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

## 1.0 Section I The University Senate

### 1.1.0 AUTHORITY

The Rules of the University Senate describe the composition of the Senate and procedures for the conduct of its functions as authorized by the Board of Trustees in the Governing Regulations of the University of Kentucky, Part IV, THE UNIVERSITY SENATE (University System), December 8, 1992. It further describes academic policies for the University and procedures for their implementation. These Rules may be amended by the University Senate.

### 1.2.0 FUNCTIONS AND COMPOSITION OF THE SENATE

#### 1.2.1 FUNCTIONS OF THE SENATE

The Governing Regulations specify that the functions of the University Senate shall include the following:

A to determine the broad academic policies of the University and to make regulations to implement these policies;

B to approve all new academic programs, curricula and courses;

C to adopt policies for the University calendar and approve the annual calendar as prepared by the University System Registrar;

D to recommend to the President on the establishment, alteration and abolition of educational units in the University;

E to advise the President or the President's designated officer on the planning of physical facilities and staff when these may affect the attainment of the educational objectives of the University;

F to advise the President or the President's designated officer through appropriate committees on criteria for appointments, promotions, reappointments and granting of tenure;

G to determine the conditions for admission and for degrees other than honorary degrees;

H to recommend to the President all candidates for degrees.

Beyond those listed above, the University Senate shall have no management or administrative function either in itself or through the instrumentality of its committees.

The Senate may perform its functions directly through the Senate Council or through the regular or special committees of the Senate. It may also establish



Senate Advisory Committees and may delegate any of its authority or responsibility to the Graduate School or the Colleges. The minutes of the University Senate meetings shall be circulated to all chairs of all academic units, administrative offices that are concerned with academic affairs, all members of the Senate, the Senator representative of the Association of Emeriti faculty, and the office of the Student Government Association by the Secretary of the Senate. Minutes shall also be made available on a campus-wide basis electronically. Upon request, written copies of the minutes will be made available by the Secretary of the Senate. (US: 11/8/93)

#### 1.2.2 COMPOSITION

As specified in the Governing Regulations, Part IV, the University Senate is composed of both elected and ex officio membership. The elected membership shall number 114, of which 94 members shall represent the faculty, 19 shall represent the student body, and one shall represent the emeriti faculty. (US:10/12/81 and BofT: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)

1.2.2.1 Elected Faculty Membership The 94 elected faculty members 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 full-time faculty, except those appointed in the extension series (although they are eligible for election to membership), research title series, Medical Center clinical titles series, and visiting series, with the rank of assistant professor or higher in the college or the University Libraries; 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 BofT: 4/6/82; BofT: 12/11/84) Ideally, the fraction of the total faculty Senate seats which would be apportioned to an academic unit would be obtained by using the following formula:  
$$\frac{1}{2} (Fu/Fe + Su/Se)$$
where Fu and Su are respectively the number of eligible faculty and the number of full-time students in the unit, and Fe and Se are the total eligible faculty and students, respectively, in all units. Usually the portion of the total faculty seats which would be ideally assigned to a unit will not be a whole number. For each unit a certain inequity will result, this being the non-negative deviation of a unit's actual percentage from its ideal percentage of the seats. The seats shall be apportioned to the units in a manner which minimizes the total inequity, subject to the condition that each unit gets at least one seat. (If two units have identical ideal percentages and the minimum would be attained by giving them different representations, then the extra seat shall be allocated to one of them by a random process.) An administrative title below that of Dean shall not automatically make the holder ineligible.

\* Faculty members with administrative assignments of an academic nature which constitute no more than half of their current duties--the rest composed of teaching and/or research--will be construed as meeting the requirements of "full time faculty." (RC: 4/2/76)

A Eligibility: At the time of the election to the Senate, the chief administrative officer of each specified academic unit shall be responsible for submitting a list of eligible faculty to the Secretary of the Senate for certification and determination of the number to be elected. The Secretary shall rely on the lists so provided, and in case of any dispute, the Rules Committee shall be responsible for certification of eligibility. Eligibility shall be determined as of the time of conduction of the election. (US: 10/12/98)

\* The chief administrative officer, in submitting a list of eligible faculty, should specify which faculty members with administrative assignments are eligible because they spend at least half time on teaching and/or research. (RC: 12/18/86)

\* Although Senate Rule 1.2.2.1 (A) says that "Eligibility [for election to the Senate] shall be determined as of the time of conduction of the election," the rule further states that "If a member of the Senate should at any time during his or her term become ineligible to serve..." This latter phrasing indicates that a member can become ineligible to serve and the examples cited in the parenthetical expression that follows (e.g., by reason of assuming an administrative title of Dean or above, resignation, official leave which precludes attendance, or failure to attend Senate meetings) are not meant to be mutually exclusive but merely to serve as examples. Therefore, when a faculty member's appointment has changed from a position in which he or she was eligible to be elected to one in which he or she is ineligible for election, he or she is no longer eligible to serve and a vacancy should be declared. (RC: 12/13/95)

B Election: The faculty of the academic units represented in the Senate shall determine whether their representatives shall be elected at-large or apportioned among their sub-units. The elections shall be conducted during the second semester by the Secretary of the Senate, with those elected assuming office at the September meeting of the Senate.

For each academic unit or sub-unit where there is an election to be held, the office of Secretary of the Senate will prepare the lists of faculty members eligible to vote and those eligible to serve. The office will send a list of those eligible to

be elected to those persons eligible to vote, who will be invited to nominate as many eligible persons as there are vacancies for the Senate. Nominations may be submitted to the Secretary of the University Senate in writing or by fax, or e-mail, and need contain only the name of the nominee and the nominator. In addition, each chair (or dean) and each departmental or college director of graduate studies and director of undergraduate studies will be urged to submit nominations by letter. The Secretary of the Senate will ascertain the willingness to serve of those nominated. If fewer than twice the persons to be elected from any unit or sub-unit are nominated and are willing to serve, the Dean of the College shall call a meeting of an appropriate group to nominate the necessary number of persons. Each college shall notify the Secretary of the Senate in advance whether it will use for that purpose a College Council, a meeting of department chairs, or a full meeting of the College faculty. (US: 1/18/88; US: 10/12/98)

Each person must vote for as many persons as there are vacancies to be filled. If the number of persons nominated is no more than three times the number of vacancies to be filled, the persons receiving the largest number of votes shall be elected. Should there be more than three times as many nominees as there are vacancies, and should the number of persons receiving a majority of votes be fewer than the number of vacancies, there shall be a second ballot containing twice as many names as there are vacancies to be filled. (US: 1/18/88; US: 10/12/98)

\*In the elections to the Senate, as well as to other offices, the ballots shall not be opened until after the deadline for their receipt. (RC: 3/30/81)

If any election should result in a tie vote affecting the outcome of the election, the election will be repeated with respect to the candidates with tied votes. If a tie results a second time, the winner will be chosen by coin-toss or similar random process. (US: 10/12/98)

C Terms; Vacancies: As specified in the Governing Regulations, each elected faculty member shall serve for a term of three years. Ideally, the terms of the representatives of each academic unit or sub-unit should be staggered so that one-third of them will be elected at each election. To this end the faculty of the academic unit 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 academic unit 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 unit or sub-unit, 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.

If a member of 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, resignation, official leave which precludes attendance, or failure to attend Senate meetings), a vacancy shall be declared by the administrative head of the group represented, and that member of the eligible faculty who at the last election received the next highest number of votes shall serve for the duration of the elected member's ineligibility. A student member shall become ineligible to serve on purgation from the Student Senate. The Secretary of the Senate shall maintain attendance records and shall notify the administrative head of a unit when a representative of that unit has been absent without explanation from three meetings of the Senate during any one academic year. (US:3/12/79)

\* In the case of a vacancy, if none of the other persons receiving votes at the most recent election is available to serve, the Rules Committee may select the person at the most recent election with the next largest number of nominations, or the person receiving the next highest number of votes at the election preceding that. (RC: 11/17/86)

\* If a senator is purged during his or her first term, he/she would not be eligible to stand for election until the end of that term. If

elected then, the senator would be considered to be serving a second consecutive term. If a senator were purged during the second of two consecutive terms, he/she would not be eligible to stand for reelection until one year after the expiration of that term. (RC: 1/12/71)

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 academic unit that they have represented nor of the maximum membership of the Senate after the expiration of their elected membership.

1.2.2.2 Elected Student Membership The 19 elected student membership shall consist of the President of the Student Government Association and representatives of the full-time student body in the various colleges including Lexington Community College and the Graduate School of the University System. The colleges and the Graduate School each shall have one student representative. 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)

A Eligibility: Each elected college representative shall be a junior, senior, or graduate or professional student, or in the case of LCC, sophomore standing, 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;Vacancies: As specified in the Governing Regulations, 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 in the University System. 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 administrative head of the group 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 administrative head of the college represented when the 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 on purgation from the Student Senate. (US:10/8/79)

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; BofT: 8/22/89)

1.2.2.4 Ex Officio Membership: Voting The ex officio voting members shall number 13 or 12. In academic years beginning with an even number (e.g., 1984-1985, 1986-1987), this group shall be composed of the following: Chancellor for the Medical Center, Vice President for Research and Graduate Studies, Director of Libraries, the Dean of Undergraduate Studies, Director of Teaching and Learning Center, and Deans of the Colleges of Allied Health Professions, Architecture, Communications and Information Studies, Dentistry, Education, Engineering, Law, and Social Work. In academic years beginning with an odd number, the ex officio voting members shall be the following: Chancellor for the Lexington Campus, President of the Lexington Community College, Vice Chancellor for Academic Affairs for the Medical Center, the Dean of the Graduate School, and the Deans of the Colleges of Agriculture, Arts and Sciences, Business and Economics, Fine Arts, Human Environmental Sciences, Medicine, Nursing, and Pharmacy. (US:10/12/81 and BofT:4/6/82; US: 11/10/86; US: 4/13/87 and BofT:9/15/87; US: 10/12/98 and BoT: 3/2/99)

1.2.2.4 Ex Officio Membership: Non-Voting The ex officio non-voting membership shall include the President, the Special Assistant to the President for Academic Affairs; all vice presidents, University System Registrar, Vice Chancellor for Minority Affairs, Dean of Students, Professor of Military Science, Professor of Aerospace Studies, and, if they are not already elected members of the Senate, the University System faculty members of the Board of Trustees, the Academic Ombud, the Director of the Honors Program, 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. Ex officio non-voting members shall enjoy all privileges of the elected membership except the right to vote. (US:10/12/81 and BofT:4/6/82) (US: 12/10/84 and BofT:4/1/86) (US: 10/14/85 and BofT: 4/1/86) (US: 11/10/86 and BofT: 1/20/87)

### 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, 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 member of the administrative, instructional or research staff may attend a meeting of the Senate as a visitor and may request the privilege of the floor.

Senate meetings shall be open to the press, except that at any meeting the Senate may declare itself in executive session by a majority vote of the Senators present, and thereby exclude all visitors not explicitly designated for attendance by the presiding officer or by a majority vote of the Senators present.

The Senate Council shall prepare agenda for regular Senate meetings. Any student, faculty member or administrator may present a written recommendation

for Senate action to the Senate Council. The 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 Council determine otherwise. If the 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 the signature of ten (10) Senators. Agenda plus all recommendations for Senate action shall be circulated to all members of the University Senate and to administrative offices that are concerned with academic affairs at least ten (10) days prior to Senate meetings. For special meetings, where the ten-day circulation period is impractical, it shall be waived. (See Section I, 1.3.1.)

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. (See Section I. 1.3.1.)

Whenever possible, amendments or motions relative to agenda items on the floor of the Senate for action should be presented to the presiding officer 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.

1.2.3.1 Quorum Forty-five (45) voting members of the Senate shall constitute a quorum for the transaction of business. (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 voting or the chair 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 The President shall be chair of the Senate and shall be the presiding officer except as he or she may delegate this function.

1.2.4.2 Secretary The University System Registrar shall serve as Secretary.

1.2.4.3 Parliamentarian A member of the University faculty, not necessarily a member of the Senate, appointed by the University Senate Council. (BoFT: 4/10/84)

1.2.4.4 Sergeant at Arms A member of the University staff who is not a member of the Senate, appointed by the University Senate Council. (US:11/13/78 & BoFT: 4/10/84)

#### 1.2.5 FUNCTIONS OF OFFICERS OF THE SENATE

##### 1.2.5.1 Secretary

A The Secretary may, at the direction of the Chair of the Senate Council, circulate only a summary of the minutes to members, provided a copy of the audio recordings of the meeting is made available to any interested member. (US: 10/12/98)

B to prepare lists of faculty members eligible to vote for membership in the University Senate and in other elections from lists submitted by the chief administrative officers of the academic units presented in the Senate and certified by the Rules Committee;

C to conduct elections as directed by the Senate;

D to maintain an official roll of Senate members;

E to maintain attendance records of Senate meetings and to notify administrative heads of units when a representative has been absent without explanation from three meetings of the Senate during any one academic year must be replaced;

F to maintain a file on the "Rules of the faculty and a description of its committee structure" (See Governing Regulations VII,A.4) as submitted by the colleges.

