Admissions & Academic Policy Committee
Proposal

**Proposed Change:** This proposal primarily will clarify wording, eliminate redundancies and make minor changes as follows:

(a) add reference to a late fee for filing the application for degree;
(b) and combine two requirements – credit hours from NKU and credit hours in discipline – for students who wish to receive an associate degree after earning a bachelor degree.

**Submitted:** October 27, 2010
**Submitted by:** Carole Beere, chair of Catalog Committee

**Rationale:** The policy has been rewritten to make the requirements clearer for students and faculty and to eliminate redundancies. The late fee is a reference to a proposed new policy.

**CURRENT POLICY: NKU Undergraduate Catalog (pp. 22-23)**

2. **Associate Degree**
A student working toward an associate degree at Northern Kentucky University must fulfill the following requirements:

a. **Minimum of 60 semester hours**, the last 20 of which must be taken from NKU.

b. **Developmental Coursework** (if required) must be completed.

c. **General education requirements** must be satisfied prior to graduation. Students earning an associate’s degree must successfully complete the requirements for the general education program on page 45. Please note that some transfer students may be credited with fulfillment of part or all of these general education requirements under provisions of the Kentucky Transfer Policy, see page 45.

d. **Major requirements**.

e. **Grade point average (GPA) of at least 2.00 on all work** attempted at NKU, at least 2.00 on all college work attempted (excluding developmental course work), and at least 2.00 in the major—unless otherwise specified in program requirements.

f. **During the first 30 college-level hours, a student pursuing an associate’s degree will demonstrate competency in written and oral communication through successful completion of College Writing (ENG 101) or Honor’s English (ENG 151) and Public Speaking (CMST 101).** – Moved to GenEd section.
GRADUATION REQUIREMENTS CHECKLIST

1. Graduation

a. When a student anticipates successful completion of degree requirements, he/she must file an Application for Degree Candidacy in the Office of the Registrar Service Center. The approved Program Certification Form for each undergraduate applicant must be on file in the Office of the Registrar prior to, or submitted with the filing of the Application for Degree Candidacy. The dates by which the Application for Degree Candidacy must be in the Office of the Registrar Service Center are:
   - for fall graduation 8 April
   - for spring graduation 8 October
   - for summer graduation 8 April

b. A student in an associate degree program must file a Program Certification Form after completion of 30 semester hours. The certification form must be completed no later than during the semester preceding the one in which the student plans to graduate. The student will secure the form from the Office of the Registrar Service Center or website and will follow instructions given at that time. In some cases, students may be referred to their academic programs to obtain necessary forms.

c. The student will earn at least 120 semester hours for a bachelor’s degree and at least 60 semester hours for an associate degree. Also, all grades of I and K must be cleared before graduation requirements are complete.

d. The student must fulfill residency requirements: the last 30 semester hours of a bachelor’s degree and the last 20 semester hours of an associate degree must be taken at NKU. – Deleted because redundant

f. Students must earn at least a 2.00 grade point average (GPA) on all work attempted at NKU, at least 2.00 on all college work attempted (excluding developmental course work) and at least 2.00 in the major-unless otherwise specified in the program requirements. – Deleted because redundant

h. The student will complete general education requirements appropriate for the degree being sought (see general education program starting on page 43. – Deleted because redundant

I. All grades of I and K must be cleared before graduation requirements are satisfied. – Deleted because redundant.

j. The student must be recommended by the faculty. Deleted because redundant

k. The student will satisfy all financial and administrative obligations to the University.

2. Graduation with Honors
b. Associate Degree
   With Distinction 3.50 - 3.799
   With High Distinction 3.80 - 4.00

X. In order for a student to graduate with associate degree honors, he/she must earn a minimum of 30 semester hours in residence (courses at NKU).

c. To graduate with honors, a student must have an overall GPA and an NKU GPA of at least 3.50. The Honors designation awarded will be based on the NKU GPA.

d. Honors recognition appears in the Commencement Program based upon the grade point averages (excluding developmental course work) at the conclusion of the previous semester. Honors will appear on the transcript based upon the grade point averages (excluding developmental coursework) at the time of graduation.

