

University of Kentucky
Administrative Regulation
Academic and Student Affairs

Subject to the limitations imposed by the federal and state Constitutions as well as federal and state law, the *Governing Regulations* are the supreme policy of the University (*per Governing Regulation I — Declaration of Principles*). To the extent a provision of this *Administrative Regulation — Academic and Student Affairs* conflicts with a *Governing Regulation*, the *Governing Regulation* shall control.

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1 OVERVIEW

1.1 DEFINITIONS

1.1.1 FACULTY EMPLOYEES

University employees who (a) have tenure, or (b) hold an academic rank of either Instructor, Assistant Professor, Associate Professor, Professor; Librarian IV, III, II, I; Lecturer or Senior Lecturer, and whose primary (i.e., more than fifty percent (50%)) assignments are in teaching, research and/or public service, are defined as having the employment status of “faculty” employee, as distinguished from “staff” employee. An individual who is a member of the employment group “faculty” is for the purposes of this document referred to as a “faculty member” or “faculty employee,” as appropriate to the context.

1.1.2 MEMBERS OF FACULTIES OF COLLEGES, SCHOOLS, DEPARTMENTS, GRADUATE CENTERS AND THE LIBRARIES

All full-time faculty employees with their primary appointment in the educational unit, and having the rank of Assistant Professor, Associate Professor or Professor in the Regular, Special or Extension title series or the rank of Librarian III, II or I in the Librarian title series, are voting members of the faculty body of the respective educational unit. The educational unit Faculty may extend educational unit Faculty membership, with the privilege to participate in educational unit-level votes, to Clinical Title Series or Lecturer Series faculty employees, whose primary appointment is in the educational unit. In addition, the above educational unit Faculty may extend educational unit Faculty membership, with or without the privilege to participate in educational unit-level votes, to Research Title Series faculty employees or to other eligible faculty employees, whose primary appointment is in the educational unit.

1.1.3 MEMBERS OF THE UNIVERSITY FACULTY

The governance body referred to by state law (KRS 164.240) as “the faculty of the University” is designated hereafter as the “University Faculty.”

1.1.3.1 Faculty Advisory Committee on Privilege and Tenure (FACPT)

1.1.3.1.1 Committee Membership

The committee will be comprised of ten tenured faculty members of the rank of Professor or Librarian I with expertise encompassing the areas of the committee’s charge. The committee membership will be structured in the following way: four (4) Regular Title Series; two (2) Special Title Series (clinical areas); two (2) Special Title Series (nonclinical areas); one (1) Librarian Title Series; one (1) Extension Title Series. For each given case, the committee Chair will identify a minimum of five (5) members to participate in the hearing, deliberation, and disposition of the case, with the goal that in cases involving faculty at least one member will be in the same title series as the heard petitioner, and that cases will be heard during the summer as well as during the academic year. Members of this committee are appointed by the President from nominations submitted by the Provost in consultation with the Faculty Senate Executive Committee. Nominations should be full-time tenured faculty employees who do not occupy a position of administrative academic supervision over faculty personnel.

1.1.3.1.2 Committee Charge

1.1.3.1.2.1 Scope of committee jurisdiction

Except for cases of dismissal for cause, the FACPT is to consider whether

1. violation of procedures (as established by University-level regulations/policies, or by the college, or by the department faculty),
2. violation of privilege, or
3. violation of academic freedom,

have affected the outcome of decisions made in the processes of faculty reappointment, terminal reappointment, non-renewal of appointment, promotion and/or tenure. Cases of complaint on the substantive merit of administrative decisions in these faculty personnel processes are instead to be submitted through established administrative channels.

Similarly, the FACPT does not consider complaints relating to the substantive merit of administrative decisions on salary, faculty performance review, distribution of effort, allocation of resources, etc. However, *if* an issue instead involves violation of established procedure, violation of privilege or violation of academic freedom, *and if* the petitioner *both* (i) exhausts the process of review through the level of the Provost and the issue remains unresolved and (ii) satisfies the burden of making a *prima facie* case to the FACPT that the particular violation of procedure, privilege or academic freedom is of such a nature as to potentially significantly impinge on the petitioner's reappointment, terminal reappointment, non-renewal of appointment, promotion and/or tenure, *then* the FACPT may elect to consider the case.

For the purposes of this scope of charge to the FACPT, "academic freedom" is as defined in the *Governing Regulations*.

1.1.3.1.2.2 Specific areas of committee charge

The Committee is charged with giving consideration to the following matters as referred to it by the President, by any University faculty employee, or by certain University staff employees of educational units in the following situations.

1.1.3.1.2.2.1 Dismissal from employment

The Committee may consider dismissals from employment that involve:

1. cases of termination of appointment for cause of a tenured faculty member arising from allegation of incompetency, neglect of or refusal to perform their duty, or for immoral conduct;
2. cases of dismissal of an employee for cause during a limited appointment, arising from allegation of incompetency, neglect of or refusal to perform their duty, or for immoral conduct;
3. cases of termination of a tenure appointment or the dismissal of a person prior to expiration of a non-tenure appointment because of a financial emergency.

As prescribed *by Administrative Regulations*, the FACPT shall make an informal investigation. The petitioner shall be afforded an opportunity to be heard by the FACPT, for the purpose of

attempting to impart a resolution mutually agreeable to the President and the faculty employee. In the case that such a resolution is not obtained, the FACPT shall recommend to the President whether, in its opinion, dismissal proceedings should be undertaken. The subsequent disposition of the matter by the President shall be as prescribed in Administrative Regulations.

1.1.3.1.2.2 Violation of academic freedom or insufficient notice of nonrenewal

The Committee may consider certain cases of allegation of violation of academic freedom or insufficient notice of non-renewal that involve:

1. cases of allegation by a faculty member on a non-tenure appointment that a decision for non-reappointment violates their academic freedom as a faculty member;
2. cases of allegation by a University administrator holding academic rank, or by a postdoctoral scholar, postdoctoral fellow, resident, clinical fellow, teaching assistant, or research assistant that a decision to terminate their appointment to their administrative post, or not to reappoint them, violates their academic freedom;
3. cases of non-renewal of a faculty employee's probationary appointment with less advance notice than specified;

As prescribed by *Administrative Regulations*, when the petitioner lodges their complaint in writing to the Chair of the FACPT, the FACPT shall make an informal investigation, including affording the petitioner an opportunity to be heard by the FACPT, for the purpose of attempting to impart a resolution mutually agreeable to the President and the petitioner. In the case that such a resolution is not obtained, the FACPT shall recommend to the President whether, in its opinion, the decision to terminate or not reappoint should be sustained. The subsequent disposition of the matter by the President shall be as prescribed in Administrative Regulations.

1.1.3.1.2.3 Other alleged violations

The Committee may consider allegations of violation of established procedure, academic privilege and/or academic freedom that involve:

1. a faculty employee's terminal reappointment, promotion and/or tenure
2. cases of allegation by a faculty member on a non-tenured appointment that a decision for no reappointment violates either Governing or Administrative Regulations dealing with certain discriminatory practices.

1.1.3.1.2.4 Procedures

The petitioner must submit to the Chair of the FACPT a letter initiating the appeal within 60 days, and the appeal and supporting documentation within 75 days, after written notification by the dean of a final decision of nonrenewal, terminal reappointment or disapproval of promotion and/or tenure.

The FACPT may extend the 75-day deadline by majority vote.

The function of the committee in all such cases is to first exercise informal vetting processes to attempt to impart a resolution that makes a formal recommendation to the President for action unnecessary. In cases where such an informal resolution is not obtained, the committee will exercise formal processes of investigation, including affording to the petitioner an opportunity to

appear before the FACPT. With copy to the petitioner, the FACPT will submit to the President its analysis of the alleged violations and will recommend to the President what commensurate remedial action, if any, ought to be taken. The President, or upon the President's delegation to the Provost, shall notify the petitioning faculty employee and the FACPT in writing of the President's decision.

1.1.3.1.2.3 Interpretation of policies

The FACPT may, upon request, advise individual faculty members, the President, the Provost or educational unit chief administrative officers on the interpretation of University regulations on faculty appointment, reappointment, promotion, tenure, privilege and academic freedom, with copies of the interpretation being sent to the President, the Provost and as applicable, the chair of the department, and the dean.

1.1.3.1.2.4 Issues of privilege as scholars

The FACPT also may consider allegations by faculty members who believe that their privilege as scholars has been abridged or abused. Faculty members should address statements to the chair of the FACPT setting forth in detail the reasons why they believe their privilege has been abridged or abused. The FACPT will review the statement and determine whether conditions warrant further investigation. Upon investigation the FACPT will make recommendations to the faculty member and file a copy with the President and the Provost. Recommendations may be made also to the President with a copy sent to the faculty member and Provost.

1.1.3.1.2.5 Recommendations on policies

The FACPT is also charged with making a continuing study of regulations on faculty appointment, reappointment, promotion, tenure, privilege and academic freedom, making recommendations to the President.

1.1.3.1.2.6 Reports and records

At the end of each academic year the FACPT will provide to the President a generalized report of the issues and resolutions of the cases filed with it that year, including any consequent recommendations of the FACPT for consideration by the President. At the conclusion of the committee's disposition of each case, or collectively at the end of the academic year, for purposes of records retention, the Chair of the committee shall forward to the President the case documents filed to the committee, any other official evidentiary documents generated by the committee, and the record of the committee's disposition of the case if the latter has not already been submitted to the President.

1.1.3.1.2.7 Rights of petitioner

The right of a faculty employee to file with the FACPT Chair a request for a hearing pursuant to this *Administrative Regulation* shall not be impeded. The investigatory hearing process exercised by the FACPT shall include the rights prescribed herein.

* This *Administrative Regulation* reserves to the course instructor the authority to make those course educational policies not prescribed by the unit Faculty or (higher college) bodies. If a faculty employee believes that a unit Faculty or higher faculty body, or an administrator, has made a policy that abridges that course instructor's prerogatives (academic freedom) to make course educational policy, the individual may bring that complaint to the Faculty Advisory Committee on Privilege and Tenure

* If a grade originally submitted to the Registrar by the Instructor of Record becomes improperly changed in a context that the Instructor of Record believes is a violation of his or her academic privilege, the Instructor of Record has the right to lodge a complaint with the Faculty Advisory Committee on Privilege and Tenure. If the committee finds in favor of the Instructor of Record, the committee is authorized to recommend to the President that the President direct the Registrar to change the grade back to the grade originally submitted by the Instructor of Record

* The “written comments” on course evaluations are not to be made available by the University to third parties. In addition, the operating procedure for release of numerical course ratings only applies to undergraduate courses.

1.1.3.2 University Faculty Hearing Panel (Privilege and Tenure) (UFHP)

1.1.3.2.1 Composition and Jurisdiction

The University Faculty Hearing Panel consisting of fifteen (15) tenured full Professor or Librarian I faculty members shall be appointed for staggered three-year terms by the President from a list of nominees recommended by the Provost in consultation with the Faculty Senate Executive Committee. From this panel an ad hoc Hearing Committee shall be chosen to hear a case arising from

1. dismissal of a faculty member with continuous tenure; or
2. dismissal of a non-tenured faculty member before the end of that person's specified term of appointment; or
3. allegation of the violation of the academic freedom of a non-tenured faculty member, an administrator, or of a terminated postdoctoral scholar, postdoctoral fellow, resident, clinical fellow, teaching assistant, or research assistant.

The Hearing Committee shall consist of five members chosen by the UFHP. Members shall remove themselves from a case, either at the request of a party, or on their own initiative if they deem themselves disqualified for reason of bias or conflict of interest. Each party shall have a maximum of two challenges without stated cause. If the panel should be exhausted before an acceptable committee has been obtained, five supplementary members shall be appointed to the panel by the same procedure from which members of the committee may be selected. The committee shall select its own chair.

1.1.3.2.2 Procedures

The committee will conduct the hearing and report its findings as described in *Administrative Regulation*. In addition, the committee will adhere to the following procedures:

1. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration will, in so far as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.
2. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear, but the committee determines that the interests of justice require admission of that person's statement, the

committee will identify the witness, disclose the statement of that witness and if possible, provide for interrogatories.

3. The hearing committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
4. The hearing committee will grant adjournments to enable either party to investigate evidence as to whether a valid claim of surprise is made.
5. The findings of fact and the decisions will be based solely on the hearing record.
6. Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or the administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Trustees.

1.1.4 ACADEMIC COUNCILS

The existing Academic Councils with their current membership will continue under the Office of the Provost.

1.1.4.1 GENERAL POLICIES FOR ACADEMIC COUNCILS

1.1.4.1.1 Composition

See Appendices for Academic Council composition and membership.

1.1.4.1.2 Responsibilities

Academic councils are expected to meet at least monthly and shall record minutes of actions taken at all meetings. A majority of the voting members shall constitute a quorum for the transaction of business unless indicated otherwise. Business conducted in the academic councils are expected to adhere to open meetings and open records statutes.

1.1.4.1.3 GRADUATE COUNCIL (GC)

Faculty shall comprise the GC and make recommendations to the Provost on academic matters, including graduate courses and programs and graduate program reviews.

1.1.4.1.4 UNDERGRADUATE COUNCIL (UC)

Faculty shall comprise the UC and make recommendations to the Provost on academic matters, including undergraduate courses and programs and undergraduate program reviews.

1.1.4.1.5 HEALTH CARE COLLEGES COUNCIL (HCCC)

Faculty of the six (6) healthcare colleges shall comprise the HCCC (Dentistry, Health Sciences, Medicine, Nursing, Pharmacy and Public Health) and make recommendations to the Provost on academic matters, including professional courses and programs and professional program reviews.

1.1.4.1.6 J. DAVID ROSENBERG COLLEGE OF LAW FACULTY COUNCIL (RCLC)

Faculty of the J. David Rosenberg College of Law Faculty Council shall comprise the RCLC and make recommendations to the Provost on academic matters, including courses, programs and program reviews.

1.1.4.1.7 Courses, Programs and Other Proposals

The Academic Councils shall consider proposals (courses, programs and other proposals) under their purview. For courses, those numbered 100-499G (UC), for all courses numbered 500-599 (GC), for all courses offered in a professional healthcare program, or courses at any level with healthcare practices that originate from a healthcare college (HCCC), or courses offered at the law school (RLC).

The Academic Councils shall consider all proposed new programs and programs changes, including degree titles, as well as any other requirements for consideration from the Office of the Provost.

1.1.5 UK CORE EDUCATION COMMITTEE

A committee led by the Office of the Provost with representatives from each college with an undergraduate degree program, representatives from relevant administrative offices and two (2) students (selected by the Student Government Association (SGA)) will support and maintain UK Core.

2 THE ACADEMIC CALENDAR

2.1 CALENDAR POLICIES

The President shall have final authority for the Academic Calendar.

2.1.1 ORGANIZATION OF ACADEMIC YEAR

The academic year shall consist of a Fall Semester and a Spring Semester.

2.1.1.1 FALL SEMESTER

The Fall Semester shall begin in time to permit completion prior to the official winter break.

When Labor Day falls on September 1 or 2, classes will start on the Monday before Labor Day. When Labor Day falls on September 3, 4, 5, 6 or 7, classes will start on the Monday, 14 days before Labor Day. The last day of classes will be a Wednesday, followed by two (2) Reading Days. Final examinations will run for four (4) days, Monday through Thursday, with the fifth day (Friday) to be available for scheduling of final exams for students with conflicts. Final examinations for weekend classes will be administered the weekend before this five-day period.

2.1.1.2 SPRING SEMESTER

Spring Semester classes will begin on the Monday that falls between January 7 and January 13 (inclusive) following New Year's Day, approximately 24 days after conclusion of final examinations for the Fall Semester. The final day of Spring Semester classes will be a Wednesday, followed by two (2) Reading Days. Final examinations will run for four (4) days, Monday through Thursday, with the fifth day (Friday) to be available for scheduling of final exams for students with conflicts. Final examinations for weekend classes will be administered the weekend before this five-day period.

2.1.1.3 SUMMER SESSION

The Summer Session will be scheduled so that classes begin on a Monday, as set forth in a structural calendar, and will last for 12 weeks.

2.1.1.4 WINTER INTERSESSION

The Winter Intersession shall begin the Monday following the end of the Fall Semester and end with final exams on the Friday before the start of the Spring Semester.

2.1.1.5 SUMMARY

When Labor Day is on...	Fall Semester begins on...	Spring Semester begins on....	Summer Session NOT in a leap year begins on...	Summer Session in a leap year begins on...
September 1	August 25	January 12	May 18	May 17
September 2	August 26	January 13	May 19	May 18
September 3	August 20	January 7	May 13	May 12

September 4	August 21	January 8	May 14	May 13
September 5	August 22	January 9	May 15	May 14
September 6	August 23	January 10	May 16	May 15
September 7	August 24	January 11	May 17	May 16
Note: All of the dates in this table are Mondays				

2.1.2 ACADEMIC HOLIDAYS

“Academic Holiday” means that classes are not held, nor are assignments due, on the academic holiday. If an instructor has made an assignment due on an academic holiday, it is not due until classes begin after the end of the academic holiday.

Official University holidays as established by the President, contained in Human Resources Policies and Procedures #83. Days which shall be treated as academic holidays are: Labor Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Day, New Year’s Day, Martin Luther King Jr.’s birthday, Memorial Day, Juneteenth, Independence Day and Election Day in presidential election years. When Christmas Day, New Year’s Day, Independence Day or Juneteenth falls on Saturday or Sunday, the preceding Friday or the following Monday shall be an academic holiday.

The Wednesday preceding Thanksgiving Day, through the Saturday following Thanksgiving Day is an academic holiday.

The Monday and Tuesday that begin the tenth week from the start of the Academic Calendar Fall Semester are designated as Fall Break, which is an academic holiday.

The tenth week of the Spring Semester shall be designated as Spring Break, which is an academic holiday.

2.1.3 SPECIAL CALENDARS FOR PARTICULAR COLLEGES

Due to special scheduling considerations in the Colleges of Dentistry, Medicine, Pharmacy and the J. David Rosenberg College of Law, special calendars may be adopted for these colleges. These colleges shall prepare calendars at least three (3) years in advance and send them to the President for review and approval. Such calendars shall conform with the Academic Calendar as closely as possible.

The College of Pharmacy may offer a 15-week Summer Semester.

3 PROGRAMS, COURSES, AND CURRICULUM PROCEDURES

3.1 PROGRAMS

3.1.1 FACULTY OF RECORD

3.1.1.1 DEFINITION

The University of Kentucky *Governing Regulations* provide that faculty have primary responsibility for the content, quality and effectiveness for new or existing educational programs, and should have local, college-based (or relevant education unit-based) faculty body that is or will be responsible for the recommendation of educational content of programs to the Provost, President and the Board of Trustees. Such college-based (or relevant educational unit-based) governing faculty bodies (referred hereafter as “Faculty of Record”) may delegate or withdraw its status and responsibilities as the Faculty of Record to a subcommittee of itself or to a faculty committee. An educational program may be a degree, certificate, badge or academic honor.

3.1.1.2 MEMBERSHIP

If not otherwise delegated, the Faculty of Record of an undergraduate or professional program consists of those faculty specified in whose appointments as faculty employees are in the educational unit that administratively homes the program, such as a department or college. If not otherwise delegated, the Faculty of Record of a graduate program includes members of the University graduate faculty who have been appointed to the specific graduate program by the college dean and reported to the Dean of the Graduate School.

In those infrequent cases where a program is expressly homed outside of a college, an approved faculty body shall serve as the Faculty of Record, and a Provost-appointed officer shall serve as dean of the program.

In rare cases where a proposed undergraduate program (degree, minor, certificate or badge) is highly interdisciplinary and should be programmatically shared between two (2) or more colleges, the faculty of the educational unit that will home the program may vote to include faculty from other colleges as part of the program’s Faculty of Record. If the faculty body of the educational unit votes in favor, the program proposal must list the founding members of the Faculty of Record by name, including the founding director of the program (appointed by the dean of the college containing the educational unit that homes the program). The proposal should also explain how and why faculty can join or leave the Faculty of Record.

3.1.2 DEFINITION OF “PROGRAM”

A program is a series of courses that culminate in conferral of a credential whether or not the credential has the same name as a currently transcribed UK credential (degree, certificate, badge, honor or other credential(s)). A program may be credit-bearing or non-credit bearing curriculum in academic colleges. Only credit-bearing programs in academic colleges are recorded on an academic transcript.

3.1.2.1 CREDIT-BEARING PROGRAMS IN ACADEMIC COLLEGES

Credit-bearing programs are comprised of credit-bearing courses in academic colleges, are recorded by the Office of the University Registrar on an academic transcript and are approved by the Office of the Provost.

3.1.2.2 NON-CREDIT BEARING COURSES IN ACADEMIC COLLEGES

Non-credit bearing programs in academic colleges are not reflected on an academic transcript and are the responsibility of the proposing college, department or unit.

Non-credit bearing programs in academic colleges are defined as follows:

1. The activity is required by a federal, state or local government agency (e.g., Teacher certification licensure from Kentucky's Education Professional Standards Board, etc.).
2. The activity is overseen by an accrediting body, which holds member programs accountable for meeting explicit standards to continue offering that content and credential to students. Membership in an accrediting body is insufficient to meet this standard; the accrediting body must also have authority over the content of the activity.

3.1.3 GENERAL DEGREE REQUIREMENTS

To be eligible for any degree, a student must have completed the degree program requirements as approved by the College Deans' Offices, except that curriculum substitutions may be made by the college affected. Pursuant to KRS 164.240, the faculty of each of the colleges will recommend students for degrees to the Office of the Provost. Degrees will be conferred by the Board of Trustees and signed by the President.

General Requirements for Graduation for All Undergraduate Degrees

Curriculum requirements must include, in addition to specified credits, a specified grade point average (GPA) both overall and in the student's major, which shall not be less than 2.0.

- * The 2.0 GPA requirement applies to all major requirements, including pre-major and lower division courses, but not to courses taken in the major beyond the minimum requirements.

General Requirements for Graduation All Graduate Degree Programs

For an advanced degree to be awarded, a student must (a) obtain an overall average GPA of 3.0 on all graduate work in the program and (b) must pass a final examination. Graduate-level courses (numbers 400-799) are computed in the graduate GPA, with the exception of 400G courses in the student's program.

"D" grades may not be awarded to graduate students. Graduate courses (400-799) may not be taken Pass/Fail.

General Requirements for Graduation for All Professional Practice Degrees

The academic, professional and clinical experience of professional students is differentiated from that of undergraduate and graduate students and is at the appropriate and increasing levels of mastery and complexity.

The dean of a college is charged with overseeing the educational work of the college and its efficient conduct and management in all matters not specifically charged elsewhere. The dean is responsible for the implementation of the curricula of a college and ensuring through the faculty the quality of instruction.

3.1.3.1 UNDERGRADUATE DEGREE PROGRAMS

Every undergraduate degree program shall include four (4) divisions or components:

1. UK Core
2. Pre-major
3. Major
4. Electives

An undergraduate degree program must require at least 120 credit hours.

3.1.3.1.1 RESIDENCE REQUIREMENTS

For an undergraduate degree to be presented and approved as a degree from the University of Kentucky, the following residency requirements must be present:

1. At least 25% of the minimum credit hours required for the degree.*
2. No less than 30 credit hours.**
3. A minimum of 30 of the last 36 credit hours.**

* Courses taken elsewhere with credit transfer to UK, courses taken through the UK International Center (except for courses taught by UK faculty), credits achieved by examination, credits earned via the College Level Examination Program (CLEP) and courses taken through the National Student Exchange do not count toward the 25% requirement.

** Courses taken through the UK International Center and through the National Student Exchange are considered as courses taken at UK for purposes of both #2 and #3's residency requirement and for graduates to be conferred commencement honors at the time of award of their degrees.

Any request by veterans or by other students for a waiver of requirement #2 or #3 must be presented for approval to the dean of the student's college. Students who wish to satisfy the above requirement with credit earned through independent study by correspondence, special examination, CLEP and other methods which limit the opportunity for active exchange between students and instructors must have the prior approval of their department chair and college dean. At the end of each academic year, the dean of each college shall report to the University Registrar the number of waivers granted in categories #2 or #3 above. For each waiver granted, the report shall include the extent of the approved departure from the credit hour requirement specified in categories #2 or #3.

3.1.3.1.2 UK CORE REQUIREMENTS

Each undergraduate student must complete all four (4) parts of the UK Core Requirements designated as I-IV below. A course taken to satisfy a requirement in one (1) area of the UK Core cannot be used to satisfy a requirement in another area, even if a specific course is present in more than one (1) area (e.g., some courses are designed to meet the learning outcomes in more than one (1) area).

I. Intellectual Inquiry

A. The Nature of Inquiry in Arts and Creativity	3 hours
B. The Nature of Inquiry in the Humanities	3 hours
C. The Nature of Inquiry in the Social Sciences	3 hours
D. The Nature of Inquiry in the Natural, Physical & Mathematical Sciences	3 hours

II. Written, Oral and Visual Communication

A. Composition and Communication I	3 hours
B. Composition and Communication II	3 hours

III. Quantitative Reasoning

A. Quantitative Foundations	3 hours
B. Statistical Inferential Reasoning	3 hours

IV. Citizenship

A. Community, Culture and Citizenship in the USA	3 hours
B. Global Dynamics	3 hours

UK Core Credit-Hour Total* 30 hours

*The UK Core is designed to provide the equivalent of 30 credit hours. Some courses require more than three (3) credits, resulting in more than 30 credits in some cases.

3.1.3.1.3 UK CORE COURSE SUBSTITUTION POLICY FOR STUDENT WITH DISABILITIES

The Office for Student Success has the final approval when determining whether a course substitution is a reasonable accommodation for a student's disability or disabilities.

A student may request a course substitution from the Office for Student Success by contacting the Disability Resource Center (DRC). The DRC will determine if the student has a documented disability for which a course substitution of a UK Core requirement is a reasonable accommodation. The DRC will share with the student the current list of approved substitutions. If the student would like to pursue a course that has not yet been approved for UK Core the Director of the DRC will inform the Office of the Provost, which will make a determination regarding eligible course substitutions.

3.1.3.1.4 GENERAL EDUCATION COURSE APPROVAL AND REVIEW PROCESS

A committee led by the Office of the Provost, with representatives from each college with an undergraduate degree program, representatives from relevant administrative offices and two (2) students (selected by the SGA) will support and maintain UK Core.

This committee will:

1. Review and approve courses submitted for UK Core
2. designation.
3. Maintain oversight of the program, including periodic course review and program assessment to ensure that the program fulfills the learning outcomes.
4. Recommend to the Office of the Provost the deletion of courses from the program that no longer seem appropriate to the program.
5. Determine appropriate course substitutions.
6. Determine all waivers of or substitutions for program requirements.

3.1.3.1.5 FOREIGN LANGUAGE

To fulfill the World Language requirement (13 KAR 2:020), any first-time in college (FTIC) or transfer student must either (a) demonstrate that they have passed two (2) high school credits or two (2) semesters at the postsecondary level, or (b) pass a two-semester sequence in one (1) foreign language at the University prior to graduation.

3.1.3.1.6 ELECTIVES

An elective component is a mandatory part of every baccalaureate program. Baccalaureate programs may satisfy this requirement with a free elective.

3.1.3.1.7 GRADUATION COMPOSITION AND COMMUNICATION REQUIREMENT (GCCR)

All undergraduate students must satisfy the UK Core requirements for Composition and Communication. Before graduation but after successfully fulfilling the UK Core Composition and Communication I and II requirement, students must also successfully complete the GCCR. To satisfy the GCCR, a student must earn a passing grade in any given UK course designated as fulfilling some or all of the GCCR.

The faculty in each undergraduate degree program shall implement a GCCR appropriate to the academic discipline and expectations of the major. Each undergraduate program faculty shall articulate this requirement in terms of one (1) or more learning outcomes that will be assessed regularly as required by program accreditation standards and University standards for reaffirmation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Each GCCR requirement, learning outcome and assessment protocol must be vetted by program faculty and recommended for approval by the Undergraduate Council.

3.1.3.1.7.1 REQUIREMENTS

3.1.3.1.7.1.1 COMPONENTS OF THE GCCR

The GCCR shall consist of three (3) components, each of which should reflect the standards and practices of the particular discipline:

1. One (1) or more written assignments.
2. Either an oral assignment, in which students must give a formal presentation, or a visual assignment, in which students create at least one (1) significant visual/electronic artifact (e.g., a web site or video presentation).
3. An assignment that requires the student to demonstrate information literacy in the discipline.

Individual undergraduate programs shall identify the specific criteria for each GCCR assignment, ensuring the assignments are appropriate for the specific discipline and meet the requirements of the GCCR outlined above. For a course to be approved to meet the GCCR, the undergraduate program will be required to justify the relevance and appropriateness of each required assignment for their specific discipline.

Proposals will be required to justify the selection of the individual assignments that will address each of the three (3) GCCR components, including why they are representative and relevant for the discipline of study.

3.1.3.1.7.1.2 DRAFT/FEEDBACK/REVISION PROCESS REQUIRED

Courses must incorporate a draft/feedback/revision process on at least one (1) of the required GCCR assignments.

3.1.3.1.7.2 ASSESSMENT

Each undergraduate degree program shall identify at least one (1) specific program learning outcome and a plan for assessing both the writing and oral or visual components of the GCCR. The assessment plan will include (a) clear goals for successful achievement of the GCCR, (b) specific criteria and rubrics for systematically assessing student work and (c) a cogent description of how assessment results will be utilized by program faculty to propose revisions to GCCR instruction and/or curriculum if the goals are not met.

3.1.3.2 UNDERGRADUATE CERTIFICATE PROGRAMS

Undergraduate certificate programs consist of suites of undergraduate courses focused on a defined academic or professional objective.

An undergraduate certificate must be a minimum of 12 credits, all at the 200 level or above, with a minimum of six (6) credits at or above the 300 level. The certificate must have a three-credit breadth component, requiring the student to take courses in at least two (2) disciplines, with a minimum of three (3) credits to be completed in a second discipline.

A student must earn a "C" or better, or a passing grade in a Pass/Fail course, in each required certificate course to receive the certificate.

- * The Office of the Provost can approve that a particular certificate program can require a Pass/Fail course.
- * Award of an undergraduate certificate shall be noted on a student's transcript upon successful completion of the curriculum.
- * Students enrolled in graduate degree programs or professional programs may pursue an undergraduate certificate program.

Undergraduate certificates shall be approved by the same process as programs, however the following are not required: (a) posting and approval by the Council on Postsecondary Education (CPE) and (b) approval by the Board of Trustees.

3.1.3.3 BADGES

A badge program (either credit or non-credit bearing curriculum in academic colleges) consists of two (2) or more courses, but no more than four (4) courses, which collectively provide one (1) or more defined skill sets or competencies useful to students/learners and employers. The credit-bearing badge credentials in academic colleges will appear through the Office of the University Registrar on a student's transcript. Non-credit bearing badges in academic colleges will not appear on the transcript. The non-credit bearing badge in an academic college and its non-credit bearing courses will be officially attested by the signature of the dean of a college (or dean equivalent).

For the purposes of this policy, "course" refers to a unit of educational content with paced delivery to enrolled learners. This includes required interactions with the supervising credentialed instructor during a fixed period, which culminates in the instructor's assessment of the learner's attainment of specific learning outcomes.

A credit-bearing badge in academic colleges must be a minimum of five (5) credit hours and must not exceed eight (8) credit hours. A student must earn a "C" or better, or a passing grade in a Pass/Fail course, in each of the required courses to earn a badge. Courses required for a credit-bearing badge in academic colleges can be in any hundred series.

Credit-bearing badges in academic colleges require the approval of the unit faculty ("program faculty") and that unit's respective college-level faculty body. Credit-bearing badge proposals in academic colleges will be sent to the appropriate Academic Councils. The respective Academic Council will forward recommendations to the Office of the Provost. The Office of the Provost will have final approval. Credit-bearing badges homed outside of a college will be reviewed and approved by the Office of the Provost. The approved faculty body shall serve as the Faculty of Record, and a Provost-appointed officer shall serve as dean of the program.

3.1.3.4 GRADUATE DEGREE PROGRAMS

Graduate degree programs are differentiated in complexity and rigor from undergraduate degree programs, with increasing complexity and mastery as a student progresses.

Graduate students are eligible to take regular courses that meet as organized classes as well as independent-study or research courses in which each student carries on investigations independent of class meetings.

All courses numbered 500-799 may be counted for credit toward a graduate degree provided they are approved as an appropriate part of the student's graduate program by the student's graduate advisor or committee. Courses numbered 400G-499G carry graduate credit for non-majors only.

Courses numbered 600-700 should be taught by members of the Graduate Faculty or by such other instructors as approved by the Dean of the Graduate School.

3.1.3.4.1 GRADUATE RESEARCH DOCTORAL DEGREES

The Doctor of Philosophy degree (PhD) requires demonstration in a comprehensive examination, after no less than three (3) years of graduate work related to the dissertation subject and chosen field. The PhD represents the attainment of independent and comprehensive scholarship in a special field, evidenced both by the student's grasp of subject matter and by the student's capacity to conduct research.

3.1.3.4.1.1 GRADUATE DOCTORAL RESIDENCE AND TIME LIMITS

Prequalifying Residence

Students must complete the equivalent of two (2) years of residency (36 credit hours of graduate coursework) prior to the Qualifying Examination (QE). Some programs require more than 36 hours of graduate coursework prior to the QE.

An awarded master's degree from the University or from another accredited school may satisfy 18 hours of this 36-hour pre-qualifying requirement.

Prequalifying Time Limit

Students are required to take the QE within five (5) years of entry into the program. Extensions up to an additional three (3) years may be requested. Extensions up to 12 months may be approved by the Dean of the Graduate School upon receipt of a request from a college's Director of Graduate Studies. Requests for extensions longer than 12 months must be considered by the Dean of the Graduate School. These requests require the positive recommendation of a college's Director of Graduate Studies and the chair of the student's doctoral advisory committee as well as a majority vote of Graduate Faculty in the program.

This time limit applies to all programs, but the Graduate Faculty of a doctoral program (or group of programs) can petition the Dean of the Graduate School for a shorter or longer time limit. If approved, this modification will then apply to all doctoral students in that program.

Postqualifying Residence

After successfully completing the QE, students are required to enroll in a two-credit hour course, XXX-767, Dissertation Residency Credit. This will constitute full-time enrollment. Students are required to complete at least two (2) semesters of the 767 course before they can graduate.

Students must remain continuously enrolled in this course every Fall and Spring Semester until they have completed and defended the dissertation. Continuous enrollment in 767 will also apply to students whose programs of study or certification standards require an extended practicum or field experience.

Postqualifying Time Limit

All degree requirements for the doctorate must be completed within five (5) years following the semester or Summer Session in which the candidate successfully completes the QE. Extensions up to an additional five (5) years may be requested for a total of 10 years. Extensions up to one (1) year may be approved by the Dean of the Graduate School or their designee. All requests should be initiated by the Director of Graduate Studies.

3.1.3.4.1.2 FOREIGN LANGUAGE REQUIREMENT

Any program-specific language requirement(s) must be satisfied before the applicant may take the QE.

3.1.3.4.1.3 COURSE WORK REQUIREMENTS

The nature of doctoral coursework, other than required enrollment in XXX-767, is determined by the student's advisory committee.

3.1.3.4.1.4 ASSESSMENT OF GOOD PROGRESS FOR DOCTORAL STUDENTS

The Graduate Faculty of each doctoral program must define good progress toward completion of the doctoral degree. This information should be included in the program's Graduate Student Handbook. (It is recommended that the consequences of lack of good progress are also included in the handbook).

Each doctoral student's progress toward the degree will be reviewed (at least) annually by either the Graduate Faculty in the program, the doctoral advisory committee or the graduate education committee. The Director of Graduate Studies or the chair (or their designee) will provide students with written results of each meeting.

3.1.3.4.1.5 QUALIFYING EXAMINATION

All doctoral students must complete a QE, consisting of both written and oral components, after four (4) semesters of graduate work or the equivalent and after fulfilling pre-qualifying residency.

The purpose of the QE is to verify that students have sufficient understanding of and competence in their fields to become candidates for the degree. In most programs, the advisory committee prepares and administers an individual QE; typically, that committee also judges and votes on the results of the examination. A majority vote is required for successful completion of the QE.

"SI" and "UI" grades (see 5.1 Grading Systems) must be removed prior to the QE and can only be changed to regular letter grades.

The results of the QE must be reported by the Director of Graduate Studies to the Graduate School within 10 days of its conclusion.

If the result is failure, the advisory committee determines the conditions to be met before another QE may be given. A second QE must be taken within one (1) year after the first QE. A third QE is not permitted.

3.1.3.4.1.6 THE DISSERTATION

Each doctoral graduate student must present a dissertation representing the culmination of a major research project. The dissertation must be a well-reasoned, original contribution to knowledge in the field of study and should provide evidence of high scholarly achievement. Dissertations must be prepared in conformity with the instructions published by the Graduate School.

3.1.3.4.1.7 FINAL EXAMINATION

The Final Examination includes a defense of the dissertation and may be as comprehensive in the major and minor areas as chosen by the advisory committee. It is conducted by an expanded advisory committee chaired by the Director of Graduate Studies or their designee. The Provost and the President of the University are *ex officio* members of all Final Examination committees. The Final Examination is a public event that any member of the University community may attend; its scheduling is published and announced beforehand.

“SI” and “UI” grades must be removed prior to the Final Examination and can only be changed to regular letter grades.

The Dean of the Graduate School appoints an outside examiner as a core member of the advisory committee.

All committee members, except the outside examiner, must have a chance to suggest revisions before the Final Examination.

In all decisions, the majority opinion of the Graduate Faculty members of the advisory committee prevails. If the advisory committee is evenly divided, the candidate fails. In the event of failure, the advisory committee recommends to the Dean of the Graduate School conditions under which the candidate may be re-examined. Should any vacancies on the committee occur between the two (2) Final Examinations, the Dean of the Graduate School shall appoint replacements. A third Final Examination is not permitted.

3.1.3.4.2 GRADUATE RESEARCH MASTER’S DEGREE

3.1.3.4.2.1 RESIDENCE

Enrollment in XXX-748, which carry no credit hours, allows maintenance of full-time status for master’s candidates working on their thesis. Enrollment in XXX-768 may be used to satisfy one-12 credit hours of residence coursework for the Plan A master’s degree.

Time Limit

Students enrolled in a master’s or specialist program have six (6) years to complete all requirements for the degree but still can request extensions. Extensions must be considered by the Dean of the Graduate School. No activity completed more than 10 calendar years preceding the proposed graduation date as appropriate will be considered for graduation.

Programs may opt to shorten or extend the required time to complete the master's or specialist program. Petitions must be submitted to the Dean of the Graduate School for approval. The program should be able to demonstrate that the six-year time limit would be detrimental to the progress of their students or to the program itself. If the request is to extend the time limit, the program must demonstrate how students will remain current in the field during the extended period. Any approved change in the time limit would apply to all students in the program.

3.1.3.4.2.2 COURSE WORK REQUIREMENTS

Master's students are eligible to take regular courses that meet as organized classes as well as independent-study or research courses in which each student carries on investigations independent of class meetings. Independent study or research courses must not duplicate thesis work; thesis work must be done in addition to the minimum course requirements.

At least two-thirds of the minimum requirements for a master's or specialist degree must be in regular courses. At least half of the minimum course requirements (excluding thesis, practicum or internship credit) must be in 600- or 700-level courses. Exceptions to this rule may be made only with the approval of the Dean of the Graduate School.

A student will not be required to repeat a course which the student has completed satisfactorily at another approved institution. Candidates for a master's degree must have a major area (defined usually as an academic department) and must take at least two-thirds of the course work in this area. The other one-third may be taken in this area or in related graduate areas, except as may be approved otherwise for specific programs. As necessary and on recommendation of the appropriate Director of Graduate Studies, the Dean of the Graduate School may authorize courses taught outside the major area to count toward the major.

3.1.3.4.2.3 THESIS/NONTHESIS OPTIONS

Master's students select one (1) of two (2) options to satisfy degree requirements: thesis (Plan A) or non-thesis, (Plan B).

Plan A requires a thesis to be developed under the direction of a full or associate member of the Graduate Faculty. Before the final examination, the thesis director and the appropriate Director of Graduate Studies must indicate to the Graduate School that the student's thesis satisfies all requirements of the Graduate School and is complete in content and format. However, there must be enough independent effort to enable each student to make a separate contribution and to prepare an individual thesis.

Plan B requires submission of six (6) or more additional graduate credit hours of course work in lieu of a thesis. A student may follow this option with approval of the program concerned. Students should consult their advisor for any additional requirements established for Plan B in their area of study.

3.1.3.4.2.4 FINAL EXAMINATION

Master's students' final examination is scheduled by the Office of the Dean of the Graduate School.

A Final Examination (oral and/or written) is given to all candidates for master's degrees no later than eight (8) days before the last day of classes of the semester in which the degree is to be awarded. Upon examination completion, a report must be submitted to the Dean of the Graduate School no later than two (2) weeks after the start of the examination. The examining committee consists of at least three (3) qualified faculty members recommended by the Director of Graduate Studies and appointed by the Dean of the Graduate School.

"SI" and "UI" grades must be removed prior to the final exam and can only be changed to regular letter grades.

Students on scholastic probation (see Glossary of Terms) are not eligible to sit for the final examination.

If the candidate fails the Final Examination, the committee may recommend to the Dean of the Graduate School the conditions under which a second Final Examination may be administered. As far as it is practicable, the same examining committee gives this examination. In all decisions the majority opinion of the committee prevails. If the committee is evenly divided, the candidate fails. A third Final Examination is not allowed.

3.1.3.5 GRADUATE CERTIFICATE PROGRAMS

Graduate certificate programs shall be approved by the same process as programs; however, the following are not required: (a) posting and approval by the CPE and (b) approval by the Board of Trustees.

A graduate certificate must be a minimum of nine (9) graduate credits but must not exceed 18 graduate credits.

To earn a graduate certificate, a student must achieve a minimum GPA of 3.0 in the required courses for the certificate.

Award of a graduate certificate shall be noted on the student's transcript, upon the recommendation of the Dean of the Graduate School.

Graduate certificate curricula must comply with the "Guidelines for Graduate Certificate Curricula" published by the Graduate School.

3.1.3.6 PROFESSIONAL DEGREE PROGRAMS

Professional degree programs require a professional component that may include internships or cross training, emphasizing professional decision making and critical analysis in problem solving. The educational content of the professional degree is distinct from a graduate scholarship degree.

3.1.3.6.1 DOCTORAL DEGREE — PROFESSIONAL PRACTICE

A professional practice doctoral degree is awarded upon completion of a program providing the knowledge and skills for the recognition, credential or license required for professional practice. The total time to the degree, including both pre-professional and professional preparation, must

equal at least six (6) full-time equivalent academic years. Some of these degrees were formerly classified as “first professional.”

3.1.3.6.2 PROFESSIONAL MASTER’S DEGREE

A professional master’s degree program consists of two (2) years of non-thesis academic training in a concentrated science, mathematics, technology or other area. It also contains a professional component that may include internships and cross-training in business, management, regulatory affairs, computer applications and communications. The program is designed with the input of one (1) or more employers. The educational content of these programs is as distinct from a graduate research/scholarship master’s as are professional practice doctoral degrees distinct from research/scholarship doctorates.

3.1.3.7 PROFESSIONAL CERTIFICATE PROGRAMS

The post-graduate professional certificate prepares persons who currently hold a graduate degree for board eligibility in an additional specialty(s).

3.1.3.8 UNIVERSITY SCHOLARS PROGRAM (USP)

The University Scholars Program (USP) allows a student to apply up to 12 credit hours used for one (1) undergraduate degree toward one (1) graduate degree program. The requirements for the undergraduate degree will be unaffected.

The total number of credit hours for the USP may be up to 12 fewer than the total required for both the undergraduate and master’s degrees. Requirements for the bachelor’s degree will be unaffected.

The total number of credit hours completed for the USP between an undergraduate degree and doctoral degree may be up to 12 hours fewer than the total required for both the undergraduate and the prequalifying residency requirement of the doctoral degree.

3.1.4 PROGRESSIVE RIGOR OF ACADEMIC PROGRAMS

The Undergraduate Council, Graduate Council, Health Care Colleges Council and the J. David Rosenberg College of Law Faculty Council shall propose criteria for evaluating the rigor and quality of academic programs. The Office of the Provost shall have final approval.

3.1.4.1 UNDERGRADUATE COUNCIL (UC)

The UC shall develop criteria for undergraduate degree program proposals that ensure a progression in complexity and mastery throughout degree completion. This involves examining program courses to ensure a progression of learning from introductory to applied or theoretical courses from the first to fourth year. This progression will be demonstrated through student learning outcomes, which will be mapped across the curriculum to illustrate increasing complexity and rigor as students advance. Additionally, the curriculum map will identify specific points where student learning outcomes are assessed.

3.1.4.2 GRADUATE COUNCIL (GC)

The GC shall develop criteria to ensure that graduate degree programs, including professional degree programs, are differentiated in complexity and rigor from undergraduate degree programs. The GC must ensure that courses with both graduate and undergraduate students have clearly differentiated requirements appropriate to their respective levels of rigor and complexity. The GC shall establish criteria to differentiate between master's level and doctoral level rigor, as well as increasing complexity and mastery as a student progresses through the degree.

3.1.4.3 HEALTH CARE COLLEGES COUNCIL (HCCC)

The HCCC shall develop criteria to ensure that the academic, professional and clinical experiences of professional students are distinct from those of undergraduate and graduate students. The criteria must also ensure appropriate and increasing levels of mastery and complexity in respective colleges.

3.1.4.4 J. DAVID ROSENBERG COLLEGE OF LAW FACULTY COUNCIL

The J. David Rosenberg College of Law Faculty Council shall establish criteria to ensure that the progression through the law degree is characterized by increasing levels of rigor and complexity.

3.1.5 PROCEDURES FOR PROCESSING ACADEMIC PROGRAMS AND CHANGES

The faculties of educational units or graduate programs submit to their respective college proposals for new academic programs and changes in existing academic programs. Proposals shall be sent to the respective Academic Council.

The Undergraduate Council, Graduate Council, the Health Care Colleges Council and the J. David Rosenberg College of Law Faculty Council shall propose criteria for evaluating the rigor and quality of academic programs.

The Academic Council shall send proposals to the Office of the Provost (including administrative and operational proposals/business plans), which will make final recommendations to the Board of Trustees for approval.

