



## DEGREE & GRADUATION REQUIREMENTS

Butler Community College offers students a choice of four degrees and multiple certificates, each with a special emphasis to meet individual needs. The requirements for the certificates, degrees, and additional graduation requirements are listed on the following pages.

### GENERAL EDUCATION AT BUTLER COMMUNITY COLLEGE

As a Learning College, Butler prepares students to be principled, productive individuals who are responsible, involved, lifelong learners. To accomplish this goal, Butler has established a General Education program combining knowledge and skills from areas such as the arts, communication, humanities, language, mathematics, natural and physical sciences, behavioral and social sciences and technology. Through the college's Learning PACT, Butler intends to impart knowledge and intellectual concepts to students that Butler's faculty believe every educated person should possess to function successfully in life. The Butler Learning PACT consists of:

#### **P = PERSONAL DEVELOPMENT SKILLS**

- Personal management  
Make smart personal life choices
- Interpersonal interaction  
Interact with respect for others in a diverse world

#### **A = ANALYTICAL THINKING SKILLS**

- Critical thinking  
Make informed decisions for challenging situations
- Problem solving  
Find workable solutions for real life problems

#### **C = COMMUNICATION SKILLS**

- Creation and delivery of messages  
Write and speak effectively
- Reception and interpretation of messages  
Observe, listen and read effectively

#### **T = TECHNOLOGY SKILLS**

- General computer use  
Use computers and the internet proficiently
- Discipline-specific technology  
Use specialized technology effectively

The purpose of the General Education curriculum is to enhance the breadth and depth of a Butler student's specific program of study. By meeting the General Education course requirements, Butler students will have acquired pertinent knowledge and have developed invaluable skills in a broad range of academic areas which enable them to pursue a productive future in an increasingly complex and diverse global community.

Upon successful completion of required credit hours, fulfillment of the specified General Education Requirements (in the case of the four degrees), and major requirements, with a minimum cumulative GPA of 2.0 and the following additional requirements, the student will be awarded the appropriate associate degree or certificate. Official documentation of all prior college work at other institutions must be on file in the Registrar's Office prior to issuance of a diploma or certificate. All transfer hours will be included in the cumulative grade point average, whether or not the classes apply specifically to the degree or certificate being sought.



**ASSOCIATE IN ARTS (A.A.) MINIMUM DEGREE REQUIREMENTS**

Required courses are grouped by the Learning PACT General Education outcomes. Each of the required courses listed below develops at least 3 Learning PACT outcomes. This list indicates their principal PACT emphasis. For a complete list of courses that meet General Education requirements consult the catalog section entitled "Courses that Meet General Education Requirements." In addition, refer to programs of study for other specific course requirements.

**P = PERSONAL DEVELOPMENT SKILLS 10 CREDIT HOURS**

- Personal management  
Make smart personal life choices
- Interpersonal interaction  
Interact with respect for others in a diverse world

**Required courses:**

Social and Behavioral Science	9 credit hours
Social Science	3 credit hours
Behavioral Science	3 credit hours
One additional course from either Social or Behavioral Science	3 credit hours
Physical Education	1 credit hour

**A = ANALYTICAL THINKING SKILLS 16 CREDIT HOURS**

- Critical thinking  
Make informed decisions for challenging situations

**Required courses:**

Humanities and Fine Arts	9 credit hours
Humanities	3 credit hours
Fine Arts	3 credit hours
One additional course from either Humanities or Fine Arts	3 credit hours

**Required courses:**

Science and Math	7 credit hours
Must include one math course (MA 131 or above) and one laboratory science course	

**C = COMMUNICATION SKILLS 9 CREDIT HOURS**

- Creation and delivery of messages  
Write and speak effectively
- Reception and interpretation of messages  
Observe, listen and read effectively

**Required courses** (all grades must be C or better):

English Comp I	3 credit hours
English Comp II	3 credit hours
and	
Public Speaking or Interpersonal Communication	3 credit hours

**T = TECHNOLOGY SKILLS**

- General computer use  
Use computers and the internet proficiently
- Discipline-specific technology  
Use specialized technology effectively

These outcomes are integrated throughout the above required courses

<b>Required Gen Ed courses</b>	<b>35 credit hours</b>
<b>Additional Courses Necessary to complete Program of Study</b>	<b>27 credit hours (minimum)</b>
<b>Minimum Graduation Requirement</b>	<b>62 credit hours</b>

**ASSOCIATE IN SCIENCE (A.S.) MINIMUM DEGREE REQUIREMENTS**

Required courses are grouped by the Learning PACT General Education outcomes. Each of the required courses listed below develops at least 3 Learning PACT outcomes. This list indicates their principal PACT emphasis. For a complete list of courses that meet General Education requirements consult the catalog section entitled "Courses that Meet General Education Requirements." In addition, refer to programs of study for other specific course requirements.