1.2.5.2 Parliamentarian To advise the presiding officer on parliamentary procedures.

1.2.5.3 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 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 Rules of the University Senate.

In accordance herewith, the Senate Council shall serve as executive committee for the University Senate in fulfilling the following functions: (See Section I, 1.2.3)

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 colleges. The 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 its functions and other committees as designated by the Senate.

D Advise with the President on the appointment of the Senate Advisory Committees; advise with the appropriate chancellor on the appointment of search committees for the appointment of deans of colleges.

E Plan the agenda of the Senate. Distribute notices of regular Senate meetings at least ten (10) 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.

F Act for the Senate on all matters involving academic programs, degrees and curricula changes, subject to the requirements of reporting and the power of the Senate to reverse the Senate Council on these matters.

G Act on other matters referred to it by the Senate with the responsibility and authority delegated to it by the Senate.

H Act for the Senate in emergency situations, reporting such actions to the Senate at its next regular meeting.

I Advise with 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 Council shall invite the President annually to inform the Senate concerning general academic policies and budgetary priorities.

J To broaden the process through which names of potential area committee members are generated for submission to the President, the Senate Council shall invite faculty councils or other bodies on the level of schools and colleges to participate by nominating potential members.

K To maintain a record of additions to or modifications of the Rules between periodic revisions and distribute copies of the revised Rules to



members of the faculty at least annually.

1.3.1.2 Composition The Senate Council shall be composed as follows: the elected membership shall include nine (9) members chosen by and from the faculty membership of the University Senate, the President of the Student Government Association, and two (2) members elected by and from the newly elected student membership of the University Senate; the faculty members of the Board of Trustees, who, if they are not elected members of the Senate Council, and the immediate past chair of the Senate Council shall be ex officio non-voting members. Six elected members shall constitute a quorum for the transaction of business. (US:10/10/77; US: 10/12/98)

\*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. (RC: 5/6/99)

#### A Elected Faculty Membership

1. Eligibility for Membership--Any elected 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 of the elected members of the Council shall be from any one college, nor eight from any one sector. Council members are not eligible to succeed themselves until a lapse of one year from the expiration of their terms, except that appointed members 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 Council shall not be affected by the member's term on the Senate. (US: 10/14/85)

\* If an elected member of the Senate has become ineligible and a replacement has been made according to Rules 1.2.2.1(C), only the person who has replaced the ineligible member shall be eligible for election to the Senate Council. (RC: 10/3/97)

If at any time during the term of a member of the Council he or she should become ineligible for membership in the Senate, his or her position on the Council shall be declared vacant.

2. Terms--Elected faculty members of the Council shall serve for three years commencing on January 1 following their election and continuing until expiration of their terms or until their successors are elected and qualified.

3. Election--Three (3) faculty members of the Senate Council shall be elected annually during the fall semester of the academic year. The election shall be conducted by mail under the supervision of the Secretary of the Senate. On the nominating ballot, each Senate faculty member shall vote for the number to be elected at that election from the roster of the eligible faculty members as certified by the Secretary of the Senate upon the authority of the Rules Committee. (US: 1/18/88)

The six persons receiving the largest number of votes, plus any ties, shall be

placed on the ballot. Not more than twice the number of names from any one college as there are vacancies for that college (including ties) shall be placed on the ballot. Prior to placing the names of nominees on the ballot, their willingness to serve shall be ascertained by the Secretary of the Senate. (US: 1/18/88)

Each voter must vote for as many persons as there are vacancies to be filled. Those receiving a majority of votes cast shall be deemed elected, and successive votes shall be taken as necessary in the manner outlined above. (US: 1/18/88)

4. Vacancies--A vacancy on the Senate Council shall be filled by appointment by the chair of the Council of the eligible nominee who at the last Council election received the highest number of votes without being elected. If no one receiving votes on the ballot is available, the vacancy shall be filled by the person with the next highest number of votes on the nominating ballot. 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: 1/18/88)

Any member who misses three (3) regular or called meetings of the Council per year without explanation acceptable to the majority of the other members shall be purged and be replaced by the person receiving the next highest number of votes in the last Council election. (US:10/12/81)

#### B Elected Student Membership

1. TermsThe two elected student members of the 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 qualify. (US: 10/12/98)

2. Election--The two (2) elected student members of the 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 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 Senate to elect his or her successor.

#### 1.3.1.3 Officers (US: 9.8.97)

A 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 members then serving on the Council shall be eligible for election to the position. 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.

B. The Senate Council shall also elect a vice-chair at its December meeting from among the six faculty members whose terms do not expire at the end of that month. The vice-chair's duties are to preside at any meeting of the Senate or the Senate Council at which the chair is not present, and to introduce the Senate Council motions and resolutions at Senate meetings. The vice chair 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.

C. 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. The vice chair shall have the same term.

D. An incumbent vice chair whose term as a member of the Senate Council expires on December 31st shall continue in office and serve as a non-voting member of the Council until the following May 31st. An incumbent vice chair whose term on the Council expires on December 31st shall be eligible to be named chair-elect at the meeting that December to choose the next chair.

\* A member of the Senate Council is not eligible while on sabbatical to serve as chair-elect but a person who has replaced the member on sabbatical on the Council is eligible to be elected as chair-elect. (RC: 3/31/94)

E. If for any reason the office of the vice chair should become vacant, the Council shall act as soon as possible to elect a replacement. (US:10/12/81; US: 9.8.97)

F. 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 academic units in the election of members 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)

G. 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 Council. (US:10/12/81; US 9/8/97)

### 1.3.2 GRADUATE COUNCIL

1.3.2.1 Functions The Graduate Council shall have only the authority and responsibilities delegated to it by the Dean of the Graduate School, the Graduate Faculty and the University Senate. 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 numbered 400G-499G and 500-799. It shall forward to the Undergraduate Council for final decision recommendations on the courses numbered 400G-499G from all colleges answering to the Chancellor, University of Kentucky, Lexington Campus, and those courses forwarded from the Academic Council for the Medical Center. It shall make the final decision, subject to appeal to the Senate through the Senate Council, on all courses numbered 500-799 (after consideration of the recommendations of the Undergraduate Council on the courses numbered 500-599, and receipt of recommendations on applicable

courses 500-799 from the Academic Council for the Medical Center).

B Program Procedures--It shall consider all proposed new graduate programs and changes in graduate programs, including degree titles, forwarding its recommendations to the Graduate Faculty for action and transmittal to the Senate Council (See Section III, 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.)

It 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 membership shall constitute a quorum for the transaction of business.

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. (SC transmittal: 19 March 1990)

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 Chancellor, University of Kentucky, Lexington Campus for review. The Chancellor, University of Kentucky Lexington Campus shall appoint a committee of graduate faculty members including a member of the Senate Council to review the case. In making the appointment, he/she shall consult with the Chancellor, University of Kentucky Medical Center for those programs based in departments in the Medical Center. They shall limit their review to the materials submitted and procedures followed by the Graduate Council.

The Chancellor, University of Kentucky Lexington Campus, shall discuss the recommendation of the Appeals Committee with the Graduate Dean and chair of the Senate Council (and the Chancellor, University of Kentucky Medical Center, for those programs based in departments in the Medical Center) 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 University 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. If the Graduate Dean approves a recommendation to terminate a graduate program on

academic grounds, he shall submit a recommendation for termination to the Graduate Faculty for review. If the Graduate Faculty concurs, it shall forward its recommendations through the Senate Council to the University Senate, which shall have the final authority for recommending such termination to the President. (US:11/8/76)

D. Off-campus Courses and Programs The 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)

1.3.2.2 Composition The Graduate Council is composed of eighteen (18) members and the Dean of the Graduate School, who serves as the chair. There are sixteen (16) faculty representatives and two (2) student representatives. Associate deans serve in a non-voting, ex officio capacity.

The composition 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, two members from the College of Education, one member from the College of Engineering, one member from the Colleges of Communications and Fine Arts, two members from the College of Medicine and Pharmacy, one member from the Colleges of Dentistry and Nursing, one member from the Colleges of Library Science, Human Environmental Sciences, and Social Work, and two members appointed by the Dean of the Graduate School.

Members representing a college or a combination of colleges are elected by the Graduate Faculty in the respective colleges. (US:3/21/83)

#### 1.3.2.3 Election

A Only 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 shall not be 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. The 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 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. The person or persons receiving the largest number of votes will be elected. (US: 1/18/88)

1.3.2.4 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 31. 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 Dean of Undergraduate Studies, Lexington Campus, (or another person designated by the Chancellor) shall chair the Undergraduate Council and report its recommendations to the Senate Council in accordance with the Rules of the University Senate.

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 numbered 001-599. Also, it shall consider new courses and changes in courses numbered 800-999 in all colleges outside the Medical Center, except for the College of Law. It shall forward to the Graduate Council for final decision recommendation on all courses numbered 500-599. It shall make the final decision, subject to appeal to the Senate through the Senate Council, on all courses numbered 001-499 (after consideration of the recommendations of the Graduate Council on the courses numbered 400G-499G, and receipt of recommendations from the Academic Council for the Medical Center on applicable courses). Also, it shall make the final decision, subject to appeal to the Senate through the Senate Council, on all courses numbered 800-999 from the colleges outside the Medical Center, except those from the College of Law. (See Section III, 3.3.0) It will have no

responsibilities for professional courses unique to the associate degree programs in the Community Colleges.

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 a baccalaureate 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 where a final decision will be made. In addition, it shall review all baccalaureate programs. (See Section III, 3.2.0.)

C Review of Programs--It shall review the summary reports of undergraduate program reviews prepared by the academic unit review committees. It shall participate directly in the review of undergraduate programs upon the request of the Chancellor or Vice Chancellor of Academic Affairs of the sector responsible for the program. Following either such review, it may recommend appropriate action to maintain acceptable levels of academic quality to the Vice Chancellor for academic affairs of the sector involved. 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 shall be approved 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 Chancellor of its sector, who shall then appoint a committee of faculty members, including a member of the Senate Council, to review the case. In appointing the committee, the Chancellor shall consult with the Chancellor of the other sector when the program is significantly involved in that sector. 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 Chancellor shall discuss the recommendation of the Committee with his or her Vice Chancellor for Academic Affairs where appropriate, the chair of the Senate Council, and the Chancellor of the other sector where appropriate, and shall then recommend final action to the President. (US:4/9/84)

D. Off-campus Courses and ProgramsThe 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 It shall consist of seventeen (17) members. Nine of the members shall be elected by the faculty 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 Literature and Philosophy 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 combined Colleges of Architecture, Social Work, and Human Environmental

Sciences. One member from the combined Colleges of Allied Health, Nursing, and Pharmacy. (US:3/12/79) (US:4/9/84)

One additional member shall be selected to represent the faculty of the Community College System in a manner prescribed by the Community College Senate. (US: 10/12/87)

Of the seven remaining members, one shall be the Director of University Studies, one shall be appointed by the Senate Council. One member shall be appointed by the Vice Chancellor for Academic Affairs for the Community College System. Four members shall be appointed by the Dean of Undergraduate Studies with the advice and consent of the Undergraduate Council. Of these four, two shall be faculty members from 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 position representative from the Registrar's Office selected by the Registrar shall be added permanently. [US: 4/14/97]

1.3.3.3 Election Faculty members 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 other than the faculty representatives from the Community College System. If an elected member of the Council should at any time during his or her term become ineligible to serve, a vacancy shall be declared. To fill each vacancy, the Undergraduate Council shall appoint that member from the eligible faculty who at the last election received the highest number of votes without being elected to serve for the duration of the elected member's ineligibility.

Election for membership on the Undergraduate Council shall take place during the spring term and the newly elected members shall assume their seats on September 1 of the same year. (US: 10/12/87) (US: 1/18/88)

The nomination for the membership on the Undergraduate Council shall be carried out by the office of Secretary of the Senate, at the same time, and following the same procedures, as in the nomination of senators, except as indicated below. In addition to the general announcement, notices urging nominations shall be sent to each chair and director of undergraduate studies (but not each director of graduate studies). If fewer than three times the number of persons to be elected from any unit are nominated and are willing to serve, the Dean of the College or Colleges involved shall call a meeting of an appropriate group to nominate the necessary number of persons. (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 shall vote for as many candidates as there are vacancies to be filled. The person or persons receiving the largest number of votes will be elected. (US: 1/18/88)

1.3.3.4 Terms and Vacancies Elected faculty council members will serve three year staggered terms expiring on August 31, 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. The member appointed by the Vice Chancellor for Academic Affairs for the Community College System shall serve three years and is eligible for reappointment. (RC: 8/16/89)

A vacancy in the first year of a term on the elected membership of the



Undergraduate 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)

#### 1.3.4 ACADEMIC COUNCIL FOR THE MEDICAL CENTER

1.3.4.1 Functions The Academic Council for the Medical Center shall be responsible to the Chancellor, University of Kentucky Medical Center and to the University Senate. Its principal functions and responsibilities are to:

A consider academic programs and courses in the Colleges of the Medical Center in relation to the objectives of the University;

B review all new courses or changes in courses and new or changed academic programs recommended by the Colleges of the Medical Center;

C evaluate educational program objectives and course content to insure appropriate breadth and depth and the availability of needed faculty;

D insure that the development of new programs or the introduction of new courses are accompanied by appropriate modification or discontinuation of old programs or courses in accordance with the Rules of the University Senate;

E recommend approval of new programs or changes in programs, including degree titles, and changes in the University requirements or University Studies component, to the appropriate council(s). Also it shall consider first and recommend to the applicable Council, on all courses numbered 001-799, from the colleges of the Medical Center;

F make the final decision, subject to appeal to the Senate through the Senate Council, on all new courses and changes in courses numbered 800-999 from the Colleges of the Medical Center. (See Section III, 3.2.0 and 3.3.0)

G. Off-campus Courses and Programs The 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)

1.3.4.2 Composition The Academic Council for the Medical Center is composed of two representatives and two alternate representatives from the Colleges of Dentistry, Medicine, Nursing, Pharmacy and Allied Health Professions elected by the faculty of each college. The Chancellor, University of Kentucky Medical Center, shall serve as chair of the APMC. In addition, there shall be three (3) representatives outside the Medical Center constituency,

one each appointed by the Graduate, Senate and Undergraduate Councils, not necessarily from the Councils' memberships, to serve terms commensurate with the other members of the APMC.