Dual credit programs proposed by an educational unit faculty in partnership with a high school or school district shall (a) comply with policies established by the Council on Postsecondary Education (CPE) for these programs, (b) contain a specific provision that the UK educational unit faculty approve both the educational site and each individual high school instructor and (c) provide for the classification of enrolled high school students as non-degree-seeking UK students.

3.1.5.1 DEFINITIONS

3.1.5.1.1 CHANGES

Academic program changes are the responsibility of a college's Office of the Dean. The respective Academic Council will make recommendations to the Office of the Provost. The Office of the Provost will have final approval of any changes.

Changes to an academic program include changes to:

1. Requirements for admissions.
2. Specific courses, the number of credit hours or other requirements for a certificate, degree or the Lewis Honors Program credential.
3. A major, minor, area, core or track within an undergraduate degree.
4. A core or concentration within a master's degree (either a research/scholarship master's degree or a professional master's degree).
5. A core or specialization within a doctoral degree (either a research/scholarship doctorate, a professional practice doctoral degree or an advanced practice doctorate).
6. Mode of delivery (e.g., to a distance learning or correspondence format) if the educational material cannot be delivered in distance learning form without being a substantive change in content.
7. Title of a certificate, degree, major, minor, area, core, track, concentration or specialization.
8. Probation and suspension procedures and policies.

The establishment of a joint degree offering with another institution is considered an academic program change.

Programs or curricula leading to academic credentials other than a degree, certificate, badge or the Lewis Honors College program curriculum are not subject to these procedures.

3.1.5.1.2 SIGNIFICANT CHANGES

Significant changes to the academic content of a program are defined as those that the College Faculty, Undergraduate Council, Graduate Council, Health Care Colleges Council and/or the J. David Rosenberg College of Law Faculty Council determine involve one (1) or more of the following:

1. Changes to academic content of the program (e.g., curricula) that significantly impact the home unit or another educational unit.
2. Significant impact on the character or the purpose of the program (e.g., addition of a track, concentration or specialization in a degree program).
3. Adding online delivery of a current in-person program.

A degree program change meeting the criteria of "minor program change" is exempt from the above definition.

The Lewis Honors College curriculum is treated as an academic program within the context of the significant changes rule.

3.1.5.2 PROCEDURES TO BE USED

3.1.5.2.1 APPROVAL BY THE FACULTY OF RECORD

3.1.5.2.1.1 UNDERGRADUATE AND PROFESSIONAL CERTIFICATES OR DEGREES

For proposals concerning undergraduate or professional certificates or degrees, or for the Lewis Honors College program credential, the respective College Faculty will decide whether to approve the proposal, following its College Rules. The dean, or their designee, will then forward an approved proposal to the appropriate Academic Council, which will make a recommendation to the Office of the Provost, confirming that the proposal has been approved according to the College Faculty Rules. The dean may include a separate opinion on the academic merits of the proposal. The Office of the Provost will have final approval.

The dean or equivalent shall include a statement on the administrative feasibility for new certificate and degree programs, as well as those with proposed significant changes.

For degree programs and certificates that report to an office outside of a college, the Office of the Provost shall provide a statement of administrative feasibility for new or significantly changed degree programs and certificates.

Dual degree programs are simultaneously considered for approval by the respective college faculties following the above procedures. The respective deans may include separate opinions on the academic merits and administrative feasibility of the proposal.

3.1.5.2.1.2 GRADUATE CERTIFICATES OR DEGREES

For proposals for graduate certificates or degrees, a proposal approved by the faculty of the graduate program shall be forwarded by the respective Director of Graduate Studies to the dean of the college that houses the program's home educational unit. If required by the College Rules, the proposal may be reviewed by the dean and the faculty committees/councils of that college; an advisory opinion may be added by the dean and these bodies. The dean shall include a statement of administrative feasibility for new certificate and degree programs, as well as those with proposed significant changes.

For graduate degree programs and certificates that report to an office outside of a college, the Office of the Provost shall provide a statement of administrative feasibility for new certificate and degree programs, as well as those with proposed significant changes.

The Director of Graduate Studies, or their designee, shall then forward the proposal to the Graduate Council. The Graduate Council shall make a recommendation to the Office of the Provost, which will have final approval. If the proposal concerns a new graduate program originating from faculty in an educational unit that does not currently host a graduate program, the dean of the college containing that educational unit shall perform the administrative processing roles prescribed in this section in lieu of a Director of Graduate Studies.

3.1.5.2.1.3 BADGES

The College Faculty body, or department (if outside the academic colleges), reviews all credit-bearing badge proposals and recommends approval to the Office of the Provost. The Office of the Provost will then make a final recommendation to the Board of Trustees. The Board of Trustees will have final approval.

3.1.5.2.1.4 UNIVERSITY SCHOLARS PROGRAM (USP)

Graduate program faculty have the authority to accept students into their graduate programs from undergraduate programs within the same or related field through the USP. Upon submission of a request by the graduate program faculty and approval by the Graduate Council, the Graduate School shall implement USP admissions into the graduate program, in accordance with the requirements outlined in this document. The Graduate School shall maintain and annually update a list of programs accepting students through USPs.

3.1.5.2.1.5 REVIEW BY DEAN'S OFFICE

3.1.5.2.1.5.1 NEW CERTIFICATES OR DEGREES

The Office of the Dean for each college is responsible for all new courses, programs, certificates or degrees. The respective Academic Councils will conduct the initial review and make a recommendation to the Office of the Provost, which will consult with the Faculty Senate, as applicable. The Office of the Provost will have final approval.

The Office of Provost will perform holistic reviews of new courses, programs, degrees and certificates to prevent duplication and ensure University-wide program integrity and will work with relevant Academic Councils and the Faculty Senate, as applicable.

3.1.5.2.1.5.2 CHANGES TO EXISTING CERTIFICATES OR DEGREES

The Office of the Dean for each college is responsible for all changes to courses, programs, certificates or degrees. The respective Academic Councils will conduct the initial review and make a recommendation to the Office of the Provost, which will consult with the Faculty Senate, as applicable. The Office of the Provost will have final approval.

*Changes to 25% or less of the program do not need to be sent to the appropriate Academic Council.

3.1.5.2.1.5.3 ONLINE DELIVERY FOR NEW AND EXISTING COURSES, PROGRAMS, CERTIFICATES AND DEGREES

The Office of the Dean for each college is responsible for new and existing online courses, programs, certificates or degrees. The Office of the Provost will have final approval.

3.1.5.2.1.6 CHANGES TO EXISTING CERTIFICATES AND DEGREES

3.1.5.2.1.6.1 SUBSTANTIVE CHANGES AS PER SACSCOC

Program changes identified as “substantive changes” by the Office of Strategic Planning and Institutional Effectiveness (OSPIE), per SACSCOC, but not considered significant changes otherwise, shall be processed by the Office of the Provost to meet any special accreditation requirements.

3.1.5.2.1.6.2 CLOSURE

The Office of the Provost will make final recommendations to the Board of Trustees for course, program, certificate or degree closures. The Board of Trustees will have final approval for closures.

3.1.5.2.1.6.3 SIGNIFICANT REDUCTION

The Office of the Provost will have final approval of certificate or degree reduction based on SACSCOC guidance.

3.1.5.2.1.6.3.1 10-Day Posting

The Office of the Provost shall post the types of program proposals listed below on the corresponding website for 10 business days, thereby providing University-wide notice.

- New minor
- New badges
- Regular change to existing degree, certificate, minor, or badge
- Closing (including closing of modality) a degree, certificate, minor, or badge for which Senate previously approved permanent suspension of admissions

3.1.5.2.1.6.3.1.1 Objections

During the 10-day posting period, any University Faculty member can raise an objection to a posted proposal through the Office of the Provost. At the discretion of the Provost, the Provost may have the issue reviewed by the Faculty Senate Executive Committee (FSEC). The FSEC will review and provide advisement to the Provost for a final determination. The Office of the Provost shall circulate reports of these decisions to the University Registrar and other appropriate entities.

3.1.5.2.1.6.3.1.2 Final approval

If no objection is raised to the Office of the Provost within 10 business days of the posting, then the proposal is approved as the final action. The Office of the Provost will report approvals to the University Registrar and other appropriate entities.

3.1.6 EFFECT ON CURRENT STUDENTS WHEN PROGRAM REQUIREMENTS CHANGE

3.1.6.1 UNDERGRADUATE CERTIFICATES AND DEGREE PROGRAMS

When the requirements for an undergraduate certificate or degree program change after a student has enrolled in it, the student may choose to fulfill either the old or the new requirements. In fulfilling the old requirements, if a student finds necessary courses have been eliminated or substantially revised, the student may substitute other courses with the approval of the dean of the college. In this instance, the student shall not be forced to comply with the new requirements.

However, if a student interrupts their studies in the program or at the University for more than two (2) semesters, the dean of the student's college shall determine which requirements the student must fulfill.

If the curriculum revision is required by an external accreditation certification body, and this body submits a written statement to the University that the accreditation of a program or certification of its graduates is in jeopardy unless students fulfill the new requirements, the option of fulfilling the old requirements shall not apply.

This rule does not apply to new or additional prerequisites for courses required as outside curricular requirements by another program.

3.1.6.2 GRADUATE CERTIFICATES AND DEGREE PROGRAMS

When the requirements for the Graduate School or a graduate certificate or degree program change after a student has begun a course of study, the student may choose to fulfill either the old or the new requirements.

If the student elects to fulfill the old requirements but finds that necessary resources (e.g., courses, instruction in particular skills) are no longer available, the student may make reasonable substitutes with the approval of the Dean of the Graduate School upon recommendation of the respective Director of Graduate Studies.

If a student's work is interrupted on a graduate degree (i.e., the student is not enrolled) for one (1) calendar year or more, the Dean of the Graduate School shall determine, upon recommendation of the respective Director of Graduate Studies, whether the old or the new requirements shall apply. If a student has not completed the requirements for the graduate degree five (5) years after the effective date of a change in degree requirements, the new requirements shall apply unless determined otherwise by the Dean of the Graduate School.

3.1.6.3 PROFESSIONAL CERTIFICATE AND DEGREE PROGRAMS

Colleges offering professional certificates and degrees reserve the right to change curriculum requirements provided the program change has gone through the University's approval process. Any such change in curriculum, however, shall not result in a longer tenure for students enrolled in the program who are making satisfactory academic progress.

3.2 COURSES

3.2.1 DEFINITION OF "COURSE"

A course is a unit of educational content with paced delivery to enrolled learners. It includes required interactions with the supervising credentialed instructor within a fixed timeframe and concludes with the instructor's assessment of the learner's attainment of specific learning outcomes. Courses may be credit-bearing or non-credit bearing.

An activity will be considered an academic college course when it substantially exhibits the following features:

1. Contains educational content
2. Follows a paced delivery
3. Is delivered to learners
4. Enrolls learners in the activity
5. Requires interactions with an instructor
6. The instructor has the necessary credentials

7. Occurs within a defined timeframe
8. Specifies learning outcomes, requirements or the equivalents
9. Involves assessment of learning by the instructor

3.2.1.1 CREDIT-BEARING COURSES IN ACADEMIC COLLEGES

Credit-bearing courses in academic colleges are recorded on an academic transcript.

3.2.1.2 NON-CREDIT BEARING COURSES IN ACADEMIC COLLEGES

Non-credit bearing courses in academic colleges are not recorded on an academic transcript.

When overseen by the College Faculty of an educational unit, non-credit bearing courses in academic colleges do not require approval beyond the educational unit, notwithstanding any other college- or department-level rule requirements.

3.2.2 COURSE NUMBERING SYSTEM

3.2.2.1 STANDARD NUMBERING SYSTEM

The number system reflects the level of course material and associated rigor. With the exception of upper graduate level and professional courses, any prerequisite restrictions limiting the level of a student accepted into a course shall be specified in a course's prerequisites. Courses shall be numbered as follows:

001-099 No credit, non-degree and/or developmental courses

100-199 First year undergraduate-level course; undergraduate credit only

200-299 Sophomore-level course; undergraduate credit only

300-399 Junior-level course; undergraduate credit only

400-499 Advanced junior- and senior-level course; undergraduate credit only

400G-499G Senior and first-year graduate-level course; graduate credit for non-majors only

500-599 First-year graduate-level course; undergraduate and graduate credit

600-799 Upper graduate-level course; open only to graduate students

800-999 Professional programs course; open only to students enrolled in professional degree programs

3.2.2.2 EXCEPTIONS

Exceptions to course admissions requirements may be granted as follows:

Seniors demonstrating exceptional ability or preparation may be admitted to courses numbered between 600 and 799. Admissions is contingent upon approval of the instructor, the dean of the student's college and the Dean of the Graduate School.

3.2.2.3 BLOCKS OF NUMBERS FOR CERTAIN COURSES

The following blocks of numbers are set aside by the Office of the University Registrar for use of specific courses as indicated:

3.2.2.3.1 395 INDEPENDENT WORK OR INDEPENDENT STUDY

If a department offers more than one such course, numbers lower than 395 shall be used.

3.2.2.3.2 COMMUNITY ENGAGEMENT AND OTHER EXPERIENTIAL LEARNING COURSES

3.2.2.3.2.1 DEFINITIONS

For the purposes of experiential learning activities created and delivered from a unit faculty, any experiential learning activity that is required for a certificate, degree or academic honor recorded on the transcript must be tracked by a numbered course for zero (0) or more credit hours.

Community engagement describes the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

3.2.2.3.2.1.1 COMMUNITY-BASED LEARNING EXPERIENCES

Community-based learning experiences are credit-bearing in which students apply, and thereby achieve greater mastery of, theoretical knowledge in real-world settings under the supervision of a faculty member.

3.2.2.3.2.1.2 SERVICE-LEARNING

Service-learning is an integrative experience through which learners engage in thoughtfully organized actions in response to community identified assets and needs. Service-learning experiences are designed to be reciprocal exchanges of knowledge and resources accomplished through service and reflection. Learning outcomes promote academic and civic engagement and are focused on an equal balance between holistic learner development and community well-being. Service-learning can be credit-bearing or non-credit bearing.

3.2.2.3.2.1.3 OUTREACH

Outreach is a focus on the application and provision of institutional resources for community use. Outreach can be formal or informal educational approaches to deliver University (research-based) information to people and communities.

3.2.2.3.2.1.4 CIVIC ENGAGEMENT

Civic engagement is working to make a difference in the civic life (both political and non-political processes) of communities and developing the combination of knowledge, skills, values and motivation to make that difference.

3.2.2.3.2.2 RESERVED NUMBERS FOR COURSES

3.2.2.3.2.2.1 396 UNIVERSITY EXPERIENTIAL EDUCATION

3.2.2.3.2.2.2 399 DEPARTMENTAL FIELD BASED EXPERIENTIAL EDUCATION

Departmental field based experiential education may be repeated to a total of 30 hours and shall provide students the opportunity to earn credit for work-study experience, with the approval of a faculty member and the department chair or their designee. A student must work with a faculty member to describe the nature of the experience, the work to be performed, any accompanying learning experiences, appropriate course credit for the work and criteria by which the student's work may be evaluated. This information must be written and filed in the departmental office and with the Stuckert Career Center prior to the student's registration for the course. Catalog descriptions of these courses must explicitly state the requirement for completing learning contract.

3.2.2.3.3 CONS 599

CONS 599 is reserved for enrollment of consortium agreement students to assign and track financial aid awards and full-time/part-time status.

3.2.2.3.4 748 MASTER'S THESIS RESEARCH

748 Master's Thesis Research may be repeated three (3) calendar years (0 credits).

3.2.2.3.5 749 DISSERTATION RESEARCH

749 Dissertation Research may be repeated three (3) calendar years (0 credits).

3.2.2.3.6 767 DISSERTATION RESIDENCY CREDIT

767 Dissertation Residency Credit is residency credit for dissertation research after the QE. Students may register for this course in the semester of the QE. A minimum of two (2) semesters are required, as well as continuous enrollment (Fall and Spring) until the dissertation is completed and defended (2 credit hours).

* When a new graduate degree program is approved, the establishment of the 767 course is automatic and does not need to be submitted as such through the course approval process.

3.2.2.3.7 768 RESIDENCE CREDIT FOR MASTER'S DEGREE

768 Residence Credit for Master's Degree may be repeated once (1-6 credits equivalence).

3.2.2.3.8 769 RESIDENCE CREDIT FOR DOCTORAL DEGREE

769 Residence Credit for Doctoral Degree may be repeated indefinitely (0-12 credits equivalence).

3.2.2.3.9 770–779 SEMINAR COURSES

3.2.2.3.10 790–799 RESEARCH COURSES

3.2.2.3.11 880–889 SEMINAR COURSES IN PROFESSIONAL DEGREE PROGRAMS

3.2.2.3.12 895–899 INDEPENDENT WORK IN PROFESSIONAL DEGREE PROGRAMS

3.2.2.3.13 RESERVED FOR THE COUNCIL ON POSTSECONDARY EDUCATION

The following are reserved for enrollments to report numbers in these categories to the Council on Postsecondary Education (CPE):

3.2.2.3.13.1 PD 099

PD 099 is reserved for enrollment of Postdoctoral Scholars and Postdoctoral Fellows.

3.2.2.3.13.2 MC 800

MC 800 is reserved for enrollment of Residents and Clinical Fellows in the health care professional programs.

3.2.2.4 REMEDIAL COURSES

All remedial courses shall be designated with the letter “R” following the course designation and number. No course designated with an “R” shall count for credit toward a degree at the University.

3.2.2.5 EXPECTATIONS IN 400G AND 500-LEVEL COURSES

Combined instruction of graduate and undergraduate students in 400G and 500-level courses must be structured to ensure appropriate attention to both groups of students and include a corresponding distinction in expectations. This differentiation is to be accomplished by (a) the completion of additional or distinct assignments by the enrolled graduate students consistent with graduate-level scholarship, and/or (b) the establishment of different grading criteria in the course for graduate versus undergraduate students, reflecting a higher standard for graduate students. The grading scale for both graduate and undergraduate students must be clearly stated in the syllabus.

3.2.3 PROCEDURES FOR PROCESSING COURSES AND CHANGES IN COURSES

Applications for new courses, changes in existing courses or deleting courses must be processed as provided in this rule.

This rule also applies to new or existing courses that bear the imprimatur of UK as an educational institution, are taught by UK faculty and are offered to the public. This rule applies regardless of whether the course is recorded on an academic transcript and whether the course is eligible toward a certificate or degree. This rule does not apply to individual activities of a faculty member or other UK employee in which they may use the UK logo simply to indicate their status as UK employees.

* This rule includes continuing education programs.

3.2.3.1 DEFINITIONS

If changes to a course are being proposed as a part of a new academic program or change to an academic program, those course changes shall be incorporated into the proposal for academic program change that is processed.

* The above rule will take effect when technologically feasible.

A change in course content that does not affect (a) use of the course to satisfy program requirements, (b) course number, (c) course credit hours or (d) course title, is not considered a change to an academic program and shall be processed.

In the course change procedures, the “Dean” of courses homed outside of a college is an officer appointed by the Office of the Provost to act in the prescribed manner.

3.2.3.2 PROCEDURES TO BE USED

If a proposed course cannot be used toward a credit-bearing program in an academic college, final approval of the course is conducted pursuant to the Rules of the College of the originating educational unit and does not require approval above the level of the college. The College Rules may further delegate responsibility to department or program faculties. If the originating educational unit is not administratively housed in a college, then the department chair or director shall forward the proposal to the Office of the Provost (including administrative and operational proposals/business plans).

3.2.3.2.1 APPROVAL BY THE FACULTY OF RECORD

3.2.3.2.1.1 INITIAL ACTION

The Faculty of Record of the originating educational unit decides whether to approve proposals for new courses or changes to courses (including changes to courses in the educational unit’s dual degree programs).

Proposals shall include identification of the educational unit/graduate program faculty serving as the Faculty of Record for the program, or its delegated Faculty of Record.

For programs housed outside of a college, the new program proposal shall include the form proposing the composition of the body that will serve as an educational unit’s Faculty of Record.

The respective department chair/director must send the proposal to the College Faculty in accordance with the College Faculty Rules. By doing so, they confirm that the proposal has been approved in accordance with the Rules of the Faculty of the originating unit. The department chair/director may include a separate opinion on the academic merits or on the administrative feasibility of the proposal.

* For the purposes of this rule and graduate courses, "The faculty of the originating educational unit" means the members of the Graduate Faculty of the program.

* Courses for dual degree programs are simultaneously considered for approval by the respective unit faculties pursuant to the above procedures. One of the chairs/directors shall send the approved proposal to the College Faculty, or, in the case of dual degree programs that cross colleges, to each College Faculty.

3.2.3.2.2 CROSS-LISTING

If an educational unit faculty wishes to cross-list an existing course, then it shall first seek the approval of the faculty of the educational unit that currently offers the course. If each faculty of the two units approves the cross-listing (which shall be attested to by each unit chair/director in the proposal documentation), then the requesting educational unit shall submit a form for a minor course change of the existing course. If the units are in different colleges, both deans must signify approval in the similar respective capacities as described above for the two-unit chair(s)/director(s). Cross-listing shall not be used as justification for duplication of teaching effort. The chair of the home educational unit of the course must agree on the time, place and instructor(s) in scheduling of the cross-listed course.

3.2.3.2.3 REPLACED COURSES

If a new course is created through substitution, replacement, consolidation or combination of one (1) or more courses, a form for dropping the eliminated course must be processed in the prescribed manner.

3.2.3.2.4 EXCEPTION FOR MINOR CHANGES

3.2.3.2.4.1 DEFINITION

A request may be considered a minor change if it meets one (1) of the following criteria:

1. A change in number within the same hundred series (excluding 400G to 499G, which is considered a major change). For this rule, courses numbered 600 to 799, and 800 to 999, are respectively considered to be in the same hundred series.
2. An editorial change in the course title or description that does not imply change in content or emphasis.

* If a change in course prefix is required due to prior approval of a name change of the associated academic program or educational unit, the change to a completely new course prefix may be considered minor under the following standards: (a) there is no change in course content or emphasis, (b) there is no change in the hundred series of the course number and (c) there is no change of the educational unit responsible for the course.

3. A change in prerequisite(s), which does not imply a change in course content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s).
4. A new cross listing or a change in the cross-listing status of a course, as described above.
5. Correction of typographical errors.

3.2.3.3 AUTOMATIC DELETION OF COURSES FROM SCHEDULE OF CLASSES

If any course has not been taught within a four-year period, the Office of the University Registrar shall remove the description of the course from the Schedule of Classes. A course removed from the Schedule of Classes shall remain in the Office of the University Registrar's inventory of courses for an additional four (4) years (unless the respective college submits a form requesting course deletion to the Office of the University Registrar). During the additional four-year period, the college may offer the course and, if it is taught, the Office of the University Registrar shall restore its description to the Schedule of Classes. If it is not taught within the four-year period, the course shall be removed from the Office of the University Registrar's inventory of courses.

A course that has been removed from the Schedule of Classes but remains in the University course file may be changed following the normal change procedures. However, the change does not affect its status, and it cannot be restored to the Schedule of Classes until it is taught.

A cross-listed course which has had no subscribers in one (1) department for the past four (4) years shall continue to be listed in the Schedule of Classes if it has been taught by the other department in that time. A cross-listed course which has had no subscribers in one (1) department for eight (8) years is automatically removed from the Schedule of Classes as one of that department's courses (i.e., it is no longer a cross-listed course).

3.3 CREATION OR CLOSURE OF ACADEMIC PROGRAMS AND EDUCATIONAL UNITS

Academic Councils will make recommendations to the Office of the Provost (including administrative and operational proposals/business plans) regarding academic program creation, change and closure. The President will make final recommendations to the Board of Trustees, which will have final approval.

3.4 CHANGE OF ACADEMIC PROGRAMS AND EDUCATIONAL UNITS

The Office of the Provost will have final approval over academic program changes.

3.4.1 PROCEDURES REGARDING SUCH CHANGES IN AN ACADEMIC PROGRAM OR EDUCATIONAL UNIT

3.4.1.1 REVIEW PROCEDURES

3.4.1.1.1 INITIAL REVIEW

3.4.1.1.1.1 ACADEMIC PROGRAM CONSIDERATIONS

1. Significance of each program or course of study to the mission of the University or of the college, school or department within which it is located.

2. Academic strength, productivity and quality of the academic program or unit and its faculty.
3. Importance of the academic program to the state or region in terms of its cultural, historic, political, economic or other social resources.
4. Importance of the program to the state or region in terms of its geologic, geographic, environmental or other natural resources.
5. Relationship of the academic program and the work done therein to some essential program or function performed at this institution.
6. Current student demand and projected enrollment in the subject matter taught in the program or unit.
7. Current and predicted comparative cost analysis/effectiveness of the program.
8. Duplication of work performed in the academic program by other programs or departments at other public institutions of higher education within the Commonwealth of Kentucky.
9. Academic policies of the program faculty made necessary by, or in response to, requirements of governmental or accrediting bodies.

3.4.1.1.1.2 ACADEMIC INFRASTRUCTURAL CONSIDERATIONS

1. Current and proposed structural organization of the unit.
2. How the structural change involves other units and fits with department, college and/or University objectives and priorities.
3. How the structural change affects the position of the unit relative to state and benchmark institutions, and to SACS/CPE/professional accrediting bodies.
4. How the new structure will be evaluated as meeting (or not) the objectives for forming the new structure, including the timing of key events.
5. How the new structure will impact plans for student recruitment, enrollment, education and competitiveness.
6. The qualifications of the key unit personnel and, where appropriate, the processes for searching for an interim leader or unit chair/director.
7. The faculty/staff to be associated with the unit, allocation of DOE (depends on experience) for unit activities, tenured/tenure eligibility, joint faculty, voting rights in policymaking, etc.

4 ADMISSIONS TO THE UNIVERSITY

4.1 APPLICATION FOR ADMISSION AND READMISSION

All applicants meeting the appropriate academic requirements shall be considered equally for admission to the University or to any college or academic program regardless of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status or whether the person is a smoker or nonsmoker, as long as the person complies with the University policy concerning smoking. All applicants for admission to the University, and all University students who have not been enrolled for one (1) or more semesters (except for students described in the next paragraph), must submit to the office responsible for undergraduate admissions an official application for admission and supporting documents as described below. The University adheres to admissions policies promulgated by the Council on Postsecondary Education (CPE).

Eligibility for admission beyond the university requirements is housed within individual colleges. The implementation of admissions policies established by individual colleges is managed centrally by the appropriate offices responsible for admissions at each level, undergraduate, graduate and professional, in accordance with state and federal laws.

Degree-seeking students who have not been enrolled for up to two (2) semesters (excluding summer) and have not earned college credits since their last enrollment at UK have the option of completing a condensed readmission application.

1. Applications for admission and supporting documents must be submitted by the deadlines specified on the admissions website at each level and in the University Catalog.
2. Colleges with professional programs, with the approval of the Office for Student Success, may set deadlines earlier than those set generally for the University.
3. Applications for admission or readmission must be supported by official transcripts of all college work attempted elsewhere.
4. Every student whose first language is not English and who is not a citizen of the United States is required to take the Test of English as a Foreign Language (TOEFL) prior to approval for admission. This test may be waived for such students who can present an official transcript of satisfactory work taken at an accredited American college, or a college in another country where English is the primary language of instruction.
5. All students who present one (1) or more units in a foreign language for entrance to the University are required to take a placement test to determine the course level at which they should begin their study of the language in the University. A student who has credit for three (3) units of a foreign language in high school may not receive degree credit for the first year of that language in the University. Further, a student who has credit for two (2) units of a foreign language in high school may not receive degree credit for the first semester of that language in the University.

4.2 ADMISSIONS REQUIREMENTS

4.2.1 UNDERGRADUATE PROGRAMS

Students who satisfy the basic admissions requirements may register in any undergraduate program at the University, unless additional entrance requirements are specified elsewhere.

The University prefers applicants for admission take the American College Test (ACT) examination. However, applicants may be considered for admission based on their Scholastic Aptitude Test (SAT) scores. The Office for Student Success will annually provide the ACT/SAT concordance table provided by those organizations to be used in the admissions process. Scores will be used alongside the established lower division selective admissions criteria.

All new first time in college (FTIC) and transfer students must attend an orientation prior to enrollment, unless they are excused due to special circumstances or emergencies, with permission from the Office for Student Success and their college of admission.

The Office for Student Success shall review the undergraduate admissions policy and all associated academic standards each academic year.

Pursuant to 13 KAR 2:020, applicants to public institutions must meet the established college admissions or academic readiness indicators established by the CPE. Students who do not meet the established CPE thresholds in reading, writing or math are placed in the Academic Preparedness and Placement Program (APP).

4.2.1.1 BASIC LOWER DIVISION SELECTIVE ADMISSIONS

4.2.1.1.1 ADMISSIONS DECISIONS

4.2.1.1.1.1 AUTOMATIC ADMISSIONS CRITERIA

The Admissions Management System will use the automatic admissions criteria. The University will publish the range of ACT and SAT scores and GPAs that secured admission in the previous year's FTIC cohort.

The automatic admissions criteria will consider various factors including high school GPA (HSGPA), SAT and ACT composite scores, class rank, course difficulty, ACT subsection scores or any other relevant criteria that help assess an applicant's potential for academic success at the University. However, students with an ACT score below 18 or an HSGPA below 2.0 will be automatically denied admission and can only be admitted in accordance with the Exceptions Procedures.

Students who meet the established admissions criteria will be admitted.

4.2.1.1.1.2 EXCEPTIONS PROCEDURES

The exceptions procedure applies to applicants who were denied based on the automatic admissions criteria. Applicants who do not meet the criteria will be reviewed holistically. The review considers various factors such as HSGP, grade trends, curriculum strength, test scores, involvement, leadership and essay responses. Applicants may select up to three (3) colleges for consideration. The applicant's full admissions file and the results of the holistic review will be shared with these colleges, which then make the final admissions decisions to their respective colleges.

4.2.1.1.1.3 DEADLINES

Admissions deadlines are established by the Office for Student Success and published online.

These deadlines apply to any student seeking admissions to the University and are specified by admissions type and semester the student intends to apply. Applications received after the deadline for full consideration may be rejected, even if they demonstrate better qualifications than some already admitted.

4.2.1.1.2 PRECOLLEGE CURRICULUM

4.2.1.1.2.1 REQUIREMENTS

To be admitted to the University, an applicant must meet Kentucky's high school graduation requirements as outlined in 704 KAR 3:305.

English/Language Arts — four (4) credits required

English I, II, III, IV (or AP English)

Science — three (3) credits required

Credits to include life science, physical science and earth/space science (at least one (1) lab course)

Mathematics — three (3) credits required

Algebra I, Algebra II, Geometry

(see note below on substitutions)

Social Studies — three (3) credits required

From U.S. History, Economics, Government, World Geography and World Civilization

Health — half (0.5) credit required

Physical Education — half (0.5) credit required

History and Appreciation of Visual, Performing Arts — one (1) credit required

History and Appreciation of Visual and Performing Arts or another arts course that incorporates such content.

Electives — seven (7) credits required

Total credits: 22

15 required credits; seven (7) elective credits

A student may substitute an integrated, applied, interdisciplinary or higher-level course within a program of study if the substituted course offers the same or greater academic rigor and if the course covers or exceeds the minimum required content.

While not required for admissions, the University recommends that high school students complete at least two (2) years of a foreign language.

4.2.1.1.3 HIGH SCHOOL NONGRADUATES

The University office responsible for undergraduate admissions may also consider students who have not graduated from high school but who demonstrate, through ACT scores, unweighted HSGPA and other evidence, that they are prepared to do the work required as a university student.

These students are considered on a case-by-case basis. No student may continue to enroll as a non-degree-seeking student after earning 24 credit hours in this status without the special permission of the dean of the college in which the student is registered.

The condition of graduation from high school may be waived for superior students with appropriate recommendations from their high school counselors or teachers. The University office responsible for undergraduate admissions shall recommend academic criteria for admission under these conditions. Students who have not graduated from high school or have not earned a General Education Diploma (GED) will not be eligible for Title IV funds.

4.2.1.1.4 PROSPECTIVE STUDENT ATHLETES RECEIVING ATHLETICS-RELATED AID

Student athletes, as identified by a designee within the University of Kentucky Athletics Department, who do not meet established standards for automatic acceptance but do meet Southeastern Conference (SEC) and National Collegiate Athletic Association (NCAA) academic requirements for first time in college (FTIC) eligibility shall be eligible for admission. Student athletes who do not meet SEC and NCAA academic requirements for FTIC eligibility may be admitted only through the provisions above.

4.2.1.1.5 TRANSFER STUDENTS

Students at other colleges or universities will be permitted to transfer to UK if they meet one (1) of the criteria below.

Students who have completed 24 credit hours or more at the postsecondary level and achieved a GPA of 2.0 or higher are admissible to the University. Admissibility to particular colleges and programs is prescribed by "Undergraduate programs."

Students who have completed 23 credit hours or fewer must meet both FTIC and transfer admissibility requirements to gain admission to the University. The University office responsible for undergraduate admissions will review both final high school cumulative GPA and postsecondary GPA in order to make a decision about admission. Admissibility to particular colleges and programs is prescribed by "Undergraduate programs."

4.2.1.1.6 INTERNATIONAL STUDENTS

Undergraduate international student applicants with a TOEFL score of at least 527 (paper-based) or 71 (internet-based) may be admitted. Corresponding scores on the International English Language Testing System (IELTS) or other approved measures of English proficiency shall also serve as evidence of English proficiency for admissions purposes.

An applicant with an English proficiency exam score below the acceptable levels may be admitted if other factors, such as their previous academic record, interviews and additional English tests, indicate that the applicant can succeed academically. The office responsible for undergraduate admissions will make decisions regarding these applicants.

International students who meet other admissions criteria but have not yet demonstrated English proficiency may be conditionally admitted. These students will be invited to enroll in the University's Center for English as a Second Language (CESL) for instruction. Once they demonstrate English proficiency as defined by CESL, they will be admitted as full-time degree-seeking students. In the absence of conditional admission, admission to the programs administered by CESL does not guarantee future admission to the University.

Students enrolled in Level 5 or Level 6 of CESL coursework may, upon meeting criteria set forth by the CESL program, enroll for one (1) semester as non-degree-seeking students in a pre-matriculation bridge program (half-time enrollment in non-credit CESL coursework and 6-8 hours of credit-bearing undergraduate coursework in academic colleges), constituting full-time enrollment in English preparation for immigration purposes. Completion of the bridge program with grades of "A" or "B" in all classes will constitute demonstration of English proficiency for full admission to the University. However, some UK academic colleges and/or majors may require a TOEFL/IELTS score for admission to their programs.

4.2.1.2 ADMISSIONS TO ADVANCED STANDING

Applicants for admission must present evidence that they are in good standing at their most recent institution. Credit hours for courses accepted from two-year colleges shall be limited to a maximum of 67 semester hours (however, there is no limit on lower division coursework for KCTCS students per KRS 164.583) with the following exceptions:

1. Students in the RN-BSN (Registered Nurse to Bachelor of Science in Nursing) program, for whom the limit shall be a maximum of 90 semester hours. Applicants must have maintained a GPA of 2.0 or an average of "C" in all previous course work.
2. Students in the MLT to MLS (medical laboratory technician to medical laboratory scientist) track, of the Medical Laboratory Science program, for whom the limit shall be a maximum of 80 semester hours.

All collegiate-level work completed at an accredited college or university is recognized on a credit hour basis. However, the dean of a college may require validation of course equivalencies or applicability toward degree requirements for more specialized courses. To be classified as accredited, a college or university must be a member of one (1) of the six (6) accrediting associations formally classified as "regional":

1. Middle State Commission on Higher Education
2. Northwest Commission of Colleges and Universities
3. Higher Learning Commission
4. New England Commission of Higher Education
5. Southern Association of Colleges and Schools
6. Western Association of Schools and Colleges

Advanced standing from an unaccredited US college or university may be obtained by special subject examinations.

4.2.1.3 NON-DEGREE-SEEKING STUDENTS

The goal of the University policy for non-degree-seeking students is to provide appropriate access to academic courses for students who want to continue their education without pursuing a degree. There are three (3) types of non-degree-seeking students at the University. The first

two types, visiting and high school dual enrollment students, are degree-seeking at other institutions. The third type of non-degree-seeking student is a student who is not seeking a degree from any institution at the time of enrollment.

While degree-seeking students are given top priority for University resources, the University aims to make these resources available to non-degree-seeking students on a space-available basis. This policy ensures reasonable access to a broader range of students without unnecessarily limiting University resources for degree-seeking students.

Non-degree status allows individuals to engage in lifelong learning without the requirements of a degree program, aligning with the University's educational mission. Some non-degree-seeking students are considered "Lifelong Learners" and include Donovan Scholars, students who have already earned degrees and non-traditional students who start as non-degree-seeking with the intention of later becoming degree-seeking students.

Other students eligible to enter the University in a non-degree status include visiting students from other colleges and universities, high school students seeking dual enrollment and other students in special circumstances as determined by the Office for Student Success.

4.2.1.3.1 RULES GOVERNING ADMISSIONS OF NON-DEGREE-SEEKING STUDENTS

To be admitted as a non-degree-seeking student, an applicant must meet the following criteria: The high school class of a non-degree applicant must have graduated at least two (2) years prior to the applicant's anticipated semester of enrollment unless:

1. The applicant will be on active military duty during their tenure as a non-degree-seeking student or the applicant has been admitted by exception.
2. The applicant is a visiting student.
3. The applicant is seeking high school dual enrollment.
4. The applicant possesses a bachelor's degree.
5. The applicant is enrolling in the University's Comprehensive Transition and Postsecondary (CTP) program.

Applicants who have been denied admission as degree-seeking students may not in turn be enrolled as non-degree-seeking students.

Former UK degree-seeking students generally will not be enrolled as non-degree-seeking students without having earned an undergraduate degree.

UK students under academic or disciplinary suspension at any higher education institution may not be enrolled as non-degree-seeking students.

Students currently under suspension at other institutions may not be enrolled as non-degree-seeking students at UK. Failure to disclose a current suspension may result in forfeiture of eligibility for future enrollment.

Applicants are strongly encouraged to submit transcripts of prior colleges at the time of application to facilitate advising on appropriate coursework.

International students applying as non-degree-seeking students whose primary physical residence will be UK, will apply using the same application process as those who are degree-seeking.

4.2.1.3.1.1 VISITING STUDENTS

A visiting student is a student currently enrolled at another institution of higher education who intends to earn credit at UK that will be applied to the degree requirements at their home institution. Visiting students must meet the same admissions requirements as regular transfer students. Applicants must self-certify that they are in good standing at their home institution and have a minimum GPA of 2.0 at the time of application.

4.2.1.3.1.2 HIGH SCHOOL STUDENTS SEEKING DUAL ENROLLMENT

Students currently enrolled in high school who desire to enroll in courses at UK must submit a high school transcript, ACT or SAT scores and provide a signature from a high school counselor or principal. Students must have a minimum HSGPA of 2.0 and must meet the CPE college readiness indicators.

4.2.1.3.1.3 OTHER NON-DEGREE STUDENTS

Other non-degree students are students not currently enrolled in a degree program at a high school, college or university but who wish to take undergraduate courses at the University without pursuing a formal degree. Applicants must self-certify that they have a high school diploma, GED, meet the Kentucky CPE college readiness indicators or are applying to participate in UK's Comprehensive Transition and Postsecondary program. Students who wish to switch to degree-seeking status at the University after enrolling as a non-degree student must go through the same application process as degree-seeking applicants.

4.2.1.3.2 RULES GOVERNING ENROLLMENT OF NON-DEGREE-SEEKING STUDENTS

Non-degree-seeking students must meet course prerequisites or obtain the consent of the instructor to enroll in a course.

Non-degree students (except Donovan Scholars) who complete nine (9) credit hours or more with a GPA less than 2.0 will not be allowed to continue enrollment.

No student may continue to enroll as a non-degree-seeking student after earning 24 semester hours in this status without the special permission of the dean of the college in which the student is registered.

Credit earned as a non-degree-seeking student will be evaluated for applicability toward a degree by the dean of the college in which the student will be enrolled. Successful completion of course work as a non-degree-seeking student does not ensure admission as a degree-seeking student. No graduate or professional credit is awarded for courses taken while a student is enrolled as an undergraduate non-degree-seeking student.

4.2.1.3.3 CHANGING STATUS FROM NON-DEGREE TO DEGREE-SEEKING

Applicants who have earned fewer than 24 semester credit hours at the University must meet the University's standards for admission as FTIC. Students who have earned 24 semester credit hours at UK may apply for degree-seeking status and will be considered transfer students for admission purposes.

High school students who have enrolled continuously at the University and who have earned more than 24 semester credit hours in total during a UK dual credit program (including credit for prior assessment) will be considered first-time FTIC when first changing their status from non-degree to degree-seeking.

4.2.1.4 ADMISSIONS AS AN AUDITOR

Any person may be admitted to a class or classes as an auditor by paying the required fees. An individual admitted as an auditor cannot change from audit to credit. A student regularly enrolled in any college must apply to their college to be an auditor. An individual not enrolled in any college must apply for admission to audit.

4.2.2 GRADUATE SCHOOL

4.2.2.1 REGULAR GRADUATE STUDENT ADMISSIONS

The Office of the Provost shall establish and implement the graduate admissions policy. The Office of the Provost shall review the policy and associated academic standards each year.

4.2.2.1.1 ADMISSIONS REQUIREMENTS

Students applying for regular admission to the University of Kentucky Graduate School must meet all of the following requirements, except where otherwise provided under “Exceptions to Regular Graduate Admissions Requirements”:

1. Hold a baccalaureate degree from an accredited institution of higher learning.
2. An undergraduate GPA of at least 2.75 on a 4.0 scale.
3. A graduate GPA (if applicable) of at least 3.0 on a 4.0 scale, for all graduate work.
4. Only if a program requires them, submission of scores on the verbal, quantitative and analytical portions of the aptitude section of the Graduate Record Examination (GRE) or scores from the Graduate Management Admissions Test (GMAT). The advanced portion of the GRE may be required by individual programs.
5. Has been accepted by the graduate program to which the individual has applied.

4.2.2.1.2 TRANSFER OF COURSE CREDIT HOURS

Upon request of the Director of Graduate Studies, a total of nine (9) hours of graduate-level course work (or 25% of regular course degree requirements) may be transferred into a master’s degree program.

4.2.2.2 EXCEPTIONS TO REGULAR GRADUATE ADMISSIONS REQUIREMENTS

4.2.2.2.1 INTERNATIONAL APPLICANTS

International applicants are required to have completed a baccalaureate degree and demonstrate English proficiency. One of the following methods can be used to demonstrate this proficiency:

1. An awarded degree from a fully accredited US institution (bachelor’s, master’s or doctoral degree).

2. Official, valid scores from an English Language Proficiency Test approved by the Graduate Council, sent directly to The Graduate School.
3. Statement on the official transcript or an attestation letter sent directly from the Office of the University Registrar of the degree-granting institution confirming that English was the language of instruction.

4.2.2.2.2 COOPERATIVE EDUCATION ARRANGEMENTS

In cases where students applying for admission to the Graduate School under approved cooperative education agreements with a United States or international partner institution, the requirement of a completed bachelor's degree may be temporarily waived for up to 12 months from enrollment, or as specified in the cooperative agreement. No graduate degree will be awarded until a bachelor's degree from an accredited institution of higher learning has been awarded.

These cooperative education agreements must consider several criteria regarding the potential benefit to both UK and the US or international partner institution. These criteria include alignment with the academic, research, service priorities and plans of the University and the department and college proposing the agreement. Additionally, they must align with the University's mission and offer anticipated benefits to students, faculty members, the University and University partners. Institutional quality such as reputation, international/national ranking and accreditation status, will also be considered.

The Office of the Provost shall ensure that approval procedures for cooperative education agreements, including approval by the faculty of the affected degree program(s), are created, maintained and published in accordance with the considerations listed above.

4.2.2.2.3 EXCEPTIONS TO GRE REQUIREMENT

1. For Fall 2024 admissions and onwards, GRE/GMAT scores are no longer mandatory for admission to the Graduate School. However, individual programs may still choose to require GRE/GMAT scores if they find them useful for their admissions decisions. All programs that require GRE/GMAT scores as of May 1, 2023, will continue to maintain this requirement.
2. Programs that wish to change their GRE/GMAT requirement must do so via the Office of the Provost's approval process.

4.2.2.2.4 CONDITIONAL GRADUATE STUDENT ADMISSIONS

A student who wishes to pursue a higher degree, but who (for one or more of the reasons listed below) is temporarily ineligible for regular admissions may be recommended by the respective Director of Graduate Studies as a conditional student.

A. Both domestic and international students may be admitted "conditionally":

1. Until receipt of a final undergraduate transcript showing an awarded bachelor's degree.
2. Until receipt of official GRE/GMAT scores for programs that have this as an admissions requirement.

3. Until a student with a GPA of less than 2.75, or a graduate of a non-accredited institution, provides evidence acceptable to the program and the Dean of the Graduate School indicating that the student is capable of conducting satisfactory graduate work. Individual programs may establish higher requirements.

These requirements will be monitored by the Graduate School and must be met prior to the date set for priority registration during the first semester of enrollment. Students will not be allowed to priority register if these requirements are not met. The specific registration dates for their semester of entry and the consequences of failure to meet these requirements will be clearly spelled out in their acceptance letter.

B. Programs will have the option to recommend that both domestic and international students will be admitted “conditionally” for:

1. Deficiencies determined by the programs, such as taking specific required undergraduate courses.
2. Review by the program upon completion of a specified number of hours of coursework.

Approval to proceed with the doctoral QE or the master’s final examination will not be granted to students remaining in conditional status.

C. Graduating Seniors/Part-time Graduate Students

Graduating University of Kentucky seniors lacking no more than six (6) hours for graduation, but otherwise meet admissions requirements, may be admitted into the Graduate School in “conditional status.” In this case, the consent of the respective college dean and the Dean of the Graduate School and the approval of the Director of Graduate Studies are necessary. Such students may take no more than 12 credit hours and must complete the undergraduate degree during the semester in which they enroll in the conditional status.

4.2.2.2.5 POSTBACCALAUREATE STUDENT

Students who hold a bachelor’s degree and wish to take graduate courses without enrollment in a graduate degree program or graduate certificate program may apply for admission as a postbaccalaureate student.

A postbaccalaureate student may take an unlimited number of graduate-level courses. If the student later decides to work toward a graduate degree, the courses and number of UK graduate credit hours eligible for transfer will be determined by the respective Director of Graduate Studies and subsequently approved by the Dean of the Graduate School. Only courses assigned a grade of “B” or better can be transferred. Courses must have been taken no more than 10 years (master’s/specialist) or eight (8) years (doctoral) prior to the semester the transfer is requested.

