

Proposal Date: April 10, 2014

**Office of the Registrar  
Proposal to Revise an Academic Policy  
(Action Item)**

Contact Person: Freida Eggleton, [freida.eggleton@wku.edu](mailto:freida.eggleton@wku.edu), 745-5432

Identification of proposed policy revision:

**1. Catalog statement of existing policy:**

**Attendance Policy**

Students who, without previous arrangement with the instructor or department, fail to attend the first two class meetings of a course meeting multiple times per week or the first meeting of a class that meets one time per week MAY be dropped from the course. Nonattendance for a web-based course shall be defined as failure to log onto Blackboard or other instructor-designed website within one week of the course start date without previous arrangements with the instructor or department.

**Grading and the Quality Point System**

FN – failure due to nonattendance (no semester hours earned and no quality points)

**2. Catalog statement of proposed policy:**

**Attendance Policy**

Students who, without previous arrangement with the instructor or department, fail to attend the first two class meetings of a course meeting multiple times per week or the first meeting of a class that meets one time per week MAY be dropped from the course. Nonattendance for a web-based course shall be defined as failure to perform meaningful academically-related activity (including, but not limited to, the following: submitting an academic assignment, taking an exam, participating in an online discussion about academic matters) within one week of the course start date without previous arrangements with the instructor or department.

**Grading and the Quality Point System**

FN – failure due to nonattendance, or ceasing to attend, up to and including the 60% point of a term, valued at no semester hours earned and no quality points. Nonattendance shall be defined as failure to perform meaningful academically-related activity including, but not limited to, the following: submitting an academic assignment, taking an exam, participating in an online discussion about academic matters.

**3. Rationale for proposed policy revision:**

For both the attendance policy and the FN grade policy, clarification of “nonattendance” is needed, particularly for web-based courses. This definition of nonattendance is consistent with the federal Title IV financial aid definition of “unofficial withdrawal.”

**4. Impact of proposed policy revision on existing academic or non-academic policies:** None

**5. Proposed term for implementation:** 2014 summer term

**6. Dates of prior committee approvals:**

Office of the Registrar	<u>April 10, 2014</u>
UCC Academic Policy Subcommittee	<u>April 14, 2014</u>
Undergraduate Curriculum Committee	<u>04/24/2014</u>
University Senate	<u></u>

**Academic Policy Subcommittee of UCC**

**Proposal to Revise an Academic Policy**

**(Action Item)**

Contact Person: Name: Sylvia Gaiko, email: [Sylvia.gaiko@wku.edu](mailto:Sylvia.gaiko@wku.edu) , Phone: 745-8985

Identification of proposed policy revision:

**1. Catalog statement of existing policy:**

**Course Requirements** (p 35): "At least one-third of the course requirements in each major and minor must be earned at WKU.

At least one-half of the semester hours required for each major and minor must be earned in undergraduate courses number 300 and above(except minors in business administration and computer information systems, and majors in dental hygiene, social studies, art education, and middle grades education; refer to the specific program description for details.)

A minimum of 42 undergraduate semester hours must be completed in upper division courses (courses numbered 300 or above) by students earning a baccalaureate degree.

Student transferring with an applied associate degree (e.g., Associate in Applied Science or its equivalent) into the following majors must complete a minimum of 39 undergraduate semester hours in upper division courses: computer information technology, dental hygiene, health sciences, nursing, organizational leadership, systems management, and technology management; refer to each specific major description for more details."

**2. Catalog statement of proposed policy:**

At least one-third of the course requirements in each major and minor must be earned **through instruction** at WKU.

At least one-half of the semester hours required for each major and minor must be earned in undergraduate courses number 300 and above(except minors in business administration and computer information systems, and majors in dental hygiene, social studies, art education, and middle grades education; refer to the specific program description for details.)

A minimum of 42 undergraduate semester hours must be completed in upper division courses (courses numbered 300 or above) by students earning a baccalaureate degree. Student

transferring with an applied associate degree (e.g., Associate in Applied Science or its equivalent) into the following majors must complete a minimum of 39 undergraduate semester hours in upper division courses: computer information technology, dental hygiene, health sciences, nursing, organizational leadership, systems management, and technology management; refer to each specific major description for more details

**3. Rationale for proposed policy revision:**



**Academic Policy Subcommittee of UCC**

**Proposal to Revise an Academic Policy**

**(Action Item)**

Contact Person: Name: Sylvia Gaiko, email: [Sylvia.gaiko@wku.edu](mailto:Sylvia.gaiko@wku.edu) , Phone: 745-8985

Identification of proposed policy revision:

**1. Catalog statement on Credit by Exam policy (page 41 -48 ):**

“Credit may be earned at WKU through the following examination programs: the Advanced Placement Program (AP), the American College Testing Program (ACT), the Scholastic Assessment Test (SAT), the College Level Examination Program (CLEP), International Baccalaureate (IB), the Accounting Pilot and Bridge Project (APBP), and departmental examinations developed by WKU departmental faculty committees. The credit hours earned through these examinations will count toward graduation, but will not be used to compute grade point averages since a letter grade will not be given. Additional information about the exams may be obtained by clicking on the underlined course title in the charts that follow.