**P = PERSONAL DEVELOPMENT SKILLS 7 CREDIT HOURS**

- Personal management  
Make smart personal life choices
- Interpersonal interaction  
Interact with respect for others in a diverse world

**Required courses:**

Social and Behavioral Science	6 credit hours
Social Science	3 credit hours
Behavioral Science	3 credit hours
Physical Education	1 credit hour
One activity course in Physical Education or Dance	

**A = ANALYTICAL THINKING SKILLS 16 CREDIT HOURS**

- Critical thinking  
Make informed decisions for challenging situations

**Required courses:**

Humanities and Fine Arts	6 credit hours
Humanities	3 credit hours
Fine Arts	3 credit hours

- Problem solving  
Find workable solutions for real life problems

**Required courses:**

Science and Math	10 credit hours
Must include one math course (MA 131 or above) and one laboratory science course and may include a computer science course	

**C = COMMUNICATION SKILLS 9 CREDIT HOURS**

- Creation and delivery of messages  
Write and speak effectively
- Reception and interpretation of messages  
Observe, listen and read effectively

**Required courses** (all grades must be C or better):

English Comp I	3 credit hours
English Comp II	3 credit hours
and	
Public Speaking or Interpersonal Communication	3 credit hours

**T = TECHNOLOGY SKILLS**

- General computer use  
Use computers and the internet proficiently
- Discipline-specific technology  
Use specialized technology effectively

These outcomes are integrated throughout the above **required courses**

<b>Required Gen Ed courses</b>	<b>32 credit hours</b>
<b>Additional Courses Necessary to complete Program of Study</b>	<b>30 credit hours (minimum)</b>
<b>Minimum Graduation Requirement</b>	<b>62 credit hours</b>

**ASSOCIATE IN APPLIED SCIENCE (A.A.S.)**

**MINIMUM DEGREE REQUIREMENTS**

**This degree requires a minimum of 15 credit hours of General Education.**

The student must see the specific Program of Study to determine which General Education courses are required for that A.A.S. program. In this list, courses are grouped by the Learning PACT General Education outcomes. Each of the courses listed below develops at least 3 Learning PACT outcomes. This list indicates their principal PACT emphasis.

**P = PERSONAL DEVELOPMENT SKILLS**

- Personal management  
Make smart personal life choices
- Interpersonal interaction  
Interact with respect for others in a diverse world

**Courses:**

Social or Behavioral Science  
Physical Education

**A = ANALYTICAL THINKING SKILLS**

- Critical thinking  
Make informed decisions for challenging situations

**Courses:**

Humanities or Fine Arts

- Problem solving  
Find workable solutions for real life problems

**Courses:**

Required Math Course: 3 credit hours

Must include one math course (MA 114 or above) as identified in the specific Program requirements.

Science

May include one laboratory science course as identified in the specific Program requirements

**C = COMMUNICATION SKILLS**

- Creation and delivery of messages  
Write and speak effectively
- Reception and interpretation of messages  
Observe, listen and read effectively

**Required course:**

English Comp I (grade must be C or better) 3 credit hours

**T = TECHNOLOGY SKILLS**

- General computer use  
Use computers and the internet proficiently
  - Discipline-specific technology  
Use specialized technology effectively
- These outcomes are integrated throughout the above courses

**Required Gen Ed courses 15 hours**

**Required Technical Specialty/**

**Related Courses 45 hours (minimum)**

**Minimum Graduation Requirement 60 hours**

**ASSOCIATE IN GENERAL STUDIES (A.G.S.)**

**MINIMUM DEGREE REQUIREMENTS**

**Required courses** are grouped by the Learning PACT General Education outcomes. Each of the required courses listed below develops at least 3 Learning PACT outcomes. This list indicates their principal PACT emphasis. For a complete list of courses that meet General Education requirements consult the catalog section entitled "Courses that Meet General Education Requirements."

