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**Note:** The asterisk (\*) in the text denotes a Rules Interpretation.

## **1.0 Section I: The University Senate**

### **(By-Laws and Organization)**

#### **1.1.0 AUTHORITY**

##### **A. Scope of Authority of University Senate**

The authority exercised by the total University Senate membership is as delegated by the Board of Trustees in the Governing Regulations of the University of Kentucky, Part IV, THE UNIVERSITY SENATE. The elected faculty representatives in the University Senate have the authority to perform particular functions assigned to “the faculty of the University” under KRS 164.240 (Governing Regulations IV.A,B). Each department faculty (or faculty of a Center/Institute) has jurisdiction and primary responsibility over its internal educational policies, within the limits of the educational policies of its school faculty of which it is a part (if applicable), and of its respective college faculty, all of which are subject to the broad academic policies prescribed in these University Senate Rules (GR VII.A.4-7).

##### **B. Scope and Authority of University Senate Rules**

The University Senate Rules (hereafter: “Rules”) describe the composition, organization and authority of the University Senate (hereafter: “Senate”), and internal procedures for the conduct of its functions. These Rules further describe broad academic policies for the University and procedures for their implementation. In accordance with the policy established by the Board of Trustees in the Governing Regulations II.A, where applicable these University Senate Rules will refer to sources of authority in state law, in the Board of Trustees’ Minutes or Governing Regulations (hereafter: “GR”), or in the President’s Administrative Regulations (hereafter: “AR”).

##### **C. Authority to Waive University Senate Rules**

These Rules may be waived under extraordinary circumstances by the Chair of the Senate (President), by the University Senate Council (hereafter: “Senate Council”) or by the Senate Council Chair if the decision is necessary before the next meeting of the Senate Council. Any waiver by the Senate Chair or Senate Council Chair must be reported with justification to the Senate Council and all waivers, whether by the Senate Chair, Senate Council Chair or by the Senate Council, must be reported with justification to the Senate at its next meeting. However, under no circumstances may the Senate Chair or the Senate Council Chair waive a rule concerning conditions for admission (SR 4.1, 4.2), or a rule concerning the number of credits or quality points required for graduation (SR 5.4) established by the faculty of the university pursuant to KRS 164.240 (GR III). It is emphasized that authority described hereabove to waive a Rule in the situation of a needed “decision” does not confer the authority to create a new Rule.

##### **D. Authority to Amend University Senate Rules**

These Rules may be amended only by the Senate or, where appropriate, by the action of the elected Faculty Senators at a meeting of the Senate. [US: 2/12/01]

### 1.1.1 DEFINITIONS

#### A. Faculty Employees

University employees who (1) have tenure, or (2) 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 (*Human Resources Policies and Procedures Administrative Regulation 4.1.1.1*; GR VII.A.2). An individual who is a member of the employment group “faculty” is for the purposes of these *University Senate Rules* hereafter referred to as a “faculty member” (lower case spelling).

#### B. Members of Faculties of Colleges, Schools, Departments, Graduate Centers and the Libraries

All regular 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. College faculty membership, with or without privileges to participate in college-level votes, may be extended by the above college faculty members to Clinical or Research Title Series faculty employees, or to other eligible faculty employees, whose primary appointment is in the college. (GR VII.A.4-6).

#### C. Members of the University Faculty

The governance body referred to by state law (KRS 164.240; KRS 164.131(3)) as “the faculty of the University” is designated hereafter as the “University Faculty.” The faculty employees who are “members of University Faculty” are collectively those faculty employees that are regular, full-time members of the faculties of all the colleges (including the Graduate School and the Libraries). The President, deans, associate deans and assistant deans of colleges, by virtue of their office, are also members of the faculties of colleges and hence are also members of the University Faculty (GR VII.A.4.a).

#### D. Educational Policies

Policies concerning the following: academic conditions and requirements for admission, attendance and graduation; curricula; course offerings; course evaluation; student advising; undergraduate, graduate and research programs; professional programs; and academic service functions centered in an educational unit. (GR III; GR VII.A.4-7)

### 1.2.0 FUNCTIONS & COMPOSITION OF THE UNIVERSITY SENATE

#### 1.2.1 FUNCTIONS OF THE UNIVERSITY SENATE

The *Governing Regulations* (GR IV.A, C) specify that the Senate has no administrative or management responsibilities, and that the functions of the University Senate, either directly or through its committees, councils and other such bodies, include the following:

- A. to determine the broad academic policies of the University, including the similar academic policies that may be made necessary by governmental or accreditation agencies, and to make rules to implement these policies; (SR 5.1-5.3, 5.4.1, SR 6.0, SR 7.0, SR 8.0)
- B. to approve for submission to the Board of Trustees all proposals for the establishment or closure of degree-granting academic programs, and to make all other decisions on the academic status or content of academic programs; ; (SR 3, SR 5.4.4) [SC: 4/5/2010]
- C. make final decisions for the University on curricula and courses (SR 3), certificates (SR 4.2.7 and SR 4.2.8) and diplomas (SR 5.4.5) offered at the University; (SR 3) [SC: 4/5/2010]
- D. to adopt policies for the University calendar and establish the annual calendar upon recommendation by the Assistant Provost for Enrollment Management; (SR 2)
- E. to recommend to the President and Provost on the establishment, alteration, abolition, and reporting relationships of educational units in the University; (SR 3.4)
- F. to advise the President or the President's designated officer on the planning of physical facilities and personnel and other resources when these may affect the attainment of the educational objectives of the University; (SR 1)
- G. to advise the President or the President's designated officer through appropriate committees on criteria, policies and procedures for performance review, appointments, promotions, reappointments, granting of tenure and benefits to faculty; (SR 1)
- H. to prescribe the conditions for admission (SR 4.1, SR 4.2), and the conditions for degrees other than Honorary Degrees pursuant to KRS 164.240; (SR 5.4.2.2, SR 5.4.3)
- I. to recommend to the Board of Trustees all graduating candidates that have been approved for degrees pursuant to KRS 164.240; (SR 1.4.0)
- J. to periodically review and recommend to the Board of Trustees conditions that it may prescribe for the award of Honorary Degrees pursuant to KRS 164.240; (SR 5.4.2.3, SR 5.4.2.4) and
- K. to recommend to the Board of Trustees candidates to whom it may confer Honorary Degrees pursuant to KRS 164.240 (SR 5.4.2.1).

### 1.2.2 Composition

As specified in the *Governing Regulations*, GR IV.A, the Senate shall be composed of (1) elected voting representatives of the University Faculty, emeriti faculty, and students, and (2) *ex officio* voting and nonvoting members. [US: 10/12/81 and BoT:

4/6/82; US: 3/20/89 and BoT: 8/22/89; US: 3/9/98 and BoT: 4/7/98; US: 10/12/98 and BoT: 3/2/99; US 12/3/01 and BoT: 1/22/02]

The 94 elected representatives of the University Faculty shall be full-time faculty employees, elected from and by the eligible regular, full-time members of the respective college faculty bodies (including the Libraries and Graduate School).

The University student body shall be represented by the student senators, one elected from and by the full-time student body of each college.

The one elected emeritus faculty member shall be elected by and represent the University of Kentucky Association of Emeriti Faculty.

The procedures for election of University Faculty representatives to the Senate and Senate Council shall be in accordance with the *Governing Regulations* and *Administrative Regulations*, and as prescribed in these *University Senate Rules* (GR IV.A). For the purposes college-level election of eligible faculty employees as representatives of the respective college faculty body, AR II-1.6-2 is here interpreted to allow voting by, but not election of, faculty employees on phased retirement.

### **1.2.2.1 Elected Faculty Membership**

#### **A. Apportionment**

The 94 elected faculty seats shall be apportioned each spring among the colleges and the University Libraries according to the following two equally weighted factors based on data for the preceding fall semester: (1) the number of the following individuals, all of whom shall be considered "faculty" for purposes of this Rule: (a) full-time tenure/tenure track faculty (Regular, Special, Extension, Librarian Title Series) with the rank of assistant professor or higher (b) full-time non-tenure track faculty (Clinical, Research Title Series) with the rank of assistant professor or higher, and (c) full-time lecturers and instructors; and (2) the number of full time students enrolled in the college, computed so that students enrolled in the Graduate School shall be assigned to the college in which they are pursuing their studies. [US: 10/12/81 and BoT: 4/6/82; BoT: 12/11/84; US: 10/11/99 BoT 1/22/02]

The apportionment of the seats is based on a "population value",  $P_u$ , calculated as:

$$P_u = 1/2 (F_u/F_e + S_u/S_e)$$

where  $F_u$  and  $S_u$  are respectively the number of eligible faculty and the number of full-time students in the unit, and  $F_e$  and  $S_e$  are the total eligible faculty and students, respectively, in all units.

The apportionment of the seats is calculated using the method of equal proportion used by the Census Bureau in calculating Congressional seats. A formula is used to calculate "priority values" for the  $n^{\text{th}}$  seat (i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc.) for each college according to:

$$\text{Priority value for the } n^{\text{th}} \text{ seat of each college} = P_u/[n(n-1)]^{1/2}$$

The seats are assigned based on the above priority values until all seats are allocated. In case of a tie in granting the last seat, the college with smaller number of allocated seats up to that point is awarded the seat. Any further tie is resolved by a random draw. (For an example of this calculation method, see Appendix A.)

## **B. Election**

The respective faculties of each college (including the Graduate School and Libraries as equivalent to colleges; GR VII.A.1) represented in the Senate shall conduct elections for vacancies in the second semester of the academic year, with the representatives elected taking office on August 16 of the following academic year. The election shall be conducted by secret ballot by a procedure approved by the College faculty. A copy of these procedures, that include any college policy under which faculty employees have been extended voting privileges for senator elections by the authorized college faculty body, shall be submitted to the Senate Council Office (SR 1.3.1.3.A.5), together with the names of the elected Faculty Senators whom the college faculty proposes for seating in the Senate. After reviewing the respective college procedures, and the respective rosters supplied by each dean (SR 1.3.1.3.A.7.(c)) of the members of respective college faculty body (i) eligible for election and (ii) eligible to vote, the Senate Rules and Elections Committee shall certify to the Senate Council the list of newly elected Faculty Senators. If the Senate Rules and Elections Committee identifies a matter of noncompliance a college's election process, it shall contact the dean of the college with that information. [US: 10/8/01; US: 2/3/03]

\*Pursuant to recent changes in the last several years in Administrative Regulations on tenure-ineligible title series and on faculty members with certain administrative appointments, the following terms apply: (1) Tenured faculty employees who have been appointed to an administrative position at or above the level of department chair are not eligible to participate in the election of faculty representatives, or serve as the elected faculty representative, to faculty governance bodies above the college level (e.g., Board of Trustees, University Senate, Graduate Council, Undergraduate Council, and Health Care Colleges Council) (see HRPP 4.0); (2) Regular, full-time faculty employees in a tenure-ineligible series are not eligible for regularly assigned university-level service activities, except that the tenured/tenure-track faculty of a college may allow a tenure-ineligible series to be eligible to vote for representation, and stand for election, specifically to the University Senate, by extending College Faculty membership to that faculty series (to be documented in the College Rules; see AR 2.5, AR 2.6, AR 2.9 for more details). [4/4/11]

## **C. Terms**

Each elected faculty representative in the Senate shall serve for a term of three years beginning on August 16 following their election. The terms of the representatives of each college (or sub-unit within a college, as may be organized within the college election pursuant to the approved Rules of the college faculty) should be staggered so that one-third of them will be elected at each election. The faculty of the college represented, may, for any election, specify that a number of representatives be elected for two-year terms. If such action is taken, the dean of the college involved shall notify the Secretary of the Senate of such intent in advance of the upcoming election. When more than one number is to be elected from a college (or sub-unit within a college), those receiving the greater number of votes will serve three-year terms and those elected receiving the lesser number of votes will serve two-year terms. Each elected

representative shall be eligible for reelection for a second consecutive term, but ineligible for further reelection until one year has elapsed. [US: 4/23/01; BoT: 1/22/02]

- \* A term is defined as a three year period, so an individual's ineligibility after a "second consecutive term" means after that individual has served two consecutive three year terms; serving part of a term does not count as having served one of the two consecutive three year terms. [SREC: 3/19/12]

#### **D. Vacancy**

If an elected faculty representative in the Senate should at any time during his or her term become ineligible to serve (e.g., by reason of assuming an administrative title of dean or above, loss of status as a faculty employee, resignation, official leave which precludes attendance, or failure to attend Senate meetings), the seat shall be vacant. The dean of the represented college shall report vacancies to the Senate Council Chair. The candidate in the college's last election who received the most votes, who is currently eligible to fill a vacant Senate seat, and who is willing to serve shall take the seat for the duration of the originally elected representative's term. If no such person is available, then the faculty of the college, or a representative faculty body to which the faculty has delegated the authority to make decisions about elections, shall choose one of the following options:

1. Leave the seat vacant either until the faculty elect a replacement in the next regularly scheduled election or until the originally elected representative is eligible to serve again, whichever is sooner.
2. Appoint an eligible faculty member until the faculty elect a replacement in the next regularly scheduled election.
3. Hold a special election to fill the vacancy.

When a vacancy is filled by an election, the term of the newly elected representative expires when the term of the originally elected representative would have expired.

If a senator vacates a seat twice in a three-year period, then that person is ineligible to serve in the Senate for three years following the second vacation.[US: 10/11/10]

The Secretary of the Senate shall maintain attendance records and shall notify the dean of the college when an elected faculty representative of that college has been absent without explanation from three meetings of the Senate during any one academic year. [US: 3/12/79; US 10/8/01]

#### **E. Senate Council Members as Members of the Senate**

Members of the Senate Council shall be voting members of the Senate until the end of their terms on the Senate Council. They will not be counted as part of the quota for the educational unit that they have represented nor of the maximum membership of the Senate after the expiration of their elected Senate membership. (GR IV.A)

#### **1.2.2.2 Elected Student Membership**

The University student body shall be represented by the student senators, one elected from and by the full-time student body of each college, including the Graduate School.<sup>1</sup>

Students with no declared major shall be represented through the College of Arts and Sciences. [US: 10/12/81 and BoT: 4/6/82; US: 3/9/98 & BoT: 4/7/98; US: 10/12/98 and BoT: 3/2/99; BoT: 1/22/02]

#### **A. Eligibility**

Each elected college representative shall be a junior, senior, or graduate or professional student, and shall not be on either academic or disciplinary probation. [US: 10/12/98]

#### **B. Election**

The election shall be conducted during the second semester by the Student Government Association under procedures approved by the Senate Council.

#### **C. Terms and Vacancies**

Each elected student member shall serve for a term of one year and shall be eligible for reelection as long as the student remains a full-time undergraduate, graduate, or professional student. If a student should at any time become ineligible to serve (e.g., by relinquishing his or her position as a full-time student, being placed on academic probation or violating the Senate attendance regulations), the Dean of the college represented shall declare a vacancy and designate that member from the eligible student body who at the last election received the next highest vote to serve for the duration of the elected student member's ineligibility. The Secretary of the Senate shall maintain attendance records and shall notify the Dean of the college represented when the elected student representative of that college has been absent without explanation from three meetings of the Senate during the academic year. A student member shall become ineligible to serve in the University Senate on removal from the Student Senate. [US: 10/8/79; BoT: 1/22/02]

1. **Substitution process.** [US: 12/3/01; BoT: 1/22/02] In the event that (i) the elected college or Graduate School representative is enrolled in a University course held at the same time as a University Senate meeting and cannot attend the University Senate meetings or (ii) a college or the Graduate School does not elect a representative during the preceding spring Student Government elections, the following substitution process shall apply:

If (i) applies then the elected college or Graduate School representative shall nominate an at-large senator from the same college that meets the requirements for being a member of the University Senate and if there is no such at-large senator then the elected college or Graduate School representative shall nominate a full-time student from his/her college that meets the requirements for being a voting member of the University Senate. The nominee must be able to attend the University Senate meetings. The nomination is subject to approval by a majority vote of the Student Government Senate. If (ii) applies then the Student Government Senate Chair shall nominate an at-large senator from said college that meets the requirements for being a member of the University Senate and if there is no such at-large

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<sup>1</sup> Currently, the elected student membership is 17 (03/20/06).

senator then the Student Government Senate Chair shall nominate a full-time student from said college that meets the requirements for being a voting member of the University Senate. The nominee must be able to attend the University Senate meetings. The Student Government Senate shall approve the nominee by majority vote.

**2. Term.** The term for a Senator substitute shall be one semester, which begins immediately after Student Government Senate approval and ends at the conclusion of the semester the approval takes place.

Newly elected student members of the Senate shall take their seats at the first meeting of the Senate in the fall, or any special meeting called during the preceding summer.

### **1.2.2.3 Emeriti Faculty Membership**

The University Senate shall include one voting member representing the University of Kentucky Association of Emeriti Faculty. The Association shall elect the senator from its membership along with one alternate who shall have voting rights in the absence of the elected senator. The Association's election process shall be approved by the Senate Council. [US: 3/20/89; BoT: 8/22/89]

### **1.2.2.4 Ex Officio Membership: Voting**

In academic years beginning with an even number, the *ex officio* voting members of the University Senate shall be the following: Provost, Executive Vice President for Research, Associate Provost for Undergraduate Education, student member of the Board of Trustees, two (2) faculty members of the Board of Trustees, Dean of Libraries, and deans of the Colleges of Communication and Information, Dentistry, Design, Education, Engineering, Health Sciences, Law, and Social Work.

In academic years beginning with an odd number, the *ex officio* voting members shall be the following: Provost, student member of the Board of Trustees, two (2) faculty members of the Board of Trustees, Associate Provost for Faculty Affairs, Dean of the Graduate School, Associate Provost for Undergraduate Education, and deans of the Colleges of Agriculture, Arts and Sciences, Business and Economics, Fine Arts, Medicine, Nursing, Public Health, and Pharmacy. The University Senate may recommend to the Board of Trustees changes to the above list of *ex officio* voting members and determines *ex officio* nonvoting membership, below, as necessary. [US: 10/12/81 and BoT:4/6/82; US: 11/10/86; US: 4/13/87 and BoT:9/15/87; US: 10/12/98 and BoT: 3/2/99; BoT:9/18/01; US: 9/9/02; SC: 4/5/10]

### **1.2.2.5 Ex Officio Membership: Non-Voting**

The *ex officio* non-voting membership shall include the President, all other vice presidents, Assistant Provost for Enrollment Management, Dean of University Extension, Dean of Students, the Academic Ombud, the Director of the Honors Program, the Chair of the Staff Senate, and the chairs of the University Senate Committees, including University Senate Advisory Committees. All officials mentioned in the preceding paragraph who are not voting *ex officio* members in any year shall be considered non-voting *ex officio* members. Other *ex officio* non-voting members may be added by the University Senate Council for the purpose of supplying information and viewpoints on problems considered by the Senate (GR IV.A). *Ex officio* non-voting members shall enjoy all privileges of the elected membership except the right to vote.



[US: 10/12/81 and BoT: 4/6/82; US: 12/10/84 and BoT:4/1/86; US: 10/14/85 and BoT: 4/1/86; US: 11/10/86 and BoT: 1/20/87; BoT: 9/18/01; US: 9/9/02]

### **1.2.3 MEETINGS**

The Senate shall hold regular meetings on the second Monday of each month during the academic year except that when the second Monday is during a period when classes are not in session, the Senate Council may decide to eliminate the regular meeting for that month or to call it upon another date. Special meetings shall be held after adequate notice by the Secretary of the Senate, on the call of the President, of the Senate Council or on the written request of ten (10) elected members. The Senate may adjourn any regular or special meeting to any date that it may set for such adjournment.

Any University employee or student may attend a meeting of the Senate as a visitor and may request the privilege of the floor (GR IV.B).

The meetings of the Senate and its councils and committees shall be open to the public, except that at any meeting the Senate or a council or committee may declare itself in executive session, and thereby exclude all visitors by a majority vote of the members present, subject to the limitations and procedures of the Kentucky Open Meetings Law (KRS 61.800-KRS 61.850).

The Senate Council shall prepare agendas for regular Senate meetings. Any student, faculty member or administrator may present a written recommendation for Senate action to the Senate Council. The Senate Council may refer it to committee or act on it itself. If referred to committee, the committee shall approve, disapprove, or modify the recommendation. The original recommendation with committee action shall be forwarded to the Senate Council. The recommendation shall be placed on the Senate agenda unless both the committee and the Senate Council determine otherwise. If the Senate Council acts on the recommendation without sending it to committee, it can decide not to place the matter on the agenda. In this situation, the recommendation may be introduced on the Senate floor if its initiator obtains either the signature of ten (10) Senators, or a petition approved by a corresponding percentage of the members of the University Faculty in the case of matters for which the elected University Faculty Senators are responsible. The agenda plus all recommendations for Senate action shall be posted on the University Senate's Web site and circulated by e-mail to all members of the University Senate and to administrative offices that are concerned with academic affairs at least six (6) days prior to regular Senate meetings. For special meetings, as much notice as practical shall be given. (See Section I, 1.3.1.) [US: 4/12/04]

When a document embodying a major policy decision is to be considered by the University Senate, the Senate Council may, whenever feasible, first place the document on the agenda of a meeting "for discussion only" and on the agenda of a subsequent meeting of the Senate "for action." When a document is on the floor of the Senate for discussion only, amendments may be proposed and discussed but not passed. Discussion may be terminated by consent of the body or by postponing temporarily. In addition, amendments may be submitted in writing to the Senate Council by any two members of the Senate for distribution with the agenda of the meeting at which action is to be taken.

Whenever possible, amendments or motions relative to agenda items on the floor of the Senate for action should be presented in writing to the Senate Council Chair (or other presiding officer, if different) in writing by the person(s) proposing said amendments or motions prior to the opening of the Senate meeting.

No motion may be laid on the table indefinitely.

Except where otherwise provided in these Rules, *Robert's Rules of Order: Newly Revised* shall prevail for the operation of the Senate, the Senate Council, and the Senate committees or similar Senate bodies.

Copies of approved minutes of the University Senate shall be made available on a campus-wide basis electronically not later than the end of the next meeting of the Senate. However, the official minutes of record shall be maintained as a paper document. A copy of the documentation supporting each action item voted upon shall be appended to and thereby maintained with the official copy of the minutes of record. Upon request, written copies of the minutes will be made available by the Secretary of the Senate. [US: 11/8/93; KRS 61.835]

#### **1.2.3.1 Quorum**

Forty-five (45) voting members of the Senate shall constitute a quorum for the transaction of business that is delegated by the Board of Trustees to the total Senate membership. For those actions reserved by state law (KRS 164.240) to the University Faculty, thirty-three (33) elected faculty representatives in the Senate shall constitute a quorum for the action. [US: 10/12/81]

#### **1.2.3.2 Proxy Rule**

There shall be no voting by proxy.

#### **1.2.3.3 Roll Call**

Twenty-five per cent (25%) of those members of the University Senate present and eligible to vote, or the Presiding Officer, can order a vote be taken by roll call. A motion for roll call vote shall be privileged, undebatable and cannot be amended.

### **1.2.4 OFFICERS OF THE SENATE**

The following are the officers of the University Senate with descriptions of their functions:

#### **1.2.4.1 Chair (President of the University)**

The President of the University is the Chair of the University Senate and its presiding officer except as he or she may delegate this function.

#### **1.2.4.2 Senate Council Chair**

The Senate Council Chair shall preside over Senate meetings unless the President assumes this responsibility (GR IV.B). When exercising this capacity, the Senate Council Chair may cast a vote under circumstances prescribed by *Robert's Rules of Order, Newly Revised*

#### **1.2.4.3 Secretary**

The Secretary shall be the Vice Chair of the Senate Council, as provided in SR 1.3.1.3B (“Officers”). [US: 4/10/00]

#### 1.2.4.4 Parliamentarian

A faculty member, not necessarily a member of the Senate, may be appointed by the University Senate Council. For the purposes of this rule, a person with emeritus faculty status who is a member of a college faculty is eligible for appointment as parliamentarian. [BoT: 4/10/84; GR IV.B]

#### 1.2.4.5 Sergeant at Arms

A member of the University staff who is not a member of the Senate, may be appointed by the University Senate Council Chair. [US: 11/13/78 & BoT: 4/10/84; GR IV.B]

### 1.2.5 FUNCTIONS OF OFFICERS OF THE SENATE

#### 1.2.5.1 Chair of the University Senate (University President)

The Chair of the University Senate:

- A. Shall be the Presiding Officer at meetings of the Senate except as he or she may have delegated this function to the Senate Council Chair. (GR IV.B)
- B. May call special meetings of the University Senate or be asked to address the University Senate. (GR III)
- C. Is responsible for fostering and promoting instruction, research, and service as the primary functions of the University. In this connection the President may make policy recommendations to the Board of Trustees and the University Senate, which are recognized as the primary educational policy-forming agencies of the University. (GR III)
- D. Is responsible for enforcement of the *University Senate Rules*. (GR III)
- E. May under extraordinary circumstances, and with written justification to the University Senate through the University Senate Council, suspend a University Senate rule in a particular case. However, under no circumstances may the Senate Chair or the Senate Council Chair waive a rule concerning conditions for admission (SR 4.1, 4.2), or a rule concerning the number of credits or quality points required for graduation (SR 5.4.3, 5.4.4) that is established by the elected representatives of the University Faculty pursuant to KRS 164.240. (GR III; GR IV.C.8)
- F. May be called upon to represent the University Senate; is responsible to transmit to the Board all formal communications and viewpoints from the University Senate, including any minority opinions, and the President's own recommendations for action. (GR III, GR IV.B)
- G. The President, as Chair of the University Senate, may establish and appoint academic committees to advise the President in this capacity. (GR IV.B)

**1.2.5.2 Secretary**

- A. Make the minutes available to members and the UK community; a copy of the audio recordings of the meetings shall be available to any interested member. [US: 10/12/98; SREC codification: 10/23/00]
- B. Maintain an official roll of Senate members;
- C. Maintain attendance records of Senate meetings and to notify deans of colleges when an elected representative who has been absent without explanation from three meetings of the Senate during any one academic year must be replaced;
- D. Be responsible for providing notice and agenda of special meetings of the University Senate. (GR IV.B)
- E. Preside over meetings of the University Senate in the absence of the Senate Council Chair and the President of the University. [US: 4/14/03]

**1.2.5.3 Parliamentarian**

The parliamentarian shall advise the Presiding Officer on parliamentary procedures.

**1.2.5.4 Sergeant at Arms**

To separate visitors from voting members of the Senate, control the presence of persons not authorized to attend Senate meetings, and carry out instructions of the Senate or its presiding officer during each meeting.

**1.3.0 COUNCILS OF THE SENATE**

The University Senate delegates to its councils and/or its committees the largest degree of authority in handling recurring and routine matters in order that Senate meetings may be devoted largely to communications and consideration of major matters of educational policy.

**1.3.1 UNIVERSITY SENATE COUNCIL****1.3.1.1 Purposes and Functions of the Senate Council**

The University Senate Council is charged with providing leadership to enable the Senate to perform effectively its primary role of formulating and implementing educational policies of the University as described in the *Governing Regulations*. The Board of Trustees in its *Governing Regulations* has also delegated responsibility to the Senate Council to act on behalf of the University Senate in particular advisory roles (GR II.B.5.a; GR VIII.B; GR X.B,C).

The Senate Council is specifically charged with continuously reviewing the University's academic policies and may call to the attention of the appropriate administrative officer any need for compliance with the *University Senate Rules*, *Governing Regulations*, or *Administrative Regulations* that relate to University Senate function.

In accordance herewith, the Senate Council shall serve as the executive committee for the University Senate in fulfilling the following functions: (See Section 1.2.1)

- A. Study and report or recommend to the Senate on any matter of concern to the Senate.
- B. Receive, consider and recommend action on Senate Committee reports and on reports and recommendations from educational units. The Senate Council may recommend approval or disapproval, or may present the matter to the Senate without recommendation.
- C. Appoint the Standing Committees of the Senate, Special Committees that it finds to be essential for the performance of Senate or Senate Council functions, and other committees as designated by the Senate.
- D. Advise the President on the appointment of the Senate Advisory Committees and other on academic committees, that the President may appoint in the capacity as Chair of the Senate.
- E. Advise the Provost on the appointment of search committees for the appointment of deans of colleges, the Graduate School and the Libraries.
- F. Plan the agenda of the Senate. Distribute notices of regular Senate meetings at least six (6) days prior to meetings with agenda and recommendations for Senate action to members of the University Senate and to administrative offices that are concerned with academic affairs, and of special meetings as directed.
- G. Act for the Senate on all matters involving changes to academic programs, degrees, and curricula, subject to the requirements of reporting and the power of the Senate to reverse the Senate Council on these matters.
- H. Act on other matters referred to it by the Senate with the responsibility and authority delegated to it by the Senate.
- I. Act for the Senate in emergency situations, reporting such actions, with justification, to the Senate at its next regular meeting.
- J. Advise the President on all matters relative to the welfare of the University which the President brings to it or which it proposes for consideration. In addition, the Senate Council shall invite the President annually to inform the Senate concerning general academic policies and budgetary priorities.
- K. The Senate Council shall include solicitation to the elected college faculty councils (GR VII.A.4), or similar elected college faculty bodies, to participate in nominating potential members of Area Committees, and other academic advisory committees, for submission to the President (GR IV.B).
- L. To maintain a record of additions to or modifications of the *Rules* between periodic revisions and update the web-posted Senate *Rules* at least annually.

### 1.3.1.2 Composition

The Senate Council shall be composed of elected voting representatives (GR IV.A) and *ex officio* members as follows: The voting elected membership shall be nine (9) members elected by and from the 94 elected faculty representatives in the University Senate, and two (2) members elected by and from the newly elected student representatives in the University Senate. The *ex officio* voting member shall be the President of the Student Government Association, and the *ex officio* non-voting members shall be the faculty members of the Board of Trustees, if they are not elected members of the Senate Council, and the immediate past chair of the Senate Council, if his or her term on the Senate Council has expired. For purposes of this rule, the phrase "immediate past chair of the Senate Council" means the person who served as chair of the Senate Council during the preceding year. Six elected members shall constitute a quorum for the transaction of business. [US: 10/10/77; US: 10/12/98] If the elected faculty representatives to the Senate Council are to perform a statutory action (KRS 164.240) on behalf of the elected faculty representatives of the Senate (GR IV.A,B), then five of those nine members shall constitute a quorum (KRS 446.050).

\* "Elected members" means any members who are not *ex officio* members. [SREC: 11/20/06]

#### **A. Elected Faculty Membership**

**1. Eligibility for Membership.** Any elected faculty member of the Senate (or person appointed to replace an elected member) whose term of office has not expired at the time of the election shall be eligible for election to the Senate Council, except that no more than three (3) of the elected members of the Senate Council shall be from any one college. If an elected faculty representative in the Senate has become ineligible and a replacement has been made, only the person who has replaced the ineligible representative shall be eligible for election to the Senate Council. Senate Council members are not eligible to succeed themselves until a lapse of one year from the expiration of their Senate Council membership (including service as Chair or Vice Chair), except that members who are filling a vacancy and who have served no more than one year, if otherwise eligible, may be eligible for election. The duration of the term of membership on the Senate Council shall not be affected by the member's term on the University Senate. [US: 10/14/85]

**2. Terms.** Elected faculty representatives in the Senate Council shall serve for three (3) years commencing on January 1 following their election and continuing until expiration of their terms or until their successors are elected and certified.

**3. Election.** Elections shall be conducted by electronic secret ballot or paper secret ballot if electronic election is not feasible. Three (3) elected faculty representatives in the University Senate shall be elected annually during the fall semester to serve on the Senate Council. The election shall be conducted under the supervision of the Chair of the Senate Rules and Elections Committee, who shall remind the voters that election to the Senate Council confers eligibility for election to Senate Council Chair the following year. [US: 1/18/88; US: 10/8/12]

**(a) Nominating Round.** On the nominating ballot, each elected Faculty Senator may nominate up to three (3) eligible Senators from the roster of the eligible Faculty Senators as certified by the Chair of the Senate Rules and Elections Committee and made available to Senators.

There shall be six (6) names on the voting ballot. The six (6) eligible Senators receiving the largest number of nominations shall be placed on the voting ballot, except that not more than twice the number of names from any one college as could potentially be elected from that college shall be eligible for being placed on the voting ballot. All ties will be resolved by a random drawing. Prior to placing the names of nominees on the voting ballot, the nominees' willingness to serve shall be ascertained by the Chair of the Senate Rules and Elections Committee.

**(b) Voting Round.** Each voter must rank order exactly three (3) candidates from the list of the six (6) nominees on the voting ballot. Failure to rank order exactly three (3) different candidates will disqualify the ballot. The six nominees will be ranked as follows:

- i. By the number of first-choice votes;
- ii. If there are any ties, the higher ranking goes to the candidate with the larger number of second-choice votes;
- iii. If there are still ties, the higher ranking goes to the candidate with the larger number of third-choice votes;
- iv. If there are still ties, the ranking will be determined by random draw.

**(c) Election.** The three highest-ranked candidates under subsection (b) above are elected.

**(d)** The remaining three candidates will be considered in the order so ranked in case of future vacancies on the Senate Council.

**4. Vacancies.** Upon resignation of any elected faculty representative in the Senate Council or when such a member is no longer eligible to be a Senator, a vacancy shall be declared by the Chair of the Senate Council. A vacancy on the Senate Council shall be filled by the eligible candidate who at the most recent Senate Council election ranked the highest without being elected and who is eligible and willing to serve. [US: 1/18/88]

If the above procedure still does not fill the vacancy, the vacancy shall be filled with an eligible and willing elected Faculty Senator nominated by the Senate Council Chair and approved by the majority of the voting faculty representatives of the Senate Council.

The term of such appointments shall be for the remainder of the unexpired term of the vacating Senate Council member.

**B. Elected Student Membership**

- 1. Terms.** The two elected student members of the Senate Council and the President of the Student Government Association shall serve terms of one (1) year commencing July 1 following their election and continuing until their successors are elected and certified. [US: 10/12/98]
- 2. Election.** The two (2) elected student members of the Senate Council shall be chosen annually in the second semester of the academic year. As soon as possible after the election of the student members of the University Senate during the second semester, the President of the Student Government Association shall assemble these persons to elect the student members of the Senate Council by majority vote. [US: 10/12/98]
- 3. Vacancies.** If at any time during the term of a student member of the Senate Council he or she should become ineligible for membership in the Senate, his or her position on the Council shall be declared vacant. The President of the Student Government Association shall then assemble the student members of the University Senate to elect his or her successor.

**C. Attendance**

If any member misses three (3) regular or special meetings of the Council per year, without an explanation acceptable to the majority of the other voting members, a vacancy is declared, to be filled according to the above procedures concerning vacancies. [US: 10/12/81]

**1.3.1.3 Officers of the Senate Council [US: 9/8/97]****A. Senate Council Chair**

The Senate Council shall elect its Chair in December preceding the academic year during which the Chair shall serve. All nine of the elected faculty representatives then serving on the Senate Council shall be eligible for election to the position.

In the November preceding the academic year during which the Senate Council Chair shall serve, the elected faculty senators will be asked to nominate current elected faculty members of the Senate Council to serve as Senate Council Chair. The Chair of the Senate Rules and Elections Committee (SREC) will ascertain willingness of these nominees to serve. Should more than one nominee be willing to serve if elected, the nominees will be offered an opportunity to provide an up to 200 word election statement, and that statement will be distributed to the elected faculty senators two weeks before the election. The elected faculty senators will be solicited by email to express their opinions of the nominees to the Senate Council. The Senate Council will consider this feedback in electing the next Senate Council Chair in the December preceding the June 1 start date.

If there is a tie, and the Senate Council is not able to resolve the tie, then the elected faculty senators will vote to break the tie. If there is only one nominee who agrees to serve, then the election shall be declared completed and this person shall be the Senate Council Chair-elect, and the University Senate so notified.