Although students may receive credit hours through any of these seven programs, duplicate credit may not be earned. For example, a student who earns credit hours for English 100 through the AP program may not receive additional credit for English 100 on the ACT exam, on a departmental exam, or on the CLEP exams.

High school seniors should take CLEP and ACT or SAT examinations by February at the latest so the results may be available for use in selecting courses during the March or June Academic Transition Program (ATP).

The Office of Admissions notifies students of their eligibility for credit upon receiving an application for admission and the official test score report. Students will receive the credit during the first semester of enrollment.

Credit for Gen Ed paragraph (no necessary, as will not change):

**Advanced Placement Program (AP)**

Students may earn college credit through the Advanced Placement Program of the College Board upon attaining the minimum score on the AP examination. (table not included, as it is not impacted).

### **Accounting, Pilot and Bridge Project**

Students may earn three hours of proficiency credit for successful completion of the high school Accounting Pilot and Bridge Project (APBP) course. Students who earn credit from the APBP exam will meet the prerequisite for the second introductory accounting course, ACCT 201 – Introductory Accounting-Managerial. Contact the Department of Accounting at [Acct@wku.edu](mailto:Acct@wku.edu) or (270) 745-3895 for more information.

### **ACT or SAT English Proficiency Credit**

A student scoring 29 or above on the English section of the Enhanced ACT or 650 or above on the verbal section of the re-centered SAT may be awarded three credit hours for English 100. WKU does not require the written component on either exam. A student who earns credit for English 100 on the ACT or SAT may not receive additional credit for English 100. Official ACT or SAT scores should be sent by the testing company to the Office of Admissions as part of the admissions process. ACT scores may be obtained by contacting ACT Records, P.O. Box 451, Iowa City, Iowa 52243, phone (319)337-1313, or accessing on-line information at [www.act.org](http://www.act.org). The following code number should be used to have scores sent to WKU: ACT-1562. SAT score information can be obtained by calling 1- 866-756-7346 or on-line at [www.collegeboard.com](http://www.collegeboard.com). The following code number should be used to have scores sent to

WKU: SAT-1901 The Office of Admissions will notify applicants who qualify for academic credit on the basis of the ACT/SAT scores.

### **College Level Examination Program (CLEP)**

The CLEP examinations may be taken each month at any national testing center, including the testing center at WKU. Information about CLEP may be obtained by writing CLEP, CN 6600, Princeton, New Jersey 08540-6600, or accessing on-line information at [www.collegeboard.com](http://www.collegeboard.com), or by contacting the Counseling and Testing Center, Western Kentucky University, Bowling Green, Kentucky 42101, (270) 745-3159. The following code number should be used to have scores sent to WKU: CLEP-1901.

Students may register for CLEP examinations at WKU by contacting the Counseling and Testing Center or by going online to [www.registerblast.com/wku](http://www.registerblast.com/wku).

Students applying to WKU should have their scores sent to the Office of Admissions. Students currently enrolled at WKU should request their scores be sent to the Office of the Registrar. The appropriate office will then notify applicants who qualify for academic credit.

### **Policies**

1. A student who has completed a course or has received credit by examination at WKU or at another accredited college or university may not receive credit for a CLEP examination of similar content.
2. A student may not take a CLEP examination for credit after having taken a college course at a higher level in the same department (subject matter area).
3. A student may establish credit in all courses or areas in which he/she is able to demonstrate a proficiency, provided he/she meets the University's residence requirements for graduation.
4. A student who fails to earn credit on a CLEP examination may not repeat the same examination within six months of the initial testing date.
5. A student may not repeat by proficiency testing a course which has been previously taken or failed at WKU or another accredited institution.

### **CLEP Subject Examinations**

WKU does not require completion of the essay section of the CLEP subject examinations (no table of acceptable scores)

### **Departmental Credit By Examination**

Students enrolled at WKU may also receive credit on the basis of departmental examinations. A student may take a departmental examination in any course listed as satisfying a requirement in any of the categories of general education. Departments may offer departmental exams in other courses at their discretion.

A department may adopt either a standardized examination available from outside the University or develop an appropriate proficiency examination within the department by means of a faculty committee. Departmental proficiency examinations may be written, oral or both.

