

**FACULTY AGENDA ITEM NO 18-17**

Date: 20 February 2018

Submitted by: *Dr. Juli Mazachek, ext. 1648*

SUBJECT: *Undergraduate student level classifications*

Rationale: Academic Standing was the first step in a planned two-step process that included changing academic classifications to better serve students. The new academic standing process which includes a new standard for categorizing students was voted in by the faculty in spring 2015. The classification proposal was to follow, but was delayed due to changes in the registrar’s office and other administrative changes at the university. This more standard classification model is being proposed to be effective beginning with the 2018-19 academic year. This change would bring student classification in line with the student categories used in WU’s Academic Standing policy as well as those used for the financial aid Satisfactory Academic Standing Policy. This change will move Washburn University in line with the six KBOR universities as we seek to attract transfer students and continue to be transfer friendly.

Identified Benefits:

- Will bring student classifications in line with Academic Standing categories
- Matches the practice of all KBOR universities for attracting transfer students (transfer friendly)
- Encourages concept of students earning at least 30 hours of credit in an academic year
- Aligns student classification with the categories used for the financial aid Satisfactory Academic Progress (SAP) which is aligned with our current Academic Standing policy

Description: This request is to change the student classification hours to match the new academic standing policy. Thus, the proposed classifications are:

Level	Current Completed Credit Hour Range	Proposed Completed Credit Hour Range
Freshman	0 – 23	0 – 29
Sophomore	24 – 53	30 – 59
Junior	55 – 87	60 – 89
Senior	88+	90+

### **Classification**

An entering student with fewer than 24 semester hours of accumulated credit is classified as a Freshman. To be classified as a Sophomore, a student must have 24 semester hours of college credit. To be classified as a Junior, a student must have 54 semester hours of college credit. A student who has at least 88 semester hours of college credit is classified as a Senior. Graduate students are those who have been formally admitted to a graduate program. Law students are those who have been formally admitted to the School of Law.

### **Course Numbering System**

Students with fewer than 54 hours completed may take courses numbered 100-299. Students with more than 54 hours completed may take courses numbered 100-499. Courses numbered 300-499 are open to students during the semester in which they achieve junior standing, provided they have enrolled in enough lower level courses during that same semester to meet the requirements of junior rank. Exceptions to this rule may be made by consent of the department head and the Dean. Forty-five hours of junior-senior work are required for completion of any baccalaureate degree.

Courses numbered 400-499 are also open to graduate students. Courses numbered 500-599 are considered graduate coursework but may not count toward the 30 hour minimum for a Masters degree.

### ***Proposed Catalog Language:***

### **Classification**

An entering student with fewer than 30 semester hours of accumulated credit is classified as a Freshman. To be classified as a Sophomore, a student must have between 30 and 59 semester hours of college credit. To be classified as a Junior, a student must have between 60 and 89 semester hours of college credit. A student who has at least 90 semester hours of college credit is classified as a Senior. Graduate students are those who have been formally admitted to a graduate program. Law students are those who have been formally admitted to the School of Law.

### **Course Numbering System**

Generally, it is recommended students take lower level courses (courses numbered 100-299) when they are freshman and sophomores and complete upper level courses (courses numbered 300-499) when they are juniors and seniors. Students should work with their advisors to determine the appropriate sequencing of courses, including whether it may be necessary to begin taking upper-level courses beginning in the sophomore year to complete a degree program in four years. If a course is listed in the catalog as specifically requiring junior level standing in the prerequisite, students may register for the course during the semester in which they will achieve junior level rank, provided they have enrolled in sufficient lower division courses during that same semester to meet the requirements of junior rank. Exceptions to the classification requirement may be made by the course instructor, chair, or dean. Completion of forty-five hours of upper level courses (courses numbered 300-499) is required for any baccalaureate degree.

Courses numbered 400-499 are also open to graduate students. Courses numbered 500-599 are considered graduate coursework but may not count toward the 30 hour minimum for a Masters degree.

Financial Implications: None  
Proposed Effective Date: Fall term 2018.

Request for Action: *Approval by AAC/.FAC/FS/ Gen Fac, etc*

Approved by: AAC on date 2/26/2018, 3/12/2018

*FAC on date N/A*

*Faculty Senate on March 26, 2018*

*Gen Fac on date*

Attachments  Yes    No