The incumbent Chair, if in his or her first year as Chair, shall also be eligible for reelection. When the person chosen is not the incumbent Chair, he or she shall be known as the Chair-elect. The Senate Council Chair is always a voting member of the Senate Council, within the provisions of the *Robert's Rules of Order, Newly Revised*. The Senate Council Chair:

1. Will exercise preparatory administrative functions as Chair that are attendant to the effective conduct Senate and Senate Council meetings, including the authority to call special meetings of the Senate Council (KRS 61.823.2);
2. As the 'department head' of the Senate Council Office, has certain general supervisory responsibilities for managing the budget, inventory, and personnel functions of the Senate Council Office (UK Business Procedures Manual; EVPFA Inventory Policies; Human Resources Policy and Procedure Administrative Regulation 61.2; KRS 61.030);
3. Performs as the Presiding Officer of the Senate Council meetings except as s/he may delegate that function to the Vice Chair of the Senate Council; as Presiding Officer possesses attendant responsibilities and authority pursuant to Open Meetings Law (KRS 61.846(1));
4. Has general supervisory responsibility for: the preparation of minutes of Senate Council meetings pursuant to KRS 61.835; the distribution of these minutes to Senate Council members; the maintenance of official minutes of the Senate Council meetings pursuant to statutory UK Records schedule (KRS 171.420; President's memo 01/25/95); public accession to these minutes pursuant to the Open Meetings law (KRS 61.846(1)); and for the safe transfer of the records of the Senate Council Office to his/her successor (KRS 57.360);
5. Has general supervisory responsibility for the maintenance of copies of procedures for election of Faculty Senators, as approved and submitted by college faculties (as per SR 1.2.2.1);
6. Has general supervisory responsibility for maintenance an official file of the educational unit "Rules" (including rules for unit-level membership/voting privileges) and committee structure for educational policy-making, as established by the respective faculties of each educational unit, being consistent with the University Senate Rules. As each is received upon approval by the Provost (GR VII.4-7), the Rules documents in this file will be maintained in a format accessible as needed by members of the Senate Council and Senate Committees;
7. Has general supervisory responsibility for the maintenance a roster of those faculty employees in each college who are
  - (a) full-time faculty employees at each rank in each respective title series (used for apportionment of seats of elected Faculty Senators (SR 1.2.2.1.A)),

**(b)** eligible to be elected as Faculty Trustees, and those eligible to vote in Faculty Trustee elections (i.e., those members of the college faculty bodies who are full-time faculty employees with academic rank at or above Assistant Professor (or Librarian III) (SR 1.5.2); and

**(c)** eligible to be elected as Faculty Senators (i.e., full-time faculty employees in the Regular, Special, Extension or Librarian Title Series, at or above the rank of Assistant Professor (or Librarian III), and those eligible to vote in college election of Faculty Senators (i.e., those eligible to serve plus those other full-time faculty who have been conferred with privileges to vote in the college senator elections (GR VII.A.4.a) [SR 1.2.2.1.B],

these rosters being obtained from the deans of the respective colleges (GR II.B.2.b assigns responsibility for these elections to the University Senate);

**8.** Annually reports to the Chair of the Senate the attendance records of ex officio voting members;

**9.** Is responsible for the assembly of the Ombud search committee with the composition specified in the University Senate Rules (SR 6.2.3);

**10.** Will make the final decision for the Senate on matters of minor course changes, as these changes are defined in the University Senate Rules (SR 3.3.0.G);

**11.** Advises the chairs of Senate standing committees on the appointment of ad hoc advisory committees to the standing committees (SR 1.4.1);

**12.** Utilizes regular communication and information sharing with elected college faculty councils, or similar elected college faculty bodies, to increase the effectiveness of educational policy-making by the University Senate and the College Faculties;

**13.** May be directed by the Senate Council to represent that body on a particular matter to the President, or to another administrative officer, to the Board of Trustees, or to another University (or external) entity;

**14.** Serves in a variety of ad hoc circumstances as a voice for the University Faculty, in different fora before organizations and groups on campus;

**15.** Is periodically invited by the President or other University administrators to serve on University-level committees of diverse composition, so as to advocate for the Senate or Senate Council in the formulation of administrative policy on issues;

#### **B. Senate Council Vice Chair**

The Senate Council shall also elect a Vice-Chair at a December meeting from among the six faculty representatives elected to the Senate Council whose terms do not expire at the end of that month. The Vice Chair shall take office the following June 1<sup>st</sup> and serve through May 31<sup>st</sup> of the next year. The Vice-Chair:

1. Will preside at any meeting of the Senate or the Senate Council at which the respective Chair so delegates or at which the Chair is not present, and may be delegated by the Presiding Officer to introduce the Senate Council motions and resolutions at Senate meetings. To facilitate the Vice Chair's readiness to assume these responsibilities, the Senate Council Chair will keep the Vice Chair generally apprised of important events that relate to Senate/Senate Council function.
2. Shall become chair of the Senate Council for the remainder of the chair's term if for any reason the chair is no longer able to serve in that capacity.
3. The Vice Chair shall also serve as Secretary of the Senate. [US: 4/10/00]

**C. Chair-elect**

The Chair-elect or a Chair reelected to a second term shall take office as Chair on the following June 1st and serve through May 31st of the next year. A member of the Senate Council is not eligible while on sabbatical for election as Chair-elect but a person who has replaced the member on sabbatical on the Council is eligible to be elected as Chair-elect. The Senate Council Chair-elect will be given the opportunity to shadow the current Senate Council Chair during the six months preceding the Senate Council Chair-elect assuming the office. [US: 10/8/12]

**D. Conditions of Senate Council Officership**

1. An incumbent Vice Chair whose term as a elected member of the Senate Council expires on December 31st shall continue in office and serve as a non-voting member of the Senate Council until the following May 31st. However, if at a meeting of the Senate or Senate Council the Vice Chair is acting as Presiding Officer in place of a nonattending Chair, then at that meeting the Vice Chair possesses the same voting status as the Chair. An incumbent Vice Chair whose elected term on the Senate Council expires on December 31st shall be eligible to be named Chair-elect at the meeting that December to choose the next Chair.
2. If for any reason the office of the Vice Chair should become vacant, the Senate Council shall act as soon as possible to elect a replacement. [US: 10/12/81; US: 9/8/97]
3. Officers of the Senate Council will remain members of the Senate Council for the duration of their terms of office even if their terms as Senators may have expired. In this eventuality, they will not be counted as part of their educational units in the election of representatives to the Senate or to the Senate Council, thereby expanding the normal size of both those bodies. [US: 10/12/81; US 9/8/97; GR IV.B]

**E. Senate Council Office Staff**

1. An Administrative Assistant, employed by and responsible to the Senate Council, shall carry out the routine and continuing activities which are essential to the functioning of the Senate Council. [US: 10/12/81; US 9/8/97]
2. An assistant, employed by and responsible to the Senate Council, shall carry out the routine and continuing activities essential to the functioning of the University Senate such as scheduling meeting rooms; taking minutes, word processing and distributing Senate agenda, memos and other correspondence; assisting the Chair of the Rules and Elections Committee in conducting nominations and elections and other activities. [US 4/10/00]

### 1.3.2 GRADUATE COUNCIL

#### 1.3.2.1 Relationship of Graduate Faculty to the University Senate

- A.** The Graduate Faculty shall make recommendations to the University Senate on
1. academic matters that require University Senate approval, including graduate courses and programs and graduate program reviews (GR IV.A,C; GR VII.A.3.c) and
  2. conditions of merit and circumstance for Honorary Degrees.
- B.** The Graduate Faculty may perform the above functions directly, through the Graduate Council, or through committees that it or the University Senate may establish. Councils of the Graduate School may be appointed by the Dean of the Graduate School or elected, as prescribed by the *Rules of the Graduate Faculty* and approved by the University Senate. The Graduate Council shall have the authority and responsibilities delegated to it by the Dean of the Graduate School, by the Graduate Faculty in the *Rules of the Graduate Faculty*, and by the *University Senate Rules*. (GR VII.A.3.b).
- C.** Upon the recommendation of the members of the graduate faculty of a program, and transmitted through the Director of Graduate Studies, the Graduate Council will review, and the Graduate Dean will then render final action on, nominees for Graduate Faculty membership (GR VII.A.3.a). Associate and other classes of members in the Graduate Faculty (including but not limited to Directors of Graduate Studies [US 04/21/52], may be appointed by the Dean of the Graduate School, with appropriate duties and privileges, as provided by the *Rules of the Graduate Faculty* and as approved by the University Senate (GR VII.A.3.a).

#### 1.3.2.2 Functions

The Graduate Council shall meet on the call of the Graduate Dean, or upon written request of five (5) members of the Graduate Council. A majority of the voting membership shall constitute a quorum for the transaction of business. Its responsibilities relative to courses and programs shall be as follows:

##### **A. Course Procedures**

It shall consider all proposed new courses and changes in courses which may be used for credit toward a graduate degree. It shall forward to the Undergraduate Council recommendations on the courses numbered 400G-499G. [US: 10/11/99]

**B. Program Procedures**

It shall consider all proposed new graduate programs and changes in graduate programs, and degree titles (for both graduate program degrees and Honorary Degrees), forwarding its recommendations to the Graduate Faculty for action and transmittal to the Senate Council. (See Section 3.2.0) In addition, it shall review all graduate programs. (These procedures are not intended to prevent a faculty member from presenting a recommendation or request directly to the Graduate Faculty.)

**C. Review of Programs**

The Graduate Council shall review all graduate programs and suggest measures designed to maintain acceptable levels of academic quality. In pursuit of this charge, the Graduate Council may recommend appropriate actions to the Graduate Dean. For the purposes of this section, such recommendations may include (1) suspension of programs for a maximum of five years, (2) lifting of suspensions, and (3) termination of programs in accordance with the procedures specified below.

All recommendations by the Graduate Council and decisions by the Graduate Dean relative to suspension of programs, or lifting of suspensions, shall be communicated to the Chair of the Senate Council for incorporation in the Senate Council Course/Program Actions. No later than the fifth year of any program suspension, the Graduate Council shall review the suspension and recommend to the Graduate Dean the reinstatement or termination of the programs.

A decision to suspend a program on academic grounds may be appealed by the Director of Graduate Studies in the program. The appeal in all such cases shall be made, including justification, to the Provost for review. The Provost shall appoint a committee of Graduate Faculty members including a member of the Senate Council to function as an Appeals Committee to review the case. It shall limit its review to the materials submitted and to the procedures followed by the Graduate Council.

The Provost shall discuss the recommendation of this Appeals Committee with the Graduate Dean and chair of the Senate Council and recommend final action to the President.

If the Graduate Dean approves a recommendation by the Graduate Council to reinstate a program that has been suspended, the Graduate Dean shall submit this recommendation to the Graduate Faculty for review. If the Graduate Faculty concurs, it shall forward its recommendation through the Senate Council to the Senate for approval. [US: 11/14/83]

Any recommendation by the Graduate Council to the Graduate Dean to terminate a program, whether or not previously suspended, shall also be communicated to the Chair of the Senate Council. In accordance with SR 3.3.2, the Graduate Council (or the Graduate Dean if so determined by the Senate Council) shall be responsible for the exercise of the procedures prescribed in SR 3.3.2.1.B. The Senate, which has the final authority for program termination (GR IV.C), if deciding to terminate the program, will report that decision to the President. [US: 11/8/76]

**D. Off-campus Courses and Programs**

The Graduate Council shall review distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) substantive changes criteria [US: 4/12/99]

**E. Review of Graduate Programmatic Activities Other Than Degree Programs**

The Graduate Council shall periodically review and report to the Graduate Faculty and Senate on the effectiveness of the educational policies of the Graduate School (a) concerning certificates awarded in relation to graduate courses or training, (b) in relation to the education and training of postdoctoral scholars/fellows, and (c) in relation to postbaccalaureate students.

**F. Honorary Degrees**

The responsibilities of the Graduate Council relative to Honorary Degrees include periodically make recommendations to the elected faculty representatives in University Senate on the titles used for honorary degrees, and on the conditions of merit and circumstance applied to the award of honorary degrees (GR IV.A, C)

**1.3.2.3 Composition**

The Graduate Council is composed of eighteen (18) members and the Dean of the Graduate School, who serves as the chair. There are fourteen (14) faculty representatives elected from the Graduate Faculty, two (2) members appointed from the Graduate Faculty by the Dean, and two (2) graduate student members. Graduate School associate deans, and representatives chosen by either the Senate Council and the Health Care Colleges Council serve in a nonvoting, *ex officio* capacity.

The composition of the elected membership of the Graduate Council is as follows:

- Two members from the College of Agriculture;
- Three members from the College of Arts and Sciences;
- One member from the College of Business and Economics;
- One member from: the College of Communication and Information, the College of Social Work, the Patterson School of Diplomacy and International Commerce and the Martin School of Public Policy and Administration;
- One member from the College of Education;
- One member from the College of Engineering;
- One member from the College of Design and the College of Fine Arts;
- Two members from the College of Medicine;
- One member from: the College of Pharmacy and the College of Dentistry; and
- One member from: the College of Health Sciences, the College of Nursing, and the College of Public Health.

Members representing a college or a combination of colleges are elected by the Graduate Faculty whose primary appointment to the Graduate Faculty is in the respective college(s). [US: 3/21/83]

The composition of the Graduate Council will be examined by the Graduate Council annually at its last meeting of the academic year. [US: 4/12/04]

#### **1.3.2.4 Election**

Only regular (“full”) members of the Graduate Faculty shall be eligible to serve on the Graduate Council and to vote in the Graduate Council election. Graduate Faculty members with administrative titles above that of department chair or who do not possess an employment status of a full-time faculty member are not eligible. In addition, members of the Graduate Faculty from departments which have representatives with unexpired terms on the Graduate Council shall not be eligible. [US: 11/11/85]

The office of the Graduate Dean will be responsible for administering the election procedure and for certifying to the Senate Council the newly elected members. The Graduate Dean's Office will prepare the lists of faculty members eligible to vote and those eligible to serve. For each college or collection of colleges where there is an election to be held, the Graduate Dean's office will send a list of those eligible to be elected to each person eligible to vote, who will be invited to nominate an eligible person for the Graduate Council by a letter. In addition, in each department (or college) that has a graduate program, the chair (or dean) and the director of graduate studies will each be urged to submit a nomination by letter. The Graduate Dean's office shall check on the willingness of persons to serve and will get a very brief biographical statement from each person nominated. If fewer than three persons are nominated and are willing to serve from any college or collection of colleges, the Graduate Dean's office shall call a brief meeting of the directors of graduate study from the unit(s) for the purpose of nominating additional persons to make a total of three. (In the event that more than one person were to be elected from the unit, this group would meet if necessary to pick nominees equal to three times the number to be elected.) [US: 1/18/88]

Once the nomination process has been completed, ballots will be sent out containing the names of all those nominated. Each person must vote for as many candidates as there are vacancies to be filled or their ballot will be disqualified. The person or persons receiving the largest number of votes will be elected. [US: 1/18/88]

- \* Pursuant to recent changes in the last several years in Administrative Regulations on tenure-ineligible title series and on faculty members with certain administrative appointments, the following terms apply: (1) Tenured faculty employees who have been appointed to an administrative position at or above the level of department chair are not eligible to participate in the election of faculty representatives, or serve as the elected faculty representative, to faculty governance bodies above the college level (e.g., Board of Trustees, University Senate, Graduate Council, Undergraduate Council, and Health Care Colleges Council) (see HRPP 4.0); (2) Regular, full-time faculty employees in a tenure-ineligible series are not eligible for regularly assigned university-level service activities, except that the tenured/tenure-track faculty of a college may allow a tenure-ineligible

series to be eligible to vote for representation, and stand for election, specifically to the University Senate, by extending College Faculty membership to that faculty series (to be documented in the College Rules; see AR 2.5, AR 2.6, AR 2.9 for more details). [SREC: 4/15/11]

### **1.3.2.5 Terms and Vacancies**

The term of office of elected members shall be three (3) years, with elections being conducted so that the terms will be staggered. The term of office of appointed members shall be one (1) year. All terms expire on August 15 [US: 4/23/01]. Members shall serve until the expiration of their terms, until they have become ineligible, or until their successors have been named.

A vacancy in the first year of a term on the elected membership of the Graduate Council shall be filled by appointment by the Council Chair of the eligible nominee who received the highest number of votes without being elected. If that person declines, the next eligible nominee shall be appointed, and so on. If the electoral unit in which the vacancy occurs elects a Council member annually, this method shall be used to fill all vacancies from that unit, with the immediate preceding election being used as the source of nominees. If the electoral unit does not elect a member annually, a vacancy following the first year of a term (or in the first year if the list of nominees is exhausted) shall be filled by the chair appointing an eligible member of the unit's faculty. The term of appointment shall be for the remainder of the unexpired term or for the duration of the ineligibility of the elected member. [US: 4/10/89]

Any member of the Council who has served a term as an elected member or who has served more than one year as a replacement for an elected member shall be ineligible for membership on the Council until three years have elapsed since completion of his/her last term. An appointed member of the Council may serve three successive one year terms. However, the appointed member whose term of service has been for more than a single one year term, shall thereafter be ineligible for membership on the Council until three years have elapsed.

## **1.3.3 UNDERGRADUATE COUNCIL**

The Associate Provost for Undergraduate Education (or another person designated by the Provost) shall chair the Undergraduate Council and report its recommendations to the Senate Council.

### **1.3.3.1 Functions**

The Undergraduate Council's responsibilities relative to courses and programs shall be as follows:

#### **A. Course Procedures**

It shall consider all proposed new courses and changes in courses which may be used for credit toward an undergraduate degree. It shall forward to the Graduate Council recommendations on all courses numbered 500-599. [US: 10/11/99]

#### **B. Program Procedures**

It shall consider all proposed new undergraduate and/or professional programs, changes in undergraduate and/or professional programs, including degree titles, from all colleges offering an undergraduate degree. Further, it shall consider all changes in



the University requirements except for the University Studies Program, recommending on all of the above to the Senate Council. In addition, it shall review all undergraduate programs. (See Section 3.2.0.)

### **C. Review of Programs**

It shall review the summary reports of undergraduate program reviews prepared by the educational unit review committees. It shall participate directly in the review of undergraduate programs upon the request of the Provost. Following either such review, it may recommend appropriate action to maintain acceptable levels of academic quality to the Provost. Such a recommendation may include the suspension of a program to a maximum of five years and the lifting of such a suspension. All recommendations relating to imposing or lifting suspensions of programs are subject to approval by the Senate Council.

An undergraduate program, through its chair or other appropriate administrative officers, may appeal a decision to suspend the undergraduate program to the Provost, who shall then appoint a committee of faculty members, including a member of the Senate Council, to function as an Appeal Committee to review the case. The Committee shall limit its review to the materials submitted by the academic unit review committees, by the Undergraduate Council, and by the program making the appeal. The Provost shall discuss the recommendation of the Committee with the chair of the Senate Council and shall then recommend final action to the President. [US: 4/9/84]

Proposals to terminate undergraduate programs shall be initiated and processed as prescribed in SR 3.3.2.1.

### **D. Off-campus Courses and Programs**

The Undergraduate Council shall review distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) "substantive changes" criteria [US: 4/12/99]

#### **1.3.3.2 Composition**

The Undergraduate Council shall consist of fourteen (14) members. Nine of the members shall be regular full-time faculty members elected by and from the faculties of colleges, groups of colleges or parts of colleges as follows: [US: 10/12/81; US:4/9/84; US: 4/14/86; US: 10/12/87]

- One member from the combined areas of Humanities area in the College of Arts and Sciences, the College of Fine Arts, and the Honors Program;
- One member from the combined areas of Biological and Physical Sciences in the College of Arts and Sciences;
- One member from the combined areas of the Social Sciences in the College of Arts and the College of Communications;
- One member from the College of Agriculture;
- One member from the College of Education;

- One member from the College of Engineering;
- One member from the College of Business and Economics;
- One member from: the College of Design and the College of Social Work; and
- One member from: the College of Health Sciences, the College of Nursing, and the College of Pharmacy.

Of the five remaining members, one shall be a member of the University Faculty appointed by the Senate Council. Four members shall be appointed by the Chair of the Undergraduate Council with the advice and consent of the elected Undergraduate Council members. Of these four, two shall be members of the faculties of colleges eligible to have representation on the Undergraduate Council, and the remaining two shall be undergraduate students from eligible colleges. [US: 10/12/81; US: 4/9/84; US: 4/14/86; US: 10/12/87]

An *ex-officio*, non-voting member from the Registrar's Office selected by the Assistant Provost for Enrollment Management may attend. [US: 4/14/97]

### **1.3.3.3 Election**

Members of faculties of those colleges listed above in SR 1.3.3.2 who are eligible to vote for and be elected to the University Senate shall be eligible to serve in and vote for all elected members of the Undergraduate Council. [US: 10/8/01]

- \* Pursuant to recent changes in the last several years in Administrative Regulations on tenure-ineligible title series and on faculty members with certain administrative appointments, the following terms apply: (1) Tenured faculty employees who have been appointed to an administrative position at or above the level of department chair are not eligible to participate in the election of faculty representatives, or serve as the elected faculty representative, to faculty governance bodies above the college level (e.g., Board of Trustees, University Senate, Graduate Council, Undergraduate Council, and Health Care Colleges Council) (see HRPP 4.0); (2) Regular, full-time faculty employees in a tenure-ineligible series are not eligible for regularly assigned university-level service activities, except that the tenured/tenure-track faculty of a college may allow a tenure-ineligible series to be eligible to vote for representation, and stand for election, specifically to the University Senate, by extending College Faculty membership to that faculty series (to be documented in the College Rules; see AR 2.5, AR 2.6, AR 2.9 for more details). [SREC: 4/15/11]

A secret ballot election for membership on the Undergraduate Council shall take place during the spring term and the newly elected members shall assume their seats on August 16 of the same year. [US: 10/12/87; US: 1/18/88; US: 4/23/01]

The Associate Provost for Undergraduate Education shall be responsible for administering the elections. The Associate Provost's Office will prepare lists of members of college faculties eligible to vote and serve. For each college or group of colleges in which there is an election to be held, the Associate Provost's Office will

notify and solicit nominations from the members of the college faculties by a process designed to give adequate notice of the election. It will particularly solicit nominations from department Chairs and Directors of Undergraduate Studies. The Associate Provost's Office will ascertain the willingness of the nominees to serve and will conduct the election by a process designed to inform voters of the qualifications of those nominated. The person receiving the highest number of votes for a given vacancy will be elected. Ties will be decided by lot. [US: 10/8/01]

#### **1.3.3.4 Terms and Vacancies**

Elected faculty Undergraduate Council members will serve three year staggered terms expiring on August 15 [US: 4/23/01], and shall be ineligible to succeed themselves until a lapse of one year occurs, except that where they have served one year or less as a replacement, they shall be eligible to be elected. Student members shall serve one year and are eligible for reappointment.

When a member or an alternate becomes unable or ineligible to serve (i.e., resignation, leave of absence, assumption of administrative title, loss of status as a faculty employee) a vacancy is declared. A vacancy in the first year of a term on the elected membership of the Undergraduate Council shall be filled by appointment by the Undergraduate Council Chair of the eligible nominee who received the highest number of votes without being elected in the election in which the vacating member was elected. If that person declines, the next eligible nominee shall be appointed, and so on. A vacancy following the first year of a term (or in the first year if the list of nominees is exhausted) shall be filled by the Undergraduate Council Chair appointing an eligible member of the unit's faculty. The term of appointment shall be for the remainder of the unexpired term or for the duration of the ineligibility of the elected member. [US: 4/10/89]

### **1.3.4 HEALTH CARE COLLEGES COUNCIL [05/09/05]**

#### **1.3.4.1 Functions**

The Health Care Colleges Council (hereafter: "HCC Council") shall be responsible to the University Senate concerning academic matters related to the six health-care-related colleges: Dentistry, Health Sciences, Medicine, Nursing, Pharmacy, and Public Health. Its principal functions and responsibilities are as follows:

##### **A. Course Procedures**

Pursuant to SR 3.3, it shall consider (i) all proposed new courses and changes in courses offered in a professional program or (ii) undergraduate courses that involve the students in health care practices that originate from a college represented on the HCC Council. On behalf of the University Senate, the HCC Council shall have final approval authority for these proposals so long as these courses would not be subject to review by Undergraduate and/or Graduate Councils. These courses are those at the 800- and 900-levels that address requirements toward a professional degree.

##### **B. Program Procedures**

Pursuant to SR 3.2, it shall consider all proposals for new academic professional programs, changes in academic professional programs, changes in professional degrees or degree titles, changes in the admission or graduation requirements, and other academic issues concerning professional programs that originate from a college

represented on the HCCC. During review, it shall ensure that the development of new programs are accompanied by appropriate modification or discontinuation of old programs or courses in accordance with the University Senate Rules. On behalf of the University Senate, the HCC Council shall have final approval authority for proposals related to professional programs that would not require review by another Council of the Senate and/or would not require final approval by the Board of Trustees and/or the Kentucky Council on Postsecondary Education.

### **C. Limitation of authority**

Whenever a proposal submitted to the HCC Council originated from or is subject to review by another Council of the Senate OR requires final approval by the Board of Trustees or the Kentucky Council on Postsecondary Education, the HCCC shall not have final approval authority and, instead, shall recommend on that proposal to the Senate Council. If a situation arises where it is unclear if the HCC Council has final approval authority; the HCC Council will send a reviewed proposal forward with the HCC Council recommendation to the Senate Council for its consideration.

The Senate Council and University Senate shall always retain the prerogative and authority to review any proposal or decision of the HCC Council.

### **D. Review of Programs**

It shall evaluate educational program objectives and course content to ensure appropriate breadth and depth and the availability of needed faculty;

### **E. Off-campus Courses and Programs**

The HCC Council shall review distance learning activities for quality and effectiveness, in keeping with Southern Association Colleges and Schools (SACS) "substantive changes" criteria. [US: 4/12/99]

#### **1.3.4.2 Composition**

The Health Care Colleges Council is composed of two representatives and two alternate representatives from the Colleges of Dentistry, Health Sciences, Medicine, Nursing, Pharmacy and Public Health elected by the faculty of each college. An individual from the Provost's office in the position of Associate Provost or equivalent shall serve as Chair of the HCC Council. In addition, there shall be three (3) representatives outside of these colleges, one each appointed by the Graduate, Senate and Undergraduate Councils, not necessarily from these Councils' memberships, to serve terms commensurate with the other members of the HCC Council.

#### **1.3.4.3 Election**

One HCC Council member ("official representative") and one alternate from each college shall be elected each year for a two-year term, which shall begin September 1. To be eligible for election, candidates shall be a regular, full-time member of one of the six specified college faculties and shall be limited to those college faculty members who are eligible to be elected to the University Senate.

- \* Pursuant to recent changes in the last several years in Administrative Regulations on tenure-ineligible title series and on faculty members with certain administrative appointments, the following terms apply: (1) Tenured faculty employees who have been appointed to an administrative position at

or above the level of department chair are not eligible to participate in the election of faculty representatives, or serve as the elected faculty representative, to faculty governance bodies above the college level (e.g., Board of Trustees, University Senate, Graduate Council, Undergraduate Council, and Health Care Colleges Council) (see HRPP 4.0); (2) Regular, full-time faculty employees in a tenure-ineligible series are not eligible for regularly assigned university-level service activities, except that the tenured/tenure-track faculty of a college may allow a tenure-ineligible series to be eligible to vote for representation, and stand for election, specifically to the University Senate, by extending College Faculty membership to that faculty series (to be documented in the College Rules; see AR 2.5, AR 2.6, AR 2.9 for more details). [SREC: 4/15/11]

In addition, they shall have been members of a faculty of one of these colleges in a full-time academic rank for a period of at least two years. When a HCC Council member or an alternate becomes unable or ineligible to serve (i.e., resignation, leave of absence, assumption of administrative title, loss of status as a faculty employee) a vacancy shall be declared and that eligible faculty member who at the last election received the highest number of votes without being elected shall be appointed to serve for the period of ineligibility of the elected or alternate member.

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 official representatives. The alternates shall receive copies of minutes and other materials distributed to the HCC Council. When an official representative must be absent from a meeting, either alternate from his or her college can be designated by the HCC Council Chair to serve during that particular meeting.

The HCC Council shall meet monthly and upon call of the HCC Council Chair. Six (6) elected members or their alternates with a voting status for the purposes of the meeting shall constitute a quorum for the transaction of business.

#### **1.4.0 UNIVERSITY FACULTY SENATORS**

The body that is the elected University Faculty Senators (GR II B.5.b;GR IV.A), has through its election by and from the University Faculty the representative authority to perform particular functions that, by law (KRS 164.240), are reserved to the University Faculty (GR II.B.5.b; GR IV.B). These functions are as specified in SR 1.2.1.H, I, J, K and SR 5.4. Recommendations from this body to the Board of Trustees will be submitted through the Chair of the Senate (the University President) (GR IV), who is also member of the University Faculty (GR VII.4). The body that is comprised of University Faculty Senators is also the body authorized to vote for and elect nine (9) persons of its membership as representatives to the Senate Council (SR 1.3.1.2.A.1).

In situations where the Board of Trustees or University President seeks the opinion of a directly elected University-level faculty body on a matter, as is sought from the elected Student Government Association concerning student opinion, or as is sought from the elected Staff Senate concerning staff opinion, the Senate Council Chair will solicit and transmit the opinion of the elected University Faculty Senators. If conditions preclude obtaining the opinion of the elected University Faculty Senators on the matter, the Senate Council Chair shall solicit and transmit the opinion of the Faculty Senators

elected to the Senate Council. The body that is comprised of the University Faculty Senate Council Members is also the body authorized in certain situations to fill vacancies that arise in its membership (SR 1.3.1.2.A.4).

#### **1.4.1 STRUCTURE OF UNIVERSITY SENATE COMMITTEES [US: 2/13/89, US: 2/3/03]**

The University Senate may perform its functions directly, through the Senate Council or through either the Standing Committees or *ad hoc* committees of the Senate. The Senate may also establish Senate Advisory Committees and may delegate any of its authority or responsibility to the Graduate School or the faculties of Colleges, Schools, Departments, Centers and Institutes. (GR IV.B).

The University Senate shall have four types of committees: (1) standing committees of the Senate responsible only to that body; (2) the University Studies Committee which shall be chaired by and work with the Associate Provost for Undergraduate Education but shall submit all major policies (as specified in 1.4.4 below) to the Senate; (3) advisory committees responsible in an advisory capacity to the President and/or other administrative officers and to the Senate; and (4) special committees (hereafter referred to as *ad hoc* committees. (GR IV.B)

The terms of office for faculty members of either the standing committees or the University Studies committee shall be three years. Student appointments shall be for one year. All appointments shall be made by the Senate Council for terms beginning on August 16 and staggered to provide a one-third change in membership each year.

The number of members on each standing committee shall be determined by the Senate Council. Chairs shall be appointed by the Senate Council. The chair and at least one-half the members of the committees shall be elected Faculty Senators, except as otherwise specified.

Appointment to advisory committees shall be made by the Chair of the Senate (the President) after consultation with the Senate Council. After consultation with the Student Government Association and other appropriate student groups, the Senate Council may recommend to the President that students be appointed to an advisory committee of the Senate. Similarly, the Senate Council may consult with the elected Faculty Senators, or the *ex officio* Senators, concerning the membership of faculty employees or administrative staff employees to such advisory committees.

Appointments to fill committee vacancies shall be made in the same manner as appointments for regular terms. Membership on Senate committees shall continue until terms expire or successors are appointed. The chairs of Senate standing committees may appoint ad hoc committees and may select their members in consultation with the Chair of the Senate Council. Such a subcommittee must be chaired by a member of the parent committee.

Acting within their charges, Senate committees shall act and report to the Senate Council upon issues that bear on the functions of the Senate prior to their submission to the Senate. Unless otherwise specified, items for potential consideration by University Senate committees, which are suggested by other than the Senate or Senate Council, reach the respective committees through the office of the Senate Council. Prior to its

own action on an issue, the Senate Council normally shall refer all issues to appropriate standing committees unless an issue arises that is clearly not within the jurisdiction of one of the committees, or unless an issue demands such immediate attention that the appropriate committee, in the view of its chair, would be unable to report on it in due time. If either of these two situations arise, the Senate Council may appoint an ad hoc committee to act and report on the issue. Standing committees of the Senate shall have the privilege of presenting reports to the Senate, subsequent to review by the Senate Council. If the Senate Council fails to present a committee report for action during three regular Senate meetings after it has been submitted to the Senate Council, the committee may bring its report directly to the floor for action by the Senate at any subsequent meeting, provided that the report has been appropriately circulated in advance.

In accordance with the Kentucky Open Meetings Law, Senate standing, ad hoc and advisory committees, and the University Studies Committee, shall record minutes of actions taken at all meetings. These minutes shall be available not later than one week after the end of the next meeting (KRS 61.835). The committee chair shall be responsible for forwarding copies of the minutes to the Senate Council at the end of each academic year. These minutes may be in addition to or may substitute for the committee's annual report, at the discretion of the Senate Council. Committees that did not meet or conduct any business during the academic year shall forward to the Senate Council a report to that effect. [US: 2/3/03]

## **1.4.2 STANDING COMMITTEES**

(Chaired by a member of the Senate with a majority of members who are elected Faculty Senators)

### **1.4.2.1 Senate Rules and Elections Committee (SREC)**

The SREC is charged with codifying, making editorial changes in, and interpreting, the *Rules* of the Senate, at the direction or with the approval of either the Senate Council or the Senate. It shall be responsible for initiating any changes in the *Rules* concerning the organization of the Senate (SR 1). It shall also evaluate and revise any section of the *Rules* where necessary to eliminate inconsistencies, clarify confusing statements, and note omissions, and may initiate and suggest to the Senate Council any necessary modification in the *Rules*.

The SREC shall certify faculty member eligibility in elections of Faculty Trustees, and in elections of University Faculty representatives to the Senate, to the Senate Council, and to a Presidential Search Committee. In addition, the SREC shall recommend to the University Senate election policies and procedures.

### **1.4.2.2 Senate Admissions and Academic Standards Committee (SAASC)**

The SAASC is charged to examine and recommend to the University Senate changes: in the admission requirements and grading rules; standards for granting academic credit; probation and suspension procedures; and degree and graduation requirements. Basically, the SAASC shall review Sections IV and V of the *Senate Rules* but may consider other related areas. Recommendations by the SAASC on conditions of merit and circumstance for (1) graduation requirements, (2) honors with degrees that are conferred to graduating students (SR 5.4.2.2) and (3) Honorary Degrees conferred to

others (SR 5.4.2.3), shall be acted upon by the elected University Faculty Senators, as per KRS 164.240.

#### **1.4.2.3 Senate Academic Facilities Committee (SAFC)**

The SAFC is charged with the responsibility of providing information and recommendations to the Senate about the alteration, construction, and allocation of all property and physical facilities that may affect the educational objectives of the University. In this regard, it shall be concerned about such matters as classrooms, buildings and grounds, shops and other such real property, audio-visual and television equipment, computers, duplication and printing facilities, vehicle pools, and scientific and musical instruments. The SAFC shall act in these ways:

- A.** Serve the administration as a source of faculty information and opinion about the need, design, and priority and construction or renovation projects.
- B.** Inform the Senate at least annually about problems relating to the alteration, construction, or allocation of academic facilities and about future plans and priorities for them. Whenever necessary, the SAFC may initiate action by preparing a recommendation to the administration, which should be routed through the Senate Council for Senate approval.
- C.** Maintain communication with the appropriate administrators about the current status and utilization of academic facilities. [US: 10/12/81]
- D.** Study the use, renovation, and need for space (including classrooms) and equipment relevant to academic programs and functions. [US: 3/12/84]

#### **1.4.2.4 Senate Library Committee (SLC)**

The SLC is charged with the responsibility for recommending to the University Senate policies to promote the educational interests of the University as a whole with respect to the Libraries, the faculty body of which is equivalent to the faculty of a college (GR VII.A.1). The SLC is responsible for consultation and advising with faculty of the Libraries or the Dean of Libraries, on such matters as are referred to it by the by the Libraries faculty, by the Dean, or by other University personnel, which pertain to improving the effectiveness of the Libraries as a part of the broad academic program of the University of Kentucky.

#### **1.4.2.5 Senate Research Committee (SRC)**

The SRC shall be responsible for reviewing University research policies and their implementation. In addition, it shall make recommendations to the University Senate regarding those policies and the priorities for them.

#### **1.4.2.6 Senate Academic Programs (SAPC)**

The SAPC is charged with recommending action to the Senate on all new academic programs approved by the Undergraduate Council, the Graduate Council, or the Health Care Colleges Council. Specifically, the SAPC shall review the academic excellence, the need, and the impact, desirability, and priority of the new academic program in relation to other programs. In approving a new program, the Committee shall recommend a priority to indicate its importance and the immediacy with which it should be implemented.



The Committee shall function mainly through three permanent subcommittees: Graduate Degree Programs, First Degree Programs (including undergraduate degree programs), and Professional and Pre-professional Degree programs. The appropriate subcommittee shall investigate the proposed new program and present its evaluation to the full committee, which shall decide on its recommendation to the Senate. In ascertaining the appropriate subcommittee, and in acting upon the recommendations of the SAPC, it is the policy of the University Senate to adopt and utilize the definitions of the Council on Postsecondary Education that distinguish these different types of degree programs.

**1.4.2.7 Senate Academic Planning and Priorities Committee (SAPPC)**

The SAPPC is charged with concern over major, broad, long-range plans and priorities. It shall:

- A. identify major academic problems likely to be faced by the University in the foreseeable future;
- B. formulate and recommend to the Senate plausible academic goals for the institution;
- C. develop procedures and criteria for recommending academic priorities;
- D. recommend to the Senate institutional policies that recognize academic priorities and goals, assess the progress of the institution toward its goals and report periodically to the Senate; and,
- E. recommend to the Senate a means for increasing the University's effectiveness in establishing and implementing its academic policies.
- F. serve the Senate and the administration as a source of faculty information and opinion concerning academic planning and priorities. [US: 4/10/89]

**1.4.2.8 Senate Academic Organization and Structure Committee (SAOSC)**

The SAOSC is charged to:

- A. review and recommend to the University Senate priorities on all proposals for new educational units (colleges, schools, departments, graduate centers, multidisciplinary research centers and institutes; interdisciplinary instructional programs)
- B. review all proposals for abolishment or merger of existing educational units;
- C. review all proposals for major changes in organization and structure of educational units;
- D. make appropriate recommendations to the University Senate (and through the Senate to the President and/or Provost) regarding creation, abolition or alterations in organization or structure, or reporting relationships, of educational units throughout the University.

**E.** Study and report to the Senate on matters pertaining to faculty size and strength, and student enrollment. [US: 3/12/84]

**1.4.2.9 Senate Institutional Finances and Resources Allocation Committee (SIFRAC) [US: 2/8/10]**

The purpose of the Senate's Institutional Finances and Resource Allocation Committee (SIFRAC) shall be to function in an advisory capacity to the Office of Planning, Budget, and Policy Analysis and inform the University Senate Council and the Staff and University Senates on the present status of the prospective changes in the finances and other resources available to the University.

**A.** The SIFRAC shall analyze public budget documents, published reports about financial and other trends, shall routinely solicit an informational session by a University financial officer on annual budget proposals and prospective intraacademic year budget cuts or modifications prior to their submission on the Board of Trustees, and shall function as follows:

1. SIFRAC may receive specified directions from the University and Staff Senate chairs jointly on items relative to the current fiscal situation; and
2. Minimally shall meet once a semester with the Vice President of Planning, Budget and Policy; and
3. SIFRAC shall meet as many times as deemed necessary by SIFRAC.

**B.** SIFRAC shall be composed equally of senators appointed by the Executive Committee of the Staff Senate and approved by a majority vote of the Staff Senate, together with members chosen by the University Senate at a maximum committee size of six (6), plus the chair. SIFRAC members optimally shall have financial and budgetary expertise relevant to University finances.

A Staff Senate member will preside as chair in even-numbered years, and a University Senate member will preside as chair in odd-numbered years.

**C.** SIFRAC shall submit an annual report. Reports of the minority are also acceptable.

Neither the chair nor a majority of the SIFRAC members have to be elected members of the Senate.

**1.4.2.10 Senate Reinstatement Committee (SRIC)**

The SRIC makes final decisions on cases of students who have been academically suspended from the University a second time, whose readmission is dependent on the recommendation of the dean of the college in which the student plans to enroll and who have petitioned the Senate Council for readmission as per SR 5.3.1.4.D. The SRIC is comprised of the voting members of the Senate Council except if the Senate Council annually votes to name a specific subset of not less than three of its members to constitute the committee. In the latter case, if the Senate Council seeks to designate not more than one student member of the Senate Council as an SRIC member, but no student Senate Council member is available, then a student member shall be nominated to the Senate Council by the Student Government Association.

**(1.4.2.11) Senate Committee on Committees**

[charge being now developed]

**(1.4.2.12) Senate Advisory Committee on Appointment, Promotion and Tenure**

[Membership: chairs of Academic Area Advisory Committees; charge being now developed]

**1.4.3 STANDING COMMITTEES**

(Not necessarily chaired by a member of the Senate or composed of a majority of members who are elected Faculty Senators)

**1.4.3.0 Senate University Studies Committee (SUSC)** [US: 2/3/86; 4/14/86; 10/12/87; 4/23/01] (Section 1.4.3.0 is obsolete and will become replaced with a new rule concerning the current policies on the Senate UK Core Education Committee. [SREC: 8/23/12])

**1.4.3.1 Senate Admissions Advisory Committee (SAAC)** [US: 11/12/90]

**A.** The SAAC is a standing committee of the University Senate. The voting members of the SAAC are the Assistant Provost for Enrollment Management, the Chair of the Senate committee on Admissions and Academic Standards, and three additional University Faculty members appointed by the Senate Council to staggered three-year terms. *Ex officio*, non-voting members of the Committee are the Associate Provost of Undergraduate Education and the Vice President for Institutional Research, Planning and Effectiveness (or that person's designee). The committee must be chaired by one of the three appointed University Faculty members. In the case of a tie vote, the vote of the chair shall prevail.

The SAAC is responsible for recommending admissions policy within general guidelines established by the University Senate. The SAAC is charged to:

1. Establish the University's admissions management system, as described in SR 4.2.1.1.B.
2. File a written report to the Provost recommending admissions objectives such as *average* ACT scores and desired size of each year's entering Freshman class. A copy of the report shall be presented to the Senate Council.
3. Establish automatic admission criteria.
4. Upon the recommendation of the Assistant Provost for Enrollment Management, approve any warranted deviations from the automatic admissions criteria.
5. After consultation with the Assistant Provost for Enrollment Management, the SAAC may recommend to the Provost closing admissions on any of the following bases: 1) the desired class size has been reached; 2) the

class is large enough given existing constraints; and 3) admissions objectives other than class size have been achieved.

6. Establish parameters for the decisions on exceptions, under which applicants may be admitted who have not met the automatic admissions criteria.
7. Request that the Provost provide specific data on admissions, enrollment, and student performance.
8. Request data from the Assistant Provost for Enrollment Management for use in establishing or evaluating admissions policy.
9. Review and analyze the information provided in (7) and (8) above by the Provost and Assistant Provost for Enrollment Management and disseminate the results of its review and analysis to the educational units.