To be eligible to take a departmental proficiency examination, a student must be fully matriculated, in good standing, and regularly enrolled at WKU. Credits earned in this manner will be recorded on the student's official transcript but will not be considered as a part of the normal semester load in the term in which the examination is taken. A student may not register for a departmental examination for a course while he or she is enrolled in that course. A student may not take a departmental proficiency examination in a course which has been previously taken at WKU or at another accredited institution.

A student desiring to take a departmental examination must complete an appropriate request form in the Office of the Registrar. A fee of \$25 per credit hour must be paid at the time the form is submitted. The form must be submitted to the Registrar prior to the end of the third week of classes in either the fall or spring semesters. The Registrar will notify the appropriate department of the student's request. The department will administer the proficiency examination during the seventh week of classes. The student must obtain the specific time and place for testing from the department head.

After testing has been completed, the department head will notify the Registrar in writing as to whether or not the student demonstrated acceptable proficiency. If the department recommends credit be granted, the semester hours earned will be recorded on the official transcript. However, the credit will not be used in computing the grade point average since letter grades will not be assigned.

### **International Baccalaureate**

Western Kentucky University recognizes the International Baccalaureate (IB) program completed in high school. Credit will be awarded by earning the required score in a specific subject. To receive credit the student must furnish an official IB transcript to the Office of Admissions issued directly from the New York office of the International Baccalaureate Organization. Specific information about required scores and credit may be obtained from the Office of Admissions.

### **MILITARY SERVICE CREDIT**

WKU strives to be a military friendly institution that will provide military personnel the ability to attend WKU and receive college credit for formal courses and primary occupations



offered while in the military. WKU awards college credit based on the American Council on Education (ACE) Guide recommendation. Active duty soldiers or military veterans are required to submit official military transcripts prior to admission. Any soldier who is retired or discharged from the military will be required to submit their official military transcripts and a copy of the DD form 214 (Certificate of Release or Discharge from Active Duty of Service) member copy 4. The DD 214 must have characterization of service listed on the form. The DD 214

Form may be requested at <http://www.archives.gov/veterans/military-service-records/>. Official military transcripts may be requested at <https://jst.doded.mil/>."

**2. Catalog statement on Proposed Credit by Exam policy (page 41 -48 ):**

"Credit may be earned at WKU through the following examination programs: the Advanced Placement Program (AP), the American College Testing Program (ACT), the Scholastic Assessment Test (SAT), the College Level Examination Program (CLEP), International Baccalaureate (IB), the Accounting Pilot and Bridge Project (APBP), and departmental examinations developed by WKU departmental faculty committees. The credit hours earned through these examinations will count toward graduation, but **will not apply to WKU residence credit** or to compute grade point averages since a letter grade will not be given. Additional information about the exams may be obtained by clicking on the underlined course title in the charts that follow.

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1. A student who has completed a course or has received credit by examination at WKU or at another accredited college or university may not receive credit for a CLEP examination of similar content.
2. A student may not take a CLEP examination for credit after having taken a college course at a higher level in the same department (subject matter area).
3. A student may establish credit in all courses or areas in which he/she is able to demonstrate a proficiency, provided he/she meets the University's residence requirements for graduation. **The credit earned will not count toward WKU residence.**
4. A student who fails to earn credit on a CLEP examination may not repeat the same examination within six months of the initial testing date.
5. A student may not repeat by proficiency testing a course which has been previously taken or failed at WKU or another accredited institution.

### **CLEP Subject Examinations**

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A department may adopt either a standardized examination available from outside the University or develop an appropriate proficiency examination within the department by means of a faculty committee. Departmental proficiency examinations may be written, oral or both.

To be eligible to take a departmental proficiency examination, a student must be fully matriculated, in good standing, and regularly enrolled at WKU. Credits earned in this manner will be recorded on the student's official transcript as **nonresidence credit** but will not be considered as a part of the normal semester load in the term in which the examination is taken. A student may not register for a departmental examination for a course while he or she is enrolled in that course. A student may not take a departmental proficiency examination in a course which has been previously taken at WKU or at another accredited institution.

A student desiring to take a departmental examination must complete an appropriate request form in the Office of the Registrar. A fee of \$25 per credit hour must be paid at the time the form is submitted. The form must be submitted to the Registrar prior to the end of the third week of classes in either the fall or spring semesters. The Registrar will notify the appropriate department of the student's request. The department will administer the proficiency examination during the seventh week of classes. The student must obtain the specific time and place for testing from the department head.

After testing has been completed, the department head will notify the Registrar in writing as to whether or not the student demonstrated acceptable proficiency. If the department recommends credit be granted, the semester hours earned will be recorded on the official transcript. However, the credit will not be used in computing the grade point average since letter grades will not be assigned.

