

**ORIENTATION
TO THE
BACHELOR OF SCIENCE IN
OCCUPATION EDUCATION
DEGREE**

Disclaimer

Wayland attempts to ensure that the information contained in this presentation is accurate and current, however catalog changes and ongoing management actions may cause some of the information to vary. The information concerning your particular program is contained in the catalog for the year in which you began your program of study with Wayland. The University reserves the right to make any changes necessary to the information contained in this presentation.

Overview

- *Mission and Services*
- Admission
- Degree Requirements
- Graduation Outcomes
- The BSOE Program
- What You Must Know
- Administrative Rules
- Graduation Requirements
- Conclusion

Wayland at a Glance

- **FOUNDED:** In 1906 by Staked Plains Baptist Association in Plainview, TX and chartered in 1908 by the State of Texas.
- **AUTHORITY:** Affiliated with the Baptist General Convention of Texas. Thirty-nine member Board of Trustees, elected at BGCT annual Convention oversees its operation.
- **UNDERGRADUATE DEGREES OFFERED AT EXTERNAL CAMPUSES:** AAS, BSOE.
- **ENROLLMENT:** More than 6,000 total students on the Plainview campus and external campuses in Wichita Falls, Lubbock, Amarillo, and San Antonio, Texas; Honolulu, Hawaii; Anchorage and Fairbanks, Alaska; Phoenix and Sierra Vista, Arizona; Clovis, and Albuquerque New Mexico; and Altus, Oklahoma.
- **ACCREDITATION:** Southern Association of Colleges and Schools, Texas Agency for Teacher Certification and Veterans Training.

Philosophy and Purpose of the Institution

Wayland Baptist University is a private, church-related, co-educational, university which seeks to serve both traditional and non-traditional undergraduate and graduate students. The institution offers a strong liberal arts education in a traditional setting while providing off-campus degree programs which serve the needs of the older highly mobile, fully employed population seeking opportunities in higher education.

The University seeks to attract students from diverse socioeconomic, cultural, intellectual, ethnic, religious and geographical backgrounds and faculty who are dedicated to its mission and purpose, the profession of teaching, Christian values, the academic and general welfare of students and service to the community.

History of Wayland

In 1908, Dr. and Mrs. James Henry Wayland offered \$10,000 and 25 acres of land toward the construction of a college in West Texas, provided the members of the Staked Plains Baptist Association and the citizens of Plainview raise an additional \$40,000. The Association accepted both the gift and the challenge and applied to the State of Texas for a charter for the new school, which was named Wayland Literary and Technical Institute.

In 1909, construction began on the school's first two buildings, and Dr. I.E. Gates was called as its first president. In 1910, the school's name was changed to Wayland Baptist College. In 1911, the administration building was finished and Wayland Baptist College graduated its first student. Wayland became a senior college in 1948 and, in June of 1981, the name of the institution was changed to Wayland Baptist University.

History of Wayland

With the opening of Wayland's Sheppard Air Force Base Campus in Wichita Falls, Texas in 1974, Wayland extended its educational programs across the United States, opening campuses in Amarillo and Lubbock in 1976, Hawaii in 1979, San Antonio in 1984, Alaska in 1985, and Arizona in 1991.

Conceived and born in the heritage, sacrifice and faith of West Texas pioneers, Wayland Baptist University continues to grow. Just as the classic white columns of Gates Hall continue to dominate the University's campus in Plainview, the integration of faith and learning continues to dominate the mission of Wayland Baptist University throughout the world.

Wayland - Altus Campus

- *The Altus Campus was first established in 2001 at Altus Air Force Base as an extension of the Wichita Falls campus. It became an independent campus location in 2003.
- *Nearly 100 students are currently enrolled in undergraduate programs.
- *Wayland was chartered in 1908 in the state of Texas.

Wayland - Altus Campus

- *The main campus is located in Plainview, Texas.
- *More than 6,000 students are enrolled in the Wayland system.
- *The average age of students enrolled at WBU external campuses is 37.
- *Fourteen percent of all U.S. Air Force personnel earning baccalaureate degrees receive them from Wayland.
- *Thirteen percent of all U.S. Army personnel earning baccalaureate degrees receive them from Wayland.