Permission to enroll in any graduate class as a postbaccalaureate student will be granted only if the student meets the prerequisites and if space is available.

4.2.2.2.6 UNIVERSITY SCHOLARS PROGRAM (USP)

4.2.2.2.6.1 ADMISSIONS TO UNIVERSITY SCHOLARS PROGRAM (USP)

Applications to the (USP will follow current procedures and rules for admission to the Graduate School with the following additions:

1. The graduate program faculty concur the field of the undergraduate major is in the same or related field as the master's or doctoral program.
2. The program is open to undergraduate seniors who have completed at least 90 hours of course work and satisfied all UK Core requirements. Application to the program should be at the end of the student's junior year.
3. The undergraduate GPA should be greater than or equal to 3.5 in the student's major and 3.2 overall.

Application to the USP will follow the current procedures for application to the Graduate School, subject to the above conditions. Admissions decisions will be made by the Graduate Dean or their appointee.

4.2.2.2.7 POSTDOCTORAL SCHOLAR OR POSTDOCTORAL FELLOW

University educational policies concerning postdoctoral scholars and postdoctoral fellows enrolled in PD 099 are supervised through the Dean of the Graduate School, including the handling of academic offenses, in which case the Rules of the Graduate School shall apply.

4.2.3 ADMISSIONS TO DUAL DEGREE PROGRAMS

Admissions to dual degree programs (i.e. programs leading to more than one (1) degree) requires separate admission to each program.

Students who do not complete all requirements of the dual degree program are not entitled to the benefits of the dual degree program and must independently satisfy the requirements for the individual degrees.

Applications for dual degree programs involving at least one (1) program in the Graduate School should be submitted after the completion of at least 90 undergraduate hours. Exceptions to this 90-hour minimum requirement, which are rare and require approval, must be granted by both the respective Director of Graduate Studies and the Dean of the Graduate School.

4.2.4 ADMISSIONS TO UNDERGRADUATE CERTIFICATE PROGRAMS

Undergraduate certificate programs are open to those who are enrolled as (a) undergraduates, (b) postbaccalaureate (non-degree) students or (c) graduate or professional students. Individual undergraduate certificate programs may set reasonable admissions requirements or restrictions. These requirements may include completion of an undergraduate degree from an accredited institution prior to admission into the program.

4.2.5 ADMISSIONS TO GRADUATE CERTIFICATE PROGRAMS

Graduate certificate programs are open to individuals enrolled as postbaccalaureate (non-degree) students, graduate students or professional students who have been enrolled in the Graduate School for the purpose of admission to a graduate certificate program. Admissions

requirements for a certificate program may include prior completion of a master's or doctoral degree from an accredited institution, but in no case will be less than the requirements for postbaccalaureate admissions requirements to the Graduate School.

4.2.6 ADMISSIONS TO PROFESSIONAL CERTIFICATE PROGRAMS

Admissions criteria for professional certificate programs are typically different than that of the Graduate School and are administered in relation to the particular administrative structure and housing of the program.

4.3 REGISTRATION AND ASSIGNMENT TO CLASSES

A student shall use their full and proper name in registering and for all official purposes.

4.3.1 LATE REGISTRATION

After the sixth day of classes for a 15-week semester, or a proportionate number of days for shorter terms as determined and published by the Office of the University Registrar, no student may register for an organized class without written permission from the student's academic dean (or dean's designee) and the course instructor. The college in which the course is listed may require additional approval. The waiver and the rationale for the waiver must be documented in the student's record in the college.

The Office of the University Registrar may set a later date for final registration in classes that do not start on the first day of a semester or the Summer Session, or for the registration of a group of students who were not present at the regular registration time.

4.3.2 ASSIGNMENT TO CLASSES

The college dean is responsible for the student's schedule. This schedule, when filed in the Office of the University Registrar, becomes authority for the first official class roll of the instructor. No student will be admitted to any class, nor dropped from any class, except by authority of the Office of the University Registrar.

At the end of the term, the instructor must report a final grade on all names appearing on the official class roll. Students who have never attended class and who have not officially withdrawn shall be reported "NOT IN CLASS." These names so designated will be deleted from the official roll by the Office of the University Registrar. It is the responsibility of the instructor in each class to certify that the final roll is correct.

4.3.3 REPEATED REGISTRATION IN A COURSE

The chair of a department may refuse to allow a student to register in a course a third time. If a student withdraws from a course for an urgent non-academic reason, that course registration shall not count as a course registration under this provision.

4.3.4 CONCURRENT REGISTRATION IN COURSES BEARING THE SAME NUMBER

A student cannot enroll in more than one (1) course with the same number during a single academic term, unless the course description specifies that the course may be repeated for a certain number of credit hours.

5 RULES RELATING TO ATTENDING THE UNIVERSITY

5.1 GRADING SYSTEMS

5.1.1 GENERAL GRADING SYSTEM

Some colleges and programs have adopted different grading systems, which can be found in the Appendices.

The grading system used to record academic results in the Office of the University Registrar is as follows:

- A Exceptionally high achievement as a result of aptitude, effort and intellectual initiative. It is valued at four (4) quality points for each credit hour.
- B High achievement as a result of ability and effort. It is valued at three (3) quality points for each credit hour.
- C Satisfactory achievement for undergraduates or unsatisfactory achievement for graduate students. It is the minimum passing grade for which credit is conferred. It is valued at two (2) quality points for each credit hour.
- D Unsatisfactory achievement for undergraduates and is the minimum grade for which credit is conferred; the grade is not to be used for graduate students. It is valued at one (1) quality point for each credit hour.
- E Unsatisfactory performance and failure in the course. It is valued at zero (0) quality points and zero (0) credit hours.
- P Passing grade in a course taken on a Pass/Fail basis. It may also be assigned by the University Appeals Board in cases involving a violation of student academic rights. Credit hours successfully completed under this grade will count toward graduation but will not be used in calculating GPAs.
- F Failure in a course taken on a Pass/Fail basis. It is valued at zero (0) quality points and zero (0) credit hours.
- AU (Audit) Completion of a course attended on an audit basis. It is valued at zero (0) quality points and zero (0) credit hours.
- CR (Credit) designator for AP or CLEP or bypass work to reflect that credit is granted for a course.
- I (Incomplete) — see “*Further explanation of Certain Grades*”
- IP (In progress) Satisfactory work in progress in courses carrying no academic credit. It is valued at zero (0) quality points and zero (0) credit hours.
- N Temporary grade to be submitted for students who have been entered by the Office of the University Registrar into official class rolls but have never attended class and have not officially withdrawn. The Office of the University Registrar shall remove their names from the official class roll, and the student's enrollment in the class shall not be recorded in the student's official academic record. (As a temporary mark, "N" carries no credit hours or quality points.)

- S Final grade in courses carrying no academic credit or in courses used for residency credit or dissertation/thesis credit. It is valued at zero (0) quality points and zero (0) credit hours.
- SI (Satisfactory, interim) Interim grade given in credit-bearing seminars, independent work courses or research courses that extend beyond the normal limits of a semester or Summer Session. This grade indicates that a student's academic work, in terms of both quality and quantity, was satisfactory during the applicable term. All "SI" grades must be replaced by a regular final letter grade prior to the qualifying examination or Final Examination for doctoral students, or prior to graduation in all other cases. As a temporary mark, "SI" carries no credit hours or quality points.
- UI (Unsatisfactory, interim) Interim grade given in credit-bearing seminars, independent work courses or research courses that extend beyond the normal limits of a semester or Summer Session. This grade indicates that a student's academic work, in terms of quality, was unsatisfactory during the applicable term. All "UI" grades must be replaced by a regular final letter grade prior to the Qualifying Examination or Final Examination for doctoral students, or prior to graduation in all other cases. As a temporary mark, "UI" carries no credit hours or quality points.
- UN Final grade in courses carrying no academic credit or in courses used for residency credit or dissertation/thesis credit, for which a student has done unsatisfactory work or has failed to do a reasonable amount of work. It is valued at zero (0) quality points and zero (0) credit hours.
- XE Failure in a course due to an academic offense. It is valued at zero (0) quality points and zero (0) credit hours. The repeat option may not be exercised for any course in which the grade of "XE" was received. A grade of "XE" normally may not be changed to a "W" by retroactive withdrawal, except upon appeal to the Office of the Provost.
- XF Failure in a course taken on a Pass/Fail basis due to an academic offense. It is valued at zero (0) quality points and zero (0) credit hours. The repeat option may not be exercised for any course in which the grade of "XF" was received. A grade of "XF" may not be changed to a W by retroactive withdrawal, except upon appeal to the Office of the Provost.
- W Withdrawal from class. It may also be assigned by the Office of the Provost in cases involving a violation of student academic rights. It is valued at zero (0) quality points and zero (0) credit hours.
- Z Reenrollment recommended (development courses only). It has no value in computing GPA.

5.1.2 FURTHER EXPLANATION OF CERTAIN GRADES

5.1.2.1 GRADE E

The grade "E" indicates that the student must repeat the entire course in class to earn a credit. In rare cases when repeating the coursework in class would cause undue hardship, the dean of the student's college may approve repeating the work via correspondence.

5.1.2.2 GRADE I

The grade "I" (incomplete) indicates that a portion of the regularly assigned work of the course remains unfinished. It is only given when there is a reasonable chance that the student can complete the work and earn a passing grade within the allowed time frame for removal of an "I" grade. Except under exceptional circumstances, students must request the "I" grade themselves. If the reason for incomplete work is deemed unsatisfactory by the Instructor of Record, the "I" grade will not be granted.

A grade of "I" must be replaced by a regular final letter grade within 12 months from the end of the academic term in which the "I" grade was awarded or before the student's graduation, whichever occurs first. The Office of the University Registrar shall notify the Instructor of Record at least two (2) months before the deadline. The Instructor of Record can extend the deadline for an additional 12 months by completing a grade assignment form. If the Instructor of Record is not available, the department chair or dean of the college may request the extension.

If the "I" grade is not replaced by a regular final letter grade within the allowable period, the Office of the University Registrar shall change it to a grade of "E" on the student's permanent academic record and adjust the student's GPA accordingly. In such cases, the Instructor of Record may submit a grade assignment form to replace the "E" grade within 12 months from the time the "E" was assigned.

A graduate with an "I" grade on their academic record at the time of graduation (and which grade was subsequently changed to an "E" by the Office of the University Registrar) may be allowed up to 12 months after the end of the academic term in which the course was taken to satisfactorily complete the course and receive a grade change.

Each department is responsible for recording information for each "I" grade, specifying:

1. The student's name and student number.
2. The course and section number, hours of credit, semester, year and Instructor of Record.
3. The work to be completed and basis for grading.
4. The time frame for completing the incomplete work (not exceeding 12 months).
5. Documentation that the student has been advised of the conditions for removing the "I" grade.

This information shall be filed with the department chair or chair's designee. As practical, the information should be signed and dated both by the student and the Instructor of Record.

The Instructor of Record shall provide a complete copy of this record to the student and the department chair at the time the "I" grade is reported. The term "student" in this context excludes only students in the Graduate School and the Colleges of Medicine and Dentistry.

"I" (Incomplete Grades) for Graduate Students

A grade of "I" may be awarded to a graduate student if a part of the work of a course remains undone and there is a reasonable possibility that a passing grade will result from completion of the work. All "I" grades must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the "I" grade was awarded or prior to the student's graduation, whichever occurs first. If an "I" grade has not been replaced within the allowable

period, the Office of the University Registrar shall change the “I” grade to a grade of “E” on the student’s permanent academic record and adjust the student’s GPA accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School on recommendation of the Director of Graduate Studies in the student’s program.

Instructors of Record who assign an “I” grade should file with the student’s Director of Graduate Studies information including:

1. The student’s name and student identification number.
2. The course number, hours of credit and semester and year of enrollment.
3. Specific information on the work to be completed before assignment of a final grade.
4. The time frame for completing the specific requirements (not exceeding 12 months)

Graduate students are urged to consult with their Director of Graduate Studies concerning procedures relative to the awarding of “I” grades and the conditions under which they may be removed in their respective program.

5.1.2.3 GRADE SI

A grade of “SI” is an interim grade in credit-bearing seminars, independent work courses or research courses that extend beyond the normal limits of a semester or Summer Session. All “SI” grades must be replaced by a regular final letter grade prior to the Qualifying Examination or Final Examination for doctoral students, or prior to graduation in all other cases.

5.1.2.4 GRADE IP

The grade “IP” may be recorded for students in zero-credit courses of research, independent work or seminar-type, if at the end of a semester the student, because of the nature or size of the project, has been unable to complete the course. The project must be substantially continuous in its progress. When the work is completed, a final grade will be substituted for the “IP.” This grade may not be conferred on a student who has done unsatisfactory work or has failed to do a reasonable amount of work.

5.1.2.5 GRADE W

The grade “W” shall be conferred on students who officially withdraw from a class or classes. The University Appeals Board may also assign this grade.

5.1.2.6 GRADE Z

The grade “Z” indicates that a student has made significant progress but needs and deserves more time to achieve a passing level. The student should reenroll in the course to continue advancement to a level of competence set for the course. Reenrollment grades may be assigned only for development courses numbered 000-099.

5.1.3 COURSES TAKEN ON A PASS/FAIL BASIS

Undergraduate students above the first year student level (more than 29 credit hours) and not on academic probation may select a maximum of four (4) elective courses, with certain restrictions, to be taken on a Pass/Fail basis. Students in the Honors curricular program above the first year student level may, with advance written approval of the Office of the Dean of the

Lewis Honors College, select additional elective courses to be taken on a Pass/Fail basis. Credit hours successfully completed under this option shall count toward graduation but shall not be used in calculating GPA.

Courses taken on a Pass/Fail basis (including transfer courses) shall be limited to those considered as elective in the student's program and such other courses or types of courses as might be specifically approved by the college or department. Prerequisites for such courses may be waived with the consent of the Instructor of Record. Students are expected to participate fully in these courses and take all examinations. Any student may change their grading option (Pass/Fail to letter grade or letter grade to Pass/Fail; credit to audit or audit to credit) within three (3) weeks from the beginning of classes in the Fall or Spring Semester (or a proportionate amount of time in the Summer Session or other courses of less than a full semester's duration). After such time, a student may not change their grading option without the express approval of the student's academic dean or the dean's designee. The waiver and the rationale for the waiver must be documented in the student's record in the college.

Courses offered only on Pass/Fail shall not be included in the maximum number of elective courses which a student may take under these provisions.

The Instructor of Record shall not be notified by the Office of the University Registrar or by any other office of the University of those students who are taking the course Pass/Fail. However, if an Instructor of Record is also the student's designated academic advisor, then the Instructor of Record shall have access to a student's Pass/Fail status in a course for the purpose of advising the student. The Instructor of Record shall submit a regular letter grade to the Office of the University Registrar, which will take the appropriate action to change the grade into Pass/Fail grading track for records. Neither a grade of "P" nor a grade of "F" shall be taken into consideration in calculating a student's GPA.

Giving a Pass/Fail credit for Advanced Placement (AP) tests and for CLEP tests does not mean that students may elect to take a required course for Pass/Fail. If the student elects to take the course, they must earn a letter grade to satisfy the USP requirements.

A student pursuing a second bachelor's degree is not entitled to take additional courses on a Pass/Fail basis except as the Dean or dean's designee of the Lewis Honors College might permit.

5.1.4 AUDIT

Students who register for an audit do so for reasons other than fulfilling explicit requirements. They must come to individual agreements with the instructor as to what responsibilities they will be expected to perform. Normally, students who audit would be expected to do the readings and attend class; they may be required to enter more fully into the class work. In any case, they will receive no credit hours or grades.

Any change from audit to credit or credit to audit by a student regularly enrolled in a college must be accomplished within three (3) weeks from the beginning of classes in the Fall or Spring Semester (or a proportionate amount of time in the Summer Session or other courses of less than a full semester's duration). No credit can be conferred for a class audited nor is a student permitted to take an examination for credit, except for the special examinations.

A student who initially enrolls in a class as an auditor must attend at least 80% of the classes in the course (excluding excused absences). If a student changes their enrollment from credit to audit, they must attend at least 80% of the remaining classes (excluding excused absences). If an auditor fails to attend the required number of classes, the Instructor of Record may request

that the dean of the instructor's college award the grade of "W" for that course. The dean shall report the grade to the Office of the University Registrar. For situations in which both the course and Instructor of Record are housed outside of a college, the Provost will appoint an officer to act as the responsible dean of the course. No instructor is authorized to admit anyone as an auditor to any of their classes unless the auditor has registered as such.

5.1.5 FINAL GRADES

5.1.5.1 PROCEDURE FOR REPORTING FINAL GRADES

The final grades shall be filed with the Office of the University Registrar within 72 hours after the Final Examination is administered but no later than the date announced in the official Academic Calendar. Grades and credit obtained by special examination shall be reported.

5.1.5.2 TEMPORARY NOTATIONS

5.1.5.2.1 COURSE IN PROGRESS NOTATION: ---

This grade appears in a grade report prepared during the academic term in which the student is enrolled in the course. It is to be replaced by a final grade. The Office of the University Registrar shall notify all unit or program heads at the end of each semester regarding "Course in Progress" notations (---) in all courses offered by that unit or program. The unit or program head shall have six (6) weeks from the date of notification by the Office of the University Registrar to assign a grade in the course. If no change is made by the unit or program head, the "Course in Progress" notation (---) will be replaced with a "Missing Grade" notation (***).

5.1.5.2.2 MISSING GRADE NOTATION: ***

This grade appears in a grade report when no grade has been reported to the Office of the University Registrar. The Office of the University Registrar shall notify all unit or program heads at the end of academic semester regarding all "Missing Grade" notations (***) in all courses offered by that unit or program. If a "Missing Grade" notation can be replaced with a grade, it should be done as promptly as possible.

5.1.5.2.3 PROCEDURES FOR CHANGING TEMPORARY NOTATIONS

The unit or program head will consult, if possible, with the Instructor of Record for the course when assigning a grade under this rule. The Office of the University Registrar shall notify the student at the student's address of record of any assignment of a grade under this rule. Appeals shall be taken to the Academic Ombud.

5.1.6 CHANGING GRADES

An Instructor of Record may change a mark once it has been reported to Office of the University Registrar's only if (a) the change is made within one (1) year of the date of the original grade and (b) only in the case the original grade was in error. Reports of all such grade changes shall be sent to the Office of the University Registrar with a copy to the dean of the college in which the instructor is assigned. For situations in which both the course and Instructor of Record are housed outside of a college, Provost will appoint an officer to act as the responsible dean of the course.

The Instructor of Record may also recommend to their department chair the changing of a grade for any reason other than an error. The grade shall be changed if the department chair approves. In every such approval, a report of the grade change shall be sent to the Office of the University Registrar by the department chair with a copy to the Instructor of Record and dean of

the college involved. There shall be only one (1) grade change per student per course pursuant to this rule. No grade may be changed after the student has graduated from the University, except in the case of the error provided for above.

* The Instructor of Record for the course is authorized to make the final decision to change a grade in cases of an error (e.g., miscalculation of the grade, or entry of the wrong grade). In other cases, an Instructor of Record is authorized to initiate and make a grade change only if the department chair agrees to the change. (The department chair's role in this case is only to agree or disagree with the change, not to make the change independent of the Instructor of Record.)

* If a change is made to an originally submitted grade that is not a change, that action does not prevent the Instructor of Record from correcting that improperly changed grade to the originally submitted grade; this correction does not count as the one (1) permitted grade change. If, on the other hand, the Instructor of Record (and, if necessary, the department chair) changes the improperly changed grade to a grade other than the one originally submitted, then this change does count as the one (1) allowed grade change.

* When a grade change may be warranted but the Instructor of Record is no longer available, the University Appeals Board (UAB) would ascertain whether the present grade ought to be changed and, if possible, determine and direct the appropriate specific grade.

However, in the case of a violation of student academic rights, the UAB may change a grade to "P" or "W" or, if such a determination can be made, to an appropriate letter grade.

Graduate and professional schools may have individual rules on this matter, so long as they are consistent with these rules.

* It is a violation for a department chair (or any other administrator) to change the Instructor of Record to a different person after the final course grades have been formally submitted to the Office of the University Registrar, for any reason, including so that the new Instructor of Record can change any of the final course grades. A department chair (or any other administrator) is authorized to change a final course grade without the concurrence of the Instructor of Record who entered that grade only when the chair is changing the temporary transcript notation of "Course in Progress" (---) or "Missing Grade" (***) to a final grade. If a student claims that a change of an already submitted final course grade is warranted, and the Instructor of Record who entered that grade is unwilling to change it, then the proper resolution is for the student to lodge a grade appeal with the UAB.

5.1.7 WITHDRAWAL AND REMOVAL: TIME PERIODS AND GRADES

5.1.7.1 UNILATERAL REMOVAL FOR FAILURE TO ATTEND A COURSE

If from the first day of classes to the last day to add a class, inclusive, students neither show evidence of participation in the course nor notify the Instructor of Record of their intent to complete the course, the Instructor of Record may report these students to the Office of the University Registrar, which shall remove the students from the class roll and inform the students that they have been removed. The class will not be recorded on their transcript.

5.1.7.2 UNILATERAL WITHDRAWALS

5.1.7.2.1 TIME PERIOD

Any student may withdraw from any class (except for those used to meet the Writing Requirement) during the withdrawal period, which is defined as the period up through 70% of the way into the term.

5.1.7.2.2 GRADE RECEIVED,

5.1.7.2.2.1 NO RECORD

Students who withdraw within three (3) weeks from the beginning of classes in the Fall or Spring Semester (or a proportionate amount of time in the Summer Session or other courses of less than a full semester's duration) will have no record of the class appear on their transcripts. Such withdrawal is also known as "dropping a course."

5.1.7.2.2.2 GRADE OF W

Students who withdraw during the remaining portion of the withdrawal period will receive the grade of "W", which will appear on their transcripts.

5.1.7.3 PERMISSIVE WITHDRAWALS

A student may withdraw from a class, or from the University, after the withdrawal period until the last day of classes for the academic term. This requires the approval of the dean of the student's college, based on a petition certifying urgent non-academic reasons, which may include but are not limited to:

1. Illness or injury of the student.
2. Serious personal or family problems.
3. Serious financial difficulties.
4. Having excused absences for the dates and times associated with more than one-fifth of the required interactions in a course.

* The "last day of classes" refers to the date (published on the Office of the University Registrar's website), not the last day that an individual class met.

* "Required interactions" are interactions that, if not completed at or by their specified date and time, would penalize a student in a course. Interactions may include, but are not limited to, student engagement with other students (e.g., participating in an in-class or online discussion), engagement with the instructor (e.g., attending class) or engagement with an instructor's proxy (e.g., attending a guest lecture or uploading a file to the course management system).

Before acting on such a petition, the respective dean will consult with the Instructor of Record of the class. The dean may not delegate the authority to approve or deny a petition to withdraw to the Office of the University Registrar or to any other agency external to their college. If such a petition is approved by the dean of the student's college, the dean shall inform in writing the Instructor of Record of their action. The student shall be assigned a grade of "W."

5.1.7.4 CREDIT FOR STUDENTS WHO WITHDRAW TO ENTER MILITARY SERVICE

Students who withdraw and enter the Armed Services, either mandatorily or voluntarily, after completing the twelfth week of a semester, the ninth week of the Summer Session or later,

shall be entitled to receive full credit and residence for the course. The grade report shall be what was attained in the course up to the time of withdrawal. If, with the credit and residence time granted, the student has fulfilled all requirements for a degree, the student shall be recommended for that degree by the dean of the college in which the student is enrolled. If a comprehensive course examination is required for graduation, this requirement shall be waived.

5.1.7.5 RETROACTIVE WITHDRAWAL

Withdrawals initiated after the last day of classes for a semester are governed by this rule.

5.1.7.5.1 REQUIREMENTS

Typically, a student may withdraw from a given semester only if the withdrawal is from all classes. In the exceptional circumstance that a student submits a request for a partial retroactive withdrawal, the criteria to grant such a rare request shall be higher than criteria for a full withdrawal. For a request for partial withdrawal to be facially sufficient, the student statement must clearly explain why the circumstances that merit the withdrawal were limited to only a few courses.

Retroactive withdrawals may be granted only when the student has demonstrated satisfactory evidence that the student has incurred:

1. A serious injury or illness.
2. Serious personal or family problems.
3. Serious financial difficulties.
4. Permanent disability verified by the Disability Resource Center and diagnosed after the semester for which the withdrawal is requested.

Retroactive withdrawal from a class in which an "XE" or "XF" has been imposed shall not be granted.

5.1.7.5.2 PROCEDURE

Students shall submit a request to the Office of the Dean of their enrolled college. The dean shall recommend approval or disapproval of the request and shall forward the recommendation to the Office for Student Success within 30 days. The Office for Student Success will convene a Retroactive Withdrawal committee in conjunction with the Office of the Provost.

5.1.8 GRADE POINT AVERAGE (GPA)

GPA is the ratio of the number of quality points gained to the number of credit hours (whether earned or not) in courses for which the grades of "A", "B", "C", "D" or "E" were conferred, excluding grades in developmental or remedial courses.

See "Prohibition of Duplicate Credit for Undergraduate and Graduate Students" for information about repeating a course.

Credit hours are considered earned only if a grade of "A", "B", "C", "D", "P" or "S" was conferred.

5.1.9 NOT IN CLASS

Students who have been entered by the Office of the University Registrar into the official class roll, but have never attended class nor officially withdrawn, shall be reported "NOT IN CLASS." The names of such students shall be deleted from the official roll by the Office of the University Registrar.

5.2 CREDIT, CLASSIFICATION, ACADEMIC STANDARDS, LOADS

5.2.1 CREDIT HOURS

Course proposals shall use the Office of the Provost's approved policy for determining meeting times and number of credit hours for each course. Exceptions, based on academic merit, may be made by the Office of the Provost upon the recommendation of the college dean. Equivalencies on the grid will be reviewed annually by the Office of the Provost.

In general, undergraduate courses are developed so that one (1) semester hour of credit represents one (1) hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two (2) hours per week for a semester for one (1) credit hour.

Credit for short courses of less than eight (8) weeks shall be limited to no more than one (1) credit hour per week.

5.2.1.1 ACCELERATED PROGRAMS

The College Board College-Level Examination Program (CLEP) Subject and General Examinations, the College Board Advanced Placement (AP) Examinations, the American College Testing Program Proficiency Examination Program (PEP) Subject Examinations, International Baccalaureate (IB) Program Examinations and courses evaluated by the American Council on Education, for which credit recommendations are made under the National College Credit Recommendation Service (NCCRS), are recognized as appropriate credit for meeting degree requirements. College Faculties and/or department Faculties representing the discipline shall determine and publish appropriate cut-off scores for the CLEP, AP, PEP and IB examinations and report them to the Office of Undergraduate Admissions and Office of the University Registrar. No AP, CLEP or IB credit hours shall be letter graded. Rather, all such earned credit hours shall be shown on the student's academic record as course credit (CR).

No more than half of the credit toward an undergraduate degree may be earned by any combination of CLEP Examinations, PEP Examinations, NCCRS courses, Special Departmental Examinations, AP Examinations and IB Examinations.

5.2.1.2 CREDIT BY SPECIAL EXAMINATION

5.2.1.2.1 ENTRANCE EXAMINATION

An individual educational unit may require, in addition to the first time in college classification test, entrance or classification tests to be taken by its applicants for admission to its programs.

5.2.1.2.2 SPECIAL EXAMINATION

Any full-time or part-time student enrolled in the University and in good academic standing, shall have the right to request a special examination for credit in any course offered, regardless of whether the student has audited the course, is currently enrolled in it or has studied for it independently.

5.2.1.2.2.1 APPLICATION FOR A SPECIAL EXAMINATION

Application for a Special Examination must be made in writing. Undergraduates will address requests to the chair of the department in which the course is given, or to the office of the educational unit responsible; graduate students, to the Director of Graduate Studies in the department in which the course is given. Approval of requests from undergraduate students rests with the department chair; from graduate students, with the Dean of the Graduate School acting upon recommendation of the respective Director of Graduate Studies.

5.2.1.2.2.2 BASIS FOR DENYING THE APPLICATION

The request for Special Examination may be denied by the department chair or the office of the educational unit responsible, or the Dean of the Graduate School acting upon the recommendation of the Director of Graduate Studies, if it is decided that the student has not furnished evidence that they are reasonably prepared to take the examination, or that the course is of such a nature that credit by examination is inappropriate.

5.2.1.2.2.3 SCHEDULING THE EXAMINATION

The examiner designated by the educational unit may schedule the examination at their convenience but must offer it within a reasonable time after the student has submitted their request.

5.2.1.2.2.4 REPORTING THE GRADE

The examiner shall inform the Office of the University Registrar of the student's grade in the course. A student currently enrolled in the course who successfully completes a Special Examination shall be formally removed from the official roll by the Office of the University Registrar, unless the student is dissatisfied with the results, in which case they may continue in the course and be graded in the usual manner. The examiner then may or may not include the results of the Special Examination in computing the final grade.

5.2.1.2.2.5 CALCULATION OF RESIDENCE CREDITS AND LOAD

Credit earned by Special Examination may be counted as residence credit by the dean of a student's college. The limits on maximum loads are waived in cases where the excess is due to special examination credits.

5.2.1.2.2.6 TAKING THE SPECIAL EXAMINATION ON A PASS/FAIL BASIS

A student, with the educational administrator's consent, may take the Special Examination on a Pass/Fail basis, including any course not otherwise available under the Pass/Fail option. Credit derived in this manner shall not reduce the number of courses permitted under the Pass/Fail rules.

5.2.1.3 CREDIT FOR WORK DONE BY CORRESPONDENCE

No more than 30 credit hours of the total required for an undergraduate degree may be gained by correspondence. No more than one-third of the requirements for a major may be gained by correspondence.

No credit will be conferred in the Graduate School or in the professional colleges for courses done by correspondence.

5.2.2 STUDENT LOAD

With the exceptions noted below, the maximum load to be carried during any semester by an undergraduate student (including courses taken on an audit basis) shall be 19 credit hours.

The maximum allowable load for undergraduate students during any summer term/session (including residence, correspondence or audit courses) shall be nine (9) credit hours in the eight-week Summer Session and four (4) credits in the four-week term. Under no circumstances shall students carry more than 13 credits during the summer term and Summer Session. Students may be enrolled in a maximum of nine (9) credit hours of classes meeting concurrently during an eight-week Summer Session. For this purpose, a course meeting for a four-week period during the eight-week session must be counted double. Thus, a student may enroll in two (2) consecutive four-week (three (3) credit hour) classes plus one (1) eight-week class, or as many as three (3) eight-week (three (3) credit hour) classes. A student would not, however, be able to enroll in two (2) four-week (three (3) credit hour) classes meeting concurrently. A student may be enrolled in a maximum of seven (7) credit hours for a six-week summer term.

The dean of a student's college may allow a student to take additional credit hours if the dean believes, based on the student's past performance, that the student can successfully complete the extra coursework. A student on academic probation shall take no more than 15 credit hours in a semester, three (3) credit hours in a four-week term or seven (7) credit hours in a six or eight-week session. This rule may be waived by special permission from the student's academic dean or the dean's designee. The waiver and the rationale for the waiver must be documented in the student's record maintained by the college.

Students in the University Scholars Program shall not take more than 16 credit hours per semester. Permission to exceed that number is subject to approval by the respective Director of Graduate Studies and Dean of the Graduate School.

The professional colleges and the Graduate School may set lower maximum loads consistent with their degree requirements.

The maximum allowable load to be carried during any Summer Session for graduate students shall be nine (9) credit hours in the eight-week Summer Session and four (4) credit hours in the four-week term. The maximum load for graduate students in any combination of the four- and eight-week sessions/terms shall be 12 credit hours.

A student may only be registered simultaneously at the University of Kentucky and another institution with approval from the dean of the college in which the student is registered at the University of Kentucky. The credit hours obtained at the other institution will be considered part of the student's maximum load. If simultaneous registration has not been authorized, the transfer of credit from the other institution may be denied.

5.2.3 CLASSIFICATION

Any undergraduate student shall be classified by the Office of the University Registrar based on the number of credit hours completed. A student will be classified as a first year student if they have completed fewer than 30 credit hours, as a sophomore upon completing 30 credit hours, as a junior upon completing of 60 credit hours and as a senior upon completion completing of 90 credit hours.

Credit granted by examinations, as prescribed in these rules, shall count in determining a student's classification.

5.2.4 REQUIREMENT OF UNDERGRADUATES TO CHOOSE A MAJOR

5.2.4.1 STUDENTS WHO HAVE NOT CHOSEN A MAJOR

Students who have not chosen a major or been admitted to a selective admissions college and who have earned at least 45 credit hours should meet regularly with an advisor who will help the student to choose a major or seek admission to a selective admissions college.

Students who have not chosen a major or been admitted to a selective admissions college and who have earned at least 60 credit hours will not be permitted to register for classes. However, registration will be permitted for the following students if they have earned no more than 75 credit hours:

1. Students lacking specific courses to gain admission to a college or to declare a particular major who have a written commitment from the college of their choice to accept them upon successful completion of specified courses.
2. Students who have been dropped from a college for academic reasons or have been readmitted or transferred to the University.

This rule may be waived by the dean of the college in which the student is currently enrolled or into which the student wishes to transfer or be readmitted.

5.2.4.2 CHANGE OF MAJOR AND TRANSFER BETWEEN COLLEGES

Students eligible to attend the University may change their major or transfer from one college to another, including professional colleges, at any time, except for the period in the Spring and Fall Semesters starting four (4) weeks prior to the start of priority registration and extending through the last day of secondary registration windows (as determined by the Office of the University Registrar). In every instance, the entrance requirements of the major and/or of the college to which the student is transferring must be satisfied, except as provided in "Readmission after two (2) or more years (academic bankruptcy)."

5.2.5 ACADEMIC STANDARDS

5.2.5.1 ATTENDANCE AND COMPLETION OF ASSIGNMENTS

For each course in which the student is enrolled, the student shall be expected to carry out all required work, including laboratories and studios, and take all examinations in the class period designated by the Instructor of Record.

Each instructor shall determine their policy regarding completion of assigned work, attendance in class, absences at announced or unannounced examinations and excused absences exceeding more than one-fifth of class contact hours. This policy shall be presented in writing to each class at its first or second meeting. Students' failure to comply with the announced policy may result in appropriate reductions in grade as determined by the Instructor of Record.

5.2.5.2 EXCUSED ABSENCES

A student shall not be penalized for an excused absence.

5.2.5.2.1 ACCEPTABLE EXCUSES

The following are defined as excused absences:

1. Significant illness of the student or serious illness of a member of the student's household (permanent or campus) or immediate family. This includes excusing a student from required interactions if the student has been directed to quarantine by the

University, a medical professional, public health professional or government official. The Instructor of Record shall have the right to request appropriate verification.

The term “significant illness” includes mental as well as physical illness. Instructors must apply the same standard of verification for both types of illness. For example, if a note from University Health Services verifying a "significant" illness is accepted, then a similar note from the UK Counseling Center, TRACS or the VIP Center must also be accepted as valid verification. For example, if a note from University Health Services that the illness of the student is “significant” is acceptable verification, then a note from the UK Counseling Center, TRACS (Triage, Referral, Assistance and Crisis Support) or the Violence Intervention and Prevention (VIP) Center that the illness of the student is “significant” shall likewise be considered to be acceptable verification.

2. The death of a member of the student's household (permanent or campus) or immediate family. The Instructor of Record shall have the right to request appropriate verification. For the purpose of this rule, immediate family is defined as spouse, child, parent (guardian), sibling (all of the previous include steps, halves and in-laws of the same relationship) and grandchild or grandparent.
3. Trips for members of student organizations sponsored by an educational unit, trips for University classes and trips for participation in intercollegiate athletic events, including club sports registered with the University and varsity sports. When feasible, the student must notify the Instructor of Record prior to the occurrence of such absences, but in no case shall such notification occur more than one (1) week after the absence. Instructors of Record may request formal notification from appropriate University personnel to document the student's participation in such trips.
4. Major Religious Holidays. Students are responsible for notifying the Instructor of Record in writing of anticipated absences due to their observance of such holidays. Faculty shall give students the opportunity to make up work (e.g., exams or assignments) when students notify them that religious observances prevent the students from doing their work at its scheduled time. Faculty should indicate in their syllabus how much advance notice they require from a student requesting an accommodation. The Office for Student Success and the Academic Ombud are available for consultation.
5. Interviews for full-time job opportunities after graduation and interviews for graduate or professional school. The student must notify the Instructor of Record prior to the occurrence of such absences. Instructors of Record have the right to request appropriate verification.
 - * “Appropriate verification” may include evidence that the student had little or no control over the date and time of the interview and that the student is not able to reschedule the interview to a nonconflicting time reasonably close to the originally scheduled time.
 - * Programs with learning activities mandated by accreditation or licensure agencies may establish, as a matter of policy, educational consequences for students who have so many excused absences that they cannot complete the mandated learning activities. The published program policies and individual

course syllabi must describe these consequences, which may include the student being moved to a different graduation cohort.

6. Any other circumstances which the Instructor of Record finds reasonable cause for absence.
7. When there is an unscheduled closing, all in-person activities during the closure time are cancelled. Asynchronous activities may be held; asynchronous activities may replace a scheduled synchronous activity if they can be completed in the same amount of time. Synchronous activities may be held only within the scheduled time slot and only if the instructor also provides an asynchronous option that can be completed in the same amount of time. Asynchronous activities may be attended or performed at a time of the student's choosing, subject to reasonable constraints.

5.2.5.2.2 MAKING UP GRADED WORK

Except where prior notification is required in "Acceptable excuses", students missing any graded work due to an excused absence bear the responsibility of informing the Instructor of Record about their excused absence within one (1) week following the period of the excused absence, and of making up the missed work. The Instructor of Record shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

- * The instructor shall provide the student with an opportunity to make up the graded work (e.g., quiz, exam, homework, etc.) and may not simply calculate the student's grade based on the other course requirements, unless the student agrees in writing.

For students who add a class after the first day of classes and miss graded work, the instructor shall provide the student with an opportunity to make up the graded work (quiz, exam, homework, etc.). The instructor may not simply calculate the student's grade based on the other course requirements unless the student agrees in writing.

5.2.5.2.3 EFFECT OF ABSENCES ON GRADED INTERACTIONS WITH OTHER STUDENTS

If the course syllabus does not require students to interact with other students, an instructor or an instructor's proxy, and if such interactions are not a criterion for a grade in the course, then the Instructor of Record shall not take any account of a student's excused or unexcused absence from such interactions when assigning a grade.

If the course syllabus requires students to interact with other students, an instructor, or an instructor's proxy, or if such required interactions are a criterion for a grade in the course, the following rules apply:

5.2.5.2.3.1 EXCUSED ABSENCES FROM REQUIRED INTERACTIONS

If a student has excused absences for the dates and times associated with more than one-fifth of the required interactions for a course, the student shall have the right to receive a "W", or the Instructor of Record may award an "I" for the course if the student declines to receive a "W."

- * "Required interactions" are interactions that, if not completed at or by their specified date and time, would penalize a student in a course. Interactions may

include, but are not limited to, student engagement with other students (e.g., participating in an in-class or online discussion), engagement with the instructor (e.g., attending class) or engagement with an instructor's proxy (e.g., attending a guest lecture or uploading a file to the course management system).

5.2.5.2.3.2 EXCUSED ABSENCES FOR MILITARY DUTIES

If a student is required to be absent due to military duties for one-fifth or less of the required course interactions (e.g., class meetings), the following procedure shall apply:

1. Once a student is aware of a call to duty, the student shall provide a copy of the military orders to the Veterans Resource Center (VRC) within the Office for Student Success. The student shall also provide the VRC with a list of their courses and instructors.
2. The VRC will verify the orders with the appropriate military authority and, on behalf of the military student, notify each Instructor of Record via Department Letterhead as to the known extent of the absence.
3. The Instructor of Record shall not penalize the student's absence in any way. The instructor shall provide accommodations and time frames so the student can make up missed assignments, quizzes and tests in a mutually agreed upon manner.

5.2.5.2.3.3 UNEXCUSED ABSENCES

The Instructor of Record shall define any course policy relating to unexcused absences in the course syllabus. If a policy is not stated in the course syllabus or the policy does not allow for a penalty to the student, the Instructor of Record shall not penalize the student for any unexcused absences.

* With respect to nonattendance for reason of an employment-related schedule conflict, a student who is a UK employee has the same standing as a student who is working for some other employer.

5.2.5.3 ACCEPTABLE STANDARDS IN WRITTEN ENGLISH IN ALL COURSES

A student's writing in all courses is expected to meet acceptable standards in written English.

Any instructor who finds that the written work of any student does not meet college-level standards may require the work to be revised to reflect competency and then resubmitted. Instructors of Record may include the quality of writing as a factor in the student's grade.

5.2.5.4 UNSATISFACTORY SCHOLARSHIP AND ATTENDANCE

A student who is doing unsatisfactory work or who is irregular in attendance in any course shall be reported to the dean of the college in which the student is registered. The student shall be under the special supervision of their dean. If, after a suitable length of time, it becomes apparent that no improvement is being made, the dean may drop the student from the course, reporting the action to the Office of the University Registrar and to the Instructor of Record.

5.2.5.5 PARTICIPATION IN INTERCOLLEGIATE ATHLETICS

The University accepts the eligibility rules for intercollegiate athletics as set up by the Southeastern Conference, National Collegiate Athletics Association, Region II, the Association of Intercollegiate Athletics for Women and the Kentucky Women's Intercollegiate Conference.

5.2.5.6 PREP DAYS AND READING DAYS

Prep Days and Reading Days are designed to help students prepare for their final examinations. Certain instructional activities are restricted on Prep Days, and additional restrictions apply to Reading Days. There shall be no required interactions on Reading Days.

This rule applies to ALL courses taught in both semesters, the Summer Session and the Winter Intersession, regardless of modality. In addition, if a course is taught in a format that has been compressed into less than one (1) semester, intersession or session, and the course overlaps with Prep Days or Reading Days as set in the regular Academic Calendar, then the course must abide by the restrictions on instructional activities that apply to those Prep and Reading Days with which it overlaps. This rule does not apply to courses in professional programs in colleges that have approval to follow a nonstandard calendar.

5.2.5.6.1 TIMING OF PREP DAYS AND READING DAYS

For Fall Semester and Spring Semester, Prep Days are the last three (3) days of instruction (Monday, Tuesday and Wednesday) and before the start of the Final Examination Period. The third Prep Day (Wednesday) is when classes end.

For Summer Session and Winter Intersession, Prep Days are the last three (3) days of instruction before the Final Examination day as established in the Academic Calendar and posted by the Office of the University Registrar.

For Fall Semester and Spring Semester, Reading Days are the two days (Thursday and Friday) after the Prep Days before the start of the Final Examination Period.

There are no Reading Days during Summer Session or Winter Intersession.

5.2.5.6.2 EXAMINATIONS AND QUIZZES

Instructors must not schedule examinations or quizzes, including Final Examinations, on Prep Days or Reading Days, with the following exceptions:

1. Instructors are permitted to schedule oral/listening examinations and lab practical exams on Prep Days during a semester, provided such examinations are scheduled in the syllabus and the course has no final examination (or assignment that acts as a Final Examination).
2. Instructors are permitted to schedule make-up examinations or make-up quizzes anytime, including, if the affected students agree to it, on Reading Days. Instructors may distribute take-home examinations, but students shall not be required to return the completed examination before the regularly scheduled examination period for that course.

5.2.5.6.3 CLASS PARTICIPATION AND ATTENDANCE GRADES

Instructors are permitted to grade student participation and require attendance on Prep Days, but not on Reading Days.

5.2.5.6.4 HOMEWORK

Instructors are permitted to collect regularly assigned homework for a grade on Prep Days, but not on Reading Days, provided the homework was scheduled in the syllabus. However, instructors may collect make-up homework on Reading Days if the affected student agrees to it.

5.2.5.6.5 PROJECTS, PAPERS, AND PRESENTATIONS

Instructors are permitted to collect projects, papers and presentations on Prep Days, but not on Reading Days, provided such assignments were scheduled in the syllabus and the course has no Final Examination (or assignment that acts as a Final Examination).

5.2.5.6.6 MAKE-UP ASSIGNMENTS

Instructors are permitted to schedule make-up assignments that replace, substitute for or satisfy earlier required interactions anytime, including, if the affected students agree to it, on Reading Days.

5.2.5.6.7 REVIEW SESSIONS

Instructors are permitted to offer review sessions at any time on Prep Days or Reading Days as long as attendance is not required and the instructor does not discuss or provide new material.

5.2.5.7 FINALS WEEK

5.2.5.7.1 SCHEDULING OF EXAMS BY THE OFFICE OF THE UNIVERSITY REGISTRAR

The Office of the University Registrar shall schedule two-hour periods for Final Examinations for courses offered during the Fall and Spring Semesters (known as “Finals Week”). The faculties of colleges that have approval for their own special calendars may instruct the Office of the University Registrar to schedule Final Examination periods of a different length.

The Office of the University Registrar shall schedule Spring and Fall Semester Final Examination periods during the last Monday through Thursday of the semester. The last Friday of the semester will be set aside for rescheduled Final Examinations.

For the Fall and Spring Semesters only, the examination period shall be immediately preceded by two (2) study days (i.e. Reading Days) and a weekend during which no required interactions will be scheduled other than Final Examinations for weekend classes, which shall be administered during this weekend.

The Office of the University Registrar shall schedule Final Examinations for courses offered during the Summer Session and Winter Intersession for the time of the last scheduled class period.

5.2.5.7.2 HOMEWORK DURING FINALS WEEK

Instructors are not permitted to assign homework during Finals Week, nor are they permitted to make any homework assignments due during Finals Week. However, instructors may collect make-up homework after the last day of classes.

5.2.5.7.3 ADMINISTERING FINAL EXAMINATIONS DURING THE ASSIGNED TIME

If an instructor is administering a Final Examination, and the instructor is requiring students to take the exam in a particular place at a particular time, then they must administer the exam during the examination period scheduled by the Office of the University Registrar.

An instructor may allow students less than the full period scheduled by Office of the University Registrar to complete the final examination, but the instructor must inform the students at least two (2) weeks before the start of the examination how much time they will have to complete the examination (one (1) week in advance for Winter Intersession and Summer Session).

