

Washburn University
Faculty Senate Agenda
February 5, 2024
3:00 PM – Forum Room, BTAC

- I. Call to Order
- II. Approve minutes from the January 22, 2024, meeting of Faculty Senate (pp. 2 - 5)
- III. President's Opening Remarks
- IV. WUBOR/KBOR Update
- V. VPAA/Provost Update – Stephenson
- VI. Faculty Senate Committee Reports
Approve Academic Affairs committee meeting minutes of November 27, 2023 (pp. 6 - 7)
- VII. University Committee Reports
- VIII. Old business
24-18 modifications to the catalog reflecting new catalog requirements (2024 and forward) (pp. 8 - 32)
- IX. Announcements
- X. Adjournment

Washburn University
Faculty Senate minutes
January 22, 2024

Present: Altus, Barraclough, Camarda, Cook, Cook-Cunningham, Dahl, Friesen, Grant, Hakenewerth, Hansen, Harnowo, Hartman, Heusi, Holt, Kay, Kendall-Morwick (J.), Kendall-Morwick (K.), Lolley, McGuire, McHenry, Miller, Porta, Ricklefs, Rivera Scofield, Sneed, Steffen, Wagner

Absent: DeSota, Kowalska, Modellmog, Toerber-Clark

Guests: Bailes, Ball, Burlingham, Erby, Fox, Grospitch, Hutchinson, Lanning, Leming, Mazachek, Nguyen, O'Neill, Stephenson

I. Called to Order via Zoom at 3:02

II. Minutes from the Faculty Senate meeting of December 7, 2023, were approved.

III. Special Visit from Washburn University President - Mazachek

Update on the strategic plan

- Currently in the last round of gathering input. February 21st it should be complete and presented to WUBOR.
 - The last big forum was in November; attendants were updated on the adjustments made with the data collected in October.
 - Most of the work done since the last meeting was to ensure clarity of language.
 - The meeting to update WUBOR went well; there were no major changes.
 - Upcoming meetings this month include one with students and another with the President's Advisory Council.
- Updates and feedback received include the following:
 - Non nobis solum was not anywhere on the plan. This is being added to the strategic framework as a motto.
 - The mission, vision, and values all seemed to have a good level of support.
 - The proposed framework has been named *Thriving Together*.
 - The strength of being good stewards of resources was overlooked; the definition for Modernization was changed to address this.
 - Priority One

- The metrics for these do not need to be approved by the board. We will be working on creating outcome measures.
 - Clarified that *Optimizing the Portfolio of Programs* is indicative of taking the resources we have and using them.
 - We are looking to increase adult learner opportunities. In Shawnee County, there are 38,000 people who started and did not complete university.
 - Our focus is NE Kansas as this is where most of our students come from
 - Efforts include working to ensure good relationships with other institutions to ensure there are pathways for people to start here with the local scholarship program before transferring elsewhere for their last two years.
 - There was feedback regarding making sure that we are honest about having equitable student outcomes. Our targeted learning populations: veterans, incarcerated persons, concurrent students, and those in high school.
 - Wagner noted that graduation rates can be affected by those who end up attending for only a couple years and there needs to be intentionality to determine what the metrics are.
- Priority Two
 - Enhance campus and environment for students and other community members; inside, outside, and in virtual spaces. This includes activities that promote belonging and involvement in efforts to make the city and county safer.
 - Grospitch noted that the wellness terms were missing.
 - Discussion regarding the term strengthen. Language that may be more appropriate: sustain, maintain, or foster.
 - Priority Three
 - Create more collaborative partnerships in the city and county, as they fund us. There is a desire for a more college town environment, so students and faculty want to live here.

- Wagner noted that when they got here, WU suggested Topeka was not like a college town. More precise language around what this means is important.
- We want to get involved with aviation and advanced industry. Higher education is what makes a state grow; we want to be contributors. It was noted that in quarter three, Kansas had the best economic growth in the US.
- This priority still feels very business-oriented, which is a narrow way of thinking about the community. Kendall-Morwick (K) suggested that we have more reference to how we enrich arts and culture, as well as how we serve community partners beyond workforce needs. *Thriving college-town environment* may be a gesture toward this, but it's ambiguous.
- The focus on business was mentioned in feedback from the leader's group – this is something that will be adjusted.
- Steffen asked about how we will do better to serve k-12.
- Altus asked why "portfolio" of advisory boards? More straightforward to say "Further develop and formalize effective advisory boards..."
- This plan will be active between 2024 and 2028. We will be revisiting the plan each year to ensure environmental needs are being addressed.
 - Another big push will happen in four to five years.
- Thanks for the help with this and for holding administration accountable.

IV. President's Opening Remarks

- Discussion of Zoom protocol for voting and discussion
- Please continue to share ideas about what needs to be discussed in future meetings. An email regarding lunches will be out soon.
- Working with Enos to create a training in the case of an active assailant on campus.
- Heads up that program changes are about to come through and meetings may get longer.

V. WUBOR/KBOR Update

- WUBOR update went out over email; the next meeting is February 1st.

- KBOR met last week, they are focused on the faculty award, which does not involve Washburn.
- VI. VPAA/Provost Update – Stephenson
- Thanks for dealing with the rocky start with the weather.
 - Ball is starting a phased retirement in July and will remain in her role part time.
 - Provost will be starting February 19th and will attend the Faculty Senate meeting the following Monday.
 - Ball, Bearman, and Smith will facilitate workshops for the new general education program Wednesday, January 31, 2024, and Thursday, February 8th, both at 3:00 in Henderson 112. This is open to all. There is a plan to video the workshops.
- VII. University Committee Reports
- Minutes from the November 14, 2023, meeting of Academic Diversity and Inclusion Committee (ADIC) were received.
 - Minutes from the November 29, 2023, meeting of the Assessment Committee were received.
 - Minutes from the October 19, 2023, meeting of the International Education / International WTE Committee were received.
- VIII. Announcements
- Senators changing:
 - McHenry is replacing Steinroetter,
 - Harnowo is replacing Florea,
 - and Kendall-Morwick (J.) is replacing Mercader.
 - Upcoming campus poetry readings
 - Thursday, February 15: Jericho M. Hockett Book Release Reading and Party, 3:00pm, Carole Chapel
 - Tuesday, April 2 - Ichabods Speak Out Against Sexual Assault Open-Mic Poetry Reading, 1:30pm, Union Underground
 - Thursday, February 15, 2024
 - Congrats to Ball
 - Events at the observatory on Thursday nights: www.washburn.edu/observatory
- IX. Adjournment at 4:15 pm

Academic Affairs Meeting Minutes

Monday, November 27, 2023 at 4:00pm

In-person, Memorial Union – Lincoln Room

Attendees: Deborah Altus (chair), Beth O'Neill (ex-officio), Karen Camarda, Sarah Holt, Kara Kendall-Morwick, Dion Harnowo, and Michelle Heusi

Guests: Michelle Shipley, Mark Kohls, Stephanie Lanning

The meeting was called to order by Deborah Altus at 4:01 pm.

Deborah noted to the committee that the Bachelor of Education - Elementary Education proposal that was on the agenda was removed by the Education department for additional edits. The Education department will be resubmitting the updated proposal to go through the School of Applied Studies governance process and eventually back to this committee for consideration at a later time.

- I. Approvals
 - a. Minutes from the meeting held on Monday, October 30 were presented.
 - b. A motion for approval was made by Kara Kendall-Morwick and seconded by Sarah Holt.
 - c. Motion passed unanimously.

- II. Action Items
 - a. Proposals to create Associate of Applied Science (AAS) degrees.
 - i. A motion for discussion was made by Kara Kendall-Morwick and seconded by Sarah Holt.
 - ii. Mark Kohls provided a summary of the AAS proposals.
 - iii. A motion to package the five AAS proposals together and approve was made by Kara Kendall-Morwick and seconded by Sarah Holt.
 - iv. The five new AAS proposals passed unanimously.

 - b. Proposals to inactivate Associate of Science (AS) degrees.
 - i. A motion for discussion was made by Kara Kendall-Morwick and seconded by Sarah Holt.
 - ii. Mark Kohls provided a summary of the AS inactivations. He noted that Washburn must inactivate AS programs in order to activate the AAS programs due to accreditation.
 - iii. Committee discussed. Mark noted that an extended teach-out of these programs would not be possible due to accreditation. The current first year students will be required to finish the AS programs next year. He reports that this aligns with the students' expectations when they entered the programs. New students will only have the option of the AAS programs.

