

## CLEAN COPY FOR APPROVAL

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### FOR IMPLEMENTATION IN 2013-2014 UNIVERSITY CATALOG

## GRADUATION REQUIREMENTS

Each candidate for a degree must meet the general requirements for graduation and the specific requirements for the degree desired. The ultimate responsibility for complying with degree requirements rests with the student. In order to ensure the early and proper selection of a field of concentration, every student seeking a baccalaureate degree is required to have filed a declaration of major by the time the student has completed 54 credit hours. Candidates for the associate degree must file the declaration of major at the completion of 24 credit hours. A student is free to change or add majors at any time by following the correct prescribed procedures. Declaration of a major is made online from the Academic Advising channel on the Students tab on MyWashburn or through this link: [www2-prod.washburn.edu/iss/majordec/index.php](http://www2-prod.washburn.edu/iss/majordec/index.php)

Candidates for the Baccalaureate or Associate Degree must file an Application for Degree form in the Office of the University Registrar in September for the fall semester and in February for the spring and summer semester. The University confers degrees at the end of each semester and at the end of the Summer Session.

Students who have completed baccalaureate degrees at accredited institutions of higher education are considered to have satisfied general education requirements, and are therefore not required to meet Washburn's general education requirements common to all Bachelor and Associate degrees. This includes all aspects of the general education program including the core coursework and the general education distribution grouping hours. Students will, however, be required to meet degree requirements that are specific to certain Bachelor and Associate degrees. Students who have completed associate degrees (A.A. or A.S.) at accredited institutions of higher education and have satisfactorily completed coursework in the general education distribution groupings (Arts and Humanities, Social Sciences, and Natural Sciences and Mathematics) as part of their associate degree program will receive general education distribution credit in the appropriate grouping. Transfer students should also see "Transfer" section for additional information.

## UNIVERSITY REQUIREMENTS COMMON TO ALL BACHELOR DEGREES

1. A minimum of 120 semester hours of credit. Some baccalaureate degrees may require additional hours. See specific degree/major.
2. A cumulative grade average of at least C (2.0 grade point).
3. Forty-five hours of upper division work (300-400 numbered courses).
4. At least 12 hours in the major must be in the upper division courses.
5. Eleven hours of course-specific core coursework including EN 101 and EN 300 (communication), MA 110 or MA 116 (quantitative and scientific reasoning and literacy), and KN 198 (critical thinking) further described under Core Requirements.
6. A minimum of nine hours in each of the distribution groupings of General Education (see General Education Distribution Groupings and Subject Areas) from courses outside the major selected from at least two disciplines in each distribution group. The number of hours in each distribution grouping will vary by degree. The individual student should check with the major department. Courses in the student's major discipline cannot fulfill requirements; however, in many cases, courses required by the major department in correlated areas will fulfill some of the general education distribution requirements.

7. To count toward a major, minor, or required correlated area, work must be of C grade or better. A correlated area is defined as any course or courses outside the major discipline required for the completion of that major.
8. A/Pass/Fail option cannot be taken in the major department, or correlated area unless written permission is obtained from the head of the major department for that course and filed with the University Registrar's Office.
9. For the bachelor degrees, at least 30 hours must be earned in residence at Washburn, including 20 of the last 30, or 40 of the last 60 presented for the degree. At least 25 percent of the credit hours required for the major must be taken at Washburn.
10. At least 60 hours of the total credit hours required for the baccalaureate degree must be taken at a 4 year college or university.
11. A student may be awarded a degree after completing the requirements for that degree in effect when he/she first enrolled or, if he/she chooses, in effect in any subsequent year except that no degree shall be awarded based upon requirements not in effect within six years of the date of graduation.
12. A double major may be completed within the 120 hour total by meeting all the requirements of the two majors.
13. Any candidate for a second baccalaureate degree must meet the specific requirements for both degrees and present an additional 30 credit hours beyond the first baccalaureate degree.
14. For general elective credits for a baccalaureate degree, no more than a combined total of ten hours of credit in physical activity courses (beyond the two-hour core requirement) and music ensemble courses will count.
15. No more than 12 hours of correspondence work may be offered toward any degree. This applies to correspondence courses only and not to extension courses. Courses failed by a student in residence may not be repeated by correspondence. Normally, courses offered on campus may not be taken by correspondence.
16. While there is no specific limit to the total number of semester hours that may be taken on a non-graded basis such as A/pass/fail, credit by examination, advanced placement, and/or military service, a minimum of 84 hours presented for graduation must be on a graded basis.
17. Candidates for degrees other than the BBA degree are limited to a maximum of 21 hours of Accounting (AC) and Business (BU) courses within the 120 minimum required for graduation.