5.2.5.7.4 TAKE-HOME FINAL EXAMINATIONS

In cases of take-home final examinations, students shall not be required to return the completed examination before the end of the regularly scheduled examination period.

5.2.5.7.5 ADMINISTERING FINAL EXAMINATIONS DURING A TIME OTHER THAN THE ASSIGNED TIME

Final examinations may be given at times other than the regularly scheduled time in the following instances.

5.2.5.7.5.1 CONFLICTS AFFECTING FACULTY

In the case of conflicts or undue hardship for an individual instructor, a Final Examination may be rescheduled at another time during the Final Examination Period upon the recommendation of the chair of the department and with the concurrence of the dean of the college. For situations in which both the course and Instructor of Record are homed outside of a college, the concurrence shall be sought from the officer appointed by the Provost to act as the responsible dean of the course.

5.2.5.7.5.2 CONFLICTS AFFECTING STUDENTS

Any student with more than two (2) Final Examinations scheduled on any one date shall be entitled to have the examination for the class with the highest course number rescheduled at another time during the Final Examination Period. In case this highest number is shared by more than one (1) course, the course whose departmental prefix is first alphabetically will be rescheduled. The option to reschedule must be exercised in writing to the appropriate Instructor of Record, or their designee, at least two (2) weeks prior to the last class meeting.

If a conflict is created by rescheduling an examination, the student shall be entitled to take the rescheduled examination at another time during the Final Examination Period.

Any student whose name is on the approved degree list and has a conflict between a final exam scheduled by the Office of the University Registrar and a University-sanctioned commencement ceremony may reschedule their Final Examination for another time, agreed to by the Instructor of Record, during the Final Examination Period. The notice to reschedule must be given to the class instructor no later than two (2) weeks prior to the scheduled examination.

In the case of undue hardship for an individual student, a Final Examination may be rescheduled by the instructor.

- * “More than two (2) final exams in one (1) day/reschedule” provisions apply only to courses for which the Office of the University Registrar has published a schedule for the Final Examination, including distance learning courses for which the Office of the University Registrar has published a final exam schedule. The provisions do not apply, for example, when students have three (3) final exams in one (1) day at the eight-week point of a regular semester.

5.2.5.8 COMMON HOUR EXAMINATIONS

If a student has a course scheduled at the same time as a common examination and the student has given written notice of the conflict to the instructor at least two (2) weeks prior to the common exam, the student shall be entitled to an excused absence from the conflicting common examination.

Departments electing to give exams, other than Final Examinations, in a course to all sections of the course at a common time shall be required to do the following:

1. List the days of the month, week and the time at which the exam will be given in the official Schedule of Classes.
2. Provide an opportunity for students missing such exams with an excused absence to make up the missed work.

Departments must adopt at least one (1) of the following policies for administering common examinations or some alternate arrangement to be approved by the dean of the college in which the course is given:

1. Provide a prime-time course section that does not participate in the common examinations.
2. Give two (2) examinations at widely disparate times.

A student enrolled in a course where a common exam is scheduled may also enroll in a class scheduled in the time slot of the common exam.

- * Any department giving a common examination must give a make-up exam or develop some other arrangement for students with excused absences to gain credit as if they had taken the common exam; a department may not apply a "drop the lowest score" policy to common exams missed with an excused absence.

The Faculty of a college may adopt "alternative examination" rules that differ from the above.

In instances where a common exam is missed due to an excused absence and the department has adopted a policy of "doubling up" to compensate, students missing the exam must be allowed the same access to the missed common exam and the key to the answers as students who took the common exam have. ("Doubling up" is the practice of considering the score of the missed common exam to be the score on the portion of a comprehensive final exam that covers the same material.)

5.2.5.9 POLICIES REGARDING OTHER EXAMINATIONS

Policies regarding examinations other than the scheduling of Final Examinations in University courses will be set by the instructor of the course and/or by the department offering the course. These policies will be communicated in writing to students during the first or second meeting of the class each semester.

Exams other than final exams must be given during a regular scheduled class meeting time, unless approved by the department chair or unless a common exam has been scheduled for all sections of the course.

5.2.5.10 LANGUAGE LIMITATIONS FOR FOREIGN STUDENTS

Students whose first language is other than English, and who have had formal instruction in schools of their own country, shall not be permitted to take elementary, intermediate or conversation courses or examinations for credit in that language.

5.3 DUPLICATE CREDIT AND REPEAT OPTION

5.3.1 PROHIBITION OF DUPLICATE CREDIT FOR UNDERGRADUATE AND GRADUATE STUDENTS

A student may earn credit hours and associated quality points for a course only once, unless the course is designated as repeatable. A student who nonetheless has enrolled more than once for the same nonrepeatable course will be awarded credit hours and associated quality points only for the first time the course is completed during the student's academic career, regardless of the source (e.g. transfer, A.P., etc.) unless the student properly exercises the Repeat Option.

- * The dean of a student's college may elect to count the grades of subsequent attempts for selective admissions purposes only, not for calculating the GPA for graduation or any other purpose.
- * The Graduate Faculty Rules, as codified in the Graduate Catalog, concerning the repeat option are in force and must be applied by the Office of the University Registrar to all students enrolled in particular graduate degree program, or while in postbaccalaureate status.

5.3.2 REPEAT OPTION

5.3.2.1 UNDERGRADUATE STUDENTS

A student has the option to repeat up to three (3) different completed courses (including special exams) one time each. Only the grade, credit hours and quality points from the second attempt will be used in computing the student's academic standing and credit for graduation. The limit of three (3) repeat options holds for a student's entire undergraduate career (including when academic bankruptcy is exercised), no matter how many degrees or programs are attempted. A student may not use the repeat option when retaking a course on a Pass/Fail basis if the course was originally taken for a letter grade. A student may use a repeat option when repeating a course for a letter grade if the course was originally taken Pass/Fail.

A student exercising the repeat option must consult the student's advisor and must notify the Office of the University Registrar. A student may exercise the repeat option at any time prior to graduation.

If a student officially withdraws from the second attempt, then the grade, credit hours and quality points for the first completion shall constitute the grade in that course for official purposes. Permission to attempt again the same course may only be granted by the Instructor of Record and the dean of the college in which the student is enrolled.

The repeat option may be exercised only the second time a student takes a course for a letter grade, not a subsequent time (excluding audits).

The repeat option shall not be exercised for any course in which the grade of "XE" or "XF" was received.

- * A cheating grade of "E" or "XE" is not prohibited in a repeat option exercise to apply in place of a regular "E" that was conferred the first time the course was taken.
- * Any course taken by an undergraduate student prior to an awarded degree cannot be changed by the repeat option process after the award of the degree; however, that student may in a subsequent non-degree status use the repeat option on a course that was taken after the prior degree was awarded.

- * The repeat option does not allow for the original grade of a repeated course to be removed from the transcript, but rather only allows for removal of that original grade from the calculation of the GPA.
- * When a student is concurrently enrolled in two (2) undergraduate degree programs and then graduates one (1) of the programs, any course taken prior to that graduation cannot later have the repeat option applied to that course, even if that course was not applied to that first degree.

5.3.2.2 GRADUATE STUDENTS

An enrolled graduate student may exercise the repeat option on a graduate course prior to graduation, but not afterwards, and count only the second grade as part of the graduate GPA. This action will be initiated by petition of the respective Director of Graduate Studies to the Dean of the Graduate School and may be used only once in a particular degree program or in postbaccalaureate status.

- * An enrolled graduate student may exercise the repeat option prior to graduation, but not afterwards.

5.4 ACADEMIC PROBATION, SUSPENSION AND REINSTATEMENT

5.4.1 POLICIES FOR UNDERGRADUATE STUDENTS

(Specific colleges and programs may have adopted policies more stringent than the ones below. See the Appendices.)

5.4.1.1 ACADEMIC PROBATION POLICIES

Students are placed on probation if:

1. Their cumulative GPA falls below 2.0. Students on probation for this reason who achieve a cumulative 2.0 GPA or higher shall be removed from probation.
2. They have two (2) consecutive UK academic terms with term GPAs below 2.0, regardless of their cumulative GPA. Students who achieve a 2.0 or better in the next term and have a cumulative GPA of 2.0 or higher will be removed from probation.

If the student has completed all the academic and procedural requirements for the degree while still maintaining an overall GPA of 2.0 or higher (or the minimum GPA established by a specific college), the degree shall be awarded and the student placed in good standing.

The Summer Session is subject to the same probation and suspension provisions as the Spring and Fall Semesters.

5.4.1.2 ACADEMIC SUSPENSION POLICIES

Students are academically suspended if:

1. They fail to earn a 2.0 term GPA for any term while on academic probation;

2. They have three (3) consecutive UK terms in which their cumulative GPA remains below 2.0; or
3. Their GPA is below 0.6 after their first term, if the semester's GPA is based on at least nine (9) hours of grades "A", "B", "C", "D" or "E".

In the case of a student eligible for suspension, the dean of the college in which the student is enrolled may continue a student on academic probation if the individual case so justifies, with notification to the respective Director of Undergraduate Studies.

A student academically suspended from the University may not enroll in any courses offered by the University, nor take any examination for University credit while on academic suspension.

A student academically suspended from the University a second time shall not be readmitted to the University, except in unusual circumstances and then only upon recommendation of the dean of the college in which the student plans to enroll.

Once reported to the Office of the University Registrar, an academic suspension may be rescinded by the dean only in the event of an error in the determination of the student's eligibility for suspension, an official grade change that alters the student's suspension eligibility or exceptional circumstances.

5.4.1.3 REINSTATEMENT

Students who have been academically suspended and have remained out of the University for at least two (2) terms (excluding the Winter Intersession) may only be reinstated by the dean of the college in which they plan to enroll. Reinstatement is contingent upon the student presenting evidence that they can perform at a level required to avoid a second suspension. The deadline for students to schedule an appointment for reinstatement in all colleges is May 15 for the Fall Semester, October 1 for the Spring Semester and March 1 for the Summer Session. The student must complete the reinstatement appointment and the dean must make a decision about reinstatement prior to the stated readmission application deadline. Reinstated students must meet admissions criteria to be eligible for readmission to the University.

Students who have been academically suspended shall, upon reinstatement, be placed on scholastic probation and be subject to final academic suspension from the University if:

1. They acquire any additional deficit during any semester or session while on academic probation.
2. They have failed to meet the requirements for removal from academic probation by the end of the third semester following their reinstatement.

Once reinstated students have been removed from scholastic probation, they shall be subject to the same conditions for subsequent academic suspension as students who have not previously been academically suspended.

Students should refer to academic bankruptcy for information on the rule that applies to students who are readmitted after an interruption of two (2) or more years.

Students may appeal the College Dean's decision to the Office of the Provost, which will have final approval.

5.4.1.4 READMISSION AFTER TWO OR MORE YEARS (ACADEMIC BANKRUPTCY)

Undergraduate students who have been readmitted through the usual channels after an interruption of two (2) or more continuous years, and who have completed at least one (1) semester or at least 12 hours with a GPA of 2.0 or higher beginning with the semester of readmission, may choose to have none of their previous University course work counted toward graduation and in the computation of their GPAs.

- * The 12-hour requirement of this rule must be met by enrolling in courses offered by the University. The courses must be taken after the student has been readmitted. The courses may be regular University courses or independent study (provided the course is offered by the University).

In addition, the dean of the student's college may permit a readmitted student who has elected not to count past work, to receive credit for selected courses without including those grades in the computation of the student's GPA (cumulate or otherwise).

Part-time and full-time students can take advantage of the academic bankruptcy rule.

Students need not have been originally suspended from the University to qualify for this option.

In calculating the 2.0 GPA, a student must have taken all of the 12 hours necessary to apply for bankruptcy for a letter grade. Course numbers ending with a suffix of "R", if taken for a letter grade, shall count toward the 12-hour minimum of eligibility for bankruptcy under this rule.

- * Letter grade means a grade of "A", "B", "C", "D", "E" or "XE".

If a student has completed a bachelor's degree and reenrolls, they may not apply the academic bankruptcy rule to courses taken for the degree already completed.

The Academic Bankruptcy option may be used only once.

- * The above Academic Bankruptcy procedure must be exercised while the person is a readmitted undergraduate student.

Students may appeal the college dean's decision to the Office of the Provost, which will have final approval.

5.4.1.5 SUSPENDED STUDENTS TRANSFERRING BETWEEN COLLEGES AND PROGRAMS

A current student suspended from a college or program may transfer to another college or program which has a 2.0 GPA admissions requirement for transfer students, even if the student has a GPA lower than 2.0, provided the student is not subject to the provisions for suspension from the University. However, the student must meet all other admissions criteria established by the college or program. If the student would have been placed on academic probation by the college to which the student is transferring had they been previously enrolled in that college, then the college may place the student on probation at the time of admission.

5.4.2 POLICIES FOR GRADUATE STUDENTS

5.4.2.1 SCHOLASTIC PROBATION POLICIES

When students have completed 12 or more semester hours of graduate course work with a cumulative GPA of less than 3.0, they will be placed on scholastic probation. Students will have one (1) full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.0 cumulative GPA.

Students placed on scholastic probation may not sit for doctoral QE or Final Examinations, or master's Final Examinations.

5.4.2.2 SCHOLASTIC SUSPENSION POLICIES

If scholastic probation is not removed, students will be dismissed from the Graduate School.

The Dean of the Graduate School may terminate enrollment in a particular program for the following reasons:

1. Scholastic probation for three (3) enrolled semesters.
2. Having failed twice the Final Examination for the master's or doctoral degree or the QE.

In cases where the student's Advisory Committee recommends termination after the QE has been passed, the Graduate Faculty in that program will meet to vote on the recommendation. When the Graduate Faculty of that program concurs and the student dissents, the student will have an opportunity to meet with the Graduate Faculty of the program, after which a second vote will be taken and a final recommendation will be made to the Dean of the Graduate School.

Each program sets specific requirements and standards of performance, evaluative procedures and criteria, and procedures for terminations. The student should be informed of these by the Director of Graduate Studies of the program.

5.4.2.3 READMISSION

Students who have been dismissed from the Graduate School for the reason of scholastic probation may apply to the program for readmission after two (2) semesters or one (1) semester and the Summer Session.

If they are accepted by the program, admitted students will have one (1) full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.0 cumulative GPA.

Exceptions to this policy can be made only by the Dean of the Graduate School.

5.5 DEGREES, HONORS, GRADUATION

Commencement convocations shall be held in December and in May of each academic year.

5.5.1 DEGREES

5.5.1.1 APPLICATION FOR DEGREES

5.5.1.1.1 UNDERGRADUATE DEGREES

To be eligible for an undergraduate degree, a student must file an application with the dean of the college from which the undergraduate degree is to be awarded. The Office of the University Registrar will determine appropriate deadlines. The dates will be included in the Academic Calendar. Upon approval of the Academic Calendar, the Office of the University Registrar will publicize the deadlines.

5.5.1.1.2 GRADUATE DEGREES

To be eligible for a graduate degree, a student must file an application to graduate with the Graduate School. The Office of the University Registrar will determine appropriate deadlines. The dates will be included in the Academic Calendar.

5.5.1.1.3 PROFESSIONAL DEGREES

Application deadlines for professional degrees will be identified by the respective College Faculty, in accordance with external accreditation requirements, and submitted to the Office of the University Registrar for inclusion in the Academic Calendar.

5.5.1.1.4 LATE ADDITION TO DEGREE LIST

5.5.1.1.4.1 DEMONSTRATION OF EXTRAORDINARY HARDSHIP

In cases where failure to be included on the degree list is not due to administrative error, a hardship petition may be submitted to the Office of the Provost. A hardship petition must include the information below and must be submitted as a complete packet through the respective dean's office with the approval of the academic director of the degree program. Petition packets that do not include all information specified below will be denied. Submission of a complete hardship petition does not guarantee that the request for exception will be granted. The hardship petition must be submitted to the Office of the Provost by the dean's office no later than four (4) business days prior to the scheduled date of action of the Board of Trustees on the degree list in question.

1. A one-page, signed statement from the student specifying the exact nature of the extraordinary hardship that will occur due to failure to be included on the degree list in question.
2. Documentation, including contact information, for verification of the facts presented in #1 above.
3. Letter of support from the academic director of the degree program, co-signed by the dean that includes the student's name, identification (ID) number, major and degree.
4. A description from the student describing the circumstances that prevented the student from applying prior to the established deadline. (Failure to be aware of the deadline is not an acceptable excuse).

- * **Posthumous Award of Earned Degrees.** A deceased student who has been determined by the unit faculty, dean and Office of the University Registrar to have satisfied the established degree requirements will be recommended to the Board of Trustees for award of the degree. The transcript shows the posthumous award. The diploma is the same as for non-posthumous award of earned degrees.

5.5.1.2 DOUBLE MAJOR

An undergraduate student earns a double major when the student completes all University, college and departmental requirements in one department — the Primary Major — and all departmental requirements in a second department — the Secondary Major. If there is a generic

relationship, work in the Primary Major may be applicable to the Secondary Major. The student must indicate their double major to the Office of the University Registrar and to the student records office in their college(s). They must have an advisor in each major. The student who completes the requirements for a double major receives a degree from the college of their Primary Major and has the successful completion of the Secondary Major entered on their transcript. A Secondary Major may be completed after the degree for the Primary Major has been awarded. A double major does not result in an additional degree. In addition, the pre-major requirements are considered to be a part of the major requirements for purposes of the rule and must be fulfilled by secondary majors.

5.5.1.3 ADDITIONAL BACHELOR'S DEGREES

A student is eligible to qualify for additional bachelor's degrees in different majors. The student must complete all University, college and departmental requirements for all degrees. Courses taken toward fulfilling one (1) degree may also count toward fulfilling parallel requirements in another degree, but the student must complete at least 24 additional hours for each degree. The student may elect to receive the degrees simultaneously if college and departmental degree requirements can be met simultaneously.

5.5.1.4 CONCURRENT ENROLLMENT IN GRADUATE PROGRAMS

A student may receive two (2) graduate degrees. However, concurrent enrollment in two (2) or more graduate degrees at the same time is not permitted, unless approved by the Graduate Advisor(s), the respective Directors of Graduate Studies in the programs and the Dean of the Graduate School. This rule does not prohibit a student from receiving both a bachelor's degree and an advanced degree in the same field at the same time.

5.5.1.5 MASTER'S DEGREE FOLLOWING DOCTORATE

Subsequent to the receipt of a doctoral degree, a student is not eligible to receive a master's degree based on the work which led to the doctorate.

5.5.1.6 FACULTY EMPLOYEES AS CANDIDATES FOR DEGREES

Faculty employees having a rank higher than that of Instructor may not be considered as candidates for degrees in the discipline in which they are employed and hold academic rank.

Faculty employees pursuing degrees above the master's degree at the University may not hold more than a half-time work assignment either during the two (2) full-time, consecutive resident semesters preceding the QE or during the two (2) semesters of full-time dissertation study immediately following the QE.

5.5.2 GRADUATION AND COMMENCEMENT HONORS

5.5.2.1 AUTHORITY

The board of trustees may grant degrees to graduates of the university, prescribe conditions upon which postgraduate honors may be obtained, and confer such honorary degrees, upon the recommendation of the faculty of the university, as it thinks proper (pursuant to KRS 164.240). Such honors conferred to students upon their graduation are referred to as "degree honors," while such awards to others are referred to as "Honorary Degrees".

5.5.2.2 CONDITIONS OF MERIT AND CIRCUMSTANCE FOR DEGREE HONORS

5.5.2.2.1 UNDERGRADUATE “UNIVERSITY HONORS”

Students shall be graduated "Summa Cum Laude" who attain a GPA of 3.8 or higher for at least three (3) years of work at the University of Kentucky (excepting correspondence study).

Students shall be graduated "Magna Cum Laude" who attain a GPA of 3.6 or higher for at least three (3) years of work at the University of Kentucky (excepting correspondence study).

Students shall be graduated "Cum Laude" who attain a GPA of 3.4 to 3.6 for at least three (3) years of work at the University of Kentucky (excepting correspondence study).

Students with a minimum of two (2) but less than three (3) years of work at the University shall receive the appropriate commencement honors if they attain a GPA of 0.2 greater than the above. The transcript shall show these credentials as “University Honors.”

- * Courses taken under Study Abroad and National Exchange Student programs (and for which students pay their tuition to the University of Kentucky) are considered as courses taken at UK for purposes of both the residency requirement and for graduates to be conferred commencement honors at the time of award of their degrees.
- * A student who has invoked the academic bankruptcy rule during their University career shall be considered, for the purposes of commencement honors, as having attended the University only for those hours earned subsequent to readmission.
- * A student need not be enrolled full-time to fulfill the years of work necessary to receive commencement honors. Two (2) years of work means 60 credit hours; three (3) years means 90 credits.
- * Under this rule, the cumulative GPA is used to test for qualification for graduation honors. The minimum number of credit hours that must be included in that GPA calculation (i.e. quality hours) is 90 hours.
- * A student does not have to be a full-time student to be eligible for qualifying for graduation honors.

5.5.2.2.2 HONORS RELATED TO UNDERGRADUATE DEGREES AND PROFESSIONAL DEGREES

5.5.2.2.2.1 GENERAL POLICIES

The bachelor's degree with honors in a student's major (also known as “departmental honors”) or a degree with honors from a professional college will be conferred upon a student whom the faculty of the student's department, or college in the case of a professional college, and the dean of the student's college recommend receive the degree. A student may be required to complete work in addition to that required for the bachelor's or professional degree to receive a degree with honors.

For bachelor's degrees, the transcript will show the honor(s) as being associated with the respective program major at the department level. For professional degrees, the transcript will show the honor(s) as being associated with the respective program at the college level.

THE DEGREE WITH HONORS FROM A PROFESSIONAL COLLEGE SHALL BE BASED SOLELY UPON WORK DONE IN THE PROFESSIONAL COLLEGE.

5.5.2.2.2.2 DEGREE HONORS IN THE JD PROGRAM (J. DAVID ROSENBERG COLLEGE OF LAW)

The J. David Rosenberg College of Law awards Latin Honors as follows:

Students with a GPA of 3.8 or higher will be graduated "Summa Cum Laude."

Students with a GPA of 3.6 or higher will be graduated "Magna Cum Laude."

Students with a GPA of 3.4 or higher will be graduated "Cum Laude."

Latin Honors will be awarded regardless of the number of graded credit hours (i.e. quality hours) earned by the student.

5.5.2.2.2.3 DEGREE HONORS IN THE PHARMD PROGRAM (COLLEGE OF PHARMACY)

The College of Pharmacy, Doctor of Pharmacy program, awards Latin Honors as follows:

Students with a GPA of 3.8 or higher will be graduated "Summa Cum Laude."

Students with a GPA of 3.6 or higher will be graduated "Magna Cum Laude."

Students with a GPA of 3.4 or higher will be graduated "Cum Laude."

Latin honors will be awarded regardless of the number of graded credit hours (i.e., quality hours) earned by the student.

5.5.2.2.2.4 DEGREE HONORS IN THE DMD PROGRAM (COLLEGE OF DENTISTRY)

For the College of Dentistry, graduation honors are "With High Distinction" and "With Distinction." Students are chosen according to their class rank when they apply for a May degree. The top 12% of the class receives "With High Distinction;" the next 8% receives "With Distinction."

5.5.2.2.2.5 LEWIS HONORS COLLEGE

The bachelor's degree with University Honors will be conferred by the Lewis Honors College. After a student has completed all of the requirements for graduation, the bachelor's degree with University Honors in a student's major or minor will be conferred upon the successful completion of the Lewis Honors College curriculum, in conjunction with departmental approval of the student's thesis. College approval is required when the major or minor is not from a department but from a college.

5.5.2.3 CONDITION OF CIRCUMSTANCES FOR HONORARY DEGREES

*The process for awarding Honorary Degrees is on hold until the establishment of the Faculty Senate. As such, no Honorary Degrees will be awarded during Fall 2024 Commencement.

5.5.2.3.1 TITLES OF HONORARY DEGREES

The titles and definitions for Honorary Degrees are:

Honorary Doctor of Arts

To recognize extraordinary accomplishments in the creative arts, fine arts, performing arts or related fields.

Honorary Doctor of Laws

To recognize extraordinary accomplishments in law, politics, governance, diplomacy or related fields.

Honorary Doctor of Science

To recognize extraordinary accomplishments in scientific fields.

Honorary Doctor of Engineering

To recognize extraordinary accomplishments in engineering, design, technology or related fields.

Honorary Doctor of Humanities

To recognize extraordinary accomplishments in the humanities.

Honorary Doctor of Humane Letters

To recognize extraordinary contributions to philanthropy, human development, education or societal well-being.

5.5.3 DIPLOMAS

Diplomas may be issued at a December or May Commencement Convocation. They may be issued by the Office of the University Registrar at other times when the degrees have been recommended by the Office of the Provost and approved by the Board of Trustees. Diplomas will be signed by the University President.

5.5.3.1 DIPLOMAS ISSUED TO GRADUATED STUDENTS

Pursuant to delegation from the Board of Trustees, the Office of the Provost establishes final policy on the informational content to be included on diplomas. Diplomas attesting to the award of degrees and honors may be issued at a December or May Commencement Convocation. They may be issued by the Office of the University Registrar at other times when the degrees have been recommended by the University Faculty and approved by the Board of Trustees (KRS 164.240).

Diplomas shall display the name of the University, the title of the degree and the name of the major being conferred, the authority under which the indicated degree is being conferred and signatures representing that authority (i.e., the degree program faculty being represented by the signature of the dean of the college that is academically responsible for the degree).

Each college dean shall attest to the Office of the University Registrar the names of graduates in their college who have met the conditions for the "degree honors." The Office of the University Registrar shall ascertain the names of graduates who have met the conditions for the honors

graduation credential. The honors shall be displayed on the diploma, along with the signatures of the attesting college dean and Office of the University Registrar.

Upon the recommendation of the Office of the Provost, the Board of Trustees may award, and prescribe conditions for, new categories of academic honors that are conferred only upon final Board action (pursuant to KRS 164.240).

5.5.3.2 IN MEMORIAM DEGREES

5.5.3.2.1 PURPOSE

The University seeks to provide the families of deceased students who had not completed requirements for a degree with a meaningful acknowledgment of the achievements and legacy of the student and, at the same time, uphold academic and institutional integrity. To meet these goals, the Board of Trustees has established a new category and title of Honorary Degree (Board of Trustees ASACR 1, April 1, 2014), In Memoriam Posthumous Degree (hereafter In Memoriam degree), to be conferred posthumously upon final action by the Board of Trustees.

5.5.3.2.2 CONDITIONS FOR CONFERRAL OF IN MEMORIAM DEGREES

5.5.3.2.2.1 ELIGIBILITY

An In Memoriam degree allows for recognition of a student's connection to the University, regardless of their progress toward completion of degree requirements. Undergraduate, graduate and professional students who were registered in a degree program at the time of their death, but did not complete degree requirements, are eligible for an In Memoriam degree.

5.5.3.2.2.2 PROCEDURES

A proposal for conferral of an In Memoriam degree shall be initiated and processed as follows:

5.5.3.2.2.2.1 INITIATION AND ROLE OF THE DEAN

Upon being made aware of the deceased student by either the family or chair of the student's home department, the office of the dean of the student's college shall consult with the student's degree program, the Office for Student Success and the Office of the University Registrar to review the student's academic and disciplinary record, to confirm that, at the time of death, the student was in a UK degree-seeking status, and the student was in good academic standing.

5.5.3.2.2.2.2 ROLE OF THE OFFICE OF THE UNIVERSITY REGISTRAR

The respective office of the dean shall forward the request for an In Memoriam degree to the Office of the University Registrar. The Office of the University Registrar shall process the request and place the deceased student's name on an In Memoriam degree list. The Office of the University Registrar shall forward the recommendation to the University President for transmittal to the Board of Trustees for final action.

5.5.3.2.2.2.3 DIPLOMA

Upon final approval by the Board of Trustees, the Office of the University Registrar shall prepare an In Memoriam degree diploma for the student's family. The diploma document for this honorary degree title will be structured the same as for other honorary degrees.

6 STUDENT ACADEMIC AFFAIRS

6.1 ACADEMIC RIGHTS OF STUDENTS

6.1.1 REGULAR AND SUBSTANTIVE INTERACTION

Courses satisfy the requirement for regular and substantive interaction when course participants meet regularly, as prescribed in the Appendices, and the Instructor of Record substantively interacts with students in at least two (2) of the following ways: provides direct instruction, assesses students' learning, provides information or responds to students' questions and facilitates student discussions. Some exceptions are allowed as per SACSCOC.

6.1.2 THE COURSE SYLLABI

All students must be informed in writing of the course content and other matters listed in this rule at no cost to the student. Students have the right to be informed in writing (in the course syllabus) about the nature of the course, including the content, the activities to be evaluated and the grading practice to be followed. The course syllabus shall provide information to students regarding any factors used in determining grades (e.g. absences, required interactions and late assignments). Syllabi may be posted electronically but must be shared with students by the third day of the Fall and Spring Semesters, or, for compressed courses and courses in the Summer Session and Winter Intersession, by the first day of the course. Electronically posted syllabi must remain available to students for the entire term.

Course syllabi must address a series of required components (listed below) and include Academic Policy Statements. Syllabi for undergraduate and graduate courses must also include rules regarding academic offenses for undergraduate and graduate students. (There may be additional rules for professional courses and programs).

The following sections describe required components of a syllabus: "Expectations of graduate students and differentiation from undergraduate students;" "Policy on return of assignments;" "Acceptable documentation for excused absences;" "Making up graded work for excused absences;" "Prep Week and Reading Days;" "Midterm grades for undergraduate students."

6.1.2.1 REQUIRED SYLLABI COMPONENTS

1. Full and accurate title of course, corresponding to the title in the official University Catalogs.
2. Course prefix, course number and course section number.
3. Instructor name, office location, office phone number including area code and campus email address.
4. Office hours (days, times, location) or how to make an appointment. For distance-learning courses, provide virtual office hours, preferred method of communications and maximum time frame for responding to student communications.
5. Course description corresponding generally to the description in the official University Catalogs.

6. Required materials for the course, e.g. textbooks, required readings/films, etc.
7. Associated expenses other than “required materials,” such as the cost of a field trip, proctoring fees or polling software devices, if applicable.
8. Skill/Technology requirements, if applicable. If specific technical/digital literacy skills or software are required, the syllabus must describe these.
9. Student learning outcomes.
10. Descriptive list of activities, exams and grading scheme. The syllabus must include language that describes to students how their grades will be calculated. As applicable, include the following: a list of activities with enough description for students to understand the course requirements; the factors used in determining grades (e.g., absences, required interactions or late assignments); and due dates (if applicable, include a caveat that due dates can be changed and explain under what circumstances they can be changed).
11. Mechanics of submissions, if applicable. The syllabus must explain if assignments must be submitted via a certain method (e.g., via email or a specific software program or file type).
12. Policy on return of assignments, if applicable.
13. Grading scale (undergraduate, graduate, etc.).
14. For 400G- and 500-level courses, expectations of graduate students and differentiation from undergraduate students.
15. Midterm grades, if undergraduate students are enrolled in the course.
16. Submission of late assignments and late policies. The syllabus should explain if late assignments are accepted for unexcused absences and if there are penalties or time limits regarding work submitted after the due date. (Within some guidelines, late assignments must always be accepted for excused absences.)
17. Permissible assignments that are due during Prep Week.
18. Tentative course schedule. At a minimum include due dates of major assignments and exams. More detailed information must also be provided, either within the syllabus or located on another platform, such as a Learning Management System (e.g., Canvas).
19. Course activities outside of regularly scheduled class-required interactions, if applicable. These include special events, field trips and required synchronous meetings for distance learning courses.
20. URL/hyperlink to, or copy and paste of, [Academic Policy Statements](#).
21. Attendance policy for course, if applicable. (Unless an attendance policy is described in the syllabus, students cannot be penalized for lack of attendance.)

22. Acceptable documentation for excused absences (e.g., a letter from an institution or medical provider or published information).
23. Policy for absences due to major religious holidays, if applicable.
24. Resources. If applicable, the syllabus should describe special resources that may be useful to students, such as UK's distance learning library services, the Hub, proctoring information, etc.

6.1.2.2 ACADEMIC POLICY STATEMENTS

Academic Policy Statements are applicable to all courses, such as policies on excused absences, religious observances, accommodations due to disability and non-discrimination and Title IX requirements. Instructors may either insert the full narrative of the Academic Policy Statements into a syllabus or include the URL/hyperlink to the Academic Policy Statements web page.

6.1.2.3 RULES REGARDING ACADEMIC OFFENSES

Instructors for courses with undergraduate and graduate students must insert the full language on academic offenses ("Plagiarism," "Cheating," "Falsification or Misuse of Academic Records") in a syllabus.

Instructors for professional courses and programs must describe applicable academic offense policies within their syllabi or include a URL/hyperlink to a web page with that information.

6.1.2.4 RESOURCES AVAILABLE TO STUDENTS

Instructors are encouraged to provide students with a list of available resources.

6.1.2.5 OPTIONAL INFORMATION FOR SYLLABI

As non-required information that instructors may opt to include in a course, the following items may also be included: if required by an accrediting agency, course goals or objectives (in addition to student learning outcomes or SLOs); classroom behavior policies; course material copyright statement; or classroom recording policy.

6.1.3 CONTRARY OPINION

A student has the right to take reasoned exception to the data or views offered in the classroom without being penalized.

6.1.4 ACADEMIC EVALUATION

6.1.4.1 MIDTERM GRADE REPORTS TO UNDERGRADUATE STUDENTS

All teachers must inform the undergraduate students in their courses of their current progress based on the criteria in the syllabus before the following dates:

1. The end of the Monday following the end of the ninth week for the Fall or Spring Semester.
2. The third day of the fifth week for the eight-week summer term.
3. The second day of the third week for the four-week summer term.

6.1.4.2 RIGHT TO RECEIVE FAIR AND JUST GRADES

Students have the right to receive grades based only upon fair and just evaluation of their performance in a course as measured by the standards announced by their instructor(s) in the written course syllabus at the first-class meeting.

* To “receive grades” means “to be graded.”

6.1.4.3 RIGHT TO RECEIVE FAIR AND JUST EVALUATION OF PERFORMANCE IN A PROGRAM

Students have the right to receive a fair and just academic evaluation of their performance in a program. In addition to the student's overall academic record, evaluation may include the assessment of such activities as research and/or laboratory performance, qualifying examinations (QE), professional board examinations, studio work or performance activities, behavior in professional situations or interviews to determine continuation in a program. The program faculty and/or relevant administrative officer must inform the student as to which activities will be included in the academic assessment no later than the beginning of the activity to be evaluated.

6.1.4.4 IMPROPER BASES OF EVALUATION

Evaluations determined by anything other than a good faith judgment based on explicit statements of the above standards are improper. Among irrelevant considerations are race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking, being an applicant for or in the service of the United States Uniformed Services or any activities outside the classroom that are unrelated to the course work or program requirements.

6.1.4.5 SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination. It includes unwelcome sexual advances, requests for sexual favors and other verbal, physical or written conduct of an intimidating, hostile or offensive nature. Sexual harassment occurs when such conduct:

1. is explicitly or implicitly a term or condition of the student's status in a course, program or activity;
2. is used as a basis for academic or other decisions affecting such student;
3. substantially interferes with a student's academic performance; or
4. creates an intimidating, hostile or offensive working or academic environment.

6.1.5 ACADEMIC RECORDS

Students have the right to have their academic records kept separate and confidential, unless they consent in writing to have them revealed. However, the Office of the University Registrar or

designee may disclose a student's academic record without that student's consent if the information is required by authorized University personnel for official use, such as advising students, writing recommendations or selecting candidates for honorary organizations.

6.1.6 EVALUATION OF STUDENT CHARACTER AND ABILITY

Students have the right to have their character and ability evaluated only by individuals with a personal knowledge of them and, upon request, to be informed that such evaluations have been or will be made. Records containing information about a student's character and ability shall indicate when the information was provided and by whom, and the position of this individual.

6.1.7 STUDENT PARTICIPATION IN ACADEMIC AFFAIRS

The faculty of each college within the University and the faculty of the Graduate School shall establish some form of Student Advisory Council (SAC) to represent student opinion to the college faculty and administration on educational policy matters pertinent to that college or school.

The form for each SAC, as well as the areas of responsibility, shall be determined by the faculty of the college or school. Students shall be selected through a process determined by the Student Government Association and the office of the dean of respective colleges.

The faculty of each college or school may extend membership in the college faculty body, with or without voting privileges, to student members.

6.1.8 ATTENDANCE AND PARTICIPATION DURING APPEAL

Students shall have the right to attend classes, pursue their academic programs and participate in University functions during the consideration of any academic appeal.

Those students who have patient contact in clinical practicum courses will not be able to continue patient contact in the courses during an appeal if the appeal relates to clinical competence regarding performance. As far as practicable, such appeals shall be expedited.

Attendance and participation may be limited:

1. when outside agencies are used as part of the student's educational experience. In this situation, precedence will be given to the terms of any agreement(s) which have been negotiated between the University and the agency.
2. when patient/client contact is involved in the student's educational experience. In this situation, only patient/client contact will be limited or excluded at the discretion of program faculty.

6.2 THE ACADEMIC OMBUD

The Academic Ombud is the officer of the University charged with consideration of student grievances in connection with academic affairs.

6.2.1 FUNCTIONS, JURISDICTION AND PROCEDURES OF THE OFFICE

6.2.1.1 FUNCTIONS

Academic Ombud Services shall provide a mechanism for handling issues for which no established procedure exists, or for which established procedures have not yielded a satisfactory solution. They are not intended to supplant the normal processes of problem resolution. In some cases where there is a clear need to achieve a solution more quickly than normal procedures provide, the Academic Ombud may seek to expedite the normal processes of resolution.

Students who wish to appeal a finding of an academic offense, a penalty for an academic offense, a grade in a course or an action in any other academic matter must confer with the Academic Ombud before they can appeal to the University Appeals Board (UAB). The procedure for appealing a finding of or a penalty for an academic offense is outlined in "Appeals;" the procedure for appealing a grade or another academic action is outlined below. In cases of academic offenses, Academic Ombud Services shall notify the appropriate parties if a student fails to exercise their right of appeal within the allotted time.

6.2.1.2 JURISDICTION

The authority of the Academic Ombud is restricted to issues of an academic nature involving students on the one hand and faculty or administrative staff on the other. However, the Academic Ombud may refer issues falling outside their jurisdiction to appropriate offices charged with the responsibility for dealing with them, in areas such as the Office for Student Success or the Office of Institutional Equity and Equal Opportunity.

When a problem falls partly within the Academic Ombud's jurisdiction and partly within the jurisdiction of some other office, the Academic Ombud shall cooperate with the relevant other office in seeking a solution. However, the Academic Ombud's authority in effecting a solution shall extend only to those aspects of the issue falling within the jurisdiction of that office.

Jurisdictional disputes involving an Academic Ombud and other offices which cannot be resolved through negotiations shall be referred to the Office of the President.

6.2.1.3 DECISION TO ACCEPT A CASE

When an issue to be resolved is brought to Academic Ombud Services, the Academic Ombud shall first determine if the issue falls within their jurisdiction. If it does not, the Academic Ombud shall refer the person presenting the issue to the proper authority. If the issue does fall within their jurisdiction, the Academic Ombud shall determine if efforts have been made to adjudicate the issue through normal channels and procedures. Where such channels and procedures exist and have not been utilized, the Academic Ombud shall recommend their use, unless there is compelling evidence that they will not effectively resolve the issue.

The Academic Ombud shall investigate each issue falling within Academic Ombud Services' jurisdiction to determine:

1. whether it contains merit;
2. whether it is deserving of extended attention; and
3. the priority of attention which it should be accorded by the Academic Ombud's office.

The Academic Ombud shall notify the student directly that an issue does not contain merit. The student then has the right to appeal within 30 days to the UAB. Upon receipt of the written

appeal, the chair of the UAB shall notify the Academic Ombud to forward all reports and evidence concerning the case. The UAB may then by majority vote agree to hear the student's case or to allow the Academic Ombud's decision to be final.

6.2.1.4 STATUTE OF LIMITATIONS

The Academic Ombud is empowered to hear only those grievances directed to their attention within 180 days subsequent to the conclusion of the academic term in which the problem occurred. However, the Academic Ombud may agree to hear a grievance otherwise barred by the Statute of Limitations in those instances where (a) the Academic Ombud believes that extreme hardship including but not limited to illness, injury and serious financial or personal problems gave rise to the delay or (b) all parties to the dispute agree to proceed.

6.2.1.5 PROCEDURES

When the Academic Ombud determines that an issue merits their attention, the Academic Ombud shall contact the parties involved to determine the background of the issue and areas of disagreement. With this information, the Academic Ombud shall seek to determine alternative means of achieving an equitable resolution and propose to the conflicting parties those solutions which appear to offer the greatest promise of mutual satisfaction. Normally the investigatory and mediation activities shall be conducted informally and need not involve confrontation of the conflicting parties. However, the more formal procedures and direct confrontation of the parties involved may be utilized if circumstances dictate that these will produce a more effective resolution.

If the mediation efforts are unsuccessful, the Academic Ombud shall refer the case to the UAB in writing if the complainant wishes to pursue the issue. At the request of the UAB, the Academic Ombud shall appear before it to offer testimony or shall prepare a written report of the case.

6.2.1.6 LIAISON

The Academic Ombud shall maintain close liaison with the Office for Student Success and the Office for Institutional Equity and Equal Opportunity and other such officials who have responsibility and concern for the academic governance of students. However, the Academic Ombud shall not violate the rights of students or other parties involved in cases brought to Academic Ombud Services through the disclosure of any information communicated in confidence.

6.2.1.7 RECORDS AND REPORTS

The Academic Ombud shall retain a record of all cases which are accepted. In cases involving discrimination (including sexual harassment), a summary of the case shall be sent to the Office for Institutional Equity and Equal Opportunity. The Academic Ombud shall review all files at the end of the term of office and should destroy any file of a resolved case that is five (5) years of age or older. If not destroyed, then all names should be removed. The decision not to destroy a file ought to be based on criteria such as resolution which might serve as a precedent for similar cases in the future. All unresolved cases which are more than one (1) year old and which were never forwarded to the UAB shall be destroyed. The Academic Ombud shall present annually a report of activities to the faculty and student governance bodies and the Office of the Provost

and may offer recommendations for changes in rules, practices or procedures to achieve more harmonious and effective governance of student academic affairs.

6.3 DISPOSITION OF CASES OF ACADEMIC OFFENSES

These rules govern the prosecution of academic offenses. The rules in this are binding upon all persons and groups mentioned in these rules. Instructors who impose penalties for academic offenses without following these rules are violating the due-process rights of students.

Instructors, administrators and the UAB do not have the authority to impose penalties less than the minimum prescribed by these rules. Deadlines may be extended by mutual agreement of the involved parties.

If the academic offense involves research and/or extramural funding, the administrative regulation for handling the offense is outlined in Administrative Regulation 7:2.

6.3.1 DEFINITIONS

For purposes of this:

1. The terms "chair," "dean" and "Provost" include their designees.
2. "Chair" includes directors of programs and deans of colleges or schools without a departmental structure.
3. "XE" and "XF" are grades indicating failure due to an academic offense. The grades shall be recorded on a student's transcript distinct from any other grade of "E" or "F" and shall not be changed to a "W" by retroactive withdrawal or removed from a student's GPA calculation by the Repeat Option.
4. "Notice" shall be sent to a student in writing by both regular mail and email to the student's addresses as they appear in the Office of the University Registrar's records. The University is not responsible for a student's failure to maintain current addresses in the Office of the University Registrar's records. Instructors are also encouraged to give notice to the student in person when feasible.

Any notice of a finding or penalty shall include the name and University identification (ID) number of the student, the college in which the student is enrolled, the course and section in which the offense occurred, the date and nature of the offense, the penalty that is being imposed or recommended and any right that the student may have to appeal the finding or penalty.

5. "Suspension" means forced withdrawal from the University for a specified period, including exclusion from classes, termination of student status and termination of all related privileges and activities.
6. "Dismissal" means termination of student status subject to the student's readmission.
7. "Expulsion" means permanent termination of student status. It is to be invoked only in unusual circumstances and when the offense committed is of such serious nature as to raise the question of the student's fitness to remain a member of the academic community.

8. "Days" refers to working days.
9. "Instructor" refers to the classroom instructor.
10. The preponderance of the evidence standard shall be the "Standard of Proof" applied by each decision maker when determining whether a student has committed an academic offense.

6.3.2 ACADEMIC OFFENSES

Students shall not plagiarize, cheat or falsify or misuse academic records.

6.3.2.1 PLAGIARISM

All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission. When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as their own, whoever that other person may be, except under specific circumstances (e.g. Writing Center review, peer review) allowed by the Instructor of Record or that person's designee. Plagiarism may also include double submission, self-plagiarism or unauthorized resubmission of one's own work, as defined by the instructor. Students may discuss assignments among themselves or with an instructor or tutor, except where prohibited by the Instructor of Record (e.g. individual take-home exams). However, the actual work must be done by the student, and the student alone, unless collaboration is allowed by the Instructor of Record (e.g. group projects). When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how they have employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in this AR shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.

6.3.2.2 CHEATING

Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking or presenting any information or material by a student with the intent of aiding themselves or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the UAB.

6.3.2.3 FALSIFICATION OR MISUSE OF ACADEMIC RECORDS

Maintaining the integrity, accuracy and appropriate privacy of student academic records is an essential administrative function of the University and a basic protection of all students. Accordingly, the actual or attempted falsification, theft, misrepresentation or other alteration or misuse of any official academic record of the University, specifically including knowingly having unauthorized access to such records or the unauthorized disclosure of information contained in such records, is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete permanent academic record, all official and unofficial academic transcripts, application documents and admissions credentials and all academic record transaction documents. The minimum sanction for falsification, including the omission of information or attempted falsification or other misuse of academic records as described in this section is suspension for one (1) semester.

6.3.3 DISPOSITION OF CASES OF ACADEMIC OFFENSES

Cases of academic offense will be heard by a committee chaired by the Office of the Provost.

6.3.4 JURISDICTION

6.3.4.1 INSTRUCTOR NOT FACULTY EMPLOYEE

If an instructor is not a faculty employee (for example, the instructor is a teaching assistant), then the Instructor of Record shall normally assume the role of the instructor. However, with the agreement of the responsible Instructor of Record, the chair may decide either to allow the actual instructor to retain this role or to ask another employee who is directly involved with the course (for example, a course coordinator) to assume this role. In any case, the actual instructor should retain an important consultative role and shall participate in all UAB meetings as far as possible.

