

# General Education & Additional Baccalaureate Requirements Advising Guide

Fall 2026

- Determining a student's admit status (first year / transfer / readmit) is not solely based on credit.
- First-year students can have AP or transfer credits posted, so the assumption cannot be made that all students who have credits posted are transfer students.

Here is how you determine admit type in RamPortal. Go to a student's profile page (instructions can be found here: [https://wcupa.sharepoint.com/:w:/s/AA/ES/ProcDocs/ETBnZp1hIE1DlbAv2oFxFxMiQBGLL\\_fo6vpN\\_f5bdX-nuQg?e=TdJOC8](https://wcupa.sharepoint.com/:w:/s/AA/ES/ProcDocs/ETBnZp1hIE1DlbAv2oFxFxMiQBGLL_fo6vpN_f5bdX-nuQg?e=TdJOC8))

**Admit Type:**  
**Admit Term:**

First-Year: Regular Admit  
Fall 2023

# First Year Students General Education

Gen Ed Component	Can it Transfer into WCU?	STUDENT ADMIT TERM:					Notes
		Fall 19 Spring 20	Fall 20 Spring 21	Fall 21 Spring 22	Fall 22 Thru Spring 24	Fall 2024 Onward	
First Year Experience	YES <i>See Notes</i>	4	4	4	4	4	<ul style="list-style-type: none"> <li>• Can be transferred if taken elsewhere prior to enrolling at WCU.</li> <li>• If student completed a 3-credit FYE elsewhere, it would fulfill WCU's FYE requirement.</li> <li>• If student completed a FYE that is less than 3-credits, it would NOT fulfill WCU's FYE requirement.</li> <li>• FYE should be completed within first 30 credits completed.</li> <li>• All First-year admits must complete FYE regardless of number of transfer credits. Including those with Academic Passport.</li> </ul>
English Composition WRT 120/123/200	YES	6/7	6/7	6/7	6/7	6/7	<ul style="list-style-type: none"> <li>• WRT 123 is worth 4 credits.</li> </ul>
Mathematics	YES	3	3	3	3-4	3-4	
Diverse Communities	CAPC Approval Only	3	3	3	3	3	
Interdisciplinary	CAPC Approval Only	3	3	3	3	3	<ul style="list-style-type: none"> <li>• Interdisciplinary courses cannot simultaneously fulfill distributive disciplinary requirements: (Arts/Behavioral &amp; Social Science/Humanities/ Science)</li> </ul>
Ethics	CAPC Approval Only	3	3	3	3	3	
Arts	YES	3	3	3	3	3	<ul style="list-style-type: none"> <li>• Arts course cannot simultaneously fulfill Language and Culture Cluster Requirement.</li> </ul>
Behavioral & Social Science	YES	6	6	6	6	6	<ul style="list-style-type: none"> <li>• Must be two different subject areas.</li> <li>• Must be outside of student's major department.</li> </ul>
Humanities	YES	6	6	6	6	6	<ul style="list-style-type: none"> <li>• Must be two different subject areas.</li> <li>• Must be outside of student's major department.</li> <li>• NOTE: No more than one course can come from each of these course prefix groups: LAN/LIN/LNC and CLS/DHM/LIT/WRH</li> </ul>
Science	YES	6	6	6	6	6	<ul style="list-style-type: none"> <li>• Must be two different subject areas.</li> <li>• Must be outside of student's major department.</li> </ul>

# First Year Students

## Additional Baccalaureate Requirements

Additional Baccalaureate Requirements	Can it Transfer into WCU?	STUDENT ADMIT TERM:					Notes
		Fall 19 Spring 20	Fall 20 Spring 21	Fall 21 Spring 22	Fall 22 Thru Spring 24	Fall 2024 Onward	
<b>Speaking Emphasis</b>	CAPC Approval Only	6 <i>Any Level</i>	6 <i>Any Level</i>	6 <i>Any Level</i>	9	9	<ul style="list-style-type: none"> <li>Students admitted Fall 19 – Spring 22 are only required to take 6 credits at any level.</li> <li>Students admitted Fall 22-24, 9 credits required with 3 credits at the 300/400 level.</li> <li>SPK courses automatically transferred in do count toward Speaking Emphasis</li> </ul>
<b>Writing Emphasis</b>	CAPC Approval Only	9	9	9	9	9	<ul style="list-style-type: none"> <li>3 credits must be at the 300/400 level.</li> </ul>
<b>Languages &amp; Cultures</b>	YES	0-15	0-15	0-15	0-15	0-15	<ul style="list-style-type: none"> <li>Required for Bachelor of Arts, Bachelor of Music Degrees, and certain Bachelor of Science Degree Candidates.</li> </ul>

# Transfer/Readmit Students General Education

Readmit students are held to the general education requirements based on the term they are readmitted. To view Admit Term, check the Student Profile Page in RamPortal.