Wayland Services

1. Counseling to help you on the right road.
2. Financial Aid for those who qualify.
3. An orientation to your degree program.
4. Guidance in planning course loads and class schedules.
5. Emotional and Spiritual support during the degree program.
6. A versatile class schedule to meet your needs.
7. Library support through an agreement with area libraries and data bases available through the Internet.
8. Dedicated faculty that possess strong academic and practical skills.
9. Average class sizes of 10-20 students, which allows for greater interaction between instructor and student.

Overview

- Mission and Services
- *ADMISSION*
- Degree Requirements
- Graduation Outcomes
- The BSOE Program
- What You Must Know
- Administrative Rules
- Graduation Requirements
- Conclusion

Admission

Wayland Baptist University seeks to attract students with the ability and desire to excel. An application for admission may be obtained at the Wayland Campus. After the application and all accompanying documents are returned with a \$35 application fee, the Admissions Committee evaluates the candidate's credentials. If they are satisfactory, a Permit to Enter is issued.

Degree seeking students with more than 24 semester hours of credit:

- Completed Application for Admission and payment of non-refundable fee of \$35 (prior to initial enrollment).
- Completed Request for a Degree
- Official Transcripts from all previous institutions attended (before or during first term).

Admission

Degree seeking students with less than 24 semester hours of credit:

- Require a GED or high school diploma
- ACT scores. Students at least 25 years of age on or before June 1 of the applicable academic year are not required to have ACT scores.
- Completed Application for Admission and payment of non-refundable fee of \$35.
- Official Transcripts from all previous institutions attended.
- ***Definition of Official Transcript:***
A transcript is not official unless mailed directly between institutions or if hand-carried by the student must be in an envelope with the Registrar's seal. The transcript must not say "Issued to Student."

Overview

- Mission and Services
- Admission
- *Degree Requirements*
- Graduation Outcomes
- The BSOE Program
- What you Must Know
- Administrative Rules
- Graduation Requirements
- Conclusion

Degree Requirements

To receive a Bachelor of Science in Occupational Education, you must complete the following requirements

Complete a minimum of 124 semester hours of coursework, including:

- 43 hours in academic foundations
- 36 hours in a major field of study
- 24 hours of professional development coursework
- 12 hours of Experiential Development
- 9 hours of electives
- You must have 52 non-junior college hours
- You must complete 36 upper-division hours (3 & 4 thousand level courses)

Degree Requirements

- Maintain a minimum GPA of 2.0. This includes Wayland coursework and hours transferred from other sources.
- Complete an Exit Seminar which includes:
 - A comprehensive exam battery covering both your academic foundation and major field of study.
 - A portfolio of your academic work. Save research papers throughout your coursework at WBU. The papers are part of the portfolio.
- Participate in graduation ceremonies.
- ***All students must complete at least 31 semester hours of Wayland coursework.*** This may be completed at any time in a student's program and at any Wayland location. Non-resident credit includes credit by transfer, examination, evaluation of prior learning and work experience.

Overview

- Mission and Services
- Admission
- Degree Requirements
- *GRADUATION OUTCOMES*
- The BSOE Program
- What You Must Know
- Administrative Rules
- Graduation Requirements
- Conclusion

Learning Outcomes at Wayland

Wayland's accrediting agency, the Southern Association of Colleges and Schools, mandates that a record of the learning outcomes (accomplishments) attained during the BSOE program be maintained by the student and Wayland. These outcomes will be tracked through student portfolios, college or university transcripts, capstone courses, tests, exit interviews, employer surveys, and other sources. Outcomes attained at Wayland will be meticulously tracked and documented by the student, staff and faculty. Guidance for maintaining these records will be promulgated through newsletters, counseling sessions and classroom activities. The student portfolio is completed during the Exit Seminar. Be sure to save research papers and other work for this portfolio.