## **UNIVERSITY REQUIREMENTS COMMON TO ALL ASSOCIATE DEGREES**

1. A minimum of 60 hours. Some associate degrees may require additional hours. See specific degree/major.
2. Eight hours of course-specific core coursework including EN 101 (communication), MA 110 or MA 116 (quantitative and scientific reasoning and literacy), and KN 198 (critical thinking) further described under Core Requirements.
3. A minimum of six hours in each of the distribution groupings of General Education (see General Education Distribution Groupings and Subject Areas). The number of hours in each distribution grouping may vary by degree. The individual student should check with the major department. Courses in the student's major discipline cannot fulfill General Education Distribution requirements; however, in many cases, courses required by the major department in correlated areas will fulfill some of the requirements. Any mathematics course taken to satisfy the quantitative and scientific reasoning and literacy core coursework may also be used to meet the distribution requirements for Natural Science and Mathematics.
4. A cumulative grade average of at least 2.0.
5. To count toward a major, minor, or required correlated area, work must be of C grade or better. A correlated area is defined as any course or courses outside the major discipline required for the completion of that major.
6. A/pass/fail option cannot be taken in the major department or correlated area unless written permission is obtained from the head of the major department for that course and filed with the Registrar's Office.
7. Twenty-four credit hours must be completed at Washburn University; of these, 12 of the last 24 must be Washburn University credits.
8. Forty-two hours must be graded. (Cooperative programs with Washburn Institute of Technology are exempt).

9. A student may be awarded a degree after completing the requirements for that degree in effect when he/she first enrolled or, if he/she chooses, in effect in any subsequent year except that no degree shall be awarded based upon requirements not in effect within six years of the date of graduation.

## GENERAL EDUCATION STATEMENT

The General Education component of higher education specifically focuses on introducing students to ways of knowing, integrative knowledge, appreciation of historical context, common themes of human experience, social responsibility, analytical reasoning, civic engagement, and the development of practical skills and reflective habits of mind. The General Education requirements at Washburn University are designed with the intent of providing students with a grounding in liberal arts and sciences and shaping an informed, capable citizenry through a broad education in a range of disciplines. These courses ensure that students are equipped with the knowledge and skills necessary to engage with our rapidly-changing world over their lifetimes. In order to accomplish these goals, students will complete core courses in composition and mathematics and a broad range of course work in Arts and Humanities, Social Sciences, and Natural Sciences and Mathematics designed specifically to meet the following five major learning outcomes:

1. **Communication.** Communications skills involve the ability to clearly express and understand ideas in written, oral and non-verbal forms. Communication includes the practical exchange of information, which can include the ability to listen, comprehend and respond to others, as well as the creative expression of ideas in the visual, written and performing arts. In oral and written communication, students will demonstrate the ability to shape a central thesis, organize an argument, and formally support that argument. Students will be able to understand and interpret creative expression based on knowledge of the forms and principles of various expressive media.
2. **Quantitative and Scientific Reasoning and Literacy.** Quantitative reasoning involves the ability to work with numerical data and the higher-order thinking skills required to make and understand mathematical arguments. Scientific literacy involves the acquisition and application of skills and knowledge necessary to understand the nature and content of science, and to evaluate scientific arguments using evidence-based reasoning. Students will be able to understand and develop arguments supported by quantitative evidence, clearly communicate those arguments in a variety of formats (using words, tables, graphs, statistical inference, mathematical equations and functions, etc., as appropriate), and apply mathematical and scientific methods to solve problems from a wide array of contexts and everyday situations.
3. **Information Literacy and Technology.** Information literacy and technology involves the ability to locate, select, use and evaluate information obtained from appropriate electronic and/or printed resources, including a critical analysis of the information and the credibility of the sources of information. It also involves the ability to use technology to research, organize, present and/or communicate information in meaningful ways. Additionally, information literacy and technology includes skills such as the ability to understand the development of technology and its impact on society, the ability to understand and use existing technologies and information to address real-world issues, and the ability to recognize emerging technological trends and their possible impact on the future.
4. **Critical and Creative Thinking.** Critical thinking is the intellectually disciplined process of assessing and evaluating ideas and forms. It involves clarifying questions, reflecting upon meaning, comparing multiple viewpoints, and evaluating evidence to make an informed judgment. Creative thinking involves the production of original ideas, forms or works by making connections, generating alternatives, and elaborating or exploring new applications of accepted practices through innovation and/or invention. Critical and creative thinkers gather information from experience, observation, reasoning, reflection and communication. They explore and synthesize related ideas, connect them to prior knowledge, and apply them to new contexts.
5. **Global Citizenship, Ethics, and Diversity.** Global citizenship refers to the broad understanding of peoples and cultures in the United States and around the world, and to humankind's place and effects in the world. Global citizenship includes a respect for the commonalities and differences in peoples, including an understanding of values, beliefs and customs. It places an emphasis on the economic, religious, political, geographic, linguistic, historic, environmental and social aspects that define cultures. It places an emphasis on ethics, equality and human rights, an appreciation for

diversity, the interconnectedness of societies and cultures, and a commitment to finding solutions to problems that can affect the world.

