GRADUATION – BACHELORS DEGREE

POLICY NUMBER: RESERVED FOR FUTURE USE
POLICY TYPE: ACADEMIC & ADMISSIONS POLICY COMMITTEE
RESPONSIBLE OFFICIAL TITLE: VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS
RESPONSIBLE OFFICE: OFFICE OF THE VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS
EFFECTIVE DATE: 12/14/2010

I. POLICY STATEMENT

*Note: For the purposes of the policies related to graduation and graduating with honors, courses taken through the Greater Cincinnati Consortium of Colleges and Universities (GCCCU) are treated as though they were taken from NKU.

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* at least 25% of the credits required for the degree.
3. Complete the last 30 semester credit hours from NKU*. Limited exceptions are possible when approved by the dean or the chair of the college/department where the student’s major is housed.
4. Complete developmental course work, if required.
5. Complete the General Education requirements for a bachelor’s degree, as described on page XX.
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 Transfer Services, in consultation with the department chair 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 ---0r--
   b. a minor in an interdisciplinary program offered by NKU ---0r--
   c. an academic area of concentration 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 ---0r--
e. a minor included within the major where the student is exempted from the minor/area, second major, or concentration requirement. Please see appropriate individual program requirements to determine if the program exempts the student from the minor/area, second major, or concentration requirement.

9. The requirements for a student's majors, minors, and concentration must all be based on the same catalog. See the section for more information. See the Catalog Application section for more information.

10. Satisfy the computer use competency requirement as determined by the student's major department.

11. Participate in university-wide mandatory Senior Assessment and any senior assessment requirements associated with the major and the minor.

12. Remove all "I" grades by earning a grade of "A" through "F" in place of each one.

13. Earn an overall GPA of at least 2.00 (excluding developmental course work) and a GPA of 2.00 in the major(s), the minor, and the concentration (unless the major or minor department has a higher GPA requirement).

14. Satisfy all financial and administrative obligations to the university.

15. 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 concentration the student is completing.
   b. The form is available online and the department chair (or designee) of a student's major field of study and minor field of study must each sign the Program Certification form. The chair of the student's major field of study should sign the Program Certification form for the area of concentration.
   c. The signed forms should be submitted to the Office of the Registrar Service Center after the student completes 54 semester hours and must be filed no later than the semester preceding the one in which the student plans to graduate.
   d. The Program Certification Forms must be submitted prior to, or concurrently with, the Application for Degree Candidacy, described below.

2. File an Application for Undergraduate Degree Candidacy in the Office of the Registrar Service Center. The form, available online, must be submitted by the following dates, or if a date falls on a weekend, by the Monday following the prescribed date. A late penalty is charged for those who file after the prescribed date.
   
   For fall graduation ............... April 8
   For spring graduation ........ October 8
   For summer graduation ....... April 8

3. Pay the application to graduate fee.
Graduating with Honors

1. In order for a student to graduate with bachelor degree honors, the student must earn a minimum of 60 semester credits from NKU* and have an overall NKU GPA of at least 3.50, excluding developmental course work.

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 course work) at the conclusion of the previous semester. Honors will appear on the 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 60 semester credits from NKU*, 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 on each one.

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. A student who wants his/her "first major" to be the one with the more recent submission date should make this change at the Registrar's office.

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 Application section for more information.
   c. Earn a minimum of 30 semester credits from NKU* 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.

**Senior Assessment**

1. As a requirement for graduation with a bachelor’s degree, a student must participate in senior assessment.

2. Students may participate in senior assessment beginning the semester after they complete 90 semester credit hours. It is recommended that students complete the assessment prior to completing 110 hours.

3. A student who fails to participate in senior assessment is in assessment default and will not be able to receive the diploma until the default is remedied.

4. A student can remedy assessment default by participating in the appropriate assessment.

5. No student will be expected or required to participate in more than one form of general education assessment. However, students may be required to participate in a separate assessment of their major field.


**II. ENTITIES AFFECTED**

Students

**XII. REFERENCES AND RELATED MATERIALS**

**REVISION HISTORY**

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