- iv. A motion to package the five AS inactivations together and approve their inactivation was made by Kara Kendall-Morwick and seconded by Karen Camarda.
 - v. The five AS inactivations passed unanimously.
 - c. Proposal for program revisions to Bachelor of Education / Middle Grade STEM.
 - i. A motion for discussion was made by Kara Kendall-Morwick and seconded by Sarah Holt.
 - ii. Michelle Shipley provided a summary of the changes.
 - iii. Committee discussed. Karen Camarda noted that courses PS 318 and EG 320 were developed for this program, but that they are now being removed from the program. Given they are not listed, she asked if she could inactivate the courses. Michelle Shipley confirmed yes.
 - iv. A motion to approve the revisions was made by Kara Kendall-Morwick and seconded by Sarah Holt.
 - v. The motion passed unanimously.
- III. Announcements
 - a. Deborah Altus noted that if there was a need for a meeting, it would be Monday, December 11th.
- IV. There being no further business to discuss a motion was made by Kara Kendall-Morwick and seconded by Sarah Holt to conclude the meeting at 4:13.

Minutes taken by Holly Broxterman.

FACULTY GOVERNANCE AGENDA ITEM

Date: 1/22/2204

Submitted by: Jennifer Ball, Associate Provost, x1840

SUBJECT: Modifications to catalog reflecting new general education requirements (2024-25 forward)

Description: Washburn’s new general education program, which aligns with the Kansas Board of Regents’ General Education framework, was passed by Washburn’s faculty in 2023 and will be implemented in AY 2024-25.

A search of the Washburn catalog resulted in the following areas in the common part of the catalog that require changes. (References to general education in unit/department/program pages should be reviewed by the relevant unit/department/program, and edits forwarded to the VPAA’s office.)

- General education statement
- General education distribution requirements
- University requirements common to all bachelor degrees
- University requirements common to all associate degrees
- Graduation requirements
- Admissions

Additionally, it is proposed that the following two pages be deleted.

- General education requirements for specific bachelor/associate degrees
- General education core requirements

Proposed changes and deletions are attached (in both “clean” and “markup” form).

Rationale: The attached changes to the university catalog for AY 2024-25 (and forward) are necessary to reflect changes to our general education program.

Financial Implications: None directly due to catalog changes.

Proposed Effective Date: Fall 2024

Request for Action: Approval by Academic Affairs Committee, Faculty Senate

Approved by: AAC 1/29/2024

Attachments Yes X No

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.

Students complete a broad range of coursework in composition, mathematics, communication, natural science, arts and humanities, social science, inclusion and belonging, and scientific reasoning and literacy. General education courses are designed to focus on at least one of the following five 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.**
 - a. Quantitative reasoning involves the ability to work with numerical data and the higher-order thinking skills required to make and understand mathematical arguments. Students will be able to understand and develop arguments supported by quantitative evidence, clearly communicate those arguments using words, tables, graphs, statistical inference, or mathematical equations and functions, as appropriate, and apply mathematical methods to solve problems from a wide array of contexts and everyday situations.
 - b. Scientific reasoning and literacy involve the acquisition and application of skills and knowledge necessary to understand scientific methods and apply them to observable phenomena. Students will be able to understand, develop, and evaluate arguments supported by scientific evidence, clearly communicate those arguments in a variety of formats, and use scientific methods to solve problems from a wide array of contexts and disciplines.
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.

Each general education course bases a substantial portion (typically at least 30%) of the final course grade on a specified student learning outcome. These courses are identified in the course catalog description with their relevant learning outcome.

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.

~~1. In order to accomplish these goals, students complete a broad range of coursework in composition, mathematics, communication, natural science, arts and humanities, social science, inclusion and belonging, and scientific reasoning and literacy. General education courses are designed to focus on at least one of the following five learning outcomes: 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:~~

~~2.1. **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.~~

~~a. Quantitative reasoning involves the ability to work with numerical data and the higher-order thinking skills required to make and understand mathematical arguments. Students will be able to understand and develop arguments supported by quantitative evidence, clearly communicate those arguments using words, tables, graphs, statistical inference, or mathematical equations and functions, as appropriate, and apply mathematical methods to solve problems from a wide array of contexts and everyday situations.~~

~~b. Scientific reasoning and literacy involve the acquisition and application of skills and knowledge necessary to understand scientific methods and apply them to observable phenomena. Students will be able to understand, develop, and evaluate arguments supported by scientific evidence, clearly communicate those arguments in a variety of formats, and use scientific methods to solve problems from a wide array of contexts and disciplines.~~

~~3. 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.~~

~~5. 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.~~

~~6.4. **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.

7- 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 general education course 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 with their relevant learning outcome. (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, with the exception of the Associate of Liberal Studies degree, 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.~~

GENERAL EDUCATION REQUIREMENTS

Washburn's General Education program provides all students with a breadth of knowledge across all the Student Learning Outcomes. Beginning in academic year 2024-25, Washburn's General Education program aligns with the Kansas Board of Regents (KBOR) Systemwide General Education framework.

For all baccalaureate, associate of science, associate of arts, and associate of liberal studies degrees, students will complete 34-35 hours of General Education, consisting of the following:

1. EN 101 Introductory College Writing and EN 200 Intermediate College Writing (6 credit hours of English), and
2. CN 101 Introduction to Communication Studies or CN 150 Public Speaking or CN 351 Special Topics in Interpersonal Communication (3 credit hours of Communication Studies), and
3. MA 112 Contemporary College Mathematics or higher (3 credit hours of Mathematics or Statistics), and
4. 4-5 credit hours of Natural Science with a laboratory component, and
5. 6 credit hours of Social Sciences courses, from at least two disciplines, and
6. 6 credit hours of Arts and Humanities courses, from at least two disciplines, and
7. 6 credit hours of institutional-specific coursework:
 - a. 3 credit hours from Inclusion and Belonging distribution area, and
 - b. 3 credit hours from Scientific Literacy distribution area.

Courses in areas 1-4 above may not be taken as A/credit/pass/fail and a grade of 'C' or better must be earned.

For associate of applied science degrees, students will complete 15 hours of General Education, consisting of the following:

1. EN 101 Introductory College Writing, and
2. MA 112 Contemporary College Mathematics or higher, and
3. At least 9 hours of additional general education courses from three of the following areas, and from three different disciplines:
 - a. Communications
 - b. Natural Sciences
 - c. Social Sciences
 - d. Arts and Humanities
 - e. Inclusion and Belonging
 - f. Scientific Reasoning and Literacy.

Courses in areas 1 and 2 above may not be taken as A/credit/pass/fail and a 'C' or better must be earned.

Students should check with their major department; in some cases, courses required by the major department will also fulfill specific General Education requirements.

GENERAL EDUCATION DISTRIBUTION REQUIREMENTS

Washburn's General Education ~~Distribution~~ program is designed to provide all students with a breadth of knowledge across all the Student Learning Outcomes. Beginning in academic year 2024-25, Washburn's General Education program aligns with the Kansas Board of Regents (KBOR) Systemwide General Education framework.

For all baccalaureate, associate of science, associate of arts, and associate of liberal studies degrees, students will complete 34-35 hours of General Education, consisting of the following:

1. EN 101 Introductory College Writing and EN 200 Intermediate College Writing (6 credit hours of English), and
2. CN 101 Introduction to Communication Studies or CN 150 Public Speaking or CN 351 Special Topics in Interpersonal Communication (3 credit hours of Communication Studies), and
3. MA 112 Contemporary College Mathematics or higher (3 credit hours of Mathematics or Statistics), and
4. 4-5 credit hours of Natural Science with a laboratory component, and
5. 6 credit hours of Social Sciences courses, from at least two disciplines, and
6. 6 credit hours of Arts and Humanities courses, from at least two disciplines, and
7. 6 credit hours of institutional-specific coursework:
 - a. 3 credit hours from Inclusion and Belonging distribution area, and
 - b. 3 credit hours from Scientific Literacy distribution area.