1.3.4.3 Election One member and one alternate from each college shall be elected each year for a two-year term. To be eligible for election, candidates shall be from the full-time teaching and/or research faculties and shall be limited to those members who are eligible to be elected to the University Senate, i.e., assistant professor or higher academic rank. In addition, they should have been members of a faculty of the Medical Center of the University in a full-time academic rank for a period of at least two years. Administrative officers who also hold faculty appointments are not eligible for election during their tenure as administrative officers. When a member or an alternate becomes unable or ineligible to serve (i.e., resignation, leave of absence, assumption of administrative title, etc.) 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 Council. When an official representative must be absent from a meeting, either alternate from his or her college can be designated by the chair to serve during that particular meeting. The Academic Council for the Medical Center shall meet monthly and upon call of the chair. Six (6) elected members or alternates shall constitute a quorum for the transaction of business.

1.4.0 COMMITTEES OF SENATE (US:10/12/81; US: 2/3/86; US: 4/14/86)

1.4.1 STRUCTURE OF SENATE COMMITTEES (US: 2/13/89)

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 Director of the University Studies Program 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) ad hoc committees.

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 September 1 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 Senators, except as otherwise specified.

Appointment to advisory committees shall be made by the President after consultation with the Senate Council. After consultation with the Student Government Association and other appropriate student groups, the Council may recommend to the President that students be appointed to an advisory committee of the Senate.

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 upon issues that bear on the functions of the Senate prior to their submission to the Senate. 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 Council fails to present a committee report for action during three regular Senate meetings after it has been submitted to the 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.

#### 1.4.2 STANDING COMMITTEES

1.4.2.1 Rules and Elections The Rules and Elections Committee 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 (Section I). It shall also evaluate and revise any section of the Rules where necessary to eliminate inconsistencies, clarify confusing statements, and note omissions, and may suggest to the Senate Council any necessary modification in the Rules. The committee shall certify faculty eligibility in elections conducted by the Secretary of the Senate. In addition, the committee shall recommend to the University Senate election policies and procedures.

1.4.2.2 Admissions and Academic Standards The Committee's function is 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 committee shall review Sections IV and V of the Senate Rules but may consider other related areas.

1.4.2.3 Academic Facilities The Committee on Academic Facilities 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 committee shall act in these ways:

1. Serve the administration as a source of faculty information and opinion about the need, design, and priority and construction or renovation projects.
2. 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 Committee

may initiate action by preparing a recommendation to the administration, which should be routed through the Senate Council for Senate approval.

3. Maintain communication with the appropriate administrators about the current status and utilization of academic facilities. (US:10/12/81)

4. 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 Library The Library Committee 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 and for consultation and advising with the Director of Libraries on such matters as are referred to it by the Director or other University personnel which pertain to improving the usefulness of the Libraries of the University of Kentucky.

1.4.2.5 Research The Committee on Research 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 Academic Programs The Committee on Academic Programs is charged with recommending action to the Senate on all new academic programs approved by the Undergraduate Council, the Graduate Council, or the Academic Council for the Medical Center. Specifically, the Committee 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 Programs, First Degree Programs, and Professional and Pre-professional 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.

1.4.2.7 Academic Planning and Priorities The Senate Committee on Academic Planning and Priorities shall be concerned with 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 Academic Organization and Structure The Senate Committee on Academic Organization and Structure has responsibility to:

- A review and recommend to the University Senate priorities on all proposals for new academic units (departments, schools, divisions, institutes, colleges, etc.);
- B review all proposals for abolishment or merger of existing academic units;
- C review all proposals for major changes in organization and structure of academic units;
- D make appropriate recommendations to the University Senate (and through the Senate to the President) regarding creation, abolishment or changes in organization or structure of academic 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 Committee on Institutional Finances and Resources Allocation The primary function and mission of the Committee on Institutional Finances and Resources Allocation is to inform the Senate Council and the Senate on the present status of the prospective changes in the finances and other resources available to the University. The Committee shall analyze public budget documents, published reports about financial and other trends and shall consult appropriate officials in fulfilling this function. It shall also examine budgetary data concerning the allocation of available financial resources resulting from budget reductions. However, the Committee's concerns here shall not be focused on departmental, college or other particular interests, but on general concerns and procedures taken from the perspective of the entire University. The Committee shall issue a report annually, and shall make specific reports to the Senate Council at the latter's request.

Membership on the Committee on Institutional Finances and Resources Allocation shall include senior faculty with financial and budgetary expertise relevant to university finances. Neither the chair nor a majority of the Committee's members have to be elected members of the Senate.

1.4.3.0 University Studies Committee (US: 2/3/86; 4/14/86; 10/12/87)

A The University Studies Committee shall be composed of sixteen voting members, twelve from the Lexington Campus faculty, two students and two members from the Community College System. It shall be chaired by the Director of the University Studies Program who shall not have a vote except in cases of ties.

The faculty members shall be appointed by the Senate Council. The Senate Council shall solicit nominations from the faculty prior to making appointments. The composition of the faculty membership shall parallel that of the Undergraduate Council, with nine members representing various undergraduate colleges and one representative from the faculty of the Community College System as described in Rule I - 3.3.2 and with three being appointed at large. Faculty members shall serve for staggered three-year terms. The Lexington Campus faculty members and the Community College Council appointee may not succeed

themselves, nor may they serve on the Committee again for a period of three years, except for a faculty member who is appointed to fill out a vacant term of one year or less.

The two student members shall be appointed annually by the Senate Council from names recommended by the President of the Student Government Association. One of the Community College System members shall be appointed by the Senate Council upon the recommendation of the Chancellor of the Community College System, for a three year period and shall be eligible for reappointment; the other shall be appointed by the Senate Council upon the recommendation of the Community College Council for a three year period and shall be ineligible for reappointment. (US: 10/12/87)

B The University Studies Committee shall exercise the following functions:

1. It shall select all courses (or pairs of courses in the cross-disciplinary component) which are proposed to fulfill the program requirements.
2. Upon the recommendation of the Director or on its own initiative, and upon sufficient investigation, it may delete courses (or pairs of courses) from their status of fulfilling the program requirements.
3. It shall review periodically (at least every six years) the teaching and content of all courses selected to fulfill the program requirements. It shall delete courses (or pairs of courses) from the program that no longer seem appropriate to the program and recommend to colleges or departments, through the Director, such changes as it deems necessary or appropriate.
4. It shall determine the general policies for the teaching and content of the Freshman Seminars.
5. It shall consider and propose methods which will enhance the University Studies Program and assert its centrality to the undergraduate curriculum.
6. Upon the recommendation of the Director or upon its own initiative, it shall develop and propose changes in the structure of the program or in the requirements necessary to complete it.
7. It shall approve or disapprove recommendations of the Director for temporary waivers of or temporary substitutions for program requirements for particular categories of students.
8. It shall set policies for the granting of credit to transfer students for courses taken which are equivalent to those in the program and it shall communicate these policies to all undergraduate colleges on campus.
9. The University Studies Committee shall employ the principles and learning objectives approved by the University Senate for evaluating the alternate routes for satisfying the Oral Communication requirement in University Studies [US: 3/10/97]

C All Committee selections of courses (or pairs of courses) to fulfill the program requirements or deletions of same, all approvals of temporary waivers of or substitutions for program requirements for particular

categories of students, and all recommendations for changes in the nature of the program or the structure of its requirements shall be submitted to the Senate Council for its approval. The Senate Council, if it approves the selection or deletion of particular courses, shall circulate the same to the Senate as provided in Sec. III - 3.1.1 (f). The Senate Council's approval of temporary waivers of or substitutions for program requirements for particular categories of students shall be final. If it approves, the Senate Council shall put all proposals to make any significant changes in the nature of the University Studies program or in the structure of the program's requirements on the Senate agenda for approval. (However, the initial proposal(s) of courses developed by the Committee to fulfill the program requirements shall be circulated to the faculty prior to being forwarded to the Senate Council. The Committee shall give the faculty time to send written comments about the proposal(s) or to suggest additional courses. The Committee also shall hold one or more public meetings to hear comments and suggestions about the proposal(s) and may revise or add to the proposal(s) in light of the comments. After the Senate Council approves the initial proposal(s) of courses to fulfill program requirements, the Council shall circulate the proposal(s) with a thirty day period for objection rather than the normal ten day period.)

#### 1.4.3.1 Admissions Advisory Committee (US: 11/12/90)

A The Admissions Advisory Committee is a standing committee of the University Senate. The voting members of the Committee are the Director of Admissions, the University Registrar, the Chair of the Senate committee on Admissions and Academic Standards, and three additional faculty appointed by the Senate Council to staggered three-year terms. Ex officio, non-voting members of the Committee include the Dean of Undergraduate Studies, The Director of Institutional Research for the Lexington Campus, and a member from the Medical Center whose appointment is analogous to the director of Institutional Research for the Lexington Campus. 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 AAC is responsible for recommending admissions policy within general guidelines established by the University Senate. The ACC will:

1. The ACC will adopt an admissions management system, as described in section (b).
2. File a written report recommending to the Chancellors 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 of Admissions, approve any warranted deviations from the initial internal admissions criteria.
5. After consultation with the Director of Admissions, 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 Chancellors provide specific data on admissions, enrollment, and student performance in the Chancellors' annual report to the Senate.

8. Request specific other data from the University Registrar or Director of Admissions for use in establishing or evaluating admissions policy.

9. Review and analyze the information provided by the Chancellors and the Registrar or Director of Admissions and disseminate the results of its review and analysis to the academic units.

B The ACC will adopt an Admissions Management System for admissions. The Admissions Management System will:

1. Have internal, non-published standards recommended by the ACC. The University will, however, publish the range of scores and grade point averages which secured admission in the previous year's freshman class.

2. Admissions criteria will include not only high school grade point average (HSGPA) and ACT composite score, but class rank, degree of difficulty of courses, and ACT subsection scores. However, students with an ACT score below 15 (old ACT) or 18 (enhanced ACT) may be admitted through the Exceptions Committee only.

3. At least ninety percent (90%) of all freshman admissions will be made according to the internal automatic acceptance criteria.

4. Admissions criteria will contain an exceptions procedure for two types of applicants: 1) Internal exceptions procedure: for those prospective students who have certain diversity characteristics not present in the pool of students admitted by internal, automatic-admit criteria and 2) External Exception Procedure: for those students whose applications for admission have been rejected.

a. Internal Exceptions Procedure: the AAC will identify characteristics not adequately represented in the pool of students admitted under the internal-admit criteria. The Director of Admissions will forward the files of candidates having those characteristics and a reasonable academic record to the Exceptions Committee for consideration before the candidate is notified of an admissions decision. If the Exceptions Committee 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. The Exceptions Committee will continue to function as the appeals board for all candidates whose applications were rejected. A rejected applicant may petition for admission due to a) significant non-academic personal achievement; b) diversity; or c) unusual situations affecting academic performance.

5. 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.

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 in 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 Director of Admissions may admit exceptional applicants after the desired class size has been met or the August 1 deadline has passed, but the number of such admissions should be kept to a minimum.

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

#### 1.4.3.2 Retroactive Withdrawal Appeals Committee (US: 12/8/97)

A. The Committee shall consist of four faculty and one student, plus a sufficient number of alternates, named by the Senate Council. A representative of the Associate Vice-President for Administration, Equal Opportunity Office, and a representative from the Assistant Dean of Students directing the Disabilities 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 Rule V - 5.1.8.5.