### **International Baccalaureate**

Western Kentucky University recognizes the International Baccalaureate (IB) program completed in high school. Credit will be awarded by earning the required score in a specific subject, **and awarded as nonresidence credit**. To receive credit the student must furnish an official IB transcript to the Office of Admissions issued directly from the New York office of the International Baccalaureate Organization. Specific information about required scores and credit may be obtained from the Office of Admissions.

### **MILITARY SERVICE CREDIT**



**Academic Policy Subcommittee of UCC  
Proposal to Revise an Academic Policy  
(Action Item)**

Contact Person: Name: Sylvia Gaiko, email: sylvia.gaiko@wku.edu, Phone: 745-8985

Identification of proposed policy revision:

**7. Catalog statement of existing policy:** pages 35-36 of 2013-14 Undergraduate Catalog

**Concurrent and Subsequent Degrees**—Students may pursue two or more degrees either concurrently or subsequently, as specified below.

**A. Concurrent (Dual) Associate Degrees**

- A minimum of 75 semester hours must be earned to complete the requirements of two associate degrees concurrently.
- Courses taken toward fulfilling one associate degree may also count toward fulfilling requirements in the other, provided that a minimum of 15 semester hours of coursework in the additional major – not including general education – applies exclusively to the additional concurrently earned associate degree.
- A minimum of 15 semester hours in each degree must be earned at WKU.
- A minimum 2.0 grade point average must be earned for all coursework presented in completion of both degrees; in all coursework completed at WKU; and in all coursework in the major.
- Students may pursue concurrent degrees that lead to the same degree type (e.g., two Associate of Science degrees)
- Students must file a separate Application for Graduation and pay the graduation fee for each degree. Two diplomas will be awarded upon simultaneous completion of the two degrees.

**B. Subsequent Associate Degree**

- Students must have earned an acceptable associate or higher degree from a fully accredited college or university.
- The approved program must include a minimum of 15 semester hours in a new major earned after completion of the student's first degree.
- Twelve semester hours contained in the approved program must be earned at WKU.
- A 2.00 grade average must be earned for all coursework presented in completion of the program; in all coursework completed at WKU; and in all coursework in the major.

**C. Concurrent (Dual) Baccalaureate Degrees**

- A minimum of 150 semester hours must be earned to complete the requirements of two baccalaureate degrees concurrently.
- A minimum of 57 upper division hours must be earned (courses numbered 300 or above).
- A minimum of 30 hours in each degree must be earned at WKU.
- A minimum 2.0 grade point average must be earned in all coursework presented in completion of the degrees; in all coursework completed at WKU; and in all coursework in each major and minor.
- Students may pursue concurrent degrees that lead to the same degree type (e.g., two Bachelor of Science degrees).
- Students are not permitted to pursue the Bachelor of Interdisciplinary Studies (BIS) and another baccalaureate degree concurrently.
- Students must file a separate Application for Graduation and pay the graduation fee for each degree. Two diplomas will be awarded upon simultaneous completion of the two degrees.

**D. Subsequent Baccalaureate Degree**

- Students must have earned an acceptable baccalaureate degree from a fully accredited college or university.
- The approved program must include a minimum of 30 semester hours earned after completion of the student's first degree. A minor may be declared as part of the subsequent degree, but is not required.
- Twenty-four semester hours contained in the approved program must be earned at WKU.
- Fifteen semester hours must be earned in completion of a new major.
- One-half of the new semester hours presented in completion of each major and minor must be earned at the upper division level (courses numbered 300 or above).
- A minimum 2.00 grade average must be earned for all coursework presented in completion of the program; in all coursework completed at WKU; and in all coursework in each major and minor.
- Students are not permitted to pursue the Bachelor of Interdisciplinary Studies (BIS) as a subsequent baccalaureate degree.

## 8. Catalog statement of proposed policy:

**Concurrent and Subsequent Degrees**—Students may pursue two or more degrees either concurrently or subsequently, as specified below.

### A. Concurrent (Dual) Associate Degrees

- A minimum of 75 semester hours must be earned to complete the requirements of two associate degrees concurrently.
- Courses taken toward fulfilling one associate degree may also count toward fulfilling requirements in the other, provided that a minimum of 15 semester hours of coursework in the additional major – not including general education – applies exclusively to the additional concurrently earned associate degree.
- A minimum of 15 semester hours in each degree must be earned **through instruction** at WKU.
- A minimum 2.0 grade point average must be earned for all coursework presented in completion of both degrees; in all coursework completed at WKU; and in all coursework in the major.
- Students may pursue concurrent degrees that lead to the same degree type (e.g., two Associate of Science degrees)
- Students must file a separate Application for Graduation and pay the graduation fee for each degree. Two diplomas will be awarded upon simultaneous completion of the two degrees.