Courses in areas 1-4 above may not be taken as A/credit/pass/fail and a grade of 'C' or better must be earned.

For associate of applied science degrees, students will complete 15 hours of General Education, consisting of the following:

1. EN 101 Introductory College Writing, and
2. MA 112 Contemporary College Mathematics or higher, and
3. At least 9 hours of additional general education courses from three of the following areas, and from three different disciplines:
 - a. Communications
 - b. Natural Sciences
 - c. Social Sciences
 - d. Arts and Humanities
 - e. Inclusion and Belonging
 - f. Scientific Reasoning and Literacy.

Courses in areas 1 and 2 above may not be taken as A/credit/pass/fail and a 'C' or better must be earned.

Students should check with their major department; in some cases, courses required by the major department will also fulfill specific General Education requirements.

~~and the traditional areas of~~

- ~~1. Arts and Humanities;~~
- ~~2. Natural Sciences, Mathematics and Statistics; and~~

~~3. Social Sciences.~~

~~Completion of a minimum of nine hours (actual number depends on baccalaureate degree) is required in each of the three General Education Distribution groupings: Arts and Humanities, Natural Sciences and Mathematics, and Social Sciences to receive a baccalaureate degree (see Specific Degree Requirements below).~~

~~For the associate of art and associate of liberal studies degrees, completion of a minimum of six hours (actual number depends on associate degree) is required in each of the groupings to receive an associate degree. For the associate of science degree, a student must complete a minimum of 3 hours from Arts and Humanities, minimum of six hours in Natural Sciences and Mathematics (which includes the~~

~~university math requirement), and a minimum of three hours in the Social Sciences. Distribution of the remaining hours will be determined by the department/ program. A student must have a total of 18 hours of general education from the distribution groups for the associate of science degree. For the associate of applied science degree, a minimum of nine hours from three different disciplines are required, one course from each of the following areas: Arts and Humanities, Social Sciences, and Natural Sciences and Mathematics. Where an associate degree specifies two or more courses in a distribution grouping, at least two of those courses must be taken in different disciplines within the grouping.~~

~~The individual student should check with the major department; in many cases, courses required by the major department in correlated areas will fulfill some of the General Education Distribution requirements.~~

~~General Education Distribution Approved Subject Areas/Designated Student Learning Outcomes and Specific Courses Arts and Humanities (GEHU)~~

Code	Title	Hours
Art (GECP)		

these transfer courses to CR, P and NC.

15. 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 BACHELOR DEGREES

A minimum of 120 semester hours of credit. Some baccalaureate degrees may require additional hours. See specific degree/major.

1. A cumulative grade point average of at least 2.0.
2. Forty-five hours of upper-division work (300-400 numbered courses).
3. At least 12 hours in the major must be in the upper-division courses.
4. 34-35 hours of general education courses, further described under General Education Requirements.
5. Specific courses required by a program must be earned with a 'C' or better.
6. A course required for a program may not be taken as A/credit/pass/fail unless written permission is obtained from the head of the major department for that course and filed with the University Registrar's Office.
7. Of the last 45 hours required to complete the bachelor's degree, at least 30 must be earned from Washburn University OR at least 90 of the total overall hours required to complete the degree must be earned from Washburn University. In both cases, at least 25% of the credit hours required to fulfill the major (and at least 12 hours of the upper division credits in the major) must be earned from Washburn University. Programs with professional accreditation standards may have more stringent requirements. The academic residency requirement will be waived in the case of formal articulation agreements.
8. At least 60 hours of the total credit hours required for the baccalaureate degree must be taken at a four-year college or university.
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.
10. A double major may be completed within the 120 hour total by meeting all the requirements of the two majors.
11. 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.
12. For general elective credits for a baccalaureate degree, no more than a combined total of ten hours of credit in physical activity courses and music ensemble courses will count.
13. 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.
14. 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/credit/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. For international students presenting transfer credit from an international tertiary institution accredited by the Ministry of Education (or its equivalent) in that country, a minimum of 60 hours presented for graduation must be on a graded basis since Washburn converts grades earned in

UNIVERSITY REQUIREMENTS COMMON TO ALL BACHELOR DEGREES

A minimum of 120 semester hours of credit. Some baccalaureate degrees may require additional hours. See specific degree/major.

1. A cumulative grade point average of at least 2.0-C (2.0 grade point).
2. Forty-five hours of upper-division work (300-400 numbered courses).
3. At least 12 hours in the major must be in the upper-division courses.
4. 34-35 hours of general education courses, further described under General Education Requirements. Nine hours of course-specific core coursework including EN 101 First Year Writing and EN 300 Advanced College Writing (Communication), and MA 112 Contemporary College Mathematics or higher (Quantitative and Scientific Reasoning and Literacy) further described under Core Requirements.
5. Specific Complete WU 101 The Washburn Experience (Information Literacy) or HN 101 Honors First Year Experience (conditional upon admittance into the Honors Program) with a minimum grade of C. Students transferring to Washburn University with 30 or more credit hours completed at an accredited post-secondary institution with a GPA of

2.0 or higher are exempt from the requirement to take WU 101 The Washburn Experience or HN 101 Honors First Year Experience.

Notes:

- a. Students entering Washburn University direct from high school enroll in WU 101 The Washburn Experience or HN 101 Honors First Year Experience (conditional upon admittance into the Honors Program).
 - b. Students not direct from high school entering Washburn University with less than 30 hours completed at an accredited post-secondary institution who have not completed a university success course with a minimum grade of C enroll in WU 101 The Washburn Experience or HN 101 Honors First Year Experience (conditional upon admittance into the Honors Program) as determined by their Academic Advisor.
 - c. Students transferring to Washburn University with 30 or more credit hours completed at an accredited post-secondary institution (after graduating from high school) with a GPA of 2.0 or higher are exempt from the requirement to take WU 101 The Washburn Experience or HN 101 Honors First Year Experience. They are strongly encouraged to complete a series of independent online modules introducing them to the Washburn University Community of Learning.
 - d. Students not falling in designated categories will be reviewed by Academic Advisors for applicable placement recommendations.
 - e. Students originally determined as being required to complete WU 101 The Washburn Experience or HN 101 Honors First Year Experience who advance beyond 24 hours of credit without fulfilling the requirement with a minimum grade of C are required to complete a 3-credit hour Directed Readings project (IS 110 Special Topics) administered by the FYE Lecturer/Coordinator.
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-

~~University Requirements Common to All Bachelor Degrees~~ 1

~~however, in many cases, courses required by the major department in correlated areas will fulfill some of the general education distribution requirements.~~

~~7.5. 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. Courses required by a program must be earned with a 'C' or better.~~

~~8.6. A course required for a program may not be taken as A/cCredit/pPass/fFail 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.~~

~~9.7. Of the last 45 hours required to complete the bachelor's degree, at least 30 must be earned from Washburn University OR at least 90 of the total overall hours required to complete the degree must be earned from Washburn University. In both cases, at least 25% of the credit hours required to fulfill the major (and at least 12 hours of the upper division credits in the major) must be earned from Washburn University. Programs with professional accreditation standards may have more stringent requirements. The academic residency requirement will be waived in the case of formal articulation agreements.~~

~~10.8. At least 60 hours of the total credit hours required for the baccalaureate degree must be taken at a four4-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~~

~~9. degree shall be awarded based upon requirements not in effect within six years of the date of graduation.~~

~~12.10. A double major may be completed within the 120 hour total by meeting all the requirements of the two majors.~~

~~13.11. 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.~~

~~14.12. For general elective credits for a baccalaureate degree, no more than a combined total of ten hours of credit in physical activity courses and music ensemble courses will count.~~

~~15.13. 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.~~

~~16.14. 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/cCredit/pPass/f-Fail, credit by examination, advanced placement, and/or military service, a minimum of 84 hours presented for graduation must be on a graded basis. For international students presenting transfer credit from an international tertiary institution accredited by the Ministry of Education (or its equivalent) in that country, a minimum of 60 hours presented for graduation must be on a graded basis since Washburn converts grades earned in these transfer courses to CR, P and NC.~~

~~17.15. 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

A minimum of 60 hours. Some associate degrees may require additional hours. See specific degree/major.

