Admissions & Academic Policy Committee
Proposal

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

(a) clarify the process for exceptions to the requirement for the last 30 hours in residence;
(b) add a 2.00 GPA requirement for the area of concentration;
(c) require each student to go by a single catalog for major, minor and area of concentration;
(d) clarify who makes the determination whether a course transfers at the 300- or 400-level;
(e) delete the requirement for demonstration of computer competency (Bachelor’s Degree, j.);
(f) add reference to a late fee for filing the application for degree;
(g) delete reference to hours for minors in area of concentration (Minor or Area of Concentration, C.);
(h) and make a distinction between first and second major in the degree (Second Major, b.).

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, advisers and faculty and to eliminate redundancies. The addition of a GPA requirement for an area of concentration is consistent with policy and practice for majors and minors. The late fee is a reference to a proposed new policy. The deletions eliminate items with not practical application or enforcement mechanism.

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

GENERAL REQUIREMENTS
1. Bachelor’s Degree
A student working toward a bachelor’s degree at Northern Kentucky University must fulfill the following requirements:

a. Minimum of 120 semester hours, the last 30 of which must be taken from NKU.

b. Minimum of 25% of the semester hours required for a degree must be taken at NKU (i.e., in residence)

c. Developmental Coursework (if required) must be satisfied.
d. **General education requirements** must be satisfied prior to graduation. Students earning a bachelor’s degree must successfully complete the requirements for the general education program on page 43. 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.

e. **Major requirements.**

f. **Minor or Area of Concentration (secondary area of study).** A student must complete (i) an academic minor in a discipline outside his/her major discipline or in an interdisciplinary program offered by NKU; or (ii) an academic area of concentration consisting of at least 12 upper division semester hours in a discipline that is different from the student’s major; or (iii) a second major offered by NKU; or (iv) a minor included within the major where the student is exempted from the minor/area of concentration requirement. Please see appropriate individual program requirements for exempted programs.

| d. General education requirements must be satisfied prior to graduation. Students earning a bachelor’s degree must successfully complete the requirements for the general education program on page 43. 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. |
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| e. Major requirements. |
| f. Minor or Area of Concentration (secondary area of study). A student must complete (i) an academic minor in a discipline outside his/her major discipline or in an interdisciplinary program offered by NKU; or (ii) an academic area of concentration consisting of at least 12 upper division semester hours in a discipline that is different from the student’s major; or (iii) a second major offered by NKU; or (iv) a minor included within the major where the student is exempted from the minor/area of concentration requirement. Please see appropriate individual program requirements for exempted programs. |
| g. **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 coursework), and at least 2.00 in the major and minor—unless otherwise specified in the program requirements. |
| h. **Forty-five semester hours of successfully completed coursework at the 300-level or above** are required of all bachelor’s candidates. Even though freshman and sophomore level courses completed at other institutions may have course titles and/or content similar to certain upper division courses at NKU, the Office of the Registrar will make the determination of equivalencies for acceptance toward fulfillment of this requirement. |
| i. During the first 30 college-level hours, a student pursuing a bachelor’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). |
| j. Demonstration of competence in computer use as determined by the student’s major department. – To be deleted. |

**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. The student pursuing a **bachelor’s degree who has successfully completed 54 semester hours will file a Program Certification Form** for the major and the same form for either an area of concentration or a minor. 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. Also, a minimum of 25% of the semester hours required for a bachelor’s degree must be taken from NKU.

e. Bachelor’s degree seeking students must complete 45 semester hours of course work at the 300-level or above.

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.

g. In addition to the requirements for the major, bachelor’s degree seeking students must complete the requirements for a minor or area of concentration (unless the minor/area of concentration is embedded within the major requirements). See minor/area of concentration.

h. The student will **complete general education requirements appropriate for the degree** being sought (see general education program starting on page 43).

i. All grades of I and K must be cleared before graduation requirements are satisfied.

j. The student **must be recommended by the faculty**. – To be deleted.

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

l. As part of Northern Kentucky University’s on-going efforts to improve its program offerings, a student will be **required to participate in assessment activities** (see Senior Assessment section). In addition to the senior assessment requirements, a student may be required to complete assessment requirements for a major/ minor.