#### 1.4.4.0 ADVISORY COMMITTEES

1.4.4.1 Senate Advisory Committee on Faculty Code The Faculty Code Committee shall carry out duties conferred on it by the Faculty Code. These shall include the following: to receive reports of mediation efforts of the deans; to hold hearings and make findings as to violations and sanctions, if any; and to forward recommendations to the appropriate vice chancellors. (See Section VII, 1.0)

1.4.4.2 Senate Advisory Committee on Privilege and Tenure The Committee is charged with giving preliminary consideration to the following matters as referred to it by the President, the University Senate, or individual staff members of the University: cases of appointment termination for cause of a faculty member who has tenure; cases of dismissal of a faculty member during a limited appointment; cases of non-renewal of a probationary appointment with less advance notice than specified by the Governing Regulations; 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; cases of allegation by a faculty member on a non-tenured appointment that a decision for non-reappointment violates either Part X A or Part XI A in the Governing Regulations banning certain discriminatory practices in academic employment; cases of allegation by the University administrator 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; 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; and all similar cases. The function of the committee in all such cases is to attempt to effect an adjustment and, in cases of failure, to recommend to the President action to be taken.

The Committee may, upon request, advise individual staff members on the interpretation of University privilege and tenure regulations, with copies of the interpretation being sent to the University Senate Council, the chair of the

Department, the Dean, and the President. The Committee also may consider allegations of faculty members who believe that their privilege as scholars has been abridged or abused. Faculty members should address statements to the chair of the Committee setting forth in detail the reasons why they believe their privilege has been abused. The Committee will review the statement and determine whether conditions warrant further investigation. Upon investigation the Committee will make recommendations to the faculty member and file a copy with the President. Recommendations may be made also to the President with a copy sent to the faculty members. The Committee is also charged with making a continuing study of privilege and tenure regulations, making recommendations to the University Senate.

1.4.4.3 University Senate Hearing Panel (Privilege and Tenure) A University Senate Hearing Panel 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 dismissal of a faculty member with continuous tenure or of a non-tenured member before the end of that person's specified term of appointment, or of one arising from allegation of the violation of the academic freedom of a non-tenured faculty member or of an administrator. The committee shall consist of five members chosen by lot from that panel. 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 bias or 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.

The committee will conduct the hearing and report its findings as described in the Governing Regulations Section X,B,5,b. In addition, the committee will adhere to the following procedures:

A 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.

B 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.

C 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.

D The hearing committee will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

E The findings of fact and the decisions will be based solely on the hearing

record.

F 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, students affairs, computer resources, continuing education, special teaching technologies and so forth. (US:10/12/81) (4/14/86)

#### 1.5.0 ELECTION PROCEDURES FOR CERTAIN ELECTIVE BODIES

The Secretary of the Senate 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

1.5.1.1 Authority Relative to Appointment of President (US: 3/9/98 & BoT, 4/7/98) The Governing Regulations adopted by the Board of Trustees May 5, 1970 and amended February, 1972, October, 1987, and April 7, 1998 provide: "In the event of a vacancy in the Office of President or disability of the President, the Vice President for Administration shall exercise the functions of the President in the absence of the appointment of an Interim President by the Board. If the Board finds it desirable to appoint an Interim President it shall seek advice from a joint Board-Faculty Committee to recommend the appointment of a President if such has been constituted or, if the committee has not been constituted, from the University Senate Council. . . .The President of the University is appointed by the Board of Trustees with the advice of a joint committee of the Board, faculty, and student body. The committee shall consist of five members of the Board appointed by its chair; three members of the full-time teaching and/or research faculty of the University System, selected by a procedure determined by the University Senate; one member of the full-time teaching faculty of the Community College System and one full-time student appointed by the chair of the Board. The committee shall provide opportunity for discussion between representative administrative, faculty, and student groups and prospective presidential candidates."

1.5.1.2 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 faculty members of the University System to serve on the Search Committee:

A The University Senate shall serve as the nominating body. Nominations shall take place at a regular or special meeting of the Senate.

B Each voting member of the Senate will be provided with a complete list of the full-time teaching and/or research faculty--the same faculty members who are eligible to be elected to the Senate.

C The University Senate shall proceed to nominate six (6) candidates. (An addressed sealed envelope containing two smaller envelopes will be given to each member of the Senate present. One of the smaller envelopes will contain four cards which the members will use in voting on the first ballot and the second smaller envelope will contain six cards to be used by the members in voting on the second ballot.) The Senators shall include both the first and last name or initials of the persons for whom they vote to avoid confusion.

1. Each member, using the list of those eligible for election, shall vote for no more or no less than four (4) persons.

2. Only voting members of the Senate shall be eligible to vote in the nominations. An ad hoc committee of the Senate appointed by the Senate Council chair shall count the votes immediately and announce the names of the twelve (12) individuals receiving the highest number of votes, plus any ties for the 12th position. No nominating speeches will be allowed.

3. The Senators shall then vote for no more or no less than six (6) of these candidates.

4. Each Senator will sign his or her name in the upper left-hand corner of the envelopes containing ballots.

5. The six candidates receiving the highest number of votes, plus any ties for the 6th position, shall be declared nominated. The chair of the Senate Council will check on each of the nominees to determine that he or she is available and willing to serve before the six names are placed on the election ballot. If any of the six or more is unwilling or unable to serve, the person receiving the next highest number of votes on the second nominating ballot will serve as replacement. In the event of ties, decision by lot will be reached.

D The Secretary of the Senate shall then conduct a mail election ballot on the nominees. Those eligible to vote on this ballot shall be the same as those eligible to be elected to the Senate.

\* Each faculty member shall vote for no more or no less than three (3) of these candidates. No ballot containing more or less than 3 names shall be counted. (RC: 4/14/86).

E The three nominees receiving the highest number of votes shall be recommended to the chair of the Board of Trustees for appointment to the Board-Faculty Committee. Ties shall be broken by lot.

#### 1.5.2 ELECTION: TWO VOTING UNIVERSITY SYSTEM FACULTY MEMBERS, BoFT [See US Minutes: 12 October 1998]

As specified in the Governing Regulations (Part II.A.2) there shall be two voting University System faculty members of the Board of Trustees. Faculty members who may vote in the election of the University System Faculty members to the Board of Trustees shall be those in the University System who:

A have an actual or equivalent rank of Assistant Professor or higher;

B hold a tenured position or one in which tenure may be acquired, except that untenured members of the faculty whose appointment is specified as ending on a certain date without further notice or as not leading to consideration for tenure shall not be eligible; and (US: 11/12/84)

C are included in the faculty T.I.A.A.-C.R.E.F. retirement program (or eligible for such inclusion after one year of University service) or other retirement program approved by the Board of Trustees.

Faculty members eligible to serve as an elected member of the Board of Trustees shall be those who meet the voting qualifications and who have a primary assignment in a faculty role (50% or more involvement in teaching, research and/or service). For purposes of this section, assignment as chair of a department shall not exclude one who holds such a position from eligibility to serve as an elected member of the Board of Trustees. Faculty members of the Board of Trustees shall be eligible for re-election. Eligibility under paragraphs

a.

and b. above shall be certified in the same manner as for elections to the University Senate.

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 Fall 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, 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 by secret ballot and shall be conducted by the Secretary of the University Senate from rosters prepared and certified as specified above. The Secretary shall submit to the eligible voters a complete list of members eligible for election together with a nominating ballot on which a member may nominate one or two eligible members. Nominations may be submitted to the Secretary of the University Senate in writing or by fax, or e-mail, and need contain only the name(s) of the nominee(s) and the nominator. All candidates so nominated shall be placed on a first election ballot, on which each member shall vote for one candidate. The five candidates receiving the highest number of votes will be placed on a second election ballot. A short biographical sketch of each candidate shall accompany the second election ballot. If no person receives a majority vote on the second ballot, the Secretary of the Senate shall place on a third ballot the names of the three individuals who received the highest number of votes on the second ballot. In the event of a tie for fifth place on the first ballot or a tie for third place on the second ballot, the names of all persons receiving the same number of votes for that place shall be placed on the subsequent ballot. (US: 10/12/98)

On the third ballot, each voter shall be required to indicate a first and second choice. All of the first choice ballots will be counted, and any person who receives a majority of votes will be elected. If no one receives a majority, a choice will be made between the two candidates with the largest number of votes. The second choice votes of the remaining candidate (or candidates) will be added to the first choice votes received by the top two candidates, and the person with the larger number of votes will be elected. (In the even of a ties at that stage, the candidate with the larger number of first choice votes will be

elected.) (Revised:10/1/80; Senate Rules Committee; US: 1/18/88; US:  
10/12/98 )

AUGUST 1999          UNIVERSITY SENATE RULES          SECTION I

I-1

1

0 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 circulate with Senate Council approval a calendar three years in advance of fall registration, based upon Rules 1.1 and 1.2 below. If three Senators object to the proposed calendar within ten (10) days of circulation, then it shall be placed on the Senate agenda for action.

#### 2.1.1 POLICY GUIDELINES

A The academic year shall consist of two semesters each including 15 weeks and a minimum of an eight-week summer session with the Fall Semester beginning in time to permit completion prior to the Christmas holidays.

B The eight-week summer session will be scheduled so that classes begin in early June. (US: 3/20/95)

C An additional four-week summer term between the close of Spring Semester and the opening of the eight-week summer term 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 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 Friday and Saturday after Thanksgiving Day shall be declared academic holidays.

F The tenth week of the spring semester shall be utilized each year as the spring vacation period. (US: 4/25/88)

G All grades shall be due in the Registrar's Office three (3) days after the final examination is administered. (See Section V., 1.6.)

H Due to special scheduling problems in the Colleges of Medicine, Dentistry and Law, special calendars may be adopted for these Colleges. They 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 approval. Such calendars shall conform with the University calendar as nearly as possible.

I The College of Pharmacy shall offer a 15-week summer semester.

J The first Friday of October is designated as a mid-term reading day. No classes will be held. (US: 12/11/95)

#### 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. Examinations will run for 5 days, Monday through Friday. (US: 12/10/84; US: 3/20/95)

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. (US: 3/20/95)

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
yrs)	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
yrs)	August 23	September 4	January 10	June 7 (June 6 in leap
yrs)	August 24	September 5	January 11	June 8 (June 7 in leap
yrs)	August 25	September 6	January 12`	June 9 (June 8 in leap
yrs)	August 26	September 7	January 13	June 10 (June 9 in leap

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.

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 Calendar policy at least once a year and recommend to the University Senate any modifications deemed desirable to meet changing needs.



13.0 Section III  
0Course Numbering System And Curriculum Procedures

3.1.0 COURSE NUMBERING SYSTEM

Courses shall be numbered as follows:

001-099 No credit and/or non-degree courses;

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.

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 V,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 768 Residence credit for master's degree. May be repeated once. (1-6 credits equivalence)

E 769 Residence credit for doctoral degree. May be repeated indefinitely. (1-12 credits equivalence)

F 770-779 Seminar courses.

G 780-789 Independent work courses.

H 790-799 Research courses.

I 880-889 Seminar courses in professional colleges.

J 895-899 Independent work: professional colleges.

### 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 receive credit towards a bachelor's degree at the University of Kentucky. (US: 3/7/88)

### 3.2.0 PROCEDURES FOR PROCESSING ACADEMIC PROGRAMS AND CHANGES

Procedures for processing Academic Program Proposals and Changes in Existing Academic Programs (US: 11/14/88)

For the purpose of these Rules, academic programs are defined as the requirements leading to a degree. The initiation of academic programs and changes in existing academic programs shall be processed as described below.

A set of guidelines, approved by the Senate Council, is available for proposing new undergraduate, graduate and professional programs. Forms, approved by the Senate Council, are available for proposing changes in existing doctoral, masters and undergraduate programs. (There are no program change forms for the programs in law, medicine and dentistry.)

When new programs involve new courses or changes in courses, the programs and courses will receive simultaneous consideration.

All proposed new programs and changes in programs must be approved by the Senate Council and all new courses or changes in courses associated with these new programs will be acted on by the Councils as prescribed, then transmitted to

the Senate Council, with the program recommendation. Upon approval of the proposed program, the Senate Council will report out the program and the courses involved.

In addition to the above, the following procedures shall be followed:

A New programs or changes in programs, including degree titles, are initiated by the academic unit most nearly connected with the program and are approved by the College faculty in a manner they prescribe.

B The College faculty makes its recommendations to the Dean who signs the proposal and forwards it to the Council(s) of the Senate, supplying the information required, and at the same time circulating a description of these recommendations to the Deans, Department Chairmen and members of the University Senate. In the case of Deans and Department Chairmen, these notices shall be posted in a central location where all faculty may see and have opportunity to raise objections in the allotted time.

1. All programs recommended by the colleges of the Medical Center shall be forwarded to the ACMC for action first.

2. All programs or changes in programs leading to the undergraduate or professional degree (except those in the College of Law or the colleges of the Medical Center) shall be forwarded to the Undergraduate Council first.

3. All new graduate programs or changes in graduate programs (except for the colleges of the Medical Center) shall be forwarded to the Graduate Council for action first.

C Any faculty member having objection to any part of the College recommendations may report that objection to the chairman of the appropriate Council, within ten (10) days of the date of the College circulation.

D Within thirty (30) days of initial receipt of the proposal, the Council(s) will take action on it or notify the College as to the status and reason for delay, with a copy to the Senate Council and Registrar's Office. When action is taken, the Councils report their recommendations to the Senate Council, except that first, the Graduate Council first recommends to the Graduate Faculty for action and transmittal to the Senate Council.