### B. Subsequent Associate Degree

- Students must have earned an acceptable associate or higher degree from a fully accredited college or university.
- The approved program must include a minimum of 15 semester hours in a new major earned after completion of the student's first degree.
- A minimum of 12 credit hours must be earned **through instruction** at WKU.
- A 2.00 grade average must be earned for all coursework presented in completion of the program; in all coursework completed at WKU; and in all coursework in the major.

### C. Concurrent (Dual) Baccalaureate Degrees

- A minimum of 150 semester hours must be earned to complete the requirements of two baccalaureate degrees concurrently.
- A minimum of 57 upper division hours must be earned (courses numbered 300 or above).
- A minimum of 30 hours in each degree must be earned **through instruction** at WKU.
- A minimum 2.0 grade point average must be earned in all coursework presented in completion of the degrees; in all coursework completed at WKU; and in all coursework in each major and minor.
- Students may pursue concurrent degrees that lead to the same degree type (e.g., two Bachelor of Science degrees).
- Students are not permitted to pursue the Bachelor of Interdisciplinary Studies (BIS) and another baccalaureate degree concurrently.

- Students must file a separate Application for Graduation and pay the graduation fee for each degree. Two diplomas will be awarded upon simultaneous completion of the two degrees.

**D. Subsequent Baccalaureate Degree**

- Students must have earned an acceptable baccalaureate degree from a fully accredited college or university.
- The approved program must include a minimum of 30 semester hours earned after completion of the student's first degree. A minor may be declared as part of the subsequent degree, but is not required.
- A minimum of 24 credit hours must be earned **through instruction** at WKU.
- Fifteen semester hours must be earned in completion of a new major.
- One-half of the new semester hours presented in completion of each major and minor must be earned at the upper division level (courses numbered 300 or above).
- A minimum 2.00 grade average must be earned for all coursework presented in completion of the program; in all coursework completed at WKU; and in all coursework in each major and minor.
- Students are not permitted to pursue the Bachelor of Interdisciplinary Studies (BIS) as a subsequent baccalaureate degree.

**9. Rationale for proposed policy revision:**

SACSCOC principles 3.5.2 states “at least 25% of the credit hours required for the degree are earned through instruction offered by the institution awarding the degree.” This clarifies that the 25% are WKU courses, for which we provide instruction.

**10. Impact of proposed policy revision on existing academic or non-academic policies:**

4.1 Impact on policies: Residence Requirement

4.2 Impact on populations that may be affected: Audit demonstrate no impact

**11. Proposed term for implementation: Summer 2014**

**12. Dates of prior committee approvals:**

Academic Policy Subcommittee: 4/14/2014

Undergraduate Curriculum Committee: 4/24/2014

University Senate: \_\_\_\_\_



**Academic Policy Subcommittee of UCC**

**Proposal to Revise an Academic Policy**

**(Action Item)**

Contact Person: Name: Sylvia Gaiko, email: [Sylvia.gaiko@wku.edu](mailto:Sylvia.gaiko@wku.edu) , Phone: 745-8985

Identification of proposed policy revision:

1. **Catalog statement of existing Latin Honors** policy (page 37 of catalog + revisions through Senate March 2014):

**“With Distinction**—The graduation honor given to students who have completed their associate degree with both cumulative overall and cumulative WKU grade point averages of 3.4 - 3.69 and a minimum of 27 semester hours earned in residence at WKU.

**With High Distinction**—The graduation honor given to students who have completed their associate degree with both cumulative overall and cumulative WKU grade point averages of 3.7 - 4.0 and a minimum of 27 semester hours earned in residence at WKU.

**Cum Laude**—The graduation honor given to students who have completed their baccalaureate study with both cumulative overall and cumulative WKU grade point averages of 3.40 - 3.59 and a minimum of 45 semester hours earned in residence at WKU.

**Magna Cum Laude**—The graduation honor given to students who have completed their baccalaureate study with both cumulative overall and cumulative WKU grade point averages of 3.60 - 3.79 and a minimum of 45 semester hours earned in residence at WKU.

**Summa Cum Laude**—The graduation honor given to students who have completed their baccalaureate study with both cumulative overall and cumulative WKU grade point averages of 3.80 - 4.00 and a minimum of 45 semester hours earned in residence at WKU.

**Scholar of the College**—This award is presented at commencement to the baccalaureate degree recipient in each college with the highest overall cumulative grade point average who has earned a minimum of 60 semester hours in residence. The Scholar of the College award is presented to recipients of first baccalaureate degrees only.