2. Graduation with Honors
a. Bachelor’s Degree

Cum Laude 3.50 - 3.7499
Magna Cum Laude 3.75 - 3.8999
Summa Cum Laude 3.90 - 4.00

In order for a student to graduate with bachelor’s degree honors, he/she must earn a minimum of 60 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.

3. Minor or Area of Concentration
a. A student who wishes to have a minor certified must meet requirements described in the student’s catalog of applicability.

   c. The minimum number of semester hours required for a minor varies among departments and can be found in individual department descriptions.
   d. A GPA of at least 2.00 is required in a minor unless otherwise specified in the program requirements.
   e. An area of concentration consists of at least 12 upper division hours in a discipline that is different from the student’s major.

4. Senior Assessment
a. As a requirement for graduation with a bachelor’s degree, all students who have completed at least 90 semester hours will be required to participate in senior assessment. It is anticipated that most students should satisfy this requirement prior to completing 110 semester hours.
   b. After completing at least 90 semester hours, students are to meet the senior assessment requirement in the following semester. If a student does not participate in the assessment that semester, then the student is in “assessment default.”
   c. A student in default will not be able to receive her or his diploma until the default is remedied. A student can remedy assessment default by participating in the appropriate assessment.
   d. No student will be expected or required to participate in more than one form of general education assessment. However, students may be required to participate in a separate assessment of their major field.
   e. See link for senior survey at https://webapps.nku.edu/secureapps/seniorsurvey.

5. Second Bachelor’s Degree
a. A student wishing to receive two bachelor’s degrees may meet requirements for them simultaneously or successively.
b. Requirements for the second major will be those listed under the student’s degree catalog.
c. A student wishing to receive two degrees on the same date must:
   1a. Complete requirements for both degrees.
   2. Earn a minimum of 30 semester hours in residence (courses at NKU) beyond requirements for the first degree.
   3c. Earn a minimum of 60 semester hours in residence at NKU.
d. A student wishing to earn a second bachelor’s degree after receiving the first must:
   1. Complete requirements for the second degree;
   2. Earn at least 12 semester hours in residence (courses at NKU) in addition to those he/she may already have in the major field offering the second degree;
   3. Earn a minimum of 30 semester hours in residence (courses at NKU) beyond requirements for the first degree;
   4. Earn a minimum of 60 semester hours in residence (courses at NKU) beyond the requirement for the first degree to be considered for graduation with honors.

7. Second Major
a. A student who wishes to be certified in two or more major programs must meet requirements for each simultaneously.
b. The degree conferred will be based upon the student’s first major; both majors will be indicated on the student’s academic transcript.
**PROPOSED POLICY: GRADUATION for BACHELOR DEGREE STUDENTS**

Notes for reviewers of this proposal:

(a) Highlighted items (green) will be hyperlinks
(b) Statement #9 under “Requirements for a Bachelor Degree” is a new statement.
(c) Statement #3 under “Two or More Majors” raises a question: can SAP allow the student to specify which is the “first” major. This is important because it may affect the degree title that is on the transcript.

*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 a Bachelor Degree

In order to receive a bachelor degree, a student must:
1. Complete a minimum of 120 semester credit hours.
2. Complete from NKU* at least 25% of the credits required for the degree.
3. Complete the last 30 semester credit hours from NKU*. Limited exceptions are possible when approved by the dean or the chair of the college/department where the course would be housed if offered at NKU where the student’s major is housed.
4. Complete developmental course work, if required.
5. Complete the General Education requirements for a bachelor’s degree, as described on page XX.
6. Complete at least 45 semester credit hours in courses numbered 300 and above. Please note: freshman and sophomore level courses completed at other institutions may have course titles and/or content similar to certain 300- and 400-level courses at NKU. The Office of Transfer Services, in consultation with the department chair where the “comparable” equivalent NKU course is housed, will determine whether such courses will contribute to meeting the NKU’s requirement for 45 credits in courses numbered 300 and above.
7. Complete the requirements for the major.
8. Complete one of the following:
   a. a minor in a discipline outside the major discipline –or--
   b. a minor in an interdisciplinary program offered by NKU –or--
   c. an academic area of concentration consisting of at least 12 semester hours in courses numbered 300 or above, in a discipline that is different from the student’s major –or--
   d. a second major offered by NKU –or--
   e. a minor included within the major where the student is exempted from the minor/area, second major, or concentration requirement. Please see appropriate individual program requirements to determine if the program
exempts the student from the minor/area, second major, or concentration requirement.