E The Senate Council acts on program recommendations only. If the proposal is a new program, a statement of administrative feasibility is requested from the Office of the President before final action is taken.

F After clearance through the Registrar's Office, the Senate Council then reports on the program proposal.

G In the case of new programs, the Senate Council, or the University Senate, reports the action taken to the President of the University, also.

H If no objection is raised to the Senate Council actions on programs within ten (10) days of notification, these actions become official. If objection is

raised and resolution not accomplished, a Senator may have the issue placed on the agenda of the next regular Senate meeting by sending a written objection, signed by five Senators, to the Senate Council. Action by the University Senate on such objections is final (See Section III - 3.0.)

I Requests for modification in the University requirements or the University Studies component shall be forwarded by the colleges granting the baccalaureate or professional degree as outlined in item b. 2. (See above)

### 3.3.0 PROCEDURES FOR PROCESSING COURSES AND CHANGES IN COURSES (US: 11/14/88)

Applications for initiating new courses, changes in existing courses, or dropping courses, must be processed in a prescribed manner. Official forms to be used can be obtained from the Offices of the Chancellor, University of Kentucky Lexington Campus, the Chancellor, University of Kentucky Medical Center, the Office of Vice President for Research and Graduate Studies, or the Senate Council office.

Separate forms are required for new courses, changes in existing courses, and dropping courses. To avoid delay and possible disapproval of said applications, all information required and the requisite signatures must be supplied.

#### MINOR CHANGES

The form for processing changes in existing courses shall allow the originating unit to request that it be considered a "Minor Change." 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
- B an editorial change in the course title or description which does not imply change in content or emphasis
- 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 cross-listing of a course as described below
- E correction of typographical errors.

When requested as a Minor Change, the form shall be forwarded directly from the Dean of the College to the Chair of the Senate Council for approval. If the Chair of the Senate Council approves, he or she will notify the Registrar's office and the Dean of the College originating the request. If the Chair believes the change is not minor, the request shall be returned to the Dean of the College originating the request for processing through the appropriate Councils.

When new programs involve new courses or changes in courses, the programs and courses will receive simultaneous consideration, action and transmittal under the procedure outlined under 2.0, this Section.

If, in the judgment of the Council having final decision authority, proposed new courses or changes in courses constitute a major expansion of a program, it may request, or have the Senate Council request, a statement of administrative feasibility as required for new programs. (See 2.0 this Section.)

Final responsibility for the approval of new courses, changes in courses and dropping of courses, shall be vested in the appropriate Councils as follows:

1. The Undergraduate Council will make the final decision on all new

courses or changes in courses numbered 001-499 (including 400G-499G), subject to appeal to the Senate through the Senate Council. The Undergraduate Council will have courses numbered 500-599 routed to it in the usual manner, but will recommend only on these and forward them to the Graduate Council for consideration (see paragraph j. below). In addition, it will make the final decision on all courses numbered 800-999 originating outside the colleges of the Medical Center and the College of Law, subject to appeal to the Senate through the Senate Council.

2. The Graduate Council will make the final decision on all new courses or changes in courses numbered 500-799 subject to appeal to the Senate through the Senate Council. The Graduate Council will have courses numbered 400G-499G routed to it in the usual manner, but will recommend only on these and forward them to the Undergraduate Council for consideration (see paragraph j. below).

3. The Academic Council for the Medical Center will make the final decision on all courses numbered 800-999 originating in the colleges of the Medical Center, subject to appeal to the Senate through the Senate Council. The Academic Council for the Medical Center will consider first all courses numbered 001-799 originating in the colleges of the Medical Center, and will recommend on them to the appropriate Council(s) for final decision.

4. The Senate Council will make the final decision on all 800-999 numbered courses from the College of Law. Any course from the College of Law below this number will be processed in the appropriate Council(s) in the prescribed manner.

In addition to the preceding, the following procedures shall be utilized:

5. The Senate Council reports final decisions on courses and, if no objection is raised within ten (10) days of this circulation, the actions become official. If objection is raised and resolution not accomplished, a Senator may have the issue placed on the agenda of the next regular Senate meeting by sending a written objection, signed by five (5) Senators, to the Senate Council. Action by the University Senate on such objections is final.

6. All proposed new courses or changes in courses which are involved in new programs, shall be acted on by the appropriate Councils and then transmitted to the Senate Council for inclusion in the final decision on the proposed new program. Upon approval of the program, the Senate Council will report out the program and the courses involved.

7. If a department wishes to cross-list a course which already exists in another department, it may receive approval by indicating that this is a minor change on the form for requesting changes in existing courses. Both chairmen must sign the form and, if the departments are in different colleges, both deans must signify approval. Cross-listing shall not be used as justification for duplication of teaching effort. Departments involved must agree on the time, place and instructor(s) in scheduling such courses.

8. 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.

9. Where the recommendation of the Undergraduate Council on a 500-

599 level course is in disagreement with the decision of the Graduate Council and in the case when the Graduate Council's recommendation of a 400G-499G is in disagreement with the Undergraduate Council, the material shall be referred to the Senate Council for a final decision.

3.3.1 REMOVAL OF COURSES FROM BULLETIN: PURGING COURSES  
(RC: 11/14/88)

If a course has not been taught in the classroom, by extension or correspondence, 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 University course file for an additional four years (unless the college requests its removal). 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 University course file. (US: 2/10/86)

\* 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. (RC: 4/29/87)

\* Even if a course has not been offered on the main campus for four years, it will remain in the Bulletin if it has been taught during that period at one or more of the community colleges. (SC: 2/10/88)

\* 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). (RC: 4/19/89)

AUGUST 1999          UNIVERSITY SENATE RULES          SECTION III

III-1

14.0 Section IV  
0 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 Registrar's Office official transcripts of such summer work; nor shall it apply to University students enrolling only in one or more sessions of consecutive summers.

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 of Admissions

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 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 Admissions Advisory Committee (AAC) is a standing committee of the University Senate. The voting members of the Committee are the Director of Admissions, the 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 Vice Chancellor for Academic Affairs and Research, the Dean of Undergraduate Studies, The Director of Institutional Research for the Lexington Campus, and a member from the Medical Center whose appointment is analogous to the director of Institutional Research for the Lexington Campus. 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 AAC is responsible for recommending admissions policy within general guidelines established by the University Senate. The AAC will:

1. Adopt an admissions management system, as described in section (B).
2. File a written report recommending to the Chancellors 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 of Admissions, approve any warranted deviations from the initial internal admissions criteria.
5. After consultation with the Director of Admissions, 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 Chancellors provide specific data on admissions, enrollment, and student performance in the Chancellors' annual report



to the Senate.

8. Request specific other data from the University Registrar or Director of Admissions for use in establishing or evaluating admissions policy.

9. Review and analyze the information provided by the Chancellors and the Registrar or Director of Admissions and disseminate the results of its review and analysis to the academic units.

B The AAC will adopt an Admissions Management System for admissions. The Admissions Management System will:

1. Have internal automatic acceptance standards established by the AAC. The University will publish the range of scores and grade point averages which secured admission in the previous year's entering classes.

2. Admissions criteria may include high school grade point average (HSGPA), ACT composite score, 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. (US:10/11/93)

3. An applicant who has a high school grade-point average which is less than 2.0 will be automatically denied admission (RC: 11/13/95).

4. At least ninety percent (90%) of all freshman admissions will be made according to the internal automatic acceptance criteria.

5. The Director of Admissions will review the files of the candidates who do not meet the admission standards established by the AAC but who offer high school grade point averages of 2.0 or higher. The Director, within guidelines 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.

6. A candidate whose application is denied may petition the Committee on Exceptions for a review of this decision. A denied applicant may petition for admission by exception on the basis of a significant non-academic performance or outstanding potential for contributing to or benefiting from an education at the University.

7. 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.

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 in 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 Director of Admissions may admit exceptional applicants after the desired class size has been met or the August 1 deadline has passed, but the number of such admissions should be kept to a minimum.

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

C Pre-College Curriculum (US:3/21/83;11/10/86;11/12/90)

To be admitted to the University of Kentucky in fall of 1987 or later under the admission policy outlined above, an applicant must have completed successfully the following high school courses as a minimum:

Biology I, and Chemistry I, or Physics I  
English I, II, III, IV or AP English  
Algebra I, Geometry I and Algebra II  
US History and World Civilization/World History  
Total Units: 20 or more approved high school units

(In addition, the University Senate recommends that high school students complete at least two years of a foreign language, one additional year of mathematics beyond Algebra II, and one year of fine arts.) (US: 3/21/83)

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 four 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 four 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 four 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 of Admissions 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 & BofT: 5/3/83) (US: 4/28/86; 11/12/90; 10/11/93)

F Transfer Students

Students at other colleges or universities, including UK Community Colleges will be permitted to transfer to the University of Kentucky if they meet one of the following criteria:

1. 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; RC: 11/20/87)

2. 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 & BofT: 5/3/83)

4.2.1.2 Admission to Advanced Standing

A Admission of University of Kentucky Community College Students-- {See also Section X, USR} Grades, credits, quality points and academic status from courses taken in the University of Kentucky Community College shall be transferred when the Community College student enrolls in the University System. The applicability of any given courses not offered in the University System towards a University degree shall be determined by the Dean of the College in which the student enrolls.

B Admission of All Other Students--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. 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 of Admissions. (US: 10/11/93)

#### 4.2.1.3.2 Rules Governing Admission of Non-Degree Seeking Students (US: 10/11/93)

A 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)

B 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)

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

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

E 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)

F 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)

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

B 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.

C 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 Dean for Undergraduate Studies. 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)

#### 4.2.1.3.5 Procedures (US: 10/11/93)

A 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)

B 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)

C 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) The College of Nursing 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 five types of students are presented below:

1. Criteria for admission to the 4-year BSN program include (US 4/13/98)

A. Freshman student

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

- a. high school grade point average of 2.5 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

c. ability to articulate reasons for choosing nursing as a career, as evidenced

in an essay written according to criteria established by CON

d. one letter of reference from an individual who can assess potential for success (e.g., teacher, employer, etc.)

B. Admission to the nursing curriculum will occur at the sophomore level for students in the prenursing category only if the student

- a. maintains a cumulative grade point average of 2.5 or greater;
- b. received a grade of "C" or better in all required prenursing courses;

and

- c. completes an approved certified nursing assistant program.

2. Criteria for admission to the 4-year BSN program for transfer students include: (US: 4/13/98)

- a. for transfer students with less than 24 hours of college credit, meeting

the

criteria for entering freshman and maintaining a grade point average of 2.5 on all college work attempted as computed by the Office of Admissions;

- b. for transfer students with more than 24 hours of college credit,

maintaining

a grade point average of 2.5 on all college work attempted as computed by the Office of Admissions;

- c. grades of "C" or better in all courses required for CON curriculum;

- d. ability to articulate reasons for choosing nursing as a career, as

evidenced

in an essay written according to criteria established by CON;

- e. one letter of reference from an individual who can assess potential for success (e.g., teacher, employer, etc.); and
- f. completion of an approved certified nursing assistant program.

3. Students will be eligible for readmission the College of Nursing after suspension from the College when they meet criteria as stated in Section 2 a and b of this policy.

4. A student who is eligible to take the examination for licensure (NCLEX-RN) and who wishes to be considered for admission to upper division courses in the nursing program must meet the following requirements:

a. The applicant must be a graduate of or enrolled in the final semester of an associate degree nursing program in a college accredited by one of the six regional academic accrediting associations, OR the applicant must be a graduate of or enrolled in the final semester of a diploma program and have earned a minimum of 60 college 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 taking the ACT-PEP tests. It is strongly recommended that applicants contact the Office of Student Services in the College of Nursing regarding the approved nursing ACT-PEP credits. 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.

b. For automatic acceptance, the applicant in this category must have a cumulative GPA of 2.5 or above on a scale of 4.0 in all college course work attempted as computed by the Office of Admissions.

Applicants with a GPA between 2.35 and 2.49 will be considered for admission on an individual basis. Such actions are recommended by the Undergraduate Student Admission and Progression Committee and approved by the Dean of the College of Nursing.

c. An applicant admitted in this category must hold a valid Kentucky license to practice as a registered nurse prior to beginning the first clinical course.

5. A student who is a registered nurse and who wishes to be considered for admission to upper division courses in the nursing program must meet the following requirements:

a. The applicant must be a registered nurse licensed to practice in Kentucky.

b. The applicant with an Associate Degree in Nursing from a college accredited by one of the six regional academic accrediting associations will be automatically accepted if the applicant has at least a GPA of 2.5 on a scale of 4.0 on all course work attempted as computed by the Office of Admissions.

Applicants with a GPA between 2.35 and 2.49 will be considered for admission on an individual basis. Such actions are recommended by the Undergraduate Student Admission and Progression Committee and approved by the Dean of the College of Nursing.

c. The registered nurse who is a graduate of a diploma program will be automatically accepted for admission after earning a minimum of 60 college 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 taking the ACT-PEP tests. It is strongly recommended that applicants contact the Office of Student Services in the College of Nursing regarding the approved nursing ACT-PEP credits. 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 on all college course work attempted as computed by the Office of Admissions, and must have satisfactorily completed the ACT-PEP tests which establish the nursing credits.