**1.4.3.2 Senate Retroactive Withdrawal Appeals Committee (SRWAC) [US: 12/8/97]**

**A.** The SRWAC shall consist of four members of the University Faculty and one student, plus a sufficient number of alternates, named by the Senate Council. A representative of the Associate VP for Employment Equity, a representative of the Counseling and Testing Center, a representative from the Advising Network, and a representative from the Assistant Dean of Students directing the Disability Resource Center, will serve as *ex officio* nonvoting members of the Committee.

**B.** The Committee shall decide all student requests for retroactive withdrawals as provided by SR 5.1.8.5.

**1.4.3.3 Senate Academic Advising Committee (SAcAC) [US 4/10/00]**

The SAcAC shall consist of three elected faculty members from the University Senate who are currently advising students; three students (two student senators and one student at large) to be selected by the Senate Council upon the recommendation of the President of the Student Government Association; three professional advisors, selected by a process adopted by the UK Advisors Network and the Senate Council; and one ex-officio member: the Associate Provost for Undergraduate Education. The committee shall:

- A.** Regularly review the effectiveness and accountability of academic advising throughout the University
- B.** Set standards for the quality of academic advising
- C.** Make recommendations to the Senate Council regarding academic advising
- D.** Advise the Senate Council about all recommendations or proposals to the Senate regarding academic advising. [4/10/00]

#### 1.4.4.0 SENATE ADVISORY COMMITTEES

##### 1.4.4.1 Senate Advisory Committee on Faculty Code (SACFC)

The SACFC shall carry out duties conferred on it by the Faculty Code (SR 7.0). These shall include the following: to receive reports of mediation efforts by the deans; to hold hearings and make findings as to violations and sanctions, if any; and to forward recommendations to the Provost.

##### 1.4.4.2 Senate Advisory Committee on Privilege and Tenure (SACPT)

###### A. Committee Membership

The committee will be comprised of ten tenured faculty members with expertise encompassing the areas of the committee's charge. The committee membership will be structured in the following way: four Regular Title Series; two Special Title Series (clinical areas); two Special Title Series (nonclinical areas); one Librarian Title Series; one Extension Title Series. For each given case, the committee Chair will identify a minimum of five 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 academic advisory committee are appointed by the President, as Chair of the University Senate, from nominations submitted by the Senate Council of full-time tenured faculty employees who do not occupy a position of administrative academic supervision over faculty personnel.

###### B. Committee Charge

1. **Scope of Committee Jurisdiction.** Except for cases of dismissal for cause (subsection 2a, below), the SACPT is to consider whether

- (a) violation of procedures (as established by University-level regulations/policies, or by the college, or by the department faculty; GR VII.A.6.c; GR VII.B.3; GR VII.B.5),
- (b) violation of privilege and/or
- (c) 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 as prescribed by GR I.I.

Similarly, the SACPT does not consider complaints relating to the substantive merit of administrative decisions on salary, faculty performance review, distribution of effort, allocation of resources, etc. (for which the administrative appeal procedure of GR I.I is applicable). 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 GR I.I through the level of the Provost and the issue remains unresolved and (ii) satisfies the burden of making a *prima facie* case to the SACPT 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 SACPT may elect to consider the case.

For the purposes of this scope of charge to the SACPT, "academic freedom" is as defined in GR X.B.3.b (para. 1). Issues of academic freedom of an "administrator holding academic rank" relate to the individual's exercise of academic freedom in the capacity as a member of the faculty of an educational unit.

**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 particular situations.

**(a)** Considerations of dismissal from employment (GR X.B.1.e) that involve:

- i. cases of appointment termination for cause of a tenured conduct (KRS 164.230);
- ii. cases of dismissal of a employee for cause during a limited appointment, arising from allegation of incompetency, neglect of or refusal to perform his/her duty, or for immoral conduct (KRS 164.230; GR X.B.1.e);
- iii. 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 (GR X.B.1.e);

As prescribed by GR X.B.1.e.ii, the SACPT shall make an informal investigation. The petitioner an opportunity to be heard by the SACPT, for the purpose of attempting to effect a resolution mutually agreeable to the President and the faculty employee. In the case that such a resolution is not obtained, the SACPT 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 GR X.B.1.e.

**(b)** Considerations of certain cases of allegation of violation of academic freedom or insufficient notice of non-renewal that involve:

- i. cases of allegation by a faculty member on a non-tenure appointment that a decision for non-reappointment violates his or her academic freedom as a faculty member (GR X.B.1.f);
- ii. cases of allegation by a University administrator holding academic rank, or by a student employee that a decision to terminate his or her appointment to his or her administrative post,

or not to reappoint him or her, violates his or her academic freedom (GR X.B.1.h; GR X.D);

iii. cases of non-renewal of a faculty employee's probationary appointment with less advance notice than specified by the *Governing Regulations* (GR X.B.1.d);

As prescribed by GR X.B.1.e, when the petitioner lodges his/her complaint in writing to the Chair of the SACPT, the SACPT shall make an informal investigation, including affording the petitioner an opportunity to be heard by the SACPT, for the purpose of attempting to effect a resolution mutually agreeable to the President and the petitioner. In the case that such a resolution is not obtained, the SACPT shall recommend to the President whether, in its opinion, the termination or nonreappointment decision should be sustained. The subsequent disposition of the matter by the President shall be as prescribed in GR X.B.1.e.

(c) Consideration of allegations of violation of established procedure, academic privilege and/or academic freedom that involve:

i. a faculty employee's terminal reappointment, promotion and/or tenure (AR II-1.0-1.IV.A; AR II-1.0-1.III.I)

ii. cases of allegation by a faculty member on a non-tenured appointment that a decision for non-reappointment violates either GR I.D.2.a or GR X.A.1 dealing with certain discriminatory practices.

The petitioner must submit to the Chair of the SACPT 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 SACPT 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 effect 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 SACPT. With copy to the petitioner, the SACPT 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 the Provost, shall notify the petitioning faculty employee and the SACPT in writing of the decision.

**3. Interpretation of Policies.** The SACPT 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 University Senate Council, the President, the Provost and as applicable, the chair of the department, and the dean.

**4. Issues of Privilege as Scholars.** The SACPT 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 SACPT setting forth in detail the reasons why they believe their privilege has been abridged or abused. The SACPT will review the statement and determine whether conditions warrant further investigation. Upon investigation the SACPT 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.

**5. Recommendations on Policies.** The SACPT is also charged with making a continuing study of regulations on faculty appointment, reappointment, promotion, tenure, privilege and academic freedom, making recommendations to the University Senate.

**6. Reports and Records.** At the end of each academic year the SACPT will provide to the Senate Council a generalized report of the issues and resolutions of the cases filed with it that year, including any consequent recommendations of the SACPT for action by the Senate or Senate Council. 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 University President's Office 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.

\* The Senate Rules reserve to the course instructor the authority to make those course educational policies not prescribed by the unit Faculty or (higher college/Senate) 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 Senate Advisory Committee on Privilege and Tenure. [SREC: 9/09]

\* 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 Senate Advisory Committee on Privilege and Tenure ("SACPT"; SR 1.4.4.2). 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. [SREC: 9/12/11]



- \* The “written comments” on course evaluations are not to be made available by the University to third parties. In addition, the University Senate’s policy for release of numerical course ratings only applies to undergraduate courses. [SREC: 11/10/11]

#### **1.4.4.3 University Senate Hearing Panel (Privilege and Tenure) (USHP)**

##### **A. Composition and Jurisdiction**

The University Senate Hearing Panel consisting of fifteen (15) members shall be appointed for staggered three-year terms by the President from a list of nominees recommended by the Senate Council. 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 or of an administrator.

The Hearing Committee shall consist of five members chosen by lot from the USHP. 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 elected. The committee shall select its own chair.

##### **B. Procedures**

The committee will conduct the hearing and report its findings as described in the GR X.B.1.f.(ii). 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.

#### **1.4.5 AD HOC COMMITTEES**

Other than their temporary nature *ad hoc* committees have the same status and responsibilities as all other committees of the Senate. They shall be appointed by the Senate Council to address academic problems and issues facing the University. For example, such committees could deal with problems or issues as they arise in the areas of teaching and advising, student affairs, computer resources, continuing education, special teaching technologies and so forth. These committees expire not later than one year after their appointment unless the Senate Council acts to renew the committee's existence for another year. [US: 10/12/81] [4/14/86]

#### **1.5.0 ELECTION PROCEDURES FOR CERTAIN ELECTIVE BODIES**

The Rules and Elections Committee is charged with administering elections as directed by the University Senate. Following are descriptions of these elections:

##### **1.5.1 ELECTION OF JOINT BOARD-FACULTY PRESIDENTIAL SEARCH COMMITTEE**

###### **A. Committee Composition**

The *Governing Regulations* adopted by the Board of Trustees June 12, 2005 provide: "The President is appointed by the Board of Trustees with the advice of a joint committee of the Board of Trustees, University Faculty, staff employees, student body and alumni. The committee shall consist of six (6) members of the Board of Trustees, at least one of whom shall be from among the three alumni trustees, appointed by the Chair of the Board of Trustees; three (3) regular full-time faculty members selected by a procedure determined by the University Senate; one (1) regular full-time staff employee, appointed by the Chair of the Board from a list of three (3) staff employees selected by a procedure determined by the Staff Senate; two (2) full-time students, one (1) undergraduate and one (1) graduate or professional student, appointed by the Chair of the Board of Trustees from a list of three (3) undergraduate and three (3) graduate or professional students selected by a procedure determined by the Student Government Association; and one (1) member of the alumni appointed by the Chair of the Board of Trustees from a list of three (3) alumni selected by the Board of Directors or the Executive Committee of the University of Kentucky Alumni Association. The committee shall provide opportunity for discussion among representatives of administration, University Faculty, staff employees, student body, alumni groups, and prospective presidential candidates."

**B. Election Procedures**

In the event of a vacancy, or official announcement of an impending vacancy in the Office of President, the following procedure shall be utilized in selecting the three members of the University Faculty to serve on the Search Committee. Elections shall be conducted by electronic secret ballot or paper secret ballot if electronic election is not feasible. Three (3) elected Faculty Senators, representing the University Faculty, shall be elected by this procedure. The election shall be conducted under the supervision of the Chair of the Senate Rules and Elections Committee.

**1. Nominating Round.** On the nominating ballot, each elected Faculty Senator may nominate up to three (3) eligible elected Faculty Senators, as certified by the Chair of the Senate Rules and Elections Committee and made available to Senators.

There shall be six (6) names on the voting ballot. The six (6) elected Faculty Senators receiving the largest number of nominations shall be placed on the voting ballot, except that not more than two names from any one college shall be eligible for being placed on the voting ballot. All ties will be resolved by lot. Prior to placing the names of nominees on the voting ballot, the nominees' willingness to serve shall be ascertained by the Chair of the Senate Rules and Elections Committee.

**2. Voting Round.** The eligible voters are the full-time members of the University Faculty who are eligible to vote in their respective college election of faculty members to the University Senate. Each voter must rank order exactly three (3) candidates from the list of the six (6) nominees on the voting ballot. Failure to rank order exactly three (3) different candidates will disqualify the ballot. References in sections (3), (4), and (5) below to "ballots" refers only to those ballots certified as countable.

**3. Tabulation Round(s).** First, the total number of eligible ballots is determined.

Next, each of the six (6) candidates shall be allocated the number of ballots on which the candidate has been ranked first. Any candidate whose total allocation is at least one-third (1/3) of the total number of ballots is elected. Except that if, at any time in the entire tabulation process, a total number of candidates from any one college is elected that is equal to that college's total number of eligible seats, then any remaining candidates from that college will be removed from the ballots, and the ballots re-tabulated according to the rankings of the remaining candidates on each of them.

If three (3) candidates are elected at this point, the election ends here. If fewer than three (3) are elected, the following "Sequential Run-off" process will be followed.

**4. Sequential Run-off.** If fewer than three (3) candidates are elected pursuant to section (3) above, then the following run-off tabulation will be followed: On each ballot, the name(s) of the elected candidate(s) will be removed, and the ballots re-tabulated according to the rankings of the remaining candidates on each of them. Any candidate who is allocated at least one-third

(1/3) of the total number of ballots after this re-tabulation shall be declared elected.

If no candidates are elected pursuant to section (3) above, then the name of the candidate with the fewest top rankings shall be removed. In case of a tie, the candidate with the fewest total number of votes of any rank will be eliminated, with any further ties decided by a random draw. The ballots will then be re-tabulated again according to the rankings of the remaining candidates on each of them. Any candidate now allocated at least one-third (1/3) of these re-tabulated ballots shall be elected.

If a total of three (3) candidates are elected at this point, the election ends here. This procedure shall be repeated as necessary until three (3) candidates are elected.

**5. Runners-Up.** After three (3) candidates have been elected, three (3) ranked runners-up will be chosen according to the number of ballots allocated to them at the end of the last tabulation round. In case of a tie, the candidate with the most total number of votes of any rank will be ranked first, with any further ties decided by a random draw. If there are fewer than three (3) such runners-up, then additional runners-up will be chosen to bring the total to three (3), with the additional runners-up ranked according to the reverse order of their elimination. The runners-up will be considered in the order so ranked in case of future vacancies on the Senate Council.

**6. Vacancies.** Upon resignation of any of the three (3) elected University Faculty representatives to the Search Committee or when a member is no longer eligible to be a Senator, a vacancy for that position shall be declared by the Chair of the Senate Council. A vacancy on the Search Committee shall be filled by the eligible candidate who in the election ranked the highest without being elected and who is eligible and willing to serve.

If the above procedure still does not fill the vacancy, the vacancy shall be filled with an eligible and willing elected Faculty Senator nominated by the Senate Council Chair and approved by the majority of the voting faculty members of the Senate Council.

## **1.5.2 ELECTION: TWO VOTING UNIVERSITY SYSTEM FACULTY MEMBERS, BOARD OF TRUSTEES**

[See US: 10/12/88; US: 10/8/01; US: 12/08/05; BoT: 06/05]

As specified state law (KRS 164.131(1)(e) and implemented in the *Governing Regulations* (Part II.A.2.b.1) there shall be two (2) voting faculty members of the Board of Trustees who are “members of the faculty of the University.” In accordance with KRS 164.131(3) and as implemented in GR II.A.2.b.1, the University Faculty members who are eligible to vote for, and eligible to serve as, elected members of the Board of Trustees shall be those members who are regular, full-time faculty employees with a rank at the level of assistant professor (or its equivalent, Librarian III) or above, whose primary assignments, i.e., more than fifty percent (50%), are in instruction, research, and/or public service, as defined in *Human Resources Policy and Procedure Administrative Regulation 4.0: Employee Status*. [GR II.A.2.b.(I)]

(NOTE: GR X-1 states that: Members of the Board of Trustees, except those elected to the Board as faculty, staff, or student representatives, and relatives of any member of the Board of Trustees are ineligible for employment at the University. "Relatives", as used above, include parents and children, husbands and wives, brothers and sisters, brothers- and sisters-in-law, mothers- and fathers-in-law, uncles, aunts, nieces and nephews, sons- and daughters-in-law, and step-relatives in the same relationships. Employment includes regular and temporary full- and part-time employment, including student work-study and graduate assistant programs.)

Elections shall be held only during the academic year. During years when a regular term expires (June 30), the election shall be held during the Spring Semester. If at any time a faculty Board member should become ineligible to serve (i.e., assumption of an administrative title, resignation, official leave which precludes attendance, loss of status as faculty employee, etc.), the chair of the Senate Council shall declare a vacancy and call for a special election of a faculty member to serve for the duration of the original member's ineligibility.

Elections shall be conducted under the supervision of the Senate Rules and Elections Committee as follows:

#### **A. Nominations**

The Chair of the Senate Rules and Elections Committee shall solicit nominations by a method calculated to provide reasonable notice to the eligible faculty (and to the unit administrators for the purpose of assisting dissemination of this notice to the faculty). Nomination forms shall be submitted to the Chair of the Senate Rule and Election Committee in writing or by fax, and must contain the names and signatures of ten (10) or more nominators on the same form, all of whom must be eligible to vote. Forms may be provided for this purpose. The nomination form shall indicate that the nominee is willing to serve if elected and that he or she is qualified to serve.

- \* Pursuant to recent changes in the last several years in Administrative Regulations on tenure-ineligible title series and on faculty members with certain administrative appointments, the following terms apply: (1) Tenured faculty employees who have been appointed to an administrative position at or above the level of department chair are not eligible to participate in the election of faculty representatives, or serve as the elected faculty representative, to faculty governance bodies above the college level (e.g., Board of Trustees, University Senate, Graduate Council, Undergraduate Council, and Health Care Colleges Council) (see HRPP 4.0); (2) Regular, full-time faculty employees in a tenure-ineligible series are not eligible for regularly assigned university-level service activities, except that the tenured/tenure-track faculty of a college may allow a tenure-ineligible series to be eligible to vote for representation, and stand for election, specifically to the University Senate, by extending College Faculty membership to that faculty series (to be documented in the College Rules; see AR 2.5, AR 2.6, AR 2.9 for more details). [SREC: 4/15/11]

If three (3) or fewer persons are nominated there shall be only one (1) ballot as indicated below (see "The Final Ballot.") However if only one (1) person is nominated, the nomination period shall be extended by one (1) week with notification to all eligible

faculty voters. If no other nominations are put forward at this point, the sole nominee shall be declared elected.

**B. The Preliminary Ballot (if necessary)**

If more than three (3) persons are nominated, the names of all nominees shall be placed upon an electronic ballot with email notifications sent to all eligible faculty voters. If electronic balloting is not feasible, a paper ballot shall be utilized. The ballot shall contain the college and department or other subunit affiliation, if any, of each nominee. The election shall be by secret ballot and voters shall vote for only **one (1)** nominee. If one (1) nominee receives a majority of the votes, that person shall be declared elected. Otherwise, the three (3) nominees receiving the highest number of votes (including ties) shall be placed upon a final ballot.

**C. The Final Ballot**

The final ballot shall contain a brief biographical sketch submitted by each of the candidates and may contain a brief statement by them. Each voter shall indicate a first and may indicate a second choice. All of the first choice ballots will be counted, and any candidate who receives a majority of votes will be elected. If no one receives a majority, a determination shall be made between the two (2) candidates with the largest number of first choice votes in the following manner: The second choice votes on the ballots whose first choice candidate or candidates have been eliminated will be added to the first choice votes received by the top two (2) candidates, and the person with the larger number of total votes will be elected. (In the event of a tie at that stage, the candidate with the larger number of first choice votes will be elected. And in the event of a tie in the first and second choice votes, the tie will be resolved by a random draw after notifying the top two candidates.) [Revised: 10/1/80; Senate Rules Committee; US: 1/18/88; US: 10/12/98; US: 10/8/01]

**D. Election Problems**

In case of unanticipated election problems, the Senate Rules and Elections Committee shall act as the final arbiter.

## **2.0 Section II: Rules Relating To Calendar**

### **2.1.0 UNIVERSITY CALENDAR [US: 9/13/76]**

The Senate shall adopt policies for the University Calendar. The Registrar shall implement these policies and shall submit to the Senate Council a calendar three years in advance of fall registration, based upon Rules 2.1.1 and 2.1.2 below. Upon approval by the Senate Council, the proposed calendar will be provided to the University Senate. If at least three Senators object to the proposed calendar within ten (10) days of circulation, then it shall be placed on the Senate agenda for action. In the absence of such objection, the calendar approved by the Senate Council shall be adopted.

### **2.1.1 CALENDAR POLICIES**

- A.** The academic year shall consist of two semesters each lasting 15 weeks, an Eight-Week Summer Session, a Four Week Summer Term, and a Fall Semester beginning in time to permit completion prior to the official late-December holiday break.
- B.** The Eight-Week Summer Session will be scheduled so that classes begin in early June. [US: 3/20/95]
- C.** The Four-Week Summer Term between the close of Spring Semester and the beginning of the Eight-Week Summer Session shall be provided.
- D.** National holidays occurring during the period when classes are normally in session which shall be treated as academic holidays are Labor Day, Thanksgiving Day, Martin Luther King Birthday, Memorial Day, Independence Day and Election Day in presidential election years. When Independence Day falls on Saturday or Sunday the preceding Friday or the following Monday shall be an academic holiday. [US: 4/25/88]
- E.** The Wednesday immediately before Thanksgiving Day is designated as the Fall Academic Break. No classes will be held. [US: 12/11/95; US: 5/7/07]
- F.** The Friday, Saturday and Sunday after Thanksgiving Day are academic holidays. [US: 4/9/01]
- G.** The tenth week of the Spring Semester shall be utilized each year as the spring break, which is an academic holiday. [US: 4/25/88]
- H.** All grades shall be due in the Office of the Registrar three (3) days after the final examination is administered. (See SR 5.1.6)
- I.** Due to special scheduling considerations in the Colleges of Medicine, Pharmacy, Dentistry and Law, special calendars may be adopted for these colleges. These colleges shall prepare calendars at least three years in advance, forwarding them to the Registrar to be presented to the University Senate Council, along with the University Calendar, for processing as per SR 2.1.0. Such calendars shall conform with the University Calendar as nearly as possible. [US: 4/9/01]
- J.** The College of Pharmacy may offer a 15-week Summer Semester.

## 2.1.2 TIMING OF SEMESTERS

### A. Fall Semester

When Labor Day falls on September 1 or 2, classes will start on the Wednesday before Labor Day. When Labor Day falls on September 3, 4, 5, 6, or 7, classes will start on the Wednesday 12 days before Labor Day. The last day of classes will be on a Friday. Final examinations will run for 5 days, Monday through Friday. Final examinations for weekend classes will be administered the weekend before this 5 day period. [US: 12/10/84; US: 3/20/95; US: 4/9/01]

### B. Spring Semester

The Spring Semester classes will start on a Wednesday approximately 26 days after the last day of final examinations for the Fall Semester. When the Fall Semester starts on the Wednesday before Labor Day, the subsequent Spring Semester will begin on January 14, or 15. When the Fall Semester starts a week earlier, the Spring Semester will start on January 9, 10, 11, 12, or 13. The final day of classes will be a Friday. Final examinations will run for 5 days, Monday through Friday. Final examinations for weekend classes will be administered the weekend before this 5 day period. [US: 3/20/95; US: 4/9/01]

### C. Eight Week Summer Session

The Eight Week Summer Session will be scheduled so that classes begin no earlier than June 5th or later than June 12th. [US: 3/20/95]

Fall Sem begins	Labor Day	Spring Sem begins	Eight Week begins
August 27	September 1	January 14	June 11 (June 10 in leap yrs)
August 28	September 2	January 15	June 12 (June 11 in leap yrs)
August 22	September 3	January 9	June 6 (June 5 in leap years)
August 23	September 4	January 10	June 7 (June 6 in leap years)
August 24	September 5	January 11	June 8 (June 7 in leap years)
August 25	September 6	January 12	June 9 (June 8 in leap years)
August 26	September 7	January 13	June 10 (June 9 in leap years)

## 2.1.3 Deviation from Approved Calendar

An adopted calendar can be changed only by action of the University Senate with the following exceptions:

- A. In emergency situations this power is delegated to the Senate Council, with reporting to the University Senate.
- B. Minor changes in a University Calendar may be made by the Senate Council, upon recommendation of the Registrar, and with the further provision that the Senate Council report any such changes to the University Senate.
- C. The President of the University may select one day each semester and one day in the summer to use as a Presidential Convocation.



**2.1.4 Calendar Policy Review**

The Senate Council or an *ad hoc* committee designated by it shall review the University Calendar policy at least once a year and recommend to the University Senate any modifications deemed desirable to meet changing needs.

### **3.0 Section III: Course Numbering System and Curriculum Procedures**

#### **3.1.0 COURSE NUMBERING SYSTEM**

Courses shall be numbered as follows:

001-099	No credit, non-degree and/or developmental courses; [US: 9/10/01]
100-199	Open to freshmen; undergraduate credit only;
200-299	Prerequisite sophomore classification; or consent of instructor; undergraduate credit only;
300-399	Prerequisite junior classification; undergraduate credit only;
400-499	Prerequisite junior classification; undergraduate credit;
400G-499G	Graduate credit for non-majors;
500-599	Prerequisite junior classification; undergraduate and graduate credit;
600-799	Open only to graduate students;
800-999	Open only to students in professional colleges and to students in other colleges offering professional degrees as defined by the Council on Postsecondary Education. [US: 2/13/12]

#### **3.1.1 Exceptions**

Exceptions to the requirements for admission to courses may be made as follows:

- A.** Freshmen and sophomores may be admitted to courses numbered between 300 and 499, upon approval of the instructor and the dean of the student's college. Such approval shall be limited to students who have demonstrated superior ability or preparation.
- B.** Seniors with superior ability or preparation may be admitted to courses numbered between 600 and 799, upon approval of the instructor, the dean of the student's college and the dean of the Graduate School.
- C.** Courses elected on a Pass-Fail basis (see Section 5.1.4 for specifics).

#### **3.1.2 Blocks of Numbers for Certain Courses**

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

- A. 395 Independent Work or Independent Study.** If a department offers more than one such course, numbers lower than 395 shall be used.

- B. 396 Reserved for the University Experiential Education course.**
- C. 399 Departmental field based experiential education courses.** May be repeated to a total of 30 hours. To provide the opportunity for students with the approval of a faculty member and the department chairman--or his/her designee--to earn credit for work-study experience. The student must work with a faculty member to describe the nature of the experience, the work to be performed, 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 the Office for Experiential Education prior to the student's registration for the course. *Bulletin* descriptions of these courses shall include an explicit statement of the need for filling out a learning contract.
- D. 748 Master's Thesis Research.** May be repeated three calendar years (0 credits) [US 3/6/00]
- E. 749 Dissertation Research.** May be repeated three calendar years (0 credits) [US 3/6/00]
- F. 767 Dissertation Residency Credit.** Residency credit for dissertation research after the qualifying examination. Students may register for this course in the semester of the qualifying examination. A minimum of two semesters are required as well as continuous enrollment (Fall and Spring) until the dissertation is completed and defended. (2 credit hours). [US: 2/13/12]
- \* When the Senate approves a new graduate degree program the establishment of the 767 course is automatic, and does not need to be submitted per se through the course approval process. [SREC: 3/28/12]
- G. 768 Residence credit for master's degree.** May be repeated once. (1-6 credits equivalence)
- H. 770-779 Seminar courses.**
- I. 769 Residence credit for doctoral degree.** May be repeated indefinitely. (0-12 credits equivalence)
- J. 790-799 Research courses.**
- K. 880-889 Seminar courses in professional colleges.**
- L. 895-899 Independent work: professional colleges.**
- M.** The following are reserved for enrollments to report numbers in these categories to the Council on Postsecondary Education:
1. **PD 099** Reserved for enrollment of Postdoctoral Scholars and Postdoctoral Fellows

2. **MC 800** Reserved for enrollment of Residents and Clinical Fellows in the health care professional programs

### 3.1.3 Remedial Courses

All remedial courses created by the University Senate shall be designated with the letter R following the course designation and number. No course designated with an R shall count for credit towards a degree at the University of Kentucky. [US: 3/7/88; US: 4/10/00; US9/10/01; SREC: 6/8/06]

### 3.1.4 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, and a corresponding differentiation in expectations. This differentiation is to be accomplished by (i) the completion of additional or distinct assignments by the enrolled graduate students that are consistent with graduate-level scholarship; and/or (ii) 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. [US: 5/5/03]

## 3.2.0 PROCEDURES FOR PROCESSING ACADEMIC PROGRAMS AND CHANGES [US: 11/14/88; US: 10/11/99; US: 5/7/12]

The faculties of educational units or graduate programs initiate proposals for new academic programs and for changes in existing academic programs. Such proposals shall be processed as provided in SR 3.2.

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 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.

### 3.2.1 Definitions

- A. The faculties of educational units or graduate programs initiate proposals for new academic programs and for changes in existing academic programs. Such proposals shall be processed as provided in SR 3.2.
- B. Changes to an academic program include changes to:
  1. the requirements for admission,
  2. the specific courses, the number of credit hours, or other requirements, for a certificate or degree,
  3. a major, minor, area, core, or track within an undergraduate degree,
  4. a core or concentration within a master's degree,
  5. a core or specialization within a doctoral degree (either a research/scholarship doctorate, a
  6. professional practice doctorate, or an advanced practice doctorate),

7. change in mode of delivery (e.g., to a distance learning or correspondence format), because it may be that the nature of the educational material is such that it cannot be delivered in distance learning form without being a substantive change in content
8. the title of a certificate, degree, major, minor, area, core, track, concentration or specialization.

The establishment of a joint degree offering with another institution is considered as an academic program change for the purposes of SR 3.2.

### **3.2.2 Forms to be Used**

Senate Council-approved forms and other mechanisms to initiate proposals for new undergraduate, master's, and doctoral degrees, and for undergraduate, graduate or first professional certificates, or to initiate changes to these academic programs, are available at

<http://www.uky.edu/Faculty/Senate/forms.htm> and shall be used to initiate proposals under SR 3.2. In the case of academic programs in the health care colleges, the initiator of the proposal shall contact the chair of the Health Care Colleges Council (HCCC) or, in the case of the College of Law, the appropriate associate dean, for information on the appropriate proposal submission format.

### **3.2.3 Procedures to be Used**

#### **A. Approval by the Educational Unit Faculty [US: 5/7/12]**

1. The Faculty of the originating educational unit makes the decision whether to approve proposals for new academic programs or changes to academic programs (including changes to the educational unit's University Scholars program and to dual degree programs) (GR VII.A.6(b); SR 3.2.A.3, below). For the Honors Program and UK Core, the "Faculty" within the meaning of this rule is the body identified by the University Senate to perform the educational policy-making functions of the respective program. For graduate programs, "the Faculty" is the voting graduate faculty of that program (SR 3.2.A.4, below). [US: 5/7/12]

In a manner prescribed by the College Faculty Rules, the chair/director shall forward to the College Faculty a proposal arising under SR 3.2. The chair/director's transmittal attests thereby that the proposal has been approved in accordance with the Rules of the Faculty of the originating unit. The chair(s)/director(s) may include separate opinion(s) on the academic merits or on the administrative feasibility of the proposal.

- \* If a program was originally approved for face to face delivery, and the dean later wants it to be delivered in part as 'face to face' and in part as distance learning, then the College Faculty has the role, and not the dean, to determine and approve as to whether the academic content of the program lends itself to delivery in part by distance learning. [RC:3/09/12]

Dual degree programs are simultaneously considered for approval by the respective unit faculties pursuant to the above procedures. One of the department chair(s)/director(s) shall forward the approved proposal to the College Faculty, or, in the case of dual degree programs that cross colleges, to the each College Faculty.

**2.** In cases of proposals concerning undergraduate or professional certificates or degrees, the respective College Faculty makes the decision whether to approve the proposal, in a manner pursuant to its College Rules (GR VII.A.4.(c)). The dean shall forward an approved proposal to the appropriate academic council of the Senate (SR 3.2.B), attesting thereby that the proposal has been approved in accordance with the College Faculty Rules. The dean may include a separate opinion on the academic merits of the proposal (GR VII.B.3). The dean shall include a statement of administrative feasibility. Proposals concerning degree programs, or concerning certificates that report to an office outside of a college, shall also include a statement of administrative feasibility from the Office of the Provost.

Dual degree programs are simultaneously considered for approval by the respective college faculties pursuant to the above procedures. The respective deans may include separate opinions on the academic merits or the administrative feasibility of the proposal. One of the deans shall forward a single dual degree proposal to the appropriate academic council of the Senate.

**3.** In the case of proposals for graduate certificates or degrees, a proposal approved by the Faculty of the graduate program shall be forwarded by the Director of Graduate Studies to the dean of the college that contains the home educational unit of the graduate program. If so prescribed by the College Rules, the proposal may be reviewed by, and advisory opinion added by, faculty committees/councils of that college and by the dean of that college. That dean shall include a statement of administrative feasibility from the perspective of that college administration, and shall also include a statement of administrative feasibility from the Office of the Provost. The Director of Graduate Studies shall then forward the proposal to the Dean of the Graduate School. If the proposal is for new graduate program and is arising from faculty in an educational unit that does not already home a graduate program, then the dean of the college containing that educational unit shall perform the administrative processing roles prescribed in this paragraph for the Director of Graduate Studies.

**4. UK Core Program.** Changes in the UK Core Program need approval of only the Senate's designated UK Core Education Committee prior to submission to the Senate Council and do not need the approval of any other college or academic council. Courses offered as a part of UK Core are processed through regular procedures under SR 3.3. [US: 5/7/12]

**B. Approval by Academic Council** [US: 10/11/99; SREC: 6/8/06; US: 5/7/12]

**1. Jurisdiction.** The dean shall forward the proposal to the appropriate academic council as provided in this subpart SR 3.2.B.1. Responsibility for the

approval of proposals concerning academic programs shall be vested in the appropriate academic council as follows: [US: 5/7/12]

**(a) Health care college professional programs.** Proposals concerning either a professional certificate or a degree program in a health profession that are recommended by a health care college shall be forwarded first to the HCCC. The HCCC shall act for the University Senate to make a final decision to approved such proposals, except when the proposal requires final approval by either the Board of Trustees or the Council on Postsecondary Education, wherein such cases the chair of the HCCC shall recommend the approved proposal to the Senate Council (SR 1.3.4.C).

**(b) Other proposals arising from a health care college.** Proposals for an undergraduate certificate or degree shall be first forwarded to the HCCC if the program involves the students in health care practices. If approved by the HCCC, the chair of the HCCC shall forward the proposal concerning an undergraduate certificate or degree to the Undergraduate Council (subpart c, below). Proposals from health care colleges for graduate certificates or degrees are not processed by the HCCC but shall be processed as in subpart d. [US: 5/7/12]

**(c) Undergraduate certificates and degrees.** All proposals concerning undergraduate certificate or degree programs shall be forwarded to the Undergraduate Council [US: 5/7/12]

**(d) Graduate certificates and degrees.** All proposals concerning graduate certificates and degrees shall be forwarded to the Graduate Council. [US: 5/7/12]

**(e) Transmittals and notifications.** New professional degrees or changes in professional degree programs in the College of Law do not require approval by an academic council and are transmitted by the dean of the College of Law directly to the Senate Council Office. If the curriculum of a professional residency or fellowship program is planned to require 18 or more credit bearing hours of Senate-approved courses this information shall be provided to the Senate Council for reporting to the Council of Postsecondary Education. [US: 5/7/12]

**2.** Within 30 days of initial receipt of the proposal, the academic council(s) will take action on the proposal or notify the college as to the status and reason for delay. The academic council will evaluate the proposal for compliance with rules and regulations, and for its academic merit. When the academic council approves a proposal, the Chair of the academic council shall forward its evaluation and recommendation to the Senate Council. If the academic council disapproves the proposal, the chair of the academic council shall notify the college. [US: 5/7/12]

**3.** The Senate Council Office shall review proposals for new certificates or degrees for compliance with current rules and regulations. In the case of final approvals of proposals by the HCCC, the Senate Council Office shall notify the Registrar and Provost. In the cases of all other proposals, the Senate Council Office shall forward the proposals to the Senate's Academic Programs Committee (SAPC) for review. The SAPC shall submit its evaluation and recommendation to the Senate Council.

**C. Final University Approval** [US: 10/11/99; US: 2/10/03; US: 5/7/12]

**1. New Certificates and Degrees.**

**(a)** The Senate Council shall review the proposal and take appropriate action. If the Senate Council approves the proposal for consideration by the Senate, the Senate Council shall place the proposal on the University Senate agenda for its action.

In the case of new degree-granting academic programs, the Senate shall either (1) approve the proposal and forward it through the University Senate Chair (the President) to the Board of Trustees for final University action, including also a Senate recommendation on the organizational placement of the degree program in a particular home educational unit and college, or (2) shall make the final University decision to disapprove and stop action on that proposal.

In the case of establishment of a new certificate, the Senate shall either (1) make the final University decision to approve the establishment of the certificate, including a recommendation to the Provost on the organizational placement of the certificate in a particular home educational unit and college, or (2) shall make the final decision to disapprove and stop action on that proposal.

In the case of disapproval of a proposal, the Senate Council Office shall notify the college dean that forwarded the proposal. [US: 5/7/12]

**(b)** When a new certificate or degree has received final University approval, the Senate Council office shall notify the Provost, Registrar and other appropriate entities.

**2. Changes to Existing Certificates and Degrees.**

**(a) Posting.** The Senate Council Office shall post proposals to change an existing certificate or degree on the corresponding Senate web site for ten business days. [US: 5/7/12]

**(b) Objections.** Any University Faculty member can raise an objection to a posted proposal through a member of the University Senate. If a Senator raises an objection to the Senate Council and the objection is not resolved, then the Senator may have the issue placed on the agenda of the next regular Senate Council meeting by having five Senators submit an objection to the Senate Council Office. If the Senate



Council deems the objection has merit, then it will place the item on the Senate agenda. The Senate shall be informed about the nature of the objection by information included with the proposal packet. Formal action by the University Senate on the proposal is final Senate action. The Senate Council shall circulate reports of these decisions to the Provost, Registrar and other appropriate entities. [US: 5/7/12]

**(c) Final Approval.** If no objection is raised to the Senate Council Office within ten business days of the posting, then the proposal is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities. [US: 5/7/12]

**3. Changes to the Structure of UK Core.** In the case of proposals involving significant changes in the nature of UK Core, if the Senate Council approves the proposed changes, the Senate Council shall put the proposal on the Senate agenda for action. [US: 5/7/12]

### **3.3.0 PROCEDURES FOR PROCESSING COURSES AND CHANGES IN COURSES** [US: 11/14/88; US 10/11/99; US: 5/7/12]

Applications for initiating new courses, changes in existing courses, or deleting courses, must be processed as provided in this rule. [US: 5/7/12]

#### **3.3.1 Definitions** [US: 5/7/12]

**A.** If changes to a course are being proposed as a part of a new academic program or change to an academic program, then those course changes shall be incorporated into the proposal for academic program change that is processed pursuant to SR 3.2.

**B.** A change in course content that does not affect (i) use of the course to satisfy program requirements; (ii) course number; (iii) course credit hours; or (iv) course title, is not considered as a change to an academic program and shall be processed according to SR 3.3.

#### **3.3.2 Forms to be Used** [US: 5/7/12]

Senate Council-approved forms and other mechanisms to initiate proposals concerning courses are available at <http://www.uky.edu/Faculty/Senate/forms.htm> and shall be used to initiate proposals under SR 3.3. In the case of courses that will be evaluated by the Health Care Colleges Council (HCCC; see subsection 3.3.3.B.1 below), the initiator of the proposal shall contact the chair of the HCCC or, in the case of courses from the College of Law, the appropriate associate dean, for information on the Senate Council-approved proposal submission format.

#### **3.3.3 Procedures to be Used** [US: 5/7/12]

**A. Approval by the Educational Unit Faculty** [US: 5/7/12]

1. The Faculty 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 University Scholars program and in dual degree programs) (GR VII.A.6(b)); SR 3.2.A.3, below). For the Honors Program and UK Core, the "Faculty" within the meaning of this rule is the body identified by the University Senate to perform the educational policy-making functions of the respective program. [SREC 8/18/06; US: 5/7/12]

The department chair/director shall forward to the College Faculty a proposal arising under SR 3.3, in a manner prescribed by the College Faculty Rules. The chair/director's transmittal attests thereby 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. [SREC: 10/25/12]

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 forward the approved proposal to the College Faculty, or, in the case of dual degree programs that cross colleges, to each College Faculty.

2. In cases of proposals concerning courses for undergraduate or professional certificates or degrees, the College Faculty decides whether to approve the proposal (GR VII.A.4(c)). The dean shall forward an approved proposal to the appropriate academic council of the Senate (SR 3.2.B), attesting thereby that the proposal has been approved in accordance with the College Faculty Rules. The dean may include a separate opinion on the academic merits or administrative feasibility of the proposal (GR VII.B.3).

