

**Proposal by CAPP**  
**Submitted to FS Academic Affairs: May 10, 2017**  
**Proposed Change to University Handbook, Section F121**  
**Approved by Academic Affairs and Faculty Affairs**  
**APPROVED BY FACULTY SENATE ON NOVEMBER 14, 2017**

<http://www.k-state.edu/provost/universityhb/fhsecf.html>

## **Modification Request to F121**

### **Rationale:**

*Currently there is no wording included in the University Handbook that clearly states when courses, that apply to a degree, must be completed for a degree to be awarded. This leaves the potential for a student to be enrolled in a course or courses that apply to their degree in a term after the term in which the degree is awarded. For example, a student could be enrolled in required courses during the summer term (which includes intercession), but be approved as a Spring/May degree candidate. This would impact the gpa upon graduation on the transcript. Instead of all courses being included in the graduating term gpa, courses taken the next term that apply to the degree would not be included.*

### **Proposed Wording (Yellow highlighted text designates changes)**

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. 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. 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.

Each student must complete at least 30 credits and 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.