The application deadline for admission to the Nursing program is February 1st.  
(SC: 4/24/95)

#### 4.2.2.2 College of Allied Health Professions Professional Program

##### A Freshman Admission

Admission to the University does not guarantee admission to the College of Allied Health. 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, continuation into the junior year of Allied Health Programs 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 the professional program in any undergraduate division of the College of Allied Health Professions. Admission to the professional 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 Allied Health Professionals (e.g., H.S. 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 a professional program in the College of Allied Health Professions. In addition to meeting the University's requirements for admissions from a University 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 a professional program in the College of Allied Health Professions 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 Clinical Laboratory Sciences, Communications Disorders, Health Administration and Physician Assistant Studies professional programs is February 1st. The deadline for application for admission in the spring semester for the Clinical Laboratory Sciences program is October 1st. (SC: 4/24/95)

E Medical Technology: Admissions Policy

Medical Technology will consider applicants who have completed 45 or the 60 semester hours required for admission, including three to six hours of English, nine hours of Chemistry (with laboratory), five hours of Microbiology (with laboratory) and four to six hours of Mathematics. The criteria for admission are:

1. Composite GPA of 2.5 or above.
2. Science/Mathematics GPA of 2.3 or above.
3. Three recommendations which indicate suitable ratings on the applicant's professional character, e.g., commitment, responsibility, personal relations and ability to communicate.
4. Three interviews which ascertain information on the applicant's knowledge of the profession and of the program's requirements; and, the applicant's motivation to complete the program. An average score of 70% or better is required for admission.

However, the following alternative judgments may be made relative to the above criteria.

5. If overall GPA is between 2.30 and 2.49, the applicant will not be rejected based exclusively on GPA if the ACT composite score is at or above the 50th percentile and if the transcript shows evidence of significant improvement over the last one or two semesters.

6. If the Science/Mathematics GPA is between 2.0 and 2.29, the applicant will not be rejected based on S/M GPA exclusively if there is documented evidence of at least one year experience in a clinical laboratory.

7. If the recommendations are unsatisfactory or if interview scores are less than 70%, the applicant will not be rejected based on these criteria exclusively but may be considered qualified according to committee vote based on professional judgment.

F Allied Health Educator Admissions Policy

Entry is permitted to those who complete an accredited program in an allied health 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

A. Standards for Admission to a Teacher Education Program (US: 9/8/97) [See also Section V - 5.4.1.2 Students Applying for Teaching Certificates]

A student must apply and be admitted to a Teacher Education Program in order to receive a teaching certificate. Applications are accepted for review by the Program Faculty from students who have completed, or will complete during the semester in which they apply, sixty semester hours of work, which must include EDP 202 completed with a grade of C or better if required by the student's program. Program Faculties shall review applications and interviews, which shall be required of all students admitted, and recommend to the Dean of the College that an applicant be accepted, accepted provisionally, or rejected. A student's education advisor, academic advisor, and the Admission Coordinator also may make recommendations concerning the disposition of an application. Following are the 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 post-bachelor's 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 minimum overall GPA of 2.50. In addition, post bachelor's and graduate level students must demonstrate a minimum 2.50 GPA in the teaching subject matter field(s).
3. Candidates for admission must certify their knowledge of the Kentucky Professional Code of Ethics and must sign a declaration of eligibility for certification.
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 written 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 demonstrate basic skills with acceptable

standardized test scores. Allowable tests are the ACT, the ACTE, the GRE or the PRAXIS II Communications Skills and General Knowledge tests. Acceptable scores on these tests are as follows: 1) ACT, 20 composite, 2) ACTE, 21 composite, 3) GRE, Verbal test score of 400, Quantitative test score of 400, Analytic test score of 400, and 4) PRAXIS II Communications Skills and General Knowledge tests, state-specified cut-off scores. No standardized test scores older than 8 years can be used to meet this requirement.

B. Admission for Secondary Education Students Not Seeking Admission to the Teacher Certification Program (US: 9/8/97)

1. All students pursuing a secondary education major without teacher certification must be admitted to advanced standing.
2. To be admitted to advanced standing a student must have completed at least 60 semester hours.
3. Student must demonstrate academic achievement by earning a minimum overall GPA of 2.50 at the time of applying for advanced standing.
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.

#### 4.2.2.4 College 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).

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

B. Interior Design Courses (US: 10/8/90)

##### 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:

A Make application by February 1st for admission to upper division studio in

the Fall Semester of the next academic year. (SC: 4/24/95)

B Complete or be currently enrolled in all lower division interior design program requirements (studio and lecture).

C 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.

D 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.

### C. 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 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.

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.

4.2.2.6 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)

4.2.2.7 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.

4.2.2.8 College of Architecture (US: 11/11/91) 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.

4.2.2.9 College of Business and Economics (US: 9/8/80) (US: 4/13/87) (US: 11/14/88) Admission to the University is sufficient for admission to the College of B&E 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 College of B&E. In general, admission depends upon the qualifications and preparation of the applicants, as well as the availability of the resources for maintaining quality instruction.

Annually, the College of Business and Economics faculty will establish the minimum standards required for upper division admission to a degree program in the College. The standards will be established at least one year prior to their implementation. Any change in standards will be implemented at the beginning of the academic year (fall semester) and will be in effect for the entire academic year. If the standards are to be changed, the Dean of the College of Business and Economics will submit the proposed change by February 1 to the University Senate Council for approval, with prior circulation to the University deans and directors. The GPA will be no lower than 2.3. (US: 4/13/87)

Students who have attained a 3.0 cumulative grade point average or higher in the English and premajor component required of all students in the College of B&E and have completed 60 semester hours of college level credit will be assured admission. (US:4/13/87)

To be considered for admission to any of the undergraduate degree programs offered by the College of Business and Economics, an applicant must fulfill the following requirement: (US 4/13/87)

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)

B Completion of 60 semester hours with a minimum cumulative grade-point average of 2.3. (US:4/13/87)

C Completion of the English and premajor component required of all students within the College of Business and Economics with minimum grade-point average of 2.3. The courses meeting these requirements are listed under Graduation Requirements.

D Submission of an application form which includes an official transcript and a list of courses planned indicating that the English and premajor courses will be completed prior to taking upper division work.

Applications for admission to the College of Business and Economics, whether for upper division or lower division status, must be received by the Advising Center of the College of Business and Economics no later than May 1 for summer sessions, August 1 for the fall semester, and December 1 for the spring semester. Normally students apply for upper division admission during the second semester of their sophomore year (the semester in which they will have completed the English and premajor components). (US: 4/10/95)

Those students seeking upper division admission who have not completed 60 semester hours or all of the English and premajor courses will be permitted to advance register for upper division courses if they satisfy the minimum grade point average standards at the time of application and they are concurrently enrolled in the courses necessary to complete the English and premajor requirements. Failure to meet all requirements for admission prior to beginning upper division work will result in denial of admission.

Students not admitted to an upper division program should be aware that others who have been admitted will be given first preference for enrollment in the upper division courses offered by the College of B&E.

Enrollment in B&E courses number 300 or above will be limited to:

A Business & Economics students.

B Non-Business & Economics students who are registered for specific programs requiring B&E courses.

C Other students or categories of students with specific permission of the department offering the course (department may choose to declare certain courses as open enrollment courses). (US: 4/13/87)

In the admission considerations, when personal, academic, professional, or intellectual circumstances tend to discount low academic scores, admission may be granted if there is other persuasive evidence of both the capability and motivation to undertake successfully a B&E program.

In all admission categories, 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.)

4.2.2.10 College of Engineering (US: 4/25/84; 2/12/96;) Admission to engineering standing in a degree program is necessary in order to be granted a baccalaureate degree in engineering or computer science. Students must

complete at least 30 of the last 36 hours of their programs in residence at the University. Specific departmental requirements for admission to engineering standing are as follows. 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 college level work taken at the University of Kentucky or elsewhere.

#### Biosystems and Agricultural Engineering

Completion of AEN 202, BIO 150, BIO 152, CHE 105, CHE 107, CS 221, ENG 101, ENG 102 (or ENG 105), EM 221, MA 113, MA 114, MA 213, MA 214, PHY 231, PHY 232, PHY 241, and PHY 242 with a minimum grade point average of 2.25 (computed using grades from the last attempt at each course) in these courses and a minimum overall cumulative grade point average of 2.25. University repeat options may be applied as appropriate.

#### Chemical Engineering

Completion of CHE 105, CHE 107, CHE 115, MA 113, MA 114, MA 213, MA 214, PHY 231, PHY 232, PHY 241, ENG 101, and ENG 102 or ENG 105) with a minimum cumulative grade point average of 2.70 in these courses. Completion of CS 221 with a passing grade and completion of CME 200 with a grade of C or better. University repeat options may be applied as appropriate.

#### Civil Engineering (US: 4/13/98)

Applicants must have completed at least 45 semester hours acceptable towards the degree. Furthermore, applicants must have completed ENG 101 and ENG 102 or ENG 105 or the Honors Program; CHE 105, CHE 107, PHY 231, PHY 241, MA 113, MA 114, MA 213, CE 106, CE 120 and CE 211 or equivalent with a minimum cumulative GPA of 2.75 in these courses. University repeat options may be utilized by both on-campus and transfer students. Students who do not meet this GPA requirement may request consideration based on a departmental review if this GPA is 2.25 or better. A student may not apply for engineering standing more than twice.

#### Computer Science

Completion of at least 50 semester hours acceptable towards the degree including the University Writing requirement. Completion of MA 113, MA 114, MA 213, CS 121, CS 122, CS 245, CS 250 and CS 270 with a minimum cumulative GPA of 2.5 in these courses. University repeat options may be utilized as appropriate.

#### Electrical Engineering

Completion of EE 211, EE 221, EE 222, and EE 280 with a minimum cumulative GPA of 2.4 in these courses. University repeat options may be utilized as appropriate. In addition, the Electrical Engineering Department will not permit a third admission into any of these courses.

#### Mechanical Engineering

Completion of at least 50 semester hours applicable to the degree program with a minimum cumulative GPA of 2.5. Completion of ENG 101, ENG 102, (or ENG 105), MA 113, MA 114, MA 213, MA 214, CHE 105, CHE 107, PHY 231, PHY 241, PHY 232, and PHY 242 with a minimum cumulative GPA of 2.7 in these courses. A student may repeat four of these courses in order to improve this grade point average, except that he/she may not repeat a course in which he/she

already has a grade of "A". All attempts (up to a maximum of sixteen) in this group of twelve courses will be included in the calculation of this grade point average. No grade will be dropped. Attempts in excess of the first sixteen will not be included in this calculation.

#### Materials Engineering

Completion of ENG 101, ENG 102 (or ENG 105), MA 113, MA 114, MA 213, MA 214, PHY 231, PHY 232, PHY 241, PHY 242, CHE 105, CHE 107 and CHE 115 with a minimum cumulative GPA of 2.25 in these courses and completion of CS 221 with a passing grade. University repeat options may be utilized as necessary.

#### Mining Engineering

Completion of at least 50 semester hours acceptable towards the degree in mining engineering with a minimum cumulative grade point average of 2.5. Completion of ENG 101, ENG 102, (or ENG 105), MA 113, MA 114, MA 213, MA 214, CHE 105, CHE 107, PHY 231, PHY 232, PHY 241, and PHY 242 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 GPAs are 2.25 or greater.

4.2.2.11 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.

#### 4.2.2.12 Five-Year Professional Program in Accountancy (US:4/13/87)

A 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.

B 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.

C 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.

#### 4.2.2.13 College of Communications (US:12/7/87)

A Admission to the College of Communications Degree Programs

In order to be admitted to any of the four undergraduate majors (Communications, General Editorial, Advertising, or Telecommunications) offered by the College of Communications, 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 the premajor requirements of the program to which application is made;

5. completion of the University Studies Program requirements in Basic Skills (I), at least A and B under Inference and Communicative Skills (II), and at least 12 credits toward completion of the Disciplinary Requirements (III), including 6 credits in Social Sciences.

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 Communications.

#### B Enrollment in Upper Division College of Communications Courses

Enrollment in College of Communications courses numbered 300-599 will be limited in order of priority to:

1. majors and minors in a College of Communications degree program;

2. non-College of Communications students who are registered for specific programs requiring College of Communications 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).

Admissions Policy & Process: (US: 3/20/89; 2/10/92; SC: 4/24/95)

Applications for admission to the College of Communications, whether premajor or major, must be received no later than April 1 for the summer session, August 1 for the fall semester, and October 1 for the spring semester. Normally such application will be made prior to the satisfactory completion of 60 semester hours of college-level courses. Subsequent transfer between majors will be permitted only upon application to and acceptance by the academic unit offering that major.

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.

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.

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.

