

GRADUATION-UNDERGRADUATE

POLICY NUMBER: AAPC-GRADUATION-UG

POLICY TYPE: ACADEMIC & ADMISSIONS POLICY COMMITTEE

RESPONSIBLE OFFICIAL TITLE: VICE PRESIDENT FOR ENROLLMENT & DEGREE MANAGEMENT

RESPONSIBLE OFFICE: UNDERGRADUATE ACADEMIC AFFAIRS

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 7/15/2019

NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS FOUR YEARS – 7/15/2023

SUPERSEDES POLICIES DATED: GRADUATION-BACHELOR'S DEGREE &

GRADUATION-ASSOCIATE'S DEGREE – 12/14/2010

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Notes:

[a] For the purposes of the policies related to graduation and graduating with honors, courses taken through the Greater Cincinnati Collegiate Connection (GC3) are treated as though they were taken from NKU.

[b] As of Fall 2019, Kentucky public institutions no longer offer developmental courses.

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 (see note [a] above) at least 25% of the credits required for the degree.
3. Complete the last 30 semester credit hours from NKU (see note [a] above). Limited exceptions are possible when approved by the dean (or designee) of the college where the student's major is housed.
4. Complete developmental coursework, if required (see note [b] above).
5. Complete the General Education requirements for a bachelor degree, as described in the University Catalog.
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 the Registrar, in consultation with the department chair/program director where the equivalent NKU course is housed, will determine whether such courses will contribute to meeting 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 focus 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 of focus or second major requirement. Please see appropriate individual program requirements to determine if the program exempts the student from the minor/area of focus or second major requirement.
9. The requirements for a student's majors and minors/areas of focus must all be based on the same University Catalog. See the Catalog of Record section of the University Catalog for more information: <http://nku.catalog.acalog.com/content.php?catoid=11&navoid=960#catalog-of-record>.
 10. Participate in university-wide mandatory Senior Assessment and any senior assessment requirements associated with the major and the minor.
 11. Remove all "I" grades by earning a final grade of "A" through "F" in place of each one.
 12. Earn an overall GPA of at least 2.00 (excluding developmental coursework) and a GPA of 2.00 in the major(s), the minor/area of focus (unless the major or minor/area of focus department has a higher GPA requirement).
 13. Satisfy all financial and administrative obligations to the university.
 14. Apply to graduate.

Applying to Graduate

1. File an Application for Undergraduate Degree Candidacy in the Office of the Registrar. The form must be submitted by the published due dates for the semester of graduation.
2. Pay the appropriate fee for the application to graduate.

Deadlines and associated fees are published on the website of the Office of the Registrar: <https://inside.nku.edu/registrar/graduation.html>

Graduating with Honors

1. In order for a student to graduate with bachelor degree honors, the student must earn a minimum of 30 semester credits from NKU (see note [a] above) and have an overall NKU GPA of at least 3.50, excluding developmental coursework.
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 coursework) at the conclusion of the previous semester. Honors will appear on the academic 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 30 semester credits from NKU (see note [a] above), 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 in each one. Note: Some programs require a GPA higher than a 2.00.
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. Students who want their "first major" to be the one with the more recent submission date should make this change at the Office of the Registrar.

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 of Record section of the University Catalog for more information:
<http://nku.catalog.acalog.com/content.php?catoid=11&navoid=960#catalog-of-record>.
 - c. Earn a minimum of 30 semester credits from NKU (see note [a] above) 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.

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 (see note [a] above).
2. Complete developmental coursework, if required (see note [b] above).
3. Complete the General Education requirements for an associate degree, as described in the University Catalog.
4. Complete the requirements of the major for associate degree candidates.
5. Remove all "I" grades by earning a final grade in place of each one.
6. Earn an overall GPA of at least 2.00 (excluding developmental coursework) and a GPA of 2.00 in the major (unless the department/program 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. One signed form is required for each major, minor, and focus the student is completing.
 - b. The form must be signed by the department chair/program director (or designee) of the student's major and minor fields of study. The chair/program director of the student's major field of study should sign the program certification form for the area of focus.
 - c. The Program Certification Form must be submitted concurrently with the Application for Degree Candidacy, described below.
2. File an Application for Undergraduate Degree Candidacy in the Office of the Registrar. The form must be submitted by the published due dates for the respective semester of graduation.
3. Pay the application to graduate fee.

Deadlines and associated fees are published on the website of the Office of the Registrar:

<https://inside.nku.edu/registrar/graduation.html>

Graduating with Honors

1. In order to graduate with associate degree honors, a student must earn a minimum of 30 semester credits from NKU (see note [a] above) and have an overall NKU GPA of at least 3.50, excluding developmental coursework.
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 NKU overall grade point average (excluding developmental coursework) at the conclusion of the previous semester. Honors will appear on the transcript based upon the student's NKU 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 (see note [a] above) beyond the credits that were required for the first bachelor degree.

Second Associate Degree

A student who has not earned a bachelor 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 (see note [a] above) 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 (see note [a] above) in order to earn two NKU associate degrees.

Associate Degree after a Bachelor Degree

A student who has already earned a bachelor 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 (see [a] note above) beyond the credits that were required for the bachelor degree. Of those 20 credits, at least 12 must be in the discipline of the associate degree.

II. ENTITIES AFFECTED

Students, Academic Programs and Departments/Schools, and the Office of the Registrar

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision & Name Change to Single Policy	July 15, 2019
Policies:	
Graduation – Bachelor’s Degree	December 14, 2010
Graduation – Associate’s Degree	December 14, 2010

GRADUATION - UNDERGRADUATE

PRESIDENTIAL APPROVAL

PRESIDENT			
Signature	<i>Ashish K. Vaidya</i>	Date	7/15/19
Ashish K. Vaidya			

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)			
<input checked="" type="checkbox"/> This policy was forwarded to the Board of Regents on the Presidential Report (information only) . Date of Board of Regents meeting at which this policy was reported: <u>9 / 11 / 19</u> .			
<input type="checkbox"/> This policy was forwarded to the Board of Regents as a Presidential Recommendation (consent agenda/voting item) .			
<input type="checkbox"/> The Board of Regents approved this policy on ____ / ____ / ____. (Attach a copy of Board of Regents meeting minutes showing approval of policy.)			
<input type="checkbox"/> The Board of Regents rejected this policy on ____ / ____ / ____. (Attach a copy of Board of Regents meeting minutes showing rejection of policy.)			
SECRETARY TO THE BOARD OF REGENTS			
Signature	<i>Bonita Brown</i>	Date	9/18/19
Print Name	Bonita Brown		