

**Changes to University Handbook Section F**  
**Approved by FS Academic Affairs and FS Faculty Affairs on May 16, 2017**  
**Approved by Faculty Senate on June 13, 2017**

Current/**Proposed** University Handbook Language (F75, F76, F80, F121):

**Proposed Changes to F75 and F76:**

**Examinations**

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://www.k-state.edu/admissions/>.

F75 Credit ~~for by standardized national examinations~~. Any student enrolled at Kansas State University is eligible to gain undergraduate credit ~~from standardized national exams, which include Advancement Placement (AP), College Level Examination Program (CLEP), DANTES, and International Baccalaureate (IB) 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~~ standardized national exams should have the results sent to the Office of Admissions. For more information see the Office of Admissions' website, <http://www.k-state.edu/admissions/>.

Beginning summer 2017, students who have submitted standardized national exam scores will have EP (exam pass) recorded on the academic record. EP will have no impact on the K-State grade point average.

F75 Credit for standardized national exams. Any student enrolled at Kansas State University is eligible to gain undergraduate credit from standardized national exams, which include Advanced Placement (AP), College Level Examination Program (CLEP), DANTES, and International Baccalaureate (IB). A fee may be charged for such exams. Students who take standardized national exams should have the results sent to the Office of Admissions. For more information see the Office of Admissions' website, <http://www.k-state.edu/admissions/>.

Beginning summer 2017, students who have submitted standardized national exam scores will have EP (exam pass) recorded on the academic record. EP will have no impact on the K-State grade point average.

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, but, effective for students who enroll at K-State after the Spring 2017 term, such grades will not become part of the student's grade point average. Non-graded credit by examination shall be treated as graded hours in implementing the A/Pass/F policy.

F76 Credit by department examinations. Specific exams prepared and administered by KSU academic departments may carry letter grades of A, B, C, or D, or a notation "credit" as determined by the academic department. Credit may be granted for any course with the consent of the head/chair of the department offering credit for that subject. The credit will be treated as resident credit, ~~but, effective for students who enroll at K-State after the~~

~~Spring 2017 term, such grades will not become part of and will be computed into the student's grade point average. Non-graded credit by examination shall be treated as graded hours in implementing the A/Pass/F policy.~~

F76 Credit by department examinations. Specific exams prepared and administered by KSU academic departments may carry letter grades of A, B, C, or D, or a notation of "credit" as determined by the academic department. Credit may be granted for any course with the consent of the head/chair of the department offering credit for that subject. The credit will be treated as resident credit, and will be computed into the student's K-State grade point average.

**Rationale:** These changes bring the University Handbook into alignment with the State of Kansas Statute and the BOR Policy related to standardized exams that go into effect on July 1, 2017. With the proposed changes, F75 addresses only the standardized national exams, and F76 addresses departmental exams.

## Proposed change to F80

### 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;

EP--for exam pass of standardized national exams

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;

IH = Incomplete Hold

NH = Non-reported Hold

W—withdrawn.

**Rationale:** The inclusion of EP addresses the new nomenclature being used to assign credit for standardized national exams, as of July 1, 2017. The IH and NH are new nomenclature being implemented by the Registrar's Office.

## Proposed change to F121

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-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 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.

**Rationale:** The additions address HLC accreditation guidelines and provide a definition of Credit for Prior Learning.