Gen Ed Component	Can it Transfer into WCU?	STUDENT ADMIT TERM:					Notes
		Fall 19 Spring 20	Fall 20 Spring 21	Fall 21 Spring 22	Fall 22 Thru Spring 24	Fall 24 Onward	
<b>First Year Experience</b>	YES See Notes	4 See Notes	4 See Notes	4 See Notes	4 See Notes	4 See Notes	<ul style="list-style-type: none"> <li>• Only required for transfer students with less than 24 AP and transfer credits.</li> <li>• Can be transferred if taken elsewhere prior to enrolling at WCU.</li> <li>• If student completed a 3-credit FYE elsewhere, it would fulfill WCU's FYE requirement.</li> <li>• If student completed a FYE that is less than 3-credits, it would NOT fulfill WCU's FYE requirement.</li> <li>• FYE should be completed within first 30 credits completed.</li> </ul>
<b>English Composition WRT 120/123/200</b>	YES	6/7	6/7	6/7	6/7	6/7	<ul style="list-style-type: none"> <li>• WRT 123 is worth 4 credits.</li> </ul>
<b>Mathematics</b>	YES	3	3	3	3-4	3-4	
<b>Diverse Communities</b>	CAPC Approval Only	3	3	3	3	3	
<b>Interdisciplinary</b>	CAPC Approval Only	3	3	3	3	3	<ul style="list-style-type: none"> <li>• Interdisciplinary courses cannot simultaneously fulfill distributive disciplinary requirements: Arts/Behavioral &amp; Social Science/Humanities/ Science</li> </ul>
<b>Ethics</b>	CAPC Approval Only	See Notes	3 See Notes	3 See Notes	3	3	<ul style="list-style-type: none"> <li>• Fall 19 – Spring 20 admits = requirement waived.</li> <li>• Beginning Fall 20, 3 credits required for transfer students (not readmit students).</li> <li>• Beginning Fall 21, 3 credits required for readmit students</li> </ul>
<b>Arts</b>	YES	3	3	3	3	3	<ul style="list-style-type: none"> <li>• Arts course cannot simultaneously fulfill Language and Culture Cluster Requirement.</li> </ul>
<b>Behavioral &amp; Social Science</b>	YES	6	6	6	6	6	<ul style="list-style-type: none"> <li>• Must be two different subject areas.</li> <li>• Must be outside of student's major department.</li> </ul>
<b>Humanities</b>	YES	6	6	6	6	6	<ul style="list-style-type: none"> <li>• Must be two different subject areas.</li> <li>• Must be outside of student's major department.</li> <li>• NOTE: No more than one course can come from each of these course prefix groups: LAN/LIN/LNC and CLS/DHM/LIT/WRH</li> </ul>
<b>Science</b>	YES	6	6	6	6	6	<ul style="list-style-type: none"> <li>• Must be two different subject areas.</li> <li>• Must be outside of student's major department.</li> </ul>

# Transfer/Readmit Students Additional Baccalaureate Requirements

Additional Baccalaureate Requirements	Can it Transfer into WCU?	STUDENT ADMIT TERM:					Notes
		Fall 19 Spring 20	Fall 20 Spring 21	Fall 21 Spring 22	Fall 22 Thru Spring 24	Fall 2024 Onward	
<b>Speaking Emphasis</b>	CAPC Approval Only	Waived  <i>See Notes</i>	Waived  <i>See Notes</i>	3 credits any level  <i>See Notes</i>	9 Credits  <i>See Notes</i>	0-9  <i>See Notes</i>	<ul style="list-style-type: none"> <li>• <b>Students admitted prior to fall 24</b> <ul style="list-style-type: none"> <li>• Students with 0-39 AP &amp; Transfer credits, 9 credits required (3 credits at 300/400 level)</li> <li>• Students with 40-70 AP &amp; Transfer credit, 6 credits required (3 credits at 300/400 level)</li> <li>• Students with 71+ AP &amp; transfer credits, 3 credits at 300/400 level</li> </ul> </li> <li>• <b>Students admitted Fall 24 onward:</b> <ul style="list-style-type: none"> <li>• Students with fewer than <b>30</b> AP &amp; Transfer credits, 9 credits required (3 credits at 300/400 level).</li> <li>• Students with <b>30-60</b> AP &amp; Transfer credits, 6 credits required (3 credits at 300/400 level).</li> <li>• Students with <b>61-90</b> AP &amp; Transfer credits, 3 credits required at the 300/400 level</li> <li>• Students with more than 90 transfer credits are exempt from Speaking Emphasis.</li> </ul> </li> </ul>
<b>Writing Emphasis</b>	CAPC Approval Only	CAPC Approval Only	3-9  <i>See Notes</i>	3-9  <i>See Notes</i>	3-9  <i>See Notes</i>	0-9  <i>See Notes</i>	<ul style="list-style-type: none"> <li>• <b>Students admitted prior to fall 24</b> <ul style="list-style-type: none"> <li>• Students with 0-39 AP &amp; Transfer credits, 9 credits required (3 credits at 300/400 level)</li> <li>• Students with 40-70 AP &amp; Transfer credit, 6 credits required (3 credits at 300/400 level)</li> <li>• Students with 71+ AP &amp; transfer credits, 3 credits at 300/400 level</li> </ul> </li> <li>• <b>Students admitted Fall 24 onward:</b> <ul style="list-style-type: none"> <li>• Students with fewer than <b>30</b> AP &amp; Transfer credits, 9 credits required (3 credits at 300/400 level).</li> <li>• Students with <b>30-60</b> AP &amp; Transfer credits, 6 credits required (3 credits at 300/400 level).</li> <li>• Students with <b>61-90</b> AP &amp; Transfer credits, 3 credits required at the 300/400 level</li> <li>• Students with more than 90 transfer credits are exempt from Writing Emphasis.</li> </ul> </li> </ul>
<b>Languages &amp; Cultures</b>	YES	0-15	0-15	0-15	0-15	0-15	<ul style="list-style-type: none"> <li>• Required for Bachelor of Arts, Bachelor of Music Degrees, and certain Bachelor of Science Degree Candidates.</li> </ul>

