



REGISTRAR UPDATES

FALL 2024

AUGUST 2024 • ISSUE 7 • VOLUME 1

COMMON MISCONCEPTIONS DEGREE AWARDING MYTHS

*Diplomas will list major... **MYTH.***

Diplomas will state the degree type but will not specify major or concentration. Majors and concentrations will be found on the transcript.

*Students pursuing a double major will automatically receive two diplomas... **MYTH.***

Students pursuing two majors will only earn two degrees if they meet the requirements of dual degree. Students that are not qualified for dual degree will be awarded a degree in their primary major.

Degree Certification Officers will reach out to students that have applied and are qualified for a dual degree in the student's last semester. For more information on dual degree requirements, please visit our Undergraduate Catalog [here](#).

*Students will be awarded a degree regardless of the Application for Graduation... **MYTH.***

Our degree certification officers will not know to audit a student for degree completion until the student has applied for graduation. Please advise your students to apply by the posted deadlines to ensure their degree award is not delayed.

Students are eligible to apply once they've reached 90 hours. Application for Graduation dates are posted in our [Registration Guide](#).

WHAT'S INSIDE

Misconceptions of Degree Awarding

iCAP to Degree Works Transition

College Recognition Ceremonies

Finals Week Schedule

Connect With Our Team



*The Latin honors status at the time of the ceremony will not change... **MYTH.***

Latin honors notation in the commencement program is based off the last graded term. Latin honors will be re-calculated and changed when grades post at the end of the term, as needed. If Latin honors are updated after the ceremony, the new Latin honors will appear on the Official Transcript.

*Participation in the ceremony means the degree was awarded... **MYTH.***

Participation in the ceremony is based off the student's pending degree audit. To participate in the ceremony all remaining degree requirements must be complete or in-progress. If a student fails to finish their pending requirements, the degree will not be awarded.



TRANSITION FROM ICAP TO DEGREE WORKS

ICAP CEASED OPERATION JUNE 30

iCAP ceased operation on June 30, 2024. All students with fall 2024 award and after were transitioned from iCAP to Degree Works on June 28, 2024. Students remaining on iCAP were moved to a Degree Works compliant catalog term determined by the college contact (fall 2021 or after). If a catalog term was not communicated to the Office of the Registrar, students were defaulted to a fall 2021 catalog term.

iCAP audits for transitioned students were frozen and can be accessed by the advisor of record via TopNet> Frozen iCAP Audit. Advisors will also be able to access a report with a list of iCAP exceptions via InfoView.

Any iCAP exceptions applied to the student's iCAP audit were not transferred to Degree Works. Advisors are encouraged to review their affected student audits to determine if there is a need for Degree Works exceptions.

We recommend advisors organize their review by applied graduation term. Degree Certification Officers, Dana Jones (A-K) and Marsha Wagoner (L-Z) will be prioritizing exception processing beginning with fall 2024 graduates.

This recent transition will also impact WKU's readmission process moving forward. Students will not be readmitted to a catalog pre-dating 202130 as those catalog terms do not exist in Degree Works. Students will be readmitted as follows:

If the student's catalog term is:

- <202130 then it gets set to 202130 upon readmission- This is the case for all readmitted former iCAP students. They are getting reverted back to the earliest available term in DW to minimize impact since iCAP is unavailable to them. Catalog term change forms can be submitted for any readmitted student this does not suit.
- >202130, they will default to their previous catalog term since it's still a valid catalog term (within 7 years) and in DW.
- Older than 7 years, catalog term is updated to their applied term.



FAILURE FOR NON-ATTENDANCE

GUIDANCE ON ISSUING AN FN

The "FN" grade should be used for students who failed to attend or ceased attending up to and including the 60% point of the term. Non-attendance shall be defined as failure to perform meaningful academically-related activity including, but not limited to the following: submitting an academic assignment, taking an exam, participating in an online discussion about academic matters.

If the "FN" is appropriate, you will need to record the last (or approximate last) date of attendance. The "FN" is punitive and will be treated the same as a grade of "F" in computing students' GPA. The primary purpose of the "FN" grade distinction is in response to expectations from the Federal government regarding students who receive Federal financial aid, but who stop attending class.