1. A cumulative grade point average of at least 2.0.
2. A/pass/fail option cannot be taken in courses required by the university (further explained in General Education Requirements) or specific courses required by a program unless written permission is obtained from the head of the major department for that course and filed with the Registrar's Office.
3. At least 15 of the last 30 hours required to complete the degree must be earned from Washburn University. Programs with professional accreditation standards may have more stringent requirements. The academic residency requirement will be waived in the case of formal articulation agreements.
4. Forty-two hours must be graded. Credit hours earned at Washburn University Institute of Technology count as graded. For international students presenting transfer credit from an international tertiary institution accredited by the Ministry of Education (or its equivalent) in that country, a minimum of 30 hours presented for graduation must be on a graded basis since Washburn converts grades earned in these transfer courses to CR, P and NC.
5. A student may be awarded a degree after completing the requirements for that degree in effect when the student first enrolled or, if the student 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.
6. Other requirements vary by type of degree (associate of science, associate of art, associate of liberal studies, associate of applied science); please see additional requirements for associate degrees below, and general education requirements in the general education section of the catalog.

ADDITIONAL UNIVERSITY REQUIREMENTS COMMON TO ASSOCIATE OF SCIENCE (AS), ASSOCIATE OF ART (AA) AND ASSOCIATE OF LIBERAL STUDIES (ALS) DEGREES

1. 34-35 hours of general education courses, further described in General Education Requirements.

ADDITIONAL UNIVERSITY REQUIREMENTS COMMON TO ASSOCIATE APPLIED SCIENCE (AAS) DEGREES

1. At least 30 credit hours in the area of specialized preparation are required, with at least 15 hours in each area of focus.
2. Normally AAS degrees will not require more than 68 credit hours. External accreditation, licensing, or industry standards may make it necessary to exceed this limit.
3. 15 hours of general education courses, further described in General Education Requirements.

UNIVERSITY REQUIREMENTS COMMON TO ALL ASSOCIATE DEGREES

A minimum of 60 hours. Some associate degrees may require additional hours. See specific degree/major.

1. A cumulative grade [point](#) average of at least 2.0.
- ~~2. Course grades of C or better are necessary to fulfill specific courses required by the university (further explained in [Core Requirements](#)) or programs. General education distribution requirements may be fulfilled by earning a D or better.~~
- ~~3.2.~~ A/pass/fail option cannot be taken in courses required by the university (further explained in [General Education Requirements](#)-[Core Requirements](#)) or specific courses required by a program unless written permission is obtained from the head of the major department for that course and filed with the Registrar's Office.
- ~~4.3.~~ At least 15 of the last 30 hours required to complete the degree must be earned from Washburn University. Programs with professional accreditation standards may have more stringent requirements. The academic residency requirement will be waived in the case of formal articulation agreements.
- ~~5.4.~~ Forty-two hours must be graded. Credit hours earned at Washburn University Institute of Technology count as graded. For international students presenting transfer credit from an international tertiary institution accredited by the Ministry of Education (or its equivalent) in that country, a minimum of 30 hours presented for graduation must be on a graded basis since Washburn converts grades earned in these transfer courses to CR, P and NC.
- ~~6.5.~~ A student may be awarded a degree after completing the requirements for that degree in effect when the student first enrolled or, if the student 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.
- ~~7.6.~~ Other requirements vary by type of degree (associate of science, associate of art, associate of liberal studies, associate of applied science); please see additional requirements for associate degrees below, and general education requirements in the general education section of the catalog.

ADDITIONAL UNIVERSITY REQUIREMENTS COMMON TO ASSOCIATE OF SCIENCE (AS), ASSOCIATE OF ART (AA) AND ASSOCIATE OF LIBERAL STUDIES (ALS) DEGREES

- ~~1. Six hours of course-specific core coursework including EN 101 First Year Writing and MA 112 Contemporary College Mathematics or higher further described under [Core Requirements](#). With the exception of the Associate of Liberal Studies degree, any mathematics course taken to satisfy this requirement may also be used to meet the distribution requirements for Mathematics and Natural Sciences. [34-35 hours of general education courses, further described in \[General Education Requirements\]\(#\).](#)~~
- ~~2. Complete WU 101 The Washburn Experience or HN 101 Honors First Year Experience (conditional upon admittance into the Honors Program) with a minimum grade of C. Students transferring to-~~

accredited post-secondary institution with a GPA of 2.0 or higher are exempt from the requirement to take WU 101 The Washburn Experience or HN 101 Honors First Year Experience.

3. Notes:

- a. Students entering Washburn University direct from high school enroll in WU 101 The Washburn Experience or HN 101 Honors First Year Experience (conditional upon admittance into the Honors Program).
- b. Students not direct from high school entering Washburn University with less than 24 hours completed at an accredited post-secondary institution who have not completed a university success course with a minimum grade of C enroll in WU 101 The Washburn Experience or HN 101 Honors First Year Experience (conditional upon admittance into the Honors Program) as determined by their Academic Advisor.
- c. Students transferring to Washburn University with 24 or more credit hours completed at an accredited post-secondary institution (after graduating from High School) with a GPA of 2.0 or higher are exempt from the requirement to take WU 101 The Washburn Experience or HN 101 Honors First Year Experience. They are strongly encouraged to complete a series of independent online modules introducing them to the Washburn University Community of Learning.
- d. Students not falling in designated categories will be reviewed by Academic Advisors for applicable placement recommendations.
- e. Students originally determined as being required to complete WU 101 The Washburn Experience or HN 101 Honors First Year Experience who advance beyond 24 hours of credit without fulfilling the requirement with a minimum grade of C are required to complete a 3-credit hour Directed Readings project (IS 110 Special Topics) administered by the FYE Lecturer/Coordinator.
- f. The number of hours in each distribution grouping may vary by degree. In all associate degrees a minimum of 18 credit hours is required in distribution groupings (See General Education Groups and Subject Areas). The individual student should check with the major department. With the exception of the Associate of Liberal Studies degree, 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.

ADDITIONAL UNIVERSITY REQUIREMENTS COMMON TO ASSOCIATE APPLIED SCIENCE (AAS) DEGREES

1. At least 30 credit hours in the area of specialized preparation are required, with at least 15 hours in each area of focus.
2. Normally AAS degrees will not require more than 68 credit hours. External accreditation, licensing, or industry standards may make it necessary to exceed this limit.
- 2-3. 15 hours of general education courses, further described in General Education Requirements.

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 60 credit hours. Candidates for the associate degree must file the declaration of major at the completion of 30 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 by visiting the relevant academic department.

Candidates for a degree (graduate, baccalaureate, or associate) or certificate must submit an online Application for Degree 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.

Transfer students who have completed a baccalaureate degree at an institution of higher education accredited by one of the six regional accrediting organizations recognized by the Council for Higher Education Accreditation are considered to have satisfied general- education requirements and are therefore not required to meet Washburn's general education requirements. Students who have completed all Kansas Board of Regents Systemwide General Education requirements at any Kansas post-secondary institution are also considered to have satisfied general education requirements at Washburn University, unless their major department has been granted permission to continue requiring specific general education courses or deviate from the systemwide general education requirements.

Students will, however, be required to meet degree requirements that are specific to certain bachelor and associate degrees including required courses outside their academic major department, which may also be designated as general education courses. Other transfer students (domestic and international) should review the "Transfer (<https://catalog.washburn.edu/undergraduate/student-services-academic-support/admissions/>)" section for additional information regarding the transfer of general education course work.

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 60 credit hours. Candidates for the associate degree must file the declaration of major at the completion of 30 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 by visiting the relevant academic department.

Candidates for a degree (graduate, baccalaureate, or associate) or certificate ~~Candidates for the Graduate, Baccalaureate, or Associate Degree or for a Certificate~~ must submit an online Application for Degree 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.

Transfer students who have completed a baccalaureate degree at an institution of higher education accredited by one of the six regional accrediting organizations recognized by the Council for Higher Education Accreditation are considered to have satisfied general-education requirements and are therefore not required to meet Washburn's specific general-education requirements. This includes all aspects of the general-education program including the core requirements and the general-education distribution hours. Students who have completed all Kansas Board of Regents Systemwide General Education requirements at any Kansas post-secondary institution are also considered to have satisfied general education requirements at Washburn University, unless their major department has been granted permission to continue requiring specific general education courses or deviate from the systemwide general education requirements.