Courses for dual degree programs are simultaneously considered for approval by each College Faculty pursuant to the above procedures. The respective deans may include separate opinions on the academic merits or on the administrative feasibility of the proposal. One of the deans shall forward a single proposal for the dual degree course to the appropriate academic council of the Senate.

3. UK Core Program. Changes in the UK Core Program are submitted by the college first to the Undergraduate Council, before action by the UK Core Education Committee. [US: 5/7/12]

\* Under this rule the Undergraduate Council may opt to use a process in which a course must first be approved by the UK Core Education Committee before action by the Undergraduate Council [SREC: 8/23/12]

**B. Approval by Academic Council [US: 10/11/99]**

**1. Jurisdiction.** The dean shall forward the proposal to the appropriate academic council as provided in this subpart SR 3.3.B.1. Responsibility for the approval of new courses, changes in courses and deletion of courses (except for minor course changes as defined in SR 3.3.3.B.1.F, below), shall be vested in the appropriate academic council as follows: [US: 5/7/12]

**(a) Health care college professional programs.** Proposals concerning courses for either a professional certificate or a degree program in a health profession that are recommended by a health care college shall be forwarded first to the HCCC. The HCCC shall act for the University Senate to make a final decision to approve such proposals.

**(b) Other proposals arising from a health care college.** Proposals for courses concerning an undergraduate certificate or degree shall be first forwarded to the HCCC if the program involves the students in health care practices. If approved by the HCCC, the chair of the HCCC shall forward the proposal to the Undergraduate Council (subpart (c), below). Proposals for graduate certificates or degrees from health care colleges are not processed by the HCCC but shall be processed as in subpart (d). [US: 5/7/12]

**(c)** The Undergraduate Council decides whether to approve all proposals concerning courses which may be used for credit toward an undergraduate certificate or degree. The role of the Undergraduate Council is only to recommend when courses are numbered 500-599. The chair of the Undergraduate Council shall forward that recommendation to the Graduate Council.

**(d)** The Graduate Council shall decide whether to approve all proposals concerning courses which may be used for credit toward a graduate certificate or degree. The role of the Graduate Council is only to recommend on courses numbered 400G-499G or in changing a course numbered 500-599 to a course numbered 400-499. The chair of the Graduate Council shall forward that recommendation to the Undergraduate Council.

**(e)** Where the recommendation of the Undergraduate Council on a 500- 599 level course is in disagreement with the decision of the Graduate Council, or in the case when the Graduate Council's recommendation on a 400G-499G level course is in disagreement with the Undergraduate Council, the matter shall be referred to the Senate Council for a decision.

**(f)** Positive recommendations on proposals by an academic council, and all recommendations by the UK Core Education Committee, shall be forwarded by the chair of the council or committee to the Senate Council.

**(g)** If, in the judgment of an academic council a proposal concerning a course constitutes a major change in an academic program, then the chair of the academic council shall return the proposal to the college for processing as a program change (SR 3.2).

(h) All other new courses or changes in courses will be approved by the Senate Council only.

**C. Final University Approval by the Senate** [US: 10/11/99; US: 2/10/03; US: 5/7/12]

1. **Posting.** The Senate Council will provide University-wide notice of approval of proposals on courses by academic councils or the UK Core Education Committee by a posting on a Senate web site for ten business days.
2. **Procedure for handling objections to posted course proposals.** Any University Faculty member can raise an objection to a posted proposal through a member of the University Senate. If a Senator raises an objection to the Senate Council and the objection is not resolved, then the Senator may have the issue placed on the agenda of the next regular Senate Council meeting by having five Senators submit an objection to the Senate Council Office. If the Senate Council deems the objection has merit, then it will place the item on the Senate agenda. The Senate shall be informed about the nature of the objection by information included with the proposal packet. Formal action by the University Senate on the proposal is final. The Senate Council shall circulate reports of these decisions to the Provost, Registrar and other appropriate entities. [US: 5/7/12]
3. **Final Approval.** If no objection is raised to the Senate Council Office within ten days of the posting the proposal, then it is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities. [US: 5/7/12]

**D. 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.

**E. Replaced Courses**

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

**F. Exception for Minor Changes** [US: 10/11/99]

**1. Procedure.** If a proposed course change meets the criteria of a minor change below, then the dean of the college shall forward the course change form directly to the Chair of the Senate Council for approval. If the Chair of the Senate Council concurs that the proposed change meets the criteria for a minor change, then the Chair of the Senate Council shall notify the Registrar's Office and the dean of the college originating the proposal. If the Chair of the Senate Council Chair believes the change is not minor, then the Chair of the Senate Council shall return the proposal to the dean of the college originating the proposal, for processing through the procedure for regular course approval.

**2. Definition.** A request may be considered a minor change if it meets one of the following criteria:

- (a) Change in number within the same hundred series. For the purpose of this rule, courses numbered 600 to 799, and 800 to 999, are respectively considered to be in the same hundred series;
- \* The change of a 400G course to a 400 course by the program that 'homes' the course is a major course change because there may be other programs that do or plan to use that course in their own programs. [SREC: 3/28/12]
- (b) an editorial change in the course title or description which does not imply change in content or emphasis
- \* When a change in course prefix is made necessary by prior Senate approval of a change in the name of the associated academic program or a change in the name of the educational unit, the change to a completely new course prefix may be considered a minor change when the following standards are met: (1) there is no change in course content or emphasis; (2) there is no change in the 'hundred series' of the course number; and (3) there is no change of the educational unit responsible for the course. [SREC: 6/23/11]
- (c) 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)
- (d) a new cross-listing or a change in the cross-listing status of a course, as described above
- (e) correction of typographical errors.

### **3.3.4 Automatic Deletion of Courses from Bulletin**[SREC: 11/14/88]

**A.** If any course has not been taught within a four-year period, the Registrar shall remove the description of the course from the University *Bulletin*. A course so removed from the *Bulletin* shall remain in the Registrar's inventory of courses for an additional four years (unless the college submits a course deletion form to the Registrar

requesting deletion of the course). During the additional four-year period, the college may offer the course and, if it is taught, the Registrar shall restore its description to the University *Bulletin*. If it is not taught within the four-year period, the course shall be removed from the Registrar's inventory of courses. [US: 2/10/86]

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

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

### **3.4.0 PROCEDURES FOR CONSOLIDATION, TRANSFER, DISCONTINUATION, OR SIGNIFICANT REDUCTION OF ACADEMIC PROGRAMS AND/OR EDUCATIONAL UNITS [US: 11/10/03]**

#### **3.4.1 Role of the University Senate in the Creation, Consolidation, Transfer, Closure, or Significant Reduction of an Academic Program or Educational Unit**

In accordance with the principles established by the Board of Trustees in its Governing Regulations (GRs), and in accordance with requirements of CPE and SACS, the University Senate:

- (1) Approves for transmittal to the Board of Trustees, through the Provost/President, proposals to create or close degree-granting academic programs, (GR IV.C.2);
- (2) Is responsible for all other decisions on the academic status or content of academic programs (GR IV.C.2; GR IV.C.3);
- (3) Must be consulted for its recommendation on proposals concerning the University's academic organization (GR IV.C.5; GR VII); and
- (4) May opt to advise the Provost and President on matters concerning physical facilities, personnel and other resources when these may affect the attainment of educational objectives (GR IV.C.6)

A recommendation to consolidate, transfer, close, or significantly reduce an academic program or educational unit may be made by the program faculty, Department Chair/School Director, Dean, Provost, or President. Before such a recommendation is acted upon, and whether or not it is likely to entail the termination or the transfer of faculty, the proposal must be considered by the University Senate (GR IV.C.1, 2, 5; GR VII). This necessitates submission of such proposals to the Senate Council for presentation to the University Senate.

### **3.4.2 Procedures Governing Creation, Consolidation, Transfer, Closure, or Significant Reduction of an Academic Program or Educational Unit**

#### **A. University Senate Review Submission Procedure**

**1. Proposals Initiated by Program/Unit Faculty.** Proposals initiated by the faculty of the academic program or educational unit shall follow the procedures established in the University Senate Rules and/or those established by that unit.

**2. Proposals Initiated by the Department Chair/School Director.** Proposals initiated by the Department Chair/School Director will follow the existing procedures established by the respective unit for program or educational unit change and then be referred via the Dean (in keeping with College level procedures) to the Senate Council. The Department Chair/School Director will use the Senate-approved routing form to include evidence of compliance with existing unit procedures for (a) faculty approval of proposals for significant reduction to an academic program,, or for (b) faculty advisement on proposed changes to academic organization.

**3. Proposals Initiated by the Dean.** Proposals initiated by, or forwarded to, the Dean will follow the existing procedures established by that college for academic program or educational unit change, and then be referred via the Dean to the Senate Council. The Dean will use the Senate-approved routing form to include evidence of compliance with existing college procedures for (a) faculty approval of proposals for significant reduction of an academic program, or for (b) faculty advisement on proposed changes to academic organization.

**4. Proposals Initiated by the Provost, Vice President for Research, or President.** Proposals for academic program change administratively initiated by or through the Provost, Vice President for Research, or President will follow the existing procedures established by the affected college, or by the program faculty, for academic program change, using the Senate-approved form. Proposals administratively initiated by or through the Provost, Vice President for Research or President but concerning the creation of or change to an educational unit shall be processed to the Senate Council, and are expected to include the considerations in SR 3.3.2.1.A.5. The proposal must be submitted to the Senate within 12 months from when the unit faculty was last consulted.

**5. Administrative Consultation with Faculty on Infrastructural Issues.** A submitted proposal is expected to include a full accounting by the respective dean(s) and Provost of the disposition of faculty, staff and resources (financial and physical), including willingness of donating units to release faculty lines for transfer to a different educational unit, in addition to consultation with the faculty of the unit to which the faculty lines are proposed to be transferred. The department chair and dean ought to address (and the proposal ought to document) the viewpoints and votes of unit faculty and department/college committees. The proposal is expected to include letters of support (or opposition) from senior faculty or administrators, and where helpful supporting letters from outside the University.

**6. Definition of Significant Reduction of an Academic Program or Educational Unit.** For the purposes of SR 3.3.2.1, the academic decision to temporarily suspend admissions to a Senate-approved academic program for longer than a single year is a ‘significant reduction,’ which must be forwarded to the Senate for approval. An academic decision to suspend admissions to a Senate-approved academic program for not longer than one year may be made by the final decision of the college faculty, pursuant to the established college faculty rules document. Proposals to create a new academic program, or to make changes to an academic program that are not a “significant reduction” of the program, are processed pursuant to SR 3.2.0. A college faculty may opt to have an issue concerning temporary suspension of admissions to an academic program forwarded to the Senate Council for Senate consideration.

All proposals for changes to academic organization must be processed through the University Senate, pursuant to the procedures in this rule (GR IV.C; GR VII). For the purposes of initiating the procedures here under SR 3.3.2, the initiator of the proposal concerning changes in infrastructural support for an educational unit or for an academic program has the responsibility for determining that the proposed infrastructural change that impinges on the attainment of educational objectives is a “significant reduction.” In making that determination, the initiator of the proposal should consult with the members of the affected units.

**7. Definition of an Educational Unit.** Senate Rule 3.3.2.1 complies with the definition of the Board of Trustees that the educational units of the University are colleges, schools, departments, graduate centers, interdisciplinary instructional programs, and multidisciplinary research centers/institutes (GR VII.A.1).

**B. University Senate Review Procedures.**

1. The Senate Council will refer the proposal to an appropriate University Senate committee (e.g., the Undergraduate Council, the Graduate Council, the Health Care Colleges Council, , the Academic Organization and Structure Committee, the Academic Programs Committee, or an ad hoc committee convened by the University Senate Council). The committee will review the proposal and its effect on faculty, students, and staff. The review shall involve primarily academic considerations such as the following, (not in any order of priority or preference). Other factors may in addition be considered as the respective committee/council(s) deem appropriate.

**(a) Academic Program Considerations for Proposals to Consolidate, Transfer, Close, or Significantly Reduce an Academic Program**

- i. The centrality of each program or course of study to the mission of this institution or to the mission of the college, school, or department within which it is located;
- ii. The academic strength, productivity and quality of the academic program or unit, and of its faculty;



- iii. The importance of the academic program to the state or region in terms of its cultural, historic, political, economic, or other social resources;
- iv. The importance of the program to the state or region in terms of its geologic, geographic, environmental, or other natural resources;
- v. The relationship of the academic program and the work done therein to some essential program or function performed at this institution;
- vi. The current student demand and projected enrollment in the subject matter taught in the program or unit;
- vii. The current and predicted comparative cost analysis/effectiveness of the program;
- viii. The duplication of work performed in the academic program by work done in other programs or departments at other public institutions of higher education elsewhere within the Commonwealth of Kentucky; and
- ix. The academic policies of the program faculty that are made necessary by, or in response, to requirements of governmental or accrediting bodies (GR IV.C.1).

**(b) Academic Infrastructural Considerations for Proposals to Create, Consolidate, Transfer, Close or Significantly Reduce an Educational Unit, or to Transfer an Academic Program to a Different Educational Unit**

- i. The current and proposed structural organization of the unit.
- ii. How the structural change involves other units and fits with department, college, and/or university objectives and priorities.
- iii. How this structural change affects the position of the unit relative to state and benchmark institutions, and to SACS/CPE/professional accrediting bodies (GR IV.C.1).
- iv. How the new structure will be evaluated as meeting (or not) the objectives for forming the new structure, including the timing of key events.
- v. How the new structure will impact plans for student recruitment, enrollment, education, and competitiveness.

vi. The qualifications of the key unit personnel, and where appropriate the processes for searching for an interim leader or unit chair/director.

vii. The faculty/staff to be associated with the unit, allocation of DOE for unit activities, tenured/tenure eligibility, joint faculty, voting rights in policy-making, etc.

2. Before the respective committee completes its report and recommendations, it shall examine any program review report prepared within the previous 3 years; if no such report exists, the Senate Council will request that the Provost conduct a review of the academic program or educational unit as expeditiously as appropriate (not to exceed 6 months, excluding summer). The committee will also conduct at least one open hearing at which any employee or student affected or concerned about the proposed action may make written submissions or oral presentations. The open session(s) are for the purpose of obtaining information. They are not intended as an adversarial or adjudicatory process.

3. The committee/council shall share with the academic program or educational unit and the affected faculty therein any information and documents it may obtain during its review of the proposal. It will endeavor to do so at least ten (10) working days before any meeting (see item 2 above) with the academic program/educational unit and affected faculty. Within the above framework, the committee/council may establish such additional procedures, including time limitations and rules for relevance, as it determines necessary to proceed in an ordered and efficient manner.

4. Upon completing its review, the committee/council may recommend modifications to the proposal, acceptance of the proposal as submitted, or rejection of the proposal.

5. The respective committee/council shall forward its recommendations to the University Senate through the Senate Council. The University Senate shall make, as appropriate, either a final academic decision on the proposal, or a recommendation to the Provost.

### **C. Procedures Following University Senate Review**

1. **Proposals Concerning Changes to Academic Programs.** When the University Senate acts pursuant to SR 3.3.2.1 to either (a) make the decision to academically approve the closure of a degree program or (b) make the final academic decision for the University on any other proposal concerning an academic program, it shall notify the Provost of its decision. In the case of a University Senate decision to close a degree program, the Provost shall forward the University Senate's recommendation to the President for transmittal to the Board of Trustees.

2. **Proposals Concerning Creation, Consolidation, Transfer, Closure or Significant Reduction of an Educational Unit.** The University Senate shall

transmit its recommendation on the proposal concerning the University's academic organization to the Provost.

**3. Proposals Concerning Transfer of an Academic Program to a Different Educational Unit.** The University Senate's recommendation on a proposal to transfer a degree program to a different educational unit is processed as described in 2.b, below. For a proposal to transfer programs leading to a certificate to a different educational unit, if the transfer will move the academic program to a different unit within the same college, the Provost shall either make the final administrative decision or may delegate to the Dean of that college the authority to make the final administrative decision. If the transfer will move the academic program outside of its current college, the Provost will make the final University administrative decision

**4. Proposals Concerning the Creation, Consolidation, Transfer, Discontinuation or Significant Reduction of an Educational Unit.** The Provost may submit the recommendation on the proposal forwarded from the University Senate to the President for approval, terminate further consideration of the proposal, or make modifications to the proposal. In the latter case, the Provost, as a University Senate member, must include the University Senate's recommendation when submitting the modified proposal to the President, the Chair of the University Senate, for consideration. The Senate Council may ask the Provost to explain the rationale for modifications to the proposal that the Provost had made. The President may approve the proposal and recommend it to the Board of Trustees, or refer the proposal to the Provost and/or University Senate for additional considerations, or disapprove and stop the proposal, unless the University Senate expressly requests that the proposal be presented to the Board.

Final notification to the President of the decisions or recommendations of the University Senate shall be made within a maximum period of 120 days (excluding May 16 through August 15) from the time the recommendation was submitted to the Senate Council. All proposals for creation, consolidation, transfer, closure, or significant reduction of an academic program or educational unit will be reviewed by the President within 60 days (excluding May 16 through August 15) of the submission of this notification to the President .

**D. Rules Governing Academic Program or Educational Unit Change**

When an academic program or educational unit is to be consolidated, transferred, closed, or significantly reduced, every effort should be made to phase it out over a period of time, with due notice to the students and with due regard for the contractual rights of faculty whose appointments will be affected.

**1.** Students whose access to required course offerings are adversely affected by academic reorganization should be afforded reasonable opportunities to complete their required course work either at this institution or through cooperative arrangements and transfer of credit from other colleges and universities both within and outside Kentucky.

**2.** Tenured and tenure track faculty, including full time Instructors, on lines in programs that are discontinued or transferred shall be reassigned to teaching,

research, extension, clinical, librarian or service activities in related academic programs or educational units or to administrative duties (if they are qualified for the position and where the need exists for such duties), in accordance with Governing Regulation X.B.1.e, and X.B.1.f, and while maintaining or increasing their current salary. Similar consideration shall be accorded lecturers who have accumulated more than seven years continuous full-time service.

**3.** In no instance shall an eliminated academic program or educational unit be re-established at the University of Kentucky within two years without offering reappointment to all former faculty members whose academic appointments with the University had been affected thereby for reasons of financial exigency.

**3.4.3 Procedures Governing Creation, Consolidation, Transfer, Discontinuation, or Significant Reduction of Other Educational Units (e.g. multidisciplinary research centers or institutes; interdisciplinary instructional programs)**

"Other educational units" include those that are engaged in multidisciplinary research or interdisciplinary instruction, whether or not such programs lead to a degree or are ones in which work done by students is awarded academic credit. Examples of the latter would be multidisciplinary programs that include work conducted at centers or institutes. Proposals concerning these programs will follow the procedures outlined above as appropriate.

## **4.0 Section IV: Rules Relating to Admission to the University**

### **4.1.0 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, religion, sex, marital status or national origin. [US:2/14/77] All applicants for admission to the University, and all University students who have not been enrolled for one or more semesters, must submit to the Admissions Office an official application for admission and supporting documents as described below:

- A.** Applications for admission and supporting documents must be submitted by the deadlines published in the University Calendar.
- B.** This requirement shall not apply to University students taking summer work elsewhere who are enrolled in the University for the preceding spring and following fall semesters, except that these students must submit to the University Registrar's Office official transcripts of such summer work; [US 4/10/00]
- C.** The professional colleges, with the approval of the Director of Admissions, may set deadlines earlier than those set generally for the University.
- D.** Applications for admission or readmission must be supported by official transcripts of all college work attempted elsewhere.
- E.** Every student whose native language is other than English and who is not a citizen of the United States [RC/US transmittal: 12/9/87] is required to take the Test of English as a Foreign Language (TOEFL) prior to approval for admission. ("Native language" is defined as an individual's first acquired language of communication.) 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 native language.
- F.** All students who present one 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 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 units of a foreign language in high school may not receive degree credit for the first semester of that language in the University.

### **4.2.0 ADMISSION REQUIREMENTS**

#### **4.2.1 UNDERGRADUATE COLLEGES**

Students who satisfy the basic admission requirements may register in any undergraduate college at the University except as additional entrance requirements are hereinafter stated.

The University of Kentucky prefers that applicants for admission shall have taken the ACT examination. Applicants may be considered for admission, however, on the basis of Scholastic Aptitude Test (SAT) scores. The Director, Undergraduate Admissions and University Registrar shall establish annually an appropriate equivalency table of total SAT and ACT composite scores to be used with the established lower division selective admissions criteria. After approval by the Admissions Advisory Committee, this table shall be used by the Admissions Office in judging the acceptability of otherwise qualified applicants. [US: 4/8/85; 4/14/97]

All new freshman and transfer students are required to attend an Advising Conference as assigned at the time of admission unless excused by permission of the Director, Undergraduate Admissions and University Registrar in special circumstances and emergencies. [US: 2/10/86]

The University's complete undergraduate admissions policy and all associated academic standards shall be reviewed by the Senate during the 1989-90 academic year. [US: 4/28/86]

**4.2.1.1 Basic Lower Division Selective Admissions** [US: 11/12/90; US 4/14/97]

**A.** The Senate's Admissions Advisory Committee (SAAC) is a standing committee of the University Senate. The voting members of the Committee are the Director, Undergraduate Admissions and University Registrar, the Chair of the Senate Committee on Admissions and Academic Standards, one student appointed by the Senate Council, and three additional faculty appointed by the Senate Council to staggered three-year terms. Ex officio, non-voting members of the Committee include the Associate Provost for Undergraduate Education, the Associate Registrar, and the Director of the Office of Institutional Research. Representatives of other campus units whose expertise may be deemed necessary and appropriate may be invited by the Chair to serve as ex officio, non-voting members of the Committee. The committee must be chaired by one of the three appointed faculty members. In the case of a tie vote, the vote of the chair shall prevail.

The SAAC is responsible for recommending admissions policy within general guidelines established by the University Senate. The SAAC will:

1. Adopt an admissions management system, as described in section (B).
2. File a written report recommending to the Provost admissions objectives such as average ACT scores and desired size of each year's entering Freshman class. A copy of the report shall be presented to the Senate Council.
3. The Committee will establish internal automatic admission criteria for both Early Decision and regular, full consideration admission.
4. Upon the recommendation of the Director, Undergraduate Admissions and University Registrar, approve any warranted deviations from the initial internal admissions criteria.

5. After consultation with the Director, Undergraduate Admissions and University Registrar, the AAC may recommend closing admissions on any of the following bases: (1) the desired class size has been reached; (2) the class is large enough given existing constraints; and (3) admissions objectives other than class size have been achieved.
  6. Establish guidelines for the decisions of the Exceptions Committee.
  7. Request the Provost provide specific data on admissions, enrollment, and student performance in the Provost's annual report to the Senate.
  8. Request specific other data from the Director, Undergraduate Admissions and University Registrar s for use in establishing or evaluating admissions policy.
  9. Review and analyze the information provided by the Provost and the Director, Undergraduate Admissions and University Registrar and disseminate the results of its review and analysis to the academic units.
- B.** The SACC will adopt an Admissions Management System.
1. The Admissions Management System will use the automatic admissions criteria established by the SACC. The University will publish the range of ACT and SAT scores, and grade point averages, which secured admission in the previous year's freshman class.
  2. The automatic admissions criteria will include not only high school grade point average (HSGPA), SAT, and ACT composite score, but class rank, degree of difficulty of courses, and ACT subsection scores, or any other criteria or characteristics that provide insight into an applicant's potential for academic success at the University.
  3. However, students with either an ACT score below 18 or an HSGPA which is less than 2.0 will be automatically denied admission and may be admitted only through the exceptions procedures.
  4. At least ninety percent (90%) of all freshman admissions will be made according to the automatic acceptance criteria.
  5. Admissions criteria will contain an exceptions procedure for two types of applicants:
 

**Internal exceptions procedure:** for those prospective students who have certain diversity characteristics not present in the pool of students admitted by automatic admissions – criteria (see subsection a, below) and **External**

**Exception Procedure:** for those students whose applications for admission have been rejected under the automatic admissions criteria (see subsection b, below).

    - (a) **Internal Exceptions Procedure.** The SAAC will identify characteristics not adequately represented in the pool of students

admitted under the automatic admissions – criteria. The Assistant Provost for Enrollment Management will forward the files of candidates having those characteristics and a reasonable academic record to the SAAC for consideration before the candidate is notified of an admissions decision. If the SAAC determines that the candidate has a reasonable chance of success, admission will be granted unless the desired class size or other critical admissions objectives have been met.

**(b) External Exceptions Procedure:** The SAAC will continue to function as the appeals board for all candidates whose applications were rejected. Applications considered under this External Exceptions Procedure will be handled in accordance with whether or not the candidate is a freshman applicant with a HSGPA is 2.0 or higher.

i. The Assistant Provost for Enrollment Management will review the files of the candidates who do not meet the automatic admission criteria established by the AAC, but who offer HSGPA of 2.0 or higher. The Assistant Provost, within the exceptions parameters established by the AAC, may use his/her discretion to offer admission to freshman applicants whose credentials indicate a reasonable potential for success at the University.

ii. A rejected applicant who is not a freshman applicant or whose HSGPA is not 2.0 or higher may petition to the AAC for admission due to a) significant non-academic personal achievement; b) diversity; c) unusual situations affecting academic performance; or d) outstanding potential for contributing to or benefiting from an education at the University. The SAAC decision under this appeal stage constitutes the final University decision on the application.

6. The following admissions deadlines are established:  
November 1, for Early Decision applications  
February 15, for regular, full consideration applications  
August 1, for the submission of all documents.  
(June 1, for participation in the summer advising conference).

Students who apply after the deadline for full consideration will be admitted only as enrollment goals permit. The Vice Provost for Enrollment Management will annually report to the Senate Council statistics on the incidence and number of students admitted who applied after February 15.

These deadlines apply to both transfers and entering students. Applications received after February 15 may be rejected even if they demonstrate better qualifications than some already admitted.

An exemption from the August 1 deadline may be granted to non-degree students who enroll for no more than eight (8) credits. These students may enroll through the Evening Weekend Program, at the registration conducted before the opening of classes.



The AAC may change these deadlines, based on future experience.

**C. Pre-College Curriculum** [US: 3/21/83; 11/10/86; 11/12/90; SC 10/15/01]

To be admitted to the University of Kentucky in the fall of 2002 or later under the admission policy outlined above, an applicant must have completed successfully the following high school courses as a minimum:

Science – 3 credits required

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

English/Language Arts – 4 credits required

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

Mathematics – 3 credits required

Algebra I, Algebra II, Geometry

(see note below on substitutions)

Social Studies – 3 credits required

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

Health – ½ credit required

Physical Education – ½ credit required

History and Appreciation of Visual, Performing Arts – 1 credit required

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

Electives – 7 credits required (5 rigorous)

Recommended strongly: 1 or more courses that develop computer literacy

Total credits: 22

15 required credits; 7 elective credits (2002)

In 2002, 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 the course covers or exceeds the minimum required content.

Rigorous electives should have academic content at least as challenging as that in courses required in the minimum high school graduation requirements. These electives also should be in social studies, science, math, English and language arts, arts and humanities, foreign language, and, above the introductory level, in agriculture, industrial technology, business, marketing, family and consumer sciences, health sciences, and technology education and career pathways. Electives in physical education and health are limited to one-half unit each.

(In addition, the University Senate recommends that high school students complete at least two years of a foreign language.)

1. An applicant who is otherwise eligible for automatic admission under 4.2.1.1 a., but has no more than one course deficiency in no more than two (2) of the subject areas of the University's pre-college curriculum requirement may be considered in compliance with the requirement and admitted automatically on the basis of a compensating score of 21 or higher on the ACT sub-test corresponding to each subject area deficiency.
2. An applicant who is otherwise eligible for admission to the University and has no more than one course deficiency in no more than two (2) of the subject areas of the University's pre-college curriculum requirement but does not have a compensating score of 21 or higher on the ACT sub-test corresponding to each subject area deficiency may be considered for admission through the existing provisions of 4.2.1.1.B.
3. An applicant who has more than one course deficiency in any subject area or has course deficiencies in more than two (2) of the subject areas of the University's pre-college curriculum requirement will be automatically rejected for admission.

**D. High School Non-graduates**

The Admissions Committee may also consider students who have not graduated from high school if they have had no previous college work, and can demonstrate through ACT scores and other evidence that they are prepared to do the work required.

The condition of graduation from high school may be waived for superior students with appropriate recommendations from their high school counselors or teachers. The academic criteria for admission under these conditions shall be established by the Director, Undergraduate Admissions and University Registrar subject to approval of and revision by the Senate Council.

**E. Prospective Student Athletes Receiving Athletics-Related Aid**

Student-athletes, as identified by the Director of Athletics, who do not meet established standards for automatic acceptance but do meet Southeastern Athletic Conference (SEC) and National Collegiate Athletic Association (NCAA) academic requirements for freshman eligibility shall be eligible for admission. Such student-athletes shall be admitted pursuant to policies established by the AAC. Student-athletes who do not meet SEC and NCAA academic requirements for freshman eligibility may be admitted only through the provisions of sections 4.2.1.1.B., above. [US: 3/21/83 & BoT: 5/3/83; US: 4/28/86; 11/12/90; 10/11/93]

**F. Transfer Students**

Students at other colleges or universities, including Lexington Community College will be permitted to transfer to the University of Kentucky if they meet one of the following criteria: [US 4/10/00]

Students who would have been automatically accepted at the time they entered the first institution attended will be allowed to transfer at any time to UK provided they have a cumulative GPA of 2.0 or better for all work attempted at the last institution attended, if they have attempted at least twelve credit hours (or the equivalent thereof) at that institution. [US: 3/11/85; SREC: 11/20/87]

A student who would not have been automatically accepted but has completed 24 semester hours or more and achieved a cumulative GPA of 2.0 or better for all college and university work attempted and has a cumulative GPA of 2.0 or better for all work attempted at the last institution attended will be allowed to transfer to UK. [US: 3/11/85]

### **G. International Students**

Undergraduate international student applicants with a TOEFL score of 525 or above may be admitted. An applicant with a TOEFL score below 525 may be admitted if other factors such as previous academic record, interviews and other English tests indicate that the applicant will be academically successful. Decisions concerning admission of applicants with scores below 525 shall be made by the Admissions Committee. International students who are not admissible to the University due to their level of competency in English may apply to the University Center for English as a Second Language for instruction before applying to the University itself. Admission to the programs administered by this center does not guarantee future admission to the University. [US: 3/21/83 & BoT: 5/3/83]

#### **4.2.1.2 Admission to Advanced Standing [SREC: : 6/8/06]**

Applicants for admission must present evidence that they are in good standing in every respect in the institution they last attended. At no time shall college or university records be disregarded to admit an applicant solely on the basis of his/her high school records. Credit hours for courses accepted from a junior college, or other two year colleges or branches, shall be limited to a maximum of 67 semester hours, except for 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 grade point average of 2.0 or an average of C in all previous course work. [US: 12/13/82]

All collegiate level work taken at a fully accredited college or university is recognized credit hour for credit hour except that the dean of a college may require validation by appropriate means of course equivalencies or applicability toward degree requirements for more specialized courses. In order to be classified as fully accredited, a college or university must be a member of one of the six regional accrediting associations, such as the Southern Association of Colleges and Schools. Advanced standing from an unaccredited US college or university may be obtained by special subject examinations. [US: 12/13/82; US: 2/11/91]

#### **4.2.1.3 NON-DEGREE STUDENTS**

##### **4.2.1.3.1 Goal [US: 10/11/93]**

The goal of the University of Kentucky policy for non-degree students is to provide appropriate access to academic courses for students who would like to continue their education, but who do not wish to seek a degree. Although degree seeking students should have top priority in terms of utilization of University resources, the University does wish to provide access to these resources on a space available basis for non degree seeking students. This policy will provide reasonable access to a broader range of students without unnecessarily limiting University resources for degree seeking students.

Non-degree status affords an opportunity for individuals to pursue lifelong learning without the structure of degree seeking status and is consistent with the educational mission of this University. [US: 10/11/93; US: 4/13/98]

Most non-degree students are considered "Lifelong Learners" and include the following groups: Donovan Scholars, students who have already earned degrees and non-traditional students who wish to begin their studies as non-degree students in order to be considered for degree seeking status later. Other students eligible to enter the University in a non-degree status include visiting students from other colleges and universities, high school students of exceptional ability, and other students in special circumstances as determined by the Director, Undergraduate Admissions and University Registrar. [US: 10/11/93]

#### **4.2.1.3.2 Rules Governing Admission of Non-Degree Seeking Students [US: 10/11/93]**

To be admitted as a non-degree student, an applicant must meet the following criteria: the high school class of a non-degree applicant must have graduated at least two years prior to the applicant's anticipated semester of enrollment unless the applicant will be on active military duty during his/her tenure as a non-degree student or the applicant has been admitted by exception according to IV, 4.2.1.1. [US: 10/11/93]

Applicants who have been denied admission as degree seeking students may **not** in turn be enrolled as non-degree seeking students. [US: 10/11/93; US: 4/13/98]

Former University degree seeking students generally will not be enrolled as non-degree students without having earned an undergraduate degree. [US: 10/11/93]

University students under academic or disciplinary suspension may not be enrolled as non-degree students. [US: 10/11/93; US: 4/13/98]

Students currently under suspension at other institutions may not be enrolled as non-degree students at UK. Failure to disclose a current suspension may result in forfeiture of eligibility for future enrollment. [US: 10/11/93; US: 4/13/98]

Students are strongly encouraged to submit transcripts of high school or prior colleges at the time of admission in order to facilitate advising about appropriate coursework. [US: 10/11/93; US: 4/13/98]

#### **4.2.1.3.3 Rules Governing Enrollment of Non-Degree Seeking Students [US: 10/11/93]**

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

No student may continue to enroll as a non-degree 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 student will be evaluated for applicability toward a degree by the dean of the college in which the student will be enrolled. Most colleges provide administrative oversight of their non-degree students. Non-degree students whose registration status does not reflect affiliation with a particular college will come

under the purview of the Associate Provost for Undergraduate Education. Successful completion of course work as a non-degree 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 student. [US: 3/12/84; 10/11/93; US 4/13/98]

**4.2.1.3.4 Changing Status from Non-Degree to Degree Seeking** [US: 10/11/93]  
Applicants who have earned fewer than 24 semester credit hours at this University must meet the University's standards for automatic acceptance as first-time freshmen. Students who have earned 24 semester hours at UK may apply for degree seeking status and will be considered as transfer students for admission purposes. [US: 10/11/93; US: 4/13/98]

High school students who have enrolled continuously at the University and who have earned more than 24 semester credit hours in total in the course of a University of Kentucky dual credit program (including credit for prior assessment) will be considered as first-time freshmen when first changing their status from non-degree- to degree-seeking. [US: 3/19/12]

**4.2.1.3.5 Procedures** [US: 10/11/93]  
Evening-Weekend non-degree students may apply for enrollment until noon on the Saturday before classes begin each semester, although they are strongly encouraged to do so much earlier. It is preferable for students to submit applications no later than two weeks before the beginning of classes. This will provide students with maximum flexibility in making the decision to enter the University and allow sufficient time for advisors to provide appropriate and accurate advice to non-degree students and to ensure that course prerequisites have been met. [US: 10/11/93]

Non-degree students who wish to take day classes must meet regular admission deadlines for each term. They are encouraged to participate in academic advising each semester. Advisors will be assigned to these students. [US: 10/11/93]

All non-degree students who wish to continue after their first semester are expected to participate in advance registration for the following semester. [US: 10/11/93]

**4.2.1.4 Admission as an Auditor**  
By payment of the required fees, any person may be admitted to a class or classes as an auditor. An individual who is admitted to the University as an auditor may not change from audit to credit. A student regularly enrolled in any college must apply to the dean of the college in which the student is registered in order to be an auditor. Other persons should apply to the Admissions Office.

## **4.2.2 SPECIFIC UNDERGRADUATE PROGRAMS**

**4.2.2.1 Admission to College of Nursing** [US:4/12/82; US:3/10/86; US:10/14/91; US: 2/13/95; US 4/10/00]  
The College of Nursing (CON) enrollment will be composed of four-year students, associate degree nursing graduates and diploma nursing school graduates. 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 a 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. Admission criteria for four types of students are presented below:

**A. Criteria for Admission to the 4-year BSN Program Include:** [US 4/13/98; US 4/10/06; US 2/8/10]

**1. Freshman Student**

Students will be admitted as freshman to a prenursing curriculum based on the following criteria:

- (a) high school grade point average of 2.75 or above on a 4.0 scale
- (b) meeting criteria for selective admission to the University of Kentucky as established by Rule 4.2.1.1

The College of Nursing guarantees admission into the nursing curriculum to incoming freshmen who have a 28 ACT composite score (or the corresponding SAT score) and a 3.50 high school GPA, and who maintain a 3.25 cumulative GPA, both overall and in their science courses, each semester in their first year at the University.

**2. Selection for admission to the nursing curriculum will occur at the sophomore level for all students based on the following criteria:**

- (a) a minimum cumulative grade point average of 2.75;
- (b) a minimum cumulative grade point average of 2.75 in science courses;
- (c) a grade of "C" or better in all required prenursing courses;
- (d) completion of an approved Medicaid Nurse Aid training program;
- (e) for applicants whose first or primary language is not English, a minimum TOEFL score of 90, with 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 evaluated as part of the admission application:

- (f) a writing exercise based on criteria established by the CON;
- (g) two letters of reference from individuals who can assess potential for success (e.g. teacher, employer);

(h) an interview with members of the Admissions and Progression Committee, or their designees.

**B. Criteria for Admission to the 4-year BSN Program for Transfer Students**

**Include:** [US: 4/13/98; US 4/10/00; US 4/10/06]

1. for transfer students with less than 24 hours of college credit, meeting the criteria for entering freshman and a minimum grade point average of 2.75 on all college work attempted as computed by the Office of Admissions;
2. for transfer students with more than 24 hours of college credit, maintaining a minimum cumulative grade point average of 2.75 on all college work attempted, and a minimum cumulative grade point average of 2.75 in science courses, as computed by the Office of Admissions;
3. for applicants whose first or primary language is not English, a minimum TOEFL score of 90, with minimum scores of 26 in speaking, 22 in listening, 20 in writing, and 22 in reading;
4. 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:

5. a writing exercise based on criteria established by the CON;
6. two letters of reference from individuals who can assess potential for success (e.g., teacher, employer, etc.); and
7. completion of an approved Medicaid Nurse Aid training program;
8. an interview with members of the Admission and Progression Committee or their designee.

**C. Students will be eligible to apply for readmission the College of Nursing**

after suspension from the College when they meet criteria as stated in Section B 1 and 2 of this policy.

**D. A student who is a registered nurse will be considered for admission to upper division courses in the nursing program based on the following criteria:**

1. **For Associate Degree Nurses.** The registered nurse with an associate degree in nursing from a college accredited by one of the six regional academic accrediting associations will be considered for admission 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.

**2. For 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 which include:

- English - 6 semester credits
- Natural Sciences – 6 semester credits
- Social Sciences – 6 semester credits
- Humanities – 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 Option Coordinator.

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.

a statement of academic and professional goals;

**3.** a letter of reference from a supervisor;

The preferred application deadline is March 1; however, applicants will be considered on a space available basis until August 1 for the fall semester. For spring semester, applications must be received by December 1. [SC: 4/24/95; US 4/10/00; SC: 10/30/06; US:5/4/09]

#### **4.2.2.2 College of Health Sciences Program**

##### **A. Freshman Admission**

Admission to the University does not guarantee admission to the College of Health Sciences. Freshman applicants seeking admission 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 grade point average of 2.0. However, students' continuation into the junior year will depend on the criteria in B below.

