

K-State Office of the Registrar
Undergraduate Program Templates
Business Process Guide

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Contents

UG Certificate or Minor Template 1: 3

UG Certificate or Minor Template 2: 3

Bachelor’s Degrees Template 1 – Side by Side:..... 4

Bachelor’s Degrees Template 2 – by Year: 4

Bachelor’s Degrees Template 3 – by Semester: 7

UG Certificate or Minor Template 1:

Required Courses:		
Program Total Credits:		

Footnotes

UG Certificate or Minor Template 2:

Required Courses:		
Electives:		
Program Total Credits:		

Footnotes

Bachelor’s Degrees Template 1 – Side by Side:

Make sure to reflect your entire Program of Study showing a grand total of credit hours, which should reflect the full 120 or more hours required to complete the UG curriculum.

Current Course	Credit Hours	Proposed Course	Credit Hours	Notes
COMM 106: Public Speaking I	3			No Change
Grand Total	120	Grand Total	120	

Bachelor’s Degrees Template 2 – by Year:

Make sure to reflect your entire Program of Study showing a grand total of credit hours, which should reflect the full 120 or more hours required to complete the UG curriculum.

Freshman			
		Core	Credits
COMM 106	Public Speaking I	X	3
<i>Directed Electives:</i>			
			Total Credits: 30-32
Sophomore			
		Core	Credits

<i>Directed Electives:</i>			
Total Credits:			30-32
Junior			
		Core	Credits
<i>Directed Electives:</i>			
Total Credits:			30-32
Senior			
		Core	Credits
<i>Directed Electives:</i>			
Total Credits:			30-32
Program Total Credits:			127

Footnotes:
 Must satisfy K-State 8 general education requirements.

Bachelor’s Degrees Template 3 – by Semester:

Make sure to reflect your entire Program of Study showing a grand total of credit hours, which should reflect the full 120 or more hours required to complete the UG curriculum.

Freshman			
Semester 1		Core	Credits
COMM 106	Public Speaking I	X	3
Total Credits:			15
Semester 2		Core	Credits
Total Credits:			15
Sophomore			
Semester 1		Core	Credits
Total Credits:			15
Semester 2		Core	Credits
Total Credits:			15
Junior			
Semester 1		Core	Credits
Total Credits:			15
Semester 2		Core	Credits

Total Credits:			15
<i>Senior</i>			
Semester 1		Core	Credits
Total Credits:			15
Semester 2		Core	Credits
Total Credits:			15
Program Total Credits:			120

Footnotes:
 Must satisfy K-State 8 general education requirements.