#### 4.2.3 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.

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 post-baccalaureate 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 (Pharm.D.). 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 Pharm.D. Program

Admission to the Pharm.D. 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 Pharm.D. 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 Pharm.D. degree program are reviewed and evaluated by the College of Pharmacy Pharm.D. 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 The requirements for admission to the College of Dentistry of the University of Kentucky reflect the adoption of the standards set forth by the Council on Dental Education. These appear in the "Procedures for Evaluation, Requirements and Guidelines for Dental Education Programs" (May 1971). Because of the academic requirements of the dental curriculum, it is usually necessary for the applicant to have completed at least two years of preprofessional education. The majority of students accepted will have three or four or more years of preparation. In general, the less academic preparation an applicant presents, the stronger his performance and/or experience must be. Students should demonstrate their competence to undertake the biological and physical science courses of the dental curriculum. However, specific courses in the basic sciences during the undergraduate curriculum are not required of applicants. Applicants for admission must furnish information regarding their character, the quality of their preprofessional education, health status and aptitude for and interest in a career in dentistry.

#### 4.2.4 TRANSFER BETWEEN COLLEGES

Students eligible to attend the University may transfer from one college to another, including professional colleges, at times specified by the college deans and the Registrar. In every instance the entrance requirements of the college to which the student is transferring must be satisfied, except as provided in Rule V 5.3.1.7. (US: 4/14/86)

#### 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)

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 IV., 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 Post-baccalaureate 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 post-baccalaureate student.

A post-baccalaureate 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 post-baccalaureate 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 Bachelors/Masters Degree Program--University Scholars

#### Admissions

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

A 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.

B The master's program should be in the field of the undergraduate major.

C The undergraduate grade point average (UGPA) should be greater than or equal to 3.5 in the student's major and 3.2 overall.

D 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 V., 5.2.2 and 5.4.1.6)(US: 9/13/82; US 4/14/97)

Degree Requirements: The total number of credit hours completed for the combined 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]

4.2.6 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.

#### 4.3.0 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

After the sixth day of classes in either semester or the fourth day of that term of the summer session in which the student is enrolled, no student may register for an organized class. On recommendation of the dean concerned, 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 V)

#### 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.

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0            9.0            Section IX            Glossary Of Terms

9.1            ABSENCE

Failure to be present for scheduled class. (See Section V., 5.2.4.1.)

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. (See Section IV., 4.2.1.4)

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. (See Section V., 5.2.3)

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 NATIVE LANGUAGE

An individual's first acquired language of communication. [RC: 11/20/87]

9.11 PROFESSIONAL COLLEGE

The Colleges of Law, Medicine, Dentistry and Pharmacy.

9.12 PROFESSIONAL DEGREE

Degree in which a substantial portion of the coursework involves 800-999 level courses.

9.13 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 V., 5.4.1)

9.14 SPECIAL EXAMINATION

An examination taken for credit for material mastered outside class. (See Section V., 5.2.1.2)

9.15 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.

9.16 UNDERGRADUATE COLLEGE

A college that admits students without previous degrees and awards a bachelor's degree (except for the College of Pharmacy).

AUGUST 1999

UNIVERSITY SENATE RULES

SECTION IX

IX-

15.0 Section V  
0Rules Relating To Attending The University

5.1.0 GRADES AND MARKING SYSTEMS

5.1.0.1 By the last day of class before the midterm withdrawal date, all teachers must inform the undergraduate students in their courses of their current grade based on the criteria in the syllabus. (US: 2/14/94)

5.1.1 THE MARKING SYSTEM

The marking system (except for Colleges of Law, Medicine, Dentistry, and courses numbered 800 or higher in the College of Architecture and the Landscape Architecture Program in the College of Agriculture). Results of work will be recorded in the Registrar's Office 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) grade points for each credit hour.

B Represents a high achievement as a result of ability and effort. It is valued at three (3) grade points for each credit hour.

C Represents average achievement. It is valued at two (2) grade points for each credit hour.

D Represents the minimum passing grade (not to be used for graduate students). It is valued at one (1) grade point for each credit hour.

E Represents unsatisfactory performance and indicates failure in the course. It is valued at zero (0) grade points and zero (0) credit hours.

F Represents failure in a course taken on a Pass-Fail basis. It is valued at zero (0) grade 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) grade 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) grade points and zero 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 grade points.) (US: 9/20/93)

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)

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) grade points and zero (0) credit hours. (US:9/10/79; US: 10/11/93)

S Represents the final grade in courses carrying no academic credit. It is valued at zero (0) grade points and zero (0) credit hours. (US: 10/11/93)

#### 5.1.2 EXCEPTIONS TO THE UNIVERSITY MARKING 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 given 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 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 academic 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 law school, 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 for graduate courses under 1. (above) or for law school courses offered only on a pass/fail basis under 2. (above) shall be counted.

4. No more than one graduate course outside the law school, 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 law school for credit toward the J.D. other than pursuant to the applicable joint degree program.

5.1.2.2 College of Dentistry: Honors, Pass, Unsatisfactory are the designations for the College of Dentistry students. The H,P,U designations are utilized only for dental students. The few graduate and/or undergraduate students in essentially dental classes are graded as is the rest of the University.

5.1.2.3 College of Medicine (US: 3/10/86)

A Represents exceptionally high achievement in performance. It is valued at four (4) quality points for each credit hour.

B Represents the expected level of achievement or performance in each course. This grade reflects student competence in all areas of course requirements. It is valued at three (3) quality points for each credit hour.

C Represents marginal performance. It is valued at two (2) quality points for each credit hour.

E Represents failure or unacceptable performance in a course. It is valued at zero (0) quality points for each credit hour.

P Represents 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 given instead of an 'E' grade when evidence exists that the student might earn a passing grade upon completion of make-up work. In the interim the 'U' will be valued at one quality point for each credit hour. The temporary grade must be made-up before the student can be promoted to the next year. The quality point calculation will then be the average of the 'U' and the grade given after the make-up. (US: 3/18/96)

I Represents incomplete work at the time grades are submitted for courses. It is given 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 removed 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 Students enrolled in courses numbered 800 or higher in the College of Architecture or the Program in Landscape Architecture in the College of Agriculture shall be given the following grades with the respective quality point value indicated (US: 4/13/98):

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

The use of the plus-minus system does not change any college or university grade point average requirements, nor the method by which grade point averages 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 grade point average regardless of their College of origin. (US: 3/18/96)

The Landscape Architecture program plans to continue the policy that a student must achieve a "C" grade or better in major design studios in order to advance to the next level.

### 5.1.3 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 V., 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 given 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 will initiate the request for the I grade. An I grade shall not be given when the student's reason for incompleteness is unsatisfactory to the instructor. 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 faculty member at least two months prior to expiration of the allowable period. The instructor can extend the contract period for up to an additional 12 months by completing a grade assignment form. If the instructor 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 contract 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, the University Registrar shall change the I grade

to a grade of E on the student's permanent academic record and adjust the student's grade point standing accordingly. In the event that an I becomes an E, the instructor 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 term in which the course was taken to satisfactorily complete the course and receive a grade change.

For each I grade assigned, the instructor shall complete an appropriate file record on a standard form provided by the University 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;
- 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 for removal of the I grade and consequences of not removing the I grade; and
- H signature of the student, if feasible.

The instructor 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 assigned 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 academic term in which the I grade was awarded or prior to the student's graduation, whichever occurs first. If an I grade has not been replaced within the allowable period, the University 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 standing 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 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 should 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 S: Grade S may be recorded as a permanent mark in courses carrying no academic credit. This grade may not be given to a student who has done unsatisfactory work or to one who has failed to do a reasonable amount of work.

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 given to 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 given to students who officially withdraw from a class or classes under conditions described in Section V., 5.1.8.2 through 5.1.8.4. It may also be assigned by the University Appeals Board. See also Section VI., 6.5.1.2 (b). (US:10/8/79; US 10/11/93)

#### 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 such a Pass-Fail basis. Credit hours successfully completed under this option will count toward graduation but will not be used in calculating grade point standing.

Courses taken on a Pass-Fail basis 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 ignored at the student's own hazard. Students are expected to participate fully in these courses and to take all examinations as though they were enrolled on a regular basis. Students may not change from a pass-fail basis nor from a regular basis to a pass-fail basis after the last day to drop a course without a grade in any given term.

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 Section V., 5.2.1.2 for procedures on Pass-Fail available under that option.)

Other than courses offered only for Pass-Fail, the instructor shall not be notified by the Office of the Registrar or by any other office of the University of those students who are taking the course Pass-Fail. The instructor shall submit a regular grade to the Registrar's Office which will take the appropriate action to change the grade into the Pass-Fail grading track for records. (US: 9/13/76)

\* Neither a grade of P nor a grade of F shall be taken into consideration in calculating a student's GPA. (RC: 10/8/80) For

exception, see 5.1.2.1 College of Law (US: 4/12/93).

\* 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. (RC: 1/15/93)

#### 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 by the last date to drop a course without a grade in any given term. No credit can be given 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 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)

#### 5.1.6 REPORTING FINAL GRADES

The final grades shall be filed with the Registrar's Office within 72 hours of the scheduled final examination but in no case later than the date announced in the official University Calendar, except that grades and credit obtained by special examination shall be reported in accordance with the Rules of the University Senate governing special examinations. (See Section II, 2.1.0 and Section V., 5.2.1.2.) (US: 9/20/93)

#### 5.1.7 CHANGING GRADES

An individual faculty member may change a mark once it has been reported to the Registrar's Office only in the case of an error. Reports of all such grade changes shall be sent to the Registrar with a copy to the dean of the college in which the instructor is assigned. The instructor 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 by the department chair with a copy to the instructor and dean of the college involved. There shall be only one grade change per student per course. No grade may be changed after the student has graduated from the University except in the case of the error provided for above.

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 VI, 6.5.1.2b) (See Section V - 5.1.3.2 for the procedures for recording and changing an I grade.) [RC: 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: GRADES FOR STUDENTS WHO WITHDRAW OR ARE DROPPED

5.1.8.1 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 drop the students from the course and notify the Registrar that the student has been removed from the class roll. The Registrar will inform such students that they have been dropped. 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 Any student may withdraw from any class (except for those used to meet the Writing Requirement; see Section V., 5.4.3.1) during the withdrawal period which is defined as the period prior to and including the: (US: 2/12/82; US: 9/12/94)

- a. end of the ninth week for fall or spring semester
- b. third day of the fifth week for eight week summer session
- c. second day of the third week for four week summer session.

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 or other courses of less than a full semester's duration) will have no record of the class appear on their transcripts. [RC: 11/20/87]

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)

\* The midpoint of the semester is calculated from the first day of classes to the last day of classes, counting only teaching days and not including final exam period. (RC: 2/10/87)

5.1.8.3 A student may withdraw from a class during the latter half of the 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.

Before acting on such a petition, the dean will consult with the instructor of the class. If such a petition is approved by the dean of the student's college, the dean shall inform in writing the instructor of the class of his action, and the student shall be assigned a grade of W. (US: 9/10/79; revised US: 4/11/83)

A student may also petition the Dean to withdraw from a class during the latter half of the term if he or she has 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 (see V.5.2.4.2.b). [RC: 11/20/87]

\* This rule applies to withdrawal from the University as well as withdrawal from a class. The dean may not delegate the authority to approve or deny a petition to withdraw to the Registrar or to any other agency external to his college. The spirit of the rule indicates that the dean should deny the petition when it does not certify urgent nonacademic reasons. When a petition is denied, the instructor will award a grade at the end of the semester that reflects the work the student has accomplished. (RC: 10/1/80)

\* For the purposes of this section, the end of the term is considered to be the last day of classes. (RC: 9/10/87)

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-- after completing the twelfth week of the normal semester, the third week of the four week summer semester, or the sixth week of the 8 week summer semester, 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 Senate of the University. If a comprehensive course examination is required for graduation, this requirement shall be waived. (US: 9/20/93)

\* The Rules Committee has held that this rule applies to a student's voluntary entry into the military during the four-week session. (RC: 3/12/90)

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.

(2) Requests for retroactive withdrawals may not be granted after a student has graduated or beyond two calendar years from the last day of classes for the semester for which the withdrawal is requested.

(3) 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

#### B. Procedure

To the extent possible, the following procedures shall be uniform throughout the University:

(1) Requests for retroactive withdrawal shall be made of the Dean of the college in which the student was enrolled at the time the classes were taken, on the form and with the documentation required by the University Senate. Requests for retroactive withdrawals shall be made through the University

Senate Retroactive Withdrawal Petition. (US: 4/12/99)

(2) The Dean shall recommend approval or disapproval of the request and shall forward the recommendation to the Retroactive Withdrawal Appeals Committee, normally within 30 days of receipt of the petition and all supporting documentation.

(3) The Committee 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 Committee shall forward all approved requests to the Office of Registrar for implementation.

(5) The Committee 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 the Committee's decision.

#### 5.1.9 GRADE POINT AVERAGE

A. Grade point average is the ratio of the number of points gained to the number of credits attempted, W,P,S, F, CR, and I being ignored. (US: 3/9/98)

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)

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 IV., 4.3.2 and Section V., 5.2.4.3.)