**P = PERSONAL DEVELOPMENT SKILLS**

**7 CREDIT HOURS**

- Personal management  
Make smart personal life choices
- Interpersonal interaction  
Interact with respect for others in a diverse world

**Required courses:**

Social and Behavioral Science	6 credit hours
Social Science	3 credit hours
Behavioral Science	3 credit hours
Physical Education	1 credit hour

**A = ANALYTICAL THINKING SKILLS**

**12 CREDIT HOURS**

- Critical thinking  
Make informed decisions for challenging situations

**Required courses:**

Humanities and Fine Arts	6 credit hours
Humanities	3 credit hours
Fine Arts	3 credit hours

- Problem solving  
Find workable solutions for real life problems

Science and Math 6 credit hours

**Required courses:**

Must include one math course (MA 119 or above) and one science course (course numbered 100 or above)

**C = COMMUNICATION SKILLS**

**6 CREDIT HOURS**

- Creation and delivery of messages  
Write and speak effectively
- Reception and interpretation of messages  
Observe, listen and read effectively

**Required courses** (all grades must be C or better):

English Comp I	3 credit hours
and one of the following:	
English Comp II,	
Public Speaking or	
Interpersonal Communication	3 credit hours

**T = TECHNOLOGY SKILLS**

- General computer use  
Use computers and the internet proficiently
  - Discipline-specific technology  
Use specialized technology effectively
- These outcomes are integrated throughout the above required courses.

**Required Gen Ed courses 25 credit hours**

**Additional Courses Necessary**

**to complete Program of Study 37 credit hours (minimum)**

**Minimum Graduation Requirement 62 credit hours**



## CERTIFICATE PROGRAM

Community colleges may offer two types of certificates based upon the number of credit hours required of the student. A Career and Technical Education Certificate may be granted for programs of instruction that are less than 60 semester hours in length but more than 15 semester hours. Certificates of Completion may be awarded for a course or sequence of courses not exceeding 15 semester hours.

## ADDITIONAL DEGREE POLICY

Students with a degree from an accredited institution may earn an additional degree at Butler upon completion of a minimum of 15 Butler hours earned beyond the previous degree, and upon satisfying the requirements for the degree sought. All transfer hours will be included in the cumulative grade point average, whether or not the classes apply specifically to the degree being sought.

Students must complete the graduation application and pay the appropriate fees by the designated due date for the additional degree.

## COURSES THAT MEET GENERAL EDUCATION REQUIREMENTS

See specific degree requirements to identify the specific courses from the following required and/or accepted for that degree:

### I. COMMUNICATIONS

All grades in the following four courses must be C or better:

- EG 101 English Composition I
- EG 102 English Composition II
- SP 100 Public Speaking
- SP 102 Interpersonal Communication.

The following courses are accepted for the A.A.S. degree only  
(See specific programs of study)

- EG 112 Technical Writing
- BE 120 Business English
- BE 130 Business Communication.

### 2. MATH

For the A.A. and A.S. degrees:

- MA 131 College Algebra or above

For the A.A.S. degree: (See specific programs of study)

For A.G.S. degree:

- MA 119 Introduction to Statistics or above

### 3. LABORATORY SCIENCE

AG 220 Crop Science (For Agricultural program students only)

- BI 110 General Biology
- BI 120 Majors Biology I (Animal)
- BI 130 Majors Biology II (Plant)
- BI 226 Anatomy and Physiology with Review I
- BI 227 Anatomy and Physiology with Review II
- BI 240 Anatomy and Physiology
- BI 250 Microbiology
- CH 105 Basic Chemistry
- CH 110 College Chemistry I
- CH 115 College Chemistry II
- PH 103 Descriptive Astronomy
- PH 130 Basic Physics I
- PH 143 General Physics I,
- PH 146 General Physics II
- PH 251 Physics I
- PH 252 Physics II,
- PS 100 General Physical Science
- PS 102 Physical Geology

## 4. COMPUTER LITERACY

AG 107 Microcomputers in Agriculture

(For Agricultural program students only)

- BA 104 Information Processing Systems,
- BE 165 Microcomputer Applications I, Word Processing
- BE 170 Microcomputer Applications I, Spreadsheet
- BE 180 Microcomputer Applications I, Database
- BA 245 Advanced Computer Applications
- BE 265 Advanced Applications - Word
- BE 270 Advanced Applications - Excel
- BE 280 Advanced Applications - Access