##### **B. University of Kentucky Student Admission**

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 grade point average and other criteria indicating potential for becoming successful health science professionals (e.g., Health Science grade point average, freshman entrance scores, grades in key courses, references, and personality inventories).



**C. Transfer Student Admission**

Admission 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, and, in addition to the conditions stated in Senate regulations for changing from one University college to another, 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 grade point average and the criteria described in B above.

**D.** 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 1st. The deadline for application for admission in the spring semester for the Medical Laboratory Sciences program is October 1st. [SC: 4/24/95]

**E. Medical Laboratory Science Admissions Policy**

Students must achieve an overall (cumulative) GPA of 2.5 and successfully pass all prerequisite courses.

**F. Health Science Educator Admissions Policy**

Entry is permitted to those who complete an accredited program in a health science discipline and the Preprofessional Requirements.

An overall grade-point average 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 health professionals. [US: 4/11/83]

**4.2.2.3 College of Education [US: 4/23/01]**

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: 1) an earned bachelor's degree from a regionally accredited institution of higher education, 2) completion of approved teaching subject matter field(s), 3. successful completion of state mandated testing, 4) completion of a teacher preparation program, including student teaching, 5) 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 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).

**A. Continuous Assessment in Teacher Education Programs**

1. 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 times during their program by representatives of their respective program faculty.

2. The three 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.
3. 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.

**B. Standards For Admission To A Teacher Education Program**

1. Candidates for admission 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.
2. Candidates for admission must demonstrate academic achievement by earning a minimum overall GPA of 2.50. In addition, postbaccalaureate graduate and graduate level students must demonstrate a minimum 2.50 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.
3. Candidates for admission must certify their knowledge of the Kentucky Professional Code of Ethics and must sign a state mandated character and fitness review.
4. Candidates for admission must demonstrate aptitude for teaching by presenting three letters of recommendation from individuals who can attest to the candidate's potential success in teaching.
5. 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.
6. 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.
7. 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.

**8.** Candidates for admission must present acceptable scores on one of the following standardized tests:

**(a)** ACT, with minimum composite score of 21.

**(b)** 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.

**(c)** 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.

**(d)** PRAXIS Core Battery Communication Skills (646 required) and General Knowledge (643 required) tests.

**(e)** 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 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.

**9.** 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.

### **C. Retention of Candidates in Teacher Education Programs**

1. 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 2.50 minimum GPAs overall, 2.50 in the professional education component as defined in the student's program description, and 2.50 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.
2. 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.
3. 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.
4. Admission to student teaching requires a successful retention review and recommendation by the program faculty that the candidate be allowed to student teach.
5. All teacher certification candidates are encouraged to complete the required state-mandated examinations prior to beginning student teaching.

**D. Exit From Teacher Certification Programs**

1. All candidates for completion of a teacher education program must continue to meet all standards for admission and retention at the time of exit.
2. 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.
3. 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.
4. 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.
5. 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.

6. Prior to exit from the teacher certification program all candidates must achieve required cut-off scores on all Kentucky state mandated teacher certification tests.

**E. State Mandated Testing and the Kentucky Teacher Internship**

1. Successful completion of the examinations required by the Kentucky Education Professional Standards Board is a precondition for the granting of a teaching license (certificate).

2. 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).

3. Information concerning licensure in other states is available from the College of Education office of Academic Services and Teacher Certification.

**F. Admission And Graduation For Secondary Education Students Not Seeking Admission To A Teacher Certification Program**

1. All students pursuing a secondary education major without teacher certification must be admitted to advanced standing as described in items 2-4 below.

2. To be admitted to advanced standing a student must have completed at least 60 semester hours.

3. Students must demonstrate academic achievement by earning a minimum overall GPA of 2.50 at the time of applying for advanced standing. At the time of graduation, students must demonstrate not only a minimum overall GPA of 2.50, but also a minimum GPA of 2.50 in the teaching subject matter field(s).

4. 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.

**G. Calculation of GPAs for Admission To Initial Certification Programs**

**1. GPA Rules**

(a) All candidates for admission to a UK initial teacher certification program must have earned an undergraduate cumulative GPA of at least 2.50.

- (b) 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.
- (c) Master's degree initial certification programs require a cumulative GPA of 3.0 for all graduate work prior to admission to the program.
- (d) UK cumulative GPAs are figured using the rules of the UK Registrar.
- (e) Undergraduate initial certification programs require a UK cumulative GPA of 2.50 calculated after the completion of at least twelve semester credit hours.
- (f) 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.
- (g) 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.
- (h) 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.

## **2. Determination of GPAs for Admission to Initial Certification Programs**

- (a) If the initial certification program requires a UK GPA, the GPA would be calculated using the rules of the UK Registrar.
- (b) 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.
- (c) 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.
- (d) 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 sections of the UK University Studies categories and approved course lists.
- (e) Subject area GPAs are calculated using all courses included on the candidate's approved subject area course listing form.

**4.2.2.4 School of Human Environmental Sciences:****A. Dietetics Program (HES Coordinated Undergraduate Program in Dietetics, Option B of the Professional Dietetics Program)**

Admission to the University of Kentucky 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 grade point average 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. [US 12/13/99]

The deadline for application for admission in the fall semester is February 1st. [SC: 4/24/95]

**B. Hospitality and Tourism Program [US: 12/14/98]**

- 1. Admission Requirement.** The minimum grade point for entrance of all students into the Hospitality Management and Tourism Program is 2.30.
- 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.
- 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.

**4.2.2.5 Interior Design Courses [US: 10/8/90] [Note: In the Fall, 2002, the School of Interior Design was transferred to a new College of Design.]**

- 1. Lower Division Admission.** Admission to the University is adequate for admission to the Lower division interior design program courses (100 through 200) but does not guarantee admission to upper division studio courses (above 200 level).
- 2. Upper Division Admission.** Admission to upper level interior design studio courses is dependent upon the qualifications and preparation of the applicant. Since the number of applicants admitted to upper level interior design studio (HED 355) will be limited, applications will be examined on a comparative and competitive basis.

To be considered for admission to upper division interior design studio (HED 355) an applicant must fulfill the following requirements:

- (b) Make application by February 1st for admission to upper division studio in the Fall Semester of the next academic year. [SC: 4/24/95]
- (c) Complete or be currently enrolled in all lower division interior design program requirements (studio and lecture).
- (d) Submit for blind review a portfolio of work completed in lower division interior design studio courses and/or an Interior Design Aptitude Test (e.g., a home project assignment and/or controlled test taken by the candidate). Specific requirements for the portfolio and review and/or Design Aptitude Test will be available from the Human Environment Design Department office in September of each academic year.
- (e) Give a verbal presentation (specific requirements available, see (c) above).

**3. Transfer Students: From within the University.** Transfer students from within the university must complete all lower division interior design program requirements or equivalents; make application for admission to upper division interior design studio; and complete all requirements of the portfolio review (see (a) through (d) above).

**4. Transfer Students: From Other Interior Design Programs.** Applicants from other Interior Design Programs must fulfill the equivalent of all lower division interior design program requirements, provide verification by transcript and meet all portfolio requirements (described above) before admittance into any upper division interior design studio. Applicants applying for a studio number higher than HED 355 must supply additional coursework in their portfolio. Application indicating applicant's intent to participate in the review process must be received no later than January 15 for admission into any upper division studio during the next academic school year.

**5. Review Process.** Admittance to upper division interior design studio (HED 355) will be in order of priority based on a review by the Interior Design Admissions Committee. The Committee will conduct a blind review of the applicant's portfolio. A non-blind review of each applicant's verbal presentation, grades in lower division studio and non-studio courses, and professional aptitude will also be evaluated by the Interior Design Admissions Committee. The review process will occur only once each academic year during the spring semester. Approval for admission into an upper division studio in the spring is only valid for the following fall semester. A student who is admitted to an upper level studio in the spring but who does not complete the studio the following fall must go through the portfolio review process again for admittance.

#### **4.2.2.6 College of Social Work [US: 4/12/99]**

Admission to the University of Kentucky is sufficient for admission to the College of Social Work as a premajor. Social work students receive academic advising from the College of Social Work faculty and must successfully complete the premajor course requirements before applying to the BASW degree program. The premajor 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.

**A. 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 of Kentucky (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 grade-point average on all college work attempted as computed by the Registrar's Office;
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 summer sessions, 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.

**4.2.2.7 Honors Program**

To be admitted to the Honors Program, entering freshmen should generally have a high school grade point average of 3.5 or better and a composite ACT score of 28 or better. Students entering the program after the freshman year must have a cumulative University grade point average of 3.0 or better. [US: 2/10/79; US: 3/7/88; US: 4/8/91]

**4.2.2.8 Landscape Architecture Program**

Admission to the University and the College of Agriculture 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:

**A. Entering Freshmen [US: 4/10/95]**

Entering freshmen must meet the minimum criteria for admission to the University as specified by the University Senate.

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: (1) "The Architectural School Aptitude Test" (section II, III, IV, V, and VII); (2) Watson Glaser "Critical Thinking Appraisal"; (3) 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.

**B. Transfers: Other Degree Programs [US: 4/10/95]**

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 University Senate. The Landscape Architecture program will require a minimum of 2.0 grade point average (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: (1) "The Architectural School Aptitude Test" (sections II, III, IV, V, and VII); (2) Watson Glaser "Critical Thinking Appraisal"; (3) 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.

**C. Transfers: Other Landscape Architecture Programs [US: 4/10/95]**

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 University Senate. The Landscape Architecture Program requires a minimum of a 2.0 grade point average (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.

#### **4.2.2.9 College of Architecture [US: 11/11/91]**

[Note: In the Fall, 2002, the College of Architecture was changed to the School of Architecture and will be administratively housed in the new College of Design] Admission to the University does not guarantee admission to the College of Architecture. All applicants seeking admission to the College must make application to the College 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.

##### **A. Beginning Freshmen**

Freshman 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 grade point average and freshman entrance examination scores (ACT/SAT). As a rule, the minimum academic standards acceptable to the College of Architecture Admissions Committee will be the same as those determined by the Senate Council to apply to the admission to the University of freshmen students. In the event, however, that the College Admissions Committee finds clear indications of probable success in the College 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 College 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.

Freshman candidates must submit a formal application to the College of Architecture Admissions Committee not later than March 1 for admission to the College in the following Fall Semester. [US: 4/10/95]

##### **B. Transfer Students: Other Educational Programs**

Applicants seeking to transfer to the College of Architecture from another University College, from a University Community 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 grade point average, 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 College of Architecture Admissions Committee will be a cumulative grade point average of 2.0 on a 4.0 scale, or an average of C, in all previous college work. In the event, however, that the College Admissions Committee finds clear indications of probable success in the College 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 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 College 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 Architecture 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 College 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 College of Architecture Admissions Committee not later than April 1 for admission to the College in the following Fall Semester. [US: 4/10/95]

Students who have been admitted to and have completed some professional courses within the College of Architecture and have withdrawn from the University for a period of three years or more, or who have not taken professional courses within the College of Architecture but remain in the University for a period of two years or more, may not re-enter the program without the consent of the Dean of the College of Architecture, which would be given only under extraordinary circumstances.

### **C. 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 grade point average. As a rule, the minimum academic standard acceptable to the College of Architecture Admissions Committee will be a cumulative grade point average of 2.0 on a 4.0 scale. In the event, however, that the College Admissions Committee finds clear indications of probable success in the College 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 College 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 Architecture under extraordinary circumstances.

2. A review of their portfolio of work in architecture.
3. Letters of reference from four 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 College 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 College of Architecture Admissions Committee not later than April 15 for admission to the College in the following Fall Semester.

**4.2.2.10 Gatton College of Business and Economics** [US: 9/8/80; US: 4/13/87; US: 11/14/88; US: 9/13/99]

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.

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. Students who have attained a 3.0 or higher cumulative grade-point average overall and in the English/premajor 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.

Annually the Gatton College of Business and Economics will review the admission requirements and determine the cumulative grade-point average (Annual Admission GPA), if any, that would be acceptable below the 3.0 standard. The Annual Admission GPA (both overall and in the English/premajor 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<sup>st</sup>. 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 her/his enrollment in the University.

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: [US 4/13/87; US 9/13/99]

- A.** Enrollment in the University of Kentucky. (Students are considered for acceptance by the College only after acceptance by the University of Kentucky.) [US 4/13/87; US 9/13/99]
- B.** Completion of 60 semester hours with a minimum cumulative grade-point average of 3.0 or the current Annual Admission GPA, whichever is lower; [US:4/13/87; 9/13/99]
- C.** Completion of the English/premajor component required of all students within the Gatton College of Business and Economics with a minimum grade-point average of 3.0 or the minimum current Annual Admission GPA, whichever is lower. (The courses meeting the English/premajor requirements are listed under *Graduation Requirements*.) [US 9/13/99]
- D.** Submission of an application form to the Gatton College of Business & Economics. The application is available in the college's Undergraduate Advising Center. [US: 9/13/99]

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 no later than April 15<sup>th</sup> (4-week intersession); May 15<sup>th</sup> (8-week summer session); August 1<sup>st</sup> (fall semester); and December 1<sup>st</sup> (spring semester). [US 9/13/99]

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.) [US 9/13/99]

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/premajor coursework. The application for upper-division admission should be made before the priority registration period for the upcoming semester. [US 9/13/99]

Lower-division students in the College who are missing no more than two English/premajor 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/premajor grade-point standings. This privilege will be granted for one semester only. [US 9/13/99]

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. [US 9/13/99]

Enrollment in restricted Business and Economics courses numbered 300 or above will be limited to:

1. Upper-division Business and Economics students; [US 9/13/99]
2. Lower-division Business and Economics students who are missing no more than two English/premajor courses and are otherwise eligible for upper-division status. (This privilege will be granted for one semester only.) [US 9/13/99]
3. Non-Business and Economics students who are registered for specific programs requiring Business and Economics courses; [US 9/13/99]
4. Other students or categories of students with specific permission of the department offering the course. [US: 4/13/87; US 9/13/99]

In the event of capacity limitations, enrollment preference would be made in the above order. [US 9/13/99]

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.) [US 9/13/99]

#### Appeal Process

Students with a GPA below the Annual Admission GPA may appeal 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. Materials and information necessary for the appeals process are available in the Undergraduate Advising Office. 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 4-week intersession. [US 9/13/99]

#### **4.2.2.11 College of Engineering** [US: 4/25/84; 2/12/96; US: 5/7/07]

Admission to engineering standing in a degree program is necessary in order to be granted a baccalaureate degree in engineering or computer science. Specific departmental requirements for admission to engineering standing are noted below. The same criteria are applied to transfer students with the equivalence of courses determined by the Director of Undergraduate Studies. A student must apply to the specific department for admission to engineering standing. Note: The cumulative grade-point average includes all listed college-level work taken at the University of Kentucky or elsewhere.

Students can request qualification for engineering standing after completing the required set of standing courses in the first three semesters of the published curriculum

in their chosen program. Each program can specify its engineering standing requirements, but no program may specify a GPA higher than 2.5 for engineering standing.

Requirements by a program for engineering standing may include many items, such as courses counted in the first three semesters, repeat options allowed, number of applications for engineering standing allowed, restrictions on taking upper-level courses, minimum course grades, etc. A student should refer to the Bulletin and the undergraduate advisor in their program of choice to identify the specific requirements.

**A. Biosystems and Agricultural Engineering**

Completion of a minimum of 35 semester hours acceptable towards the degree in biosystems and agricultural engineering with a minimum cumulative grade point average of 2.50. Completion of ENG 104, MA 113, MA 114, MA 213, CHE 105 and PHY 231 with a minimum cumulative GPA of 2.5 in these courses. University repeat options may be utilized as appropriate. Students who do not meet these GPA requirements may request consideration based upon departmental review if both of these GPA values are 2.25 or greater.

**B. Chemical Engineering**

Completion of CHE 105, CHE 107, CHE 111, CHE 113, MA 113, MA 114, MA 213, PHY 231, PHY 241, ENG 104 with a minimum cumulative grade point average of 2.50 in these courses. Completion of CME 200 with a grade of C or better. University repeat options may be applied as appropriate.[US: 4/12/10]

**C. Civil Engineering [US: 4/13/98; US: 11/12/01]**

Completion of CE 106, CE 120, CE 211, CHE 105, CHE 107, EM 221, ENG 104, MA 113, MA 114, MA 213, PHY 231, PHY 241 with a minimum cumulative grade point average (GPA) of 2.50 in these classes and a C or better in each of them as well as 45 hours or more semester credit hours. University repeat options may be utilized. Students who do not meet this GPA requirement may request consideration based upon departmental review if this core GPA is 2.25 or greater. Students are limited to two applications for engineering standing.

**D. Computer Engineering**

Completion of a minimum of 35 semester hours acceptable towards the degree in engineering with a minimum cumulative grade point average of 2.50. Completion of MA 113, MA 114, MA 213, PHY 231, CHE 105, and ENG 104 with a minimum cumulative GPA of 2.50 in these courses. Completion of EE 211, EE 280, CS 115 and CS 215 with a minimum cumulative GPA of 2.50 in these courses. University repeat options may be utilized as appropriate. In addition, the Electrical and Computer Engineering Department will not permit a third admission into any of these courses. Students who do not meet these GPA requirements may request consideration based upon departmental review if the first two GPAs are 2.25 or greater and they receive a C or better in EE 211, EE 280, CS 115 and CS 215.

**E. Computer Science**

In order to graduate and take most of the 300-level and above computer science courses, a student must attain engineering standing. To attain engineering standing a student must complete the following courses with a grade point average of at least 2.50: ENG 104 Writing: An Accelerated Foundational Course; MA 113 Calculus I; MA 114



Calculus II; CS 100 The Computer Science Profession; CS 115 Introduction to Computer Programming; CS 215 Introduction to Program Design, Abstraction, and Problem Solving; CS 275 Discrete Mathematics; PHY 231 General University Physics; PHY 241 General University Physics Laboratory.

#### **F. Electrical Engineering**

Completion of a minimum of 35 semester hours acceptable towards the degree in engineering with a minimum cumulative grade point average of 2.50. Completion of MA 113, MA 114, MA 213, PHY 231, CHE 105 and ENG 104 with a minimum cumulative GPA of 2.5 in these courses. Completion of EE 211 and EE 280 with passing grades. University repeat options may be utilized as appropriate. In addition, the Electrical and Computer Engineering Department will not permit a third admission into any of these courses. Students who do not meet these GPA requirements may request consideration based upon departmental review if the first two GPAs are 2.25 or greater and they receive a C or better in both EE 211 and EE 280.

#### **G. Materials Engineering**

Completion of CHE 105, CHE 107, CHE 115, MA 113, MA 114, MA 213, PHY 231, PHY 241, ENG 104 with a minimum cumulative grade point average of 2.50 in these courses. Completion of MSE 201 with a grade of C or better. University repeat options may be applied as appropriate. [US 4/10/00]

#### **H. Mechanical Engineering**

Mechanical Engineering students must have completed at least 35 semester credit hours applicable to the degree program with a minimum cumulative GPA of 2.5. In addition, completion of ME 101, ENG 104 (or ENG 101 and ENG 102), , CHE 105, MA 113, MA 114, MA 213, PHY 231 and PHY 241 with a minimum cumulative GPA of 2.5 in these courses is required. Transfer students who have received more than 35 hours transfer credit in the degree program will be considered without the inclusion of ME 101. A student may exercise one of his/her official University of Kentucky repeat options to improve this grade point average. Written request for exception to the allowed number of repeats should be submitted to the Director of Undergraduate Studies. In no case will there be an exception made to the minimum acceptable grade point averages listed above. [US: 12/13/99]

#### **I. Mining Engineering**

Completion of a minimum of 35 semester hours acceptable towards the degree in mining engineering with a minimum cumulative grade point average of 2.5. Completion of ENG 104, MA 113, MA 114, MA 213, CHE 105, and PHY 231 with a minimum cumulative GPA of 2.50 in these courses. University repeat options may be utilized as appropriate. Students who do not meet these GPA requirements may request consideration based upon departmental review if both of these GPA values are 2.25 or greater.

##### **4.2.2.12 School of Music [10/12/81]**

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.

##### **4.2.2.13 Five-Year Program in Accountancy [US: 4/13/87]**

Applications for admission into the Five-Year Professional Program in Accountancy must be made during the first four 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 3.00 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 month prior to the beginning of the semester for which the student is seeking admission.

**4.2.2.14 College of Communication and Information (CI) [US: 12/7/87; US: 5/5/03]**

**A. Admission to the College of Communication and Information Degree Programs**

In order to be admitted to any of the four undergraduate majors (Communications, Integrated Strategic Communications, Journalism, or Telecommunications) offered by the College of Communication and Information (CI), an applicant must fulfill the following requirements:

1. enrollment in the University of Kentucky (students are considered for acceptance by the College only after acceptance by the University).
2. completion of 45 semester hours of course work;
3. minimum 2.6 cumulative grade-point average;
4. completion of appropriate premajor requirements as stated below for each major:
  - (a) Communication—completion of COM 101; COM 181 or 287; COM 252; ENG 203 or ENG 205 or JOU 204; STA 200 or above (e.g. STA 200, STA 291) with a minimum cumulative GPA of 3.00 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 3.00 or greater in these courses.
  - (c) Integrated Strategic Communication—completion of PSY 100, ISC 161, and ISC 261 or JOU 204, and a statistics course (e.g. STA 200, STA 291) with a minimum cumulative GPA of 3.00 or greater in these courses.
  - (d) Telecommunications—completion of CS 101, TEL 101, TEL 201, and a statistics course (e.g. STA 200, STA 291) with a minimum cumulative GPA of 3.00 or greater in these courses.

5. completion of the University Studies Program requirements in Math (I), Foreign Language (II), Inference-Logic (III), Written Communication (IV), and Social Sciences (VII), plus 6 more hours from Natural Sciences (VI) and/or Humanities (VIII).
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 "premajor" status in one of the majors.

In the admission considerations, when personal, academic professional, or intellectual circumstances tend to discount lower academic scores, admission may be granted if there is other persuasive evidence of both the capability and motivation to undertake successfully a program in the College of Communication and Information (CI).

**B. Enrollment in Upper Division College of Communication and Information (CI) Courses** [US 4/12/04]

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).

**C. Admission to Graduate Programs**

Admission materials for the MA and PhD programs in Communication are due by February 1 each year.

1. **Admissions Policy & Process.** [US: 3/20/89; 2/10/92; SC: 4/24/95; US: 4/12/04] Applications from students outside the University of Kentucky seeking admission to the College of Communication and Information, whether for lower-division or upper-division status, must be received by the University of Kentucky Admissions Office no later than April 1 (for summer sessions), August 1 (for fall semester) and December 1 (for spring semester).

Students enrolled in other UK colleges on campus may apply for admission during the first week of fall and spring semesters, or *prior to* the priority registration period. The appropriate deadlines are listed in the University calendar as approved times to change majors.

2. **Applicants Automatically Accepted.** Assuming all else in order, applicants with a 2.60 or above undergraduate grade point average will be

accepted. Once accepted, each student will be assigned a major advisor by the appropriate department office.

**3. Admission Based Upon Departmental Review.** 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 the Admissions Committee of the appropriate program. This committee will be appointed by the Chairperson of the program. 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.

**4. Advising of Premajors.** During pre-registration periods, advising of premajors will normally be accomplished via collective advising sessions held by each academic unit. Individual advising will be available for those with special problems. For periods between advance registration, including registration at the beginning of each semester, each academic unit is expected to furnish at least one faculty or staff member to advise premajors.

#### **4.2.2.15 College of Fine Arts, Arts Administration**

To be admitted into the Arts Administration Program as a major, an applicant must first:

- A.** be enrolled in the University of Kentucky:
- B.** complete 45 semester hours of course work.
- C.** have a minimum 2.8 cumulative grade point average.
- D.** complete premajor 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 grade point average of 3.0.
- E.** 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, premajors will be assigned Arts Administration advisors and advising folders will be created for them.

### **4.2.3 PROFESSIONAL COLLEGES**

#### **4.2.3.1 College of Law**

In addition to the general requirements for admission to the University, an applicant for admission to the College of Law must meet the following requirements:

- A. The applicant must have a bachelor's degree from an accredited institution.
- B. The applicant must have taken the Law School Admissions Test. [SC: 4/3/98]
- C. The applicant must have registered with the Law School Data Assembly Service and furnished the necessary transcripts such registration requires.
- D. The applicant must provide at least two (2) letters of recommendation. [US: 11/9/09]

The 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.

#### **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. [US: 5/2/77]

#### **4.2.3.2 College of Pharmacy**

The College offers two degree programs, the Bachelor of Science in Pharmacy (B.S.) and the Doctor of Pharmacy (PharmD.). Each program has its own admission requirements.

##### **A. Requirements for Admission to the B.S. Program**

In order to be considered for admission to the B.S. program, the applicant must have achieved a grade point average of at least 2.50 in at least 66 credit hours of acceptable college work, including: two semesters of general chemistry--with laboratory, including qualitative analysis; two semesters of organic chemistry--with laboratory; two semesters of general physics--with laboratory; two semesters of English composition (or otherwise have met the University English requirement); two semesters of biology--with laboratory; one semester of microbiology--with laboratory; one semester of mathematics (analytics and calculus); one semester of principles of economics; and additional courses needed to complete the University Studies requirement.

Applications for admission to the B.S. program are reviewed and evaluated by the College of Pharmacy's B.S. Admission Committee on a comparative and competitive basis. Criteria used by the Committee in judging the applicant's qualifications for

admission are: 1) the applicant's previous academic record; 2) the applicant's potential for academic achievement; and 3) an assessment if the applicant's communicative skills, integrity, commitment, dedication, motivation, character, maturity and emotional stability as determined by letters of recommendation, and applicant's formal motivation letter and by personal interviews.

The deadline for application for admission for the fall semester is February 1st. [SC: 4/24/95]

The number of students admitted to the B.S. program in the College of Pharmacy each year is dependent upon the availability of resources (faculty, clinical facilities, space) for implementation of a quality educational program. Therefore, previous admission to the University does not guarantee admission to the College of Pharmacy.

Priority for admission will be awarded to those applicants who complete all pre-pharmacy requisites by the end of the spring semester (or quarter) preceding the fall admissions.

The admission of non-residents of Kentucky to the B.S. program in the College of Pharmacy generally will be limited to no more than 10%. Priority for the admission of non-residents will be given to those who have completed their pre-pharmacy course work on the Lexington campus and/or to those who have exceptional qualifications of academic excellence.

The B.S. Admission Committee cannot consider applications for transfer from other colleges of pharmacy when the applicant has previously be denied admission to this College's B.S. program or when the maximum number of students are already enrolled in the program.

#### **B. Requirements for Admission to the PharmD. Program**

Admission to the PharmD. degree program is available to selected highly qualified individuals holding a Bachelor of Science in Pharmacy degree from a college of pharmacy accredited by the American council on Pharmaceutical Education, or to selected highly qualified students who are currently enrolled in the University of Kentucky College of Pharmacy and have completed the fourth year of the B.S. in Pharmacy curriculum.

The number of students admitted to the PharmD. degree program is limited, and depends upon the availability of resources (faculty, clinical facilities, space) for the implementation of a quality educational programs.

Applicants for admission to the PharmD. degree program are reviewed and evaluated by the College of Pharmacy PharmD. Admission Committee on a comparative and competitive basis. The Committee ordinarily denies admission if the cumulative pharmacy grade point average is less than 3.0. The applicants who are judged by the Committee to be the most qualified are invited for personal interviews after which the final selections are made. Criteria used by academic and professional achievements are an assessment of the applicant's communicative skills, integrity, commitment, dedication, motivation, character, maturity and emotional stability as determined by letters of recommendation, the applicant's formal letter of application and personal interviews. [US: 10/9/78]

#### 4.2.3.3 College of Medicine

Applicants for admission to the College of Medicine, in addition to meeting general University requirements, must meet the requirements of the College of Medicine and be accepted by the Medical Colleges 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 or three years of college if their academic background and other credentials demonstrate superior ability. Applicants must be prepared with the following minimal requirements or their equivalent: two semesters of physics which includes laboratory work; two full-year courses in chemistry with laboratory, including organic chemistry; two semesters of biology with laboratory; and one year of English with emphasis on communicative skills.

#### 4.2.3.4 College of Dentistry

Admission Guidelines, Doctor of Dental Medicine Program [US: 11/8/99]

- A. Number of Years:** Bachelor's degree desired
- B. Limitations on Junior College Hours:** 60 semester hours maximum
- C. 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) |
| English Composition with emphasis<br>on Communication Skills* | (2 / 3) |

\*or equivalent

#### D. 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 biochemistry, microbiology, 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.

#### E. 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 University of Kentucky 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.

**F. DAT or Canadian DAT**

Mandatory; scores of 17 or higher preferred

**G. GPA**

3.0 or higher preferred

**4.2.4 CHANGE OF MAJOR AND TRANSFER BETWEEN COLLEGES**

Students eligible to attend the University may change major or transfer from one college to another, including professional colleges, at any time, except for the period in the spring and fall semesters beginning four weeks prior to the start of priority registration and running through the last day of secondary registration windows (as determined by the 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 SR 5.3.1.6. [US: 4/14/86, 4/14/03]

**4.2.5 GRADUATE SCHOOL**

Students seeking admission to the University of Kentucky Graduate School must hold a baccalaureate degree from a fully accredited institution of higher learning. All applicants for admission to a graduate degree program must have an undergraduate grade point standing of at least 2.75, and a graduate grade point standing (if applicable) of at least 3.0 on a basis of 4.0. Furthermore, all applicants must submit scores on the verbal, quantitative and analytical portions of the aptitude section of the Graduate Record Examination (GRE). This rule may be waived in individual cases upon recommendation of the Director of Graduate Studies in the individual department or program. However, in cases where waivers are granted, the GRE scores must be submitted before the end of the first semester of graduate study. The advanced portion of the GRE may be required by individual programs. A student with a grade point average of less than 2.75, or a graduate of a non-accredited institution, may be admitted or provisionally admitted, only after the (GRE) and other evidence acceptable to the program and the Dean of the Graduate School is submitted indicating that the student is capable of doing satisfactory graduate work. Individual programs may establish higher requirements. [US: 10/12/98]

A graduate program faculty may petition the Graduate Council to allow its applicants to substitute another standardized exam for the GRE. A graduate program faculty may also petition the Graduate Council to exempt all of its applicants from the requirement to submit GRE scores; for such a petition to be successful, the program must show that the GRE is not useful in its admissions process. Either type of petition must be transmitted by the Dean of the College in which the program resides to the Graduate Council. The Graduate School will continue to require GRE scores for all Graduate School fellowship applications.

**4.2.5.1 Provisional Graduate Student**



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 admission status may be recommended by the Director of Graduate Studies as a provisional student:

- A. Missing transcripts or other requirements for admission such as letters of recommendation.
- B. Temporary waiver of the Graduate Record Examination.
- C. Deficiencies determined by the programs.
- D. Temporary ineligibility for regular admission status because program only reviews applications once a year.
- E. Graduating University of Kentucky seniors lacking no more than six hours for graduation; the consent of the 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 provisional status. (See also Section 4.2.5.4.)

Provisional status will be allowed for a maximum of one semester or for the time required to complete 12 hours of work. After this time the student's performance will be reviewed, and within 30 days after the beginning of the semester immediately following and on the recommendation of the Director of Graduate Studies he or she will either be given regular status or removed from provisional status.

#### **4.2.5.2 Postbaccalaureate Students**

Students who hold a baccalaureate degree and who wish to take graduate courses with no intention of pursuing a higher degree in a program may apply for admission as a postbaccalaureate student.

A postbaccalaureate student may take an unlimited number of courses. If the student later decides to work toward a degree, only nine hours of credit earned with a grade of A or B may be transferred into a program with the approval of the Director of Graduate Studies and the Dean of the Graduate School. The time limit for the intended degree will begin from the term of the first course transferred

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

#### **4.2.5.3 Regular Graduate Student**

Satisfied all requirements for admission and accepted by the program. [US: 2/12/79]

#### **4.2.5.4 Combined Bachelor's/Master's or Doctoral Degree Program-- University Scholars [US: 12/8/08]**

##### **A. Admissions**

Applications to the University Scholars' Program will follow current procedures and rules for admission to the Graduate School with the following additions: [US: 4/14/97]

1. The program is open to undergraduates with senior standing who have completed at least 90 hours of course work and should have satisfied all university studies requirements. Application to the program should be at the end of the student's junior year.
2. The master's or doctoral program should be in the field of the undergraduate major.
3. The undergraduate grade point average (UGPA) should be greater than or equal to 3.5 in the student's major and 3.2 overall.
4. Application to the program will follow the current procedures for application to the Graduate School, subject to the above conditions. Admission decisions will be made by the Graduate Dean or his/her appointee. (See Section 5.4.1.6 and 5.4.1.7.) [US: 9/13/82; US: 4/14/97]

#### **B. Degree Requirements**

The total number of credit hours completed for the combined bachelor's/master's program may be twelve (12) fewer than the total required for both the bachelor's and master's degrees. Requirements for the bachelor's degree will be unaffected. [US: 4/14/97]

The total number of credit hours completed for the combined bachelors's/doctoral program may be up to 12 hours less than the total required for both the bachelor's and the pre-qualifying residency requirement of the doctoral degree (the requirements for the bachelor's degree are unchanged). [US: 12/8/08]

#### **4.2.6 ADMISSION TO DUAL DEGREE PROGRAMS** [US: 1/14/02]

Admission to dual degree programs (i.e. programs leading to more than one degree) requires the following:

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.

Application should ordinarily be made after the completion of **at least** 90 undergraduate hours in the case of dual degree programs in which one of the programs is in the Graduate School. Exceptions to the 90-hour **minimum** requirement, to be considered in rare cases, require the approval of the Director of Graduate Studies, and the Dean of the Graduate School. [SREC: 8/18/06]

#### **4.2.7 UNDERGRADUATE MAJOR REQUIREMENTS** [US: 10/12/98]

**A.** Students at the University of Kentucky 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.

**B.** Students at the University of Kentucky 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, except 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 who have been readmitted or transferred to the University of Kentucky.

**C.** 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.

#### **4.2.8 UNDERGRADUATE CERTIFICATES [US: 2/14/11]**

Undergraduate certificates are available only to students who are enrolled in an undergraduate degree program or who have successfully completed an undergraduate degree and enroll as a postbaccalaureate (non-degree) student for admission to a certificate curriculum. The minimum Graduate School requirements for admission to postbaccalaureate status apply.

Undergraduate certificates shall be approved by the same process as are programs (see Senate Rule 3.2.0) except that the following are not required: a) a statement of administrative feasibility; b) posting and approval by the Council on Postsecondary Education, and c) approval by the University of Kentucky Board of Trustees.

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

A student must earn a C or better in each required certificate course to receive the certificate.

No more than nine credits taken for a certificate can be used to satisfy the requirements for the student's bachelor's degree, a minor, or another certificate, exclusive of free or unrestricted electives.

Award of an undergraduate certificate shall be noted on the student's transcript upon successful completion of the curriculum.

#### **4.2.9 GRADUATE CERTIFICATES [US: 1/14/02]**

Students who already are or will be enrolled in a graduate degree program, or those who apply for or are enrolled in postbaccalaureate (non-degree) status are eligible for admission to a certificate curriculum. The minimum Graduate School requirements for admission to postbaccalaureate status apply. With the approval of the Dean of the

Graduate School, the certificate curriculum may set reasonable admission requirements or restrictions beyond those specified by the Graduate School.

Graduate certificates shall be approved by the same process as are programs (see Senate Rule 3.2.0) except that the following are not required: a) approval by the Graduate faculty, b) a statement of administrative feasibility; c) posting and approval by the Council on Postsecondary Education, and d) approval by the University of Kentucky Board of Trustees.

A graduate certificate must be a minimum of nine graduate credits in length, and should be fewer than 18 graduate credits.

A student must achieve a minimum graduate grade point average of 3.00 in the set of courses required for the graduate certificate in order to be granted 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.

#### **4.3.0 REGISTRATION AND ASSIGNMENT TO CLASSES**

A student shall use his or her full and proper name in registering and for all official purposes.

##### **4.3.1 LATE REGISTRATION [US: 2/12/01]**

After the sixth day of classes for a 15-week semester term or a proportionate number of days for shorter terms as determined and published by the 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 Registrar may set a later date for final registration in classes that do not start on the first day of a semester or a 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 dean of the college is responsible for the student's schedule. This schedule, when filed in the Registrar's Office, becomes authority for the first official class roll of the instructor. No student will be admitted to any class, nor will the student be dropped from any class, except by authority of the Registrar's Office.

At the end of the term, the instructor must report a final grade on all names appearing on the official class roll, except that 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 Registrar. It is the responsibility of the instructor in each class to certify that the final roll is correct. (See Section 5)

#### **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, including correspondence. A withdrawal from the course shall not be counted as a registration for these purposes if the student can demonstrate that the withdrawal was for urgent non-academic reasons. [US: 3/18/96]

#### **4.3.4 CONCURRENT REGISTRATION IN COURSES BEARING THE SAME NUMBER**

A student may not register in a given term for more than one course bearing the same number except where the course description indicates the course may be repeated for a specified number of credit hours.

## 5.0 Section V: Rules Relating to Attending the University

### 5.1 GRADING SYSTEMS

#### 5.1.1 GENERAL GRADING SYSTEM

The grading system (except as provided in SR 5.1.2) based on which the results of work will be recorded in the Registrar's Office is as follows: [US: 3/18/96 and 4/8/96; US: 3/10/97; US 4/13/98]

- A Represents an exceptionally high achievement as a result of aptitude, effort and intellectual initiative. It is valued at four (4) quality points for each credit hour. [US: 9/10/01]
- B Represents a high achievement as a result of ability and effort. It is valued at three (3) quality points for each credit hour. [US: 9/10/01]
- C Represents satisfactory achievement for undergraduates; represents unsatisfactory achievement for graduate students and is the minimum passing grade for which credit is conferred. It is valued at two (2) quality points for each credit hour. [US: 9/10/01; US: 4/8/02]
- D Represents 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) grade point for each credit hour. [US: 9/10/01; US: 4/8/02]
- E Represents unsatisfactory performance and failure in the course. It is valued at zero (0) quality points and zero (0) credit hours. [US: 9/10/01]
- P Represents a 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 towards graduation but will not be used in calculating grade point averages. [US: 9/20/93] (See Section V, 5.1.4 and Section VI, 6.5.1)
- F Represents failure in a course taken on a Pass/fail basis. It is valued at zero (0) quality points and zero (0) credit hours. [US: 9/20/93]
- AU Represents a completion of a course attended on an audit basis. It is valued at zero (0) quality points and zero (0) credit hours. [US: 9/20/93]
- CR CR (Credit) designator for AP or CLEP or bypass work to reflect that credit is granted for a course [US: 3/10/97]
- I Incomplete--See this Section, 5.1.3, *Explanation of Certain Grades*
- IP Represents satisfactory work in progress in courses carrying no academic credit. It is valued at zero (0) quality points and zero (0) credit hours. [US: 10/11/93]

- N** Represents a temporary grade to be submitted for students who have been entered by the Registrar into official class rolls, but have never attended class and who have not officially withdrawn. The 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.) [US: 9/20/93]
- S** Represents a 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. [US: 10/11/93; US: 1/14/02; US 4/10/06]
- SI** Represents an interim grade in credit-bearing seminars, independent work courses, or research courses if these courses extend beyond the normal limits of a semester or summer term. This grade signifies that both the quality and the quantity of the student's academic work were 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 (see Section 5.1.3.3). As a temporary mark, SI carries no credit hours or quality points. [US: 4/10/06; 5/3/10]
- UI** Represents an interim grade in credit-bearing seminars , independent work courses, or research courses if these courses extend beyond the normal limits of a semester or summer term. This grade signifies that the quality of the student's academic work 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 (see Section 5.1.3.3). As a temporary mark, SI carries no credit hours or quality points. [US: 5/3/10]
- UN** Represents a final grade in courses carrying no academic credit, in graduate residence courses, or as an interim grade in specific types of courses listed in Section 5.1.3.4 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. [US: 1/14/02; US: 4/10/06]
- XE** Represents 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 University Appeals Board as prescribed by University Senate Rules.
- XF** Represents 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 University Appeals Board as prescribed by University Senate Rules.