# Academic Passport

More information can be found at: <https://www.wcupa.edu/registrar/academicPassport.aspx>

Academic Passport was created for transfer students earning an associates degree to help the transition into WCU

It is available to students with an earned

A.A.  
A.F.A.  
A.S.  
A.A.S

from any accredited university

Note: Programs may have specific directed General Education Courses that the student is still required to take.

Gen Ed Component	University Credits Associated with Requirement	Satisfied By Passport?	Notes
<b>ACADEMIC FOUNDATIONS</b>			
First Year Experience	4	Yes	Waived for Academic Passport, except for First-Year admits
English Composition WRT 120/123/200	6/7	Yes	
Mathematics	3-4	Yes	
Diverse Communities	3	No	All WCU graduates are required to take a Diverse Communities course
Interdisciplinary	3	Yes	
Ethics	3	Yes	
<b>DISTRIBUTIVE DISCIPLINARY</b>			
Arts	3	Yes	
Behavioral & Social Science	6	Yes	
Humanities	6	Yes	
Science	6	Yes	
<b>ADDITIONAL BACCALAUREATE REQUIREMENTS</b>			
Speaking Emphasis	0-9	Yes	
Writing Emphasis	0-9 <i>See Notes</i>	No	<ul style="list-style-type: none"> <li><b>Students admitted prior to Fall 24</b> <ul style="list-style-type: none"> <li>Students with 0-39 AP &amp; Transfer credits, 9 credits required (3 credits at 300/400 level)</li> <li>Students with 40-70 AP &amp; Transfer credit, 6 credits required (3 credits at 300/400 level)</li> <li>Students with 71+ AP &amp; transfer credits, 3 credits at 300/400 level</li> </ul> </li> <li><b>Students admitted Fall 24 onward:</b> <ul style="list-style-type: none"> <li>Students with fewer than <b>30</b> AP &amp; Transfer credits, 9 credits required (3 credits at 300/400 level).</li> <li>Students with <b>30-60</b> AP &amp; Transfer credits, 6 credits required (3 credits at 300/400 level).</li> <li>Students with <b>61-90</b> AP &amp; Transfer credits, 3 credits required at the 300/400 level</li> <li>Students with more than 90 transfer credits are exempt from Writing Emphasis.</li> </ul> </li> </ul>
Languages & Cultures	0-15	No	Required for Bachelor of Arts, Bachelor of Music Degrees, and certain Bachelor of Science Degree Candidates.

# Exception Process

The below chart explains how to request an exception for each of the following degree requirements.

