors in business administration and computer information systems, and majors in dental hygiene, social studies, art education, and middle grades education; refer to the specific program description for details).

A minimum of 42 undergraduate semester hours must be completed in upper division courses (courses numbered 300 or above) by students earning a baccalaureate degree. Students transferring with an applied associate degree (e.g., Associate in Applied Science or its equivalent) into the following majors must complete a minimum of 30 undergraduate semester hours in upper division courses: computer information technology, dental hygiene, health sciences, nursing, organizational leadership, technology management, and workforce administration; refer to each specific major description for more details.

Double Majors

Students with diverse or multiple areas of interest might consider adding breadth to their academic program by choosing to pursue double majors. Students pursuing double majors must fulfill all of the requirements for both majors and all baccalaureate degree requirements, and the requirements may be completed with a minimum of 120 semester hours. Completion of two majors results in the receipt of one degree, and the specific degree is determined by the student's choice of the first or primary major.

Certificate Programs

Only undergraduate courses may be used to fulfill undergraduate certificate program requirements. A minimum GPA of 2.0 must be earned in total course work required for the certificate program, in addition to a minimum cumulative 2.0 GPA and a minimum 2.0 GPA earned in WKU coursework. For more information about undergraduate certificate programs, please refer to the Definitions and Programs sections of the undergraduate catalog.

Residence Requirements

The minimum residence requirement for the bachelor's degree is 25% of the minimum number of semester hours required in the student's degree program through instruction at WKU. The minimum residence requirement for an associate degree is 25% of the minimum number of semester hours required in the student's degree program through instruction at WKU. One-third of the hours in the specialty must be earned at WKU. For undergraduate certificates, a minimum of 50% of hours toward the certificate must be earned at WKU.

Residence Credit for Graduation

Undergraduate residence credit is any academic credit for which WKU provides the instruction and awards credit placed on the students' transcript. Nonresidence credit is academic credit which WKU accepts as

transfer credit from another college or university, including credit earned through examinations, such as, AP, Cambridge, CLEP, Departmental Exam, Military Service, ACT, SAT, or IB.

Concurrent and Subsequent Degrees

Students may pursue two or more degrees either concurrently or subsequently, as specified below.

1. **Concurrent (Dual) Associate Degrees**
    - A minimum of 75 semester hours must be earned to complete the requirements of two associate degrees concurrently.
    - Courses taken toward fulfilling one associate degree may also count toward fulfilling requirements in the other, provided that a minimum of 15 semester hours of coursework in the additional major – not including general education – applies exclusively to the additional concurrently earned associate degree.
    - A minimum of 15 semester hours must be earned through instruction at WKU.
    - A minimum 2.0 grade point average must be earned for all coursework presented in completion of both degrees; in all coursework completed at WKU; and in all coursework in the major.
    - Students may pursue concurrent degrees that lead to the same degree type (e.g., two Associate of Science degrees)
    - Students must file a separate Application for Graduation and pay the graduation fee for each degree. Two diplomas will be awarded upon simultaneous completion of the two degrees.
2. **Subsequent Associate Degree**
    - Students must have earned an acceptable associate or higher degree from a fully accredited college or university.
    - The approved program must include a minimum of 15 semester hours in a new major earned after completion of the student's first degree.
    - At least 25% of the minimum number of semester hours required for the degree must be earned through instruction at WKU. (For example, a minimum of 15 semester hours must be earned through instruction at WKU for an associate degree that requires 60 hours.)
    - A 2.00 grade average must be earned for all coursework presented in completion of the program; in all coursework completed at WKU; and in all coursework in the major.
3. **Concurrent (Dual) Baccalaureate Degrees**
    - A minimum of 150 semester hours must be earned to complete the requirements of two baccalaureate degrees concurrently.
    - A minimum of 57 upper division hours must be earned (courses numbered 300 or above).
    - A minimum of 30 hours must be earned through instruction at WKU.
    - A minimum 2.0 grade point average must be earned in all coursework presented in completion of the degrees; in all coursework completed at WKU; and in all coursework in each major and minor.
    - Students may pursue concurrent degrees that lead to the same degree type (e.g., two Bachelor of Science degrees).
    - Students are not permitted to pursue the Bachelor of Interdisciplinary Studies (BIS) and another baccalaureate degree concurrently.
    - Students must file a separate Application for Graduation and pay the graduation fee for each degree. Two diplomas will be awarded upon simultaneous completion of the two degrees.
4. **Subsequent Baccalaureate Degree**
    - Students must have earned an acceptable baccalaureate degree from a fully accredited college or university.
    - The approved program must include a minimum of 30 semester hours earned after completion of the student's first degree. A minor may be declared as part of the subsequent degree, but is not required.
    - At least 25% of the minimum number of semester hours required for the degree must be earned through instruction at WKU. (For example, a minimum of 30 or more semester hours must be earned through instruction at WKU for a bachelor's degree that requires 120 hours.)
    - Fifteen semester hours must be earned in completion of a new major.
    - One-half of the new semester hours presented in completion of each major and minor must be earned at the upper division level (courses numbered 300 or above).
    - A minimum 2.00 grade average must be earned for all coursework presented in completion of the program; in all coursework completed at WKU; and in all coursework in each major and minor.
    - Students are not permitted to pursue the Bachelor of Interdisciplinary Studies (BIS) as a subsequent baccalaureate degree.