- W** Denotes withdrawal from class. It may also be assigned by the University Appeals Board in cases involving a violation of student academic rights. It is valued at zero (0) quality points and zero (0) credit hours. [US: 9/10/79; US: 10/11/93]
- Z** Reenrollment recommended (development courses only). It has no value in computing grade point average. [US 4/10/00]

## 5.1.2 EXCEPTIONS TO THE GRADING SYSTEM

### 5.1.2.1 College of Law

**A.** The 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	

**B.** A student's academic grade record is expressed as a grade point average 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 grade point average thus derived is the basis for each student's academic status as indicated in the published rules and policies of the College of Law Faculty.

**C.** Selected College of Law courses are graded on a Pass/Fail basis, and law students enrolled in graduate courses for which the College of Law grants credit toward graduation are treated by the College of Law as Pass/Fail courses. A failing grade (F) in any Pass/Fail course in the College of Law or any graduate course in which a student in the College of Law enrolls for credit toward graduation from the College of Law will be taken into account at a quality point value of zero (0) in computing the student's grade point average. [US: 4/12/93]

**D.** Limitation on Pass/fail Units Creditable for College of Law Students [US: 4/12/93]

1. No more than 6 hours of graduate courses outside of the College of Law, graded on a pass/fail basis, shall be counted.
2. No more than 6 hours of courses in the College of Law that are offered only on a pass/fail basis, shall be counted.
3. No more than 9 of the total number of pass/fail credit hours, whether earned for graduate courses under **1.** (above) or for College of Law courses offered only on a pass/fail basis under **2.** (above) shall be counted.
4. No more than one graduate course outside the College of Law, graded on a pass/fail basis, may be credited in any one semester.



Students in joint degree programs may only take up to six pass/fail course credit hours in the law school courses and may take no courses outside the College of Law for credit toward the J.D. other than pursuant to the applicable joint degree program.

**5.1.2.2 College of Dentistry [US 11/8/99]**

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 grade point average (GPA) of 2.75 or more. Student performance will be reported to the University Registrar's office 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

**5.1.2.3 College of Medicine [US: 3/10/86; 5/9/2011]**

All professional program (MD degree) courses in the College of Medicine will determine a minimum level of competency. Courses taken for grade will reflect student performance with a numeric value of three significant digits between 0.700 and 1.00 (70.0%-100%) for those students achieving minimum competency. The course performance will be valued at the achieved numeric performance for each credit hour. Students failing to achieve minimum competency will receive one of the grades below. For courses taken on a pass/fail basis, the achievement of minimum competency will be the only determination.

Class rank will be determined by multiplying the numeric value assigned for each course by the total number of credit hours for that course and summing all courses taken for grade. Pass/Fail courses will not contribute to determination of class rank.

- E** Represents failure to achieve minimum competency and unacceptable performance in a numerically graded or pass/fail course. It is valued at zero (0) quality points for each credit hour.
- P** Represents achievement of minimum competency and a passing grade in a course taken on a pass/fail basis. It is not used in quality point calculations.
- 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.
- U** Represents unsatisfactory performance in a specific area of course requirements. It is conferred instead of an E grade when evidence exists that the student might earn a passing grade (0.700 or above) upon completion of make-up work. In the interim the U will be valued between 0.600 and 0.699 depending on student performance for each credit hour. The temporary grade must be replaced with a permanent grade before the student can be promoted to the next year of the curriculum. The quality point calculation will then utilize the numeric grade conferred after the make-up. Failure to satisfactorily make up the work will result in the assignment of an E grade as described above. [US: 3/18/96; US: 5/9/2011]
- I** Represents incomplete work at the time grades are submitted for courses. It is conferred only when there is a reasonable possibility that a grade of C or better will be earned 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.

#### **5.1.2.4 College of Pharmacy [US: 3/21/11]**

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 grade-point averages.

### **5.1.2.5 Design & Landscape Architecture**

Students enrolled in courses numbered 800 or higher in the College of Design or the Program in Landscape Architecture in the College of Agriculture shall be conferred the following grades with the respective quality point value indicated [US: 4/13/98]:

A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	D-	0.7
B+	3.3	C+	2.3	D+	1.3	E	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, & S. [US: 9/20/93]

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. [US: 3/18/96]

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.

## **5.1.3 FURTHER EXPLANATION OF CERTAIN GRADES**

### **5.1.3.1 Grade E**

The grade E means that the student can obtain credit in the course only by repeating the entire work of the course in class, or by special examination in accordance with procedures outlined in Section 5.2.1.2. In rare cases in which undue hardship is involved in repeating the work in class, the dean of the college in which the student is enrolled may approve repeating the work by correspondence.

### **5.1.3.2 Grade I [US: 9/14/87; US: 10/11/93; US: 12/8/97]**

The grade I means that part of the regularly assigned work of the course remains undone. It shall be conferred only when there is a reasonable possibility that the student can complete the work within the allowable period of time for removal of an I grade and that a passing grade will result from completion of the work. Except under exceptional circumstances, the student shall initiate the request for the I grade. An I grade shall not be conferred when the student's reason for incompleteness is unsatisfactory to the Instructor of Record. A grade of I must be replaced by a regular final letter grade not

later than 12 months from the end of the academic term in which the I grade was awarded or prior to the student's graduation, whichever occurs first. The Registrar's Office shall provide notification to the Instructor of Record at least two months prior to expiration of the allowable period. The Instructor of Record can extend the allowable period for up to 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 in which the course is offered may complete a grade assignment form to extend the allowable period for up to 12 months. In the event the grade of I is not replaced by a regular final letter grade within the allowable period, 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. In the event that an I becomes an E, the instructor of record may submit a grade assignment form to replace the E within 12 months from the time the E was assigned. A graduate who had an I grade on his or her academic record at the time of graduation (and which grade was subsequently changed to an E by the Registrar) may be allowed a maximum of 12 months following the end of the semester, term or session in which the course was taken to satisfactorily complete the course and receive a grade change.

For each I grade assigned, the Instructor of Record shall complete an appropriate file record on a standard form provided by the Registrar, which shall include the following:

- A.** the name of the student;
- B.** the course number and hours of credit;
- C.** semester and year of enrollment;
- D.** signature of the Instructor of Record;
- E.** a brief statement of the reason(s) for recording the incomplete; and
- F.** specific instructions on how alternate grades on the work to be completed will affect the final grade;
- G.** the specific time requirement (not to exceed 12 months) set by the Instructor of Record for removal of the I grade and consequences of not removing the I grade; and
- H.** signature of the student, if feasible.

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. [US: 9/14/87; US: 2/11/91]

#### I (Incomplete Grades) for Graduate Students [US: 3/10/97]

A grade of I (Incomplete) 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 Incompletes (I grades) must be replaced by a regular final letter grade within 12 months of the end of the semester, summer session or summer 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 Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's grade-point average 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 which includes 1) the name of the student, 2) the course number and hours of credit, 3) the semester and year of enrollment, 4) specific information on the work to be completed before a final grade can be assigned, and 5) the time frame in which the specific requirements are to be met (not to exceed 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 I that particular program.

#### **5.1.3.3 Grade SI**

A grade of SI an interim grade in credit-bearing seminars, independent work courses, or research courses if these courses extend beyond the normal limits of a semester or summer 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. [US: 1/14/02; US: 4/10/06]

#### **5.1.3.4 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 to one who has failed to do a reasonable amount of work. [US: 10/11/93]

#### **5.1.3.5 Grade W**

The grade W shall be conferred on students who officially withdraw from a class or classes under conditions described in Section 5.1.8.2 through 5.1.8.4. The University Appeals Board may also assign this grade. See also Section 6.5.1.2.B. [US: 10/8/79; US 10/11/93; US: 1/14/02]

#### **5.1.3.6 Grade Z**

The grade Z means that the student has made significant progress but needs and deserves more time to achieve a passing level. The student should re-enroll in the course in order to continue advancement to a level of competence set for the course. Re-enroll grades may be assigned only for development courses numbered 000-099. [US 4/10/00]

### **5.1.4 COURSES TAKEN ON A PASS/FAIL BASIS**

Undergraduate students above the freshman level 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 Program above the freshman level may, with advance written approval of the Director of the Honors Program, 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 Senate Council for a 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 to take all examinations. Any student may change his or her 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 term/session or other courses of less than a full semester's duration). After such time, a student may not change his or her 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. [US: 12/11/00]

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. (See SR 5.2.1.2.B.6 for procedures on Pass/Fail available under that option.)

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. The Instructor of Record shall submit a regular letter grade to the Registrar's Office 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, except as provided in SR 5.1.2.1. [US: 9/13/76]

Giving a P/F credit for AP tests and for CLEP tests does not mean that students may elect to take a required course for P/F. If the student elects to take the course he or she must get a letter grade to satisfy the USP requirements.

- \* A student pursuing a second bachelor's degree under Rule 5.4.1.3 is not entitled to take additional courses on a pass-fail basis except as the Director of the Honors Program might permit. [SREC: 5/15/07]

### **5.1.5 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 term/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 described in 5.2.1.2. 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 her or his enrollment from credit to audit, s/he must attend at least 80% of the remaining classes (excluding excused absences). If an auditor fails to attend the requisite 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 and the Dean shall report the grade to the Registrar. No instructor is authorized to admit anyone as an auditor to any of his/her classes unless the auditor has registered as such. [US: 10/11/76; US: 12/10/90; US: 9/20/93; US: 4/10/00]

### 5.1.6 FINAL GRADES

#### A. Procedure for Reporting Final Grades

The final grades shall be filed with the Registrar within 72 hours after the final examination is administered but in no case later than the date announced in the official University Calendar. Grades and credit obtained by special examination shall be reported in accordance with SR 5.2.1.2. [US: 9/20/93; US: 10/8/07]

#### B. Temporary Notations

1. **Course in Progress.** --- appears in a grade report prepared during the term in which the student is enrolled in the course. It is to be replaced by a final grade pursuant to SR 5.1.6.A. The 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 weeks from the date of notification by the 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 (\*\*\*), with further changes made pursuant to SR 5.1.6.B.2. [US: 10/8/07]

2. **Missing Grade.** \*\*\* appears in a grade report when no grade has been reported to the Registrar either under SR 5.1.6.A or SR 5.1.6.B.1. The Registrar shall notify all unit or program heads at the end of each semester or term 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. [US: 10/8/07]

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 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. [US: 10/8/07]

### 5.1.7 CHANGING GRADES

An Instructor of Record may change a mark once it has been reported to the Registrar's Office only if (1) the change is made within one year of the date of the original grade and (2) only in the case the original grade was in error. Reports of all such grade changes shall be sent to the Registrar's Office with a copy to the dean of the college in which the instructor is assigned. The Instructor of Record may also recommend to his/her department chair the changing of a grade for any reason other than an error, and 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 Registrar's Office by the

department chair with a copy to the Instructor of Record and dean of the college involved. There shall be only one 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 errant 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 not to the change, not to make the change independent of the Instructor of Record.) [SREC: 4/14/06]
- \* If a change is made to an originally submitted grade that is not a change authorized under SR 5.1.7, that action does not prevent the Instructor of Record from correcting that improperly changed grade to the originally submitted grade, and this correction does not count as the one allowed grade change under SR 5.1.7. If, on the other hand, the Instructor of Record (and, if necessary under SR 5.1.7, 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 allowed grade change under SR 5.1.7. [SREC: 9/22/11]

However, in the case of a violation of student academic rights, the University Appeals Board may change a grade to P or W or, if such a determination can be made, to an appropriate letter grade. (See Section 6.5.1.2.B) (See Section 5.1.3.2 for the procedures for recording and changing an I grade.) [SREC: 11/20/87]

Graduate and professional schools may have individual rules on this matter so long as they are not inconsistent with these rules.

## **5.1.8 WITHDRAWAL AND REMOVAL: TIME PERIODS AND GRADES**

### **5.1.8.1 Unilateral Removal for Failure to Attend First Two Class Periods**

Students who miss the first two class periods of a course without notifying the department of their intention to attend may be reported by the department to the dean who shall remove the students from the class role and notify the Registrar that the student has been removed from the class roll. The Registrar will inform such students that they have been removed. The students will have no record of the class appear on their transcripts. [US: 12/12/77; US: 9/20/93]

### **5.1.8.2 Unilateral Withdrawals [US: 5/7/07]**

#### **A. 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 prior to and including the:

1. end of the eleventh week for fall or spring semester. [US: 5/7/07; US: 2/27/08]



2. third day of the fifth week for eight week summer session/term.
3. second day of the third week for four week summer session/term. [US: 2/12/82; US: 9/12/94; US 4/10/00]
- \* Withdrawal from courses used to meet the Writing Requirement is limited as provided in SR 5.4.3.1. [SREC: 10/17/07]
- \* The intent of this rule is that the “11<sup>th</sup> week” referred to is the 11<sup>th</sup> academic week, i.e. not counting spring break. [SREC: 7/17/09]

#### **B. Grade Received**

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 term/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.” [SREC: 11/20/87]
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. [US: 9/12/94]

#### **5.1.8.3 Permissive Withdrawals [US: 5/7/07]**

A student may withdraw from a class, or from the University, after the withdrawal period in Rule 5.1.8.2.A but through the last day of classes for the semester/session/term upon approval by the dean of the student's college of a petition certifying urgent non-academic reasons including but not limited to:

1. Illness or injury of the student;
2. Serious personal or family problems;
3. Serious financial difficulties; or
4. Having excused absences in excess of one-fifth of the class contact hours in a course where attendance is required or is a criterion for a grade, pursuant to SR 5.2.4.2. [SREC: 11/20/87]

Before acting on such a petition, the 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 University Registrar or to any other agency external to his or her 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 the class of his/her action, and the student shall be assigned a grade of W. [US: 9/10/79; revised US: 4/11/83]

#### **5.1.8.4 Credit for Students Who Withdraw to Enter Military Service**

Students who withdraw (and within ten (10) days enter the Armed Services either mandatorily or voluntarily) after completing the twelfth week of the semester, the third week of the four week summer term, or the sixth week of the 8 week summer session, or later, shall be entitled to receive full credit and residence for the course. The grade report shall be that 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 University Senate. If a

comprehensive course examination is required for graduation, this requirement shall be waived. [US: 9/20/93]

#### **5.1.8.5 Retroactive Withdrawal**

Withdrawals initiated after the last day of classes for the semester are governed by this rule. [US: 12/8/97; US 4/12/99]

#### **A. Requirements**

- 1.** Typically, a student may withdraw from a given semester only if the withdrawal is from all classes.
  - \* If a student submits a request to the Senate's Retroactive Withdrawal Appeals Committee (SRWAC) for retroactive withdrawal from a single course, and that request is denied by the SRWAC, the student retains a standing to then submit a different request to the SRWAC for retroactive withdrawal from all classes. The act of submission of the second request does not constitute an improper 'appeal' to the SRWAC of the SRWAC's prior decision. [SREC: 6/8/06]
- 2.** A grade of E or XE assigned as a result of an academic offence may be changed to a W only by a petition to the University Appeals Board and only after a retroactive withdrawal for the semester in which the E was assigned is granted. In evaluating such petition, the student must demonstrate that the hardships enumerated in item (4) below also resulted in the academic offense in a manner that the student's culpability is severely diminished as a result. [US: 4/10/2006]
- 3.** Requests for retroactive withdrawals shall be made of the Dean of the college in which the student was enrolled at the time the classes were taken. The complete request shall be made before a student has graduated and not later than two calendar years from the last day of classes for the semester for which the withdrawal is requested. The fully complete request shall be submitted using the University Senate Retroactive Withdrawal Application, which includes a form on which an instructor can offer feedback, along with the documentation required by the University Senate as described on that form (<http://www.uky.edu/Faculty/Senate/forms.htm> ). [US: 4/9/07; 5/7/07]
  - \* "Two calendar years" means two consecutive periods of 365 days (or 366 if leap year) from the last day of classes for the semester for which the withdrawal is requested. [SREC: 5/19/09]
- 4.** Retroactive withdrawals may be granted only when the student has demonstrated satisfactory evidence that the student has incurred:
  - (a)** a serious injury or illness;
  - (b)** serious personal or family problems;
  - (c)** serious financial difficulties; or
  - (d)** permanent disability verified by the Disability Resource Center and diagnosed after the semester for which the withdrawal is requested.

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

**B. Procedure**

To the extent possible, the following procedures shall be uniform throughout the University:

1. The presence of a hold on a student's record shall have no effect on the submission, receipt, transmission, or review of an appeal for a retroactive withdrawal. [US: 5/7/07]
  2. The Dean shall recommend approval or disapproval of the request and shall forward the recommendation to the SRWAC, normally within 30 days of receipt of the petition and all supporting documentation. It is within the purview of the Dean to waive the requirement that a student must submit an Instructor Feedback Form(s) for reasons such as unavailability of the instructor or hardship on the student. If the Dean waives the submission of the Instructor Feedback Form(s), the justification must be included in the Dean's letter recommending approval or disapproval of the retroactive withdrawal appeal. [US: 5/7/07; US 5/8/08]
  3. The SRWAC shall rule on the request, normally 30 days from receipt of the petition and all supporting documentation from the Dean. The student shall have the right to appear in person before the Committee to present his or her request and shall have the right to be represented by an attorney or other designated individual.
  4. The SRWAC shall forward all approved requests to the Office of University Registrar for implementation.
  5. The SRWAC shall forward a copy of its decision - whether the request was approved or not - to the Dean of the student's current college and to the Dean of the College in which the student was enrolled at the time of the retroactive withdrawal, if different from the current college. The Dean of the student's current college shall notify the student and Instructors of Record of the SRWAC's decision.
- \* There is no provision in the retroactive withdrawal process prescribed in the Senate Rules for a dean to block, overturn, or appeal a SRWAC decision. [SREC: 4/14/06]
- \* There is no 'cause of action' within the Senate Rules for appeal of the SRWAC's decision to either an administrator or to another University committee, except if the student attempts to make a case that the SRWAC's actions had constituted a violation of the academic "rights" of the student. In such a case, the cognizant entity to receive and entertain such an appeal is the University Appeals Board (see SR 6.5.1.2). [SREC: 4/14/06]

### **5.1.9 GRADE POINT AVERAGE (GPA)**

**A.** 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. [US: 3/9/98; US 4/10/00; US: 9/10/01]

**B.** If a student repeats a course in which a grade of “B” or better has been received, any subsequent grades of “B” or better and credit hours earned for those courses (if any) shall be ignored in computing the student’s grade point average, unless the repeat option has been exercised according to Rule 5.3.1.1. A student does not repeat a course within the meaning of this rule if he or she only repeats the same course number where there are multiple topics, subtitles, independent study, or other courses allowed by the student’s program using a common course number. [US: 4/13/98]

\* SR 5.3.1.2 overrides SR 5.1.9.B to the extent that any contradiction may exist between them. [SREC: 10/25/12]

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

### **5.1.10 Not in Class**

Students who have been entered by the Registrar into the official class roll, but have never attended class, and who have not officially withdrawn, shall be reported NOT IN CLASS. The names of such students shall be deleted from the official roll by the Registrar. (See Section 4.3.2 and Section 5.2.4.4)

## **5.2.0 CREDIT, CLASSIFICATION, ACADEMIC STANDARDS, LOADS**

### **5.2.1 CREDIT HOURS**

In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester on the part of the student exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour.

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

#### **5.2.1.1 Accelerated Programs**

The College Board Level Examination Program Subject and General Examinations, the College Board Advanced Placement Examinations, the American College Testing Program Proficiency Examination Program Subject Examinations, and courses evaluated by the American Council on Education for which credit recommendations are made under the Program on Noncollegiate Sponsored Instruction and courses in the International Baccalaureate Program are recognized as appropriate credit for meeting degree requirements [US: 10/14/02]. College Faculties and/or department Faculties representing the discipline, as designated by the Associate Provost for Undergraduate Education, shall determine and publish appropriate cut-off scores for the CLEP, AP, PEP and IB examinations and report them to the Office of Admissions and Registrar. [US: 9/13/82; US: 10/14/02] 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). (See also SR 5.1.4) [US: 4/25/88; US: 3/9/98]

### **5.2.1.2 Credit by Special Examination**

#### **A. Entrance Examination**

An individual educational unit may require, in addition to the freshman classification test, with the approval of the Senate, entrance or classification tests to be taken by its applicants for admission to its programs.

#### **B. 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.

1. 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 Director of Graduate Studies.
2. 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 he/she is reasonably prepared to take the examination, or that the course is of such a nature that credit by examination is inappropriate. (The fact that a student has failed the course within the last semester may be regarded as evidence that the student is unprepared to take a special examination.)
3. The examiner designated by the educational unit may schedule the examination at his/her convenience, but must offer it within a reasonable time after the student has submitted his/her request.
4. The examiner shall inform the Registrar of the student's grade in the course. A student currently enrolled in the class who successfully completes a special examination shall be formally removed from the official roll by the Registrar, unless the student is dissatisfied with the results, in which case he/she 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. [US: 9/20/93]
5. Credit earned by special examination may be counted as residence credit by the dean of the student's college. The limits on maximum loads are waived in cases where the excess is due to special examination credits.
6. The 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. (See Section 5.1.4) [US 4/10/00]

### **5.2.1.3 Credit for Work Done by Correspondence**

No more than thirty (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.

### **5.2.1.4 Maximums**

No more than half of the credit toward an undergraduate degree may be earned by any combination of CLEP Examinations, PEP Examinations, PONS courses, Special Departmental Examinations, and Advance Placement Examinations. [US: 9/13/83]

## **5.2.2 STUDENT LOAD**

With the exceptions noted below, the maximum load to be carried during any semester by an undergraduate student (including residence and correspondence courses and to courses taken on an audit basis) shall be 19 credit hours. [US: 10/11/93]

The maximum allowable load to be carried during any summer term/session for undergraduate students (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, but under no circumstances no more than 13 credits during the summer term and summer session.

Students may be enrolled in a maximum of nine 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 consecutive four-week (three credit hour) classes plus one eight-week class, or as many as three eight week (three credit hour) classes. A student would not, however, be able to enroll in two four-week (three credit hour) classes meeting concurrently. A student may be enrolled in a maximum of seven credit hours for a six-week summer term. [US: 10/11/93; US 4/10/00]

A student may be permitted by the dean of his/her college to carry such extra credit hours as in the dean's judgment, based upon the student's past performance, the student can complete successfully. [US: 11/8/82]

A student on academic probation shall take no more than fifteen (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. [US: 12/11/00]

Students in the combined Bachelor's/Master's or Bachelor's/Doctoral degree program (University Scholars) shall not take more than 16 credit hours per semester. Permission

to exceed that number is subject to approval by the Director of Graduate Studies and Dean of the Graduate School. (See Section 5.4.1.7 and Section 4.2.5.4) [US: 9/13/82]

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

The maximum allowable load to be carried during any summer term 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 twelve (12) credit hours.

A student may be registered simultaneously at the University of Kentucky and at another institution only with the approval of the dean of the college in which the student is registered at the University of Kentucky, the credit hours obtained at the other institution being considered a part of the student's maximum load. If the simultaneous registration has not been authorized, the transfer of credit from the other institution may be denied. [US: 10/11/93]

### **5.2.3 CLASSIFICATION**

Any undergraduate student shall be classified by the Registrar as a freshman if fewer than 30 hours have been completed; as sophomore upon completion of 30 credit hours, as a junior upon completion of 60 credit hours, and as a senior upon completion of 90 credit hours.

A Law student shall be classified as a second year student upon completion of 24 credit hours and as a third year student upon completion of 53 credit hours. However, a Law student shall not be classified as a second year student until that student has been in residence at least two semesters, nor as a third year student until that student has been in residence at least three semesters.

A Pharmacy student shall be classified as a second year student upon completion of 28 credit hours and as a third year student upon completion of 56 credit hours.

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

### **5.2.4 ACADEMIC STANDARDS**

#### **5.2.4.1 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 to take all examinations at the class period designated by the instructor.

Each instructor shall determine his/her policy regarding completion of assigned work, attendance in class, absences at announced or unannounced examinations, and excused absences in excess of one-fifth of class contact hours (see Rule 5.2.4.2 below). 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. [US: 11/11/85; US 2/9/87]

\*

It is compliant with the Senate Rules for an Instructor of Record to have a policy (stated in the syllabus) not to return exams (and other graded material) to the possession of students, as long as the Instructor of Record provides reasonable access of students to their exams (and other graded material) during at least one regularly scheduled class meeting. [SREC: 1/23/12]

#### **5.2.4.2 Excused Absences** [US: 11/11/85; 2/9/87; 4/12/04]

A student shall not be penalized for an excused absence. The following are defined as excused absences:

- A.** Significant illness of the student or serious illness 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.
- B.** 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, immediately family is defined as spouse or child or parent (guardian) or sibling (all of the previous include steps, halves and in-laws of the same relationship); and grandchild or grandparent
- C.** 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 as well as 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 week after the absence. Instructors of Record may request formal notification from appropriate university personnel to document the student's participation in such trips.
- D.** 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 (typically, 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. Faculty shall use their judgment as to whether the observance in question is important enough to warrant an accommodation, although the presumption should be in favor of a student's request. The Offices of Institutional Diversity, the Dean of Students, and the Ombud are available for consultation. [US: 2/14/11]
- E.** Any other circumstances which the Instructor of Record finds reasonable cause for absence. [US: 4/23/90]

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 week following the period of the excused absence (except where prior notification is required),



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. [US: 11/10/85 and SREC: 11/20/87]

If attendance is required by the class policies elaborated in the syllabus or serves as a criterion for a grade in a course, and if a student has excused absences in excess of one-fifth of the class contact hours for that course, a student shall have the right to petition for a "W", and the Instructor of Record may require the student to petition for a "W" or take an "I" in the course. [US: 2/9/87; SREC: 11/20/87]

- \* If a student has an excused absence on a day when a quiz is given, the instructor may not deny permission for a makeup exam and simply calculate the student's grade on the basis of the remaining requirements. [SREC: 8/20/87]
- With respect to nonattendance for reason of an employment-related schedule conflict, the student who is a UK employee has exactly the same standing as a student who is working for some other employer. [SREC: 09/17/12]

#### **5.2.4.3 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 resubmitted. Instructors of Record may include the quality of writing as a factor in the student's grade.

#### **5.2.4.4 Unsatisfactory Scholarship and Attendance**

A student who is doing unsatisfactory work or who is irregular in attendance (when required--see Section 5.2.4.1) 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 his/her 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 Registrar and to the Instructor of Record. (See Section 4.3.2 and Section 5.2.4.1)

#### **5.2.4.5 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. [US: 4/4/76]

#### **5.2.4.6 Dead Week [US: 4/10/06; 4/13/09]**

**A.** The last week of instruction of a regular semester is termed "Dead Week." In the rest of these Rules, this term also refers to the last three days of instruction of a summer session, a summer term and a winter intersession.[US: 4/10/2006]

**B.** In cases of "Take Home" final examinations, students shall not be required to return the completed examination before the regularly scheduled examination period for that course.

**C.** No written examinations, including final examinations, may be scheduled during the Dead Week.

**D.** No quizzes may be given during Dead Week.

**E.** No project/lab practicals/paper/presentation deadlines or oral/listening examinations may be scheduled to fall during the Dead Week unless it was scheduled in the syllabus AND the course has no final examination (or assignment that acts as a final examination) scheduled during finals week. A course with a lab component may schedule the lab practical of the course during Dead Week if the lab portion does not also require a Final Examination during finals week.

**F.** Make-up exams and quizzes are allowed during Dead Week; these are exempt from the restrictions stated in C, D and E.

**G.** Class participation and attendance grades are permitted during Dead Week.

- \* The current wording of this rule does not prohibit continuing into Dead Week regularly assigned graded homework that was announced in the class syllabus. [SREC: 9/09]
- \* The Dead Week rule applies to ALL courses taught in the fall semester, spring semester, eight-week summer session, and four-week summer term, including those taught in a format that has been compressed into less than one semester, term, or session. The rule does not apply to courses in professional programs in colleges that have University Senate approval to follow a nonstandard calendar, as authorized in Senate Rule 2.1.1(l). [SREC: 3/15/12]

#### **5.2.4.7 Final Examinations**

If an instructor is administering a final examination, and he or she is requiring students to take the exam in a particular place at a particular time, then he or she must administer the exam during the examination period scheduled by the Registrar [US: 10/10/11]

**A.** The Registrar shall schedule two-hour periods for final examinations for courses offered during the fall and spring semesters. The faculties of colleges that have Senate approval for their own special calendars may instruct the Registrar to schedule final examination periods of a different length. The Registrar shall schedule spring and fall semester final examination periods during the last five (5) days of the semester; that five-day period shall be preceded by a study day or weekend on which no classes or examinations for weekday classes will be scheduled. Final examinations for weekend classes will be administered the weekend before this five-day period and need not be preceded by a study day. [US: 4/9/01; 10/10/11]

**B.** The Registrar shall schedule final examinations for courses offered during the four-week summer term, the eight-week summer session, and winter intersession for the time of the last scheduled class period. [US: 10/11/11]

**C.** An instructor may allow students less than the full period scheduled by the Registrar to complete the final examination, but he or she must inform the students at least two weeks before the start of the examination how much time they will have to complete the examination (one week in advance for winter intersession, four-week summer term and eight-week summer session.) [US: 10/10/11]

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. [US: 4/28/86; 10/10/11]

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

### **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. [US: 4/28/86]

### **Students**

Any student with more than two final examinations scheduled on any one date shall be entitled to have the examination for the class with the highest catalog number rescheduled at another time during the final examination period. In case this highest number is shared by more than one course, the one 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 his/her designee two weeks prior to the last class meeting. [US: 4/28/86]

If a conflict is created by rescheduling of an examination, the student shall be entitled to take the rescheduled examination at another time during the final examination period. [US: 4/28/86]

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

- \* The SREC interprets that the 'more than two final exams in one day/reschedule' provisions of SR 5.2.4.7 apply only to courses for which the Registrar has published a schedule for the final examination, including distance learning courses for which the Registrar has published a final exam schedule. The provisions do not apply, for example, when students have three final exams in one day at the eight-week point of a regular semester. [SREC: 3/15/12]

### **5.2.4.8 Final Examinations Scheduled for the Same Time**

A student for whom two examinations have been scheduled for the same time shall be entitled to have the examination for the class with the higher catalog number rescheduled. In case both classes have the same number, the one whose departmental

prefix is alphabetically first will be rescheduled. This rescheduling must be requested of the appropriate instructor in writing at least two weeks prior to the scheduled examination. [US: 4/14/80; US: 10/11/93]

#### **5.2.4.8.1 Common Examinations [US: 10/11/93]**

If a student has a course scheduled at the same time as a common exam and the student has given written notice of the conflict to the instructor at least two weeks prior to the common exam, the student shall be entitled to an excused absence from the conflicting common examination. [US: 4/9/90]

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

- A.** List the days of the month, week and the time at which the exam will be given in the official Schedule of Classes. [US: 1/12/90]
- B.** Provide an opportunity for students missing such exams with an excused absence to make up the missed work.

Departments must adopt at least one 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:

- A.** Provide a prime time course section that does not participate in the common examinations.
- B.** Give two examinations at widely disparate times. [US: 9/13/82; 2/12/90; 2/14/94]

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. [SREC: 11/24/82; upheld by US: 2/13/83]

The Faculty of a college may adopt "alternative examination" rules that differ from the above and Senate approval for such is not required so long as the college rules are more lenient than the Senate's.

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 so 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.)

#### **5.2.4.8 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 a common exam has been scheduled for all sections of the course. [US: 9/13/82]

#### **5.2.4.9 Language Limitations for Foreign Students**

Students whose native 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.

### **5.3.0 REPEAT OPTION, SCHOLASTIC PROBATION, SUSPENSION AND REINSTATEMENT**

#### **5.3.1 STUDENTS IN UNDERGRADUATE PROGRAMS**

##### **5.3.1.1 Repeat Option** [US: 11/14/83; US: 4/13/87; US: 11/14/88; US: 4/23/90; US: 9/20/93 US: 4/11/94; US: 12/11/95; US: 2/9/98]

A student shall have the option to repeat once as many as three different completed courses (including special exams as provided in SR 5.2.1.2) with only the grade, credit hours and quality points for the second completion used in computing the student's academic standing and credit for graduation. The limit of three repeat options holds for a student's entire undergraduate career (including when academic bankruptcy is exercised as per SR 5.3.1.5), 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 exercise a repeat option using a correspondence course taken at the University of Kentucky (UK). For students previously matriculated at UK but who are now enrolled solely in UK correspondence courses, the repeat option may be applied for and approved by the Dean of University Extension, in coordination with the student's prior UK college. For students whose sole UK enrollments have been in UK correspondence coursework, the repeat option may be applied for and administered through the Dean of University Extension. [US: 12/11/95]

A student exercising the repeat option must consult the student's advisor and must notify the Office of the Registrar. A student may exercise the repeat option at any time prior to graduation and must be enrolled at UK. [US: 4/11/94; US: 11/12/07]

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 (see Section 4.3.3). [US: 4/11/94]

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). [US: 2/14/94]

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

- \* The Senate Rules do not prohibit a student from using a cheating grade of E or XE in a repeat option exercise to apply in place of a regular E that was conferred the first time the course was taken. [SREC: 1/16/06]
- \* 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 nondegree status use the repeat option on a course that was taken after the prior degree was awarded. [SREC: 10/1/12]

#### **5.3.1.2 Prohibition of Duplicate Credit [US: 10/8/07]**

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 under SR 5.3.1.1.

- \* The dean of a student's college may elect to count the grades of subsequent attempts for selective admission purposes only, and not for calculating the grade point average for graduation or any other purpose.
- \* The Graduate Faculty Rules, as codified in the Graduate Bulletin, concerning the repeat option are in force and must be applied by the Registrar to all students enrolled in particular graduate degree program, or while in postbaccalaureate status. [SREC: 10/25/12]

#### **5.3.1.3 Academic Probation Policies [US: 3/20/95; US: 4/23/01]**

Students are placed on probation if:

- A.** Their cumulative Grade Point Average (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.
- B.** They have two 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.
- C.** 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.
- D.** The Summer Session and Summer Term are considered two separate academic terms and are subject to the same probation and suspension provisions as Spring and Fall.

#### **5.3.1.4 Academic Suspension Policies [US: 3/20/95; US: 4/23/01; US: 4/8/02]**

- A.** Students are suspended if:
1. They fail to earn a 2.0 term GPA for any term while on probation;
  2. They have three 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 9 hours of grades A, B, C, D or E.
- B.** Notwithstanding the provisions of SR 5.3.1.3.A, in the case of a student eligible for suspension, the dean of the student's college may continue a student on academic probation if the individual case so justifies, with notification to the Director of Undergraduate Studies.
- C.** A student academically suspended from the University may not enroll in any courses (including courses taken through the Office of Independent Study) offered by the University, nor take any examination for University credit while on academic suspension. Students already enrolled in correspondence course(s) will be allowed to complete the coursework upon notification of his/her suspension. [US: 4/10/00; US: 4/23/01]
- D.** 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 and approval of the University Senate Council.
- E.** Once reported to the 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. [US: 10/16/89; US: 4/23/01]

#### **5.3.1.5 Reinstatement**

After they have remained out of the University for at least a semester and a summer session (a semester for a student suspended at the end of a summer session), students who have been academically suspended from the University may only be reinstated by the dean of the college in which they plan to enroll when they present evidence that they are capable of performing at the level required to prevent being suspended a second time. The deadline for students to schedule an appointment for reinstatement in all colleges is May 15 for the fall semester and October 1 for the spring semester. [US: 10/11/93; 2/14/2005]

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:

- A.** They acquire any additional deficit during any semester or session while on academic probation. (SR 5.3.1.2)
- B.** They have failed to meet the requirements for removal from academic probation by the end of the third semester following their reinstatement. (SR 5.3.1.2)

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 SR 5.3.1.5 for information on the academic bankruptcy rule that applies to students who are readmitted after an interruption of two or more years. [SREC: 11/20/87]

**5.3.1.6 Readmission After Two or More Years (Academic Bankruptcy) [US: 10/11/93]**

**A.** Undergraduate students who have been readmitted through the usual channels after an interruption of two or more continuous years, and who have completed at least one semester or at least 12 hours with a GPA of 2.0 or better, 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 Rules Committee holds that enrollment for a semester, when terminated by a withdrawal before completion of the semester (grades all Ws), in the two years preceding readmission is not an interruption. Under this circumstance, a student **cannot** invoke the academic bankruptcy rule. [US: 4/12/82]

- \* The 12-hour requirement of this rule must be met by enrolling in courses offered by the University of Kentucky. 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 of Kentucky). [SREC: 10/17/07]

**B.** In addition, the dean of the student's college may permit such 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). [US: 4/12/82]

**C.** Part-time as well as full-time students can take advantage of the academic bankruptcy rule.

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

**E.** 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. [SREC: 10/17/07]

**F.** If a student has completed a bachelor's degree and re-enrolls, he/she may not apply the academic bankruptcy rule to courses taken for the degree already completed. [SREC: 11/12/84; SREC: 4/10/00]

**G.** 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. [SREC: 1/21/10]

### **5.3.1.7 Suspended Students Transferring between Colleges and Programs**

A student suspended from a college or program may transfer to another college or program which has a 2.0 grade point average admission requirement for transfer students, even if the student has a GPA lower than 2.0, provided he or she is not subject to the provisions for suspension from the University (Section 5.3.1.3). However, the student must meet all other admission criteria established by the college or program (see Section 4.2.4). If the student would have been placed on academic probation by the college to which he or she is transferring had he or she been previously enrolled in that college, then the college may place the student on probation at the time of admission. [US: 4/14/86]

## **5.3.2 UNDERGRADUATE COLLEGES-PROBATION AND SUSPENSION POLICIES**

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 prescribed in SR 5.3.1. If a college establishes such a policy, the policy must be approved by the University Senate, and the policy shall be made available in writing to the students. (See this Section 5.3.1.2 and 5.3.1.3.) [US: 4/25/84]

### **5.3.2.1 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:

- A.** failing to earn a grade of C or higher in a particular architectural design studio for the second time; or
- B.** 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

**C.** failing to earn a grade of C or higher in any design studio while the student is on University probation for two or more consecutive semesters.

Provision **C.** 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 Architecture may petition the Dean for reinstatement after a period of no less than 12 months.

### **5.3.2.2 College of Health Sciences [US: 4/25/84; US: 12/14/92]**

The following standards apply to Health Science student in professional programs:

#### **A. Professional Program Probation**

A student will be placed on professional program probation 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.

#### **B. Removal from Professional Program Probation**

A student may satisfy the deficiency warranting probation and will be removed from professional program probation when:

1. in the semester following professional program 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.

#### **C. Professional Program Suspension:**

A student will be suspended from the professional program when:

1. 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. a course required by the professional program is failed a second time; or
3. two courses required by the professional program are failed, unless alternative action is recommended by the Program Director and approved by the Dean.

### **5.3.2.3 College of Engineering [US: 4/25/84; 2/12/96; 3/9/09]**

The following rules apply to the College of Engineering.