6.3.4.2 RESPONSIBLE CHAIR AND DEAN

In general, the prefix of the course in which a student is enrolled determines which chair and dean are responsible for handling a case of an academic offense alleged to have been committed by that student in that course. However:

1. If the chair is also the instructor, then the dean of the chair's college shall assign the chair's role to an associate dean.
2. If the responsible dean is also the instructor, then the dean shall assign their responsibility for the case to an associate dean.
3. If the Provost is also the instructor, then the Provost shall assign their responsibility for the case to an associate provost.
4. If a student in postbaccalaureate status, a student enrolled in a program or curriculum of the Graduate School or a postdoctoral scholar or fellow is suspected of committing an academic offense in a course, the responsible dean shall be the dean of the Graduate School.

5. When a student enrolled in a program that has instituted an honor code is suspected of committing an offense in any course, the offense shall be prosecuted, and the penalty shall be imposed according to the rules of the student's program's honor code. Conversely, a student who is not enrolled in a program that has instituted an honor code shall be prosecuted only under these rules. If a student is concurrently enrolled in a professional program governed by an honor code and a program of the Graduate School, the rules of the professional program shall take precedence.
6. If the course is homed outside of a college, then the Provost will appoint an officer as the responsible dean of the course.

6.3.4.3 ROLE OF THE DEAN OF THE GRADUATE SCHOOL

If an academic offense is alleged to have occurred outside of a course in work that is related to fulfilling requirements of a program or curriculum of the Graduate School (for example, a master's examination, doctoral QE, master's thesis, doctoral dissertation or formally submitted dissertation proposal), or if an academic offense is alleged to have been committed by a postdoctoral scholar or fellow outside of a course, the offense shall be considered to have occurred in the Graduate School, and the rules of the Graduate School regarding academic offenses shall apply.

6.3.4.4 STUDENTS NOT IN A COLLEGE OR WHO HAVE NOT MATRICULATED AT UK

In the cases of students who have not registered in a college or are not matriculated at the University, the Provost shall assign a dean of a college to handle the case. It should be noted that this does not apply to students who have registered in a college in an "undeclared major" or "non-degree-seeking" status.

6.3.5 INITIATING A COMPLAINT

6.3.5.1 INSTRUCTOR SUSPECTS AN OFFENSE IN THE COURSE

An instructor who suspects that a student has committed an academic offense in a course taught by that instructor shall consult with the chair as soon as practical after the instructor develops the suspicion. Prior to consultation with the chair, the instructor may take action to prove or detect an academic offense or preserve evidence of the same. In taking such action, the instructor should minimize disruption and embarrassment to the student(s).

6.3.5.2 ANOTHER PARTY SUSPECTS AN OFFENSE IN A COURSE

If any person other than the instructor suspects that a student has committed an academic offense in a course in which the student is enrolled, that person should turn the evidence over to the instructor.

6.3.5.3 SUSPECTED OFFENSE OUTSIDE OF ANY COURSE IN WHICH THE SUSPECTED STUDENT IS ENROLLED

If any person suspects that a student has committed an academic offense, either with respect to a course in which the student is not enrolled, or in academic work outside of a course (for example, an honors project or dissertation, a graduate examination, a thesis or dissertation or a formally submitted thesis or dissertation proposal), that person should inform the dean of the college in which the student is enrolled.

6.3.5.4 SUSPECTED FALSIFICATION OR MISUSE OF ACADEMIC RECORDS

If any person suspects that a student has falsified, attempted to falsify or otherwise misused academic records, that person should inform the Office of the University Registrar.

6.3.6 INITIAL DETERMINATION

6.3.6.1 BY THE INSTRUCTOR AND CHAIR

6.3.6.1.1 ALLEGATION; OPPORTUNITY OF STUDENT TO RESPOND

The instructor and chair shall review the evidence of an academic offense, and the instructor shall decide whether the evidence warrants an allegation of an academic offense. If so, the student shall be notified of the allegation and invited to meet with the instructor and chair to discuss the allegation and to state their case. The instructor and chair must make a reasonable effort to meet with the student within 10 days after receiving the evidence. The instructor and chair shall set a deadline for the student to respond to the invitation to the meeting, but the deadline shall be at least seven (7) days after the invitation is issued. The instructor and chair must make a reasonable effort to schedule a meeting with the student as soon as possible after the evidence is received.

6.3.6.1.2 FINDING

The instructor shall consider the evidence and the student's response and shall decide, based on the standard of proof, whether the student committed an academic offense. Any such finding shall be made within seven (7) days after the meeting with the student, unless the student consents in writing to an extension of this time. However, if the student fails to respond to the invitation to meet within the deadline or fails to attend a meeting that was agreed upon by all parties, the instructor may make a finding immediately thereafter.

If the instructor finds the student did not commit an academic offense, the instructor shall so notify the student.

If, in the judgment of the instructor, an action that can be construed as an academic offense is so slight or inconsequential that it does not warrant the minimum penalty of zero (0) on the assignment, then the instructor should not treat the action as an academic offense, but instead as an ordinary error that may earn the student a lower grade on the assignment. The instructor shall notify the student of such a determination.

On the other hand, if the instructor finds the student committed an academic offense, the chair shall ask the Office of the University Registrar whether there are any prior offenses or letters of warning in the student's record. The chair shall inform the instructor whether such is the case. The chair shall also ask the Office of the University Registrar to place a hold on the student's enrollment in the course. If the student has already dropped or withdrawn from the course, the Office of the University Registrar shall reinstate the student.

6.3.6.1.3 PENALTIES

If the student has previously received a penalty for an offense at least as severe as an "E" or "F" in a course, the chair shall inform the responsible dean, who shall determine an appropriate penalty.

Otherwise, if the student has previously received a letter of warning, the Instructor of Record must assign a grade of "E" or "F" for the course. If the offense is particularly egregious, and if

the chair approves, the instructor may also forward the case to the responsible dean with a recommendation for a penalty of “XE” or “XF”, or a more severe penalty.

Otherwise, if there are no prior offenses or letters of warning in the student's record, the instructor must award a grade of zero (0) for the assignment on which the offense occurred. The instructor may also choose to impose one of the following additional penalties after consulting with the chair:

1. Require the student to perform extra academic work (failure to complete the extra work should result in a grade of “E” or “F” for the course).
2. Notify the Instructor of Record to reduce the final grade in the course by a specified number of levels.
3. Notify the Instructor of Record to assign a grade of “E” or “F”, as appropriate, for the course.
4. If the offense is particularly egregious, and if the chair approves, forward the case to the responsible dean with a recommendation for a penalty of a grade of “XE” or “XF” in the course or a more severe penalty.

If the instructor chooses to impose a penalty less than an “E” or “F” in the course, then the offense shall be considered a "minor offense." Generally, an offense that requires significant premeditation should not be treated as a minor offense.

6.3.6.1.4 NOTICE OF PENALTY

The instructor shall notify the student of the finding of an offense and the penalty as soon as possible after the penalty has been determined. The chair shall also inform the Academic Ombud of the finding and penalty.

6.3.6.1.5 RIGHT OF APPEAL

A student has the right to appeal any finding of an academic offense or a penalty to the UAB through the Academic Ombud Services.

6.3.6.1.6 RIGHT TO DROP OR WITHDRAW FROM A COURSE

A student who has committed an academic offense in a course shall not be permitted to drop or withdraw from the course under any circumstances.

6.3.6.1.7 WARNING LETTER IN CASE OF A MINOR OFFENSE

If the student fails to appeal the finding of a minor offense within the time limit, or if the UAB upholds the finding, the instructor shall write a letter of warning to be placed in the student's record. The letter shall state the circumstances surrounding the minor offense and shall warn the student that any offenses in the future will be penalized with at least an “E” or “F” in the course. The instructor shall send copies of the letter to the student and the Office of the University Registrar. The Office of the University Registrar shall place the letter in the student's record.

6.3.6.2 BY THE DEAN

6.3.6.2.1 CASES REQUIRING ACTION BY A DEAN

A dean may be required to take action in a case of an academic offense in the following circumstances:

6.3.6.2.1.1 PENALTY OF AT LEAST XE OR XF RECOMMENDED FOR FIRST OFFENSE

An instructor of a course offered by the dean's college recommends a penalty of a grade of "XE" or "XF" or a more severe penalty for an offense committed by a student who has not committed any previous offense or who has received only a letter of warning. In this case, the dean has two (2) options:

1. The dean may return the case to the instructor and require the instructor to notify the Instructor of Record to impose a penalty no more severe than a grade of "E" or "F" in the course. In this case, the instructor shall notify the student and the chair shall notify the Academic Ombud of the new penalty.
2. The dean may impose a penalty of "XE" or "XF" in the course and may forward the case to the Office of the Provost, recommending a penalty of suspension, dismissal, expulsion or revocation of a degree. In this case, the student has the right to appeal the penalty.

6.3.6.2.1.2 PENALTY OF AT LEAST E OR F RECOMMENDED FOR AT LEAST SECOND OFFENSE

A student is found to have committed an offense in a course offered by the dean's college, the student has previously received a penalty for an offense at least as severe as an "E" or "F" in a course and the matter has been referred to the dean. The dean shall impose a grade of "XE" or "XF" in the course and forward the case to the Office of the Provost, recommending either the minimum penalty of suspension or a harsher penalty of dismissal, expulsion or revocation of a degree. The student has the right to appeal a recommended penalty of dismissal, expulsion or revocation of a degree.

6.3.6.2.1.3 OFFENSE COMMITTED OUTSIDE OF A COURSE

A student enrolled in the dean's college is accused of an offense, either with respect to a course in which the student is not enrolled, or in academic work outside of a course (for example, an honors project or dissertation, a graduate examination, a thesis or dissertation or a formally submitted thesis or dissertation proposal). In this case, the procedure outlined above shall be followed, except that the dean assumes the roles of both instructor and chair. If the dean finds the student committed the offense, based on the standard of proof, the dean shall either decline to impose a penalty or shall forward the case to the Office of the Provost recommending a penalty of suspension, dismissal, expulsion or revocation of a degree. The student has the right to appeal any finding, even if no penalty is imposed, and any recommended penalty.

6.3.6.2.1.4 CONCURRENT OFFENSES

The Office of the University Registrar notifies the dean that an inquiry was made about prior offenses of a student in the dean's college after a chronologically prior offense by that student had occurred but before the prior offense had been noted in the student's permanent record. If the inquiry was made about an offense that the student was later found not to have committed, the dean shall take no action. Otherwise, if the chronologically subsequent offense occurred in a course, the dean shall impose a grade of "E" or "F", or "XE" or "XF" in that course. If the student

has already been permitted to drop or withdraw from that course, the Office of the University Registrar shall reenroll the student in it. The dean may also forward the case to the Office of the Provost, recommending a penalty of suspension, dismissal, expulsion or revocation of a degree. If the chronologically prior offense received a penalty of at least an “E” or “F” in the course, the dean shall impose a grade of “XE” or “XF” in the course and must forward the case to the Office of the Provost, recommending a penalty at least as severe as suspension. In that case, the student has the right to appeal a recommended penalty of dismissal, expulsion or revocation of a degree. Otherwise, the student may appeal a recommended penalty of “XE” or “XF”, or a more severe penalty.

6.3.6.2.2 NOTICE

Notice of any finding of an offense (even if no penalty is imposed) or intended action shall immediately be sent by the dean of the college to the student, with copies to the instructor and chair (if the offense was related to a course) and the Academic Ombud. If a penalty of suspension, dismissal, expulsion or revocation of a degree is imposed or recommended, the Office of the Provost shall also be notified.

6.3.6.2.3 IN CASE OF APPEAL

After the student is notified of a finding or action and advised of any right of appeal, the dean shall wait until the time has expired before taking any action. If the student exercises the right of appeal, the dean shall take no action until the UAB makes a determination on the case.

6.3.6.2.4 RIGHT TO DROP OR WITHDRAW FROM A COURSE

A student who has committed an academic offense in a course shall not be permitted to drop or withdraw from the course under any circumstances, except as specified in the “Requirements” of “Retroactive Withdrawal.”

6.3.6.2.5 CONDITIONS FOR READMITTANCE AFTER DISMISSAL

If a dean recommends a penalty of dismissal, the dean may suggest conditions under which the UAB and the Office of the Provost should consider approving a student's petition to be readmitted. The dean shall notify the student of any such conditions.

6.3.6.3 BY THE DEAN OF STUDENTS

When a violation of the Code of Student Conduct, and a violation of Part II, Selected Rules of the Governing Academic Relationships, Section on Academic Offenses and Procedures, has allegedly been committed in the same set of circumstances or facts, the Dean of Students shall consult with the dean of the college where the offense occurred. The Dean of Students, the dean of the college where the offense occurred, or the dean of the Graduate School or all three will investigate concurrently, but separately, and pursue the case in accordance using the appropriate procedures and authorities as set forth in the relevant codes.

6.3.6.4 BY THE OFFICE OF THE UNIVERSITY REGISTRAR

6.3.6.4.1 ALLEGATION; OPPORTUNITY OF STUDENT TO RESPOND

If evidence of possible falsification or misuse of academic records comes to the attention of the Office of the University Registrar, the Office of the University Registrar shall review the evidence and decide whether it warrants an allegation. If so, the student shall be invited to meet with the Office of the University Registrar to discuss the allegation and state their case. The Office of the University Registrar shall set a deadline for the student to respond to the invitation to the meeting, but the deadline shall be at least seven (7) days after the invitation is issued. The Office of the University Registrar shall make a reasonable effort to schedule a meeting with the student as soon as possible after the evidence is received.

6.3.6.4.2 FINDING

The Office of the University Registrar shall consider the evidence and the student's response and decide whether the student committed the alleged offense, based on the standard of proof. Any such finding shall be made within seven (7) days after the meeting with the student, unless the student consents in writing to an extension of this time. However, if the student fails to respond to the invitation to meet within the deadline or fails to attend a meeting that was agreed upon by all parties, the Office of the University Registrar may make a finding immediately thereafter.

6.3.6.4.3 PENALTY AND RIGHT OF APPEAL

If the Office of the University Registrar finds the student committed the alleged offense, the Office of the University Registrar shall decide either to impose no penalty or to recommend a specific penalty of suspension, dismissal, expulsion or revocation of a degree to the Office of the Provost. The student has the right to appeal a finding that an offense has occurred and any recommended penalty.

6.3.6.4.4 NOTICE

If the Office of the University Registrar finds the student did not commit the offense, the Office of the University Registrar shall notify the student. If the Office of the University Registrar finds the student committed the offense, the Office of the University Registrar shall notify the student and the Academic Ombud of the finding and any recommended penalty (even if none). If a penalty of suspension, dismissal, expulsion or revocation of a degree is recommended, the Office of the Provost shall also be notified.

6.3.6.5 CONDITIONS FOR READMITTANCE AFTER DISMISSAL

If the Office of the University Registrar recommends a penalty of dismissal, the Office of the University Registrar may suggest conditions under which the UAB and the Office of the Provost should consider approving a student's petition to be readmitted. The Office of the University Registrar shall notify the student of any such conditions.

6.3.7 APPEALS

6.3.7.1 PRELIMINARY CONSIDERATION BY THE ACADEMIC OMBUD

6.3.7.1.1 INFORMAL RESOLUTION

If a student wishes to contest the finding of an offense or a penalty, the student must approach the Academic Ombud within 10 days after being officially notified. The Academic Ombud shall

attempt to resolve the case to the satisfaction of all involved parties within 20 days of receiving the student's written request.

6.3.7.1.2 MERIT OF APPEAL OF PENALTY FOR MINOR OFFENSE

If the student does not dispute the finding of a minor offense, but the student desires to appeal the penalty on the basis that it is unduly harsh, the Academic Ombud shall decide whether the appeal has merit, based on the standard of proof. In making such a decision, the Academic Ombud should proceed with deference to the instructor's traditional autonomy and authority over the course.

6.3.7.1.3 NOTICE

If the Academic Ombud fails to resolve the case to the satisfaction of all involved parties, or if the Academic Ombud makes a decision on the merit of an appeal of a minor penalty, the parties shall be so notified.

6.3.7.2 APPEAL TO THE UNIVERSITY APPEALS BOARD (UAB)

6.3.7.2.1 JURISDICTION

The student shall be given the opportunity to appeal any finding of an academic offense to the University Appeals Board. A student may also appeal the severity of a penalty to the UAB only if:

1. the offense is the student's first;
2. the offense occurred in a course, the penalty is at least as severe as "XE" or "XF" and the student has previously received only a letter of warning;
3. the offense occurred outside of a course, and the penalty is at least as severe as suspension; or
4. the penalty is dismissal, expulsion or revocation of a degree for any offense.

6.3.7.2.2 TIME FOR FILING APPEAL

The appeal must be filed in writing with the UAB within 10 days after the date that the Academic Ombud notifies the student that the case cannot be resolved without recourse to the UAB. The student shall have the right of class participation and attendance during the consideration of any appeal. The student shall have the rights set out in Section 2.3 of the Code of Student Conduct. (Student Rights and Responsibilities, Part I).

6.3.7.2.3 HEARING; NOTICE

The hearing officer of the UAB shall schedule a hearing in any case arising under this, to begin within 20 days of the receipt of the appeal from the student, unless the student consents to an extension of time for the hearing. The hearing officer shall notify the student, the complainant and the Academic Ombud of the time and date of the hearing. The student may withdraw the

appeal at any time. If the student desires only to appeal a penalty received for a minor offense, and the Academic Ombud has found that the appeal has insufficient merit, the UAB may refuse to hear the appeal by majority vote.

6.3.7.2.4 SCOPE OF REVIEW

6.3.7.2.4.1 VIOLATION

The UAB shall sit as a fact-finding body and determine whether or not the student cheated, plagiarized or falsified or misused academic records from such evidence as is brought before the UAB (including testimony under oath, written statements, exhibits and a view of the classroom where the cheating occurred if this be an issue). The UAB may call witnesses on its own initiative and may continue the hearing for this purpose. The UAB shall find the student did not commit the offense unless a majority of members present decides otherwise, based on the standard of proof, and given the evidence provided.

6.3.7.2.4.2 PENALTY

If the student is permitted to appeal the penalty that is being imposed for the offense, the UAB shall also judge whether the penalty is inappropriately harsh. The UAB may reduce the penalty, subject to the following limitations:

1. If the offense occurred in a course in which the student was not enrolled, or if the offense was with regard to falsification or misuse of academic records, or the offense occurred in academic work outside of a course (for example, an honors project or dissertation, a graduate examination, a thesis or dissertation or a formally submitted thesis or dissertation proposal), the UAB may choose either to void the recommended penalty or to reduce it to one no less severe than suspension.
2. If the offense is the student's first, the UAB may reduce the penalty to anyone mentioned in this.
3. If the offense is the student's second, and the first offense was a minor one, then the UAB may reduce the penalty for the second offense to one no less severe than a grade of "E" or "F" in the course in which the offense occurred.
4. If none of the conditions in 1-3 are met, the UAB may reduce the penalty to one no less severe than suspension.

6.3.7.2.5 DETERMINATION AND NOTICE

The UAB shall seek to render a decision as soon as is reasonably possible so that the student may plan their further academic work. The hearing officer of the UAB shall notify the student, the complainants (instructor and chair, responsible dean or Office of the University Registrar) and the Academic Ombud of the UAB's decision within five (5) days. If a penalty at least as severe as suspension was originally recommended for the offense, even if it has been reduced by the UAB, the hearing officer shall also notify the Office of the Provost. In addition:

1. If the UAB finds that a student committed the academic offense of which the student was accused, then the hearing officer shall also notify the instructor and chair (if the offense was related to a course), the responsible dean and the dean of the student's college. In addition, if the UAB is supporting or recommending a penalty less severe than

suspension, or such a penalty has not been appealed, the hearing officer shall also notify the Office of the University Registrar; in the case of international students, the UK International Center; and, if the offense also involves a violation of the Code of Student Conduct, the Office for Student Success

2. If the UAB finds that a student did not commit the academic offense of which the student was accused, and a penalty at least as severe as “XE” or “XF” was to be imposed for the alleged offense, the hearing officer shall also notify the responsible dean. If the alleged offense occurred in a course in which the student was registered, and if the allegation was lodged on or before the last day of regularly scheduled classes, then the student shall be permitted to withdraw from the course at any time until and including the last day of regularly scheduled classes for that semester, or up to five (5) days after the UAB has made its decision, whichever is later. If the allegation was lodged before the deadline for dropping courses had passed, the student shall be permitted to drop the course within the same time limitations.
3. If the UAB finds a student did not commit an offense or reduces a recommended penalty, the Chair of the UAB shall provide a rationale of the UAB’s decision to the complainant (instructor, dean or Office of the University Registrar) in a timely fashion if the complainant so requests. The rationale may be provided verbally or in writing, at the discretion of the Chair of the UAB.

6.3.7.2.6 IMPLEMENTATION OF PENALTY

If the UAB decides a penalty no more severe than a grade of “E” or “F” in the course in which the offense occurred, the instructor, or as appropriate the Instructor of Record, shall implement such a penalty. If the UAB decides a penalty of “XE” or “XF”, the responsible dean shall implement that penalty. If the UAB recommends a penalty of suspension, dismissal, expulsion or revocation of a degree, the case shall be forwarded to the Office of the Provost, who shall take further action.

6.3.7.2.7 CONDITIONS FOR READMITTANCE AFTER DISMISSAL

If the UAB recommends or supports a penalty of dismissal, the UAB may specify conditions under which it would consider approving a student’s petition to be readmitted. The hearing officer shall notify the student of any such conditions.

6.3.7.3 FAILURE TO APPEAL

If a student fails to approach the Academic Ombud within the time specified, or if an appeal is not filed within the time specified, the Academic Ombud shall so notify the student, the instructor and chair (if the offense was related to a course), the responsible dean and the dean of the student’s college of the finding, penalty and failure to appeal. If a penalty less severe than suspension was recommended, the Academic Ombud shall also notify the Office of the University Registrar; in the case of international students, the UK International Center; and, if the offense also involves a violation of the Code of Student Conduct, the Office for Student Success. However, if a dean or the Office of the University Registrar recommended a penalty at least as severe as suspension, the Academic Ombud shall notify the Office of the Provost.

6.3.8 ACTION BY THE PROVOST

6.3.8.1 UPON RECEIPT OF RECOMMENDATION

If the Office of the Provost receives a recommendation from a dean or the Office of the University Registrar to suspend, dismiss, expel or revoke a degree of a student, then the Provost shall wait until receiving notice from the Academic Ombud or the hearing officer of the UAB that the finding of an offense stands and that a penalty at least as severe as suspension is being recommended or supported by the UAB.

6.3.8.2 IMPOSITION OF PENALTY

The Office of the Provost may implement the recommended penalty or a less severe one, subject to the following limitations:

1. If the offense occurred in a course in which the student was not enrolled, or if the offense was regarding falsification or misuse of academic records, the Office of the Provost may implement either no penalty or a penalty at least as severe as suspension.
2. If the offense was the student's first or second, and it occurred in a course in which the student was enrolled, the Office of the Provost shall implement a penalty at least as severe as a grade of "XE" or "XF" in the course in which the offense occurred.
3. Otherwise, the Office of the Provost shall implement a penalty at least as severe as suspension.

6.3.8.3 CONDITIONS FOR READMITTANCE AFTER DISMISSAL

If the Office of the Provost decides to dismiss the student, the Provost may specify conditions under which the Office of the Provost would consider approving a student's petition to be readmitted. The Office of the Provost shall notify the student of any such conditions.

6.3.8.4 NOTICE

Notice of action taken by the Office of the Provost (even if no penalty is imposed) shall be provided to the student, with copies to the instructor and chair (if the offense was related to a course), the responsible dean, the dean of the student's college, the Office of the University Registrar and the Academic Ombud. If a penalty was recommended by the UAB, a copy shall be sent to the Chair of the UAB. In the case of international students, a copy shall be sent to the UK International Center. If the student is suspended, dismissed or expelled, or the student's degree is revoked, a copy shall be sent to the Office for Student Success.

6.3.9 FURTHER PROCEDURES IN CASES OF SUSPENSION, DISMISSAL OR EXPULSION

6.3.9.1 SUSPENSION

If a student while on suspension violates any of the terms set forth in the nature of suspension, they shall be subject to further discipline in the form of dismissal. The penalty of suspension shall normally apply to semesters (or other academic terms as appropriate) following imposition of the penalty by the Office of the Provost. With the consent of the student and the dean of the college that offers the course in which the offense occurred, the Office of the Provost may fix an earlier date for suspension. In any case in which the suspension is imposed by the last day to

drop a course, it shall apply to that semester, and the student shall be afforded a full refund of tuition. In case of any student who is graduating, the suspension shall apply to the final semester before scheduled graduation.

* The “last day to drop a course” means “the last day to withdraw from a course and not have it appear on the transcript.”

6.3.9.2 DISMISSAL

A student may be readmitted to the University only with the specified approval of the UAB and the Office of the Provost. They must be satisfied that the student has met any conditions that were specified by the UAB at the time of dismissal. Before making their decision, they should also consider whether the student has met conditions that were specified by the dean, the Office of the University Registrar or the Office of the Provost.

6.3.9.3 EXPULSION

Expelled students shall not be readmitted except upon proving to the UAB that the findings of fact which formed the basis of the action were clearly erroneous.

6.3.10 RECORDKEEPING AND REPORTING

6.3.10.1 RECORDKEEPING

6.3.10.1.1 IN CASE OF MINOR OFFENSE

When the Office of the University Registrar receives a copy of a letter of warning from an instructor to a student the Office of the University Registrar shall place the instructor's letter of warning in the student's record. If the student commits no offenses subsequently, then, after the student graduates, the Office of the University Registrar shall reveal the existence of the offense to parties outside the University only under the following circumstances:

1. When a court-ordered subpoena seeks a student's entire academic record (not just the transcript), or when it specifically seeks the record of a student's academic offenses.
2. When the student has authorized the release of their record to a third party, and that party requests either a student's entire academic record (not just the transcript) or specifically the record of a student's academic offenses.

6.3.10.1.2 IN CASE OF OTHER OFFENSES

The Office of the University Registrar shall record the following information in the student's permanent academic record after notification from the Academic Ombud or the UAB that a student is not appealing a finding of an offense or has lost an appeal of such a finding: (a) name of student; (b) student identification number; (c) student's college; (d) course name and number and section number, if applicable; (e) approximate date of offense; (f) brief description of offense; (g) penalty imposed; and (h) date of imposition of penalty.

6.3.10.2 RIGHT TO DROP OR WITHDRAW

If the UAB finds a student did not commit an offense in a course, the student shall be permitted to withdraw from the course within five (5) days after being notified of the finding. The student

shall be permitted to drop the course if the initial allegation was made before the deadline for dropping a course had passed.

The Office of the University Registrar shall not permit a student who has been found to have committed an academic offense in a course to drop or withdraw from it.

6.3.10.3 CONCURRENT OFFENSES

There may be a lag between when an offense is committed and when it is recorded by the Office of the University Registrar, or when a letter of warning is received. If a student commits another offense during this time, the existence of the first offense or letter of warning may not be considered when the penalty for the second offense is determined. As a result, when recording an offense or placing a letter of warning in a student's record, the Office of the University Registrar shall determine whether any inquiries about prior offenses or letters of warning have been made subsequent to the date of the offense now being recorded or the date of the incident that provoked the letter of warning. If such is the case, the Office of the University Registrar shall notify the dean of the student's college.

6.3.10.4 ACCESS TO INFORMATION

Information regarding the academic offense other than the fact and Academic Calendar term of any mandatory restriction on the student's eligibility for continued enrollment may be released only with the written consent of the student, or in response to an inquiry from a chair of a department at the University, a dean of the University, the Provost or the Academic Ombud of the University, consistent with the University's Family Educational Rights and Privacy Act policy. A record shall be maintained by the Office of the University Registrar of every instance in which information is released under this provision.

6.3.10.5 TRANSCRIPT NOTATION

The fact that suspension, dismissal or expulsion occurred because of an academic offense shall be indicated on all transcripts permanently.

6.4 UNIVERSITY APPEALS BOARD

6.4.1 FUNCTIONS OF THE UNIVERSITY APPEALS BOARD

6.4.1.1 CASES OF ACADEMIC OFFENSES

See "Appeals," above.

6.4.1.2 CASES OF GRADE APPEAL – ROLE OF ACADEMIC OMBUD

See "Functions, jurisdiction and procedures of the office," above.

6.4.1.3 CASES OF STUDENT ACADEMIC RIGHTS

After hearing a case involving a violation of student academic rights as set forth herein, the UAB may select from the following remedies:

1. The UAB may direct that a student be informed about the content, grading standards and procedures of a course when a violation of the pertinent rules has been proved.
2. When an academic evaluation based upon anything other than a good-faith judgment of a student has been proved, the UAB may direct that a student's grade in a course be

changed to a “W” (withdrawal) or a “P” (passing, credit toward graduation but not toward GPA) or, if such determination can be made, to an appropriate letter grade. If the UAB awards a student a “P” in the course, it shall appear on their record regardless of the fact that the student’s college or academic unit does not normally recognize “P” grades. The educational unit must accept that course just as if the student had passed the course in the normal manner, except that the “P” grade is not used in calculating the student’s GPA.

- * It is reasonable for the University Appeals Board to change a course grade only if the University Appeals Board first makes an official determination that the course grade was based on other than “good-faith judgment.”
 - * A faculty employee whose career is potentially harmed by an allegedly errant University Appeals Board factual determination that the instructor made other than a “good-faith judgment” has recourse to the Faculty Advisory Committee on Privilege and Tenure (FACPT) which will remain as a committee until the Faculty Senate is in place.
3. The University Appeals Board may take any reasonable action calculated to guarantee other student academic rights.
- * The qualification “other” here has the effect that “Cases of Student Academic Rights” (item #3), item #3 only applies to situations different from the specific factual circumstances that apply to “Cases of Student Academic Rights” (item #2).
 - * In its procedures for hearing cases and in its disposition of cases, the University Appeals Board must operate within the parameters established by the *Administrative Regulations*. These include the procedural parameters that a student can cause a case of grievance of violation of academic rights to reach to and be decided by the University Appeals Board only by the student having first lodged and processed the grievance with the Academic Ombud.
 - * Academic appeals by students enrolled in clinical residency or clinical fellow program are governed by AR “Appeal Procedure for Graduate Medical Education Residents and Fellows,” except, if the student is enrolled in and appealing a grade or academic matter in an approved course, then the appeal is governed by the *Administrative Regulations*.

6.5 HONOR CODE

Any school, college or program may establish, with the approval of the Office of the Provost, an honor code or comparable system governed by the students with approval by and/or appeal to the faculty of such a college. When such an honor code or comparable system has been established by a college, the code shall apply, and the procedures for disposition of cases of academic offenses shall not apply, only to suspected offenses by students enrolled in that school, college or program, regardless of whether the offenses are committed in courses offered by the same or a different college.

An honor code that applies to students enrolled in a program or curriculum of the Graduate School must be approved by the Graduate Faculty and the Dean of the Graduate School.

A student found guilty of committing an offense subject to an honor code may appeal that finding through Academic Ombud Services to the University Appeals Board. The University Appeals Board, however, shall not normally sit as a de novo fact finding body, but shall limit its review to ensuring that the college's academic honors board or committee adequately followed its own written procedures in determining guilt or innocence and that the finding of guilt is supported by the preponderance of evidence. If the honor code is not student governed, as determined by the Office of the Provost, during the approval process of the honor code, the affected student reserves the right to appeal the case to the University Appeals Board and be heard de novo.

However, if the University Appeals Board, by the majority of those present, believes the student's rights under the *Administrative Regulations* and the applicable rules of the academic unit governing academic relationships have been substantially violated, the University Appeals Board may conduct a de novo hearing on the issue of guilt.

If the University Appeals Board, by majority of those present, believes the findings or determination of the honor council or committee are not supported by the preponderance of the evidence, the University Appeals Board may reverse the finding of guilt and there shall be no further proceedings in the case.

College academic honor councils or committees shall maintain a verbatim record of their proceedings to ensure that the University Appeals Board is able to perform this function.

The punishment meted out to a student governed by such a system shall be as designated thereby except that actual suspension, dismissal or expulsion shall be imposed only with the recommendation of the dean of the college and upon approval by the President of the University.

Note: The Colleges of Dentistry, Medicine, Pharmacy and the J. David Rosenberg College of Law have adopted honor codes. Copies are available in the deans' offices of these colleges.

Note: The Office of the Provost recognizes that the J. David Rosenberg College of Law Honor Code is not student governed.

7 RULES RELATING TO SCHEDULE OF CLASSES AND THE CATALOGS

7.1 CHANGES IN THE SCHEDULE OF CLASSES

Any deviation from the published schedule of classes must be authorized by the dean of the college in which the change is to be made upon recommendation of the department chair. The dean shall report the change to the Office of the University Registrar, who is responsible for publication of the class schedules. If the course is homed outside of a college, then the Office of the Provost shall appoint an officer to act as the responsible dean of the course.

7.2 CATALOGS

With respect to fees, curricula, specific requirements for degrees and other matters not covered in the *Governing Regulations* or the *Administrative Regulations*, the Undergraduate Catalog and the Graduate Catalog shall govern. Collectively, the Undergraduate Catalog and Graduate Catalog are referred to as “the University Catalogs.”

8 CODE OF FACULTY RESPONSIBILITIES

8.1 APPLICABILITY

This Code shall apply to all faculty employees of the University, and to those students or other persons that have academic instructional assignments.

8.2 RESPONSIBILITIES

The individuals to whom this code is applicable are subject to the following specific responsibilities which can be enforced under this Code.

8.2.1 GENERAL RELATIONS

Respect the rights of all campus members to pursue their academic and administrative activities.

Respect the rights of all campus members to free and orderly expression.

Act with propriety in all dealings with members of the University community.

Respect the right of any member of the University community to privacy, including privacy of desk, carrel, and office space, and refrain from improper or false disclosure of such member's social or political views or activities.

Respect the rights of all campus members to be given fair treatment and to be judged on a basis other than race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking. Sexual harassment is considered by the University to be one form of sexual discrimination. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature constitute sexual harassment when submission to such conduct is:

1. is made explicitly or implicitly a term or condition of an individual's employment, promotion, or academic standing;
2. is a basis for employment, promotion, or academic decisions;

3. substantially interferes with an individual's work or academic performance; or
4. creates an intimidating, hostile, or offensive academic environment.

Use the property of the University in accordance with the official rules.

Comply with the *Governing Regulations* and *Administrative Regulations*.

Engage in consulting outside the University assignment only in accordance with the established provisions.

State, when speaking as a private person and the institutional affiliation is mentioned, that they do not speak for the University.

8.2.2 STUDENT RELATIONS

Uphold the student academic rights as set forth in the *AR — Academic and Student Affairs*.

Present the subject matter of a course as announced and approved by the faculty in accordance with the procedures set forth by the Office of the Provost, and to avoid the persistent intrusion of material which has no relation to the subject (see GR I).

Meet classes as scheduled in accordance with University regulations. (Absences caused by illness or emergencies are clearly excusable; absence owing to attendance at scholarly meetings, occasional professional service, pedagogical experimentation, and the like, are exceptions which should be approved by the department chair and, where appropriate, substitution or reschedulings should be arranged.)

Be available to students for advising and other conferences, preferably by posting office hours and/or by allowing students to arrange for appointments at other mutually convenient times.

Arrange for appropriate interaction and communication with graduate students in the direction of their theses.

Make available to students all papers, quizzes and examinations within a reasonable period of time. (Students and instructors may contact the Office of the University Registrar for advice

about sharing student records remotely and securely.) If any of the records mentioned above are not returned to the students, they shall be retained by the instructor until one year subsequent to the conclusion of the academic term in which the problem occurred. In addition, student records and grading policy procedures including roll books, syllabi and attendance records (if applicable) — or copies of this information — shall be on file with the instructor or the department office whenever the instructor will no longer be available.

- * In accordance with FERPA requirements any student (including postdoctoral scholars/fellow; and clinical residents/fellows) must be allowed to inspect and review any educational record pertaining to that student. Private notes written by an instructor that are not shared with any other person nor placed in the student's file are not educational records within the meaning of FERPA.

Give final examinations in accordance with procedures approved in *AR — Academic and Student Affairs*.

Inform students when their individual or collective efforts are to be used for professional or personal advancement of a faculty member, or when the student(s) is (are) to be used as research subject(s), and in either case, to ensure that the student may elect not to participate without prejudice to his or her academic standing; and to recognize appropriately any significant contribution by the student(s).

Know the academic requirements and the various degree programs of the University affecting students whom they advise.

8.3 ENFORCEMENT

Any member of the University community (faculty, staff member or student) with a complaint about an alleged violation of these responsibilities shall process it through the following prescribed channels. The process should begin with discussion with the person accused of the violation, although a student is not required to discuss their complaint with the faculty member before seeking mediation by the Ombud. If a satisfactory solution between the parties cannot be accomplished, then the accused's immediate supervisor or, if the complainant is a student, the Academic Ombud shall be asked to mediate. If such mediation proves unsuccessful then the matter shall be forwarded to the accused's next administrative supervisory level with a written report concerning the matter with copies of the report to the parties involved. This process of mediation and report shall follow normal supervisory reporting channels up to and including the dean of the college to which the person accused of a violation is assigned.

If the academic offense involves research and/or extramural funding the administrative rule for handling the offense is outlined in AR 7:1.

9 GLOSSARY OF TERMS

9.1 ABSENCE

Failure to participate in a required interaction at or by a specified date and time.

- * “Required interactions” are interactions that, if not completed at or by their specified date and time, would penalize a student in a course. Interactions may include, but are not limited to, student engagement with other students (e.g., participating in an in-class or online discussion), engagement with the instructor (e.g., attending class) or engagement with an instructor’s proxy (e.g., attending a guest lecture or uploading a file to the course management system).

9.2 ACADEMIC POLICY STATEMENTS

Statements that are applicable to all courses, such as policies on excused absences, religious observances, accommodations due to disability, non-discrimination and Title IX requirements and academic integrity

(See “Required syllabi components” on documenting this information in a course syllabus.)

9.3 ACCREDITATION

The designation of an educational institution as being of acceptable quality in criteria of excellence established by a recognized accrediting agency or association. A recognized accrediting agency or association is an organization that sets up criteria for judging the quality of training offered by educational institutions, determines the extent to which institutions must meet these criteria and issues a list of the institutions, courses or educational programs found to be of acceptable quality. Agency is the designation usually given to the accrediting organizations that work in the professional and technical schools. Association is the usual designation for those that operate on a regional basis at the secondary and higher levels. Members voluntarily meet the criteria of membership as defined by the accrediting organization.

9.4 ADMINISTRATIVE REGULATIONS (AR)

Administrative Regulations are issued by the University President to “provide interpretation and implementation of University-wide policies set forth by the Board of Trustees in these Governing Regulations and the Minutes of the Board of Trustees. Administrative Regulations promote the responsible and efficient administration of the University and the accomplishment of its goals.”

AR — Issuance of Administrative Regulations and Other Policies (A.1.) References to *Administrative Regulations* are abbreviated with “AR.”

9.5 AUDITOR

One who enrolls for informational instruction only. Regular attendance at class or classes is expected without other participation and without credit.

9.6 BADGE

A badge program (either credit-bearing or non-credit bearing curriculum in the academic colleges) consists of two (2) or more courses, but no more than four (4) courses, which collectively provide one (1) or more defined skill sets or competencies that can be useful to students/learner and employers.

9.7 CLASSIFICATION

An undergraduate student's status in respect to progress toward the completion of the curriculum — first year, sophomore, junior, senior — based on the number of hours or courses to their credit at the time of registration.

9.8 COURSE

A course is a unit of educational content with paced delivery to enrolled learners, which includes required interactions with the supervising credentialed instructor during a fixed period and that culminates in the instructor's assessment of the learner's attainment of specific learning outcomes. Courses may be credit bearing or non-credit-bearing.

9.9 EXCUSED ABSENCE

An absence that occurs for one (1) of several approved reasons for which the student shall not be penalized, provided the student supplies timely notification and appropriate verification to the Instructor of Record.

9.10 FREE ELECTIVE

Designates those courses freely chosen by the student without restriction or control except that the course or courses must meet course standards.

9.11 FINAL EXAMINATION

A substantial examination, given at the conclusion of the course, based on the contents of the course and making a significant contribution to the determination of the final grade.

9.12 FINALS WEEK

For Spring and Fall Semester, the period during the last Monday through Thursday of the semester, which is immediately preceded by two (2) study days (i.e. Reading Days) and a weekend.

9.13 FULL-TIME UNDERGRADUATE STUDENT

For fee payment purposes, an undergraduate student who is carrying a minimum of 12 credit hours during a semester or the Summer Session.

9.14 GOVERNING REGULATIONS (GR)

The *Governing Regulations* describe the composition, powers and duties of the Board of Trustees of the University, within the limits set by the Federal and State Constitutions and the federal and state laws. The *Governing Regulations* delineate the duties of the President and responsibilities of the shared governance bodies. References to *Governing Regulations* are abbreviated with “GR.”

9.15 GRADUATION COMPOSITION AND COMMUNICATION REQUIREMENT (GCCR)

The Graduation Composition and Communication Requirement (GCCR) is an advanced course or series of courses that provide undergraduate students in undergraduate programs an intensive opportunity for a discipline-specific focus on composition and communication. This requirement is distinct from the UK Core Composition and Communication I and II requirements.

9.16 GRADE POINT AVERAGE (GPA)

The grade point average (GPA) is the ratio of the number of quality points gained to the number of credit hours (whether earned or not) in courses for which the grades of “A”, “B”, “C”, “D” or “E” were conferred, excluding grades in developmental or remedial courses.

Credit hours are considered as earned only if a grade of “A”, “B”, “C”, “D”, “P” or “S” was conferred.

9.17 GRADE POINTS

Same as “quality points.”

9.18 GRADUATE SCHOOL

The organizational unit of the University which offers an integrated program of advanced, specialized study beyond the bachelor's degree and usually toward a master's or doctoral degree.

9.19 MAJOR

A major is a primary area of study defined by a set of courses and/or credit-hour requirements within specified disciplines. Within degree programs, majors may be further defined by requirements in an area of emphasis, also known as a track (undergraduate), concentration (Master's) or specialization (doctoral).

9.20 MASTER'S DEGREE

A master's degree is an award that requires the successful completion of an academic program of at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate or professional level. One type of master's degree, that includes the Master of Arts and Master of Science, is awarded for advanced scholarship, whereas a second type of master's degree is

awarded for completion of a professional program (definition accords with U.S. Dept. of Education, SACSCOC and KY CPE, see also 9.25.1).

9.21 FIRST LANGUAGE

An individual's first acquired language of communication.

9.22 ONLINE PROGRAM DELIVERY

A formal policy designation attached to an approved degree program, certificate program, major, minor, track, concentration or specialization that recognizes: (a) all of the associated instructional content is delivered fully online, and (b) the relevant faculty bodies support such designation.

Some non-instructional program requirements (e.g., orientation and testing) may or may not be in-person. Online instruction is instruction via internet, satellite or wireless communication and audio and video conferencing.

9.23 PROFESSIONAL COLLEGE

The colleges that home professional practice doctoral degrees (currently Dentistry, Health Sciences, Medicine, Nursing, Pharmacy, Public Health and the J. David Rosenberg College of Law). The colleges other than J. David Rosenberg College of Law comprise the "Health Care Colleges."

9.24 PROFESSIONAL DEGREE

9.24.1 PROFESSIONAL MASTER'S DEGREE

A professional master's degree program consists of two (2) years of nonthesis academic training in a concentrated science, mathematics, technology or other area and contains a professional component that may include internships and cross-training in business, management, regulatory affairs, computer applications and communications. The program is designed with the input of one (1) or more employers. The educational content of these programs is as distinct from a graduate research/scholarship master's as are professional practice doctorates distinct from research/scholarship doctorates.

9.24.2 PROFESSIONAL PRACTICE DOCTORAL DEGREE

A professional practice doctoral degree is awarded upon completion of a program providing the knowledge and skills for the recognition, credential or license required for professional practice. The total time to the degree, including both pre-professional and professional preparation, equals at least six (6) full-time equivalent academic years. Some of these degrees were formerly classified as "first professional."

9.25 PROGRAM

A program is a series of courses that culminate in conferral of a credential, which could be described as a “program,” whether or not the credential has the same name as a currently transcribed UK credential (degree, certificate, badge, honor or other credential(s)).

9.25.1 ACADEMIC PROGRAM

The requirements leading to a degree or diploma.

- * Academic activities are currently defined by AR “Institutional Planning and Effectiveness Policy” as “including those involving the degree and certificate programs, curriculum, instruction, research, service, extension and outreach activities.”

9.26 QUALITY POINTS

The numerical values of letter grades, used to calculate a GPA.

9.27 RESIDENCE REQUIREMENT

A requirement for a degree which specifies the minimum period during which a student must be registered to qualify for a degree. Residence is intended to provide an adequate contact with the University and its faculty for each student who is awarded a degree.

9.28 REGULAR AND SUBSTANTIVE INTERACTIONS

All credit-bearing courses in academic colleges must support regular and substantive interaction (RSI) between the students and the instructor, regardless of the course’s delivery mode (e.g., in-person, hybrid or online). Courses satisfy this requirement when course participants meet regularly as prescribed in the Appendices and the Instructor of Record substantively interacts with students in at least two (2) of the following ways: provides direct instruction, assesses students’ learning, provides information or responds to students’ questions and facilitates student discussions. Some exceptions allowed as per SACSCOC.

9.29 SPECIAL EXAMINATION

An examination taken for credit for material mastered outside class.

9.30 SUPPORTIVE ELECTIVE

Designates those areas within program requirements that are not specific requirements. The student may select from courses within the limits established by the major department and University requirements.

9.31 TERM

In the Academic Calendar, “term” means collectively both Spring and Fall Semesters, the Winter Intersession and the Summer Session.

9.32 UNDERGRADUATE COLLEGE

A college that awards a bachelor's degree or an undergraduate University Honor.

9.33 UNIVERSITY SCHOLARS PROGRAM (USP)

The University Scholars Program allows a student to apply up to 12 credit hours used for one (1) undergraduate degree toward one (1) graduate degree.

9.34 UNSCHEDULED CAMPUS CLOSING

Defined as a period when the campus is closed for part or all of a day.

10 APPENDICES

10.1 ADMISSIONS REQUIREMENTS FOR SPECIAL PROGRAMS

10.1.1 UNDERGRADUATE PROGRAMS

10.1.1.1 COLLEGE OF NURSING

The College of Nursing (CON) enrollment will be composed of four-year students, transfer, registered nurse, second-degree, licensed practical/vocational nurse, medic trained and dual degree students. Admission to the University does not guarantee admission to the College of Nursing. Preference will be given to Kentucky residents.