Degree Conferral

Degrees are conferred in May, August and December. All forms must be completed, all incompletes must be removed, all transfers of credit received, and all WKU On Demand (independent learning) courses completed by the last day of the month in which the degree is to be awarded. Failure to comply could result in postponement of the graduation date. Students completing degree requirements during any of the summer sessions (i.e., May, June, July) will receive an August degree conferral. Students completing degree requirements during the winter term will receive a May degree conferral.

Students with outstanding obligations to the University will not be awarded a diploma until the University Registrar has been notified by the appropriate office that the obligation has been settled. The student must, in all cases, be primarily responsible for meeting the requirements for graduation.

Application for Graduation

All candidates for a baccalaureate degree are expected to apply for graduation immediately after attaining senior status (i.e., 90 hours earned). Associate degree candidates are expected to apply for

graduation after earning 45 hours. The Application for Graduation is available on TopNet under Student Records.

Culminating Assessment

Students are required to show evidence of knowledge in their major field(s) prior to degree completion. Each program will require students to provide evidence that standards have been met through portfolio, examination, capstone course, juried performance, or other culminating experiences.

Recognition of Academic Achievement

The University provides a system through which students with outstanding academic records are appropriately recognized. Students are recognized according to the following categories each semester.

Dean's Scholars

Undergraduate students enrolled full-time whose grade point average for the preceding semester ranged between 3.40 - 3.79.

President's Scholars

Undergraduate students enrolled full-time whose grade point average for the preceding semester ranged between 3.80 - 4.00.

Students who maintain superior cumulative grade point averages are recognized at graduation according to the following designations:

With Distinction

The graduation honor given to students who have completed their associate degree with both cumulative overall and cumulative WKU grade point averages of 3.4 - 3.69.

With High Distinction

The graduation honor given to students who have completed their associate degree with both cumulative overall and cumulative WKU grade point averages of 3.7 - 4.0.

Cum Laude

The graduation honor given to students who have completed their baccalaureate study with both cumulative overall and cumulative WKU grade point averages of 3.40 - 3.59.

Magna Cum Laude

The graduation honor given to students who have completed their baccalaureate study with both cumulative overall and cumulative WKU grade point averages of 3.60 - 3.79.

Summa Cum Laude

The graduation honor given to students who have completed their baccalaureate study with both cumulative overall and cumulative WKU grade point averages of 3.80 - 4.00.

Scholar of the College

This award is presented at commencement to the baccalaureate degree recipient in each college with the highest overall cumulative grade point average who has earned a minimum of 60 semester hours through instruction at WKU. The Scholar of the College award is presented to recipients of first baccalaureate degrees only.

Ogden Foundation Scholar

The Ogden Foundation Scholar Award is presented to one graduating baccalaureate degree senior who has demonstrated exceptional academic achievement and outstanding university and civic engagement. Student(s) with the highest GPA in each college (based upon the GPA at the beginning of the semester in which degree requirements will be completed) who have earned at least 60 hours through instruction at WKU will be invited to apply for the award. The application will consist of an application form and two letters of recommendation. A committee comprised of a representative of each baccalaureate college and a member of the Ogden Foundation Board of Trustees will select the top three candidates to be interviewed and will select the award recipient. The recipient will receive a plaque and a monetary award provided by the Ogden Foundation.

Exceptions to Degree Requirements

No substitution for requirements prescribed by the Kentucky Council on Postsecondary Education may be made. Substitutions for departmental requirements may be made under certain conditions when recommended by the department chair concerned and approved by the dean's office.

Appeals regarding degree requirements may be submitted to the Office of the Registrar for consideration by the Committee on Credits and Graduation. This committee is the body responsible for hearing undergraduate students' appeals of university academic requirements and regulations. Appeals must be submitted by the student in typed form to the Office of the Registrar. The request should include the statement of the problem, statement of request, and justification of circumstances supporting the request. Statements of support or clarification from the student's academic advisor are encouraged if the problem resulted from the advisement process. When a request pertains to an exception in a major or minor, the student should consult with the appropriate department chair for a written recommendation to the committee. Decisions of the committee shall be made by a simple majority of the voting members in attendance. Detailed information regarding the submission of an appeal is available from the Office of the Registrar and on the Office of the Registrar website at http://www.wku.edu/registrar.