- A.** Any engineering student who has completed two or more semesters at UK and who fails to maintain a cumulative UK GPA of 2.0 or higher will be suspended from the College of Engineering and will not be readmitted until this GPA is 2.0 or higher.
- B.** Any student enrolled in the College of Engineering who earns a UK GPA of less than 2.0 in any semester will be placed on academic probation.
- C.** Any student on academic probation who fails to earn a 2.0 or higher semester GPA will be suspended from the College of Engineering and will not be readmitted until he or she has obtained a semester GPA of 2.0 or higher for one semester and the student's cumulative GPA is 2.0 or greater.
- D.** Students who are suspended twice from the College of Engineering will not be readmitted.

**5.3.2.4 College of Education [US: 3/9/87; 11/14/88; US: 9/8/97]**

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:

**A. 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 2.50 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.

**B. 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 times during their program by representatives of their respective program faculty.

The three 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.

### **C. 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.

### **5.3.2.5 Program in Accountancy [US: 4/13/87]**

#### **A. Retention Standards**

Students pursuing the Five-Year Professional Program in Accountancy must maintain a 3.00 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 3.00, the student will be given one semester to bring his or her GPA up to 3.00.

#### **B. Graduation Standards**

In order to graduate with an M.S. in the Professional Program in Accountancy, students must have at least a 3.00 GPA in all worked attempted and must have successfully completed a comprehensive final examination.

### **5.3.2.6 College of Nursing [US: 10/14/91]**

The following standards apply undergraduate students in the professional nursing program.

(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, which does not have the NUR prefix, e.g., ENG, CHE, BIO.)

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.

#### **A. 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).

**B. 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; an
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).

**C. Undergraduate Program Suspension**

A student shall be suspended 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) in a course required in the CON (NUR prefix); or
3. fails to earn a grade of C (2.0) in any two 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.

**D. Removal from Suspension**

After the period of suspension, a student may be reinstated into the CON when the student meets the requirements for admission.

**E. 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.

**5.3.2.7 Gatton College of Business and Economics [US 5/5/03]**

The following rules apply to students in the Gatton College of Business and Economics.

- A.** 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.
- B.** 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.
- C.** Any student on probation who fails to achieve a 2.0 semester GPA will be dropped from the Gatton College of Business and Economics and will not be readmitted

until he or she has obtained a semester GPA of 2.0 or greater for one semester and the student's cumulative GPA is 2.0 or greater.

**D.** Students who are suspended twice from the Gatton College of Business and Economics will not be readmitted.

### **5.3.3 ATTENDANCE AND ACADEMIC DISCIPLINE IN THE PROFESSIONAL COLLEGES**

NOTE: All students in the professional colleges are subject to the rights, rules and regulations governing University of Kentucky students in all matters not specifically covered in the these rules.

#### **5.3.3.1 College of Law**

##### **A. Exclusion for Poor Scholarship and Readmission**

**1.** All students in the College of Law must maintain a satisfactory cumulative GPA, and failure to do so will result in the student being dropped from the college for poor scholarship. Any student who earns a GPA below 1.5 for his or her first semester of law study may be suspended by the Dean on recommendation of the Law Faculty Academic Status Committee for poor scholarship. Any student who fails to earn a 2.0 cumulative grade point average at the end of the first two semesters will automatically be suspended for poor scholarship. In addition, any student whose cumulative GPA falls below a 2.0 at the end of any subsequent semester will also be suspended from the college. [US: 10/11/82]

**2.** Any student who earns a grade of E in a required course must reregister for the course and complete all requirements thereof. When such a required course is retaken or when a student elects to repeat an elective course in which the student has earned a failing grade, both the initial and subsequent grade will be reflected on the student's record and counted in the computation of class standing, subject to readmission standards below.

**3.** Any student dropped for poor scholarship may petition the Law Faculty Academic Status Committee for readmission. A recommendation to the Dean for readmission is within the discretion of the Academic Status Committee; however, in most cases, the following policies will guide the Committee: a student suspended after the first semester will be required to petition the full Law Faculty for readmission; in the case of students suspended at the end of the second semester, a student with a cumulative GPA of 1.90 and above will normally be readmitted, a student with a cumulative GPA of 1.70 to 1.89 may be readmitted but will be carefully scrutinized, and a student with a cumulative GPA below 1.70 will normally not be readmitted; any student dropped at the end of the third semester or thereafter will be subject to case-by-case analysis.

**4.** Any student who is readmitted after being dropped at the end of the second semester and who fails to raise his or her cumulative GPA to 2.0 by the

end of the third semester will be readmitted again at that time only if he or she has made material progress toward raising his or her cumulative GPA to 2.0. Material progress at a minimum shall mean obtaining a 2.0 GPA for the semester. Moreover, such a student must raise his or her cumulative GPA to 2.0 by the end of the fourth semester. In addition to the foregoing academic standards for readmission, the Academic Progress Committee may impose additional academic standards in individual cases, and in any case may impose other reasonable conditions of readmission including, but not limited to, limitation of outside work, specification of schedule of study (including specification of particular courses and limitation of hours), and the limitation of extracurricular activities. The Academic Progress Committee with the approval of the full Law Faculty may also require the repetition of courses either with or without substitution of the grades earned in the courses retaken. Failure to comply with the requirements and conditions of readmission will result in the student being suspended again from the College of Law, in which case he or she will not be readmitted without approval of the University Senate Council upon the recommendation of the Dean following action by the full Law Faculty. Any student aggrieved at any time by recommendation of the Academic Status Committee may petition the full Law Faculty for review. [US: 12/4/89; US: 4/12/93]

**5.** For purposes of the above rules, a student who is required by the Academic Status Committee to repeat fourteen (14) or more hours of the freshman curriculum in his or her third and fourth semester will be considered as enrolled in his or her first and second semesters.

**6.** A student who has once been suspended for poor scholarship and who fails to have a 2.0 cumulative GPA at the end of the semester or summer session in which he or she completes the 90th hour of course work will not be allowed to graduate from the College of Law. Such student will not be allowed to enroll in additional hours of course work in an attempt to achieve a 2.0 cumulative GPA. [US: 11/8/76; SC transmittal: 3/14/91]

**B. Withdrawal and Readmission [US: 4/12/93]**

**1.** 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.

**2.** After completion of all required first-year courses, a student who withdraws from the 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 College of Law, a student must obtain from Registrar's Office to obtain a withdrawal card; this card must

be signed by the Dean of the College of Law or the Dean's designee. If a student plans to complete a semester, but not reenroll for the subsequent semester, he or she must give the Dean's designee written notice of such intention.

**3.** If a student withdraws from the college and University or does not continue enrollment **and** has complied with paragraph B.2 of this rule, 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 semesters plus one summer term. No student will be readmitted pursuant to this paragraph more than one time.

**4.** A student who intends to remain away from the college for more than 2 semesters plus one summer term 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.

**5.** Readmission for students who are not entitled to readmission pursuant to paragraphs B.1-B.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 regular semesters. Reasonable conditions, including the repetition of courses for no credit, may be imposed if readmission is approved.

**6.** 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.

**C. Limitation on Pass/fail Units Creditable for College of Law Students [US: 4/12/93]**

**1.** No more than 6 hours of graduate courses outside of the College of Law, graded on a pass/fail basis, shall be counted.

**2.** No more than 6 hours of courses in the law school that are offered only on a pass/fail basis shall be counted.

**3.** No more than 9 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 graduate course outside the College of Law, graded on a pass/fail basis, may be credited in any one semester.



Students in joint degree programs may only take up to six pass/fail course credit hours in the College of Law courses and may take no courses outside the College of Law for credit toward the J.D. other than pursuant to the applicable joint degree program.

### **5.3.3.2 College of Pharmacy**

#### **A. Academic Performance, Progress and Guidelines [US: 11/13/95; 4/12/04]**

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 on each student's performance - - both of which are shared with the student and are part of the student record. The APC for students in a particular year consists of the course directors and laboratory instructors for that academic year, plus a standing core 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 performance and satisfactory completion of course work. The APC may also recommend other remedies, including but not limited to adjustment of academic load, repetition of curriculum segments and participation in counseling sessions. Although the APC considers the overall record of the student in making decisions, the APC will rely on the following:

#### **B. Academic Policy for Professional Students in the College of Pharmacy**

All students must maintain a minimum Pharmacy GPA of 2.0 and earn a minimum grade of "C" in 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 Pharmacy program.

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. [US: 5/7/07]

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 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 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 or more courses will be suspended from the College of Pharmacy, regardless of GPA.
5. A failure in a pass/fail course will be considered a grade less than C.
6. Students who satisfactorily complete the remediation requirements for probation will be removed from probation.
7. 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.
8. Students eligible for probation on a second occasion may be suspended from the College.

### **C. Probation**

Students who are on academic probation may not be allowed:

1. To serve as officers or committee members in any campus organization.
2. To 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. To 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.

### **D. 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 College of Pharmacy 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. If the student is judged after 2 semesters to be performing satisfactorily by the APC while taking normal academic course loads, their probation status may be removed by the College Faculty.

### **E. Special Considerations**

1. Because of the demands of the Doctor of Pharmacy curriculum upon acceptance to the program of study, students are expected to devote their energies to the academic program. The college actively discourages employment while courses are in session 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 outside the normal Monday through Friday, 8 AM to 5 PM business hours time frame will occur.
3. Clinical responsibilities 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.

### **5.3.3.3 College of Medicine [US: 3/10/86]**

#### **A. 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, behavioral characteristics, and ethical principles. To this end, students are responsible for conforming to all rules and regulations specified by the *Health Science Student Professional Behavior Code*, the "Technical Standards" detailed in the *College of Medicine Bulletin*, and the academic standards established in these *University Senate 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**

1. Student work is assessed by the faculty through the assignment of grades upon completion of all required courses and clerkships. Basic science grades are based upon such measures as written and oral examinations, laboratory practicals, and case write-ups. In the clinical years, grades are accompanied by detailed descriptive comments reflecting the instructors' impressions of each student's knowledge, attitudes, and technical skills.
2. Departmental faculty determine the level of student competence in the course or clerkship for which they are responsible. Within four 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 sheet.
3. Because of advanced academic pursuit in a biomedical discipline, some students may wish to bypass a particular first or second year course. With permission of the Instructor of Record and the SPPC, a student may sit for an "opt-out" examination. The course director will determine the appropriate level of performance for bypass privileges.

4. Passing scores are required on both the Step 1 written examination (taken at the end of Year 2) and Step 2 written examination and clinical skills examination. Students have from the end of their third year through December 31 of their fourth year to sit for both parts of the Step 2 examination. Students have three 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. [US: 4/12/04].
5. Students will be required to pass a Clinical Performance Examination (CPX) prior to graduation. Students who do not initially pass the examination will be required to participate in remediation activities and pass a retest. [US: 3/18/96]

#### **B. 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, demeanor, and ethical principles essential to professional competence, the following procedures will be used to evaluate and promote students:

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.
2. **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. Students attaining a GPA of 3.7 or higher in their current academic year will be promoted to the subsequent year **With Distinction**. This accomplishment will be noted in their academic records and on their transcripts.

Commencement honors of High Distinction and Distinction will be awarded at graduation for students who attain the appropriate GPA, i.e., 3.70 for High Distinction, 3.50-3.69 for Distinction. [US: 3/18/96]

3. A **non-promotional category** will identify students who are not being promoted due to unfulfilled requirements. These students may be involved in remediation activities, be working to complete an "I" grade, or be retained for not passing the CPX. Students in the non promotional category will be promoted upon satisfactory correction of the deficiency or dismissed.
4. A **non-routine promotion** category will identify students receiving marginal grades whose performance warrants close monitoring. Marginal performance may indicate the need for remediation or repetition of curriculum segments. Continued marginal performance may be justification for dismissal.

5. A student receiving a grade of "U" or "E" 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.
6. **Unlimited** opportunity to repeat courses, clerkships or curriculum sequences is neither feasible nor desirable.
7. A **probation category** encompasses those students who earn a GPA of less than 2.50 for any academic year or those students who earn any "U" or "E" grades. Students promoted while on probation must improve their academic performance in the subsequent academic year or risk dismissal.
8. **Dismissal** from the College of Medicine **will** result when students have an annually calculated cumulative GPA of less than 2.00; earn two or more "E" grades; earn three or more "U" grades in any academic year; earn a "U" or "E" grade while on academic probation; or fail either Step 1 or Step 2 on three attempts. At the discretion of the SPPC and the Dean, students **may** be dismissed if they earn two "U" grades.

### C. Leaves of Absence

Students are normally expected to complete the curriculum in four 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 categories of leave may be recommended by the SPPC and approved by the Dean:

1. **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 year without reapplication.
2. **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 year.
3. **Medical Leave of Absence:** Illness can seriously disrupt or impede student progress through the course of study. A student anticipating an absence of ten (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.
  - (a) 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.

**(b)** 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 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.

#### **D. Other Considerations and Restrictions**

1. 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.
2. Due to curricular requirements, Saturday examinations are frequently scheduled. Allowances will be made for students who religious beliefs prohibit participation in Saturday examinations.
3. Clinical responsibilities during the third and fourth year will necessitate night and week-end work.

#### **5.3.3.4 College of Dentistry [US 11/8/99]**

The following academic disciplinary policies for students in the professional dental educational program are initiated upon unsatisfactory academic performance.

#### **A. Academic Probation**

1. **Placement on Probation.** A student will be placed on probation if he or she has:
  - (a)** a grade point average (G.P.A.) for the academic year less than 2.75;
  - (b)** received a failing grade (**E** or **F**); **or**,
  - (c)** failed any section of either Part 1 or Part 2 of the National Dental Board Examination.
2. **Terms of Probation.** The terms of probation will be established by the Academic Performance Committee (APC). The duration of probation will be at least one semester. Passing a course that has been failed is a condition of all probations. Additional terms of probation may be established by the APC. Students on probation may be ineligible for certain curricular or extracurricular college activities.

If a student has failed the National Dental Board Examination, taking the examination the next time it is offered and passing it shall be among the terms of probation. The terms shall also require certain activities to help the student prepare to pass the examination.

**3. Removal from Probation.** A student will be removed from probation by the Academic Performance Committee when he or she has at least a cumulative 2.75 G.P.A., has at least a 2.75 G.P.A. in the current academic year, has passed any failed course, and has satisfied the terms of probation in the judgment of the Academic Performance Committee.

**4. Responsible Agent:** The Academic Performance Committee. [US 11/8/99]

## **B. Academic Suspension**

**1. Placement on Academic Suspension.** The Academic Performance Committee (APC) shall recommend to the Dean that a student be suspended if two conditions exist. The first condition is that the student has:

- (a) received two or more failing (**E** or **F**) grades;
- (b) received a failing grade (**E** or **F**) while on probation;
- (c) failed to meet the terms of probation; **or**,
- (d) after the second year of the curriculum, achieved a cumulative GPA or less than 2.75

The second condition is that, based on the available evidence, the APC has determined that the student is capable of completing the curriculum after receiving counseling and/or completing work outside the College. The committee's recommendation shall include a description of any circumstances the Dean should consider in reaching a decision. It shall also include suggestions on what the student needs to accomplish to be considered for reinstatement.

**2. Second failure of any section of Part 1 of the National Dental Board Examination.** If a student fails the National Dental Board Examination a second time, the APC shall recommend to the Dean that the student be suspended. The APC recommendation will include a description of any circumstances the Dean should consider in reaching a decision. It shall also include suggestions on what the student needs to accomplish to be considered for reinstatement. [US 11/8/99]

**3. Review.** A student subject to suspension may ask the Dean for a review. Review procedures shall be determined by the Dean. [US 11/8/99]

**4. Reinstatement following suspension.** A suspended student may not be reinstated before one semester has passed from the date of suspension.

When the student demonstrates that he or she can perform at the level required to graduate from the College, the Dean may reinstate him or her. A reinstated student will be placed on probation, subject to terms recommended by the APC and approved by the Dean. [US 11/8/99]

A student who has been suspended because of a second failure of any section of Part 1 of the National Dental Board Examination shall not be readmitted unless she or he takes and passes the examination. [US 11/8/99]

**5. Responsible agent:** The Dean. [US 11/8/99]

**C. Dismissal** [US 11/8/99]

**1. Placement in Dismissal Status.** The APC shall recommend to the Dean that a student be dismissed if two conditions exist. The first condition is that the student:

- (a) received two or more failing (**E** or **F**) grades;
- (b) received a failing grade (**E** or **F**) while on probation;
- (c) failed to meet the terms of probation; **or**,
- (d) after the second year of the curriculum, achieved a cumulative GPA of less than 2.75.

The second condition is that, based on the available evidence, the APC has determined that the student is not academically capable of completing the curriculum or is otherwise unsuitable for dentistry for reasons that include, but are not limited to: unacceptable personal hygiene; the inability to establish rapport with patients; the inability to work effectively with other health care team members; undependability; or lack of integrity, initiative or interest. The APC recommendation shall include a description of any circumstances the Dean should consider in reaching a decision.

**2. Previously suspended students.** If a student is subject to suspension and has been previously suspended, the APC shall recommend that she or he be dismissed

**3. Review.** A student subject to dismissal may ask the Dean for a review. Review procedures shall be determined by the Dean.

**4. Reinstatement following dismissal.** The dismissed student shall not be reinstated.

**5. Responsible Agent:** The Dean.



### 5.3.4 PROMOTION AND GRADUATION IN THE PROFESSIONAL COLLEGES

#### 5.3.4.1 Dentistry

##### A. Promotion [US 5/10/04]

Policy Statement: Students will be promoted when they have successfully completed all courses in an academic year.

1. **Methods and Procedures.** Promotion of first, second or third year students:
  - (a) All courses in an academic year must be completed with a grade of C or higher (or P, in the case of pass/fail courses) before promotion.
  - (b) Promotion shall usually occur no later than 15 working days after the last day of scheduled classes in each academic year.
  - (c) If a lack of resources or facilities at the University prevents a student from being able to complete a basic science course requirement prior to the beginning of the next academic year, permission may be granted by the APC, in consultation with the Instructor of Record, to complete an equivalent course either at the University or another accredited institution at a prescribed level of performance.
2. **Responsible Agent:** The Dean.

##### B. Graduation [US 11/8/99; 5/10/04]

1. A student shall be eligible for graduation when passing all courses and meeting all of these applicable requirements:
  - (a) student has at least a 2.75 cumulative GPA;
  - (b) a student has passed Parts 1 and 2 of the National Dental Board Examination;
  - (c) a student has taken and passed a clinical mock board examination;
  - (d) advanced standing students must complete the curriculum within one year following the time period agreed to at admission;
  - (e) all terms of probation have been satisfied; and
  - (f) all patient responsibilities and other obligations to the College of Dentistry or the University have been satisfied.
2. **Responsible Agent:** The Dean.

## **5.4.0 DEGREES, HONORS, GRADUATION**

Commencement convocations shall be held in December and in May of each academic year. [US: 2/14/11]

### **5.4.1 RESIDENCE REQUIREMENTS**

For an undergraduate degree,

- (1) a least 25% of the credits,
- (2) not less than 30 credit hours, [US: 9/10/12]and
- (3) a minimum of thirty (30) of the last thirty-six (36) credits

presented for the degree must be taken from the University.

Any request for waiver by veterans of any of the above requirements, or a request 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 such methods as 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 Senate Council, through the University Registrar, the number of waivers granted in the categories of (1), (2) and (3) above, and for each waiver granted the extent of departure that was approved from the given credit hour requirement in (1), (2) or (3) [US: 9/10/12].

- \* Courses taken under the 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 Rule 5.4.1's residency requirement and for graduates to be conferred commencement honors at the time of award of their degrees under sections A-D of Rule 5.4.2.2. [SREC: 2/14/01 and 5/31/05]

#### **5.4.1.1 Undergraduate Application for Degrees [US: 3/17/08]**

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 for degrees to be awarded beginning with May 2009: by November 30 for degrees to be awarded the following May; by February 28 for degrees to be awarded the following August; and by June 30 for degrees to be awarded the following December.

#### **5.4.1.2 Double Major [US: 4/10/89]**

An undergraduate student earns a double major when he or she 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 his or her double major to the Registrar and to the student records office in his or her college(s). He or she must have an advisor in each major. The student who completes the requirements for a double major receives a degree from the college of his or her Primary Major and has the successful

completion of the Secondary Major entered on his or her 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. The Rules Committee has held that a secondary major from another college must fulfill only the departmental requirements for a major and is not expected to meet the college requirements as well. 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. [US: 3/8/82; 4/10/89]

#### **5.4.1.3 Additional Bachelor's Degrees [US: 9/13/10]**

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 towards fulfilling one degree may also count towards 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. [US: 3/8/82; 4/10/89; US: 9/13/10]

#### **5.4.1.5 Concurrent Enrollment in Graduate Programs**

Concurrent enrollment for degree purposes in more than one graduate program is permitted only with the approval of the student's Graduate Advisor(s), Directors of Graduate Studies in the programs, and the Dean of the Graduate School.

#### **5.4.1.6 Masters 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. [US: 9/10/84]

#### **5.4.1.7 Second Master's Degree**

A student may receive two master's degrees. However, simultaneous enrollment in two or more programs and the granting of two or more master's degrees at the same time is not permitted, unless approved the student's advisors and the Directors of Graduate Studies in the programs. 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. [US: 3/8/82]

#### **5.4.1.8 University Scholars Program**

The total number of credit hours for the combined program may be 12 fewer than the total required for both the bachelor's and master's, or bachelor's and doctoral degrees. The requirements for the bachelor's degree will be unaffected. (See Section 4.2.5.4 and Section 5.2.2) [US: 9/13/82]

- \* See Appendix Senate Rule 10.2 for the SREC interpretation of the Senate Rules on counting courses toward multiple degrees.

#### **5.4.1.9 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 full-time, consecutive resident semesters preceding qualifying examinations or during the two

semesters of full-time dissertation study immediately following the qualifying examination. [US: 5/6/85; BoT: 9/17/85]

## **5.4.2 GRADUATION AND COMMENCEMENT HONORS**

(These rules are established by and may only be amended by the elected Faculty Senators in the University Senate.)

### **5.4.2.1 Authority**

Pursuant to KRS 164.240, the University Faculty is assigned by law the authority to recommend to the Board of Trustees those conditions of merit and circumstance that the Board may establish relating to certain honors associated with degrees. Pursuant to KRS 164.240, the University Faculty is also assigned the authority to recommend to the Board of Trustees those persons upon whom the Board may confer these honors. For the purposes of these *University Senate Rules*, and within the meaning of 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” (capitalized).

The Board of Trustees has delegated to the body the “University Faculty,” the Board’s final approval authority in the establishment of conditions of merit and circumstance for “degree honors” as well as its final authority to confer such honors, within the framework of the University Senate. [BOT 12/10/1917] The Board of Trustees has specifically identified the elected Faculty Senators (as the representatives of the University Faculty) as being the body authorized to act for the University Faculty in making final policy and decisions concerning “degree honors.” [BOT 06/10/2005; GR IV.A,C]

With respect to “Honorary Degrees,” the Board of Trustees has reserved its statutory authority to make final approval of conditions of merit and circumstance for, as well as final approval of the award of, such degrees, with the *proviso* that as per KRS 164.240, its final action on either conditions or nominees is contingent upon the recommendation by the elected Faculty Senators in the University Senate. [BOT 06/10/2005; GR IV.A,C)]

### **5.4.2.2 Conditions of Merit and Circumstance for Degree Honors**

**A.** Students shall be graduated "Summa Cum Laude" who attain a grade point average of 3.8 or higher for at least three years of work at the University of Kentucky (excepting correspondence study). [US: 10/11/94; US: 4/11/94]

**B.** Students shall be graduated "Magna Cum Laude" who attain a grade point average of 3.6 or higher for at least three years of work at the University of Kentucky (excepting correspondence study). [US: 4/11/94]

**C.** Students shall be graduated "Cum Laude" who attain a grade point average of 3.4 to 3.6 for at least three years of work at the University of Kentucky (excepting correspondence study). [US: 4/11/94]

**D.** Students with a minimum of two but less than three years of work at the University shall receive the appropriate commencement honors if they attain a grade point average of 0.2 greater than the above.

- \* Courses taken under the 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 Rule 5.4.1's residency requirement and for graduates to be conferred commencement honors at the time of award of their degrees under sections A-D of Rule 5.4.2.2. [SREC: 2/14/01; SREC: 5/31/05]

**E.** The degree with honors from a professional college shall be based solely upon work done in the professional college.

**F.** The bachelor's degree with honors in a student's major or a degree with honors from a professional college will be conferred upon a student whom the faculty or 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. [US: 12/13/82]

**G.** All students in the Honors Program of the University who do not have a grade point standing of 3.5 or better but are in the top ten percent (10%) of their college's class are eligible to graduate in the Honors Program if they satisfy the other requirements and have approval of the Honors Program Director.

- \* A student who has invoked the academic bankruptcy rule (SR 5.3.1.5) during his/her University career shall be considered, for the purposes of commencement honors, as having attended the University only for those hours earned subsequent to readmission. [SREC: 6/21/83]
- \* A student need not be enrolled full-time to fulfill the years of work necessary to receive commencement honors. Two years of work means 60 credit hours; three years means 90 credits. [SREC: 5/8/85]
- \* The SREC interpreted that under this rule, it is the cumulative GPA that is used to test for qualification for graduation honors, and that the minimum number of hours that must be included in that GPA calculation is 90 hours, and that the student does not have to be a full-time student to be eligible for qualifying for graduation honors. [SREC: 2/24/06]

#### **5.4.2.3 Conditions of Circumstance for Honorary Degrees**

##### **A. Role of the University Joint Committee on Honorary Degrees (UJCHD)**

The elected Faculty Senators in the University Senate here opt to incorporate by reference the composition and charge to the University Joint Committee on Honorary Degrees as described in AR 11:4. Using the conditions of merit for Honorary Degrees specified SR 5.4.2.4 below, the UJCHD develops recommendations on nominees for

Honorary Degrees. The UJCHD submits its recommendations to the elected faculty senators in the University Senate.

The UJCHD may submit to the elected Faculty Senators, through the elected Faculty representatives to the Senate Council, policy recommendations concerning conditions of merit and circumstance for the award of Honorary Degrees.

- \* The prerogative of the elected Faculty Senators to “opt” to utilize the charge to and composition of the University Joint Committee on Honorary Degrees described in the cited Administrative Regulation connotes that changes in the charge or composition specified in the regulation are made only with the concurrence of the elected Faculty Senators. [SREC: 8/09]

## **B. Role of the Elected Faculty Senators in the University Senate**

1. Within the framework of a University Senate meeting, and prior to consideration of any specific nominations, the elected Faculty Senators may exercise its option to decide that no nominees for honorary degrees will be recommended to the Board of Trustees that academic year.
2. If the elected Faculty Senators do not opt for the above outcome (SR 5.4.2.3.B.1), then the elected Faculty Senators shall consider the UJCHD recommendations concerning:
  - (a) the qualifications of the submitted nominees;
  - (b) the appropriateness of the recommended honorary degree title for each;
  - (c) the alternative occasion on which the degree is recommended to be conferred (if not at either the December or May Commencement); and
  - (d) any other recommendations of the committee for departure from the conditions of circumstance specified herein.
3. The respective recommendation for each nominee shall be considered and voted on individually by the elected Faculty Senators. The elected Faculty Senators may in addition approve, or may modify, the recommendation on the degree title or other circumstance of award of the degree. Those nominees, degree titles, and circumstances of award that are approved by the elected Faculty Senators shall be forwarded through the Chair of the Senate (the President) to the Board of Trustees for final action. Prior to the vote by the elected faculty Senators, the Chair of the Senate (or that Chair’s designee), may address the University Senate as to the qualifications of a particular nominee or as to exceptions to the conditions of circumstance.
4. Under extraordinary circumstances, and with written justification to the Board of Trustees through the Chair of the Senate, the elected faculty representatives in the University Senate may through a deliberative process commensurate to the circumstance recommend for an honorary degree a

person not among the nominees recommended by UJCHD. This option is not dependent upon the exercise of SR 5.4.2.3.B.2, above.

**C. Circumstances for Award of Honorary Degrees**

1. The number of honorary degrees awarded during any academic year shall be limited to five, with no more than four at any single Commencement. [US: 2/14/11]
2. The honoree must be present to receive the honorary degree.
3. The honorary degree shall be conferred at either the December or May regular university commencement ceremony, unless otherwise approved by the elected Faculty Senators pursuant to SR 5.4.2.3.B.2.(c). [US: 2/14/11]

**D. Titles of Honorary Degrees**

The titles approved by the elected Faculty Senators for Honorary Degrees are:

Honorary Doctor of Arts  
Honorary Doctor of Laws  
Honorary Doctor of Science  
Honorary Doctor of Engineering  
Honorary Doctor of Humanities  
Honorary Doctor of Letters

**5.4.2.4 Conditions of Merit for Honorary Degrees**

**A. Principles**

In awarding Honorary Degrees, the University accomplishes several purposes: It pays tribute to those whose life and work exemplify professional, intellectual, or artistic achievement. It recognizes and appreciates those who have made significant contributions to society, the state, and the University. It highlights the diverse ways in which such contributions can be made. And it sends a message that principles, values, and contributions are important. Well-chosen honorees affirm and dignify the University's own achievements and priorities.

Honorary degrees may be conferred upon those who have achieved distinction through outstanding intellectual or creative achievements, or through outstanding leadership in education, business, public service or other appropriate sectors of society.

**B. Conditions**

1. The honorary degree shall be awarded to recognize only exceptional accomplishments as outlined in the above principles. The nominee's special achievement or contribution to society shall be the fundamental consideration and shall be evaluated without regard to the nominee's attainment of influential position or financial status.

2. The nominee shall have gained distinction worthy of recognition extending well beyond his/her own field of endeavor and geographical area of activity.
3. Although it is recognized that it is desirable for the nominee to have a tie to the University of Kentucky or the Commonwealth of Kentucky, such a connection shall not be a requirement.
4. As long as the nominee clearly meets the criteria, his/her selection shall not be affected by the number of previous similar honors received.
5. Former faculty and staff of the University of Kentucky shall meet the same criteria as other nominees; current faculty and staff are not eligible.
6. Elected or appointed officials of the Commonwealth of Kentucky shall not be eligible as honorary degree candidates during their terms of office.

### 5.4.3 REQUIREMENTS FOR GRADUATION

To be eligible for any degree, a student must have completed the requirements as approved by the University Senate, except that curriculum substitutions may be made by the college affected if not inconsistent with these Rules. Curriculum requirements must include, in addition to specified credits, a specified grade point average both overall and in the student's major which shall in no case be less than 2.0. [US: 10/10/94]

- \* The 2.0 requirement applies to all major requirements, including pre-major and lower division courses but not to those courses taken in the major beyond the minimum requirements. [SREC: 12/4/95]

Every baccalaureate degree program shall include four divisions or components:

1. University Studies
2. Pre-major or Pre-professional
3. Major or Professional
4. Free Electives

#### 5.4.3.1 Writing Requirement [US: 3/8/04]

All students on the main campus may satisfy the first-year condition by successfully completing ENG 104, a 4-credit course. Sometime after achieving sophomore status, but before graduation, students satisfy the second condition by successfully completing one of the writing-intensive 200-level courses offered through the English Department. Students must earn a C or better on all major essays. Course grades of D and E, if earned because of performance on major essays, will not count toward satisfaction of the University Writing Requirement. Note: Students in the Honors Program will continue to satisfy the entire University Writing Requirement through that curriculum.

Students who have a standard score of 32 or above on the English section of the ACT, 700 or above on the SAT, or 4-5 on the AP English Language exam will receive exemption from ENG 104. Students who earn a 3 on the AP English Language exam



will earn credit for ENG 101 and may choose to take either ENG 102 or ENG 104 (encouraged). There is no exemption by CLEP. Scores of 3-5 on the AP English Literature exam or the equivalent on the IB exam will receive 3 units of credit for ENG 161, which does not satisfy either condition of the University Writing Requirement.

Full-time students must enroll in ENG 104 in either fall or spring of their first year. They may drop the course during the first year, but beginning in their third semester students enrolled in ENG 104 are not allowed to drop the course, and will be required to register for the course each semester until they have satisfied the first-tier of the Writing Requirement. Completion of the first-year requirement is a prerequisite for entry in all of the 200-level writing courses. Students may complete the 200-level course at any time after achieving sophomore status but before graduation.

#### **5.4.3.2 Inference Requirement [US: 2/13/95]**

(This Senate Rule is obsolete and will be replaced with a new rule on the current UK Core program policies. [SREC: 8/23/12] )

**A.**

**5.4.3.3 University Studies Requirements [US: 2/3/86; US: 3/8/04]** (This Senate Rule is obsolete and will be replaced with a new rule on the current UK Core program policies. [SREC: 8/23/12])

#### **A. Suspension of Oral Communication Requirement**

(This Senate Rule is obsolete and will be replaced with a new rule on the current UK Core program policies. [SREC: 8/23/12] )

#### **5.4.3.4 Free Electives**

The free elective degree component must meet the definition of free electives as set forth in the Glossary of Terms of the *University Senate Rules*. A free elective component is a mandatory part of every baccalaureate program. It has no minimum hour requirement--that is, it is left to the discretion of the Undergraduate Council as it approves programs and program changes.

### **5.4.4 CHANGE IN PROGRAM REQUIREMENTS**

#### **5.4.4.1 Undergraduate Degrees**

When requirements for an undergraduate degree program are changed after a student has enrolled in it, the student shall have the option of fulfilling either the old or the new requirements. In fulfilling the old requirements, if a student finds that 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 eventuality, however, the student shall not be forced to comply with the new requirements.

However, if a student interrupts his/her work in the program or the University for more than two semesters, then the dean of the college shall determine which requirements the student shall 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 the imposition of new or additional prerequisites for courses required as outside curricular requirements by another program.

#### **5.4.4.2 Graduate Degrees**

When Graduate School or degree program requirements are changed after a student has begun a course of study, the student shall have the option of fulfilling either the old or 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 Graduate School Dean upon recommendation of the Director of Graduate Studies.

In the event that a student interrupts work on a graduate degree (i.e., is not enrolled) for one calendar year or more, the Graduate School Dean shall determine, upon recommendation of the Director of Graduate Studies, whether the old requirements or the new requirements shall apply. In the event a student has not completed the requirements for the graduate degree five years after the effective date of a change in degree requirements, the new requirements shall apply unless determined otherwise by the Graduate School Dean. [US:2/12/79]

#### **5.4.4.3 Professional Degrees**

The colleges offering professional degrees (Law, Medicine, Dentistry, Pharmacy) 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. [US: 10/12/87]

### **5.4.5 DIPLOMAS**

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

#### **A. Diplomas Issued to Graduated Students [US: 2/13/06]**

Pursuant to delegation from the Board of Trustees, the University Senate establishes final policy on the informational content to be included on diplomas (GR IV.C. 3). Diplomas attesting the award of degrees and honors may be issued at a December or May Commencement Convocation. They may be issued by the University Registrar at other times when the degrees have been recommended by the University Faculty through the elected faculty senators in University Senate and approved by the Board of Trustees (KRS 164.240; GR IV.A). [US: 2/14/11]

Diplomas shall display the name of the University, the name of the degree being conferred, the authority under which the indicated degree is being conferred, and signatures representing that authority (i.e., the University Senate being represented by

the signature of the President who is Chair of the University Senate, and the Board of Trustees being represented by the signature of the Chair of the Board).

Each college dean shall attest to the Registrar the names of graduates in their college who have met the conditions for the "degree honors" prescribed above in SR 5.4.2.2.A-F. The Registrar shall ascertain the names of graduates who have met the conditions for Honors Program recognition (SR 5.4.2.2.G). The honors specified in SR 5.4.2.2.A-G shall be displayed on the diploma, along with the signatures of the attesting college dean and Registrar.

Upon the recommendation of the elected faculty Senators in the University Senate, 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 and GR IV.A).

- \* The elected University Faculty Senators control the qualifications that enable students prospectively graduating in a given semester to be included on the list received from the University Registrar, for the vote of the elected Faculty Senators, on whether to approve recommending those graduates to the Board of Trustees for conferral of a degree. The current requirements for eligibility of prospectively graduating students for inclusion on the list for conferral of a Ph.D. are that, by a stated deadline during that semester, the respective Director of Graduate Studies attests in writing to the Graduate School that: the graduate student (a) was not in a conditional status, (b) had no "I" and "S" grades in credit-bearing courses, (c) had passed the qualifying examination, (d) has a reasonable prospect for successful defense and submission of a dissertation for that semester's graduation, and (e) had met all other requirements of the individual's graduate program for the degree.  
[SREC: 8/09]

#### **B. Diplomas Issued to Recipients of Honorary Degrees [US: 2/13/06]**

Diplomas attesting to the award of an Honorary Degree shall include the name of the University, the date of the award of the degree and its title, that the authority under which the Honorary Degree is being conferred is that of the "Board of Trustees" and the "University Faculty", and signatures representing that authority (i.e., the University Faculty being represented by the signature of the President who is Chair of the University Senate, and the Board of Trustees being represented by the signature of the Chair of the Board).

## 6.0 Section VI: Student Academic Affairs

### 6.1.0 ACADEMIC RIGHTS OF STUDENTS

#### 6.1.1 Information about Course Content

Students have the right to expect the course to correspond generally to the description in the official *Bulletin* of the University of Kentucky and the right to be informed in writing (in the course syllabus) at the first class meeting about the nature of the course—the content, the activities to be evaluated, and the grading practice to be followed. Whenever factors such as absences or late papers will be weighed in determining grades, a student shall be informed. All students must be informed in writing of the course content and other matters listed in this rule at no cost to the student. Syllabi may be posted electronically; this must be done by the first class meeting of the semester and the syllabus must remain available there for the entire semester. All students officially enrolled in a course shall, upon request, be provided a copy of the course syllabus free of charge. [US: 2/11/80; SREC: 11/20/87]

#### 6.1.2 Contrary Opinion

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

#### 6.1.3 Academic Evaluation [US: 12/5/83]

**A.** 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: [US: 2/14/94; US 4/10/00; US: 2/27/08]

1. 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.

**B.** 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.

**C.** 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, 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.

**D.** Evaluations determined by anything other than a good faith judgment based on explicit statements of the above standards are improper. Among irrelevant considerations are, as per GR I.D (06/20/05) sex, sexual orientation, race, ethnic origin, national origin, color, creed, religion, age, political belief, Vietnam-era veteran status or disabled veteran status, physical or mental disability in regard to any position for which the student is qualified, being a smoker or nonsmoker as long as the person

complies with any workplace 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. [US: 2/11/85; US 10/12/98]

**E.** One form of sex discrimination is sexual harassment. It is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of an intimidating, hostile, or offensive nature, when submission to such conduct is made either explicitly or implicitly a term or condition of the student's status in a course, program, or activity, as a basis for academic or other decisions affecting such student, or substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive working or academic environment. [US:4/11/83]

#### **6.1.4 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 Registrar or the Registrar's 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.

#### **6.1.5 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, by whom, and the position of this individual.

#### **6.1.6 Student Participation in Academic Affairs**

Pursuant to GR VII.A.4(c), 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. [US: 4/10/00]

The form for each SAC, as well as the areas of responsibility, shall be determined by the faculty of the college or school (GR VII.A.4(c) and prescribed in its college Rules document (GR VII.A.4(b)). Students themselves shall be responsible for the selection of SAC members by democratic process. Each Student Advisory Council shall keep records of its proceedings. The dean of each college or school shall forward the college faculty Rules on form and of areas of responsibility of the college's SAC to the Provost. Pursuant to GR VII.A.4(b), these college Rules documents are filed with the Senate Council Office by the Provost when approved as being consistent with the University Senate Rules, which the Senate Council will confirm or otherwise be available to assist the Provost in making such determination.