## 5. SOCIAL SCIENCE

AG 120 Agriculture Economics

(For Agricultural program students only)

- EC 200 Principles of Microeconomics
- EC 201 Principles of Macroeconomics
- HS 121 History of Western Civ. I
- HS 122 History of Western Civ. II
- HS 131 U.S. History I
- HS 132 U.S. History II
- HS 201 History of World Civilization I
- HS 202 History of World Civilization II
- PO 141 American Federal Government
- PO 142 State and Local Government
- PO 201 International Relations
- SC 120 Principles of Geography

## 6. BEHAVIORAL SCIENCE

- BS 103 Human Sexuality
- BS 105 Sociology
- BS 106 Introduction to Anthropology
- BS 107 Women and Society
- BS 110 Contemporary Social Problems
- BS 115 Substance Abuse Awareness
- BS 160 General Psychology
- BS 210 Marriage and Family
- BS 212 Abnormal Psychology
- BS 220 Minority Studies
- BS 260 Developmental Psychology
- BS 270 Child Psychology

## 7. HUMANITIES

Literature

LT any course except Children's Literature

Foreign Language

FL courses numbered 100 or above (Command Spanish courses will not fulfill this requirement except for the A.A.S. Nursing Degree).

Religion/Philosophy

RG 190 New Testament

RG 191 Old Testament

RG 210 Comparative Religions

PL 290 Philosophy I

PL 291 Ethics Humanities

HU 100 Humanities - Ancient to Medieval

HU 101 Humanities - Renaissance to Modern

## 8. FINE ARTS

Art  
AR 100 Art Appreciation  
Music  
MU 100 Music Appreciation  
MU 224 Introduction to Music History & Literature  
Theatre  
TA 206 Introduction to Theatre Art

## 9. PHYSICAL EDUCATION

DN any dance course  
PE any activity course  
PE 254 Lifetime Fitness

## CATALOG COMPLIANCE

Students will follow the guidelines of the catalog under which they began, provided they remain continuously enrolled from the semester of entry to the semester of graduation. A student may opt to move forward to another more recent catalog but not backwards. If a more recent catalog is selected, all the catalog requirements must be met, not a mix of the prior and newly selected catalogs.

Students who are not continuously enrolled from the date of entry to the date of graduation will follow the guidelines of the catalog under which they returned.

## DEVELOPMENTAL COURSES

The following developmental courses shall not count toward fulfilling degree requirements, total credit hours earned, honors, or grade point average calculations:

BE 060 Computer Basics  
EG 040 Sentence Structure  
EG 050 Paragraph Groundwork  
EG 060 Fundamentals of English  
CH 050 Math Review for Science  
IS 050 Writing Skills I  
IS 051 Spelling Improvement I  
IS 052 Vocabulary Development I  
MA 010 Basic Arithmetic  
MA 020 Fractions, Decimals and Percents  
MA 040 Basic Algebra Concepts  
MA 050 Pre-Algebra  
MA 060 Fundamentals of Algebra  
RD 009 Multisensory Reading & Spelling I  
RD 010 Multisensory Reading & Spelling II  
RD 011 Basic Reading  
RD 012 Reading Fundamentals

## PHYSICAL EDUCATION REQUIREMENTS

To meet graduation requirements for the A. A., A.S. and A.G.S. degrees, a student must complete one physical education or dance activity credit. Any exception to the requirement must be recommended by the Physical Education Department Lead Instructor and approved by the appropriate Dean.

## MINIMUM BUTLER CREDITS

Fifteen semester hours of credit must be taken with Butler in order to graduate. Any exceptions must be approved by the Vice President for Academic Affairs.

## APPLICATION FOR GRADUATION

Students planning to graduate must submit an application for graduation to the Registrar's Office and pay the appropriate fee by the designated time each semester.

Application deadline:  
December/Fall    November 20  
May/Spring        March 20  
July/Summer       July 20

## GRADUATION EXERCISES

All students are encouraged to attend graduation exercises held each academic year in May.