Applicants must be in a state of good health enabling them to carry out the functions of the professional nurse. Routinely, each student will be required to obtain rubella and rubeola titers and have an annual tuberculin test or chest x-ray.

Progression to upper division courses is regulated so that the total number of full-time equivalents at the beginning of the junior year does not exceed 120. Admissions criteria for four (4) types of students are presented below:

10.1.1.1.1 CRITERIA FOR ADMISSIONS TO THE 4-YEAR BSN PROGRAM

10.1.1.1.1.1 FIRST TIME IN COLLEGE (FTIC) STUDENT

Students will be admitted as freshmen to a pre-nursing curriculum based on the following criteria:

1. High school GPA of 3.4 (unweighted) or higher on a 4.0 scale, a minimum of 22 ACT composite (if applying with a test score) and ability to qualify for CHE 103.
2. Meeting criteria for selective admissions to the University.

10.1.1.1.1.2 SOPHOMORE STUDENT

Selection for admission to the nursing curriculum will occur at the sophomore level for all students based on the following criteria:

1. A minimum cumulative and science GPA of 3.0.
2. A grade of "C" or better in all required pre-nursing courses.
3. Completion of the UK College of Nursing-approved Medicaid Nurse Aid training program.
4. The Internet-based Test of English as a Foreign Language (TOEFL) is required of all applicants whose first or primary language is other than English with a minimum cumulative TOEFL score of 90 and at least minimum scores of 26 in speaking, 22 in listening, 20 in writing and 22 in reading.

In addition, any or all of the following information may be requested as part of the admissions application:

1. A writing exercise based on criteria established by the CON.
2. Two (2) letters of reference from individuals who can assess potential for success (e.g. teacher, employer).
3. An interview with members of the Admissions and Progression Committee, or their designees.

10.1.1.1.2 CRITERIA FOR ADMISSIONS TO THE 4-YEAR BSN PROGRAM FOR TRANSFER STUDENTS

1. Transfer students with less than 24 hours of college credit must meet the criteria for entering FTIC and have a minimum GPA of 3.0 on all college work attempted as computed by the Office of Admissions.
2. Transfer students with more than 24 hours of college credit must maintain a minimum cumulative GPA of 3.0 on all college work attempted and have a minimum cumulative GPA of 3.0 in science courses as computed by the Office of Admissions.
3. Applicants whose first or primary language is not English must have a minimum TOEFL score of 90, with minimum scores of 26 in speaking, 22 in listening, 20 in writing and 22 in reading.

All applicants must have grades of “C” or better in all courses required for CON curriculum. In addition, any or all of the following may be requested as part of the application:

1. A writing exercise based on criteria established by the CON.
2. Two (2) letters of reference from individuals who can assess potential for success (e.g., teacher, employer, etc.).
3. Completion of an approved Medicaid Nurse Aid training program.
4. An interview with members of the Admissions and Progression Committee or their designee.

10.1.1.1.3 READMISSION AFTER SUSPENSION

Students will be eligible to apply for readmission the College of Nursing after suspension from the college when they meet criteria as stated above.

10.1.1.1.4 ADMISSION OF REGISTERED NURSES TO THE RN-BSN TRACK

A student who is a registered nurse (RN) will be considered for admissions to upper division courses in the nursing program based on the following criteria:

1. A statement of academic and professional goals.
2. All nursing courses taken in associate degree or diploma programs are considered lower-division courses and are not equivalent to upper-division courses in this program. The applicant must have at least a GPA of 2.5 on a scale of 4.0 in all college course work attempted as computed by the Office of Admissions. Students

with a GPA of 2.0 to 2.49 may be provisionally admitted to the RN to BSN track with admissions committee approval. With provisional admission, a grade of “B” or better must be earned in the first and second nursing courses that are completed in sequential blocks. Students will be removed from provisional status to full admission when grade goals for course one and course two are met. Failure to meet provisional admission grade requirements for either of the first two nursing courses will result in removal from the program.

10.1.1.1.4.1 REGISTERED NURSES WITH AN ASSOCIATE DEGREE

The registered nurse with an associate degree in nursing from a college accredited by one (1) of the six (6) regional academic accrediting associations will be considered for admissions with a minimum GPA of 2.5 on a scale of 4.0 in all course work attempted as computed by the Office of Admissions. Note: RN licensure is required prior to beginning clinical experiences.

10.1.1.1.4.2 REGISTERED NURSES WHO ARE DIPLOMA-PREPARED NURSES

The registered nurse who is a graduate of a diploma program will be considered for admission after earning a minimum of 60 credits from a regionally accredited college with a 2.5 minimum GPA which include:

- English – six (6) semester credits
- Natural Sciences – six (6) semester credits
- Social Sciences – six (6) semester credits
- Humanities – six (6) semester credits
- Nursing* — 28 semester credits

*Nursing credits may be earned from regionally accredited colleges by taking the courses or by submission of a portfolio of RN licensure and experience to the RN-BSN Track Coordinator.

10.1.1.1.4.3 OTHER REGISTERED NURSES

Registered nurses who received their nursing education abroad or from an educational institution that is not regionally accredited by have demonstrated passing the appropriate NCLEX exam and are licensed to practice in the state of Kentucky will be considered for admission after earning or transferring in a minimum of 60 college credits with a 2.5 minimum GPA. These courses should include:

- English – six (6) semester credits
- Natural Sciences – six (6) semester credits
- Social Sciences – six (6) semester credits
- Humanities – six (6) semester credits
- Nursing* — 28 semester credits

Note: Nursing credits may be earned from regionally accredited colleges by taking the courses or by submission of a portfolio of RN licensure and experience to the RN-BSN Option Coordinator.

10.1.1.1.4.4 ACCELERATED BSN ADMISSIONS

The opportunity to enroll in the accelerated BSN (ABSBN) is limited to the five (5) categories of students listed below:

1. Students who have already earned a bachelor's degree in any major.
2. Students who are licensed practical nurses (LPN) or licensed vocational nurses (LVN).
3. Students who are veterans of armed services who completed medical training as indicated on a Joint Services Transcript.
4. Students who are enrolled in another UK degree program who plan to declare the ABSBN as an additional bachelor's degree.
5. Students admitted to and who have successfully completed the program requirements established in an external dual degree agreement between UK College of Nursing and an established institutional partner.

To be successfully admitted into the ABSBN, a student must have a minimum cumulative GPA of 2.5 on all college work attempted and a minimum GPA of 2.5 in all science courses.

The licensed practical/vocational nurse with an LPN/LVN degree in nursing from a college accredited by one (1) of the six (6) regional academic accrediting associations, who has demonstrated a passing score on the NCLEX-PN exam and holds an unencumbered license to practice in Kentucky will be considered for admission to the ABSBN track with a minimum GPA of 2.5 on a scale of 4.0 in all course work attempted as computed by the Office of Admissions.

10.1.1.1.4.5 APPLICATION DEADLINES

The application deadlines are:

1. 4-year BSN applicants – March 1
2. ABSBN applicants – March 1 for Fall Semester, August 15 for Spring Semester
3. Registered nurse applicants – Block I admissions: March 15 for Summer Semester, July 15 for Fall Semester and November 1 for Spring Semester; Block II admissions: May 26 for Summer Semester, September 1 for Fall Semester, February 1 for Spring Semester

10.1.1.2 COLLEGE OF HEALTH SCIENCES PROGRAM

10.1.1.2.1 FIRST TIME IN COLLEGE (FTIC) ADMISSIONS

Admission to the University does not guarantee admission to the College of Health Sciences. FTIC applicants seeking admissions to the College will be admitted if their ACT Composite Score is at or above the 50% on National Norms and if they have a minimum high school GPA of 2.0. However, students' continuation into the junior year will depend on the criteria in the following section.

10.1.1.2.2 UNIVERSITY OF KENTUCKY STUDENT ADMISSIONS

Completion of the required number of hours of academic credit does not guarantee admission to an undergraduate degree program in the College of Health Sciences. Admission to any program is dependent upon the availability of resources for implementation of quality instruction, and the number of students admitted will be limited by these considerations. Students will be admitted to the professional program on the basis of their University cumulative GPA and other criteria indicating potential for becoming successful health science professionals (e.g., Health Science GPA, FTIC entrance scores, grades in key courses, references and personality inventories).

10.1.1.2.3 TRANSFER STUDENT ADMISSIONS

Admissions to the University as a transfer student does not guarantee admission to an undergraduate degree program in the College of Health Sciences. In addition to meeting the University's requirements for admissions from a community college or from another institution, applicants seeking to transfer to an undergraduate degree program in the College of Health Sciences will be considered on the basis of their cumulative collegiate GPA.

10.1.1.2.4 APPLICATION DEADLINES

The deadline for application for admission for the Fall Semester into the Medical Laboratory Sciences, Communications Disorders, Health Administration and Physician Assistant Studies programs is February 1. The deadline for application for admission in the Spring Semester for the Medical Laboratory Sciences program is October 1.

10.1.1.2.5 MEDICAL LABORATORY SCIENCE ADMISSIONS POLICY

Incoming freshmen must have satisfied the prerequisites for taking CHE 105 or CHE 109. Students must achieve an overall (cumulative) GPA of 2.5 and successfully pass all prerequisite courses.

10.1.1.2.6 HEALTH SCIENCE EDUCATOR ADMISSIONS POLICY

Entry is permitted to those who complete an accredited program in a health science discipline and the Pre-Professional Requirements.

An overall GPA of 2.0 on a 4.0 quality point scale in all course work attempted, as computed by the University Admissions Office.

References from three (3) health professionals.

10.1.1.3 COLLEGE OF EDUCATION

A student must be admitted to, retained in, and successfully exit from a state-approved teacher education program in order to receive a teaching certificate. The components of an approved teacher preparation program include: (a) an earned bachelor's degree from a regionally accredited institution of higher education, (b) completion of approved teaching subject matter field(s), (c) successful completion of state mandated testing, (d) completion of a teacher preparation program, including student teaching, (e) and verification by program faculty that all applicable standards have been met.

The College of Education Certification Program Faculties, the College of Education Director of Academic Services and Teacher Certification, and the Office of the University Registrar are charged with the responsibility to monitor a student's progress through the teacher preparation program, and to recommend to the Kentucky Education Professional Standards Board (EPSB) that a successful candidate be awarded a state teaching license (certificate).

10.1.1.3.1 CONTINUOUS ASSESSMENT IN TEACHER EDUCATION PROGRAMS

A student's progress through all teacher preparation programs is continuously monitored, assessed, and reviewed. In addition to typical evaluation processes that occur as part of their course work and field placements, students will be assessed a minimum of three (3) times during their program by representatives of their respective program faculty.

The three (3) assessments will occur upon entry into the Teacher Education Program, at a midpoint in the program (no later than the semester prior to student teaching), and as students exit the program following student teaching. Assessments will include but are not limited to: (a) appropriate scores on approved standardized tests, (b) review of grades via inspection of transcript, (c) personal and professional skills assessed during interviews with program faculty, when taking campus-based courses, and during field experiences, (d) portfolio documents and (e) continued adherence to the KY Professional Code of Ethics.

Following admission to a teacher education program, if problems have been identified at any assessment point, program faculty will determine a plan for addressing the problems and implement the plan including feedback and direction to the student. In addition, if specific strengths are recognized during these assessments, the student will be commended.

10.1.1.3.2 STANDARDS FOR ADMISSIONS TO A TEACHER EDUCATION PROGRAM

10.1.1.3.2.1 PRIOR ACADEMIC WORK

Candidates for admissions must have completed at least 60 semester hours, or, if pursuing initial certification as a postbaccalaureate graduate or graduate student, must have earned a bachelor's degree from a regionally accredited institution of higher education.

Candidates for admissions must demonstrate academic achievement by earning a minimum overall GPA of 2.5. In addition, postbaccalaureate graduate and graduate level students must demonstrate a minimum 2.5 GPA in the teaching subject matter field(s). Students seeking admission to a master's degree initial certification program must also satisfy UK Graduate School admissions standards.

10.1.1.3.2.2 ETHICS AND CHARACTER

Candidates for admission must certify their knowledge of the Kentucky Professional Code of Ethics and must sign a state mandated character and fitness review.

10.1.1.3.2.3 LETTERS OF RECOMMENDATION

Candidates for admission must demonstrate aptitude for teaching by presenting three (3) letters of recommendation from individuals who can attest to the candidate's potential success in teaching.

10.1.1.3.2.4 ADMISSIONS PORTFOLIO

Candidates must present an Admissions Portfolio. Although the contents of the portfolio will vary by program, it will include at least the following: “best piece” sample(s) of writing in the subject matter field(s); evidence of experience with students and/or community; and a written autobiography or resume.

10.1.1.3.2.5 COMMUNICATION SKILLS

Candidates for admission must demonstrate an acceptable level of skills in written communication. This will be assessed through an on-demand writing task at the time of the interview. In lieu of an on-demand task, program faculty may require that the candidate demonstrate having earned a minimum grade of “B” in a college-level written composition course.

Candidates for admission must demonstrate an acceptable level of skills in oral communication. This will be assessed by the program faculty at the time of the admissions interview. In lieu of assessing oral communication skills at the time of the interview, the program faculty may require that students have earned at least a “B” in a college level public speaking course.

10.1.1.3.2.6 STANDARDIZED TEST SCORES

Candidates for admission must present acceptable scores on one (1) of the following standardized tests:

- ACT, with minimum composite score of 21.
- SAT, minimum composite score of 990 (combination of Verbal and Quantitative). A minimum grade of “B” on a college level written composition course must accompany the SAT scores. Composition courses normally used to fulfill this requirement include ENG 101, ENG 102, ENG 105, ENG 305 or an equivalent course from another institution. Advanced Placement English used to fulfill the USP writing requirement may also be used.
- GRE, minimum composite score of 1200 (combination of Verbal, Quantitative, Analytic). A minimum grade of “B” on a college level written composition course must accompany the SAT scores. Composition courses normally used to fulfill this requirement include ENG 101, ENG 102, ENG 105, ENG 305 or an equivalent course from another institution. Advanced Placement English used to fulfill the USP writing requirement may also be used.
- PRAXIS Core Battery Communication Skills (646 required) and General Knowledge (643 required) tests.
- PRAXIS I Reading Test (173 paper or 320 computer), Mathematics (173 paper, 318 computer) and Writing (172 paper, 318 computer).

Rules which accompany the standardized testing requirements are as follows:

- No standardized test scores older than eight (8) years can be used to meet this requirement.
- GRE scores may be used only by students who hold a bachelor's degree.
- Students may retake subtests in multi-part tests.
- Students seeking entrance to a graduate degree initial certification program must meet both the Graduate School rules regarding the GRE and College of Education rules for certificate program standardized testing.

10.1.1.3.2.7 PREREQUISITES

For those programs requiring EDP 202 as a prerequisite for admission to teacher education, students must complete EDP 202 with a grade of "C" or better.

10.1.1.3.3 RETENTION OF CANDIDATES IN TEACHER EDUCATION PROGRAMS

The progress of candidates who have been admitted to a teacher education program is continuously monitored. Some of the items which are monitored are: (a) whether a student continues to earn grades of "C" or better in professional education classes, (b) whether a student continues to maintain 2.5 minimum GPAs overall, 2.5 in the professional education component as defined in the student's program description and 2.5 in all required subject areas, (c) whether a student continues to demonstrate adherence to the EPSB Professional Code of Ethics and (d) whether adequate progress is being made in building the Working Portfolio.

If problems are identified, program faculty will determine a plan for addressing the problems and implement the plan including feedback and direction to the student.

10.1.1.3.3.1 WORKING PORTFOLIO

Prior to the student teaching semester, each candidate will be asked to provide evidence in the form of the Working Portfolio to demonstrate the acquisition of skills related to teaching in the chosen subject field and to document progress in any identified problem areas. Each candidate's portfolio will be reviewed by the appropriate program faculty, and continued progress through the program will be contingent on the results of this midpoint review.

10.1.1.3.3.2 STUDENT TEACHING

Admission to student teaching requires a successful retention review and recommendation by the program faculty that the candidate be allowed to student teach.

All teacher certification candidates are encouraged to complete the required state-mandated examinations prior to beginning student teaching.

10.1.1.3.4 EXIT FROM TEACHER CERTIFICATION PROGRAMS

All candidates for completion of a teacher education program must continue to meet all standards for admissions and retention at the time of exit.

At exit, all teacher certification candidates must present an Exit Portfolio for review by the appropriate program faculty. The exit portfolio will be organized by Kentucky New Teacher Standards and will include a mix of items selected by the candidate and required by the particular program faculty.

The program faculty must certify that a review of the Exit Portfolio and other pertinent documents has demonstrated that the candidate has met all of the Kentucky New Teacher Standards as a prerequisite to recommending the candidate for a teaching license.

Prior to exit from the teacher certification program, candidates must have successfully completed all On-demand Portfolio Tasks required to recommending the candidate for a teaching license.

Prior to exit from the teacher certification program, candidates must have successfully completed all On-demand Portfolio Tasks required by the Kentucky Education Professional Standards Board.

Prior to exit from the teacher certification program, all candidates must achieve required cut-off scores on all Kentucky state mandated teacher certification tests.

10.1.1.3.5 STATE-MANDATED TESTING AND THE KENTUCKY TEACHER INTERNSHIP

10.1.1.3.5.1 Precondition for granting a certificate

Successful completion of the examinations required by the Kentucky Education Professional Standards Board is a precondition for the granting of a teaching license (certificate).

10.1.1.3.5.2 KENTUCKY LICENSING

Upon being recommended by the College of Education for a Kentucky Teaching License (Certificate), a candidate will be issued a Kentucky Letter of Eligibility for the Kentucky Teacher Internship Program. Upon employment in a Kentucky P-12 school, the candidate will receive a one-year license to practice as a fully qualified intern teacher. After successfully completing the internship year, the candidate will be eligible for a regular Kentucky Professional Teaching License (Certificate).

10.1.1.3.5.3 OTHER STATES

Information concerning licensure in other states is available from the College of Education office of Academic Services and Teacher Certification.

10.1.1.3.6 ADMISSIONS AND GRADUATION FOR SECONDARY EDUCATION STUDENTS NOT SEEKING ADMISSIONS TO A TEACHER CERTIFICATION PROGRAM

All students pursuing a secondary education major without teacher certification must be admitted to advanced standing.

To be admitted to advanced standing, a student must have completed at least 60 semester hours.

Students must demonstrate academic achievement by earning a minimum overall GPA of 2.5 at the time of applying for advanced standing. At the time of graduation, students must demonstrate not only a minimum overall GPA of 2.5, but also a minimum GPA of 2.5 in the teaching subject matter field(s).

All requests for admission to advanced standing must be reviewed by appropriate faculty advisors. Students not recommended for advanced standing by an appropriate advisor are ineligible to continue or graduate from College of Education programs.

10.1.1.3.7 CALCULATION OF GPAS FOR ADMISSIONS TO INITIAL CERTIFICATION PROGRAMS

10.1.1.3.7.1 GPA RULES

1. All candidates for admission to a UK initial teacher certification program must have earned an undergraduate cumulative GPA of at least 2.5.
2. In addition, candidates for admission to a graduate level initial certification program, i.e., secondary programs, vocational education, must have earned in their subject area fields a GPA of at least 2.50.
3. Master's degree initial certification programs require a cumulative GPA of 3.0 for all graduate work prior to admission to the program.
4. UK cumulative GPAs are figured using the rules of the Office of the University Registrar.
5. Undergraduate initial certification programs require a UK cumulative GPA of 2.50 calculated after the completion of at least twelve semester credit hours.
6. All courses used to satisfy subject matter certification requirements are used to calculate subject matter GPAs. Verification of subject matter GPAs require the use of any applicable non-UK transcripts for information about grades, credit hours and quality points.
7. Master's degree initial certification programs require an undergraduate overall GPA of 2.50, but do not require a UK cumulative GPA prior to admission.
8. Post bachelor's degree initial certification programs require an undergraduate overall GPA of 2.50, but do not require a UK cumulative GPA prior to admission.

10.1.1.3.7.2 DETERMINATION OF GPAS FOR ADMISSIONS TO INITIAL CERTIFICATION PROGRAMS

1. If the initial certification program requires a UK GPA, the GPA would be calculated using the rules of the Office of the University Registrar.
2. If the initial certification program does not require a UK GPA, the required cumulative GPA of at least 2.50 is taken directly from the transcript that shows the award of the bachelor's degree.

3. If an initial program requires review of the graduate GPA, all graduate courses taken on all transcripts are used to calculate the graduate GPA of at least 3.0.
4. Candidates for admission to a postbaccalaureate graduate initial certification program with less than a 2.50 cumulative GPA may establish a UK undergraduate GPA for the purposes of admission to the program. The UK GPA calculated for this purpose must include at least 12 semester hours taken from four (4) sections of the UK University Studies categories and approved course lists.
5. Subject area GPAs are calculated using all courses included on the candidate's approved subject area course listing form.

10.1.1.3.8 HUMAN NUTRITION AND DIETETICS MAJORS

Admissions to the University is sufficient for lower-division admissions to the human nutrition and dietetics majors. However, lower-level admissions to the majors or any admissions to the University does not guarantee upper-division admissions to either of the degree programs in the Department of Dietetics and Human Nutrition. In general, admissions depends upon the qualifications and preparation of applicants, as well as the availability of resources for maintaining quality instruction.

Upper-division admission into the human nutrition or dietetics degree programs is necessary in order to be granted a baccalaureate degree from the Department of Dietetics and Human Nutrition. Students who have attained a 2.8 or higher GPA in the pre-major component required for all students in the Department of Dietetics and Human Nutrition will be assured admission.

To be considered for upper-division admission to either the human nutrition or dietetics undergraduate degree programs, an applicant must fulfill the following requirements:

1. Enrollment in the University. (Students are considered for acceptance by the Department only after acceptance by the University).
2. Completion of the pre-major component (Pre-major courses include: CHE 105, CHE 107, CHE 111, CHE 113, BIO 148, DHN 212, and DHN 241) required for all students within the Department of Dietetics and Human Nutrition with a minimum pre-major coursework GPA of 2.8.*
3. Submission of an application form to the Department of Dietetics and Human Nutrition Academic Coordinator.

Note: A student can repeat a pre-major course to meet this GPA requirement. If a student repeats the course as one (1) of their three (3) University-accepted repeat options only the repeat grade will be factored into the pre-major coursework GPA. If a student repeats the course outside of the University-accepted repeat options, then the course grades will be averaged and then factored into the pre-major coursework GPA.

Applications from students outside the University of Kentucky seeking admission to the Human Nutrition or Dietetics degree programs, whether for upper-division or lower-division status, must be received by the University Admissions Office no later than April 15 (Summer Session); August 1 (Fall Semester); and December 1 (Spring Semester).

Students enrolled in other UK programs on campus should apply for admission prior to the priority registration period. (The appropriate deadlines are listed in the Academic Calendar for approved times to change major.)

Lower-division students enrolled in the Department of Dietetics and Human Nutrition should apply for upper-division admission to the Human Nutrition Program or Didactic Program in Dietetics during the semester they are completing the pre-major course work. The application for upper-division admission should be made before the priority registration period for the upcoming semester.

Appeal Process

Students with a GPA below 2.8 and who have completed all pre-major requirements may appeal for admission into the human nutrition or dietetic programs. If the Appeals Committee feels that there is persuasive evidence that personal, academic or professional circumstances have affected a student's grades and the student shows promise for successful completion of a degree in the Department of Dietetics and Human Nutrition, acceptance may be granted. Materials and information necessary for the appeals process will be available in the Department of Dietetics and Human Nutrition. The deadline for submission of the appeals is generally 45 days prior to the beginning of the semester; however, appeals materials are not accepted for the Summer Session.

10.1.1.3.9 DIETETICS PROGRAM

(Also known as HES Coordinated Undergraduate Program in Dietetics, Option B of the Professional Dietetics Program)

Admission to the University of transfer students or completion of the sophomore year by continuing students does not guarantee admission to the Coordinated Undergraduate Program. Admission to the program is dependent upon the availability of resources for implementation of quality instruction and the number of students admitted will be limited by these considerations. Students who have completed the required preprofessional courses will be admitted on the basis of their cumulative collegiate GPA and other criteria indicating potential for becoming successful dietitians (e.g., physical acceptability, references and personal interview). To be admitted into the program, a student must have a GPA of 2.4 or above and a grade of "C" or better on all coursework designated as major requirements.

The deadline for application for admission in the Fall Semester is February 1.

10.1.1.3.10 HOSPITALITY AND TOURISM PROGRAM

10.1.1.3.10.1 ADMISSION REQUIREMENT

The minimum GPA for entrance of all students into the Hospitality Management and Tourism Program is 2.30.

10.1.1.3.10.2 PROGRESSION REQUIREMENT

Students must have completed the following pre-major courses with a "C" grade or better in order to progress to courses which are major requirements: CS 101, ACC 201, ACC 202, ECO 201, ECO 202, HMT 120, HMT 270, HMT 208, NFS 204, NFS 241.

10.1.1.3.10.3 GRADUATION REQUIREMENT

Students must fulfill all prerequisites and achieve a “C” grade or better in all NFS and HMT courses which are major requirements.

10.1.1.4 COLLEGE OF SOCIAL WORK

Admission to the University is sufficient for admission to the College of Social Work as a pre-major. Social work students receive academic advising from the College of Social Work faculty and must successfully complete the pre-major course requirements before applying to the BASW degree program. The pre-major course requirements are: SW124 and SW222 or SW322; an introductory psychology course; an introductory sociology course; and BIO102 and BIO103 or BIO110.

An application must be filed with the College of Social Work in order for a student to be considered for admission as a major. In general, admission as a major depends upon the qualifications and preparation of the applicant, as well as the availability of resources for maintaining quality instruction.

10.1.1.4.1 ADMISSION CRITERIA TO THE BACHELOR OF ARTS IN SOCIAL WORK DEGREE PROGRAM

In order to be admitted to the BASW degree program as a major, applicants must fulfill the following requirements:

1. Admission to the University (Students are considered for admission by the College only after acceptance by the University).
2. A grade of “B” or better in SW124 and SW222, or a grade of “B” or better in SW322, or equivalent.
3. Submission of an application form.
4. Minimum of a 2.5 cumulative GPA on all college work attempted as computed by the Office of the University Registrar.
5. Ability to articulate reasons for choosing social work as a career, as evidenced in an essay.
6. A passing grade in the introductory psychology course, sociology course and in the required biology courses.

Applications for admission to the College of Social Work must be received by the Records Office of the College of Social Work no later than May 1 for the Summer Session, August 1 for the Fall Semester, and December 1 for the Spring Semester.

Individuals who do not meet the admissions criteria may submit additional materials to the College’s Admissions Exceptions Committee. Admission may be granted if there is persuasive evidence of both the capability and motivation to undertake successfully the BASW degree program.

10.1.1.5 HONORS CURRICULUM

To be admitted to the curricular program that is housed in the Lewis Honors College, entering freshmen should generally have a high school GPA of 3.5 or higher and a composite ACT score of 28 or better. Students entering the Honors curriculum after the first year must have a cumulative University GPA of 3.4 or better.

10.1.1.6 LANDSCAPE ARCHITECTURE PROGRAM

Admission to the University and the Martin-Gatton College of Agriculture, Food and Environment does not guarantee admission to the Landscape Architecture Program. All applicants must apply to the Landscape Architecture Program Chair. The number of applicants ultimately admitted is determined by the resources available to provide high quality instruction. Applicants will be reviewed on a comparative basis. Determination of acceptability into the Program is based on the following:

10.1.1.6.1 ENTERING FRESHMEN

Entering freshmen must meet the minimum criteria for admission to the University as specified by the Administrative Regulation on Academic and Student Affairs.

The probability of their success in a professional program in Landscape Architecture shall be predicted by aptitude testing mechanisms. The following are informative tools with reliable forecasts of potential student success: (a) "The Architectural School Aptitude Test" (section II, III, IV, V and VII); (b) Watson Glaser "Critical Thinking Appraisal"; (c) Differential Aptitude Test "Spatial Relations" and "Abstract Reasoning." The faculty continually appraises reliability of these tests and may substitute others as necessary.

Students are required to submit statements as to their understanding of the profession of Landscape Architecture and reasons for pursuing this career. In cases of tied or very close scores on the above testing, these statements may be used to determine the greater level of potential success or an interview may be required.

10.1.1.6.2 TRANSFERS: OTHER DEGREE PROGRAMS

Applicants from other programs will be evaluated in order of priority on the following criteria: Candidates must be eligible for admission or readmission to the University according to the specified standards set forth by the Office of the Provost. The Landscape Architecture program will require a minimum of 2.0 GPA (on a 4.0 scale) for eligibility to transfer into the programs. The probability of their success in a professional program in Landscape Architecture shall be predicted by aptitude testing mechanisms. The following are informative tools with reliable forecasts of potential student success: (a) "The Architectural School Aptitude Test" (sections II, III, IV, V and VII); (b) Watson Glaser "Critical Thinking Appraisal"; (c) Differential Aptitude Test "Spatial Relations" and "Abstract Reasoning." The faculty continually appraises reliability and validity of these tests and may substitute others as necessary.

Students with a background in related design fields may submit available work such as a portfolio or other work examples as an indication of potential success.

Students are required to submit statements as to their understanding of the profession of Landscape Architecture and reasons for pursuing this career. In cases of tied or very close

scores on the above testing, these statements may be used to determine the greater level of potential success.

10.1.1.6.3 TRANSFERS: OTHER LANDSCAPE ARCHITECTURE PROGRAMS

Students in this category will be considered, in order of priority, on the basis of the following criteria:

The student must be eligible for admission into the University according to the standards specified by the Office of the Provost. Landscape Architecture Program requires a minimum of a 2.0 GPA (on a 4.0 scale) for eligibility to transfer into the program.

A review of the students' portfolios will determine acceptance into the program as well as the level to which they will be accepted.

The combined review of courses completed and the portfolio will determine acceptance into the program as well as the level to which they will be accepted.

10.1.1.7 COLLEGE OF DESIGN

10.1.1.7.1 SCHOOL OF ARCHITECTURE

Admission to the University does not guarantee admission to the School of Architecture. All applicants seeking admission to the School must make application to the School of Architecture Admissions Committee. Admission is dependent upon the availability of resources for the implementation of adequate instruction; the number of applicants admitted will be limited by this consideration. Applicants will be examined on a comparative and competitive basis.

10.1.1.7.1.1 BEGINNING FIRST TIME IN COLLEGE (FTIC)

FTIC candidates will be admitted in order of priority on the basis of the following criteria, employed together in combination:

1. Their potential for general academic achievement indicated by their high school GPA and FTIC entrance examination scores (ACT/SAT). As a rule, the minimum academic standards acceptable to the School of Architecture Admissions Committee will be the same as those determined by the Office of the Provost to apply to the admission to the University of freshmen students. In the event, however, that the School of Architecture Admissions Committee finds clear indications of probable success in the School of Architecture from its review of the other evidence pertaining to a candidate who would generally be denied admission through failure to meet these minimum criteria, an exception may be made to this rule.
2. The probability of their success in a professional program in architecture as predicted by the Architecture Admission Test.
3. Comparative measures of their aptitude and motivation derived by the School of Architecture Admissions Committee from supplementary tests (e.g., a home project assignment and/or a controlled test taken by the candidate on the same day and at

the same place as test in 2 above) and, in certain cases of indecision and circumstances permitting, personal interviews.

FTIC candidates must submit a formal application to the School of Architecture Admissions Committee not later than March 1 for admission to the School in the following Fall Semester.

10.1.1.7.1.2 TRANSFER STUDENTS: OTHER EDUCATIONAL PROGRAMS

Applicants seeking to transfer to the School of Architecture from another UK college or from another institution will be considered in order of priority on the basis of the following criteria employed together in combination:

1. The indications of their general academic performance as reflected by their cumulative collegiate GPA, and the indications of specific interests and aptitudes as reflected by their grades in certain critical disciplines (e.g., biology, foreign languages, freehand drawing, mathematics, philosophy, physics, etc.). As a rule, the minimum academic standard acceptable to the School of Architecture Admissions Committee will be a cumulative GPA of 2.0 on a 4.0 scale, or an average of "C", in all previous college work. In the event, however, that the School of Architecture Admissions Committee finds clear indications of probable success in the School from its review of the other evidence pertaining to a candidate who would generally be denied admission through failure to meet these minimum criteria, an exception may be made to this rule.
2. The probability of their success in a program in Architecture as predicted by the Architecture Admissions Test. Any applicant who is successful in the Architectural School Aptitude Test but who has a University GPA of less than 2.0 will not be accepted to begin work in the School of Architecture. However, a one-year deferment of admission may be granted pending grade improvement to at least 2.0. This requirement may be waived by the Dean of the College of Design under extraordinary circumstances.
3. Other indications of their aptitude and motivation as may be available (e.g., a portfolio of work, references, experience in building construction or related fields, etc.).
4. Comparative measures of their aptitude and motivation derived by the School of Architecture Admissions Committee from supplementary tests (e.g., a home project assignment and/or a controlled test taken by the candidate on the same day and at the same place as test in #2 above) and, in certain cases of indecision, and circumstances permitting, personal interviews.

Transfer students in this category must submit a formal application to the School of Architecture Admissions Committee not later than April 1 for admission to the School in the following Fall Semester.

Students who have been admitted to and have completed some Architecture courses within the School of Architecture and have withdrawn from the University for a period of three (3) years or more, or who have not taken Architecture courses within the School of Architecture but remain in the University for a period of two (2) years or more, may not re-enter the program without the

consent of the Dean of the College of Design, which would be given only under extraordinary circumstances.

10.1.1.7.1.3 TRANSFER STUDENTS: FROM OTHER ARCHITECTURE PROGRAMS

Students in this category will be considered in order of priority on the basis of the following criteria employed together in combination:

1. The indications of their general academic success and their success in a professional program in architecture as reflected by their cumulative collegiate GPA. As a rule, the minimum academic standard acceptable to the School of Architecture Admissions Committee will be a cumulative GPA of 2.0 on a 4.0 scale. In the event, however, that the School of Architecture Admissions Committee finds clear indications of probable success in the School from its review of the other evidence pertaining to a candidate who would generally be denied admission through failure to meet these minimum criteria, an exception may be made to this rule. Any applicant who is successful in the Architectural School Aptitude Test but who has a University GPA of less than 2.0 will not be accepted to begin work in the School of Architecture. However, a one-year deferment of admission may be granted pending grade improvement to at least 2.0. This requirement may be waived by the Dean of the College of Design under extraordinary circumstances.
2. A review of their portfolio of work in architecture.
3. Letters of reference from four (4) previous instructors in architecture, and others from teachers, practitioners or related professionals for whom they may have worked.
4. In certain cases of indecision, and circumstances permitting, personal interviews.

The School of Architecture Admissions Committee reserves the right to place accepted students in this category in the component or components of the College program best suited to the background and previous development of the students.

Transfer students in this category must make formal application to the School of Architecture Admissions Committee not later than April 15 for admission to the School in the following Fall Semester.

10.1.1.7.2 SCHOOL OF PLANNING / DESIGN / STRATEGY

10.1.1.7.2.1 ADMISSION INTO THE MAJOR

Students who want to major in Interior Design must first be admitted into the School of Interiors: Planning / Design / Strategy.

10.1.1.7.2.1.1 FIRST-TIME IN COLLEGE (FTIC) CANDIDATES

1. File a University application with the Office of Undergraduate Admission and the Office of the University Registrar by **February 1** for fall admission in the year which the student wants to begin the program. For fall admission, applicants must register

for and take the American College Test (ACT) or Scholastic Aptitude Test (SAT) on or before the December test date.

2. Apply for admission to the School of Interiors: Planning / Design / Strategy using the *Major Admission Application Form*. Requirements are available on the college website.
3. Submit an essay as required by the *Major Admission Application Form*. The essay will require applicants to express in both written and visual format the rationale for their interest in the Interior Design profession and what steps they have taken to make an informed decision regarding their choice for a major.
4. The *Major Admission Application Form* with essay must be received on or before **March 1** in the year the student wants to begin the program.

10.1.1.7.2.1.2 TRANSFER STUDENTS WITHOUT INTERIORS: PLANNING / DESIGN / STRATEGY CREDIT

Transfer candidates from educational programs other than interior design will be required to observe the same application process and deadlines as outlined for freshmen. **Please note that the deadline is earlier than that for general admission of transfer students to the University.**

10.1.1.7.2.2 MAJOR ADMISSION SELECTION PROCESS

Candidates will be admitted to the major in order of priority based on demonstrated potential for academic achievement at the FTIC level as indicated by high school GPA, ACT/SAT scores and the required essay. Additional consideration will be given to the student's demonstrated participation in extracurricular, service or work activities that show evidence for potential development of characteristics that will assist them in succeeding in the profession. Acceptance will be on a comparative and competitive basis and limited to the number of students the School of Interiors: Planning / Design / Strategy is able to accommodate in studio. Notification of acceptance in the major will permit registration into the first year student studio, ID 121, Fall Semester of the same year. Admission will not be deferred.

10.1.1.7.2.3 TRANSFER STUDENTS WITH DESIGN CREDIT

Students who have university credit in design course work from an accredited professional program (CIDA, NAAB, etc.) who want to transfer into the School of Interiors: Planning / Design / Strategy must make application for admission to the major.

The application process includes:

1. File a University application with the Office of Undergraduate Admission and the Office of the University Registrar to be received by **March 1** for fall admission. Request an official transcript of college course work to be received by University of Kentucky Admissions by **April 1**. **Please note that this deadline is earlier than those for application to the University in general.**
2. Submit a portfolio of student work completed in the university from which the student is transferring. If the applicant wants the portfolio returned, the portfolio

should be submitted with return packaging and mailing labels provided. The School of Interiors: Planning / Design / Strategy will return the portfolio by C.O.D.

3. The *Transfer Admission Application Form*, portfolio and transcript should be in one package, submitted no later than **May 1** for fall term admission in the same year.

10.1.1.7.2.4 TRANSFER ADMISSION SELECTION PROCESS

Admission into the Interiors: Planning / Design / Strategy major will be dependent upon the applicant's qualifications and preparation. The indication of general overall academic success (GPA), success in the major requirements and probability of success in a professional program as predicted by a review of the work submitted in the portfolio of student work will be evaluated. Since the number of students admitted will be limited, applicants will be examined on a comparative and competitive basis. Candidates will be admitted in order of priority. Admission for a specific semester will not be deferred.

10.1.1.8 GATTON COLLEGE OF BUSINESS AND ECONOMICS

10.1.1.8.1 LOWER-DIVISION ENROLLMENT

Admission to the University is sufficient for lower-division admission to the Gatton College of Business and Economics for students with less than a junior standing. However, lower-division admission to the College or any admission to the University does not guarantee upper-division admission to one of the degree programs in the Gatton College of Business and Economics. In general, admission depends upon the qualifications and preparation of the applicants, as well as the availability of the resources for maintaining quality instruction.

10.1.1.8.2 DIRECT ADMISSIONS

Direct admission is available for incoming, first-time freshmen meeting the Gatton Direct Admit Program standards. The Gatton College of Business and Economics will annually review and publish the standards by April 1 for the freshmen cohort entering the fall of the following calendar year. Students in the Gatton Direct Admit Program who are in good academic standing with the University are not required to apply for upper-division admission but are required to complete the same degree requirements, including pre-major and college core coursework.

10.1.1.8.3 UPPER-DIVISION ENROLLMENT

Upper-division admission into a degree program is necessary in order to be granted a baccalaureate degree from the Gatton College of Business and Economics.

10.1.1.8.3.1 REVIEW OF REQUIREMENTS

The Gatton College of Business and Economics will review the admission requirements annually and determine the cumulative GPA (Annual Admission GPA), if any, that would be acceptable below the 3.0 standard. The Annual Admission GPA (both overall and in the English/pre-major component) will be no lower than 2.5 (see *Appeal Process* for special circumstances). This GPA will be made available in the Undergraduate Advising Office of the Gatton College of Business and Economics by October 15 of each year. This GPA will be effective the following May 1. The GPA would be effective for any student applying for upper-

division admission to the Gatton College of Business and Economics, regardless of the time of their enrollment in the University.

10.1.1.8.3.2 APPLICANTS FROM WITHIN UK

Students who have attained a 3.0 or higher cumulative GPA overall and in the English/pre-major component required of all students in the Gatton College of Business and Economics and have completed 60 semester hours of college-level credit will be assured admission.

To be considered for upper-division admission to any of the undergraduate degree programs offered by the Gatton College of Business and Economics, an applicant must fulfill the following requirements:

1. Enrollment in the University.
2. A minimum cumulative GPA of 3.0 or the current Annual Admission GPA, whichever is lower.
3. Completion of the pre-major component required of all students within the Gatton College of Business and Economics with a minimum cumulative GPA of 3.0 or the minimum current Annual Admission GPA, whichever is lower.
4. Submission of an application.

Students enrolled in other UK colleges on campus should apply for admission prior to the priority registration period. (The appropriate deadlines are listed in the University calendar for approved times to change major.)

Lower-division students enrolled in the Gatton College of Business and Economics should apply for upper-division admission to the college during the semester they are completing the English/pre-major coursework. The application for upper-division admission should be made before the priority registration period for the upcoming semester.

Lower-division students in the College who are missing no more than two (2) English/pre-major courses will be permitted to complete these courses simultaneously with enrollment in restricted coursework if they are otherwise eligible. Eligibility is determined by attainment of junior standing and the minimum cumulative and English/pre-major grade-point standings. This privilege will be granted for one (1) semester only.

Students not admitted to an upper-division program in the Gatton College of Business and Economics should be aware that others may be given preference for enrollment in the unrestricted upper-division courses offered by the Gatton College of Business and Economics.

10.1.1.8.3.3 APPLICANTS FROM OUTSIDE UK

Applications from students outside the University of Kentucky seeking admission to the Gatton College of Business and Economics, whether for upper-division or lower-division status, must be received by the University Admissions Office by the approved deadlines.

10.1.1.8.3.4 APPLICANTS FROM NON-ENGLISH SPEAKING COUNTRIES

For applicants from non-English speaking countries, see the information on “International Students” in the Undergraduate Admission section of the Undergraduate Catalog. An applicant from a non-English speaking country is required to take the Test of English as a Foreign Language (TOEFL) and must have a minimum score of 550 in order to be considered for admission. (An equivalent score from another English proficiency test similar to TOEFL may be allowed upon request.)

10.1.1.8.3.5 APPEAL PROCESS

Students with a GPA below the Annual Admission GPA and who have completed all pre-major requirements are allowed a maximum of two (2) appeals for admission into the Gatton College of Business and Economics. If the Appeals Committee feels that there is persuasive evidence that personal, academic or professional circumstances have affected a student’s grade and if the Appeals Committee feels that the student shows promise for successful completion of a degree in the Gatton College of Business and Economics, acceptance may be granted. Information about the appeals process is available in the Undergraduate Resource Center of the Gatton College of Business and Economics Building. The deadline for the submission of the appeals is generally 45 days prior to the beginning of the semester; however, appeals materials are not accepted for the four-week intersession.

10.1.1.8.4 FIVE-YEAR PROGRAM IN ACCOUNTANCY

Applications for admission into the Five-Year Program in Accountancy must be made during the first four (4) weeks of the semester following the completion of 72 credit hours.

The applicant shall have: (a) completed the university studies component of the curriculum plus: ACC 301 and ACC 324 and (b) earned a GPA of 3.0 overall and 3.25 in Accounting.

An appeals mechanism will be established for those students who do not meet the above criteria but wish to be considered for admission as exceptions to the criteria. A written appeal must be received by an appeals body one (1) month prior to the beginning of the semester for which the student is seeking admission.

10.1.1.8.5 ENROLLMENT IN COURSES NUMBERED 300 OR ABOVE

Enrollment in restricted Business and Economics courses numbered 300 or above will be limited to:

1. Upper-division Business and Economics students.
2. Lower-division Business and Economics students who are missing no more than two (2) pre-major courses and are otherwise eligible for upper-division status. (This privilege will be granted for one (1) semester only.)
3. Non-Business and Economics students who are registered for specific programs requiring Business and Economics courses.
4. Other students or categories of students with specific permission of the department offering the course.

In the event of capacity limitations, enrollment preference would be made in the above order.

10.1.1.9 STANLEY AND KAREN PIGMAN COLLEGE OF ENGINEERING

Admission to engineering standing in a degree program is necessary in order to continue in upper-level courses and to be granted a baccalaureate degree in engineering or computer science. Specific departmental requirements for admission to engineering standing are noted below and engineering standing applies to a specific program. Hence, receiving engineering standing in one program does not grant engineering standing in another. Students can request admission to engineering standing after completing the required set of pre-major courses in the first three (3) semesters of the published curriculum in their chosen program. In addition to the requirements described below, each program may specify specific procedures for applying for engineering standing, submitting appeals, etc. Students should refer to the departmental handbook or their undergraduate advisor in their program of choice to identify these specific procedures.

For Transfer Students: The same criteria are applied to transfer students with the equivalence of courses reviewed by the Director of Undergraduate Studies. It is important to note if a student receives acceptance of transfer credit for one or more of the below listed courses, the grades earned will be used in the calculation for engineering standing. Transfer students who have not completed all courses listed below may be considered for admission into courses that require engineering standing on a case-by-case basis.

