

*Note: This document is meant to coincide with the “How to Read Your Degree Audit” document.*

## **THE MAKING OF A BACHELORS DEGREE AT VITERBO UNIVERSITY**

### **TOTAL CREDITS/GPA**

Students in are required to earn 120 or 128, dependent on catalog, non-remedial (courses numbered <100) credits).

The statement “VU Undergraduate Cumulative GPA” and “VU Undergraduate Cumulative Credits Earned” are the OFFICIAL totals, which include any remedial work taken.

The second set of credit totals are “degree audit totals” and DO NOT include any credits (or GPA calculations) for non college level course work taken. These are the credit values used for graduation processing.

### **CORE CURRICULUM COMPONENT**

*Note: the current core curriculum has been in effect since the 2011 catalog. The 2010 catalog was transitional with components of both the old general education and the new core curriculum. Students in catalogs 2009 and prior are required to complete the old general education program.*

There are three categories within the core curriculum program. Courses **MUST** be approved for use in each category – the best list is on the registrar’s office Web page, right hand side links, Policies.

#### **1. Foundations**

- a. Includes: Written Communications I, Written Communications II, Quantitative Literacy, Information Literacy, Oral Communication.
  - i. Some may be satisfied by courses in the major.
  - ii. Information fluency must be completed at VU (not by a transfer course or alternative credit like AP or CLEP.) There is a test out procedure and information on that procedure can be found on the core curriculum Web pages.
  - iii. Students who transfer to Viterbo University with an earned baccalaureate, Associate of Arts (A.A.), or *approved* Associate of Science (A.S.) degree from a regionally accredited college or university will have the Foundation requirements of the core curriculum waived (unless required by the students’ major as a program requirement), except the information fluency requirement (a one-credit course or included in part of a course within the major.)
  - iv. Students who transfer to Viterbo University with an earned Associate of Applied Science (A.A.S.) degree from a regionally accredited college or university will have the Foundation requirements of the core curriculum waived (unless required by the students’ major as a program requirement), except the information literacy requirement (a one-credit course or included in part of a course within the major.).

## 2. Mission Seminars

- a. Includes Franciscan Values and Traditions, Living in a Diverse World, Serving the Common Good, and The Ethical Life
  - i. Students transferring or reentering VU with 24-45 credits will only be required to complete three mission seminars.
  - ii. Students transferring or reentering VU with 46 or more credits will only be required to complete two mission seminars.
  - iii. All traditional program students complete a VUSM-400 level seminar.
  - iv. Students in Center for Adult Learning programs complete VUSM-471 and 472 only. This is an accelerated course designed specifically for them. These courses will NOT apply to a traditional student's requirements.

## 3. Ways of Thinking (WOT)

- a. Includes Historical Analysis, Literary Analysis, Scientific Reasoning in the Natural Sciences, Scientific Reasoning in the Social Sciences, Artistic Awareness, Theological Inquiry, Integrating Faith and Practice, and Philosophical and Moral Reasoning.
  - i. Students who transfer to Viterbo University with an earned baccalaureate, Associate of Arts (A.A.), or *approved* Associate of Science (A.S.) degree from a regionally accredited college or university will have the Ways of Thinking requirements of the core curriculum waived, except the theological inquiry, integrating faith and reasoning, and philosophical and moral inquiry requirements (unless required by the students' major as a program requirement).

## MAJOR AND SUPPORT COURSE COMPONENT

1. Major requirements will be listed in pre- or core requirements, major requirements, and support course requirements, following the order of the catalog requirement listing.
2. Some majors require specific GPAs or grades for a part of all of the requirements. Those have also been programmed into the degree audit.
3. Students with a program (major) code of MUPF.BM, THTR.BFA, UNDECLARED, PPRF (pre-professional) will have a message on their degree audits indicating that the degree audit is not complete until an emphasis or major is declared. Once students declare the emphasis or major a complete degree audit listing all major requirements will be available.
4. Any student with a program of ELEM.BSED has a message to remind them that they must declare a minor.

## SPECIFIC DEGREE REQUIREMENTS – BA OR BS DEGREES

1. In catalogs prior to 2014, a Bachelor of Arts requires 14 credits of the same world language and a Bachelor of Science requires 11 credits of math or science.
2. In the 2014 catalog and forward, a Bachelor of Arts degree requires three classes (nine credits minimum) of world language in preferably one, but not more than two languages. A Bachelor of Science degree requires 11 credits of natural science and/or mathematics. (Courses that fulfill the Scientific Reasoning in the Natural Sciences or Quantitative Literacy categories within the LIVE program count toward the total.)
3. For either of the degrees, the credits do not have to be courses that have been approved for the core curriculum.