## BACHELOR'S DEGREE COMPLETION OPPORTUNITIES

### BUTLER and EMPORIA STATE UNIVERSITY 2 + 2

Butler Community College and Emporia State University (ESU) have agreed to work collaboratively to provide learning opportunities for student populations interested in pursuing ESU's online Bachelor's of General Studies (BGS) degree program. Butler students wishing to pursue the online BGS degree offered by ESU will receive advising to assure that they are adequately prepared to pursue the final two years of their bachelor's degree program. Additionally, Butler agrees to allow their former students who are pursuing the BGS from ESU continued access to Butler library and computing resources to accommodate their continued success toward BGS degree completion. ESU will provide program information and application materials for students, sufficient course offerings required to complete a degree in a timely manner, and degree planning and advising for all students. B.E.S.T. Program (Butler and Emporia, from Students to Teachers)

Emporia State University offers junior and senior year courses for students pursuing B.S. in Elementary Education at Butler's El Dorado location. The partnership between ESU and Butler is known as the BEST program (Butler and Emporia – from Students to Teachers). See an advisor for more information.

### WASHBURN UNIVERSITY 2+2 PLAN

The Partnership for Learning and Networking (PLAN) through Washburn University is a collaborative set of 2+2 baccalaureate degree completion programs that offer students the opportunity to earn a baccalaureate degree without traveling to Topeka. The PLAN programs will allow you to complete an associate degree at Butler and then a baccalaureate degree from Washburn in another two years via the Internet, live interactive television (ITV), or a combination of these delivery systems. Students may complete the Bachelor of Integrated Studies, Bachelor of Applied Science in Technology Administration, Bachelor of Applied Science in Human Services, Bachelor of Health Services, Bachelor of Science in Nursing or the Bachelor of Science in Criminal Justice degrees. For more information contact: Butler Counseling/Advising Offices of El Dorado at (316) 322-3163 or 733-3163 from the Wichita/metro area, Andover at 733-0071, ext. 259 or McConnell at 681-0236 or contact Al Dickes at (785) 633-1829 or [aldikes@washburn.edu](mailto:aldikes@washburn.edu); or contact the Washburn University Admissions office at 1-800-332-0291 or visit the Web site [www.washburn.edu/PLAN](http://www.washburn.edu/PLAN).

### FRIENDS UNIVERSITY

Butler Community College and Friends University have partnered to provide students who have earned an Associate in Science in Business to matriculate into the Bachelor of Business Administration in Human Resource Management or a Bachelor of Business Administration in Marketing or a Bachelor of Business in Business Management. A maximum of 78 of specified credit hours from Butler will be accepted into the programs.



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**KANSAS STATE UNIVERSITY—SALINA**

Butler Community College and the College of Technology and Aviation at Kansas State University at Salina agree to offer a joint program that will enable students to complete the KSU Bachelor of Science degree in Engineering Technology on the Butler of Andover campus. Students have a choice of degrees in either Mechanical Engineering Technology or Computer Systems Technology. Both programs articulate with degree programs at Butler.

**NORTHWEST MISSOURI STATE UNIVERSITY**

Butler Community College and Northwest Missouri State University have partnered to provide students who have earned an AS in Business Administration/Accounting the opportunity to complete a Bachelor of Science in Business Management. Students who have earned an AS in Marketing & Management have the opportunity to complete a Bachelor of Science in Business Management.

**WICHITA STATE UNIVERSITY**

Butler Community College and Wichita State University have partnered to provide a seamless articulation for students completing the AAS degree in Manufacturing Engineering Technology at Butler who pursue a Bachelors of Science in Manufacturing Engineering degree from the Industrial and Manufacturing Engineering Department at Wichita State University.

Butler Community College and Wichita State University have also partnered to provide students interested in Teacher Education, the opportunity to take education courses at a Butler campus. Core Education courses will be offered at the Butler Andover Campus beginning in the Fall semester of 2008.

BCC and WSU Professional Link for the Advancement of Nurses (PLAN): The "Professional Link for the Advancement of Nurses" (PLAN) is a collaborative program to facilitate the Associate in Applied Science Nursing Degree graduate to achieve the BSN degree. Butler nursing students declare their intent to complete the BSN degree early in their program and take prerequisites for the BSN program as they pursue the associate degree. In addition, the PLAN students may take the required BSN clinical pharmacology and nursing research course concurrently with their Butler nursing courses. The WSU health assessment class may be taken during the last semester of their associate degree nursing program. PLAN students are admitted to the WSU RN-BSN bridge course and professional nursing courses upon completion of their associate degree and RN licensure.