Overview

- Mission and Services
- Admission
- Degree Requirements
- Graduation Outcomes
- *The BSOE Program*
- What You Must Know
- Administrative Rules
- Graduation Requirements
- Conclusion

BSOE Program Requirements

Academic Foundations.....	43
■ Computer Literacy.....	3
■ English.....	6
■ U.S. History or W. Civilization.....	6
■ Speech.....	3
■ Federal Government.....	3
■ Bible (Old & New Testament History).....	6
■ Math 1304 or above.....	3
■ Science.....	3
■ Math/Science/Language (any combination).....	6
■ Physical Education.....	4

BSOE Program Requirements

Academic Major.....36

The 36 hour requirement in your academic major or specialization may come from traditional or non-traditional training or testing. Areas of study include business administration, religion, criminal justice, health administration, human services, occupational education, technical management, and career and technology education. 18 hours of the major must be upper level. There are numerous possible specialty fields which may be transferred from other colleges and universities.

Professional Development.....36

These hours are used to support the vocational needs of the individual student and may include psychology, business administration, sociology, or other approved courses. Specific hours in professional development may be dictated by the major selected. This section also separates 12 hours for Experiential Development

BSOE Program Requirements

Electives.....9

These may include any approved credit, whether academic, technical, or test.

Total Semester Hours Required

For Award of the BSOE DEGREE....124

* The degree plan can be a complicated process. It is easy to overlook a degree requirement, thus postponing your graduation. If you have questions about your progress, please contact a counselor.

The BSOE Program

Majors Available

- Business Administration
- Management
- Occupational Education

Each of the majors carry the option of several specializations that may be selected by the student to fit individual needs or unique training and work experience. For individualized counseling for your professional needs and goals, contact one of the counselors located at the Wayland Campus.

Specializations

Most students who enroll in the BSOE program have completed a number of college, university, or job-related training coursework in a field of study, such as business, psychology, criminal justice, computer information systems, electronics, or nursing. Many students have completed an associate degree from a community college therefore, some of the 36 semester hours of major (specialization) courses may have been completed prior to enrollment at Wayland.

Electives

Lower or upper division courses. Any course from an accredited college or university may be applied in the Electives area. Training credits for subject areas in which Wayland has majors may also be applied in the Electives area. Work experience credit can not be used in this block.

Overview

- Mission and Services
- Admission
- Degree Requirements
- Graduation Outcomes
- The BSOE Program
- ***WHAT YOU MUST KNOW***
- Administrative Rules
- Graduation Requirements
- Conclusion

BSOE vs. BA or BS

Bachelor of Science in Occupational Education

- Liberal transfer policy
- Work Experience
- Military Credit
- Broad math/science requirements

Bachelor of Arts/Science

- Strict transfer policy
- Language usually required for BA
- More math/science usually required for BS
- May not accept work or military experience

What You Must Know

The BSOE degree program is designed to accommodate a diversity of needs for experienced workers and learners. Numerous options are built into the plan to maximize credits toward a degree. With these options, however, are specific requirements which must be met to complete a degree.

The information which follows will enable you to interpret and follow the BSOE degree plan requirements more fully. Although the most frequently asked questions are answered, *it is your responsibility to keep record of your college work and to monitor your degree plan requirements.* Your counselors will cover the information contained in this presentation, as well as additional information about your degree plan. You are also expected to read the academic, curriculum and financial requirements in the student catalog and other student information packets provided during your enrollment at Wayland.

What You Must Know

What is the BSOE?

It is one of five accredited bachelor's degrees awarded by Wayland. Specifically, it is called the Bachelor of Science in Occupation Education because occupational education, occupational training, and occupational work experience are considered to be valid sources of credit for a degree. Such credit is documented by a third party for the student and undergoes a rigid evaluation by Wayland for applicability to the degree. Wayland accepts credit in transfer from regionally accredited institutions, ACE evaluated credit (both military and civilian), CLEP credit, and evaluates work experience and other work related educational experiences. In addition to training and experience, you are required to complete academic and professional development courses from a college and/or a university.

What You Must Know

What will the BSOE do for me?