Students

will, however, be required to meet degree requirements that are specific to certain bBachelor and aAssociate degrees including required courses outside their academic major department, which may also be designated as general education courses in correlate areas associated with an academic major. Other transfer students (domestic and international) should review the "Transfer (<https://catalog.washburn.edu/undergraduate/student-services-academic-support/admissions/>)" section for additional information regarding the transfer of general-education course work.

ADMISSIONS

Registration, Enrollment, and Residency Qualifications

Washburn University welcomes applications from all interested students. As a public institution, the University recognizes a responsibility to serve a variety of educational needs manifested by its student clientele. Prospective students are always welcome to the campus and are encouraged to visit prior to enrollment. The Office of Admissions, in Morgan Hall, handles all arrangements during students' campus visitations.

Admission Requirements for Degree Seeking Candidates

Graduates of accredited high schools who meet admission criteria, and wish to fulfill the requirements for a degree will be admitted as degree-seeking students. Admission classification will depend upon the student's academic credentials.

An Application for Admission must be completed by all first time students and by current or former students who are changing their degree status (degree or non-degree). An Application for Admission may be obtained by going to www.washburn.edu/admissions (<http://www.washburn.edu/admissions/>). Former students who are returning in the same status can complete the Returning Student Reactivation form at <http://washburn.edu/admissions/apply.html>. Students who are or have taken classes as a high school student need to complete the undergraduate application for admission.

Official high school or GED transcripts may be required for degree seeking applicants with fewer than 24 completed hours of college or vocational work.

Official transcripts of all previous college or vocational work listed on the application must be submitted by all degree seeking applicants. An official transcript must be received from each institution attended. Official transcripts can be sent through the mail or electronically to etranscripts@washburn.edu. Official transcripts cannot be faxed.

Fall enrollment, applications for admissions and transcripts should ideally be on file in the Office of Admissions by August 1. Applicants for the spring should ideally have applications and transcripts on file by January 2. Summer applicants should ideally have applications and transcripts on file by 10 business days prior to Summer enrollment.

Application Fee Waivers

To be eligible for an application fee waiver, students must submit documentation with a guidance counselor signature proving financial need. To prove financial need, guidance counselors can provide evidence of a student's participation in the Federal Free/Reduced Lunch Program, an ACT/SAT fee waiver form, or a NACAC Request for Admission Application Fee Waiver (https://www.washburn.edu/admissions/Files/Admissions_Application_Fee_Waiver.pdf) form.

Admission Criteria

High School and Home School Students

Students who are or will be graduates from an accredited high school or home school curriculum.

Regular Admission for High School and Home School Students

Students meeting the following criteria will be granted regular admission:

- High School GPA ≥ 2.25 on a 4.00 scale or;
- ACT Composite Score ≥ 21 .

Admission Exceptions for High School and Home School Students

Given our commitment of access to a high-quality education, students not meeting Regular Admission criteria are granted admission by exception. Applicants admitted by exception are required to participate in either the Passport for Success or the Ichabod Ignite Program (see <https://www.washburn.edu/academics/center-student-success/index.html> (<https://www.washburn.edu/academics/center-student-success/>))

GED Students

Students who are not graduates of a high school may qualify for admission by taking the GED. The University requires receipt of official GED diploma and official ACT report of scores.

Regular Admission for GED Students

- ACT Composite Score ≥ 23 or GED Score ≥ 165 on each section (510 on the test prior to 2016)
- ACT Composite Score 21 or 22 and GED Score ≥ 475 for test prior to 2016

Admission Exceptions for GED Students

Applicants not meeting Regular Admission or Ichabod Ignite Program criteria (see below) may be granted admission by exception. Applicants admitted by exception must participate in the Passport for Success Program for placement testing, prescriptive course selection, and receive academic advising through the Center for Student Success (see section: Center for Student Success).

Graduates of non-accredited high schools will be evaluated on an individual basis.

Returning Adults (21 years or older)

Returning Adult students are classified as students who are 21 years of age or older by September 1st for the fall term, February 1st for the spring term or June 1st for the summer term who will be transferring less than 24 completed hours from a postsecondary institution. Returning adult students must have graduated from an accredited high school or have earned a GED with a score of at least 145 on each section (475 or higher on test taken prior to 2016) to be admitted.

Questions Regarding Admission

If students have questions regarding admissions they should contact the Admissions Office at (785) 670-1030.

Transfer Students

Transfer students who have completed 24 or more hours of college or vocational work must submit an official transcript from each previously attended regionally accredited post-secondary institution listed on the admissions application to the Office of Admissions at Washburn University. If the student has completed fewer than 24 college or vocational hours and is seeking a degree, additional material may be required for admittance. For more information please refer to Admissions Criteria for details.

Entering degree-seeking transfer students must have an application, \$20 processing fee, and all transcripts on file in the Office of Admissions

by the respective beginning term deadline. Those students unable to meet the minimum admissions standards due to unusual circumstances may be considered on a case-by-case basis by the Director of Admissions. Transfer students desiring additional information should call 785-670-1030.

A cumulative 2.0 GPA on a 4.00 scale (C = 2.0) is the minimum preferred on all completed course work of transfer students seeking admission to Washburn University. Decisions rendered for those below a 2.0 GPA will be predicated on the number of hours attempted at previous institutions. Credits and grades earned in courses which are not acceptable from a transfer school will not be counted in the final grade point average or total hours earned at Washburn. At least 60 hours required for the baccalaureate degree must be taken at a 4-year college or university. Transfer students who have completed a baccalaureate degree at an institution of higher education accredited by one of the six regional accrediting organizations (<https://www.chea.org/regional-accrediting-organizations>) are considered to have satisfied general education requirements and are therefore not required to meet Washburn's general education requirements. Students who have completed all Kansas Board of Regents Systemwide General Education requirements at any Kansas post-secondary institution are also considered to have satisfied general education requirements at Washburn University, unless their major department has been granted permission to continue requiring a specific general education course or deviate from the systemwide general education requirements.

Students will, however, be required to meet degree requirements that are specific to certain bachelor and associate degrees including required courses outside their major program department, which may be also designated as general education courses.

For transfer students who have not completed a baccalaureate degree, courses completed at a college, university, or technical institution accredited by one of the six regional accrediting organizations which have been designated by the sending institution as general education courses will transfer to Washburn University as courses within the appropriate general education distribution area without further review.

In addition, courses listed by the Kansas Board of Regents as a Kansas System-Wide Transfer (KSWT) course at www.kansasregents.org/transfer_articulation (http://www.kansasregents.org/transfer_articulation/) will transfer as their listed Washburn University equivalent course without further review. **Note:** The policy is not intended to circumvent specific program requirements for particular majors. This is a most important distinction and should be noted by students and their advisors.

Exceptions to this transfer policy include the following.

1. Specific courses required in the general education program (such as EN 101 and EN 200) must be approved as equivalent courses by the relevant departments unless the student has completed a baccalaureate degree from a regionally accredited institution.
2. KSWT courses that are lower-division at the sending institution and upper-division at Washburn University will be considered equivalent to the course at Washburn University for the purposes of program requirements, but will not count toward the minimum upper-division hours required for graduation.
3. Courses not included in the sending institution's general education program which a transfer student believes may meet the spirit and intent of Washburn University's general education program must be reviewed by the General Education Committee.
4. Courses that may satisfy a major requirement or a prerequisite to

a major requirement must be reviewed by the major department chairperson.

Courses taken at institutions outside the United States: College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the tertiary institution where the courses were taken is accredited by the Ministry of Education (or its equivalent) in that country. International transfer students who have completed college-level courses outside the United States may be requested to submit proof of accreditation by the Ministry of Education and/or provide an evaluation from an authorized international credential evaluation agency such as Educational Credential Evaluators (ECE) or World Education Services (WES). For students who have completed a baccalaureate or associate degree with a similar duration as a domestic baccalaureate or associate degree from an accredited international institution, courses satisfactorily completed in the Arts and Humanities, Social Sciences, and Natural Sciences and Mathematics will be accepted towards credit in the appropriate general education distribution area.