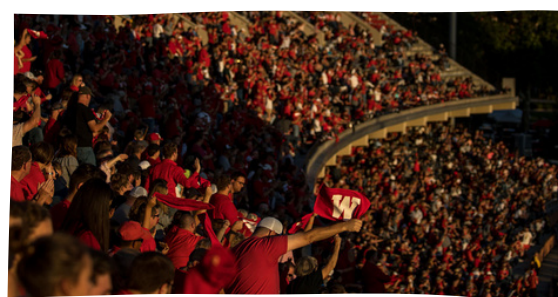


WITHDRAWALS

THE VARIOUS WITHDRAWAL PROCESSES AVAILABLE TO WKU STUDENTS



For various reasons it is occasionally necessary for a student to withdraw from the University. Prior to the posted date in the Registration Guide, students may use TopNet to withdraw. After that point, there are a few different options based on the situation.



1. A student may request and be considered for a **medical withdrawal** from all courses in a term when extraordinary circumstances, such as a serious physical or mental illness or injury, prevent the student from continuing his or her classes after the mid-point of a term, and incompletes or other arrangements with the instructors are not feasible or possible. A request for a medical withdrawal should be initiated before the end of the term.
2. A student who leaves the University for extenuating circumstances without an official withdrawal during the term of departure may apply for a **retroactive withdrawal**. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal and extenuating circumstances justifying its retroactive nature; poor academic performance that is not attributed to non-academic extenuating circumstances is not a consideration for retroactive withdrawal. A student may appeal for a retroactive withdrawal within two calendar years following the end of the term for which withdrawal is requested.
3. Students who are members of any branch of the United States Armed Services, including the National Guard, who are called to active duty while enrolled at WKU should contact the Office of the Registrar to initiate the **military withdrawal** process. An official copy of the military orders must be presented to invoke this special withdrawal and refund process.
4. Students may petition to withdraw from a specific course after the deadline by using the **Student Schedule Exception Appeal** form. This form requires the approval of instructor, department chair, and dean's office, and can be submitted during or after the semester.

2024-2025 ACADEMIC CATALOGS AVAILABLE NOW

2024-2025 Academic Catalogs are now live. Faculty, Staff and Students can access the catalogs here: <https://catalog.wku.edu/>.

The WKU Catalogs, published annually, provide information about the programs of Western Kentucky University to students, prospective students, and faculty and staff of the University. Included is information concerning requirements for admission, services available to students, course offerings, and listings of the administrative offices.





FALL 2024 GRAD FAIR

WEDNESDAY, OCTOBER 23 AND THURSDAY, OCTOBER 24

10:00 AM - 6:00 PM

DOWNING STUDENT UNION, ROOM 3023-3025

Grad Fair is WKU's beginning to the graduation celebration. It is the place to take care of graduation planning and check out graduation-related services. Students can:

- Pick up their cap and gown
- Pick up a graduation schedule of events for their college
- Take their graduation photo
- Order their personalized graduation announcements and class ring from Jostens

COLLEGE RECOGNITION CEREMONIES

FRIDAY, DECEMBER 6

E.A. DIDDLE ARENA

Each of WKU's colleges will host a special recognition ceremony to celebrate their Fall 2024 graduates. The College Recognition Ceremonies will take place in Diddle Arena.

Graduates should plan to arrive 1 hour in advance of their ceremony time and gather in Diddle Arena's Auxiliary Gym to line up for the ceremony.

The College Recognition Ceremony times are forthcoming.



FALL 2024 IMPORTANT DATES

Monday, August 19

First day of classes

Monday, August 26

Last day to add/drop a full semester course

Monday, August 26

Last day to receive a 100% refund for a full semester course

Tuesday, August 27

\$50 Schedule change fee begins for full semester courses

Friday, August 30

Last day to opt-out of Big Red Backpack and last day to charge WKU Store purchases to university bill

Monday, September 2

Labor Day (University closed)

Monday, September 2

Last day to receive a 50% refund for a full semester course

Monday, September 9

Last day to receive a 25% refund for a full semester course

Monday-Tuesday, October 7-8

Fall Break (University closed)

Monday, October 14

Priority Registration for Winter 2025 begins

Monday, October 21

Priority Registration for Spring 2025 begins

Monday, October 28

Last day to withdraw from a full semester course

Friday, November 1

Deadline to apply for 2025 August and May graduation

Tuesday, November 5

Election Day (University closed)

Wednesday-Friday, November 27-29

Thanksgiving Break (University closed)