## FINAL DEGREE REQUIREMENTS

1. VU requires students to earn 40 or 43 upper division credits, dependent on catalog, – coursework at the 300 or 400 level. That will be tallied on the degree audit.
  - a. Note: for transfer students, VU’s policy is to accept the credit as the student took it, not how it transfers. For example, ERS-100 from UW-L is equivalent to VU’s SOCL-320. The student will have the ERS course transferred as SOCL-320 and it will meet any requirement needing SOCL-320, but it only counts for the students as lower division credit because that is how it is offered at UW-L. The reverse is also true; BIO-314 from UW-L is equivalent to VU’s BIOL-114. The student will have the BIO course transferred as BIOL-114 and it will meet any requirement needing BIOL-114, but it will

## OTHER COURSES

Courses listed here have not been utilized in any other requirement. They are being used toward the total credits required to graduate.

## EXCEPTIONS TO CURRICULUM (SUBSTITUTIONS AND WAIVERS)

When curriculum changes, sometimes students are caught in the middle and modifications are made to their requirements. A waiver or substitution form must be completed so the degree audit can be modified for that student. The form is available on the registrar’s office web page. It must be completed in its entirety, copied, and submitted to the registrar’s office for it to be entered on the student’s record. The registrar’s office is not responsible for filling out the form, copying it, or getting signatures. Incomplete forms will be returned to the advisor for return to the student.

1. For curriculum modifications to a student’s program, the department chair and deans signature are required.
2. Students may petition, with good reason, for a core curriculum waiver, which must be signed by the core curriculum director and academic vice president. Any waiver to final requirements also requires the academic vice president’s signature.

## GENERAL COMMENTS ABOUT DEGREE REQUIREMENTS

1. Students must apply for graduation at the time they are registering for their last semester. The application form is available in the registrar’s office and on the registrar’s office’s web page. The application is the registrar’s office only way of knowing a student is graduating and allows for the office to provide names to the Commencement Committee among other offices on campus who need to know. The absolute deadline is September 15<sup>th</sup> for December graduation and January 15<sup>th</sup> for May or summer graduation.
  - a. Students should keep the registrar’s office up to date with their anticipated completion dates. This information is reported to a student clearinghouse and an incorrect date on file can affect loan deferment.

## GENERAL COMMENTS ABOUT DEGREE AUDIT

1. If a requirement is asking for a number of credits, for example, the WOT, Historical Analysis category requires three credits of an approved Historical Analysis course, the category won't show fulfilled until the student has completed three credits. If a requirement is asking for a specific course, for example, the Foundations, written communications category requires ENGL-103 and ENGL-104 or ENGL-105, or ENGL-195, the category shows complete if the student has the required course(s) on his/her record – regardless of how many credits he/she took the course(s) for.
  - a. This is very important for transfer students who may have earned 2.67 credits because the school they came from was a trimester school. It has been Viterbo's practice to allow the student to "round up" in this case and consider the category complete. But the degree audit "doesn't know that." Please contact the registrar so a change in the individual student's degree audit can be made. Note: this "rounding up" practice DOES NOT apply to upper division or total credits needed. In those cases, the student needs to make sure the totals are at or above the required totals. Also, the credits will not change, just the satisfaction of the category.
2. Transfer courses for which there is no VU equivalent are taken as elective credit. The practice for the designation of credit are as follows:
  - a. Subject-1XX – lower division elective credit – NOT for core curriculum use
  - b. Subject-2XX – core curriculum lower division credit
  - c. Subject-3XX – upper division elective credit – NOT for core curriculum use
  - d. Subject-4XX – core curriculum upper division credit
  - e. The registrar's office has the general policy of transferring courses with no VU equivalents for core curriculum if the previous institution considered the course valid for their core requirements.

*Note: the ELEC-2XX and 4XX played a role with the former general education program and does not play a role with the new core curriculum program or the transitional general education program. We do still use all of the above in transferring credit.*

*Also note: RLST has two designations to reflect the two WOT categories. RLST-2xx/4xx reflects a Theological Inquiry course. RLST-2XY/4XY reflects an Integrating Faith and Practice course.*