While all courses offered at the university educate students in most if not all of the five learning outcomes identified as critical to providing an educated citizenry, some courses are designed to emphasize and assess particular learning outcomes. Each of these courses bases a substantial portion (typically at least 30%) of the final course grade on the specified student learning outcome. These courses are identified in the course catalog description (Communication: COM; Quantitative and Scientific Reasoning: QSR; Information Literacy and Technology: ILT; Critical and Creative Thinking: CCT; and Global Citizenship, Ethics, and Diversity: GED). All of the courses in the general education distribution requirements have been identified as meeting a specified student learning outcome. However, general education distribution courses must be completed outside the student's major. The number of general education distribution hours will depend on the specific degree requirements listed below. The individual student should check with the major department. Although Student Learning Outcomes (SLOs) are a useful tool for assessing general education courses, it must also be recognized that SLOs in no sense equal general education. Nothing in this document should be taken to construe that equivalency, or to suggest that every course entailing an SLO should be considered as counting toward general education.

## CORE REQUIREMENTS

The following course-specific core Student Learning Outcome courses are required of all undergraduate degree-seeking students (C or better):

**EN 101: Freshman Composition (COM).** Most freshmen will satisfy this requirement by taking EN 101: Freshman Composition. Freshmen whose names begin with A through K will enroll in English 101 during Fall Semester and those whose last names begin with the letters L through Z in the Spring Semester. For those students who do not feel adequately prepared for 101, the English Department offers EN 100: Developmental English. This course, taught by full-time faculty members, offers smaller classes and individual attention to students who need additional preparation before attempting EN 101. Students may be placed in this course based on consultation with members of the English faculty, departmental advisers, and advisers in Academic Advising. Students should be aware that EN 100 does not fulfill the Freshman Composition requirement and does not count toward the minimum of 120 credit hours required for graduation since EN 100 is considered a remedial course. However, completion of this course can assist students in acquiring the level of proficiency required to be successful in EN 101.

**EN 300: Advanced Composition (COM - Baccalaureate Only).** This course, which is designed to be taken in the junior year, prepares students for advanced academic writing. Students need to have completed 54 credit hours to enroll in EN 300. EN 300 satisfies three hours of the forty-five upper division hours required for a baccalaureate degree.

English 101, English/Honors 102, English 200, and English 300 will not count toward the completion of the Arts and Humanities General Education requirement; however, transfer students who have completed a second semester freshman composition course at another institution may use that course to fulfill three hours of the humanities General Education requirement.

**MA 110: Exploring Mathematics or MA 116: College Algebra (QSR).** This requirement will be waived if the student demonstrates appropriate competency as determined by the Mathematics and Statistics Department. (Some acceptable waivers: completion, with a C or better, of any Washburn mathematics course or its equivalent numbered higher than MA 116; an ACT score in mathematics of at least 28 or an SAT score in mathematics of at least 640.

**KN 198: Lifetime Wellness (CCT – 2 hours).** KN 198 Lifetime Wellness is a core course\*, consisting of weekly lectures on wellness concepts and topics, combined with an activity component that reinforces lecture information. KN 198 may not be repeated for credit. This requirement can be met in one of the following ways:

Complete the KN 198 course offered at Washburn University through the Department of Kinesiology.

Transfer appropriate coursework from other universities to count for KN 198 as described below:

Complete a ONE CREDIT wellness “concepts” (theory) course and a ONE CREDIT physical education “activity” class from another university, or two different universities, and combine them for KN 198 credit.

Complete a TWO CREDIT (or more) wellness “concepts” (theory) course from another university. In this case, it is not necessary to combine this type of course with an activity class to receive KN 198 credit. This course can be taken in an online format, if desired.

Washburn students enrolled in the PLAN 2+2 degree program should contact the Office of Enrollment Management for more information on completing KN 198 requirements.

The Washburn University Transfer Guides available on the Washburn web site list transfer credit possibilities for KN 198 from Kansas colleges and universities, as well as other selected universities. Check the transfer guides to see your potential for transfer credit for KN 198.

\*The exception to this policy is a Washburn student who completed an associate degree under a catalog prior to 1995 when the KN 198 (then PE 198) Lifetime Wellness requirement was initiated, which satisfied the previous physical education requirement (as part of their associate degree program), and are therefore granted a waiver of the KN 198 requirement. Transfer students who completed associate degrees prior to 1995, and who completed at least two hours of physical education as part of their associate degree program, are granted waiver of the KN 198 requirement.

The position of the Department of Kinesiology is that the knowledge, skills, experiences and attitudes gained through the Lifetime Wellness course are essential to individuals of all ages, conditions, and backgrounds. The benefits to be obtained are in no way diminished by the age, condition, ability level or previous activity/academic history of the student. Therefore, these factors should not exempt a student from this requirement. While the Department encourages the participation of all individuals in physical activity, regardless of physical condition, it wishes to remain sensitive to the individual needs and limitations of students at Washburn. Students with disabilities may enroll in a regular section of Lifetime Wellness and will have necessary adaptations made in that particular activity.