Having a degree will enable you to be competitive for employment which requires a bachelor's degree in your field of study. You may also pursue a master's degree program from Wayland or another institution. Entrance into a master's degree program may require completion of leveling courses, and/or achieving a designated score on the Graduate Record Exam (GRE) and other entrance exams.

What You Must Know

What is meant by “occupational education”?

The term “Occupational Education” is used because occupational experience, education, and training, are considered valid sources of credit for the bachelor’s degree. The Occupational Education major is an umbrella under which various types of college/university credits and occupational training are placed to maximize credits toward a degree. This major is not limited to the so-called technical skill trades, but may also include training and courses characteristic of a particular art, science, or profession.

What You Must Know

What is meant by core courses in the major?

All majors have a set required courses (called core courses) that are directly related to the major. The core courses must be completed. The core courses required for each separate major are listed in the University catalog.

What You Must Know

What is credit for Work Experience and Training?

Under the BSOE Degree Program, the student may receive credit for work experience and training gained through business and industrial programs, on-the-job training, and other traditional and non-traditional learning experiences.

How can I document training and work experience?

First, be aware that job training and work experience are not the same. Work Experience is full-time, supervised, and salaried employment in an occupation. Work experience is documented by a form supplied by the campus (the blue form.) You may receive up to 12 semester hours for three or more years of work experience. Training is documented learning experiences attended in a classroom setting.

What You Must Know

Occupational Training

Training which can be assessed for credit must be from a field in which Wayland has a major. Training can be evaluated when the following information is supplied:

- A letter or certificate from your supervisor or trainer which verifies your participation in the course.
- Number of classroom clock hours verified by your supervisor or trainer. Days of training must be broken down into hours.
- An outline of the training program verified by your supervisor or trainer.
- Credit may be awarded based on a 20:1 ratio for lecture classroom, 32:1 for combined lecture and lab classroom, or 60:1 for lab classroom. A course must have at least 20 classroom hours for possible credit.
- **THE MAXIMUM CREDIT RECEIVED IS 3 CREDITS PER COURSE.**

What You Must Know

CLEP Exams (College Level Examination Program)

You can “test out” of 6 semester hours of history, math, and science by completing the general CLEP exams, or 6 hours of English by completing the CLEP English Composition with Essay exam. Subject exams are also available as follows: Principles of Management, Principles of Marketing, Introduction to Psychology, Business Law, Principles of Accounting I and others subjects.

The CLEP exams are available at various nearby locations. Contact a counselor for more information about CLEP exams and correspondence work.

What You Must Know

To whom do I talk to if I have a problem?

If it's an instructor problem, review the problem with the instructor and ask for advice and assistance. Always communicate any problem or concern about your course to your instructor first. If the problem can not be resolved between you and the instructor, ask the instructor to call the Campus Dean for assistance and advice. Please do not bypass the instructor or the Dean to call someone at the Plainview campus. This will only compound the problem and delay a decision as your inquiry will be routed back to the Dean from Plainview. The Campus Dean is available for assistance as necessary.

What You Must Know

- Discuss degree plan problems with your counselor. Please do not bypass the counselor by calling the evaluator in Plainview. Again, this will prolong decisions on your degree plan as your inquiry will be directed back to the campus office. The Dean is available to assist you, if needed.
- Discuss financial aid problems with the Campus Financial Aid Counselor. Occasionally, you will be referred to the financial aid office in Plainview, but first try to resolve the problem locally.
- Discuss account problems with the Business Office. If you cannot pay off a past due account, call the Business Office and arrange a payment plan. You cannot enroll for classes for the next term until the account has been paid in full.

What You Must Know

What is meant by advanced or upper division hours?

Advanced or upper division hours are courses taken from a four year college or university which usually have first digits of 3 or 4. You are required to complete 36 advanced semester hours of credit.

What is meant by non-junior college hours?

These are semester hour credits from a source other than a two community or junior college. Non-junior college includes credits from a four year college or university, work experience, training, testing credit, and credits from licenses and certifications. The BSOE degree requires 52 non junior college semester hours of credit.

What You Must Know

How do I determine if additional credits can be completed from a junior college?