Course Transfer Review Process (for exceptions listed above): To determine whether transfer coursework has been approved as satisfying Washburn's general education program, students can access the online transfer guide links at <https://washburn.edu/registrar/transfer.html>. Department chairs determine how major courses will transfer and transfer students must provide appropriate documentation (course description and course syllabus) to the chairperson to make an informed decision. Requests for approval of a course to count for general education credit are reviewed by the university's General Education Committee. To request approval, students must complete the General Education Transfer Course Petition (<https://www.washburn.edu/faculty-staff/faculty-resources/policies-forms/forms/gen-ed-transfer-petition.pdf>) with their academic advisor and submit the form to the Office of Academic Affairs. Decisions are usually made 1-2 weeks after all required information is received.

Students can appeal decisions on the transferability of general education courses through the General Education Committee if additional information can be provided which might change the initial ruling. The committee's decisions can be appealed to the Vice President for Academic Affairs, whose decision will be final.

Academically Suspended Students

Academically suspended former students must submit a Petition for Academic Reinstatement to the Vice President of Academic Affairs Office if they wish to be considered for enrollment in a subsequent semester.

Students should contact the Office of Academic Advising, in Mabee Library, at (785) 670-1942, to begin the process of reinstatement.

Non-Degree Seeking Students

Non-degree seeking students or non-credit community auditors are required to submit an application only. If the course the student wishes to enroll in has a prerequisite, an unofficial transcript with the prerequisite course listed must be emailed to the professor teaching the course. It is important to be aware that federal financial aid is not available to non-degree seeking students.

International Students

Information regarding international student admission can be found in the Office of International Programs (<https://catalog.washburn.edu/undergraduate/academic-programs-policies/academic-institutes-programs/office-international-programs/>) section of the catalog.

New Student Orientation

Washburn will host New Student Orientation sessions for new freshmen and transferring students enrolling in fall and summer terms. For more information, please visit washburn.edu/orientation (<https://washburn.edu/admissions/orientation/>) or contact the Office of Student Transition and Family Engagement at (785) 670-1834 or orientation@washburn.edu.

Academic Program Admission

Additional requirements are needed to be admitted in the following programs:

College of Arts and Sciences

- Art (Bachelor of Fine Arts)
- Music (Bachelor of Arts)

School of Business

- Bachelor of Business Administration

School of Applied Studies

- Medical Laboratory Science
- Magnetic Resonance
- Diagnostic Medical Sonography
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiation Therapy Technology
- Radiologic Technology
- Health Information Technology
- Respiratory Therapy
- Bachelor of Health Science
- Education (Bachelor and Master Degrees)

School of Nursing

- Bachelor of Science in Nursing

While program admission is required for degree candidacy, some courses in these areas may be taken by non-degree candidates with approval of an advisor from the area.

High School Students

The opportunity to accelerate an educational program while in secondary school is given and a student may take courses on campus before graduation. Upon the written authorization of the high school principal or high school counselor, junior and senior students with a 3.0 average or better may enroll in day or evening classes for which they are qualified. Students are limited to a maximum of two courses (six credits) per semester. A Request to Enroll form may be obtained through the student's local high school guidance office or Washburn's Office of Admissions website, www.washburn.edu/admissions (<http://www.washburn.edu/admissions/>). It should be submitted to the Office of Admissions, along with a completed Concurrent Enrollment Program (High School) application, 15 days before enrollment. Students below high school junior standing or not presenting a 3.0 grade point average, must also have permission of the relevant academic dean prior to enrollment. It is important to be aware that federal financial aid is not available to non-degree seeking students.

ACT or ACT Residual

Prospective students who cannot take a national ACT test or are out of high school and do not have an ACT score may use the ACT Residual. This test is administered by the Center for Student Success located in Mabee Library.

Auditing Classes

Students who wish to attend classes, but do not wish to receive credit, may audit classes. Students in this category must have the approval of the instructor at the time they enroll and must pay the same fees as credit students. Audited courses are not assigned grades and students are not required to turn in class assignments or write examinations. Students enrolled in an audited class may not convert to a credit status after the first week of class. Students may not change a class from credit status to audit after the third week of classes. It is important to be aware that federal financial aid is not available to non-degree seeking students.

60 and Over Tuition-free Audit Program

Kansas residents 60 years of age and over may audit credit courses at Washburn University without paying University tuition, University fees, or student activity fee charge. Being able to audit a course is subject to availability of class space and to the enrollment of a specified minimum number of fee-paying students. The costs of materials and/or textbooks are the responsibility of the auditor. It is important to be aware that federal financial aid is not available to non-degree seeking students.

Auditors are not required to prepare homework assignments or take examinations. They may participate in classroom discussion and laboratory and field work. No college credit will be awarded for courses, thus no transcripts will be generated. Auditors are expected to follow University rules and regulations regarding parking, library privileges, and other appropriate university regulations.

Auditors must be at least 60 years old on or before the first day of the semester/term in which the class is taught and need to be prepared to have their birth date verified by showing a driver's license or birth certificate when they register. Registration forms will be processed only after the majority of fee-paying students have enrolled which enables the identification of classes that have space available.

By filling out a non-degree seeking application, auditors may apply in the Office of Admissions, and then they will enroll through the Student One Stop (SOS), Morgan Hall 101A. Registration instructions are available in the Registration Information Guide for each semester/term under the title of "60 Years of Age and Over Audit Program".

ADMISSIONS

Registration, Enrollment, and Residency Qualifications

Washburn University welcomes applications from all interested students. As a public institution, the University recognizes a responsibility to serve a variety of educational needs manifested by its student clientele. Prospective students are always welcome to the campus and are encouraged to visit prior to enrollment. The Office of Admissions, in Morgan Hall, handles all arrangements during students' campus visitations.

Admission Requirements for Degree Seeking Candidates

Graduates of accredited high schools who meet admission criteria, and wish to fulfill the requirements for a degree will be admitted as degree-seeking students. Admission classification will depend upon the student's academic credentials.

An Application for Admission must be completed by all first time students and by current or former students who are changing their degree status (degree or non-degree). An Application for Admission may be obtained by going to www.washburn.edu/admissions (<http://www.washburn.edu/admissions/>). Former students who are returning in the same status can complete the Returning Student Reactivation form at <http://washburn.edu/admissions/apply.html>. Students who are or have taken classes as a high school student need to complete the undergraduate application for admission.

Official high school or GED transcripts may be required for degree seeking applicants with fewer than 24 completed hours of college or vocational work.

Official transcripts of all previous college or vocational work listed on the application must be submitted by all degree seeking applicants. An official transcript must be received from each institution attended. Official transcripts can be sent through the mail or electronically to etranscripts@washburn.edu. Official transcripts cannot be faxed.

Fall enrollment, applications for admissions and transcripts should ideally be on file in the Office of Admissions by August 1. Applicants for the spring should ideally have applications and transcripts on file by January 2. Summer applicants should ideally have applications and transcripts on file by 10 business days prior to Summer enrollment.

Application Fee Waivers

To be eligible for an application fee waiver, students must submit documentation with a guidance counselor signature proving financial need. To prove financial need, guidance counselors can provide evidence of a student's participation in the Federal Free/Reduced Lunch Program, an ACT/SAT fee waiver form, or a NACAC Request for Admission Application Fee Waiver (https://www.washburn.edu/admissions/Files/Admissions_Application_Fee_Waiver.pdf) form.

Admission Criteria

High School and Home School Students

Students who are or will be graduates from an accredited high school or home school curriculum.

Regular Admission for High School and Home School Students

Students meeting the following criteria will be granted regular admission:

- High School GPA ≥ 2.25 on a 4.00 scale or;
- ACT Composite Score ≥ 21 .

Admission Exceptions for High School and Home School Students

Given our commitment of access to a high-quality education, students not meeting Regular Admission criteria are granted admission by exception. Applicants admitted by exception are required to participate in either the Passport for Success or the Ichabod Ignite Program (see <https://www.washburn.edu/academics/center-student-success/index.html> (<https://www.washburn.edu/academics/center-student-success/>))

GED Students

Students who are not graduates of a high school may qualify for admission by taking the GED. The University requires receipt of official GED diploma and official ACT report of scores.