**Ogden Foundation Scholar**—The Ogden Foundation Scholar Award is presented to one graduating baccalaureate degree senior who has demonstrated exceptional academic achievement and outstanding university and civic engagement. Student(s) with the highest GPA in each college (based upon the GPA at the beginning of the semester in which degree requirements will be completed) who have earned at least 60 hours in residence will be invited to apply for the award. The application will consist of an application form, an essay and two letters of recommendation. A committee comprised of a representative of each baccalaureate college

and a member of the Ogden Foundation Board of Trustees will select the top three candidates to be interviewed and will select the award recipient. The recipient will receive a plaque and a monetary award provided by the Ogden Foundation.”

## 2. Catalog statement of proposed Latin Honors policy:

**With Distinction**—The graduation honor given to students who have completed their associate degree with both cumulative overall and cumulative WKU grade point averages of 3.4 - 3.69 and a minimum of 27 semester hours earned **through instruction** at WKU.

**With High Distinction**—The graduation honor given to students who have completed their associate degree with both cumulative overall and cumulative WKU grade point averages of 3.7 - 4.0 and a minimum of 27 semester hours earned **through instruction** at WKU.

**Cum Laude**—The graduation honor given to students who have completed their baccalaureate study with both cumulative overall and cumulative WKU grade point averages of 3.40 - 3.59 and a minimum of 45 semester hours earned **through instruction** at WKU.

**Magna Cum Laude**—The graduation honor given to students who have completed their baccalaureate study with both cumulative overall and cumulative WKU grade point averages of 3.60 - 3.79 and a minimum of 45 semester hours earned **through instruction** at WKU.

**Summa Cum Laude**—The graduation honor given to students who have completed their baccalaureate study with both cumulative overall and cumulative WKU grade point averages of 3.80 - 4.00 and a minimum of 45 semester hours earned **through instruction** at WKU.

**Scholar of the College**—This award is presented at commencement to the baccalaureate degree recipient in each college with the highest overall cumulative grade point average who has earned a minimum of 60 semester hours **through instruction at WKU**. The Scholar of the College award is presented to recipients of first baccalaureate degrees only.

**Ogden Foundation Scholar**—The Ogden Foundation Scholar Award is presented to one graduating baccalaureate degree senior who has demonstrated exceptional academic achievement and outstanding university and civic engagement. Student(s) with the highest GPA in each college (based upon the GPA at the beginning of the semester in which degree requirements will be completed) who have earned at least 60 hours **through instruction at WKU** will be invited to apply for the award. The application will consist of an application form, an essay and two letters of recommendation. A committee comprised of a representative of each baccalaureate college and a member of the Ogden Foundation Board of Trustees will select the top three candidates to be interviewed and will select the award recipient. The recipient will receive a plaque and a monetary award provided by the Ogden Foundation.

## 3. Rationale for proposed policy revision:

This aligns residence language to be consistent with other WKU policies regarding residence according to SACSCOC standards.



**Academic Policy Subcommittee of UCC**

**Proposal to Revise an Academic Policy**

**(Action Item)**

Contact Person: Name: Sylvia Gaiko, email: [Sylvia.gaiko@wku.edu](mailto:Sylvia.gaiko@wku.edu) , Phone: 745-8985

Identification of proposed policy revision:

**1. Catalog statement of existing policy:**

**Residence Requirements** (p 35): “The minimum residence requirement for the bachelor’s degree is 25% of the minimum number of semester hours required in the student’s degree program. At least 16 of the hours counted in meeting the residence requirement must be completed after the semester in which the student has earned a cumulative total of at least 90 semester hours. Exceptions to these regulations may be made for WKU students who have been given permission to transfer credits earned at accredited professional schools to apply as electives toward the degree. The minimum residence requirement for an associate degree is 25% of the minimum number of semester hours required in the student’s degree program. One-third of the hours in the specialty must be earned at WKU. With the exception of military personnel pursuing the Associate of Interdisciplinary Studies degree, twelve semester hours used toward the associate degree must be taken at WKU during the last half of the student’s program. A student is permitted to transfer a maximum of six semester hours toward a certificate program.”

**2. Catalog statement of proposed policy:**

**Residence Requirements:** The minimum residence requirement for the bachelor’s degree is 25% of the minimum number of semester hours required in the student’s degree program **through instruction at WKU**. At least 16 of the hours counted in meeting the residence requirement must be completed after the semester in which the student has earned a cumulative total of at least 90 semester hours. Exceptions to these regulations may be made for WKU students who have been given permission to transfer credits earned at accredited professional schools to apply as electives toward the degree. The minimum residence requirement for an associate degree is 25% of the minimum number of semester hours required in the student’s degree program **through instruction at WKU**. One-third of the hours in the specialty must be earned at WKU. With the exception of military personnel pursuing the Associate of Interdisciplinary Studies degree, twelve semester hours used toward the associate degree must be taken at WKU during the last half of the student’s program. A student is permitted to transfer a maximum of six semester hours toward a certificate program.