Review the data at the top of the page on your degree plan. The difference between the number of non-junior college hours shown on the left side and the total hours needed for your degree shown on the right side are the number of junior college hours that may be completed, given the 31 semester hours that must be completed at Wayland.

Please be aware that any credits completed from a junior college must match the BSOE degree requirements. Consult a Wayland counselor before enrolling in junior college courses to insure that the courses will transfer and meet ³⁹ BSOE requirements.

What You Must Know

What does the 6 hour limit of technical credits in academic foundations mean?

No more than 6 semester hours of technical credits can be used in Academic Foundations. Technical courses include Technical Writing, Business English, and Technical or Business Math. The Wayland course MGMT 3310 Managerial Communications, which will meet an English or Speech requirement in the BSOE, falls under the technical rule.

What You Must Know

Will courses I complete at Wayland transfer to other colleges and universities?

Courses completed at Wayland will transfer to other colleges and universities if the courses match the curriculum requirements of the other institution. Each institution maintains the right to accept or reject transfer credit according to the policies and guidelines of the institution's degree program structure. If you intend to transfer a course, it is your responsibility to contact the other institution and verify transferability of the course.

Overview

- Mission and Services
- Admission
- Degree Requirements
- Graduation Outcomes
- The BSOE Program
- What You Must Know
- ***ADMINISTRATIVE RULES***
- Graduation Requirements
- Conclusion

Tuition and Fees

- Undergraduate Tuition: \$155 per semester hour
- Graduate Tuition: \$190 per semester hour
- Lab Fees: Computer Courses \$50.
- New Student Application: \$35 non-refundable
- Late Registration Fee: \$10 per day up to \$50 (late registration fees apply after the last registration day for that term)
- Withdrawal from all classes prior to beginning of term: \$25; withdrawal after beginning of term subject to University policy
- Transcripts: \$5
- Payment Plan Option: \$5 per class

Registration Fees

Students are required to pay all expenses (tuition and fees) in full at the time of enrollment.

A payment plan for tuition and fees only is available for students. Books are not included. The payments consist of three equal portions of the total tuition/fee charges and must be completed within two months of your enrollment. There is a \$5 per course fee for the payment plan.

For additional information regarding the payment plan option, please contact personnel

Payment Plan Option

- 1/3 of total tuition plus payment plan fee due at registration.
- 1/3 of total tuition due within 30 days of the first day of class.
- 1/3 of total tuition due within 60 days of the first day of class.

A Credit Agreement form must be completed and signed by the student.

Payment of Account

Payments may be made by cash, money order, check, or credit card (Visa, MasterCard, Discover, or American Express). Payment of expenses by any means other than these constitutes an extension of credit, and will require the completion of a promissory note. Regardless of the terms or sources, the account is the fiscal responsibility of the student until paid in full.

All proceeds from all financial aid are first applied to the student's account. Students receiving funds from financial aid grants, loans or student work, will receive disbursement of any remaining funds after all financial obligations to Wayland are paid and credit request card is filled out by the student.

Payment of Account

A student's account must be paid in full before the student may register for a new term.

ACADEMIC TRANSCRIPTS AND DIPLOMAS ARE ISSUED ONLY FOR THE STUDENT WHOSE ACCOUNT IS PAID IN FULL. In addition, academic transcripts are not released if a student is delinquent or classified as in default on a government student loan.

Refund Policy

In the event of withdrawal by a student in good standing because of illness or other reasons, subject to review and approval by the administration, a student will receive a refund according to University policy. A \$10 per course drop fee is charged for dropped courses.

TUITION:

All tuition previously charged to the student will be refunded when a course is dropped before and during the first official week of the course in terms 10 weeks or more in length (prior to the second class meeting in terms less than 10 weeks in length).