10.1.1.9.1 BIOMEDICAL ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses with at least a 2.5 GPA: BIO 148, BIO 152, BME 201, CHE 105, CIS/WRD 110, CIS/WRD 111, EGR 101, EGR 102, EGR 103, MA 113, MA 114, MA 213, PHY 231, PHY 241, PHY 232 and PHY 242. Completion of BME 201 with a grade of “C” or better. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

10.1.1.9.2 BIOSYSTEMS ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CHE 105, CIS/WRD 110, MA 113, MA 114, MA 213 and PHY 231. Completion of BAE 200 with a grade of “C” or better. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

10.1.1.9.3 CHEMICAL ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CHE 105, CHE 107, CHE 111, CHE 113, WRD/CIS 110, MA 113, MA 114, MA 213 and PHY 231. Completion of CME 200 with a grade of “C” or better. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

10.1.1.9.4 CIVIL ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CE 106, CE 211, CHE 105, CHE 107, CIS/WRD 110, EGR_103, EM 221, MA 113, MA 114, MA 213, PHY 231 and PHY 241 and a “C” or better in each course. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

10.1.1.9.5 COMPUTER ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CHE 105, CIS/WRD 110, CS 215, CIS 216, EE/CPE 282 and PHY 231. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

10.1.1.9.6 COMPUTER SCIENCE

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CS 215, CIS 216, CS 275 and MA 114. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

10.1.1.9.7 ELECTRICAL ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CIS/WRD 110, CHE 105, CIS 215, EE 211, EE/CPE 282 and PHY 231. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

10.1.1.9.8 MATERIALS ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CHE 105, CHE 107, CHE 111, CHE 113, CIS/WRD 110, MA 113, MA 114, MA 213, PHY 231 and PHY 241. Completion of MSE 201 with a grade of “C” or better. University repeat options may be applied as appropriate. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

10.1.1.9.9 MECHANICAL ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CHE 105, CIS/WRD 111, EGR 101, EGR 102, EGR 103, EM 221, MA 113, MA 114, MA 213, PHY 231, PHY 241, PHY 232 and PHY 242 and a “C” or better in each course. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

10.1.1.9.10 MINING ENGINEERING

A cumulative GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of CIS/WRD 110, CHE 105, MA 113, MA 114, MA 213 and PHY 231. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

10.1.1.10 SCHOOL OF MUSIC

Admission to the Bachelor of Arts in Music program or to the Bachelor of Music program is granted only after the successful completion of an audition in the student's applied area.

10.1.1.11 COLLEGE OF COMMUNICATION AND INFORMATION

10.1.1.11.1 ADMISSION TO THE COLLEGE OF COMMUNICATION AND INFORMATION DEGREE PROGRAMS

Admission without provisions to the University is sufficient for lower division admission to the College of Communication and Information. However, lower division admission to the College or any admission to the University does not guarantee upper division admission to one of the degree programs in the College of Communication and Information. In general, admission depends upon the qualifications and preparation of the applicants, as well as the availability of the resources for maintaining quality instruction.

Annually, degree programs in the College of Communication and Information will review the admission requirements and determine the cumulative GPA (Annual Admission GPA), if any, that would be acceptable below the 2.60 standard. The Annual Admission GPA will be no lower than 2.0 (see Appeal Process for special circumstances). This GPA will be made available in the Undergraduate Advising Office of the College of Communication and Information by October 15 of each year. This GPA will be effective the following fall. The GPA would be effective for any student applying for upper division admission to a degree program, regardless of the time of her/his enrollment in the University.

In order to be admitted with upper division major status US: to any of the five (5) undergraduate majors (Communications, Integrated Strategic Communications, Journalism, Media Arts and Studies or Information Communication Technology) offered by the College of Communication and Information (CI), an applicant must fulfill the following requirements:

1. Enrollment in the University (students are considered for acceptance by the College only after acceptance by the University).
2. Completion of 30 semester hours of course work.
3. Completion of eight (8) UK Core areas including Composition and Communication I and II, Quantitative Foundations and Statistical Inferential Reasoning (STA 210 or STA 296).
4. Minimum cumulative GPA of 2.6 or the current Annual Admission GPA for the degree program, whichever is lower.
5. Completion of appropriate pre-major requirements as stated below for each major:
 - a. Communication—completion of COM 101; COM 252; COM 249, Composition and Communication I and II requirements, with a minimum cumulative GPA of 2.0 or greater in these courses.

- b. Journalism—completion of JOU 101, JOU 204 (grade counts double) and any political science course with a minimum cumulative GPA of 3.0 or greater in these courses.
 - c. Integrated Strategic Communication—completion of PSY 100, ISC 100, ISC 161, ISC 261 or JOU 204 and STA 210 with a minimum cumulative GPA of 2.50 or greater in ISC 161 and ISC 261 and JOU 204.
 - d. Media Arts and Studies—completion of MAS 101, MAS 201, TEL 201 and a statistics course (e.g. STA 210, STA 296) with a minimum cumulative GPA of 2.0 or greater in these courses.
 - e. Information Communication Technology— completion of ICT 200, ICT 201 and ICT 202 with a minimum cumulative GPA of 2.0 or greater in these courses.
6. Submission of an application form.

Students meeting these requirements will be designated as "majors" or as students with upper-division standing in the program to which admission is granted. Any student not meeting one or more of these requirements may be granted "pre-major" status in one of the majors.

10.1.1.11.1.1 ADMISSIONS POLICY AND PROCESS

Applications from students outside the University seeking admission to the College of Communication and Information, whether for lower-division or upper division status, may apply for admission during the appropriate dates listed in the Academic Calendar. Students enrolled in other UK colleges on campus may apply for admission during the major change windows listed in the Academic Calendar as approved times to change majors.

10.1.1.11.1.2 APPEAL PROCESS

Students who do not meet one or more of the requirements for admission, but who feel that this is due to extenuating personal, academic, professional or intellectual circumstances, must describe these circumstances in detail in a separate letter of appeal. These circumstances will be considered by a committee of the appropriate program. This committee will be appointed by the Chair or Director of the program department or school. The applicant will be informed in writing of the committee's decision, which also will be forwarded to the College's Office of Undergraduate Studies.

10.1.1.11.1.3 ADMISSION TO COMPLETION PROGRAMS

Students applying to the degree completion programs in Information Studies or Communication must also have completed 60 hours at another university or have taken an extended absence (at least one (1) year) from UK before applying to the completion program.

10.1.1.11.1.4 ADVISING

All pre-major and major students will be assigned a professional academic advisor. Advisors are available throughout the year. Students must meet with an advisor each semester prior to Priority Registration.

10.1.1.11.2 ENROLLMENT IN UPPER DIVISION COLLEGE OF COMMUNICATION AND INFORMATION COURSES

Enrollment in College of Communication and Information (CI) courses numbered 300-599 will be limited in order of priority to:

1. majors and minors in a College of Communication and Information (CI) degree program;
2. non-College of Communication and Information (CI) students who are registered for specific programs requiring College of Communication and Information (CI) courses;
3. other students or categories of students with the express permission of the department offering the course (departments may choose to declare certain courses as open enrollment courses).

10.1.1.12 COLLEGE OF FINE ARTS, ARTS ADMINISTRATION

To be admitted into the Arts Administration Program as a major, an applicant must first:

1. Be enrolled in the University.
2. Complete 45 semester hours of course work.
3. Have a minimum 2.8 cumulative grade point average (GPA).
4. Complete pre-major core requirements (AAD 200 and 202, and one of the following: COM 181, COM 287, TA 225), plus: ACC 201 and ECO 201 with a cumulative GPA of 3.0.
5. Submit an application form.

Students meeting these requirements will be accepted as majors in the program. Applications for admission must be submitted before the end of the semester prior to a student taking an upper division Arts Administration course.

Students who want to be a major but have not met one or more of the above requirements will be designated as "pre-majors." There is no application procedure for students to become Arts Administration pre-majors. Upon their request, pre-majors will be assigned Arts Administration advisors and advising folders will be created for them.

10.1.2 PROFESSIONAL PROGRAMS

10.1.2.1 J. DAVID ROSENBERG COLLEGE OF LAW

(hereafter: Rosenberg College of Law)

10.1.2.1.1 REQUIREMENTS

In addition to the general requirements for admission to the University, an applicant for admission to the Rosenberg College of Law must meet the following requirements:

1. The applicant must have a bachelor's degree from an accredited institution. However, if the applicant is a student at the University and is enrolled in an approved Bachelor to Law Undergraduate Education (BLUE) program, the applicant will be considered for admission without having a bachelor's degree at the time of enrollment.
2. The applicant must have taken the Law School Admissions Test.
3. The applicant must have registered with the Law School Data Assembly Service and furnished the necessary transcripts such registration requires.
4. The applicant must provide at least two (2) letters of recommendation.

10.1.2.1.2 CONSIDERATIONS

The Rosenberg College of Law Admissions Committee considers and makes recommendations to the Dean on an applicant's undergraduate grade record, the Law School Admission Test score, the writing ability score and other factors indicative of the applicant's aptitude for law study. The Committee examines with particular care the grade average for the most recent semesters of undergraduate study, recommendations of faculty, the nature and difficulty of course work attempted in pre-law study, undergraduate extracurricular activities and work experience. The Committee also considers postbaccalaureate experiences where such experiences, in the Committee's determination, indicate a development of aptitude for the study of law. The Committee will review the file of an applicant to determine whether personal, academic, professional or intellectual circumstances tend to discount low academic or LSAT scores and give evidence of both the capability and motivation to do successful law school work. The Committee may also consider factors which bear on the provision of adequate legal services to all segments of Kentucky.

10.1.2.1.3 STATEMENT OF ADMISSIONS FOR APPLICATION TO TRANSFER

Applicants for transfer from a law school should present a 2.7 average on at least 25 hours of law school work at a school accredited by the American Bar Association or the Association of American Law Schools. The Admissions Committee will consider and recommend to the Dean the applicant's law school record as well as all factors the Committee considers in an application for the entering class.

10.1.2.2 COLLEGE OF PHARMACY

The College offers one (1) professional degree, the Doctor of Pharmacy (PharmD.).

A minimum of 70 semester credit hours of pre-pharmacy course work is required for admission. The required pre-pharmacy coursework shall be listed the University Catalog. The number of students admitted to the Doctor of Pharmacy program depends upon the availability of resources such as faculty, clinical facilities and space for implementation of a quality educational program.

Admission to the professional program is competitive. A grade of “C” or higher is required in all pre-pharmacy courses. In addition to completing the required pre-pharmacy course work, prospective students must be selected for and complete a structured interview process. Consideration for admission will be based on a holistic review of the applicant’s previous academic record, potential for academic achievement, standardized admission test scores, assessment of communication skills, contribution to diversity, integrity, commitment, motivation, character, maturity and emotional stability.

10.1.2.3 COLLEGE OF MEDICINE

Applicants for admission to the College of Medicine M.D. program, in addition to meeting general University requirements, must meet the requirements of the College of Medicine and be accepted by the College of Medicine Admissions Committee. Applicants normally will be required to have taken the MCAT and to have completed a liberal arts degree program in an accredited college of arts and sciences. However, consideration may be given to applicants who have completed only two (2) or three (3) years of college if their academic background and other credentials demonstrate superior ability. The required pre-medicine coursework shall be listed in the Undergraduate Catalog, as approved by the College of Medicine faculty. Consideration for admission will be based on a holistic review of the applicant’s previous academic record, potential for academic achievement, standardized admission test scores, assessment of communication skills, contribution to diversity, integrity, commitment, motivation, character, maturity and emotional stability.

10.1.2.4 COLLEGE OF DENTISTRY

Admission Guidelines, Doctor of Dental Medicine Program.

10.1.2.4.1 NUMBER OF YEARS

Bachelor’s degree desired.

10.1.2.4.2 LIMITATIONS ON JUNIOR COLLEGE HOURS:

60 semester hours maximum.

10.1.2.4.3 REQUIRED COURSES

General Biology with lab* (2 / 3)
General Chemistry with lab* (2 / 3)
Organic Chemistry with lab* (2 / 3)
Physics with lab* (1 / 2)
Biochemistry (1 / 2)
Microbiology (1 / 2)
English Composition with emphasis on
Communication Skills* (2 / 3)

*or equivalent

10.1.2.4.4 DAT OR CANADIAN DAT

Mandatory; scores of 17 or higher preferred.

10.1.2.4.5 GPA

3.0 OR HIGHER PREFERRED.

10.1.2.4.6 SUGGESTED ADDITIONAL PREPARATION

Applicants are encouraged to pursue a well-rounded curriculum including courses both in the sciences and the humanities. Applicants are encouraged to take additional basic science courses. Examples of courses that will be helpful include immunology, genetics, cell biology, molecular biology and physiology. An applicant's curriculum will be enriched if she or he also takes courses or has experiences that expand social awareness and ensure manual dexterity. Examples of such enriching courses include courses in the social sciences, history, literature, economics, philosophy and psychology.

10.1.2.4.7 OTHER SELECTION FACTORS

Since a caring attitude is central to the practice of dentistry, applicants should demonstrate a commitment to service and a desire to help others. Applicants may wish to highlight volunteer and service activities. Applicants shall gain exposure to the practice of dentistry through observation experiences. We are interested in assembling a student body that includes students from a wide range of urban, rural, economic and cultural backgrounds.

The College of Dentistry will consider for admission any applicant who demonstrates the ability to perform or to learn to perform, the skills listed in the College's Technical Standards policy. The specific standards are included in the new *College Bulletin* and *Student Handbook*. Applicants are not required to disclose the nature of any disability, but an applicant with questions about these technical requirements is strongly encouraged to discuss the issue with the Assistant Dean for Student Affairs. If appropriate, and upon the request of the applicant, student or faculty, reasonable accommodations for a disability will be provided.

10.2 EXCEPTIONS TO THE GRADING SYSTEM

10.2.1 J. DAVID ROSENBERG COLLEGE OF LAW

(hereafter 'Rosenberg College of Law')

10.2.1.1 GRADING SYSTEM

The Rosenberg College of Law uses a special letter grading system in which the following grades are conferred with the respective quality point values indicated:

A+	4.3	B+	3.3	C+	2.3	D+	1.3	E=0
A	4.0	B	3.0	C	2.0	D	1.0	
A-	3.7	B-	2.7	C-	1.7	D-	0.7	

10.2.1.2 CALCULATION OF GPA

A student's academic grade record is expressed as a GPA computed by multiplying the semester hours of credit for each course by the quality point value of the grade received in the course. These products are added together, and the sum is divided by the total semester hours

attempted. The GPA thus derived is the basis for each student's academic status as indicated in the published rules and policies of the Rosenberg College of Law Faculty.

10.2.1.3 PASS/FAIL COURSES

Selected Rosenberg College of Law courses are graded on a Pass/Fail basis, and law students enrolled in graduate courses for which the Rosenberg College of Law grants credit toward graduation are treated by the Rosenberg College of Law as Pass/Fail courses. A failing grade "F" in any Pass/Fail course in the Rosenberg College of Law or any graduate course in which a student in the Rosenberg College of Law enrolls for credit toward graduation from the Rosenberg College of Law will be taken into account at a quality point value of zero (0) in computing the student's GPA.

10.2.1.4 LIMITATION ON PASS/FAIL UNITS CREDITABLE FOR ROSENBERG COLLEGE OF LAW STUDENTS

In determining the number of hours credited toward the requirement for the J.D. degree:

1. No more than six (6) hours of graduate courses outside of the Rosenberg College of Law shall be counted. All such courses must be approved by the faculty in advance. The Rosenberg College of Law will assign a grade of "P" if a student receives an "A" or "B" in the course; the Rosenberg College of Law will assign an "E" if the student receives a "C", "D" or "E."
2. No more than nine (9) hours of courses in the Rosenberg College of Law that are offered on a Pass/Fail basis shall be counted.
3. No more than 12 of the total number of Pass/Fail credit hours, whether earned under 1. (above) or under 2. (above) shall be counted.
4. No more than one (1) graduate course outside the Rosenberg College of Law, graded on a Pass/Fail basis, may be credited in any one (1) semester.

Students in joint degree programs may only take up to nine (9) Pass/Fail course credit hours in the Rosenberg College of Law and may take no courses outside the Rosenberg College of Law for credit toward the J.D.

10.2.2 COLLEGE OF DENTISTRY

An "A", "B+" or a "B" is within the expected range of performance. A "C" is a marginal level of performance. To remain in good academic standing and to graduate, a student must maintain a GPA of 2.75 or more. Student performance will be reported to the Office of the University Registrar as follows:

- A** Represents exceptionally high level of performance; four (4) quality points are awarded to each credit hour.
- B+** Represents a high level of performance; three and one-half (3.5) quality points are awarded for each credit hour.
- B** Represents the minimum expected level of performance; three (3) quality points are awarded for each credit hours.

- C** Represents a marginal level of performance; two (2.0) quality points are awarded for each credit hour.
- E** Represents an unacceptable level of performance; zero (0) quality points are awarded for each credit hour.
- P** Represents a passing grade in courses taken on a Pass/Fail basis. It is not used in GPA calculations.
- F** Represents an unacceptable level of performance in courses taught on a Pass/Fail basis. It is not used in GPA calculations.
- I** Incomplete; course objectives have not been completed during the allotted course time due to circumstances usually beyond the student's control. An "I" grade shall be conferred only when there is a reasonable possibility that a passing grade will result when work is completed. An "I" must be replaced by another grade within 12 months or before graduation, whichever occurs sooner. After this period, an "I" grade will automatically convert to an "E" or an "F" grade as appropriate.
- W** Withdrawn; this grade will be awarded to a student who withdraws from a course or from the college. It shall be awarded only after recommendation by the Academic Performance Committee and approval by the dean.

Responsible Agent: The Instructor of Record will evaluate the performance of each student with respect to the course objectives and assign the appropriate grades

10.2.3 COLLEGE OF MEDICINE

All professional program (MD degree) courses in the College of Medicine will determine a level of competency. Students will receive one of the grades below.

- E** Represents failure to achieve competency and unacceptable performance in a Pass/Fail course.
- P** Represents achievement of competency and a passing grade in a Pass/Fail course.
- W** Denotes withdrawal from the college or from an elective course. "W" must be approved or recommended by the Student Progress and Promotion Committee. Withdrawal from a required course is not permitted, except when a student withdraws from the college. A student may withdraw from an elective and the "W" will remain on the record.
- I** Represents incomplete work at the time grades are submitted for courses. It is conferred only when there is a reasonable possibility that achievement of competency will be demonstrated upon completion of the work. All "I" grades in required courses must be replaced by a passing grade before a student can be promoted to a subsequent year. If a student later withdraws from the College, an outstanding "I" grade can revert to a "W" grade at the discretion of the Student Progress and Promotion Committee.

10.2.4 COLLEGE OF PHARMACY

Grades in all experiential course work in the professional curriculum (i.e. Introductory Pharmacy Practice Experiences, IPPE I and IPPE II; and Advanced Pharmacy Practice Experiences, APPE) shall be assigned on the following basis:

PH (Pass with honors) Represents exceptionally high achievement in all course requirements as a result of aptitude, effort and intellectual initiative. Credit hours under this grade will count towards graduation, but will not be used in calculating grade-point averages.

P (Pass) Represents high achievement as a result of ability and effort and reflects student competence in all course requirements. Credit hours under this grade will count towards graduation, but will not be used in calculating grade-point averages.

F (Fail) Represents a marginal or unsatisfactory level of achievement in any of the course requirements. Credit hours under this grade will not count towards graduation but will be used in calculating GPAs.

10.2.5 DESIGN & LANDSCAPE ARCHITECTURE

Students enrolled in courses numbered 800 or higher in the College of Design or the Program in Landscape Architecture in the Martin-Gatton College of Agriculture, Food and Environment shall be conferred the following grades with the respective quality point value indicated:

A	4.0	A-	3.7	B	3.0	B+	3.3
B-	2.7	C+	2.3	C	2.0	C-	1.7
D+	1.3	D	1.0	D-	0.7	E	0.0

The use of the plus-minus system does not change any college or university GPA requirement, nor the method by which GPAs are computed, nor the interpretations of other grades awarded, such as "F", "I", "P", "W" and "S."

All students enrolled in courses using the plus/minus grading system will have the appropriate point value calculated into their GPA regardless of their college of origin.

In the Program in Landscape Architecture students must earn a "C" grade or better in major design studios in order to advance to the next level in the curriculum.

10.3 ACADEMIC PROBATION, SUSPENSION AND DISMISSAL POLICIES FOR PARTICULAR PROGRAMS

10.3.1 UNDERGRADUATE PROGRAMS

Individual colleges may establish policies regarding academic probation and suspension with regard to a student's academic standing within the college in addition to the University-wide policies. If a college establishes such a policy, the policy must be approved by the Office of the Provost and the policy shall be made available in writing to the students.

10.3.1.1 COLLEGE OF DESIGN

A student may be placed on probation in the College of Design or suspended from the College of Design, but not necessarily the University, according to the College of Design standards that follow.

A student enrolled in the College of Design who is placed on college probation may continue with studies in the college and university subject to general University regulations concerning academic standing. A student enrolled in the College of Design who is suspended from the college may not take classes offered in the College of Design until reinstated. A student who is suspended from the College of Design may take classes outside the college subject to general University regulations concerning academic standing.

A grade of "C" or higher is required to advance to the next level of studio in the College of Design. A grade below "C" in an architectural design studio is considered unacceptable for majors in the College of Design. A student who earns a grade below "C" in a design studio will be placed on College probation. This probation will be removed when the student earns a grade of "C" or higher in the same studio.

A student will be suspended from the college for:

1. Failing to earn a grade of "C" or higher in a particular architectural design studio for the second time; or
2. Failing to earn a grade of "C" or higher in a particular design studio in its first or second offering after the semester in which the student earned a grade below "C" in that studio, provided the student remains in the University, except that students are not required to enroll in Summer Sessions; or
3. Failing to earn a grade of "C" or higher in any design studio while the student is on University probation for two (2) or more consecutive semesters.

Provision 3 does not apply to first-year architectural design students.

College of Design rules on probation and suspension may be waived by the Dean of the College of Design under extraordinary circumstances, with notification to the Faculty.

A student who has been suspended from the College of Design may petition the Dean for reinstatement after a period of no less than 12 months.

10.3.1.2 COLLEGE OF HEALTH SCIENCES

The following standards apply to Health Sciences students in professional programs:

10.3.1.2.1 PLACEMENT ON PROBATION

A student will be placed on probation in the professional program when:

1. The semester GPA falls below 2.0 in courses required by the professional program; or,
2. A failing grade is earned in any course required by the professional program.

10.3.1.2.2 REMOVAL FROM PROBATION

A student may satisfy the deficiency warranting probation and will be removed from probation when:

1. In the semester following probation, a 2.0 or above semester GPA is achieved in courses required by the professional program; and
2. A passing grade is earned in any previously failed course required by the professional program.

10.3.1.2.3 SUSPENSION

A student will be suspended from the professional program when:

1. The student does not earn a 2.0 semester GPA in courses required by the professional program is not earned either at the end of the probationary semester, or in any subsequent semester; or
2. The student fails a course required by the professional program a second time; or
3. The student fails two (2) courses required by the professional program, unless alternative action is recommended by the Program Director and approved by the Dean.

10.3.1.3 COLLEGE OF EDUCATION

The teacher candidate's progress in a Teacher Education Program is continuously monitored. A student may be placed on probationary status or suspended from the program for failure to make satisfactory progress. Conditions resulting in probation or suspension include the following:

10.3.1.3.1 RETENTION OF CANDIDATES IN TEACHER EDUCATION PROGRAMS

The progress of candidates who have been admitted to a teacher education program is continuously monitored. Some of the items which are monitored are: (a) whether a student has failed to earn a grade of "C" or better in a professional education class, (b) whether a student has failed to maintain 2.5 minimum GPA's overall and in required subject areas, (c) whether a student has demonstrated continued adherence to the EPSB Professional Code of Ethics and (d) whether adequate progress is being made in building the Working Portfolio.

If problems are identified, program faculty will determine a plan for addressing the problems and implement the plan including feedback and direction to the student.

10.3.1.3.2 CONTINUOUS ASSESSMENT IN TEACHER EDUCATION PROGRAMS

A student's progress through all teacher preparation programs is continuously monitored, assessed and reviewed. In addition to typical evaluation processes that occur as part of their course work and field placements, students will be assessed a minimum of three (3) times during their program by representatives of their respective program faculty.

The three (3) assessments will occur upon entry into the Teacher Education Program, at a midpoint in the program (no later than the semester prior to student teaching) and as students exit the program following student teaching. Assessments will include, but are not limited to: (a) basic skills assessment, (b) review of grades via transcript, (c) personal and professional skills assessed during interviews with program faculty when taking campus-based courses and during field experiences, (d) portfolio documents and (e) continued adherence to the KY Professional Code of Ethics.

Following admission to a Teacher Education Program, if problems have been identified at any of the assessment points, program faculty will determine a plan for addressing the problems and implement the plan including feedback and direction to the student. In addition, if specific strengths are recognized during these assessments, the student will be commended.

10.3.1.3.3 ADMISSION TO STUDENT TEACHING

Prior to the student teaching semester, each candidate will be asked to provide evidence in the form of the Working Portfolio to demonstrate the acquisition of skills related to teaching in the chosen subject field, and to document progress in any identified problem areas. Each candidate's portfolio will be reviewed by the appropriate program faculty, and continued progress through the program will be contingent on the results of this midpoint review. Admission to student teaching requires a successful midpoint assessment review and recommendation by the program faculty that the candidate be allowed to student teach.

10.3.1.4 COLLEGE OF NURSING

The following standards apply to undergraduate students in the nursing program. These standards apply to all undergraduate students unless alternative action is recommended by the Undergraduate Student Admission and Progression Committee and approved by the Dean of the College of Nursing.

(Note: In the statements below, the phrase "in the College of Nursing (CON)" refers to courses with an NUR prefix that are specific requirements for the degree of Bachelor of Science in Nursing. The phrase "by the CON" refers to other courses in the student's approved academic plan that do not have the NUR prefix, e.g., ENG, CHE, BIO.)

10.3.1.4.1 UNDERGRADUATE PROGRAM PROBATION

Regardless of academic standing in the University, a student shall be placed on probation when the student:

1. Earns a semester GPA less than 2.0 in courses required by the College of Nursing; or,
2. Earns a grade less than a "C" (2.0) for any course required in the CON (NUR prefix).

10.3.1.4.2 REMOVAL FROM UNDERGRADUATE PROGRAM PROBATION

A student shall be removed from probation when the student:

1. In the semester following probation earns a semester GPA of at least 2.0 in courses required by the College of Nursing; and
2. Earns at least a grade of “C” (2.0) in any course required in the CON (NUR prefix) for which the student previously earned a grade below C (2.0).

10.3.1.4.3 UNDERGRADUATE PROGRAM SUSPENSION

A student shall be dismissed (subject to appeal) from the undergraduate nursing program when the student:

1. Earns less than a semester GPA of 2.0 in courses required by the CON either at the end of the first probationary period or in any subsequent semester; or
2. For a second time fails to earn a grade of “C” (2.0) or higher in a completed attempt of a course required in the CON (NUR prefix); or
3. Fails to earn a grade of “C” (2.0) or higher on the first completed attempt of any two (2) courses required in the CON (NUR Prefix); or
4. Earns less than a GPA of 1.5 in the courses required by the CON at the end of any semester, except for the first semester at the University, with a preliminary probationary period.

10.3.1.4.4 DISMISSAL

Repeat options are not recognized by the College of Nursing for dismissal decisions based on failure to earn a “C” (2.0) or higher on the first completed attempt of any two (2) NUR courses. The original grade received in each NUR course will be considered for the dismissal decision regardless of any s earned in repeated courses.

10.3.1.5 MASTER OF SCIENCE IN NURSING GPA REQUIREMENTS

A minimum of 3.0 GPA in all graduate nursing courses is required for graduation, in addition to a cumulative 3.0 GPA over all graduate courses.

10.3.1.6 GATTON COLLEGE OF BUSINESS AND ECONOMICS

10.3.1.6.1 PROGRAM IN ACCOUNTANCY

10.3.1.6.1.1 RETENTION STANDARDS

Students pursuing the Five-Year Professional Program in Accountancy must maintain a 3.0 GPA in all hours attempted throughout the five-year program. If a student's GPA in the hours attempted after admission to the professional program falls below 3.0, the student will be given one (1) semester to bring their GPA up to 3.0.

10.3.1.6.1.2 GRADUATION STANDARDS

In order to graduate with an M.S. in the Professional Program in Accountancy, students must have at least a 3.0 GPA in all worked attempted and must have successfully completed a comprehensive final examination.

10.3.1.6.2 OTHER PROGRAMS

The following rules apply to students in the Gatton College of Business and Economics. Semester refers to any academic term: fall, winter, spring and summer.

1. No student with a cumulative GPA of less than 2.0 will be enrolled in the Gatton College of Business and Economics. Any student who fails to maintain a cumulative GPA of 2.0 will be suspended from the Gatton College of Business and Economics and will not be readmitted until this GPA is 2.0 or greater. No probationary notice will be given.
2. Any student enrolled in the Gatton College of Business and Economics who achieves a GPA of less than 2.0 in any semester will be placed on probation.
3. Any student on probation who fails to achieve a 2.0 semester GPA will be suspended from the Gatton College of Business and Economics and will not be readmitted until they have obtained a semester GPA of 2.0 or greater for one (1) semester and the student's cumulative GPA is 2.0 or greater.
4. Students who are suspended twice from the Gatton College of Business and Economics will not be readmitted.

10.3.1.7 LEWIS HONORS COLLEGE

Students in the Lewis Honors College must maintain a cumulative GPA of 3.4 in order to remain in good standing. If a student's cumulative GPA falls below a 3.4, the student will be given one (1) semester to bring their cumulative GPA up to a 3.4 and additional academic advising will be required. If a student falls below a cumulative 3.4 for two (2) semesters in a row they will be dismissed from the Lewis Honors College. Affected students may appeal their dismissal to the Dean of the Lewis Honors College. There will be no impact on scholarships unless otherwise stated in the scholarship contract that they received upon enrollment.

10.3.2 ATTENDANCE AND ACADEMIC DISCIPLINE IN THE PROFESSIONAL PROGRAMS

Note: All students in the professional programs are subject to the rights, rules and regulations governing University of Kentucky students in all matters not specifically covered in these rules.

10.3.2.1 J. DAVID ROSENBERG COLLEGE OF LAW

(hereafter 'Rosenberg College of Law')

10.3.2.1.1 PROBATION

10.3.2.1.1.1 PLACEMENT ON PROBATION

A student is placed on probation in any of the following circumstances.

1. After completion of the first semester, the student's GPA is below 2.0.
2. After completion of any other semester, the student's cumulative GPA is below 2.2.

10.3.2.1.1.2 CONSEQUENCES OF PROBATION

A student on probation:

1. Must have all course enrollments approved by the Associate Dean for Academic Affairs.
2. May not have outside employment.
3. Must raise their GPA as follows:
 - a. In the first following semester to 2.2 for that semester, and, by the end of the second following semester, to a cumulative average of 2.2; or
 - b. If the first following semester is intended to be the student's final semester, to a cumulative average of 2.2 by the end of that semester.
4. Must enroll in and attend all Academic Success classes offered during the period of probation.
5. May not graduate from the Rosenberg College of Law.

10.3.2.1.1.3 REMOVAL FROM PROBATION

A student who meets requirements 1. through 4. in the "Consequences of probation" section above shall be removed from probation.

10.3.2.1.2 SUSPENSION

10.3.2.1.2.1 PLACEMENT ON SUSPENSION

A student is suspended from the Rosenberg College of Law if

1. The student is on probation and fails to meet the requirements 1. through 4. in the "Consequences of probation" section above within the time frame provided; or
2. The student's cumulative GPA is below 2.2 at the end of any semester after having been removed from probation.

10.3.2.1.2.2 CONSEQUENCES OF SUSPENSION

A student on suspension may neither attend nor graduate from the Rosenberg College of Law.

10.3.2.1.2.3 REMOVAL FROM SUSPENSION

A student may not be removed from suspension except upon approval of the Rosenberg College of Law faculty (after consideration by the Academic Status Committee) and the Dean. The faculty may impose additional academic standards in individual cases, and in any case may impose other reasonable conditions of readmission including, but not limited to, specification of schedule of study (including specification of particular courses and limitation of hours), and the limitation of extracurricular activities. The faculty may also require the repetition of courses either with or without substitution of the grades awarded in the courses retaken. The student may have an opportunity to be heard at any Committee or faculty meeting hereunder. A student removed from suspension is placed on probation for the student's next semester or summer term but is not thereby subject to subsection 1.5.2.1.2.1(2) of this Rule. A student suspended for a second time may not be removed from suspension.

10.3.2.1.2.4 REPETITION OF COURSES

Any student who receives a grade of "E" in a required course must reregister for the course and complete all requirements therefor. A student who receives a grade of "D+" or lower in any first-year class must repeat that class until the student receives a grade of "C-" or better. When such a required course is retaken or when a student elects to repeat an elective course in which the student received a failing grade, both the initial and subsequent grade will be reflected on the student's record and counted in the computation of GPA for purposes of this Rule.

10.3.2.1.3 REQUIREMENTS FOR GRADUATION

10.3.2.1.3.1 JURIS DOCTOR DEGREE

Students admitted to the Rosenberg College of Law are eligible for the degree of Juris Doctor (J.D.) upon completion of a minimum of three (3) academic years (six (6) full time semesters or equivalent) of residence and 90 semester hours of courses in the J.D. Rosenberg College of Law with a GPA of at least 2.2.

All courses in the first year of law study are required, as is a course in professional responsibility, an upper division writing course, six (6) upper division substantive courses and six (6) credit hours of experiential courses.

10.3.2.1.3.2 UPPER DIVISION SUBSTANTIVE COURSES

A student must successfully complete Professional Responsibility as well as six (6) of the following courses: Administrative Law, Business Associations, Constitutional Law II, Criminal Procedure, Evidence, Family Law, Secured Transactions, Taxation I, Trusts and Estates.

10.3.2.1.4 WITHDRAWAL AND READMISSION

10.3.2.1.4.1 WITHDRAWAL DURING THE FIRST YEAR

First-year students are expected to complete their first year of law study without interruption. If a student withdraws from the college and University during his or her first year of law study, readmission is not automatic. If a student withdraws during the first semester of law study, application for readmission will be referred to the Admissions Committee; if a first-year student

withdraws during the second semester, application for readmission will be referred to the Academic Status Committee; provided that in either of the above withdrawal situations, the Dean's designee may grant a special leave of absence for the balance of the academic year for reasons relating to extended illness or equivalent distress.

10.3.2.1.4.2 WITHDRAWAL AFTER THE FIRST YEAR

After completion of all required first-year courses, a student who withdraws from the Rosenberg College of Law and the University is subject to the rules stated herein regarding readmission after a leave of absence and grades for students who withdraw. To officially withdraw from the Rosenberg College of Law, a student must obtain from the Office of the University Registrar to obtain a withdrawal card; this card must be signed by the Dean of the Rosenberg College of Law or the Dean's designee. If a student plans to complete a semester, but not reenroll for the subsequent semester, they must give the Dean's designee written notice of such intention.

10.3.2.1.4.3 READMISSION AFTER WITHDRAWAL AFTER THE FIRST YEAR

If a student withdraws from the college and University or does not continue enrollment and has complied with "Withdrawal after first year," the student will routinely be readmitted to the college provided that the student is in good standing and the absence was not longer than two (2) semesters plus one (1) Summer Session. No student will be readmitted pursuant to this paragraph more than one (1) time.

10.3.2.1.4.4 LEAVE OF ABSENCE

A student who intends to remain away from the college for more than two (2) semesters plus one (1) Summer Session must request permission for a Leave of Absence. These requests are not routinely granted and will be referred to the Academic Status Committee for recommendation to the Dean.

10.3.2.1.4.5 POLICIES ON READMISSION

Readmission for students who are not entitled to readmission pursuant to "Withdrawal and Readmission" (sections 1-4) of this rule is not automatic. Applications for such readmission will be referred to the Academic Status Committee for a recommendation to the Dean. The Academic Status Committee may consider all relevant facts and circumstances, including the length of time out of the college and reasons for the absence. The Academic Status Committee and Dean will normally not approve readmission for any student who has been away from the college for six (6) regular semesters. Reasonable conditions, including the repetition of courses for no credit, may be imposed if readmission is approved.

10.3.2.1.4.6 WITHDRAWAL FROM A COURSE

A second-year student, a third-year student or a first-year student with special permission of the Dean's designee may withdraw from any course or seminar within the first half of a semester or Summer Session. To withdraw from a course or seminar within the first half of a semester or Summer Session, the student must submit a completed course withdrawal card to the Dean's designee. A student may withdraw from a course or seminar during the last half of a semester or Summer Session only on a petition certifying reasons relating to extended illness or equivalent distress. This petition must be approved by the instructor and the Dean's designate.

10.3.2.1.5 LIMITATION ON PASS/FAIL UNITS CREDITABLE FOR UNIVERSITY OF KENTUCKY J. DAVID ROSENBERG COLLEGE OF LAW STUDENTS

See “Limitation on Pass/Fail Units Creditable for Rosenberg College of Law Students” for limitations on Pass/Fail units creditable for Rosenberg College of Law students.

10.3.2.2 COLLEGE OF PHARMACY

10.3.2.2.1 ACADEMIC PERFORMANCE, PROGRESS AND GUIDELINES

The Academic Performance Committee (APC) is charged with monitoring students’ progress through the curriculum. The committee regularly reviews (during and at the end of each semester) the performance of each student, based on course grades and on written comments regarding each student’s academic performance and professionalism — both of which are shared with the student and are part of the student record. The APC for each professional particular year consists of the course coordinators for that academic year, plus a standing core group of faculty. The APC will recommend an action appropriate to the particular student standing and record, i.e., proceed to the next series of courses, promotion to the next year, graduation, probation, probation with remedial action, removal from probation, academic leave, suspension or other action. Recommendations for graduation are made through the Dean for approval by the Faculty. All other recommendations are made to the Dean. Students must be promoted to subsequent year standing by action of the APC. Promotion is not automatic, but must be earned based on appropriate academic and professional performance and satisfactory completion of course work. The APC may also recommend other sanctions, including but not limited to adjustment of academic load, repetition of curriculum segments and referrals to appropriate services. Although the APC considers the overall record of the student in making decisions, the committee will rely on the guiding principles below:

10.3.2.2.2 ACADEMIC POLICY FOR PROFESSIONAL STUDENTS IN THE COLLEGE OF PHARMACY

All students must maintain a minimum Pharmacy GPA of 2.0, pass each Mile Marker exam, take the Pharmacy Curriculum Outcomes Assessment (PCOA), fully participate in the interprofessional Collaboration and Team Skills (iCATS) curriculum and pass each course taken during the time they are students in the College of Pharmacy. This includes all coursework, including PHR and non-PHR electives, which comprise the first through fourth professional years of the Doctor of Pharmacy degree program. Failure to earn a minimum of a “C” in any one course or failure to meet the academic standards outlined above will prompt a review by the APC.

Repeat Options are not recognized by the College of Pharmacy for courses taken by students after enrolling in the College. The original grade received in each course will remain on the transcript, be averaged into the cumulative GPA and be considered in discussions of probation and suspension regardless of any grades earned in repeated courses.
Further:

1. Any student with a GPA less than 2.0 in a single semester or with a cumulative GPA less than 2.0 will be placed on probation or may be suspended from the College.

2. Students who fail to earn a minimum of “C” in any one (1) course may be placed on probation. The APC will determine the remediation required.
3. Students who fail to earn a minimum of “C” in two (2) courses will be placed on probation and remediation may be required. The APC will determine the level of remediation required.
4. Students who fail to earn a minimum of “C” in three (3) or more courses will be suspended from the College of Pharmacy, regardless of GPA.
5. Students who satisfactorily complete the remediation requirements for probation will be removed from probation.
6. Students who are on probation and fail to meet the requirements for remediation or fail to meet the requirements needed to remove them from probation will be suspended.
7. Students eligible for probation on a second occasion may be suspended from the College.

10.3.2.2.3 PROBATION

Students who are on academic probation may not:

1. Serve as officers or committee members in any campus organization.
2. Participate in any University extracurricular activities or in the activities of any University organization if the participation involves the expenditures of any appreciable amount of time.
3. Be employed by the University.

Students on probation may have a restricted academic schedule as dictated by the APC. Students placed on probation must meet the requirements dictated by the APC before being removed from probation. If the student is judged after two (2) semesters to be performing satisfactorily by the APC while taking normal academic course loads, their probation status may be revoked.

10.3.2.2.4 SUSPENSION

Students suspended from the college may petition the APC for reconsideration of their case and for permission to re-take College of Pharmacy courses to correct their academic deficiencies. That permission may or may not be granted by the APC. If a student is allowed to re-take required Doctor of Pharmacy degree courses, and the academic deficiencies have been satisfactorily addressed, these students may re-enter the College of Pharmacy but will do so on probation status.

10.3.2.2.5 SPECIAL CONSIDERATIONS

1. Because of the demands of the Doctor of Pharmacy curriculum, students are expected to devote their energies to the academic program. The College and cannot

take outside employment or activities into account when scheduling classes, examinations, reviews, field trips or individual course functions or special projects.

2. Due to curricular requirements course functions and/or examinations may occur outside the normal business hours of Monday through Friday, 8 AM to 5 PM.
3. Clinical responsibilities will include evening and weekend work.
4. All College of Pharmacy students are subject to the rights, rules and regulations governing University students in all matters not specifically covered in College of Pharmacy documents.

10.3.2.3 COLLEGE OF MEDICINE

10.3.2.3.1 ASSESSMENT OF STUDENT LEARNING

The College of Medicine is charged with the education and training of competent physicians. Competence must be assured not only in the students' fund of knowledge and technical expertise, but also in their standards of personal and professional conduct. Student progress shall be carefully monitored to certify that students have acquired appropriate knowledge, skills, attitudes and ethical principles. To this end, students are responsible for conforming to all rules and regulations specified by the *Health Care Colleges Code of Student Professional Conduct*, the "Technical Standards" detailed in the *College of Medicine Bulletin* and the academic standards established in the *College Rules*.

The Student Progress and Promotion Committee (SPPC) is charged with the monitoring of student progress through the curriculum. The SPPC regularly reviews each student's performance and makes recommendations to the Dean on such actions as graduation, promotion, remediation, dismissal and leaves of absence. Final authority on all matters of student progress and promotion is vested in the Dean of the College of Medicine except as otherwise provided below.

Assessment criteria are as follows:

1. Student work is assessed by the faculty through the assignment of grades upon completion of all required courses and clerkships and the assignment of ratings on specific measures of knowledge, skills, attitudes and ethical principles
2. Faculty determine the level of student competence in the course or clerkship for which they are responsible. Within four (4) weeks of the termination of each course, every department shall submit to the Office of Medical Education a grade, and where possible, written comments on each student's performance. The Office of Medical Education will promptly provide every student a copy of this grade.
3. Passing scores are required on the United States Medical Licensure Exam (USMLE) Step 1 examination, USMLE Step 2 CK examination and USMLE Step 2 CS examination. Students have three (3) attempts to pass each part of the examination before dismissal, with appeals. Students are not required to take Step 2 examinations in any particular order.

10.3.2.3.2 PROMOTION AND RETENTION CRITERIA

The education of a physician is a complex process, longitudinal in character, with many incremental steps. To assure that students graduating from the College of Medicine have the necessary knowledge, skills, attitudes and ethical principles essential to professional competence, the following procedures will be used to evaluate and promote students:

10.3.2.3.2.1 GENERAL

At regular intervals the SPPC will review the academic record of each student and make specific recommendations addressing promotion, remediation or dismissal. Beyond these recommendations, potential actions include but are not limited to the adjustment of academic load, repetition of curriculum segments and participation in counseling sessions.

Promotion to sequential semesters or years in the curriculum is contingent upon attaining the expected level of performance as prescribed by the Faculty of the College of Medicine.

10.3.2.3.2.2 FAILURE TO ACHIEVE COMPETENCY

A student failing to achieve competency in any course or clerkship has performed at an unacceptable level. To redress the grade, the SPPC will review both the student's academic record and the recommendations of the Instructor of Record. The SPPC will determine a plan of action which may include remediation, repetition of all or a portion of the course, clerkship or curriculum year, or dismissal from the College.

10.3.2.3.2.3 NUMBER OF REPEAT ATTEMPTS ALLOWED

The Student Progress and Promotion Committee determines how many repeat attempts are allowed. Unlimited opportunity to repeat courses, clerkships or curriculum sequences is neither feasible nor desirable.

10.3.2.3.2.4 CONSEQUENCES OF FAILING A COURSE OR FAILING TO MEET COMPETENCY STANDARDS

Students who fail a course or fail to meet the competency standards for any academic year will be placed on probation and remediation will be required.

1. Students who satisfactorily complete the remediation requirements for probation will be removed from probation.
2. Students who are on probation and fail to meet the remediation requirements will be dismissed from the College of Medicine.
3. Students who are on academic probation may not be allowed to participate in University extracurricular activities, or to serve as officers or committee members in campus organizations.

10.3.2.3.2.5 DISMISSAL

Dismissal from the College of Medicine will result when students receive three (3) or more “E” course grades; receive an “E” course grade while on academic probation; or fail any part of the United States Medical Licensing Examination on three (3) attempts.

10.3.2.3.3 LEAVES OF ABSENCE

Students are normally expected to complete the curriculum in four (4) consecutive years. Under compelling circumstances, leaves of absence may be approved by the SPPC. The request for a leave of absence must be submitted in writing to the Associate Dean for Medical Education. Return from a leave must be approved by the SPPC, may necessitate an amended curriculum and is subject to the availability of space in required courses. The following three (3) categories of leave may be recommended by the SPPC and approved by the Dean:

10.3.2.3.3.1 ACADEMIC LEAVE OF ABSENCE

An academic leave of absence is available to a student who wishes to undertake specialized academic pursuits in a defined field of study. Students must be in good academic standing. Approval will not be given for intervals in excess of one (1) year without reapplication.

10.3.2.3.3.2 PERSONAL LEAVE OF ABSENCE

A personal leave of absence is initiated at the student’s request. A student must be in good academic standing. Leaves in this category may range from a number of weeks to a maximum of one (1) year.

10.3.2.3.3.3 MEDICAL LEAVE OF ABSENCE

Illness can seriously disrupt or impede student progress through the course of study. A student anticipating an absence of 10 days or more must secure a medical leave of absence. Application for this type of leave may be requested through the Office of Medical Education and must be accompanied by a letter from the student’s attending physician.

10.3.2.3.3.3.1 PROCEDURES FOR APPLICATIONS FOR LEAVE AND REENTRY

Processing and approval of a medical leave by the SPPC may require a review of the student’s pertinent medical records by a specially appointed committee of physicians with relevant medical expertise. The length of the medical leave of absence will be determined by the SPPC in consultation with the student, the student’s attending physician and the ad hoc committee of physicians. Request for reentry must be accompanied by a statement from the student’s attending physician which addresses the student’s ability (mental and physical) to carry a full academic load. At this juncture, the SPPC may again require review of the student’s medical records and/or a medical assessment, at the student’s expense, by a physician with relevant clinical expertise.

10.3.2.3.3.3.2 SHORT-TERM ABSENCES

Absences due to acute illness do not require a medical leave of absence. However, for absences which encompass a major performance examination or more than five (5) days of a clinical clerkship, the student is responsible for notifying the Office of Medical Education as soon

as possible. Further, a supporting statement from an attending physician must be filed with the Office of Medical Education prior to returning to class.

10.3.2.3.4 OTHER CONSIDERATIONS AND RESTRICTIONS

10.3.2.3.4.1 OUTSIDE EMPLOYMENT

The demands of the study of Medicine consume the entire efforts of medical students. Therefore, upon acceptance to the program of study students are required to sign a statement indicating that they will not have outside employment during the academic year. For the exceptional case, permission may be granted by the SPPC upon petition by the student.

10.3.2.3.4.2 SATURDAY EXAMINATIONS

Due to curricular requirements, Saturday examinations are frequently scheduled. Allowances will be made for students who religious beliefs prohibit participation in Saturday examinations.

10.3.2.3.4.3 NIGHT AND WEEKEND WORK

Clinical responsibilities during the third and fourth year will necessitate night and week-end work.

10.3.2.4 COLLEGE OF DENTISTRY

10.3.2.4.1 ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER ONE – BASIS FOR ACADEMIC DISCIPLINE

This policy defines the basis for academic discipline in the D.M.D. program. Disciplinary action for students in the D.M.D. program will be initiated upon unsatisfactory performance.

10.3.2.4.1.1 METHODS AND PROCEDURES RELATED TO BASIS FOR ACADEMIC DISCIPLINE

Requests to alter academic disciplinary action will be made in writing to the Faculty Council.

10.3.2.4.2 ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER TWO –PROBATION

This describes the conditions that will result in a student being placed on probation, the terms of probation and the conditions for removal from probation.

10.3.2.4.2.1 METHODS AND PROCEDURES RELATED TO PROBATION

10.3.2.4.2.1.1 PLACEMENT ON PROBATION

A student shall be placed on probation immediately after any of the following has occurred:

1. The student has completed any academic year with a GPA for the academic year less than 2.75.

2. The student has received a failing (“E” or “F”) final course grade.
3. The student has been placed in a modified curriculum.
4. The student has been reinstated after suspension.

10.3.2.4.2.2 METHODS AND PROCEDURES RELATED TO PROBATION

10.3.2.4.2.2.1 LIMITATION ON THE USE OF PROBATION

The Academic Performance Committee (APC) shall place a student on probation only if, based on the student’s performance in the College of Dentistry’s course work (including but not limited to grades, attendance, motivation, work ethic and professionalism), it has determined that the student has the potential of meeting graduation requirements after addressing academic shortcomings and receiving counseling to address issues that may be contributing to the academic problems. Otherwise, the APC shall recommend dismissal from the program.

10.3.2.4.2.2.2 DURATION OF PROBATION

The duration of probation shall be established by the APC. The following rules for establishing the minimum duration of probation shall apply:

1. In the case of probation for a yearly GPA less than 2.75, the minimum duration of probation shall be one (1) academic semester following the academic year in which the GPA occurred.
2. In the case of a failing grade, the probation shall begin the day this failing grade is reported to the Office of Academic Affairs and continue for at least one (1) academic semester after the semester in which a passing grade has been achieved.
3. In the case of a student who has been placed in a modified curriculum, the minimum duration of probation shall be the entire period in which a student is enrolled in a modified curriculum and at least one (1) semester after the student has been allowed to resume in the College’s regular curriculum.
4. In the case of a student who has been suspended, the minimum duration of probation shall be at least two (2) semesters after the student has been re-admitted after suspension.

10.3.2.4.2.2.3 TERMS OF PROBATION

The terms of probation will be established by the APC. Terms shall include a statement whether the student is eligible to participate in extracurricular College activities.

10.3.2.4.2.2.4 NOTIFICATION OF PROBATION

Probation begins automatically by the conditions listed in the Policy Statement, not by decision of the APC.

The Associate Dean for Academic Affairs shall notify the student by a letter, within 15 working days of the date when one (1) or more of the above conditions has occurred, with verified receipt of their status, the terms and minimum duration of probation, including the minimum conditions that must be fulfilled before the APC will consider removal from probation.

10.3.2.4.2.2.5 APPEALS

The decision to place a student on probation is automatic as stated in these policies. The terms of probation are decisions of the APC. Neither the terms of probation nor probation itself are subject to appeal within the college.

10.3.2.4.2.2.6 REMOVAL FROM PROBATION

The student shall be notified by letter with verified receipt from the Associate Dean for Academic Affairs that they have been removed from probation. Notwithstanding anything in the preceding, the APC may at any time elect to remove a student from probation.

10.3.2.4.2.2.7 RESPONSIBLE AGENT FOR PROBATION

The Academic Performance Committee is the responsible agent for probation.

10.3.2.4.3 ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER THREE – CLINICAL SANCTIONS INCLUDING SUSPENSION OF CLINICAL PRIVILEGES

This section describes procedures for determining:

1. Whether a student is subject to clinical sanctions including suspension of clinical privileges,
2. Whether sanctions other than suspension of clinical privileges are appropriate, and if so, to determine which sanctions shall be applied,
3. Durations of suspensions of clinical privileges for violations of professional conduct of varying seriousness,
4. Whether a student's problems delivering patient care are due to academic deficiencies, and
5. Deciding, in the cases where academic deficiencies are the problem, whether to address the situation within individual courses or within a modified curriculum.

A student shall be subject to clinical sanctions, including suspension of clinical privileges, if the Clinical Performance Committee (CPC) determines that a student has 1) committee violations of professional conduct or 2) endangered or is deemed likely to endanger the safety or well-being of the patient.

10.3.2.4.3.1 METHODS AND PROCEDURES RELATED TO CLINICAL SANCTIONS INCLUDING SUSPENSION OF CLINICAL PRIVILEGES

10.3.2.4.3.1.1 INITIAL DETERMINATION THAT A STUDENT MAY BE SUBJECT TO CLINICAL SANCTIONS

The CPC shall consider applying sanctions that may include suspension of a student's clinical privileges if (a) one (1) or more member(s) of the clinical faculty are concerned that a student may meet one of the conditions in the Policy Statement, or (b) a student has been removed from clinic during a clinic session. In both cases the CPC shall determine as soon as possible whether the student meets one of the conditions of the Policy Statement 10.5.2.6.1. In cases where the student will miss more than one (1) clinic before the CPC can meet, the Dean of Clinical Affairs or a person designated by this Dean shall determine whether the student may return to clinic before the CPC meets.

10.3.2.4.3.1.2 SANCTIONS OPTIONS

The CPC may decide that: (a) no further action is warranted (if the student has been suspended from clinic they shall return to clinic without penalty), or (b) suspension of clinical privileges and/or other sanctions are indicated. Sanctions shall include but are not limited to: a report to relevant course directors; an incident report; a letter of record to be placed in the student's file; and/or suspension of clinical privileges for a period of time.

10.3.2.4.3.1.3 REMOVAL FROM CLINIC DURING A CLINIC SESSION

A supervising clinical instructor, any Team Leader, the Division Chief for Comprehensive Care and the Associate Dean of Clinical Affairs each have the authority to temporarily remove a student from clinic if they believe the student fulfills either of the conditions in "Academic Disciplinary Policy (ADP) Number Three – Clinical Sanctions Including Suspension of Clinical Privileges."

10.3.2.4.3.1.4 DETERMINATION THAT PROFESSIONAL CONDUCT HAS BEEN VIOLATED

Professional conduct includes behaviors that range in severity from those that are found only in course syllabi or the College's Clinic Manuals (particularly, the College of Dentistry's Behavioral Standards in Patient Care) to those that are found in the College Code (UKCD Code of Professional and Academic Responsibility) and the HCC Code (Health Care Colleges Code of Student Professional Conduct).

The CPC shall determine whether professional conduct has been violated, and if so, identify the particular violation.

10.3.2.4.3.1.5 COLLEGE AND HCC CODE VIOLATIONS

The College Code and the HCC Code are honor and professional codes that include hearing and appeal procedures that are separate from those in these Academic Disciplinary Policies. If the violation is covered in the College Code, the CPC shall report the infraction to a member of a Code Committee member (College Code, VI.B.2). If the violation is not covered by the College Code, but is covered by the HCC Code, the CPC shall report the violation to the Dean (HCC Code Article 6). The CPC shall continue the suspension of clinical privileges while the

appropriate Code Committee or Hearing Committee considers the allegation if it determines that the student is likely to endanger the safety or well-being of patients.

10.3.2.4.3.1.6 A DECISION THAT NO VIOLATION HAS OCCURRED

In the event that either the College Code Subcommittee or the HCC Code Hearing Committee decides that a violation has not occurred (a “not guilty” verdict in the case of the College Code), the student’s clinical privileges shall be immediately restored if they had been revoked during deliberations. All records of the allegation shall be removed from student, course and CPC records. The same procedure shall apply in the case where an alleged violation has been successfully appealed.

10.3.2.4.3.1.7 A DECISION THAT A VIOLATION HAS OCCURRED

In the event a student is found to have committed a violation of professional conduct by the College Code Subcommittee or the HCC Code Hearing Committee, but remains enrolled in the College (i.e., sanctions imposed do not include suspension or dismissal), the CPC shall not impose sanctions in addition to those imposed by the Dean in response to the Subcommittee’s or Hearing Committee’s determination that a violation has occurred.

10.3.2.4.3.1.8 SANCTIONS FOR OTHER VIOLATIONS OF PROFESSIONAL CONDUCT

If a violation of professional conduct is not included in the College Code or the HCC Code (e.g., it is not in these codes, but is included in, for example, the College’s Behavioral Standards in Patient Care), the CPC shall determine appropriate sanctions based on the particular situation and the seriousness of the violation. (See the Appendix in Student Handbook for a list of suggested sanctions for particular violations.) Repeated violations of professional conduct, and especially, repeated violations of the same standard shall be viewed as aggravating factors and may result in more severe sanctions. Suspension of clinical privileges may be a sanction, especially when the nature of the violation is such that the safety or well-being of patients is a concern. The CPC may impose tasks designed to help the student understand a particular standard of professional conduct (e.g., review of the standards, an essay etc.) as a condition that must be fulfilled before clinical privileges are restored.

10.3.2.4.3.1.9 SERIOUS VIOLATIONS OF PROFESSIONAL CONDUCT

In cases of serious violations of professional conduct that are not included in the College Code or HCC Code, the CPC may recommend to the Dean that a student be suspended or dismissed.

10.3.2.4.3.1.10 NOTIFICATION OF THE STUDENT

The Chair of the CPC shall notify the student of sanctions via a letter with verified receipt. The letter should list all sanctions, the duration of any suspension of clinical privileges, a list of any tasks that must be completed before clinical privileges are restored, and notification of the student’s right to appeal.

10.3.2.4.3.1.11 APPEALS OF CLINICAL SANCTIONS INCLUDING SUSPENSION OF CLINICAL PRIVILEGES

Appeals of clinical sanctions, including suspension of clinical privileges, shall be conducted as described in ADP Policy Number Seven.

10.3.2.4.3.1.12 DETERMINATION THAT ACADEMIC DEFICIENCIES ARE AFFECTING CLINICAL PERFORMANCE

In cases where the CPC concludes that professional conduct has not been violated, it shall determine whether a student lacks skill, knowledge and judgment to successfully treat patients due to failure to master aspects of the college's academic program. If the weaknesses are not such that they endanger patient safety, the CPC shall refer the weakness to clinical courses directors who will remediate the student as they deem is appropriate.

If the CPC concludes the lack of skill, knowledge and judgment are to the extent that patient safety or well-being is endangered, it shall suspend clinical privileges and recommend to the Academic Performance Committee (a) that it consider placing the student in a modified curriculum or to suspend or dismiss the student.

10.3.2.4.3.1.13 NOTIFICATION OF THE STUDENT – MODIFIED CURRICULUM DUE TO CLINICAL SANCTIONS

In cases where the CPC recommends the APC consider placing a student in a modified curriculum, student notification shall be by the Associate Dean for Academic Affairs.

10.3.2.4.3.1.14 APPEALS – MODIFIED CURRICULUM DUE TO CLINICAL SANCTIONS

In cases where the CPC recommends that the APC consider placing a student in a modified curriculum, students should be notified of the right to appeal.

10.3.2.4.3.1.15 RESPONSIBLE AGENTS FOR CLINICAL SANCTIONS INCLUDING SUSPENSION OF CLINICAL PRIVILEGES

The Clinical Performance Committee and Academic Performance Committee are the responsible agents for clinical sanctions including suspension of clinical privileges.

10.3.2.4.4 ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER FOUR – MODIFIED CURRICULUM

This policy describes:

1. The conditions that will result in a student being placed in a curriculum designed to remediate poor or failing performance while the student remains enrolled in the College (a "modified curriculum")
2. The process for requesting an appeal of placement in a modified curriculum, and
3. The method of setting the conditions for allowing the student to resume the College's regular curriculum after the completion of a modified curriculum.

10.3.2.4.4.1 NEED FOR MODIFIED CURRICULUM

The Academic Performance Committee (APC) shall in the absence of extraordinary circumstances place a student in a modified curriculum, which may include repeating a year of the curriculum, if any of the below conditions are true AND, in judgment of the APC, the student can best be helped by experiences within the College.

1. The student has received, within the last four (4) academic semesters (or, for first-year students, within two (2) semesters), two (2) or more failing (“E” or “F”) final course grades.
2. The student has received a failing (“E” or “F”) final course grade and a yearly GPA for all other courses of less than 2.75.
3. The student has received a failing (“E” or “F”) final course grade while on probation.
4. The student has failed to meet the terms of probation.
5. When on probation after the first year of the curriculum, the student achieved a cumulative GPA of less than 2.75 at the end of any semester.
6. When on probation after the first year of the curriculum, the student achieved a yearly GPA of less than 2.75.
7. The student had their clinical privileges suspended by the Clinical Performance Committee and had been recommended by the CPC for a modified curriculum.

If in the judgment of the APC the student can best be helped by experiences exclusively outside the College, the APC shall suspend the student. If the student is already in a modified curriculum and one or more of the above triggers occur, the APC shall suspend the student.

10.3.2.4.4.2 METHODS AND PROCEDURES RELATED TO MODIFIED CURRICULUM

10.3.2.4.4.2.1 LIMITATION ON THE USE OF MODIFIED CURRICULUM

The APC shall place a student in a modified curriculum only if, based on the student’s performance in the College of Dentistry’s course work (including, but not limited to grades, attendance, motivation, work ethic and professionalism), it has determined the student has the potential of meeting graduation requirements after addressing academic shortcomings and receiving counseling to address issues that may be contributing to the academic problems. Otherwise, the student shall be dismissed.

10.3.2.4.4.2.2 NOTIFICATION OF PLACEMENT IN A MODIFIED CURRICULUM

Except under extraordinary circumstances, the Associate Dean for Academic Affairs shall notify the student that they will be placed in a modified curriculum within 15 working days of the date when one or more of the above conditions has occurred by a letter with verified receipt. The student shall be notified of the terms of the modified curriculum including the minimum

conditions that must be fulfilled before the APC will consider allowing the student to resume the College's regular curriculum. The letter must include notification of the student's right to appeal and a summary of the procedures for appealing the decision.

10.3.2.4.4.2.3 TERMS OF THE MODIFIED CURRICULUM

The APC shall determine: (a) the elements of the modified curriculum, (b) the standards for successful completion of each element of the modified curriculum and (c) any other conditions to be met before the APC can consider allowing the student to resume the College's regular curriculum. Customized curriculum may include, but not be limited to, retaking: portions of a course, entire courses, portions of an academic year or the entire academic year. The terms of the modified curriculum must include the maximum time within which the student must complete the modified curriculum.

A modified curriculum must include courses and other experiences within the but may include courses and other experiences offered outside the College. The student shall be on probation while in the modified curriculum. Terms for resuming the regular curriculum shall include passing, with a grade of "C" or above, all failed courses. The calculation of the student's GPA will include both the original failing grade and the new grade in the course. The student may be required to complete assessments, determined by the APC, of previously passed courses as part of the modified curriculum. This work will not be included in the calculation of the student's GPA.

10.3.2.4.4.2.4 APPEAL OF MODIFIED CURRICULUM

A student who has been placed in a modified curriculum may request an appeal of this decision. The request must be made in writing to the Dean within five (5) working days of receipt of notification of being placed in a modified curriculum.

10.3.2.4.4.2.5 REINSTATEMENT INTO THE COLLEGE'S REGULAR CURRICULUM FOLLOWING COMPLETION OF A MODIFIED CURRICULUM

When the student has completed the elements of the modified curriculum, has demonstrated that they can perform at the level required to graduate from the College, and has met other terms for resumption recommended by the APC, the APC may allow them to resume the College's regular curriculum. Following resumption, the student shall be placed on probation for the entire semester into which they have been placed and will be subject to terms recommended by the APC. The student shall be notified by a letter from the Associate Dean for Academic Affairs that they have been reinstated into the regular curriculum. Notwithstanding anything in the preceding, the APC may at any time reinstate a student into the regular curriculum.

10.3.2.4.4.2.6 CONSEQUENCES OF FAILURE TO COMPLETE A MODIFIED CURRICULUM

A student who has not completed the modified curriculum within the maximum time allowed by the APC shall be dismissed and will no longer be eligible for reinstatement.

10.3.2.4.4.2.7 RESPONSIBLE AGENT FOR MODIFIED CURRICULUM

The Academic Performance Committee is the responsible agenda for modified curriculum.

10.3.2.4.5 ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER FIVE –SUSPENSION

This policy describes the conditions that will result in a student being suspended from the College and the process for requesting an appeal of the suspension. The Academic Performance Committee (APC) shall in the absence of extraordinary circumstances suspend a student if any of the below conditions are true AND, in judgment of the APC, they are likely to be helped by experiences exclusively outside of the College.

1. The student received, within the last four (4) semester (or, for first-year students, within two (2) semesters) two (2) or more failing (“E” or “F”) final course grades.
2. The student received a failing (“E” or “F”) final course grade and a yearly GPA for all other courses of less than 2.75.
3. The student received a failing (“E” or “F”) final course grade while on probation.
4. The student failed to meet the terms of probation.
5. While on probation after the first year of the curriculum, the student achieved a cumulative GPA of less than 2.75 at the end of any semester.
6. When on probation after the first year of the curriculum, the student achieved an annual GPA of less than 2.75.
7. The student had already been placed in a modified curriculum and one or more of the above conditions occur.

10.3.2.4.5.1 METHODS AND PROCEDURES RELATED TO SUSPENSIONS

10.3.2.4.5.1.1 LIMITATION ON THE USE OF SUSPENSION

The Academic Performance Committee shall suspend a student only if, based on the student’s performance in the College of Dentistry’s course work (including, but not limited to grades, attendance, motivation, work ethic and professionalism), it has determined the student has the potential of meeting graduation requirements after addressing academic shortcomings and receiving counseling to address issues that may be contributing to the academic problems. Otherwise, the APC shall recommend dismissal.

10.3.2.4.5.1.2 NOTIFICATION OF SUSPENSION

The Associate Dean for Academic Affairs shall notify the student by a letter with verified receipt that they are being suspended. Except under extraordinary circumstances, the student will be notified within 15 working days of the date when one or more of the above conditions has occurred. The terms of suspension will include the minimum conditions that must be fulfilled before the Associate Dean for Academic Affairs will consider reinstatement of the student in the College curriculum. The letter must include notification of the student’s right to appeal and a summary of the procedures for appealing the decision.

10.3.2.4.5.1.3 TERMS OF SUSPENSION

The APC shall recommend to the Dean the terms for consideration of reinstatement following suspension. If the APC determines the student might benefit from additional course work or other remediation experiences available outside the College, it shall specify the particular course work and/or the particular customized experiences the student must complete prior to consideration of reinstatement. Terms for reinstatement shall include grades of “C” or higher in all courses and evidence of completion of any specially designed curriculum offered outside the College. The terms of suspension must include the maximum time within which the student must gain readmission.

10.3.2.4.5.1.4 APPEAL OF SUSPENSION

A suspended student may appeal this decision. The appeal request must be made in writing to the Dean within five (5) working days of receipt of notification of suspension.

10.3.2.4.5.1.5 REINSTATEMENT FOLLOWING SUSPENSION

When the student has demonstrated that the student can perform at the level required to graduate from the College and has met the terms of readmission recommended by the APC, the Dean may readmit the student. However, granting a request for reinstatement is not automatic.

10.3.2.4.5.1.6 CONSEQUENCES OF FAILURE TO GAIN REINSTATEMENT

A student who has not been reinstated within the maximum time allowed by the APC shall be dismissed and will no longer be eligible for reinstatement.

10.3.2.4.5.1.7 RESPONSIBLE AGENT FOR SUSPENSION

The Academic Performance Committee is the responsible agent for suspension.

10.3.2.4.6 ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER SIX – DISMISSAL

This policy describes the conditions that will result in a student being dismissed from the College and the process for requesting an appeal of the dismissal.

The Academic Performance Committee (APC) shall in the absence of extraordinary circumstances dismiss a student if any of the conditions below are true.

1. The student failed to meet the terms of a modified curriculum or suspension.
2. The student becomes subject to either a modified curriculum or suspension and has been previously placed in a modified curriculum or suspended.
3. The student failed to be reinstated in the regular College curriculum within the maximum time allowed by the APC after being placed on a modified curriculum.
4. The student failed to be reinstated to the College within the maximum time allowed by the APC after being suspended.
5. The student failed to convince the APC, based on the student’s performance in the College of Dentistry’s course work (including, but not limited to grades,

attendance, motivation, work ethic and professionalism), that the student has the potential of meeting graduation requirements.

A dismissed student shall not be reinstated.

10.3.2.4.6.1 METHODS AND PROCEDURES RELATED TO DISMISSAL

10.3.2.4.6.1.1 NOTIFICATION OF DISMISSAL

Except under extraordinary circumstances, the Associate Dean for Academic Affairs shall notify the student that they are being dismissed within 15 working days of the date when one or more of the above conditions has occurred by a letter with verified receipt. The letter must include notification of the student's right to appeal and a summary of the procedures for appealing the decision.

10.3.2.4.6.1.2 APPEAL OF DISMISSAL

A dismissed student may appeal this decision. The appeal request must be made in writing to the Dean within five (5) working days of receipt of notification of dismissal.

10.3.2.4.6.1.3 RESPONSIBLE AGENT - DISMISSAL

The Academic Performance Committee is the responsible agent for dismissal.

10.3.2.4.7 ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER SEVEN – APPEAL PROCEDURES

This policy defines the procedures by which decisions to impose clinical sanctions, including suspension of clinical privileges, and decisions to suspend, dismiss or place a student in a modified curriculum can be appealed.

A student for whom clinical sanctions have been imposed, including suspension of clinical privileges or who has been suspended, dismissed or placed in a modified curriculum may request an appeal of such a decision according to the procedures listed in this policy.

10.3.2.4.7.1 METHODS AND PROCEDURES RELATED TO APPEAL PROCEDURES

10.3.2.4.7.1.1 APPEAL DEADLINES

A meeting to consider the appeal shall be allowed if the Dean receives the appeal within five (5) working days after the date the student receives notice of the clinical sanctions or disciplinary action. This meeting shall occur no later than 10 working days following receipt of the written request appealing the decision.

10.3.2.4.7.1.2 GROUNDS FOR APPEAL

The student shall state in a written request the grounds for requesting a meeting to consider the appeal. Acceptable grounds for appeal include but are not limited to the following:

1. The academic disciplinary action or clinical sanctions were the result of circumstances beyond the student's control.
2. The grounds for clinical sanctions or academic disciplinary action involve circumstances not known by the CPC, APC or the Dean.

10.3.2.4.7.1.3 PARTICIPATION IN COLLEGE ACTIVITIES AFTER NOTICE OF CLINICAL SANCTIONS OR PLACEMENT IN A MODIFIED CURRICULUM, SUSPENSION OR DISMISSAL

After receiving notice of such an academic disciplinary action, the student will be ineligible to participate in the College's regular curriculum, including didactic classes, preclinical laboratories, extracurricular activities and clinics. In the case where the disciplinary action is to place the student in a modified curriculum, the student shall be eligible to participate in activities only to the extent allowed by that curriculum.

10.3.2.4.7.1.4 PARTICIPATION IN COLLEGE ACTIVITIES DURING APPEAL

Upon the Dean's receipt of the written appeal and until a decision has been made by the Dean following the meeting, the student will be allowed to continue in College's regular curriculum. The latter includes didactic classes, pre-clinical laboratories and extracurricular activities. The student shall be allowed to participate in clinics provided, in the judgment of the CPC, the student is able to safely treat patients.

10.3.2.4.7.1.5 THE APPEALS COMMITTEE

Upon receipt of a student's appeal, the Dean shall select three (3) members of the faculty to serve on an Appeals Committee. The following members of the faculty are ineligible to serve: the student's advisor and team leader, any course director who issued the student a failing grade or was involved in suspending the student's clinical privileges, the members of the CPC that issued the latest clinical sanction and members of the APC that issued the latest academic disciplinary action. The Dean shall designate one of the Appeals Committee members to serve as Chair.

10.3.2.4.7.1.6 PRELIMINARY MEETING OF THE APPEALS COMMITTEE

Prior to the meeting to consider the appeal, the Committee will convene to review the student's records, documents submitted by the APC or CPC (if appropriate) and the appeal materials submitted by the student.

10.3.2.4.7.1.7 APPEALING STUDENT'S PRE-MEETING RIGHTS

Prior to the meeting to consider the appeal, the appealing student shall be allowed to inspect their academic record and all documents submitted by the APC or the CPC to the Appeals Committee and shall be entitled to choose a full-time member of the faculty or a fellow student to present supporting statements.

10.3.2.4.7.1.8 PERSONS ALLOWED TO PRESENT STATEMENTS AT THE MEETING

The following persons shall be allowed to make statements at the meeting:

1. The appealing student.
2. A full-time member of the faculty or a student selected by the appealing student.
3. A member or members of the faculty or others selected by the Appeals Committee who it believes may be able to clarify issues related to the appeal.

10.3.2.4.7.1.9 ATTENDANCE DURING THE APPEAL MEETING

During the meeting, the following conditions shall apply:

1. All Appeal Committee members shall be in attendance for the entire duration of the meeting and deliberations. (If a break is needed, the meeting and deliberations will be suspended during that time period.)
2. The appealing student and their representative may be in attendance for the entire duration of the meeting, excluding deliberations.
3. A staff employee shall be present to take minutes of the meeting and deliberations.
4. Persons presenting statements other than the appealing student shall only attend the meeting while they are making their statement.
5. No other persons than those listed above shall be allowed to be present during the meeting.

10.3.2.4.7.1.10 STATEMENTS ALLOWED DURING THE MEETING

During the meeting, statements that shall be allowed will include but not be limited to:

1. Statements clarifying the procedures to be followed during the appeal meeting.
2. The appealing student's statement of the grounds for their appeal.
3. The statement of the member of the faculty or the student who is supporting the appealing student.
4. Statements from any faculty member or course director whose statement could clarify issues related to the appeal.

10.3.2.4.7.1.11 TRANSMITTAL OF APPEALS COMMITTEE'S RECOMMENDATIONS TO THE DEAN

Following completion of deliberations and within three (3) working days after the meeting, the committee will render to the Dean a recommendation and rationale for that recommendation. This recommendation is advisory to the Dean. The committee will also render to the Dean the minutes of the appeal proceedings.

10.3.2.4.7.1.12 DEAN'S DECISION

After considering the student's reasons for appealing the APC's disciplinary action (or the CPC's Clinical Sanctions) and the recommendation from the Appeals Committee, the Dean shall decide whether to grant or reject the appeal. The decision shall be communicated to the student by a letter with verified receipt. The decision of the Dean is final for the College.

10.3.2.4.7.1.13 APPEALS TO THE ACADEMIC OMBUD AND THE UNIVERSITY APPEALS BOARD

If the student wishes to appeal the Dean's decision, further appeal may be directed through Academic Ombud Services and the University Appeals Board.

10.3.2.4.7.1.14 PARTICIPATION IN STUDENT ACTIVITIES DURING APPEALS TO THE ACADEMIC OMBUD AND UNIVERSITY APPEALS BOARD.

Should the Academic Ombud recommend that the University Appeals Board hear the student's appeal, the student will be allowed to continue in College's regular curriculum until a final decision is made. These activities shall include didactic classes, pre-clinical laboratories and extracurricular activities. The student shall be allowed to participate in clinics provided, in the judgment of the CPC, the student is able to safely treat patients.

10.3.2.4.7.1.15 RESPONSIBLE AGENT FOR APPEALS PROCEDURES

The Dean is the responsible agent for appeals procedures.

10.3.2.4.8 ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER EIGHT – PARTICIPATION IN CURRICULAR PRIVILEGES OR EXTRACURRICULAR ACTIVITIES WHILE ON ACADEMIC PROBATION

This policy defines curricular and extracurricular restrictions for students on academic probation.

A student who is on a modified curriculum or on academic probation, after being readmitted from suspension, will be excluded from participation in curricular privileges, such as taking a non-required elective course or extracurricular activities of the College of Dentistry, including:

1. Taking non-required selective courses.
2. Serving as an officer or committee member of any College of Dentistry organization or committee.
3. Participating in any extracurricular research activities.
4. Representing the College of Dentistry in local, state or national extracurricular organizations. if the participation involves the expenditure of an appreciable amount of time.

Participation in these activities will be considered a violation of the terms of probation.

A student who is on probation for any other reason is strongly discouraged to from participating in the above-mentioned activities.

10.3.2.4.8.1.1 METHODS AND PROCEDURES RELATED TO PARTICIPATION IN CURRICULAR PRIVILEGES OR EXTRACURRICULAR ACTIVITIES WHILE ON ACADEMIC PROBATION

The APC will include these restrictions in the terms of probation.

10.3.2.4.8.2 RESPONSIBLE AGENT RELATED TO PARTICIPATION IN CURRICULAR PRIVILEGES OR EXTRACURRICULAR ACTIVITIES WHILE ON ACADEMIC PROBATION

The Academic Performance Committee and the Deans for Academic Affairs and Admissions and Student Affairs are the responsible agents related to participation in curricular privileges or extracurricular activities while on academic probation.

10.3.2.4.9 ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER NINE – REINSTATEMENT FOLLOWING ACADEMIC SUSPENSION

This policy defines the process for reinstatement following academic suspension. A student on academic suspension may apply for reinstatement under academic probation.

10.3.2.4.9.1 METHODS AND PROCEDURES RELATED TO REINSTATEMENT FOLLOWING ACADEMIC SUSPENSION

10.3.2.4.9.1.1 REQUESTING REINSTATEMENT

A student may be considered for reinstatement upon submission of a written request to the Dean.

10.3.2.4.9.1.2 APPOINTMENT OF AD HOC REINSTATEMENT COMMITTEE

The Dean will appoint an Ad Hoc Reinstatement Committee of three (3) members of the full-time faculty to review the case if the student requested reinstatement within the given timeframe. The Dean will appoint one of the faculty members as Chair.

10.3.2.4.9.1.3 AD HOC REINSTATEMENT COMMITTEE PROCEEDINGS

A meeting to consider the reinstatement shall occur no later than 10 working days following receipt of the written request for reinstatement. The Chair will notify the student of the meeting date, time and place. The student will be given the opportunity to present the basis for requesting the reinstatement. The Reinstatement Committee will be given the opportunity to ask relevant questions of the student. Following deliberations by the Reinstatement Committee and within three (3) working days after the meeting, the Reinstatement Committee will render to the Dean their recommendations and rationale for that recommendation and the minutes of the Reinstatement Committee proceedings.

10.3.2.4.9.1.4 ROLE OF THE DEAN

After reviewing the recommendations of the Reinstatement Committee, the Dean will make a decision and communicate that decision to the student. The decision of the Dean is final for the College.

10.3.2.4.9.1.5 APPROVAL BY THE DEAN

If reinstated by the dean, the student will be placed on academic probation for a minimum of two (2) academic semesters. If it is determined that the terms of suspension have not been met, this shall be communicated to the student. The student remains on academic suspension if it is determined that the student may be able to meet the terms of suspension within the remaining timeframe. Otherwise, the student will be dismissed from the College.

10.3.2.4.9.1.6 PURVIEW OF THE ACADEMIC PERFORMANCE COMMITTEE

Other terms of probation may be recommended by the Academic Performance Committee.

10.3.2.4.9.1.7 RESPONSIBLE AGENT FOR REINSTATEMENT FOLLOWING ACADEMIC SUSPENSION

The Dean is the responsible agent for reinstatement following academic suspension.

10.4 INTERPRETATION OF COUNTING OF A SINGLE COURSE TOWARD MORE THAN ONE DEGREE

1. The situations in which the same course can be used by a student for credit for the award of two (2) different degrees (“double dipped”) include, but are not limited to, the following:
 - a. Where a course numbered in the 500–700 series is permitted by the University Scholars Program to use for credit for both an undergraduate and a graduate degree.
 - b. Where permitted by an approved dual degree program.
 - c. Where permitted by concurrent or consecutive graduate degree programs at UK.
 - d. Where a “Plan A” master’s degree has been approved to be awarded “en passant” towards a graduate Doctoral degree.
 - e. Where permitted by an approved BS or BA/Professional Doctorate combined degree program.
 2. If none of the situations in 1a–e apply, then a student who has used a 500–900 level course toward an awarded graduate degree or professional doctorate degree cannot subsequently use the same course as credit for the award of an undergraduate degree.
 3. If none of the situations in 1a–e apply, and if an undergraduate course has been used by a student for credit towards an awarded undergraduate degree, then that course cannot be subsequently used by that student for credit for the award of a professional degree in a manner that is inconsistent with the SACS requirement that the curriculum of a Professional Doctorate degree must have higher academic stringency than an undergraduate degree.
- * If none of the situations in 1a–e apply, then the *AR – Academic and Student Affairs* and Graduate Faculty Rules do not prohibit that a 500–700 level graduate course be used for credit toward the award of a Professional Doctorate degree. However, once a student has used that course for credit for an awarded Professional Doctorate degree, that course cannot then subsequently be used for credit for the award of a graduate degree.
- * The *AR – Academic and Student Affairs* does not prohibit a College Faculty from approving that a student who has used 500-700 level graduate course as credit toward an awarded graduate degree, can then use that same course as credit for the award of a Professional Doctorate degree offered by that college, except as otherwise prohibited by the relevant professional accreditation agency.
- * If none of the situations in 1a–e apply, then an 800–900 level course cannot be used as credit for award of a graduate degree unless expressly so approved in the manner provided by the *AR – Academic and Student Affairs* and Graduate Faculty Rules.
- * The *AR – Academic and Student Affairs* does not prohibit a College Faculty from approving that a student who has used an 800–900 level as credit for an awarded graduate degree, can then use that same course as credit for a Professional Doctorate degree offered by that college, except as otherwise prohibited by the relevant professional accreditation agency.

10.5 POLICY FOR DETERMINING MEETING TIMES AND NUMBER OF CREDIT HOURS FOR COURSES

Meeting Pattern	Description	Number of Minutes per Semester to Count for One Credit, Direct Contact	Number of Minutes per Semester to Count for One Credit, Other Effort	Explanation	Process for Standard Semester
Clerkship (medical)	An assignment to physician clinical practice for medical students	1 week clerkship = 1 credit		The accrediting body for medical schools, the Liaison Committee for Medical Education (LCME), uses the metric of a minimum number of weeks of instruction for accreditation (130 weeks is the minimum), not a certain number of credit hours.	
Clinical	A course activity in which students, under the supervision of a faculty member, are involved with direct treatment or observation of patients/clients.		2400 – 3200	May vary for undergraduate and graduate.	
Colloquium	A course activity in which students attend a series of lectures delivered by experts in the field but arranged by faculty.	800	These courses are typically 1 "hour"/week, therefore 1 credit.		Hours of weekly course meetings equal # of credit hours
Discussion	A course activity (generally associated with a lecture course) in which small groups	800		Just the same as lecture, because the faculty member is present.	Hours of weekly course meetings equal # of credit hours

	of students, under the direction of a faculty member, are encouraged to interact and study various aspects of the subject through oral and written communications.				
Distance Learning	A course using electronic media which have the same learning objectives of traditional face-to-face course types. The delivery is 50% or more via electronic media when the instructor and student are at different locations. The delivery may be synchronous or asynchronous.	800 for direct or asynchronous online/electronic contact, lecture, colloquium, guided independent study and instructor designed projects, discussion and recitation	800-3200 for clinical, studio, (virtual) laboratory, research and practicum	E-coursework is comprised of highly structured ongoing, monitored activities designed by the instructor.	To determine a direct contact credit hour, tally student engaged learning time (excluding homework) by adding number of minutes devoted to instruction, online tutorials, discussion, student presentations and other methods. Divide by 800. Clinical, studio, laboratory, research and practicum credits vary by discipline. In scheduling classes, the Office of the University Registrar should note that distance learning and hybrid courses do not always have the "seat-time" hours of traditional coursework.
Independent Study	A course in which students learn independently, meeting periodically with a faculty member to discuss and report progress; provides the opportunity to study	800	800	Typically 1 contact "hour"/week, 2 independent "hours," therefore 3 credits.	

	material not normally covered or offered in the regular curriculum or course offerings.				
Laboratory	A course activity in which students test, analyze or demonstrate the applications of ideas, theories, techniques and/or methods.		1600 - 2400	Hours may vary depending on laboratory requirements.	Divide weekly lab hours by 2 or 3 to calculate credit hours
Lecture	A course activity in which an instructor presents information, typically in oral format, for most of the contact period, with limited to moderate interaction with students in the classroom.	800		Standard lecture pattern	Hours of weekly course meetings equal # of credit hours
Practicum	A required course activity designed to help students integrate classroom learning with actual work experience emphasizing the practical applications of theory; includes non-clinical internships/externships and specifically includes student teaching.	800	1600	The classroom learning is at the 800 rate, and outside work such as teaching is 1600. So a course that meets weekly for 1 "hour" and students work for 4 "hours" counts for 3 credits.	
Recitation	A course activity in which students test, analyze or demonstrate	800		Typically 1 "hour"/week, therefore 1 credit	

	the applications of ideas, theories, techniques and/or methods.				
Research	A course in which the principal student activity is to conduct independent investigation under the supervision of a faculty member (pre-qualifying only)	800	800	Same as independent study. If the student meets for one "hour"/week with the faculty member, the student must add 2 "hours" to get 3 credits	
Residency	A course offered exclusively to provide residence credit for a graduate or professional degree.		1600	The student might meet with advisor or not but is expected to work at least 4 "hours"/week on thesis (for course XX767). The number of credits is stipulated by the course description and is independent of contact hours.	
Seminar	A course activity (generally offered as an independent course) in which small groups of students, under the direction of a faculty member, engage in the advanced, intensive study of a selected topic(s) through oral and written communications.	800		Typically 1 "hour"/week, therefore 1 credit	
Studio	A course normally associated with	1600	800-1600	In most cases, studio courses require at least two	

	visual/creative arts activities that require specialized facilities beyond those of a normal classroom/lab and emphasize individual development through expressive media.			hours of contact with the instructor per credit hour and an additional 1 to 2 hours of in-studio work by the student.	
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10.6 GENERAL POLICIES RELATED TO COMPOSITION FOR ACADEMIC COUNCILS

10.6.1 GRADUATE COUNCIL (GC)

10.6.1.1 Composition and Membership

The GC will examine its membership annually at its last meeting of the academic year. The composition of voting elected faculty members of the GC shall be allotted in four steps.

10.6.1.1.1 First Step in Determining Seat Apportionment

For each college that offers at least one doctoral or master's degree, the calculation below shall be made.

$2 \times (\text{doctoral enrollment}) + (\text{master's enrollment}) + (\text{number of graduate faculty}) = \text{college total}$

For the purposes of the above calculation:

- "Enrollment" means the number of full-time doctoral or master's students enrolled in a college.
- The enrollment data will be a three-year rolling average of those data drawn, annually each fall by the University for reporting to the Council on Postsecondary Education.
- Students enrolled as 'en passant' master's students within a doctoral program are counted only as doctoral students.
- Students on official leave of absence and not enrolled in a course are not counted.
- "Full-time" includes enrollment in 0.0 credit hour courses that confer full-time enrollment (e.g., master's students enrolled in XXX-748).
- "Doctoral" program does not include the current six professional practice doctorates at the University.
- The "Specialist" degree (College of Education) counts as a master's degree.

10.6.1.1.2 Second Step in Determining Seat Apportionment

Sum totals of eligible colleges to yield an "overall total."

10.6.1.1.3 Third Step in Determining Seat Apportionment

For each eligible college, determine the college total as a percentage of the overall total.

10.6.1.1.1.4 Fourth Step in Determining Seat Apportionment

Using each eligible college's "percentage" as calculated above, apportion membership positions to the colleges as described below.

- Up to 7.5%, the college receives one (1) GC position, except that a college with 0.0% does not receive a GC position
- 7.6% - 12.5%, the college receives two (2) GC positions
- 12.6% - 17.5%, the college receives three (3) GC positions
- 17.6% - 22.5%, the college receives four (4) GC positions
- 22.6% and up, the college receives five (5) GC positions

If, after these calculations, a college will receive fewer seats than in the previous year, a current GC member will not be unseated during their term. However, if a GC seat from that college is vacated during that term, that seat will not be refilled.

10.6.1.1.2 Additionally, there will be the following members:

Voting:

- There shall be two (2) voting members appointed from the Graduate Faculty by the Dean.
- There shall be two (2) voting graduate student members.
- The GC shall also have liaisons from the other two academic councils and the Office of the Provost, who will serve as voting members.

- The GC chair shall contact the Undergraduate Council (UC) and request the UC identify a member of that council to serve as a voting member of the GC.
- The GC chair shall contact the Health Care Colleges Council (HCCC) and request the HCCC identify a member of that council to serve as a voting member of the GC.
- The GC chair shall contact the Office of the Provost and request the Provost identify an individual to serve as the liaison from the Faculty Senate Executive Committee (FSEC) to serve as a voting member of the GC. The liaison from the FSEC is not necessarily from within the FSEC's membership.

10.6.1.1.3 Nonvoting Ex Officio Members

- Graduate School associate deans are nonvoting ex officio members of the GC.

10.6.2 UNDERGRADUATE COUNCIL (UC)

10.6.2.1 Composition and Membership

10.6.2.1.1 Chair

A tenured faculty member well-versed in curricular matters shall be appointed by the Faculty Senate Executive Committee to chair the UC.

10.6.2.1.2 Voting Faculty Members

The UC shall consist of 15 regular full-time faculty members elected by and from the faculties of colleges or parts of colleges offering an undergraduate degree, or Lewis Honors College program credential as described below:

- One member from the Martin-Gatton College of Agriculture, Food and Environment;
- One member from the combined areas of Humanities and Social Sciences in the College of Arts and Sciences;
- One member from the areas of Natural Sciences and Mathematics area in the College of Arts and Sciences;
- One member from the Gatton College of Business and Economics;
- One member from the College of Communication and Information;
- One member from the College of Design;
- One member from the College of Education;
- One member from the Stanley and Karen Pigman College of Engineering;
- One member from the College of Fine Arts;
- One member from the Graduate School;
- One member from the College of Health Sciences
- One member from the Lewis Honors College;
- One member from the College of Nursing
- One member from the College of Public Health; and
- One member from the College of Social Work.

10.6.2.1.3 Voting Student Members

There shall be two voting student members, who are from the colleges from which elected faculty members are elected.

10.6.2.1.4 Additionally, there will be the following other members:

10.6.2.1.5 Voting Members

The UC shall have liaisons from the other two academic councils and the Office of the Provost, who will serve as voting members.

- The UC chair shall contact the Graduate Council (GC) and request the GC identify a member of that council to serve as a voting member of the UC.
- The UC chair shall contact the Health Care Colleges Council (HCCC) and request the HCCC identify a member of that council to serve as a voting member of the UC.

10.6.2.1.6 Nonvoting Members

The chair of the UC shall appoint a nonvoting *ex officio* member with expertise in the area of student registration and recordkeeping (i.e. Office of the University Registrar).

10.6.3 HEALTH CARE COLLEGES COUNCIL (HCCC)

10.6.3.1 Composition and Membership

10.6.3.1.1 Chair

On a rotating three-year basis, an associate dean from one of the health care colleges shall be appointed by the Office of the Provost to serve as chair of the HCCC. The order of rotation is as follows: Dentistry, Health Sciences, Medicine, Nursing, Pharmacy and Public Health.

10.6.3.1.2 Voting Regular Members and Alternates

To be eligible for election, HCCC shall consist of the voting regular members and alternate members described below. The elected faculty representatives shall be elected by the faculty of each college. There shall be two regular members and two alternate members, with staggered terms, from each of the colleges listed below.

- College of Dentistry;
- College of Health Sciences;
- College of Medicine;

- College of Nursing;
- College of Pharmacy; and
- College of Public Health.

Those eligible for election are regular, full-time faculty members of one (1) of the six (6) specified college faculties. In addition, they must have been members of a college faculty of one of the represented colleges in a full-time academic rank for a period of at least two (2) years.

Alternate members shall be notified of all meetings and shall have the privilege of attending all meetings; they shall not vote, however, unless they are serving in place of regular members. The alternates shall receive copies of minutes and other materials distributed to the HCCC. When a regular member must be absent from a meeting, either alternate from their college can be designated by the HCCC chair to serve as the voting member during that particular meeting.

10.6.3.1.3 Additionally, there will be the following other members:

10.6.3.1.4 Voting:

The HCCC shall also have liaisons from the other two academic councils and the Faculty Senate Executive Committee (FSEC), who will serve as voting members.

- The HCCC chair shall contact the Graduate Council (GC) and request the GC identify a member of that council to serve as a voting member of the HCCC.
- The HCCC chair shall contact the Undergraduate Council (UC) and request the UC identify a member of that council to serve as a voting member of the HCCC.
- The HCCC chair shall contact the FSEC and request the FSEC identify an individual to serve as the liaison from the that council to serve as a voting member of the HCCC. The liaison from the FSEC is not necessarily from within the FSEC's membership.

10.6.3.1.4.1 Vacancies on a Council (GC/UC/HCCC)

Upon resignation of any elected faculty member or when such a member is no longer eligible to be a member of the academic council (e.g., resignation, leave of absence, assumption of administrative title, loss of status as a faculty employee), a vacancy shall be declared by the chair of the academic council.

The chair of the academic council shall fill the vacancy with the elected alternate or the eligible candidate who at the most recent election ranked the highest without being elected and who is

eligible and willing to serve. The academic council chair shall inform the Office of the Provost of the change in membership. If there is no such individual, the chair of the academic council shall appoint an eligible member who fulfills the requirements of the vacant seat. The term of appointment shall be for the remainder of the unexpired term and the partial term does not count toward the new member's limit of two consecutive terms.