**Residence Credit for Graduation Definition: Undergraduate residence credit is any academic credit for which WKU provides the instruction and awards credit placed on the students’ transcript. Nonresidence credit is academic credit which WKU accepts as transfer credit from**



**Academic Policy Subcommittee of UCC**

**Proposal to Revise an Academic Policy**

**(Action Item)**

Contact Person: Name: Sylvia Gaiko, email: [Sylvia.gaiko@wku.edu](mailto:Sylvia.gaiko@wku.edu) , Phone: 745-8985

Identification of proposed policy revision:

**1. Catalog statement of existing policy (highlights to indicate change):**

**Credit for Prior Learning** (Senate Approved 11/21/2013): Students who have acquired extensive college-level knowledge and skills in academic areas including but not limited to employment, military experience, civic activities, volunteer service, organizational training or workshops, or other non-traditional means may be granted credit for the knowledge and skills they have gained through nationally standardized exams (AP, CLEP, IB, ACE, etc.), departmental exams, or portfolio development and evaluation. This policy focuses on portfolio development and evaluation, while referencing national and departmental exams when appropriate.

Prior learning by portfolio evaluation is considered an opportunity for students to demonstrate their knowledge and is not a guarantee of credit for experience. Students will complete a portfolio of their prior learning as a part of a portfolio development course, IDST 250, taught by an instructor who has undergone training by the Council for Adult and Experiential Learning (CAEL). The portfolio, with varying forms of documents, will tie content learning outcomes to

the knowledge and skills students have acquired through experiential learning. Credit earned will depend upon the student's ability to produce a portfolio that communicates learning outcomes consistent with the WKU mission on the level expected for the credit sought. Before registering for this course, students will consult with the instructor to evaluate the feasibility of seeking credit in a particular area.

The student will identify a maximum of two content areas for which credit is being sought, and his or her portfolio will be submitted to two full-time WKU faculty members, at least one from each area for which the student is seeking credit, upon successful completion of the course. These faculty experts will review the portfolio and determine if and how much academic credit is to be granted, as well as whether the credit should be given for a specific course, or for non-course-specific credit (see below). The consensus recommendation of the reviewers must be approved by the department head(s) and dean(s) of the college(s) concerned, and then will be forwarded to the Office of the Registrar to transcript recommended credit.

## Policies

1. Credit may be awarded for experiential learning and/or for non-collegiate sponsored instruction. In evaluating non-collegiate sponsored instruction, faculty may utilize American Council on Education (ACE) guidelines or other criteria meaningful to their discipline.
2. Credit may be awarded for a specific course. Each academic department will determine which of their courses, if any, are appropriate for credit by portfolio evaluation, and the department head will identify (an) assessor(s) for each subject field deemed appropriate. These assessors will receive portfolio assessment training, and receive a modest stipend for each portfolio they evaluate, regardless of outcome.
3. Credit by portfolio evaluation will not be awarded for courses in General Education or the Core Curriculum (Colonnade Program). Students may use departmental examinations, CLEP, AP, or IB for credit in General Education.
4. If WKU does not have a specific course equivalent to the student's prior learning, non-course specific credit may be awarded provided that WKU offers an academic program in a pertinent discipline. Non-course specific credit will be transcribed as XXX-PLA-EL-L (lower division elective credit) or XXX-PLA-EL-U (upper division elective credit), where XXX stands for the WKU disciplinary area awarding the credit (e.g. LEAD, HCA, etc.), and PLA stands for Prior Learning Assessment.
5. Non-course specific credit will only be granted if WKU offers a program in a discipline similar to the student's prior learning.
6. The total number of credit hours awarded for prior learning by portfolio evaluation shall not exceed one-fourth of the credit hours required for the major or minor, and shall not exceed one-fourth of the total credit hours required for the degree/ credential.
7. WKU does not accept non-discipline specific credit for prior learning based solely upon its appearance on other institutions' transcripts.
8. The Prior learning credit will count toward the residency requirement for a degree/credential.
9. If, on initial review of the portfolio, the assessors determine that evidence of learning is insufficient for credit, the assessors shall permit the student to provide one revision of the portfolio within six months of notification of insufficiency.
10. A student must have earned at least 12 hours of college credit, including credit for ENG 100 or its equivalent, prior to pursuing credit for prior learning.
11. A student may not request prior learning credit for a course that has been previously taken.
12. A student may not request prior learning credit for a course in which he/she is currently enrolled.