Financial Aid

Aid offered to Wayland students includes:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Tuition Equalization Grant
- Perkins Loan
- Federal Family Educational Loan Programs (Stafford Loan)
- Endowed Scholarships (where available)
- Performance Scholarships (where available)
- Employer Assistance

Financial Aid

Eligibility for Federal Aid is established by completing the Free Application for Federal Student Aid and submitting it to the Federal Processing Center for evaluation. The processing center will send the student a document called a Student Aid Report. It should be reviewed for accuracy and then forwarded to the Financial Aid Office at Wayland. There is no application deadline, but aid is awarded based on the availability of funds at the time a student's file is completed. To receive Financial Aid at Wayland Baptist University, a student must have a high school diploma, GED, or 2 years of college credit (60 semester hours of Wayland evaluated hours) that is transferable toward a baccalaureate degree.

Transcript Request Guidelines

To obtain a Wayland transcript, a student must:

- Complete at least one Wayland class.
- Have a complete file on record.
- Have a zero (\$0) balance with the Business Office
- Pay the appropriate transcript fee

Transcripts may be requested through the Office of the Registrar

Grade Policy

- Grades are sent to the students from Plainview approximately 2-3 weeks after the end of the term.
- Grades cannot be released over the phone.

Standards of Conduct

Wayland proudly adheres to high standards of intellectual, personal, and spiritual values. Convinced that self-discipline is more desirable than outside force and that the truly educated person must pursue what is right under all circumstances, Wayland charges each student with the obligation to preserve these standards.

Each student enrolled at Wayland is responsible for reading and abiding by the rules and regulations as printed in the University Academic Catalog and student information sheets.

Plagiarism

Intellectual integrity and truthfulness are fundamental to scholarship. Scholars, whether performing as students or as teachers, are engaged in a search for truth. Plagiarism is a form of cheating and also a form of thievery and is a breach of scholarly responsibility. It is unethical and in some cases, illegal. Plagiarism occurs when a student fails to give proper credit when information is quoted or paraphrased. Carelessness is no excuse. If there is any doubt about what constitutes plagiarism in any particular class, a student should consult the professor before submitting the paper in question.

Classroom Hours

All Wayland courses are required to meet for 45 classroom hours. Break periods and individual study time outside the class do not count toward classroom hours.

Attendance Policy

- Students enrolled at Wayland Baptist University should make every effort to attend all classes. All absences must be explained to the satisfaction of the instructor, who will decide if the omitted work may be made up.
- Any student who misses 25% (normally 3 or more sessions) of the regularly scheduled class meetings will receive a grade of “F” for that course. If a student is going to be absent for more than 25% of the classes, they may withdraw before the sixth week to avoid receiving a failing grade.
- When a student reaches a number of absences considered to be excessive by the instructor, the instructor will so advise the student and file an Unsatisfactory Progress Report with the Campus Dean.

Attendance Policy

- Additional attendance policies for each course, as defined by the instructor in the course syllabus, are part of WBU's attendance policy.
- If an instructor fails to appear or fails to send notice of arrival within the first 15 minutes of a class period, students may leave without incurring an absence.
- The student may petition the Campus Dean for exceptions to the above state policies.

Student Appeals

- The process for student appeals or grievances is detailed in the University Policies and Procedures Manual and Student Handbook. This manual is readily available in the Wayland Campus office.
- Typically, the appeal process begins with the instructor and if a satisfactory decision is not rendered, the process continues through the Campus Dean and Vice-President for Academic Student Services.
- Student concerns about discrimination or sexual harassment should be brought to the Campus Dean.

Office Withdrawal (Drop) from Class

A student is withdrawn ONLY after he/she has notified the Wayland Campus staff IN WRITING and paid all accounts. A student who has withdrawn, but has not paid this account, will receive a failure for the course.

VERY IMPORTANT – If you simply stop attending class, you have not withdrawn and may receive a failure because you did not notify the center director that you wished to drop the class.

Evaluation

Wayland believes in continuous evaluation to enable the improvement of its programs. As such, all Wayland students can anticipate evaluation activities both during and outside class. Testing areas may include general education (core), the major field, and student opinion surveys. Test and survey data are used to help improve Wayland programs.

Students are also asked to evaluate instructors and library resources in each class. These surveys are sent directly to the Office of Institutional Research and Effectiveness in Plainview. Instructors and center directors receive summary reports for each class and are never allowed to see individual evaluation sheets.

