

## **GENERAL REGULATIONS AND REQUIREMENTS FOR ALL DEGREES**

It is important to start planning early for the completion of degree requirements. Each department may have specific requirements beyond these, but the following are requirements for **all** degrees. (2009-2010 catalog; pp. 54-57)

1. **Computer Proficiency**. All students must demonstrate computer proficiency by passing a computer skills proficiency examination or by completing at least one computer course. The computer course must focus on some aspect of computing that requires knowledge and skills in the basic use of computers.
2. **Writing Intensive Courses**. All students must take a minimum of three hours of courses at **William Carey University** that are designated as writing intensive. Writing intensive courses are listed on page 75.
3. **Service Learning Requirement**. All students must complete an approved service learning activity in order to graduate.
4. **Graduation requirements may be met under any catalog in effect during the student's enrollment within six years of graduation**. Community/junior college students transferring directly to William Carey University under admissions standards in the current catalog may elect to follow the academic policies in the immediately preceding catalog, provided they were enrolled at the community/junior college at that time. **Students seeking teacher or nursing licensure should follow currently approved programs.**
5. Students who earn a degree at William Carey University may earn a second degree by completing the following: any remaining degree requirements, a second major (and minor if the major requires one), any current core requirements not fulfilled in the first degree, and all graduation requirements, including the residency requirement.

Students who hold a baccalaureate degree from another accredited college or university may earn a degree at William Carey University by completing all course work for the degree, including core courses, a major (and minor if the major requires one), and all graduation requirements, including the residency requirement. Courses in the prior degree that match William Carey University requirements will be waived.

6. Courses used to satisfy requirements in one category (core, major, minor) may be used to satisfy the requirements in another category, but the hours only count once. This applies to earning a single degree, major, and minor or any additional degrees, majors, or minors.
7. **Upper-Level Hours**. Forty hours in courses numbered 300 or above are required. (Courses transferred from community/junior colleges will not be counted as upper-level hours.)
8. **Upper –Level hours in the Major Field or Concentration(s)**. At least 50% of the required hours in the major field or a BGS concentration must be upper-level hours.
9. **The last 32 semester hours** for any degree must be done at William Carey University.
10. **A minimum of 25% of the course credit** required for a degree must be earned at William Carey University.
11. **Upper-level hours in the major or concentration(s)** earned at William Carey University must total at least 12; students with two concentrations in the BGS may achieve this upper-level requirement through any combination of the 12 hours.
12. **Hours in the minor or concentrations** earned at William Carey University must total at least six.
13. **A minimum GPA** of 2.0 is required in each of these categories: total academic hours attempted, all work done at William Carey University, courses in the major and in the minor. Individual programs may require a higher GPA.
14. **Application for Degree**. Students who are candidates for May degrees are required to file applications for their degrees in the Registrar's Office by October 15 prior to graduation. Candidates for August

graduation must file application for their degrees by March 31. Late applications may be taken within 30 working days of these deadlines. There will be a \$50 late fee in addition to the graduation fee.

15. **Graduation Ceremony, Degrees are not conferred in absentia**, except by special permission of the Vice-President of Academic Affairs.

16. **A maximum of nine hours in directed readings and independent study courses may count toward a baccalaureate degree.**

17. **Only eight activity credit hours** from PEG courses may count toward a degree. Activity credit for PEG courses are those semester hours awarded for participation in cheerleading, intercollegiate baseball, softball, basketball, golf, and soccer.

18. **Nursing students** must have a grade of C or above in all nursing courses. **Education students** must have a grade of C or above in all education courses.

19. **Repeated Courses**. The first eighteen hours of repeated courses, including those transferred and taken at William Carey University, will count as grade replacements and will not count in the grade point average. Thereafter, all grades will be calculated in the grade point average.

20. **Junior/Community College Transfer Credits**. A maximum of 64 semester hours earned in a community/junior college may be applied toward a degree at William Carey University.

21. Students who wish to repeat courses taken at William Carey University must repeat those courses at the university in order to receive the repeated course's credit and quality points. The last William Carey University grade earned on a repeated course is the grade counted toward the degree requirements and in the grade point average.

22. When courses are repeated, whether resident or transfer credits, the last grade earned is the one that is counted for degree requirements, but previous grades will remain on the record, even if they have been marked as repeated.

Once students have enrolled at William Carey University, they may not transfer a course from any other senior or community/junior college except by special permission of the Vice-President of Academic Affairs. William Carey University will accept transfer credit only from regionally-accredited institutions or from a recognized accrediting agency.

Students enrolled at William Carey University who wish to earn credits at another college must make an application in advance to the Vice-President of Academic Affairs through their dean/advisor. The student must be in good standing at William Carey before permission will be granted to take a course elsewhere during any term.

Grades of D will not transfer if the student has a cumulative grade point average on all transfer credit for all college work attempted of less than 2.0.