Monday-Thursday, December 2-5

Finals week

Tuesday, December 10 at Noon

Full Semester, 2nd Bi-Term, and Five-Week Session III final grades due

FINALS WEEK FALL 2024

Time	Monday, December 2	Tuesday, December 3	Wednesday, December 4	Thursday, December 5
Day Classes				
8AM to 10AM	Classes meeting first at 11:10 Tuesday	Classes meeting first at 8:00 Monday	Classes meeting first at 8:00 Tuesday	Classes meeting first at 9:10 Monday
10:30AM to 12:30PM	Classes meeting first at 11:30 Monday	Classes meeting first at 1:50 Monday; 1:50 Mon/Wed	Classes meeting first at 10:20 Monday	Classes meeting first at 12:45 Tuesday
1PM to 3PM	Classes meeting first at 2:20 Tuesday	Classes meeting first at 3:25 Mon/Wed	Classes meeting first at 9:35 Tuesday	Classes meeting first at 12:40 Monday
Late Afternoon and Night Classes				
3:45PM to 5:45PM	Classes meeting at 4:00 Monday only; 4:30 Monday only; 4:00 Mon/Wed Multiple sections of MATH 205, MATH 308, and FIN 330	Classes meeting at 4:00 Tuesday only; 4:30 Tuesday only; 4:00 Tues/Thurs Multiple sections of MATH 206	Classes meeting at 4:00 Wednesday only; 4:30 Wednesday only; 4:30 Mon/Wed	Classes meeting at 4:00 Thursday only; 4:30 Thursday only; 4:30 Tues/Thurs
6PM to 8PM	Classes meeting at 5:00 Monday only; 5:30 Monday only; 6:00 Monday only; 6:30 Monday only; 7:00 Monday only; 5:00 Mon/Wed; 6:00 Mon/Wed; 7:00 Mon/Wed	Classes meeting at 5:00 Tuesday only; 5:30 Tuesday only; 6:00 Tuesday only; 6:30 Tuesday only; 7:00 Tuesday only; 5:00 Tue/Thur; 6:00 Tue/Thur; 7:00 Tue/Thur	Classes meeting at 5:00 Wednesday only; 5:30 Wednesday only; 6:00 Wednesday only; 6:30 Wednesday only; 7:00 Wednesday only; 5:30 Mon/Wed; 6:30 Mon/Wed	Classes meeting at 5:00 Thur only; 5:30 Thur only; 6:00 Thur only; 6:30 Thur only; 7:00 Thur only; 5:30 Tue/Thur; 6:30 Tue/Thur

- All final examinations for Main Campus courses must be administered according to this schedule.
- Final examinations for regional campus courses are administered at the regular class meeting time during finals week.
- Class times not included in the above schedule will have a final examination time selected by the instructor and approved by the department chair.
- Final grades are due by noon on Tuesday, December 10.

MEET OUR Team

Jennifer Hammonds

University Registrar
5-5030

Student Schedule Exception Fee Appeals
CourseLeaf Questions
FERPA Questions
Merging Blackboard Courses

Adam Ashby

Coordinator, Student Records and Registration
5-2722

Change of Grade Cards
Academic Renewal
Course Overload forms
Repeat questions
Retroactive Withdrawals
Social Security Number changes
Pre-90 Banner work

Jessica Dorris

Assistant Registrar
5-5432

Course and Program Inventory
Registration Guide
Graduate Catalog
Colonnade Course Inventory
Registrar Websites
Grad Fair
Commencement/College Recognition Ceremonies

Dana Jones

Degree Certification Officer (A-K)
5-5447

Awarding UG degrees and certificates
Graduation date change
Degree audit questions and forms
Change of major/minor after student has applied to graduate
Catalog term questions
Dual Degree applications
Changes to UG graduation date

John Paul Lack

Coordinator, Student Records and Registration
5-2675

Degree/Enrollment Verification
Good Student Discount (insurance)
Clearinghouse discrepancies
Departmental exams
Student Schedule Exception Appeal forms
Residency

Marleen Murphy

Scheduling Coordinator
5-5401

Scheduling questions
Crosslisting questions
Attributes for course sections

Jordan Ray

Associate Registrar
5-6451

Committee on Credits and Graduation
Residency Determinations
Medical and Military Withdrawals
Scholar of the College
Ogden Foundation Scholar Award
Misc. Registration Issues
NSC Enrollment Reporting

Leslie Vanderpool

Coordinator, NCAA Compliance
5-5411

Name Changes
Application for Graduation
NCAA eligibility
Diplomas – duplicates and/or damaged
Confidential flag
Preferred name
Complex transcript issues

Marsha Wagoner

Degree Certification Officer (L-Z)
5-2406

Awarding UG degrees and certificates
Graduation date change
Degree audit questions and forms
Change of major/minor after student has applied to graduate
Catalog term questions
Dual Degree applications
Changes to UG graduation date

Ryan Wilson

Curriculum Coordinator
5-6967

Degree Works Programming
Undergraduate Catalog
Registrar and Commencement
Budget