Rules and Regulations

- Wayland Baptist University is a smoke-free environment. Smoking or use of tobacco products is not permitted in any classroom. Smoking or use of tobacco products is permitted outside the building only.

Overview

- Mission and Services
- Admission
- Degree Requirements
- Graduation Outcomes
- The BSOE Program
- What You Must Know
- Administrative Rules
- **GRADUATION REQUIREMENTS**
- Conclusion

Graduation Information

- **What will it say on my diploma?**
Bachelor of Science in Occupational Education.
- **Will my diploma show my major?**
No, but it will show on your transcript.
- **Must I apply for my degree?**
Yes. You should apply about 3 months prior to your proposed graduation date. The campus will maintain scheduled graduation dates and deadlines.
- **How do I apply for graduation?**
Complete the Application for Graduation and pay the appropriate fee.
- **If I applied to graduate on a specific date, but I didn't complete my coursework, must I apply again?**
Yes. Your application fee will have already been used by the University to order a diploma, cap and gown. You must re-apply and pay the graduation fee.

Graduation Requirements

What must I do to insure I complete all graduation requirements?

- Enroll in the Exit Seminar (GRAD 4101) during last term
- Request all transfer credit documentation to arrive at WBU approximately 6 weeks before you projected graduation date.
- Pay all bills at the University.
- Apply for the degree.
- Pay appropriate fees for graduation

Graduation Requirements

If I am taking classes at another institution, how early must those official transcripts get to WBU?

Transcripts must be received by WBU no later than six weeks prior to the graduation date.

How many graduations are there in a year?

One.

Do I have to attend the graduation ceremony in order to receive my degree?

Yes. However, unique or unusual circumstances may be grounds to be excused by the Coordinator for External Degree Programs. Consult your counselor for the procedure on graduating in absentia.

Graduation Requirements

What if I complete all graduation requirements and there is not a ceremony that semester?

You may request a “Letter of Completion.” This is an official letter stating you have met the requirements for graduation and will receive your diploma during the next ceremony. Most universities accept this for entrance into graduate programs.

Tell me a little about the graduation ceremony.

Commencement is a very special part of the Wayland experience...a time when graduates, families, friends, and Wayland’s faculty and staff celebrate the achievement of an important academic milestone.

Commencement typically includes a reception, information about alumni opportunities, and the ceremony. Instructions regarding graduation are mailed one month prior to the graduation date.

Graduation Requirement

Is it possible to graduate with honors?

Yes. Graduation honors may be awarded to BSOE students if a student has at least 60 hours of credit with letter grades (A, B, C, etc.) from all sources. You must also achieve a GPA of 3.50 at WBU and the same or better in transfer work (or a cumulative GPA of 3.50 or better), as follows:

Certificate of Distinction: GPA 3.99-4.00

Certificate of Honor: GPA 3.50-3.98

Minimum of 60 Wayland Hours – Latin Distinction

Cum Laude 3.5-3.69

Magna Cum Laude 3.7-3.89

Summa Cum Laude 3.9-4.0

When I graduate, how will I know my rank-in-class?

Since graduation classes at WBU vary in size and graduation dates at the campuses are spread throughout the year, rank-in-class is not computed.

Graduation Requirements

Are invitations to commencement available?

Invitation forms are handed out during the Exit Seminar or you can stop by the Business Office.

How can I order a class ring?

Information is available during the Exit Seminar.

Graduation Requirements

Graduation Fees:

Associate Degree (Diploma and Ceremony): \$75

Bachelors Degree (Diploma and Ceremony): \$75

* If not attending ceremony, a letter from the student must be submitted

Associates and Bachelors Degree: \$105

Masters Degree \$100

Overview

- Mission and Services
- Admission
- Degree Requirements
- Graduation Outcomes
- The BSOE Program
- What You Must Know
- Administrative Rules
- Graduation Requirements
- *CONCLUSION*

Conclusion

Thank you for choosing Wayland. We are committed to serving your educational needs.

If you have any questions during your time at Wayland, the Center staff is there to help you. The only dumb question is the one you don't ask.