Additional Baccalaureate Requirements	Requirements	Exception Process
<b>General Education Requirements</b>	English Composition, Mathematics, Diverse Communities, Interdisciplinary, Ethics, Arts, Behavioral & Social Sciences, Humanities, Science	<ul style="list-style-type: none"> <li>The <b>COURSE SUBSTITUTION</b> process is utilized to substitute a non-general education course to fulfill a general education requirement.</li> <li>When a student applies for graduation, the Registrar's Office will review their general education requirements and indicate if there are any requirements the student is not yet meeting.</li> </ul>
<b>First Year Experience</b>		<ul style="list-style-type: none"> <li>Exceptions: Student advisors can submit requests to the FYE Director</li> </ul>
<b>Major-Specific Directed General Education Courses</b>	Specific courses a department indicates are required to fulfill a specific general education. For example, BIO 259 should be used to meet the Science Requirement	<ul style="list-style-type: none"> <li>The Department Chair can provide an exception to directed general education requirements allowing an alternative approved General Education course to meet the requirement.</li> <li>The department chair must submit the <a href="#">EXCEPTION REQUEST</a> so it can be applied to the audit.</li> </ul>
<b>Additional Baccalaureate Requirements</b>	Speaking Emphasis, Writing Emphasis, Languages & Cultures	<ul style="list-style-type: none"> <li>The <b>COURSE SUBSTITUTION</b> process is utilized to substitute a non-approved course to fulfill a baccalaureate requirement.</li> <li>When a student applies for graduation, the Registrar's Office will review their baccalaureate requirements and indicate if there are any requirements the student is not yet meeting.</li> </ul>
<b>Major/Minor Requirements</b>	50% of major, minor, certificate requirements must be at PASSHE school	<ul style="list-style-type: none"> <li>The Department Chair can waive/substitute major/minor requirement</li> <li>The department chair must submit the <a href="#">EXCEPTION REQUEST</a> so it can be applied to the audit.</li> </ul>

# PASSHE Requirements

This slide explains which requirements for a degree are mandated by PASSHE and cannot be waived with a course substitution of WCU petition.

**Note:** Exceptions are **not** generally considered.

Department chairs who have students in extenuating circumstances should reach out to the Registrar's Office ([registrar@wcupa.edu](mailto:registrar@wcupa.edu)) to discuss options.

UNIVERSITY REQUIREMENTS	
<b>General Education / Additional Baccalaureate Requirements</b>	<ul style="list-style-type: none"> <li>• Must be satisfied through successful completion, transfer credits, or approved course substitutions.</li> <li>• These requirements <b>cannot</b> be waived by a department.</li> </ul>
<b>Credit Requirement</b>	<ul style="list-style-type: none"> <li>• All students must complete a minimum of 120 cumulative credits.</li> </ul>
<b>GPA Requirement</b>	<ul style="list-style-type: none"> <li>• All students must meet a minimum cumulative GPA of 2.0.</li> </ul>
<b>Residency Requirement *</b>	<ul style="list-style-type: none"> <li>• All students must earn at least 30 of their last 60 credits at WCU or another PASSHE institution <i>(unless otherwise noted on degree audit)</i>.</li> </ul>
MAJOR PROGRAMS	
<b>Residency Requirement</b>	<ul style="list-style-type: none"> <li>• Students must complete 50% of their major program (including cognate courses) at WCU or another PASSHE institution.</li> </ul>
MINOR PROGRAMS	
<b>Residency Requirement</b>	<ul style="list-style-type: none"> <li>• Students must complete 50% of their minor program(s) at WCU or another PASSHE institution.</li> </ul>
<b>Minimum Credits</b>	<ul style="list-style-type: none"> <li>• Students must complete at least 18 semester credit hours</li> <li>• At least 6 credits must be advanced standing level.</li> </ul>

\* For active-duty service members, the academic residency requirement will not exceed 25% of the undergraduate degree program.

# Transfer Credit

If transfer credit is not meeting the requirement expected/desired in the audit, the following processes may be used based on the issue:

Situation	Problem	Solution
Student awarded 199 elective credit	A direct WCU equivalent exists after review of learning objectives	<b>Transfer Credit Appeal Form</b>
Student awarded WCU equivalency that is no longer correct	The WCU or external course has changed and the previously approved WCU course equivalency no longer is correct	<b>Transfer Credit Appeal Form</b> , note on the form the course has changed and equivalency should be updated.
Student awarded transfer credit that you wish to apply to a major/minor requirement	Transfer credit awarded is not on the approved list of courses for the WCU requirement.	<ul style="list-style-type: none"> <li>The Department Chair can waive/substitute major/minor requirements (<i>with the exception of PASSHE policies</i>)</li> <li>Be sure to submit the <a href="#">EXCEPTION REQUEST</a> so it can be applied to the audit.</li> </ul>
Student awarded transfer credit that you wish to apply to a general education/university requirement	Transfer credit awarded is not on the approved listed of courses for the WCU requirement.	<ul style="list-style-type: none"> <li>The <b>Course Substitution</b> process is utilized to substitute a non-general education course to fulfill a general education requirement.</li> <li>When a student applies for graduation, the Registrar's Office will review their general education requirements and indicate if there are any requirements the student is not yet meeting.</li> </ul>

NOTE: Approved TR Credit Appeals result in the establishment of newly created equivalencies that impact all students who transfer courses.