

# **UW REGULATION 6-404**

## **University Undergraduate Degree Requirements**

### **I. PURPOSE**

To codify all existing academic requirements established by the University Faculty for the award by the University of undergraduate degrees, and otherwise provide direction for the continuing implementation of such requirements.

### **II. GENERAL STANDARDS**

- A.** Undergraduate degrees will be conferred only upon persons who have been accepted into a degree program offered by a college of the University, and who demonstrate successful completion of all University and college requirements established by appropriate regulations or publication in the University Bulletin. Individual students are responsible for ascertaining specific requirements for the degree sought, as well as compliance with published procedures.
- 1.** To be considered a degree candidate at the University of Wyoming, a person must have made application for admission to the Division of Admissions, must have been admitted as a student, and must have been accepted into a degree program within a college of the University.
  - 2.** It is desirable that a person intending to pursue a degree at an off-campus location give notice of such intent preferably at the time of applying for admission to the University or as soon thereafter as possible.
  - 3.** A student admitted to degree candidacy normally must meet all requirements appropriate to the degree as set forth in the regulations existing at the time of the student's entry into candidacy for the degree. Students failing to complete degree requirements within a reasonable period of time forfeit any right to graduate under the requirements in effect at the time of their admission to degree candidacy.
- B.** Satisfaction of academic requirements must be demonstrated by appropriate entries upon the official transcript of a student's academic work maintained by the Registrar of the University (see UW Regulation 8-246).
- C.** Academic requirements established by colleges shall be based upon the number of credit hours to be earned for award of a degree within the major sought by a student. Colleges may establish requirements for areas of study and specific courses as a part of offered degree programs. Requirements may include academic work for which credit is not awarded.

- D.** Evaluation of successful completion of academic requirements shall be based upon the assignment of grades by faculty responsible for the academic offering or work. Grades assigned to students shall represent the individual faculty member's evaluation of the student's work as described in UW Regulation 6-722 (2.a.). A grade of "F" signifies no credit is earned for the completed academic work. Within limitations set forth in UW Regulation 6-710, grades of "S" (Satisfactory) or "U" (Unsatisfactory) may be assigned. [For matters related to assignment of grades, see: UW Regulation 6-710, Authorization for Use of "S-U" Grades; UW Regulation 6-716, Change of Recorded Grades; and UW Regulation 6-720, Assignment and Removal of the Grade of I (incomplete).]
- E.** Credit applicable towards a degree may be earned or awarded through (1) instructed classes on campus, virtually or at extension settings (including recognized academic courses under concurrent faculty general supervision such as internships, clerkships, clinical experience, co-op programs, etc.); (2) credit by examination; (3) portfolio evaluations, as provided in UW Regulation 6-719; and (4) acceptance of transfer credit from accredited colleges or universities, including Wyoming Community Colleges. The following limitations apply:
- 1.** Credit by Examination and Portfolio Evaluations: Such credit may be awarded students in accordance with the provisions of UW Regulation 6-719 (Assessment of Prior and Sponsored-Experiential Learning). All credit assigned for experiential learning based upon portfolio evaluations is excluded from the minimum credit hour requirements set forth in section IV.
  - 2.** Transfer Credit:
    - a.** Transfer credit accepted by the Office of Admissions and recorded on a student's official transcript remains subject to approval by the college from which a degree is sought as to whether it satisfies degree requirements.
    - b.** Students classified as juniors or seniors must obtain approval of the Dean of the College to take lower division level courses at a two-year college which they desire to apply towards their degree program.
- F.** Other requirements appropriate to the various undergraduate degrees shall be established by regulations of the colleges. All requirements and appropriate implementing procedures shall be published in the University Bulletin as directed by the Provost and Vice President for Academic Affairs.

### **III. CUMULATIVE GRADE POINT AVERAGE REQUIREMENTS**

- A.** A student must have a cumulative grade point average of 2.000 or better based upon credit hours attempted through the University of Wyoming.
- B.** Calculation of the cumulative grade point average shall be in accordance with UW Regulation 6-715 (Scholastic Probation, Suspension, Reinstatement and Academic Renewal for Undergraduate Students).