6. Second Associate Degree
   a. A student who has not earned a bachelor’s degree and wishes to receive two associate degrees may meet requirements for them simultaneously or successively.

   b. A student wishing to receive two associate degrees on the same date must
      1. complete requirements for both degrees;
      2. earn a minimum of 20 semester hours in residence (courses at NKU) beyond those required for the first degree;
      3. earn a minimum of 40 semester hours in residence at NKU.

   c. A student who has already earned a bachelor’s degree and wishes to receive an associate degree must
      1. complete requirements for the degree;
      2. earn a minimum of 20 semester hours in residence (courses at NKU) beyond requirements for the first degree;
      3. earn at least 12 semester hours in residence (courses at NKU) in addition to courses the student completed in the major;
      4. earn a minimum of 30 semester hours in residence (courses at NKU) to be considered for graduation with honors.
PROPOSED POLICY: GRADUATION for ASSOCIATE DEGREE STUDENTS

Note to Reviewers: Items in green will be hyperlinked.

*Note: For the purposes of the policies related to graduation and graduating with honors, courses taken through the Greater Cincinnati Consortium of Colleges and Universities (GCCCU) are treated as though they were taken from NKU.

Requirements for an Associate Degree

In order to receive an associate degree, a student must:

1. Complete a minimum of 60 semester credit hours, the last 20 of which must be taken from NKU*.
2. Complete developmental course work, if required.
3. Complete the General Education requirements for an associate degree, as described on page XX.
4. Complete the requirements of the major for associate degree candidates.
5. Remove all “I” and “K” grades by earning a grade of “A” through “F” in place of each one.
6. Earn an overall GPA of at least 2.00 (excluding developmental course work) and a GPA of 2.00 in the major (unless the department has a higher requirement for the GPA in the major).
7. Satisfy all financial and administrative obligations to the university.
8. **Apply to graduate.**

Applying to Graduate

1. Have a Program Certification Form on file.
   a. The form is available online and must be signed by the department chair (or designee) of the student’s major field of study.
   b. The signed form should be submitted to the Office of the Registrar Service Center after the student completes 30 semester hours and must be filed no later than the semester preceding the one in which the student plans to graduate.
   c. The Program Certification Form must be submitted prior to, or concurrently with, the Application for Degree Candidacy, described below.

2. File an Application for Undergraduate Degree Candidacy in the Office of the Registrar Service Center. The form, available online, must be submitted by the following dates, or if a date falls on a weekend, by the Monday following the prescribed date. A late penalty is charged for those who file after the prescribed date.
For fall graduation.........April 8  
For spring graduation.......October 8  
For summer graduation.....April 8

3. Pay the application to graduate fee.

**Graduating with Honors**

1. In order for a student to graduate with associate degree honors, he/she must earn a minimum of 30 semester credits from NKU* and have an overall NKU GPA of at least 3.50, excluding developmental course work).

2. There are two levels of associate degree honors:
   - With Distinction 3.50 – 3.799
   - With High Distinction 3.80 – 4.00

3. Honors recognition appears in the Commencement Program based upon the student’s overall grade point average (excluding developmental course work) at the conclusion of the previous semester. Honors will appear on the transcript based upon the student’s overall grade point average (excluding developmental coursework) at the time of graduation.

4. In order to be considered for graduation with honors, a student, who has a bachelor degree and is subsequently earning an associate degree, must complete a minimum of 30 semester credits from NKU*, beyond the credits that were required for the first bachelor degree.

**Second Associate Degree**

A student who has not earned a bachelor’s degree and wishes to receive two associate degrees may meet the requirements for them concurrently or consecutively. In order to receive two associate degrees, a student must:

1. Complete requirements for both degrees.
2. Earn a minimum of 20 semester credits from NKU* on each of the two associate degrees; each of the 20 credits must apply to only one associate degree which means that overall the student must earn a minimum of 40 semester credits from NKU* in order to earn two NKU associate degrees.

**Associate Degree after a Bachelor’s Degree**

A student who has already earned a bachelor’s degree and wishes to receive an associate degree must:

1. Complete the requirements for the associate degree.
2. Earn a minimum of 20 semester credits from NKU* beyond the credits that were required for the bachelor’s degree. Of these 20 credits, at least 12 must be in the discipline of the associate degree.

Implementation Recommendation: To go into effect Fall 2011.