9. The requirements for a student’s majors, minors, and concentration must all be based on the same catalog. See the Catalog Applicability section for more information.

9.10. ___ Satisfy the computer use competency requirement as determined by the student’s major department.

10.11. ___ Participate in university-wide mandatory senior assessment and any senior assessment requirements associated with the major and minor.

11.12. ___ Remove all “I” and “K” grades by earning a grade of “A” through “F” in place of each one.

12.13. ___ Earn an overall GPA of at least 2.00 (excluding developmental course work) and a GPA of 2.00 in the major(s), the minor, and the concentration (unless the major or minor department has a higher GPA requirement).

13.14. ___ Satisfy all financial and administrative obligations to the university.

14.15. ___ Apply to graduate.

Applying to Graduate

1. Have a Program Certification Form on file.
   a. One signed form is required for each major, minor, and concentration the student is completing.
   b. The form is available online and the department chair (or designee) of each a student’s major field of study and minor field of study must each sign the Program Certification form. The chair of the student’s major field of study should sign the Program Certification form for the area of, and concentration must each sign a Program Certification Form.
   c. The signed forms should be submitted to the Office of the Registrar Service Center after the student completes 54 semester hours and must be filed no later than the semester preceding the one in which the student plans to graduate.
   d. The Program Certification Forms 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 bachelor degree honors, the student must earn a minimum of 60 semester credits from NKU* and have an overall NKU GPA of at least 3.50, excluding developmental course work.

2. There are three levels of bachelor degree honors:
   - Cum Laude 3.50 - 3.7499
   - Magna Cum Laude 3.75 - 3.8999
   - Summa Cum Laude 3.90 - 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 earning a second bachelor degree, must complete a minimum of 60 semester credits from NKU*, beyond those required for the first bachelor degree.

Two or More Majors

1. A student may earn two or more majors by completing the requirements on all of the majors and earning a minimum 2.00 GPA on each one.

2. The degree conferred will be based upon the student’s first major, as identified by the student; all majors will be indicated on the student’s academic transcript. The “first major” is the one with the earliest submission date. A student who wants his/her “first major” to be the one with the more recent submission date should make this change at the Registrar’s office.

Second Bachelor Degree

A student who wishes to receive two bachelor degrees may meet the requirements for them concurrently or consecutively.

1. In order to receive two bachelor degrees on the same date, a student must:
   a. Complete requirements for both degrees.
   b. Complete both degrees based on the same catalog. See the Catalog Applicability section for more information.
   c. Earn a minimum of 30 semester credits from NKU* on each of the two bachelor degrees; each of the 30 credits must apply to only one bachelor
degree which means that overall the student must earn a minimum of 60 semester credits from NKU.

2. A student wishing to earn a second bachelor’s degree after receiving the first must:
   a. Complete requirements for the second degree.
   b. Earn a minimum of 30 semester hours from NKU beyond the credits required for the first degree. Of these at least 12 must be in the major field for the second degree.

Senior Assessment

1. As a requirement for graduation with a bachelor’s degree, a student must participate in senior assessment.
2. Students may participate in senior assessment beginning the semester after they complete 90 semester credit hours. It is recommended that students complete the assessment prior to completing 110 hours.
3. A student who fails to participate in senior assessment is in assessment default and will not be able to receive the diploma until the default is remedied.
4. A student can remedy assessment default by participating in the appropriate assessment.
5. No student will be expected or required to participate in more than one form of general education assessment. However, students may be required to participate in a separate assessment of their major field.

Implementation Recommendation: To go into effect Fall 2011.