### **IV. MINIMUM CREDIT HOUR REQUIREMENTS**

- A.** A minimum of 30 credit hours must be earned from the University of Wyoming. Beginning with the fall semester of the 1997-98 academic year, all students first enrolling in the University or other collegiate institutions must complete a minimum of 48 upper division (junior-senior) semester credit hours, 30 of which must be earned from the University of Wyoming (see UW Regulation 6-721 regarding upper division courses). Any exceptions may be granted by the President or Provost and Vice President for Academic Affairs.
- B.** Students seeking another baccalaureate degree must complete 30 additional semester hours of course work from the University of Wyoming, 12 of which must be in upper division (junior-senior) courses. All college and major requirements of the additional degree must be met.
- C.** Undergraduate students may have hours earned in graduate level classes count toward their undergraduate degree upper division credit requirement.

### **V. STATE AND FEDERAL CONSTITUTION INSTRUCTION AND EXAMINATION REQUIREMENT**

- A.** Wyoming State statute (Wyo. Stat. 1977, § 21-9-102) requires each student to receive instruction in the essentials of the United States and Wyoming constitutions.
- B.** This requirement is satisfied by completion of Political Science 1000, a combination of History 1210 and History 1250, or other courses approved by the University Studies Committee as meeting statutory requirements. A grade of "C" or better must be earned in the course examination.

### **VI. UNIVERSITY STUDIES DEGREE REQUIREMENTS:**

- A.** Specific courses which satisfy general education requirements are identified and approved by the college course and curriculum committees and the University Studies Committee. Only those courses meeting baseline learning outcomes (see UW Regulation 6-407) shall satisfy these requirements.

- B. It is the responsibility of the individual colleges to review and adjust their degree requirements or course offerings when necessary to assure completion of general studies requirements.

## **VII. IMPLEMENTATION OF UNIVERSITY STUDIES REQUIREMENTS:**

Implementation of the requirements shall be in accordance with the following:

- A. Transferred credits from other collegiate institutions may be accepted in satisfaction of requirements when the transferred courses meet the objectives of a required University Studies course as determined by standards or procedures adopted by the University Studies Committee.
- B. Students transferring fewer than thirty (30) credit hours will be subject to requirements specified for freshman except when waived by the University Studies Committee upon petition by a student who has completed one year of full time collegiate studies.
- C. The University Studies Committee is authorized to consider and grant waivers of the University Studies requirements to petitioning students as warranted by unusual and extenuating circumstances.
- D. With the concurrence of the Executive Committee of the Faculty Senate and the Provost and Vice President for Academic Affairs, the University Studies Committee may suspend, or delay, the application of any of the requirements of the University Studies Program whenever it appears the availability of required courses, or class sections thereof, is insufficient to accommodate the class schedules of students necessary for fulfillment of undergraduate degree programs. Any such action shall be promptly reported to the Faculty Senate with an explanation of the action and such recommendations as may be appropriate.
- E. The University Studies Committee shall cause to be prepared a list of all courses approved as meeting requirements in each of the areas of general studies for submittal to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs shall cause such course listing, as may be amended from time to time, to be prepared and distributed in accordance with applicable policies and shall ensure that administrative procedures are in place.

## **VIII. APPLICATION FOR UNDERGRADUATE DEGREE**

As soon as a student admitted to degree candidacy has acquired at least 75 hours of credit applicable to the University-degree objective (but preferably no later than one calendar year prior to the date of intended graduation), the prospective undergraduate degree candidate shall acquire an Application for Graduation from the Registrar's Office. The Application shall be completed and signed by the faculty adviser, the Dean of the College

which recommends candidates for the degree, and the degree candidate. The completed application shall be returned, within 10 days following its issuance for on-campus students and within 30 days following its issuance for off-campus students, for filing and processing in Registration and Records.

**IX. CLEARANCE OF DEBTS OWED THE UNIVERSITY**

Degrees, or other evidence of completion of academic credits, will not be provided students who have failed to pay requisite fees or other financial obligations owed to any division or unit of the University. The Vice President for Administration may approve alternative means by which payment of monies owed the University may be guaranteed for payment and permit students to receive degrees and transcripts of academic work.

**X. DIRECTIVE**

The requirements herein described are immediately effective except as specifically noted.

**Source:**

University Regulation 404, Revision 5; adopted 7/17/08 Board of Trustees meeting

Revisions adopted 11/16/12 Board of Trustees meeting

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