

# GENERAL UNDERGRADUATE DEGREE REQUIREMENTS & INFORMATION

---

## Registration Approvals

In addition to the information below, see the earlier College of Arts and Sciences (CAS) section entitled Advising System.

All new students and students who have fewer than 45 credit hours are required to secure an advisor's approval to register for classes. In addition, undergraduate majors in film and media arts, history, physics, and studio art, and graduate students in English, geosciences, and sociology must secure an advisor's approval to register.

Any student on academic probation, requesting an overload, or requesting the credit/no credit option, must secure an advisor's approval before completing registration.

Students must have permission of the instructor or faculty advisor before they are allowed to register in Directed Field Experience, Directed Readings, Individual Research or any other courses specified by a department.

All students in CAS are also subject to any special signatures required by other academic units at UMKC.

## Repeated Courses

If a course is repeated at one of the four UM campuses, the hours and grade points of both the original and repeated courses are used in computing the grade-point average. Only the earned hours from the last repeated enrollment will apply toward degree requirements or total hours required for graduation.

## Hour and GPA Requirement

A minimum of 120 hours is required for graduation. Of those hours, 36 must be at the 300-400 level. A minimum cumulative grade-point average of 2.0 is required as well as a 2.0 in the major. (Some majors have additional GPA requirements. Students should consult the appropriate section of this catalog for their major.)

## Professional School Credit

A maximum of 30 acceptable semester hours (2.0 GPA or better) of study in professional schools may be applied toward the bachelor's degree. Acceptable professional schools for this purpose are law and medicine. This credit is elective credit and does not satisfy any specific degree requirement.

## Writing Intensive Requirement

Writing Intensive courses, designated with WI, PW, or LW following the course number, are intended to help students learn to express themselves formally and coherently in discursive prose. Writing in this connection is to be regarded not as a corpus of art or information to which students should be exposed, but as a crucial skill, the teaching of which is among the primary missions of CAS. It is assumed that extended and intensive writing can be equated with contemplation and concentration on the subject matter; students learn by writing in any field.

Each Writing Intensive course includes several writing assignments and these assignments form an integral part of students' efforts to progress in the course. A review and revision cycle is used with systematic feedback. The students' writing might address philosophical concerns, methods, or specific topics, but their work is always based on exposure to published expository writing. While the exercises may take different forms, they may include:

1. Prewriting; e.g., outlines, journals, free-writing exercises and organizational notes.
2. Submission of preliminary drafts for oral and written responses by the instructor (peer response also might be incorporated).
3. Revision of content, organization, mechanics and style.

Students will prepare a number of different assignments of varying lengths and intent. An extended essay or term paper is expected in all Writing Intensive classes. Examinations may incorporate essay questions.

## Graduation Procedure

After completion of 75-90 credit hours, students should apply for graduation in Pathway. After the application is filed, CAS Student Services will review the degree audit and notify students of their status towards degree completion through UMKC Connect. Students will be sent a "Flag" or "Kudo" in UMKC Connect that indicates:

- Any remaining general education core and CAS degree requirements.
- Any deficiencies for the major/minor. Students are referred to their faculty advisor for any questions pertaining to major or minor portions of the degree audit.
- Remaining minimum hours, junior/senior level hours, residence requirements, minimum major and minor hours, and grade-point average.

If students have not already met with the faculty advisor for their program to review the major/minor portions of the degree audit, then they are encouraged to do as soon as the application for graduation is submitted.

There are several other important components of the graduation process that the student is solely responsible for completing:

- All students are required to take HEIghten, administered by the Assessment Office.
- Students with majors must complete the Major Field Exam, if it is required for their program.
- Students should review their degree audit every semester to make sure they are still making progress towards graduating during the semester for which they have applied.
- Students are responsible for making sure their address and telephone numbers are correct in the student information system.
- Students must check their UMKC e-mail account regularly for important and relevant graduation and other information.
- Any incomplete grade on a student's transcript must be completed and recorded in the Registrar's Office by the end of the semester in which he/she is graduating.
- Any missing transcripts must be received by the Office of Admissions by the end of the semester in which a student is graduating.

## Reapplying for Graduation

If a student does not graduate in the semester for which he/she has applied, he/she must reapply for graduation (<https://www.umkc.edu/registrar/academic-programs/graduation/>). CAS cannot extend a student's application to the next semester without written notification from the student.

## Exceptions

Exceptions to academic regulations must be approved by the Academic Standards Committee of CAS. To seek exceptions, students must file a "Petition for Exception" form in the CAS Student Services Office, 9 Scofield Hall.