Regular Admission for GED Students

- ACT Composite Score ≥ 23 or GED Score ≥ 165 on each section (510 on the test prior to 2016)
- ACT Composite Score 21 or 22 and GED Score ≥ 475 for test prior to 2016

Admission Exceptions for GED Students

Applicants not meeting Regular Admission or Ichabod Ignite Program criteria (see below) may be granted admission by exception. Applicants admitted by exception must participate in the Passport for Success Program for placement testing, prescriptive course selection, and receive academic advising through the Center for Student Success (see section: Center for Student Success).

Graduates of non-accredited high schools will be evaluated on an individual basis.

Returning Adults (21 years or older)

Returning Adult students are classified as students who are 21 years of age or older by September 1st for the fall term, February 1st for the spring term or June 1st for the summer term who will be transferring less than 24 completed hours from a postsecondary institution. Returning adult students must have graduated from an accredited high school or have earned a GED with a score of at least 145 on each section (475 or higher on test taken prior to 2016) to be admitted.

Questions Regarding Admission

If students have questions regarding admissions they should contact the Admissions Office at (785) 670-1030.

Transfer Students

Transfer students who have completed 24 or more hours of college or vocational work must submit an official transcript from each previously attended regionally accredited post-secondary institution listed on the admissions application to the Office of Admissions at Washburn University. If the student has completed fewer than 24 college or vocational hours and is seeking a degree, additional material may be required for admittance. For more information please refer to Admissions Criteria for details.

Entering degree-seeking transfer students must have an application, \$20 processing fee, and all transcripts on file in the Office of Admissions

by the respective beginning term deadline. Those students unable to meet the minimum admissions standards due to unusual circumstances may be considered on a case-by-case basis by the Director of Admissions. Transfer students desiring additional information should call 785-670-1030.

A cumulative 2.0 GPA on a 4.00 scale (C = 2.0) is the minimum preferred on all completed course work of transfer students seeking admission to Washburn University. Decisions rendered for those below a 2.0 GPA will be predicated on the number of hours attempted at previous institutions. Credits and grades earned in courses which are not acceptable from a transfer school will not be counted in the final grade point average or total hours earned at Washburn. At least 60 hours required for the baccalaureate degree must be taken at a 4-year college or university.

Transfer students who have completed a baccalaureate degree at an institution of higher education accredited by one of the ~~sixseven~~ regional accrediting organizations (~~<https://www.chea.org/regional-accrediting-organizations/>~~) (~~<https://www.chea.org/regional-accrediting-organizations/>~~) are considered to have satisfied general education requirements, and are therefore not required to meet Washburn's ~~specific~~ general education requirements. Students who have completed all Kansas Board of Regents Systemwide General Education requirements at any Kansas post-secondary institution are also considered to have satisfied general education requirements at Washburn University, unless their major department has been granted permission to continue requiring a specific general education course or deviate from the systemwide general education requirements.

~~This includes all aspects of the general education program including the core coursework and the general education distribution hours.~~ Students will, however, be required to meet degree requirements that are specific to certain ~~B~~Bachelor and ~~A~~Associate degrees including required courses outside their major program department, which may be also designated as general education courses in correlate areas associated with an academic major.

For transfer students who have not completed a baccalaureate degree, courses completed at a college, university, or technical institution accredited by one of the ~~six seven~~ regional accrediting organizations which have been designated by the sending institution as general education courses will transfer to Washburn University as courses within the appropriate general education distribution area without further review.

In addition, courses listed by the Kansas Board of Regents as a Kansas System-Wide Transfer (KSWT) course at www.kansasregents.org/transfer_articulation (~~http://www.kansasregents.org/transfer_articulation/~~) will transfer as their listed Washburn University equivalent course without further review. **Note:** The policy is not intended to circumvent specific ~~program general education~~ requirements for particular majors. This is a most important distinction and should be noted by students and their advisors.

Exceptions to this transfer policy include the following.

1. Specific courses required in the general education program (such as EN 101 and EN 200). The core requirements in English, Mathematics, and College Experience not addressed by KSWT must be approved as equivalent courses by the relevant departments unless the student has completed a baccalaureate degree from a regionally accredited institution.
2. KSWT courses that are lower-division at the sending institution and upper-division at Washburn University will be considered equivalent

to the course at Washburn University for the purposes of program requirements, but will not count toward the minimum upper-division hours required for graduation.

3. Courses not included in the sending institution's general education program which a transfer student believes may meet the spirit and intent of Washburn University's general education program must be reviewed by the General Education Committee.
4. Courses that may satisfy a major requirement or a prerequisite to a major requirement must be reviewed by the major department chairperson.

Courses taken at institutions outside the United States: College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the tertiary institution where the courses were taken is accredited by the Ministry of Education (or its equivalent) in that country. International transfer students who have completed college-level courses outside the United States may be requested to submit proof of accreditation by the Ministry of Education and/or provide an evaluation from an authorized international credential evaluation agency such as Educational Credential Evaluators (ECE) or World Education Services (WES). For students who have completed a baccalaureate or associate degree with a similar duration as a domestic baccalaureate or associate degree from an accredited international institution, courses satisfactorily completed in the Arts and Humanities, Social Sciences, and Natural Sciences and Mathematics will be accepted towards credit in the appropriate general education distribution area.

Course Transfer Review Process (for exceptions listed above): To determine whether transfer coursework has been approved as satisfying Washburn's general education program, students can access the online transfer guide links at <https://washburn.edu/registrar/transfer.html>. Department chairs determine how major courses will transfer and transfer students must provide appropriate documentation (course description and course syllabus) to the chairperson to make an informed decision. Requests for approval of a course to count for general education credit are reviewed by the university's General Education Committee. To request approval, students must complete the General Education Transfer Course Petition (<https://www.washburn.edu/faculty-staff/faculty-resources/policies-forms/forms/gen-ed-transfer-petition.pdf>) with their academic advisor and submit the form to the Office of Academic Affairs. Decisions are usually made 1-2 weeks after all required information is received.

Students can appeal decisions on the transferability of general education courses through the General Education Committee if additional information can be provided which might change the initial ruling. The committee's decisions can be appealed to the Vice President for Academic Affairs, whose decision will be final.

Academically Suspended Students

Academically suspended former students must submit a Petition for Academic Reinstatement to the Vice President of Academic Affairs Office if they wish to be considered for enrollment in a subsequent semester.

Students should contact the Office of Academic Advising, in Mabee Library, at (785) 670-1942, to begin the process of reinstatement.

Non-Degree Seeking Students

Non-degree seeking students or non-credit community auditors are required to submit an application only. If the course the student wishes to enroll in has a prerequisite, an unofficial transcript with the prerequisite course listed must be emailed to the professor teaching the course. It is important to be aware that federal financial aid is not available to non-degree seeking students.

International Students

Information regarding international student admission can be found in the Office of International Programs (<https://catalog.washburn.edu/undergraduate/academic-programs-policies/academic-institutes-programs/office-international-programs/>) section of the catalog.

New Student Orientation

Washburn will host New Student Orientation sessions for new freshmen and transferring students enrolling in fall and summer terms. For more information, please visit washburn.edu/orientation (<https://washburn.edu/admissions/orientation/>) or contact the Office of Student Transition and Family Engagement at (785) 670-1834 or orientation@washburn.edu.

Academic Program Admission

Additional requirements are needed to be admitted in the following programs:

College of Arts and Sciences

- Art (Bachelor of Fine Arts)
- Music (Bachelor of Arts)

School of Business

- Bachelor of Business Administration

School of Applied Studies

- Medical Laboratory Science
- Magnetic Resonance
- Diagnostic Medical Sonography
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiation Therapy Technology
- Radiologic Technology
- Health Information Technology
- Respiratory Therapy
- Bachelor of Health Science
- Education (Bachelor and Master Degrees)

School of Nursing

- Bachelor of Science in Nursing

While program admission is required for degree candidacy, some courses in these areas may be taken by non-degree candidates with approval of an advisor from the area.

High School Students

The opportunity to accelerate an educational program while in secondary school is given and a student may take courses on campus before graduation. Upon the written authorization of the high school principal or high school counselor, junior and senior students with a 3.0 average or better may enroll in day or evening classes for which they are qualified. Students are limited to a maximum of two courses (six credits) per semester. A Request to Enroll form may be obtained through the student's local high school guidance office or Washburn's Office of Admissions website, www.washburn.edu/admissions (<http://www.washburn.edu/admissions/>). It should be submitted to the Office of Admissions, along with a completed Concurrent Enrollment Program (High School) application, 15 days before enrollment. Students below high school junior standing or not presenting a 3.0 grade point average, must also have permission of the relevant academic dean prior to enrollment. It is important to be aware that federal financial aid is not available to non-degree seeking students.

ACT or ACT Residual

Prospective students who cannot take a national ACT test or are out of high school and do not have an ACT score may use the ACT Residual. This test is administered by the Center for Student Success located in Mabee Library.

Auditing Classes

Students who wish to attend classes, but do not wish to receive credit, may audit classes. Students in this category must have the approval of the instructor at the time they enroll and must pay the same fees as credit students. Audited courses are not assigned grades and students are not required to turn in class assignments or write examinations. Students enrolled in an audited class may not convert to a credit status after the first week of class. Students may not change a class from credit status to audit after the third week of classes. It is important to be aware that federal financial aid is not available to non-degree seeking students.

60 and Over Tuition-free Audit Program

Kansas residents 60 years of age and over may audit credit courses at Washburn University without paying University tuition, University fees, or student activity fee charge. Being able to audit a course is subject to availability of class space and to the enrollment of a specified minimum number of fee-paying students. The costs of materials and/or textbooks are the responsibility of the auditor. It is important to be aware that federal financial aid is not available to non-degree seeking students.

Auditors are not required to prepare homework assignments or take examinations. They may participate in classroom discussion and laboratory and field work. No college credit will be awarded for courses, thus no transcripts will be generated. Auditors are expected to follow University rules and regulations regarding parking, library privileges, and other appropriate university regulations.

Auditors must be at least 60 years old on or before the first day of the semester/term in which the class is taught and need to be prepared to have their birth date verified by showing a driver's license or birth certificate when they register. Registration forms will be processed only after the majority of fee-paying students have enrolled which enables the identification of classes that have space available.

By filling out a non-degree seeking application, auditors may apply in the Office of Admissions, and then they will enroll through the Student One Stop (SOS), Morgan Hall 101A. Registration instructions are available in the Registration Information Guide for each semester/term under the title of "60 Years of Age and Over Audit Program".

GENERAL EDUCATION REQUIREMENTS FOR SPECIFIC BACHELOR & ASSOCIATE DEGREES

Bachelor of Arts

A student must have 15 hours in Arts and Humanities with at least 3 of those hours selected from the area of Art, Music, or Theatre and the remaining credit hours from at least two other disciplines. The student must have 12 hours in Natural Sciences and Mathematics. The credit hours must include courses from at least two disciplines other than Mathematics. The student must have 15 hours in Social Sciences. No more than 6 hours may be counted for General Education credit from any one discipline except in Biology, Chemistry, Physics, or Mathematics where up to 8 hours may be counted if earned in two separate General Education courses.

The student must also complete the 102 level course, or the equivalent, in one of the languages offered by the Department of Modern Languages. Students must earn a D or better grade, or CR/P credit, in order to fulfill the foreign language requirement. Course work taken to fulfill this requirement may not be applied toward general education requirements for the BA degree. Equivalent of the course work are defined as follows:

- Successful completion of a similar course of study in a foreign language taken at an accredited post-secondary institution.
- Successfully challenging the departmentally administered 102 level examinations or a score of "4" or higher on the AP or CLEP foreign language examinations. Note: Native speakers of a language other than English may not receive credit for any 100 level courses in that language.
- Acceptance into a regular credit-bearing academic program of study by students whose native language is not English.

Bachelor of Integrated Studies, Bachelor of Public Administration

A student must have 15 hours in Arts and Humanities with at least 3 of those hours selected from the area of Art, Music, or Theatre and the remaining credit hours from at least two other disciplines. The student must also have 12 hours in Natural Sciences and Mathematics. The credit hours must include courses from at least two disciplines other than Mathematics. The student must also have 15 hours in Social Sciences. No more than 6 hours may be counted for General Education credit from any one discipline except in Biology, Chemistry, Physics, or Mathematics where up to 8 hours may be counted if earned in two separate General Education courses.

Candidates for the Bachelor of Integrated Studies degree cannot use courses identified as satisfying the Individualized Study Program (ISP) or the Multi-disciplinary Study Program (MDSF) to fulfill their General Education distribution requirement.

Bachelor of Applied Science, Bachelor of Business Administration, Bachelor of Criminal Justice, Bachelor of Fine Arts, Bachelor of Health Science, Bachelor of Legal Studies, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Music with a major in Education or Performance, or Bachelor of Musical Arts

A student must have 9 hours in each of the three distribution groups with courses selected from at least two disciplines in each group, to include 3 hours in Art, Music, or Theatre within the 9 hours of Arts and Humanities. The Bachelor of Business Administration degree requires an additional 3 hours of any General Education discipline. No more than 6 hours may be counted for General Education credit from any one discipline except in Biology, Chemistry, Physics, or Mathematics where up to 8 hours may be counted if earned in two separate General Education courses.

Candidates for the Bachelor of Business Administration degree cannot use Economics courses to fulfill the General Education social science requirement. The Bachelor of Science in Nursing has additional specified course requirements that fall within the distribution groups.

Note: Bachelor of Science Degree Requirement - A thirty-hour concentration chosen from the Natural Sciences and Mathematics Division in departments other than the major, and with at least 20 of these hours in one department. All coursework taken to meet the concentration in Natural Sciences must be a grade of "C" or better.

Bachelor of Education (majors in elementary education, physical education, biology, and mathematics)

A student should consult with the appropriate department for departmental and general education course requirements.

Bachelor of Social Work

A student must have 12 hours in the Arts and Humanities, 3 hours of which must be in Art, Music, or Theatre, and 9 hours in Natural Sciences and Mathematics with some specified courses. Twelve hours are required in Social Sciences with specific course requirements. No more than 6 hours may be counted from any one discipline except in Biology, Chemistry, Physics, or Mathematics where up to 8 hours may be counted if earned in two separate General Education courses. Please read the Social Work section of this catalog for further information.

Associate of Arts, Associate of Liberal Studies

A student must complete 6 hours from the Arts and Humanities, 6 hours in Natural Sciences and Mathematics, and 6 hours in the Social Sciences, with courses selected from at least two disciplines in each distribution group.

Associate of Science

A student must complete a minimum of 3 hours from Arts and Humanities, minimum of 6 hours in Natural Sciences and Mathematics (which includes the university math requirement), and a minimum of 3 hours in the Social Sciences. Distribution of the remaining hours will be determined by the department/program. A student must have a total of 18 hours of general education from the distribution groups for the associate of science degree. Where an associate degree specifies two or more courses in a distribution grouping, at least two of those courses must be taken in different disciplines within the groupings.

Associate of Applied Science

A student must complete at least 9 hours from three different disciplines, one course from each of the following areas: Natural Sciences/Mathematics, Social Sciences, and Arts and Humanities.

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 First Year Writing (COM)

Most freshmen will satisfy this requirement by taking EN 101 First Year Writing. Freshmen whose names begin with A through K will enroll in EN 101 First Year Writing 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 EN 101 First Year Writing, 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 First Year Writing. 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 Developmental English does not fulfill the Freshman Composition requirement and does not count toward the minimum of 120 credit hours required for graduation since EN 100 Developmental English 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 First Year Writing.

EN 300 Advanced College Writing (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 60 credit hours to enroll in EN 300 Advanced College Writing. EN 300 Advanced College Writing satisfies three hours of the forty-five upper division hours required for a baccalaureate degree.

NOTE:

EN 101 First Year Writing, EN 102 Freshman English Honors and EN 300 Advanced College Writing 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 112 Contemporary College Mathematics (QSR)

MA 112 Contemporary College Mathematics does not meet the mathematics requirement for all programs. The core mathematics requirement will be satisfied if the student demonstrates appropriate competency as determined by the Mathematics and Statistics Department. (Additional ways to satisfy the mathematics requirement: completion, with a C or better, of any Washburn mathematics course or its equivalent numbered higher than MA 112 Contemporary College Mathematics, or an ACT score in mathematics of at least 28, or an SAT score in mathematics of at least 660.)