13. Prior learning credit will appear in the same section of the transcript as does transfer credit. Only the portfolio course will be considered part of the term's course load.
14. Earned hours will be recorded for prior learning credit; neither letter grades nor quality points will be awarded for the credit.
15. WKU cannot guarantee that prior learning credit earned through portfolio evaluation will transfer to another college or university.
16. Students will pay tuition for the portfolio course, and a course fee will be charged for evaluation of the portfolio. The fee will be collected and administered by the Division of Extended Learning and Outreach (DELO). There will be no further charges for the credit that is awarded for prior learning.

## **2. Catalog statement of proposed policy:**

Students who have acquired extensive college-level knowledge and skills in academic areas including but not limited to employment, military experience, civic activities, volunteer service, organizational training or workshops, or other non-traditional means may be granted credit for the knowledge and skills they have gained through nationally standardized exams (AP, CLEP, IB, ACE, etc.), departmental exams, or portfolio development and evaluation. This policy focuses on portfolio development and evaluation, while referencing national and departmental exams when appropriate.

Prior learning by portfolio evaluation is considered an opportunity for students to demonstrate their knowledge and is not a guarantee of credit for experience. Students will complete a portfolio of their prior learning as a part of a portfolio development course, IDST 250, taught by an instructor who has undergone training by the Council for Adult and Experiential Learning (CAEL). The portfolio, with varying forms of documents, will tie content learning outcomes to the knowledge and skills students have acquired through experiential learning. Credit earned will depend upon the student's ability to produce a portfolio that communicates learning outcomes consistent with the WKU mission on the level expected for the credit sought. Before registering for this course, students will consult with the instructor to evaluate the feasibility of seeking credit in a particular area.

The student will identify a maximum of two content areas for which credit is being sought, and his or her portfolio will be submitted to two full-time WKU faculty members, at least one from each area for which the student is seeking credit, upon successful completion of the course. These faculty experts will review the portfolio and determine if and how much academic credit is to be granted, as well as whether the credit should be given for a specific course, or for non-course-specific credit (see below). The consensus recommendation of the reviewers must be approved by the department head(s) and dean(s) of the college(s) concerned, and then will be forwarded to the Office of the Registrar to transcript recommended credit.

## **Policies**



1. Credit may be awarded for experiential learning and/or for non-collegiate sponsored instruction. In evaluating non-collegiate sponsored instruction, faculty may utilize American Council on Education (ACE) guidelines or other criteria meaningful to their discipline.
2. Credit may be awarded for a specific course. Each academic department will determine which of their courses, if any, are appropriate for credit by portfolio evaluation, and the department head will identify (an) assessor(s) for each subject field deemed appropriate. These assessors will receive portfolio assessment training, and receive a modest stipend for each portfolio they evaluate, regardless of outcome.
3. Credit by portfolio evaluation will not be awarded for courses in General Education or the Core Curriculum (Colonnade Program). Students may use departmental examinations, CLEP, AP, or IB for credit in General Education.
4. If WKU does not have a specific course equivalent to the student's prior learning, non-course specific credit may be awarded provided that WKU offers an academic program in a pertinent discipline. Non-course specific credit will be transcribed as XXX-PLA-EL-L (lower division elective credit) or XXX-PLA-EL-U (upper division elective credit), where XXX stands for the WKU disciplinary area awarding the credit (e.g. LEAD, HCA, etc.), and PLA stands for Prior Learning Assessment.
5. Non-course specific credit will only be granted if WKU offers a program in a discipline similar to the student's prior learning.
6. The total number of credit hours awarded for prior learning by portfolio evaluation shall not exceed one-fourth of the credit hours required for the major or minor, and shall not exceed one-fourth of the total credit hours required for the degree/ credential.
7. WKU does not accept non-discipline specific credit for prior learning based solely upon its appearance on other institutions' transcripts.
8. **The three credits earned in the WKU portfolio course (IDST 250) itself will count toward residence, while the prior learning credit awarded will be treated as nonresidence credit.**
9. If, on initial review of the portfolio, the assessors determine that evidence of learning is insufficient for credit, the assessors shall permit the student to provide one revision of the portfolio within six months of notification of insufficiency.
10. A student must have earned at least 12 hours of college credit, including credit for ENG 100 or its equivalent, prior to pursuing credit for prior learning.
11. A student may not request prior learning credit for a course that has been previously taken.
12. A student may not request prior learning credit for a course in which he/she is currently enrolled.
13. Prior learning credit will appear in the same section of the transcript as does transfer credit. Only the portfolio course will be considered part of the term's course load.
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### 3. Rationale for proposed policy revision:

