Administrative Regulation — Student Academic Administration

I. Scope

This *Administrative Regulation* establishes the academic standards and expectations governing a student's academic relationship with the University of Kentucky, and the expectations of academic administration. It defines the rights of students during the duration of their studies, from initial registration to receipt of degree regardless of modality or geography. The President delegates authority for the administration and enforcement of this *Administrative Regulation* to the Provost.

Associated relevant policies and procedures are housed in the University Catalog, which serves as the primary resource for undergraduate and graduate academic guidelines. For students in professional programs, additional guidance specific to their program is detailed in college- or program-specific handbooks, which supplement the general University regulations.

For additional information, including relevant policies, procedures and the University Catalog, see Office of the Provost and Office of the University Registrar.

II. University Catalog and Program Handbooks

The terms and conditions for enrollment and progression shall be published in the catalog, which shall include the primary enrollment policies: degree requirements, course descriptions, program and grading information. The Provost shall review catalogs annually to ensure any policy and/or curricular updates.

Some degree programs may utilize "handbooks" providing information beyond the catalog, such as including professional standards and additional requirements.

The catalog, and any pertinent handbook, in effect during initial enrollment is the guaranteed degree requirements for the duration of enrollment until the degree is earned.

III. Academic Calendar

The University academic year comprises fall and spring semesters and can include additional terms such as summer and winter intersession. The Provost shall publish academic calendar(s) which shall include start/end dates, course add/drop deadlines, breaks and examination periods to ensure consistency. Any policy adopted shall include provisions for notification of make-up days if the academic calendar is disrupted.

IV. Credit from Outside the University

Students frequently come to the University with some form of credit from knowledge acquired elsewhere. The University ensures fair evaluation and integration of transfer credits into a student's academic record, providing pathways for recognition of prior learning and external educational experiences.

V. Registration and Withdrawal

The Provost is delegated the authority to prescribe the policies and procedures defining a person's student status with the University and entry and exit procedures.

A. University Registration

Registration at the University is the official acknowledgement by the student of intent to pursue an academic goal and must adhere to the Code of Student Conduct and academic policies. A student need not be enrolled in a course to be registered, but all of the rules and policies pertaining to students are still applicable. The University Registrar is the delegated official for recording registrations and the associated academic records.

B. Course Registration

Students are to be provided dates, times and methods for scheduling courses and participation in other academic programs.

C. Withdrawal

Students may be eligible for different types of course or term withdrawal actions — including drops, course withdrawals, University withdrawals, hardship withdrawals and retroactive withdrawals — each with specific deadlines, documentation requirements, transcript implications and reinstatement conditions. Students are responsible for adhering to published deadlines and requirements as defined in the policy.

VI. Course Assessments and Attendance

A. Grading

The assignment of coursework, the rules pertaining to coursework and grading are the purview of the faculty, and the parameters provided herein are to create consistency for all students, assess students' work toward degree completion, ease academic administration and serve as an indicator of proficiency. The Provost has the authority to establish a consistent grading system, course registration procedures and course credit.

1. Undergraduate Level

Grades include "A" (4.0), “B” (3.0), “C” (2.0) and "D" (1.0), with "E" indicating failure (0.0). Students must earn at least a "D" to pass, except in programs with stricter standards. A Pass/Fail option is available for electives, with certain restrictions. This option can only be used for a maximum of four (4) courses by undergraduate students above the first-year level and is not permitted for required courses. Students must designate the Pass/Fail grading option within three (3) weeks from the beginning of classes in the fall or spring semester.

2. Graduate Level

Grades for graduate-level courses are the same as the undergraduate level. However, grading standards for graduate-level courses require a minimum of "C" for credit, with "D" or below not earning credit. Satisfactory/Unsatisfactory options are restricted to specific courses, often used to achieve continuous enrollment for thesis or dissertation work.

3. Professional Level

Professional programs (e.g., law, pharmacy, dentistry) often use distinct grading systems. Stricter performance thresholds and probation standards reflect the rigor of professional accreditation requirements. Please refer to the catalog for approved grading scales for professional programs.

4. Incomplete Grades

An “I” grade may be assigned for any program level when a student is unable to complete coursework due to extenuating circumstances but can reasonably do so within a defined period. The “I” must be resolved within 12 months; otherwise, it converts to an “E/F.”

5. Grade Changes

Instructors may request grade changes within one (1) year of the initial submission to correct documented errors. Changes beyond this timeframe require additional approvals.

B. Attendance and Absences

1. Attendance Requirements

In addition to academic requirements, faculty may include expectations for attendance in the course syllabus which may be factored into the course grade.

2. Absences

Students may be excused from class for valid reasons and documentation may be requested to substantiate the absence in accordance with established academic policies. The instructor of record may have a more expansive definition of excused absences provided in their syllabus, but it shall not be more restrictive than the policy. Any absences outside of the policy or instructor of record's guidelines may be considered unexcused.

Policies addressing unexcused absences must be explicitly outlined in the course syllabus. It is the responsibility of students to understand and adhere to these policies.

VII. Academic Progression

A. Academic Standards

Students must maintain a minimum cumulative grade point average (GPA) to remain in good academic standing. Falling below this threshold can result in academic action. Some colleges and programs may have stricter standards than the general University thresholds below.

1. Undergraduate

Students must maintain a 2.0 cumulative GPA or higher to remain in good standing.

2. Graduate

Students must maintain a 3.0 cumulative GPA or higher to remain in good standing.

3. Professional

Students are advised to consult their college and respective program handbooks for specific academic policies and expectations unique to their programs, as professional programs may have additional or distinct requirements for academic progression.

B. Academic Probation, Suspension and Dismissal

Academic probation and academic suspension are measures taken to address unsatisfactory academic performance. Falling below academic standards prescribed by programs and colleges will result in a student being placed on probation. Students on probation who continue to fail to meet the requirements may face academic suspension and subsequently dismissal. Appeals regarding academic probation, suspension and dismissal must be submitted to the academic dean/director for review.

VIII. Academic Rights, Responsibilities and Standards

A. Academic Rights

As set out in *Administrative Regulation — Student Conduct and Rights*, students have enumerated rights broadly including the right to fair evaluation, access to academic resources and the ability to appeal decisions impacting their academic standing. The Provost shall also include a procedure for accommodating the right to reasoned exception and related due process.

B. Academic Code

The Academic Code ("Code") is the authorized policy creating academic standards, classroom conduct expectations and a transparent process for students to seek fairness and redress.

The Code may be supplemented with additional specialized honor codes specific to colleges, schools, clinics or pre-professional expectations. For the purposes of equity, the Provost shall establish an approval process for specialized codes, as well as the method of determining sanctions against students.

C. Academic Records and Privacy

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA grants students the right to inspect and review their education records, request amendments to records they believe are inaccurate or misleading and require the University to obtain written consent before disclosing personally identifiable information from education records in certain circumstances. Additionally, students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA requirements. The University publishes the complete statement on student rights under FERPA annually in the catalog.

D. Diploma, Degree Conferral and Honors

1. Diplomas

Diplomas are the official document reflecting completion of a curriculum and includes the type of degree awarded, major and relevant institutional authority. Diplomas may be issued at the designated graduation period or at a University-sanctioned commencement ceremony.

2. Graduation Honors

Catalogs and handbooks include criteria for graduating with honors, and there are three (3) general methods:

- Latin honors, such as Summa Cum Laude, Magna Cum Laude and Cum Laude, are awarded based on GPA thresholds and other academic criteria.

- Programmatic Honors may also be conferred in professional programs and individual colleges.

- University Honors is conferred through the Lewis Honors College.

3. Honorary Degrees

The University awards honorary degrees to individuals who exemplify the University's ideals through sustained achievements of national or international significance. The Board of Trustees confers these degrees upon the recommendation of University faculty.[1]

4. In Memoriam Degrees

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.

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[1] KRS § 164.240