Pursuant to GR VII.A.4(a), the faculty of each college or school may extend membership in the college faculty body, with or without voting privileges, to a student recommended by the college's Student Advisory Council, who may also be extended the privilege to vote with the college's faculty council or equivalent body on academic

affairs. On matters that reach the University Senate or Senate Council for its action, for which the University Senate Rules require prior voting action by a college faculty or faculty council, that prior college faculty voting exercise shall provide for the inclusion of the vote of the above student representative. [US: 4/10/00]

### **6.1.7 Attendance and Participation During Appeal**

Students shall have the right to attend classes, to pursue their academic programs, and to participate in University functions during the consideration of any appeal. [US: 4/11/83]

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 in regard to performance. Insofar as practicable, such appeals shall be expedited. [US: 4/25/88; US: 4/10/00]

Attendance and participation may be limited

**A.** 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.

**B.** 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. [US 4/10/00]

## **6.2.0 THE ACADEMIC OMBUD**

The Academic Ombud is the officer of the university charged with consideration of student grievances in connection with academic affairs. [US: 4/10/00]

### **6.2.1 FUNCTIONS, JURISDICTION AND PROCEDURES OF THE OFFICE**

#### **6.2.1.1 Functions**

The Office of the Academic Ombud 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 Ombud may seek to expedite the normal processes of resolution.

Students who wish to appeal a finding of an academic offense (see section 6.3), 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. The procedure for appealing a finding of or a penalty for an academic offense is outlined in rule 6.4.4; the procedure for appealing a grade or another academic action is outlined below. In cases of academic offenses, the Ombud's office shall notify the appropriate parties (as described in rule 6.4.4) if a student fails to exercise his or her right of appeal within the allotted time. [US 9/12/11]

#### **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, explicitly governed by Sections 4, 5, 6, 7 of the Rules of the University Senate. However, the Ombud may refer issues falling outside his/her jurisdiction to appropriate offices charged with the responsibility for dealing with them, such as the Vice President for Student Affairs, or the Associate Vice President for Institutional Equity. [SREC: 11/20/87]

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

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

#### **6.2.1.3 Decision to Accept a Case**

When an issue to be resolved is brought to the Academic Ombud, the Ombud shall first determine if the issue falls within his or her jurisdiction, as defined by the University Senate Rules. If it does not, the Ombud shall refer the person presenting the issue to the proper authority to deal with it. If the issue does fall within his or her jurisdiction, the 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 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 his or her jurisdiction to determine:

- A. whether it contains merit;
- B. whether it is deserving of extended attention; and
- C. the priority of attention which it should be accorded by the 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 University Appeals Board. Upon receipt of the written appeal, the chair of the Appeals Board shall notify the Academic Ombud to forward all reports and evidence concerning the case. The Appeals Board 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 Ombud may agree to hear a grievance otherwise barred by the Statute of Limitations in those instances where (1) the Ombud believes that extreme hardship including but not limited to illness, injury, and serious financial or personal problems gave rise to the delay or (2) all parties to the dispute agree to proceed. [US: 2/11/80; US: 4/10/00]

**6.2.1.5 Procedures**

When the Academic Ombud determines that an issue merits his or her attention, the Ombud shall contact the parties involved to determine the background of the issue and areas of disagreement. With this information in hand, the 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 University Appeals Board in writing if the complainant wishes to pursue the issue. At the request of the Appeals Board, the 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 Vice President for Student Affairs, the Associate Vice Provost for Institutional Equity and other such officials who have responsibility and concern for the academic governance of students. However, the Ombud shall not violate the rights of students or other parties involved in cases brought to the Ombud through the disclosure of any information communicated in confidence.

**6.2.1.7 Records and Reports** (see 6.4.9 this Section)

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 Associate Vice President for Institutional Equity. [US: 4/11/83] The Ombud shall review all files at the end of the term of office and should destroy any file of a case which has been resolved which is five 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 year old and which were never forwarded to the Appeals Board shall be destroyed. The Ombud shall present annually a report of activities to the University Senate, the Student Government Association and the Provost of the University and may offer recommendations for changes in rules, practices or procedures to the end of achieving more harmonious and effective governance of student academic affairs. [US: 2/14/94]

At the request of the Senate Council, the Ombud shall prepare reports or submit recommendations on specific matters.

The Ombud may report directly to the Senate Council or the Provost, Student Government Association, Deans, Department Chairs, or other appropriate persons on problems which the Ombud feel deserve their early attention.

**6.2.2 Qualifications of the Academic Ombud**

As established by the University Senate Rules, the Academic Ombud must be tenured members of the University Faculty or members of the emeriti faculty. [US: 4/9/90] Beyond this the qualifications should be those which will permit the Academic Ombud to perform the functions of the office with fairness, discretion and efficiency. It is important



that the person be regarded by students as one who is genuinely interested in their welfare and sympathetic to their problems. It is equally important that the person be temperate in judgment, judicious in action, and persistent in seeking to achieve prompt and equitable solutions to the problems which are brought to him or her. Frequently the success of the Ombud depends upon his/her ability to utilize informal channels of communication and action; therefore, that person should be one able to develop and maintain cordial personal relations with a wide variety of students, faculty and members of the administrative staff. Above all, the person must be one of unquestionable integrity and resolute commitment to justice.

### **6.2.3 Selection Procedure**

**A.** The Chair of the Senate Council, with the advice of the Senate Council members, shall appoint a Search Committee consisting of the following members: 1) two University Faculty members; 2) three students, two undergraduates and one a graduate or professional student, chosen by the Student Government Association; and 3) a member designated by the Provost who shall serve as Chair of the Search Committee. Committee members shall be broadly representative of the University community. [US: 4/10/00]

**B.** The Search Committee shall solicit nominations from students, faculty and administrators, and shall nominate no more than three to the Provost [US: 4/10/00]

**C.** Should the office of the Academic Ombud be vacated prior to the expiration of the normal term of office, a new appointment shall be made to fill the unexpired term using the same procedures as described above. [US: 4/10/00]

**D.** The Academic Ombud may be reappointed to a second term without reference to the above selection procedures if the affected Ombud, the Provost, and the Senate Council all concur. Reappointment to a third term shall go through the normal search process as outlined above. [US: 4/12/04]

### **6.2.4 Conditions of Employment**

**A.** The term of office for the Academic Ombud shall be twelve months beginning July 1.

**B.** The regular academic duties shall be reduced during each Ombud's period in office, normally by one-half; but the exact proportion may be more or less, as agreed upon by each Ombud and his/her department chair.

**C.** The portion of service devoted to the duties of Academic Ombud shall be separately evaluated from his/her other academic duties for purposes of merit evaluation by the Provost and shall be proportionately weighed in assigning an over-all merit rating.

**D.** The conditions of employment will be negotiated through the Office of the Provost or through other channels designated by the Provost.

### **6.3.0 ACADEMIC OFFENSES AND PROCEDURES**

Students shall not plagiarize, cheat, or falsify or misuse academic records. [US: 3/7/88; 3/20/89]

If the academic offense involves research and/or extramural funding the administrative regulation for handling the offense is outlined in Administrative Regulation 7:2. [US: 2/10/97]

#### **6.3.1 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 anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work, whether it be published article, chapter of a book, a paper from a friend or some file, or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has 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 these *Rules* shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.

#### **6.3.2 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 himself/herself 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 University Appeals Board. [US: 12/12/05]

#### **6.3.3 Falsification or Misuse of Academic Records** [US: 3/20/89; US 4/10/00]

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 admission 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 semester.

**6.4 DISPOSITION OF CASES OF ACADEMIC OFFENSES [US: 3/10/86; US: 3/7/88; US: 12/12/05]**

These rules govern the prosecution of academic offenses defined in Section 6.3. The rules in this section 6.4 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 Appeals Board 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.

**6.4.0 Definitions**

For purposes of this Section 6.4:

- A.** The terms "chair," "dean," and "Provost" include their designees.
- B.** "Chair" includes directors of programs and deans of colleges or schools without a departmental structure.
- C.** "XE" and "XF" are grades indicating failure due to an academic offense, as defined in Rule 5.1.1. The grades shall be so 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, pursuant to Rule 5.1.8.5, or removed from a student's GPA calculation by the Repeat Option otherwise provided in Rule 5.3.1.1.
- D.** "Notice" is given to a student:
  - 1.** in person, with a witness or a signed receipt by the student; or
  - 2.** in writing by regular mail to the student's address as it appears in the Registrar's records. The University is not responsible for a student's failure to maintain a current address in the Registrar's records.

Any notice of a finding or penalty shall include the name and 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.

- E.** "Suspension" means forced withdrawal from the University for a specified period of time, including exclusion from classes, termination of student status, and termination of all related privileges and activities.

- F.** "Dismissal" means termination of student status subject to the student's readmission as specified in paragraph 6.4.6(B).
- G.** "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.
- H.** "Days" refers to working days.
- I.** "Instructor" refers to the classroom instructor.

#### **6.4.1 Jurisdiction**

- A.** If an instructor is not a faculty employee (for example, the instructor is a teaching assistant), then the faculty employee who is ultimately responsible for signing the grade reports for the course shall normally assume the role of the instructor. However, with the agreement of the responsible faculty employee, 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.
- B.** 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, even if the course is offered through a University Extension program. 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 his or her responsibility for the case to an associate dean.
  - 3.** If the Provost is also the instructor, then the Provost shall assign his or her 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, pursuant to Section 6.6, 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 the rules in this Section 6.4. 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.

**C.** 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 qualifying examination, 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.

**D.** The Associate Provost for Undergraduate Education shall assume the role of the dean of the student's college in the cases of students who have not declared a major or are not matriculated at the University. Students in University Extension courses who are not matriculated at the University shall be entitled to the same rights regarding academic offenses as those who are matriculated at the University.

#### **6.4.2 Initiating a Complaint**

**A.** 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 same. In taking such action, the instructor should minimize disruption and embarrassment to the student(s).

**B.** 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, who shall proceed as outlined in Section 6.4.3.A.

**C.** 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 student's college, who shall proceed as outlined in Section 6.4.3.B.1.c.

**D.** If any person suspects that a student has falsified, attempted to falsify, or otherwise misused academic records, that person should inform the Registrar, who shall proceed as outlined in Section 6.4.3.D.

#### **6.4.3 Initial Determination**

##### **A. By the Instructor and Chair**

**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 his or her case. The instructor and chair shall set a deadline for the student to respond to the invitation to the meeting, but the deadline shall be no fewer than 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.

**2. Finding.** The instructor shall consider the evidence and the student's response and shall decide whether the student committed an academic offense. Any such finding shall be made within 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 even the minimum penalty of zero on the assignment, then the instructor should not treat the action as an academic offense, but simply 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 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 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 Registrar shall reinstate the student.

**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 pursuant to Section 6.4.3.B.1.b.

Otherwise, if the student has previously received a letter of warning, the instructor 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, pursuant to paragraph 6.4.3.B.1.a.

Otherwise, if there are no prior offenses or letters of warning in the student's record, the instructor must award a grade of zero 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:

- (a) 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);

- (b) reduce the final grade in the course by a specified number of levels;
- (c) assign a grade of E or F, as appropriate, for the course;
- (d) 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, pursuant to paragraph 6.4.3.B.1.a.

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 required significant premeditation should not be treated as a minor offense.

**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.

**5. Right of Appeal.** A student has the right to appeal any finding of an academic offense or a penalty to the University Appeals Board through the office of the Academic Ombud, pursuant to Section 6.4.4 below.

**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.

**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 specified in paragraph 6.4.4.B.2, or if the Appeals Board 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 Registrar, and the Registrar shall place the letter in the student's record, pursuant to paragraph 6.4.7.A.1.

## **B. By the Dean**

**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:

- (a) 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, pursuant to paragraph 6.4.3.A.3, 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 options.

i. The dean may return the case to the instructor and require the instructor 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, pursuant to paragraph 6.4.3.A.4.

ii. The dean may impose a penalty of XE or XF in the course and may forward the case to 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, pursuant to Section 6.4.4 below.

**(b)** 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 pursuant to paragraph 6.4.3.A.3 above. The dean shall impose a grade of XE or XF in the course and forward the case to 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, pursuant to Section 6.4.4 below.

**(c)** 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 in paragraphs 6.4.3.A.1, 6.4.3.A.2, and 6.4.3.A.4 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, the dean shall either decline to impose a penalty or shall forward the case to 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, pursuant to Section 6.4.4 below.

**(d)** The 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, pursuant to paragraph 6.4.7.C. If the inquiry was made with regard to 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 Registrar shall reenroll the student in it. The dean may also forward the case to 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 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, pursuant to Section 6.4.4 below. Otherwise, the student may appeal a recommended penalty of XE or XF or a more severe penalty.

- 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 Provost shall also be notified.
- 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 specified in paragraph 6.4.4.B.2 has expired before taking any action. If the student exercises the right of appeal, the dean shall take no action until the University Appeals Board makes a determination on the case.
- 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.
- 5. Conditions for Readmittance After Dismissal.** If a dean recommends a penalty of dismissal, the dean may suggest conditions under which the University Appeals Board and the Provost should consider approving a student's petition to be readmitted. The dean shall notify the student of any such conditions.

### **C. By the Dean of Students**

When a violation of the Code of Student Conduct, Article II, Section 8, and a violation of Part II, Selected Rules of the University Senate 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 first consult with the dean of the college where the offense occurred. They shall determine whether the Dean of Students, the dean of the college where the offense occurred, the dean of the Graduate School, or all three will investigate and pursue the case in accordance with appropriate procedures and authorities as set forth in Part I or Part II of Student Rights and Responsibilities.

### **D. By the Registrar**

- 1. Allegation; Opportunity of Student to Respond.** If evidence of possible falsification or misuse of academic records comes to the attention of the Registrar, the Registrar shall review the evidence and shall decide whether it warrants an allegation. If so, the student shall be invited to meet

with the Registrar to discuss the allegation and to state his or her case. The Registrar shall set a deadline for the student to respond to the invitation to the meeting, but the deadline shall be no fewer than 7 days after the invitation is issued. The Registrar shall make a reasonable effort to schedule a meeting with the student as soon as possible after the evidence is received.

**2. Finding.** The Registrar shall consider the evidence and the student's response and shall decide whether the student committed the alleged offense. Any such finding shall be made within 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 Registrar may make a finding immediately thereafter.

**3. Penalty and Right of Appeal.** If the Registrar finds the student committed the alleged offense, the 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 Provost. The student has the right to appeal a finding that an offense has occurred and any recommended penalty, pursuant to Section 6.4.4 below.

**4. Notice.** If the Registrar finds the student did not commit the offense, the Registrar shall so notify the student. If the Registrar finds the student committed the offense, the 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 Provost shall also be notified.

**E. Conditions for Readmittance After Dismissal**

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

**6.4.4 Appeals to the University Appeals Board**

**A. Preliminary consideration by the Academic Ombud**

**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 ten days after being officially notified of them, pursuant to Section 6.4.3.A.4, 6.4.3.B.2, or 6.4.3.D.4. 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.

**2. Merit of Appeal of Penalty for Minor Offense.** If the student does not dispute the finding of a minor offense [as defined in paragraph 6.4.3.A.3.d], 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. In making such a decision, the Academic Ombud should proceed with deference to the instructor's traditional autonomy and authority over the course.

**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.

## **B. To the Appeals Board**

**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 Board only if:

- (a) the offense is the student's first; or
- (b) 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; or
- (c) the offense occurred outside of a course, and the penalty is at least as severe as suspension; or
- (d) the penalty is dismissal, expulsion, or revocation of a degree for any offense.

**2. Time for Filing Appeal.** The appeal must be filed in writing with the Appeals Board within ten days after the date that the Academic Ombud notifies the student that the case cannot be resolved without recourse to the Appeals Board. 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)

**3. Hearing; Notice.** The hearing officer of the University Appeals Board shall schedule a hearing in any case arising under this Rule 6.4, to begin within twenty 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 [as defined in 6.4.3.A.3.d], and the Ombud has found that the appeal has insufficient merit, the Appeals Board may refuse to hear the appeal by majority vote.

## **4. Scope of review**

- (a) **Violation.** The Appeals Board 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 Board (including testimony under oath, written statements, exhibits, and a view of the classroom where the cheating occurred if this be an issue).

The Board may call witnesses on its own initiative and may continue the hearing for this purpose. The Board shall find the student did not commit the offense unless a majority of members present decides otherwise, based on the evidence provided.

**(b) Penalty.** If the student is permitted to appeal the penalty that is being imposed for the offense, the Appeals Board shall also judge whether the penalty is inappropriately harsh. The Board may reduce the penalty, subject to the following limitations:

**i.** 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 Board may choose either to void the recommended penalty or to reduce it to one no less severe than suspension.

**ii.** If the offense is the student's first, the Board may reduce the penalty to any one mentioned in this Section 6.4.

**iii.** If the offense is the student's second, and the first offense was a minor one [as defined in paragraph 6.4.3(A)(3)(a)], then the Board 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.

**iv.** If none of the conditions in (i-iii) are met, the Board may reduce the penalty to one no less severe than suspension.

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

**(a)** If the Board finds that a student committed the academic offense of which he or she 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 Board 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 Registrar; in the case of international students, the Director of International Student Affairs; and, if the offense also involves a violation of the Code of Student Conduct, the Dean of Students.

**(b)** If the Board finds that a student did not commit the academic offense of which he or she 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 days after the Appeals Board 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.

**(c)** If the Appeals Board finds a student did not commit an offense or reduces a recommended penalty, the Chair of the Appeals Board shall provide a rationale of the Appeals Board's decision to the complainant (instructor, dean, or 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 Appeals Board.

**6. Implementation of Penalty.** If the Appeals Board recommends a penalty no more severe than a grade of E or F in the course in which the offense occurred, the instructor shall implement such a penalty. If the Appeals Board recommends a penalty of XE or XF, the responsible dean shall implement that penalty. If the Appeals Board recommends a penalty of suspension, dismissal, expulsion, or revocation of a degree, the case shall be forwarded to the Provost, who shall take further action pursuant to Section 6.4.5

**7. Conditions for Readmittance After Dismissal.** If the Appeals Board recommends or supports a penalty of dismissal, the Board 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.

**C. Failure to Appeal**

If a student fails to approach the Ombud within the time specified in Section 6.4.4.A.1, or if an appeal is not filed within the time specified in Section 6.4.4.B.2, 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 Registrar; in the case of international students, the Director of International Student Affairs; and, if the offense also involves a violation of the Code of Student Conduct, the Dean of Students. On the other hand, if a dean or the Registrar recommended a penalty at least as severe as suspension, the Academic Ombud shall notify the Provost.

**6.4.5 Action by the Provost**

**A. Upon Receipt of Recommendation**

If the Provost receives a recommendation from a dean or the 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 University Appeals Board that the finding of an offense stands and that a penalty at least as severe as suspension is being recommended or supported by the Board.

#### **B. Imposition of Penalty**

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 with regard to falsification or misuse of academic records, 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 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 Provost shall implement a penalty at least as severe as suspension.

#### **C. Conditions for Readmittance After Dismissal**

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

#### **D. Notice**

Notice of action taken by 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 Registrar, and the Academic Ombud. If a penalty was recommended by the University Appeals Board, a copy shall be sent to the chair of the University Appeals Board. In the case of international students, a copy shall be sent to the Director of International Student Affairs. If the student is suspended, dismissed, or expelled, or the student's degree is revoked, a copy shall be sent to the Dean of Students.

### **6.4.6 Further Procedures in Cases of Suspension, Dismissal or Expulsion**

#### **A. Suspension**

If a student while on suspension violates any of the terms set forth in the nature of suspension, he or she 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 Provost. With the consent of the student and the dean of the college that offers the course in which the offense occurred, 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.

**B. Dismissal**

A student may be readmitted to the University only with the specified approval of the University Appeal Board and the Provost. They must be satisfied that the student has met any conditions that were specified by the University Appeals Board at the time of dismissal, pursuant to section 6.4.4.B.7. Before making their decision, they should also consider whether the student has met conditions that were specified by the dean, the Registrar, or the Provost, pursuant to sections 6.4.3.B.5, 6.4.3.D.5, or 6.4.5.C.

**C. Expulsion**

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

**6.4.7 Recordkeeping and Reporting****A. Recordkeeping**

**1. In Case of Minor Offense.** When the Registrar receives a copy of a letter of warning from an instructor to a student, pursuant to paragraph 6.4.3.A.7, the Registrar shall place the instructor's letter of warning in the student's record. When the student graduates, if the student has committed no offenses subsequently, the letter shall be destroyed.

**2. In Case of Other Offenses.** The Registrar shall record the following information in the student's permanent academic record after notification from the Academic Ombud or the Appeals Board that a student is not appealing a finding of an offense or has lost an appeal of such a finding: 1) name of student; 2) student identification number; 3) student's college; 4) course name and number and section number, if applicable; 5) approximate date of offense; 6) brief description of offense; 7) penalty imposed; and 8) date of imposition of penalty.

**B. Right to Drop or Withdraw**

If the Appeals Board finds a student did not commit an offense in a course, the student shall be permitted to withdraw from the course within five 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 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.

**C. Concurrent Offenses**

There may be a lag between when an offense is committed and when it is recorded by the Registrar or when a letter of warning is received. If another offense by the same student is committed 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 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 Registrar shall notify the dean of the student's college, who shall proceed as described in paragraph 6.4.3.B.1.d.

**D. Access to Information**

Information regarding the academic offense other than the fact and 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 of Kentucky, a dean of the University of Kentucky, the Provost, or the Academic Ombud of the University of Kentucky, consistent with the University's Family Educational Rights and Privacy Act policy. A record shall be maintained by the Registrar of every instance in which information is released under this provision.

**E. Transcript Notation**

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

**6.5.0 UNIVERSITY APPEALS BOARD**

**6.5.1 FUNCTIONS OF THE UNIVERSITY APPEALS BOARD**

**6.5.1.1 Cases of Academic Offenses** [see Section 6.4.4, above; US: 3/10/86; US: 12/12/05]

**6.5.1.2 Cases of Grade Appeal** [see Section 6.2.1, above; US: 9/12/11]

**6.5.1.3 Cases of Student Academic Rights** [US: 12/8/86]

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

**A.** The Appeals Board 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.

**B.** When an academic evaluation based upon anything other than a good-faith judgment of a student has been proved, the Board 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 grade point standing), or, if such determination can be made, to an appropriate letter grade. (See Section 5.1.3) If the Appeals Board awards a student a P in the course, it shall appear on his or her record regardless of the fact that the student's college or academic unit does not normally recognize P grades. The academic 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. [SREC: 11/20/87]

**C.** The Appeals Board may take any other reasonable action calculated to guarantee the rights stated herein.



\* In its procedures for hearing cases and in its disposition of cases, the University Appeals Board must operate within the parameters established by the Governing Regulations and the University Senate Rules (GR XI.F, G; SR 6.5.2.4). These include the procedural parameters that a **student can cause a case of grievance of** violation of academic rights (SR 6.1.0) to reach to and be decided by the UAB (SR 6.5.1.2) only by the student having first lodged (SR 6.2.0) and processed (SR 6.2.1.3, SR 6.2.1.5) the grievance with the Academic Ombud. [SREC: 9/22/11]

\* SR 6.5.1.3.C does not create a mechanism for the UAB to escape the parameters of disposition of cases under SR 6.5.1.3.B. Rather, subsection C is referring to situations of student rights that are not captured by the reach of SR 6.5.1.3.B. [SREC: 9/22/11]

## **6.5.2 COMPOSITION OF THE UNIVERSITY APPEALS BOARD**

The University Appeals Board shall be composed of a membership of faculty and students as prescribed by GR XI.C. All members of the Appeals Board shall be expected to meet within 48 hours after notice from the chair. [US: 4/10/00]

### **6.5.2.1 The Hearing Officer**

The Hearing Officer shall be the chair of the Appeals Board (GR XI). He/she shall be a person with training in the law appointed by the President of the University for a one-year term, beginning September 1 and ending on August 31. He/she shall convene and preside at all meetings of the Appeals Board.

When the Appeals Board is exercising original jurisdiction, all questions of law, either substantive or procedural, and all procedural questions shall be addressed to and ruled upon by the Hearing Officer. If the Hearing Officer is not present for any case, the President shall appoint a temporary substitute, as per GR XI.C. The Hearing Officer does not participate in the Board's deliberations and has no power to cast a tie breaking vote.

### **6.5.2.2 The Student Membership**

The student membership shall consist of four graduate or professional students, four male undergraduate students and four female undergraduate students. The undergraduate students must be sophomores, juniors or seniors in good academic standing and the graduate or professional students must have been in residence at least one year and be in good standing in their respective colleges. They shall be appointed to one-year terms, subject to reappointment. Their terms shall begin September 1 and end August 31. Members shall be broadly representative of the University community and shall be chosen by the President of the University from the recommendations of the legislative branch of the Student Government Association. [US: 4/10/00]

### **6.5.2.3 The Faculty Membership**

The faculty members shall be broadly representative of the University community and shall be appointed to staggered, three-year terms by the President of the University upon the recommendation of the University Senate Council. All terms shall begin on September 1 and end on August 31. [US: 4/10/00]

**6.5.2.4 Other Procedural Rules**

Normally nine members, exclusive of the Hearing Officer, shall sit to decide a case. A quorum for the conduct of business will be eight members including the Hearing Officer, not less than five of whom, exclusive of the Hearing Officer, shall be faculty members. The Appeals Board shall establish such procedural rules, not inconsistent with the provisions of the Rules of the University Senate. A decision of the Appeals Board is null and void when the Board is constituted in violation of this Rule and when the improper constitution is likely to have affected the case's outcome, in the opinion of the University Appeals Board. When a student claims a violation of his/her rights, a tie vote sustains the action being appealed. [US: 4/10/00]

**6.6.0 HONOR CODE**

Any school, college, or program may establish, with the approval of the Senate, 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 described in Section 6.4 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 the Academic Ombud to the Appeals Board. The 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 Senate during the approval process of the honor code, the affected student reserves the right to appeal the case to the Appeals Board and be heard de novo. [US: 2/13/95, US: 2/10/03]

However, if the Board, by the majority of those present, believes the student's rights under the University Senate Rules and the applicable rules of the academic unit governing academic relationships have been substantially violated, the Board may conduct a de novo hearing on the issue of guilt. [US: 2/13/95]

If the Board, by majority of those present, believes the findings or determination of the Honors Council are not supported by the preponderance of the evidence, the Board may reverse the finding of guilt and there shall be no further proceedings in the case. [US: 2/13/95]

College academic honor councils or committees shall maintain a verbatim record of their proceedings to ensure that the Appeals Board is able to perform this function. [US: 2/13/95]

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. [US: 2/13/95]

Note: The Dentistry, Law, Medicine, and Pharmacy colleges have adopted honor codes. Copies are available in the deans' offices of these colleges.

Note: The Senate recognizes that the College of Law Honor Code is not student governed. [US: 2/10/03]

## **7.0 Section VII: Code of Faculty Responsibilities**

### **7.1.0 APPLICABILITY**

This Code shall apply to all faculty employees of the University, and to those students or other persons that have academic instructional assignments.

### **7.2.0 RESPONSIBILITIES**

The individuals to whom this code is applicable are subject to the following specific responsibilities which can be enforced under this Code.

#### **7.2.1 General Relations**

- A.** Respect the rights of all campus members to pursue their academic and administrative activities.
- B.** Respect the rights of all campus members to free and orderly expression.
- C.** Act with propriety in all dealings with members of the University community.
- D.** 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. (It is not improper for a faculty member to make a disclosure upon request of a person entitled to such information.)
- E.** Respect the rights of all campus members to be given fair treatment and to be judged on a basis other than sex, race, ethnic origin, national origin, sexual orientation, color, creed, religion, age, or political belief. Sexual harassment is considered by the University of Kentucky 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. [US: 4/11/83]
- F.** Use the property of the University in accordance with the official rules.
- G.** Comply with the Governing Regulations, the Administrative Regulations, and the University Senate Rules.

H. Engage in consulting outside the University assignment only in accordance with the established provisions.

I. State, when speaking as a private person and the institutional affiliation is mentioned, that he or she does not speak for the University of Kentucky.

### 7.2.2 Student Relations

Uphold the student academic rights as set forth in the *University Senate Rules* (see Section VI).

Present the subject matter of a course as announced and approved by the faculty in accordance with the procedures set forth by the University Senate, and to avoid the persistent intrusion of material which has no relation to the subject.

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.

Return to, discuss with, or make available to students all papers, quizzes and examinations within a reasonable period of time. If any of the records mentioned above are not returned to the students, they shall be retained by the instructor until 180 days 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.

[US: 10/16/89]

Give final examinations in accordance with procedures approved in Section 5.2.4.7.

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.

### **7.3.0 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 his/her 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 Administrative Regulation II - 4.0.2. [US: 2/10/97]

In the event that after the appropriate processing through these channels the dean is unable to mediate satisfactorily between the parties, or in the event that the dean is the complaining party and is unable to accomplish a satisfactory solution with the accused, he/she shall make a written report containing his/her recommendations and findings and forward it to the Provost through the University Senate Advisory Committee on Faculty Code (SACFC) with copies to the accused and the complainant. Upon receipt of the report from the dean, the SACFC shall set a date for a hearing which must be within thirty (30) days of receipt of the dean's report. The SACFC shall then determine whether to hold closed or open hearing(s) after consultation with the parties in dispute. After the completion of the hearing(s), the SACFC shall forward its recommendations to the Provost with respect to (1) whether or not the accused has violated the Code, and, if so, (2) the type of sanction, if any, which should be imposed. The Provost shall make a final decision after review of the report of the SACFC. In any event, however, the accused shall have the normal right of appeal to the President and the Board of Trustees in accordance with established procedures.

### **7.4.0 SANCTIONS**

Sanctions which may be recommended by the SACFC include:

- A.** A warning that conduct violates the Code as interpreted.
- B.** A reprimand:
  - 1.** Informal (to accused only);
  - 2.** Formal (to accused with notice to his/her administrative superior).
- C.** Forfeiture of pay from present salary for actual monetary damage suffered by the University through unauthorized use of University property.

**D.** Recommendation for proceeding under KRS 164230, dismissal for reasons of "incompetency, neglect of or a refusal to perform his/her duty, or of immoral conduct."  
Note: Nothing in this document is intended to inhibit in any way the right of the Provost to initiate charges against a faculty member under KRS 164.230 in accordance with the procedures established by the *Governing Regulations* so long as no written report has yet been received by the SACFC from the dean.

### **7.5.0 RIGHTS OF THE ACCUSED**

**A.** In all proceedings under this Code the accused individual has the right:

1. to be heard in his or her own defense;
2. to be informed in writing of the complaint with full particulars and to be given at least 20 days before any action is taken to answer the complaint. The requirement that the accused individual be informed in writing of the complaint at least 20 days before any action is taken refers to a hearing before the SACFC, not to any step in the mediation process; the SACFC has the responsibility for providing this information to the accused individual.
3. to enjoy professional privileges while appealing or undergoing a hearing process. (This does not mean that a change of assignment cannot be made in accordance with the *Governing Regulations*.)

**B.** With regard to all proceedings of the SACFC, the accused individual has the right:

1. to receive a copy of all rules and procedures governing the actions of the SACFC in sufficient time to familiarize himself or herself with them;
2. to have counsel, and to question the witness(es) against the accused, to present evidence and/or witness(es) in his or her own behalf in all SACFC processes;
3. to challenge the impartiality of anyone sitting on the SACFC and to have up to two of the members of the SACFC replaced;
4. to remain silent when testimony might tend to be detrimental to himself/herself, such refusal not to be used by the SACFC in making its decision.

### **7.6.0 RIGHTS OF THE COMPLAINANT [US: 2/9/87]**

No member of the University or community shall be penalized academically or professionally for filing or processing a complaint in good faith under this Code.

**A.** In all proceedings under this Code, a complainant has the right:

1. to be heard as to her or his complaint;
  2. to receive a copy of any responses from the accused to the complainant's charges;
- B.** With regard to all proceedings of the SACFC, the complainant has the right:
1. to receive a copy of all rules and procedures (SR 7.3.0) governing the actions of the Committee in sufficient time to familiarize herself or himself with them;
  2. to have counsel or other advisor present, to question the witness(es) of the accused, and to present evidence and/or witness(es) in her or his own behalf in all SACFC processes;
  3. to challenge the impartiality of anyone sitting on the SACFC and to have up to two of the members of the SACFC replaced.

### **7.7.0 LIMITATIONS**

Any complaint processed under these procedures must be initiated within sixty (60) days of knowledge of the alleged violation of any of the listed responsibilities as stated herein, but in no event later than one year after the actual commission of the alleged offense. With respect to students, this requirement is met if the student has communicated the complaint to the Academic Ombud within the sixty (60) day time prescribed in these Rules.

### **7.8.0 COMPOSITION OF COMMITTEE**

#### **A. Basic and Special Panels**

The SACFC shall consist of:

1. A basic panel consisting of six (6) regular and three (3) alternate members together with a chair (who shall be non-voting except in the case of a tie vote), all of whom shall be tenured members of the University faculty of at least the rank of Associate Professor, and,
2. Two separate panels, one of six (6) undergraduate students who shall have at least junior status and one of six (6) graduate and/or professional students including at least three (3) with teaching or research responsibilities.

#### **B. Use of Panels**

When neither the complainant nor the accused is a student, the SACFC shall operate solely with the basic panel. If, however, the complainant or the accused is a student, he or she shall have the right to have two members of the panel of the student's own status (graduate, professional or undergraduate, as available) added to the basic panel. The two student members shall be chosen at random by the chair of the



SACFC. In the event that the accused and complainant are both graduate students, only two students from the graduate panel will be selected.

**C. Selection of Panel Members**

The chair, six regular basic panel members and the three (3) alternates shall be selected by the President of the University from a list recommended by the University Senate Council in accordance with established procedure (GR IV.B). The SACFC members and alternates shall serve three year terms on a staggered basis. The student panel members shall be selected by the President of the University from lists submitted by the Student Government Association in accordance with its established procedures. In the case of the graduate students, the Student Government Association is directed to consult with the Graduate Student Congress or appropriate professional student organization, in making its recommendations. The term of office for each student member shall be one (1) year and the individual member may be reappointed once.

**7.8.1 Recommendations of the SACFC**

The recommendation of the SACFC shall be determined by majority vote. In the event of a tie vote, the tie shall be broken by the decision of the chair. The findings and recommendations of the SACFC shall be transmitted to the complainant and the accused as well as to the Provost. The Provost shall thereupon make his/her decision and report it to the accused, the complainant, and the forwarding administrator, with copies to the chair of the SACFC.

## **8.0 Section VIII: Rules Relating to Printed Schedule of Classes and Bulletin**

### **8.1.0 CHANGES IN THE PRINTED SCHEDULE**

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 Registrar, who is responsible for publication of the class schedules.

### **8.2.0 CATALOG AND GRADUATE BULLETIN**

With respect to fees, curricula, specific requirements for degrees, and other matters not covered in the *Governing Regulations*, the *Administrative Regulations* or the *University Senate Rules*, the *University Bulletin* and the *Graduate Bulletin* shall govern.

## **9.0 Section IX: Glossary of Terms**

### **9.1 ABSENCE**

Failure to be present for scheduled class. (See Section V., 5.2.4.1& 5.2.4.2.)

### **9.2 ACADEMIC PROGRAM**

The requirements leading to a degree or diploma.

### **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, and 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 AUDITOR**

One who enrolls for informational instruction only. Regular attendance at class or classes is expected without other participation and without credit.

### **9.5 CLASSIFICATION**

A student's status in respect to progress toward the completion of his curriculum--freshman, sophomore, junior, senior--based on the number of hours or courses to his credit at the time of registration.

### **9.6 FREE ELECTIVE**

Designates those courses freely chosen by the student without restriction or control except that the course or courses must meet course standards as set by the University of Kentucky.

### **9.7 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. [US: 4/28/86]

### **9.8 FULL-TIME STUDENT IN THE UNDERGRADUATE COLLEGE**

For fee payment purposes, a student who is carrying a minimum of 12 credit hours during a semester or the summer sessions (except for students enrolled in CEP 399).

### **9.9 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.

**9.10 MAJOR**

A major is a primary area of study defined by a set of courses and/or credit-hour requirements within specified disciplines. Within degreed programs, majors may be further defined by requirements in an area of emphasis, also known as an option. [US: 10/14/02]

**9.11 NATIVE LANGUAGE**

An individual's first acquired language of communication. [SREC: 11/20/87]

**9.12 PROFESSIONAL COLLEGE**

The Colleges of Law, Medicine, Dentistry and Pharmacy.

**9.13 PROFESSIONAL DEGREE**

Degree in which a substantial portion of the coursework involves 800-999 level courses.

**9.14 RESIDENCE REQUIREMENT**

A requirement for a degree which specifies the minimum period during which one must be registered in order 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. (See Section 5.4.1)

**9.15 SPECIAL EXAMINATION**

An examination taken for credit for material mastered outside class.

**9.16 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.

**9.17 TECHNICAL COURSES AND PROGRAMS [US: 2/10/03]**

Technical courses and programs are those leading to a two-year Associate of Applied Sciences degree, or academic certificate and direct placement in the workforce.

**9.18 UNDERGRADUATE COLLEGE**

A college that admits students without previous degrees and awards a bachelor's degree.

## 10.0 Section X: Appendices

### 10.1 UNIVERSITY SENATE APPORTIONMENT EXAMPLE

Appendix A: Example for Senate Apportionment

Example: we have 10 seats to be allocated to the following three colleges:

College A with the population index of 0.2

College B with the population index of 0.3

College C with the population index of 0.5

College	lu = Index	n	Priority value = $Pu / \sqrt{n(n-1)}$
A	0.2	1	Large
A	0.2	2	0.141421
A	0.2	3	0.081650
A	0.2	4	0.057735
A	0.2	5	0.044721
B	0.3	1	Large
B	0.3	2	0.212132
B	0.3	3	0.122474
B	0.3	4	0.086603
B	0.3	5	0.067082
B	0.3	6	0.054772
C	0.5	1	Large
C	0.5	2	0.353553
C	0.5	3	0.204124
C	0.5	4	0.144338
C	0.5	5	0.111803
C	0.5	6	0.091287
C	0.5	7	0.077152
C	0.5	8	0.066815

Shown below are the same data as above sorted according to the priority values. In addition the awarded seats are determined and shown:

College	lu = Index	n	Priority value = $Pu / \sqrt{n(n-1)}$	awarded seat #
A	0.2	1	Large	1
B	0.3	1	Large	2
C	0.5	1	Large	3
C	0.5	2	0.353553	4
B	0.3	2	0.212132	5
C	0.5	3	0.204124	6
C	0.5	4	0.144338	7
A	0.2	2	0.141421	8
B	0.3	3	0.122474	9
C	0.5	5	0.111803	10
C	0.5	6	0.091287	
B	0.3	4	0.086603	
A	0.2	3	0.081650	
C	0.5	7	0.077152	
B	0.3	5	0.067082	
C	0.5	8	0.066815	
A	0.2	4	0.057735	
B	0.3	6	0.054772	
A	0.2	5	0.044721	

College A = 2 seats

College B = 3 seats

College C = 5 seats

**10.2 SREC INTERPRETATION OF SENATE RULES ON COUNTING OF A SINGLE COURSE TOWARD MORE THAN ONE DEGREE [SREC: 6/25/12]**

1. The situations in which the same course can be used by a student for credit for the award of two 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 a Senate-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 by the Senate to be awarded “en passant” towards a graduate Doctoral degree
  - e. where permitted by a Senate-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.
  - 4a. If none of the situations in 1a-e apply, then the University Senate Rules 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.
  - 4b. The University Senate Rules do 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.
  - 5a. 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 University Senate Rules and Graduate Faculty Rules.
  - 5b. The University Senate Rules do 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. [SREC: 6/25/12]