#### 5.2.0 CREDIT, CLASSIFICATION, LOADS, ACADEMIC STANDARDS

##### 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 hours.

Credit for short courses of less than eight weeks shall be limited to 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 (Higher Level) are recognized as appropriate credit for meeting degree requirements. Colleges and/or departments in consultation with the Admissions and Registrar's Office shall determine and publish appropriate cut-off scores for the CLEP, AP, and PEP examinations. (US:9/13/82) Students with superior results from their International Baccalaureate Higher Level may be awarded up to six credits by the corresponding department of the University. Scores of 5, 6, and 7 normally are requisite. No AP or CLEP credit hours shall be letter graded. Rather, all such earned credit hours will be shown on the student's academic record as course credit (CR). (See also V - 5.1.4, Rules Committee Interpretation, 1/15/93) (US: 4/25/88; US: 3/9/98)

\* Departments may make decisions about allowing or not allowing credit for the examinations mentioned in this rule and about scores necessary for credit, subject to the approval of the dean of the college. (RC: 4/28/98)

#### 5.2.1.2 Credit by Special Examination

##### Entrance Examination

An individual academic 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.

##### 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 in the University System, regardless of whether the student has audited the course, is currently enrolled in it, or has studied for it independently.

A 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 academic 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.

B The request for special examination may be denied by the department chair or the office of the administrative 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.)

C The instructor may schedule the examination at his/her convenience, but must offer it within a reasonable time after the student has submitted his/her request.

\* The phrase "reasonable time" is not meant to convey a precise



time period and should be fitted to the particular circumstances.  
(RC: 2/1/89)

D 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 instructor then may or may not include the results of the special examination in computing the final grade. (US: 9/20/93)

E 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.

F The student, with the department chair'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 V., 5.1.4)

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 given 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, 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 any student in an undergraduate college (including residence and correspondence courses) shall be 19 credit hours. (US: 10/11/93)

\* The 19 credit hour limit applies to courses taken on an audit basis as well as other courses. (RC: 2/6/80)

The maximum allowable load to be carried during any summer term for undergraduate students (including residence and correspondence courses) shall be nine (9) credit hours in the eight-week summer session and four (4) credits in the four-week intersession.

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. (US: 10/11/93)

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 the four-week intersession, or seven (7) credit hours in the eight-week session.

Students in the combined Bachelor's/Master's degree program (University Scholars) should not take more than 16 credit hours per semester. Permission to exceed that number must be given by the Director of Graduate Studies and Dean of the Graduate School. (See Section V., 5.4.1.6 and Section IV., 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 intersession. The maximum load for graduate students in any combination of the four and eight week sessions shall be twelve (12) credit hours.

A student may be registered simultaneously at the University of Kentucky or a Community College 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 or a Community College, 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

A student in any undergraduate college shall be classified by the Registrar as a sophomore upon completion of 30 credit hours, a junior upon completion of 60 credit hours, and 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 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 V-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. [US: 11/11/85; US 2/9/87]

5.2.4.2 Excused Absences: (US: 11/11/85; 2/9/87) The following are defined as excused absences:

A Illness of the student or serious illness of a member of the student's immediate family. The instructor shall have the right to request appropriate verification.

B The death of a member of the student's immediate family. The instructor shall have the right to request appropriate verification.

\* Children of students are considered members of the immediate family (RC: 11/9/94)

C Trips for members of student organizations sponsored by an academic unit, trips for University classes, and trips for participation in intercollegiate athletic events. When feasible, the student must notify the instructor prior to the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors 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 in writing of anticipated absences due to their observance of such holidays no later than the last day for adding a class.

E Any other circumstances which the instructor finds reasonable cause for nonattendance. (US: 4/23/90)

Students missing work due to an excused absence bear the responsibility of informing the instructor 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 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 RC: 11/20/87)

If attendance is required 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 faculty member may require the student to petition for a "W" or take an "I" in the course. (US: 2/9/87; RC: 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. (RC: 8/20/87)

\* The language "The instructor shall give the student an opportunity to make up the work and/or the exam missed during an excused absence..." implies the student shall not be penalized for the excused absence. (RC: 8/25/95)

5.2.4.3 Acceptable Standards in English Teachers in all courses are expected to call attention to and penalize for errors in English usage and to require the rewriting of papers which do not meet acceptable standards in English.

Any instructor who finds the written work of any student seriously defective in English is expected to report the case, together with specimen papers, to the dean of the student's college. A committee composed of this dean and the chair of the Department of English shall have power to require additional work in composition without credit. This remedial work shall begin not later than the following semester and shall continue until the committee is satisfied with the student's proficiency. When a student is required to do this additional work, the committee will report this requirement to the Registrar, who will indicate the fact on the student's record.

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 V., 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. (See Section IV., 4.3.2 and Section V., 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 Final Examinations If a final examination is to be given, it will be administered during the examination period as scheduled by the Registrar for the semesters of the regular school year. These examination periods will utilize the last 5 days of each semester, and will be preceded by a study day or weekend on which no classes or examinations will be scheduled.

Final examinations, where appropriate, will be administered during the last class day of the intersession and the summer session.

During the last week of classes of a regular session or during the three day period prior to the last day of class of Intersession or Summer School, no examination shall be given except for laboratory practicals or "make-up" examinations. In cases of "Take Home" final examinations, students shall not be required to return the completed examination before the regularly scheduled examination period. (US: 4/28/86)

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 and the Registrar. (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 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.

5.2.4.7 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)

5.2.4.7.1 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 a valid excuse 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:

1. Provide a prime time course section that does not participate in the common examinations.
2. 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. (RC: 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. (RC: 3/31/94)

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 UNDERGRADUATE COLLEGES

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 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, 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. For students previously matriculated at the University of Kentucky (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 notify in writing the dean of the college in which the student is enrolled. A student may exercise the repeat option at any time prior to graduation. (US: 4/11/94)

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 shall be granted by the instructor and the dean of the college in which the student is enrolled (see Section IV - 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. (US: 2/14/94)

\* A student may exercise the repeat option by taking a special exam (as provided in 5.2.1.2); if the request for the exam is approved, the student may request that the grade in the course be recorded under the repeat option. (RC: 1/27/84)

\* There is no relationship between the academic bankruptcy rule (V - 5.3.1.7) and the repeat option. To the extent that a student has used any or all of his/her repeat options in the first enrollment, he/she no longer has them available during a subsequent enrollment. If not previously used, they are available during the subsequent enrollment. (RC: 9/29/82)

\* Attendance at a community college is the equivalent of attendance at the Lexington campus for purposes of exercising the repeat option. (RC: 9/28/82)

\* A student who audits a course in one semester and then takes the course for credit in a subsequent semester is to be regarded as having taken the course only once - the subsequent semester. (RC: 1/20/94)

\* Under the revisions of the repeat option rules adopted by the University Senate in April 1994, the event is the filing of the repeat option. Thus the new filing deadline applies to all repeat options filed after the end of the Spring 1994 semester (RC: 3/31/94)

\* A student must be enrolled at UK at the time he/she files the repeat option. Thus a student who has transferred to another institution would not qualify since he/she is not enrolled at UK. (RC: 3/31/94)

\* "The student must notify in writing the dean of the college in which the student is enrolled" means that a student must be enrolled at the time the repeat option is exercised. (RC: 3/31/94)

#### 5.3.1.2 Academic Probation Policies (US: 3/20/95)

A Students are placed on probation if:

1. Their cumulative Grade Point Average (GPA) falls below 2.0. Students on probation for this reason who achieve a cumulative 2.0 GPA shall be

removed from probation.

OR

2. They are freshman students who have completed a semester of 18 or fewer hours with a GPA of less than 1.75. Students on probation for this reason who achieve a cumulative GPA of 2.0 shall be removed from probation. The dean shall warn students with GPAs between 1.75 and 1.99 inclusively that they are not making satisfactory academic progress.

\* The warning letter is to be sent following the freshman student's first semester in which s/he earned 18 or fewer hours. (RC: 9/20/95)

OR

3. They have two consecutive academic terms with semester 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 better will be removed from probation.

\* Once the student has completed all the requirements for the degree while still maintaining an overall GPA greater than 2.0, the degree must be awarded. Thus the student would no longer be on probation. (RC: 9/20/95)

\* A student who has been put on probation under the old rules is subject to being removed under either the old or the new rules, whichever is more favorable to the student. (RC: 9/20/95)

\* Four-week and eight-week summer sessions are considered one term. Thus, if a student enrolls for both the four-week and eight-week sessions, that shall be considered one term. If the student enrolls for only one session, whether it be the four-week or the eight-week term, that shall be considered one term. (RC: 12/4/95)

\* All grade changes made after the end of the term require recalculation of the term grade point average for purposes of applying the probation and suspension rules. A course retaken under the Repeat Option (Rule 5.3.1.1) does not result in a grade change for the term in which the course was first taken, and therefore requires no recalculation of any grade point average. (RC: 6/25/98)

#### 5.3.1.3 Academic Suspension Policies (US: 3/20/95)

A Students are subject to suspension if:

1. they have three consecutive semesters in which their cumulative GPA remains below 2.0, or

2. They fail to earn a 2.0 semester GPA for any term while on probation.

B Students are subject to suspension without a preliminary probationary



semester if their GPA is below 0.6 after their first term of full time enrollment in the University System. This provision does not pertain to students who have transferred from the Community College System.

C In cases of students eligible for suspension, the Dean of the student's College may continue a student on academic probation if the individual case so justifies.

D A student who is under academic suspension from the University may not enroll in any courses offered by the University of Kentucky, nor take any examination for University of Kentucky credit while on academic suspension or probation.

E A student who has been 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.

F Once reported to the University Registrar an academic suspension may be rescinded by the dean only in the event of an error in the determination of the student's eligibility for suspension, an official grade change that alters the student's suspension eligibility, or exceptional circumstances. In such cases a written notice of rescission documenting the basis for the action must be filed with the University Registrar by the dean imposing the original suspension. (US: 10/16/89)

5.3.1.4 Reinstatement After they have remained out of the University for at least a semester and a summer session (a semester for a student academically 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. (US: 10/11/93)

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 scholastic probation.

B They have failed to meet the requirements for removal from scholastic probation by the end of the third semester following their reinstatement.

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

Students should refer to IV - 4.1.1 for information on the academic bankruptcy rule that applies to students who are readmitted after an interruption of two or more years. (RC: 11/20/87)

5.3.1.5 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 years, and who have completed at least one semester or 12 hours with a grade point standing of 2.0 or better after readmission may choose to have none of their previous University of Kentucky course work counted toward graduation and toward the computation of their grade point standings. (US:4/12/82)

\*

The calculation of the grade point average after readmission begins with the semester of readmission. ([RC: 11/20/87])

\*

Any courses (including correspondence courses) taken in the absence of readmission "through the usual channels" do not satisfy the 12-hour requirement. (RC: 6/12/98)

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 grade point standing. (US:4/12/82)

C Part-time as well as full-time students can take advantage of the academic bankruptcy rule. Students need not have been originally suspended from the University to qualify for this option. Attendance at a community college in the UK system is equivalent to attendance at UK itself for the purposes of this option. A student can petition for academic bankruptcy for work done at a community college. (RC: 11/20/87) This option is not available to a student who transfers in more than 24 credit hours taken at another institution during the first two years after leaving the University of Kentucky. (Rules Committee Interpretation: 1983-84)

\* A student who has completed at least 12 hours of work with a GPA of 2.0 or better would be eligible for academic bankruptcy even if he/she received an E in one or more of the courses. (RC: 1/30/86)

\* If a student has completed a degree and re-enrolls, he/she may not apply the academic bankruptcy rule to courses taken for the degree already completed. (RC: 11/12/84)

\* The Academic Bankruptcy option may be used only once. (RC: 2/1/89)

\* 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 can invoke the academic bankruptcy rule. (RC: 2/27/95)

#### 5.3.1.6 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

V - 5.3.1.5). However, the student must meet all other admission criteria established by the college or program [see Section IV - 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 given here. 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 5.3.1.3 and 5.3.1.5.] (US: 4/25/84)

5.3.2.1 College of Architecture: College of Architecture students are subject to the general University regulations pertaining to academic probation and suspension. In addition, a student may be placed on probation in the College of Architecture or suspended from the College of Architecture, but not necessarily the University, according to the College standards that follow.

A student enrolled in the College of Architecture 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 Architecture who is suspended from the college may not take classes offered in the College of Architecture until reinstated. A student who is suspended from the College of Architecture 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 Architecture. [RC codification: 5.27.98] A grade below C in an architectural design studio is considered unacceptable for majors in the College of Architecture. 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 Architecture rules on probation and suspension may be waived by the Dean of the College of Architecture under extraordinary circumstances.

A student who has been suspended from the College of Architecture may petition the Dean for reinstatement after a period of no less than one calendar year.

5.3.2.2 College of Allied Health Professions (US: 4/25/84; US:12/14/92)  
Allied Health professional students are subject to the general University regulations pertaining to academic probation and suspension. In addition, the following standards apply:

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.

5.3.2.2.1 Clinical Laboratory Science Professional Program Undergraduate students in the Clinical Laboratory Science Professional Program are subject to the University's general regulations for undergraduate students pertaining to scholastic probation, academic suspension, and reinstatement. (US: 12/14/92) In addition the following standards apply:

A Student Progress

Students admitted to the CLS Program may advance into the senior year and/or clinical rotation of the CLS program of study on the condition that each has (1) at least a GPA of 2.00 on all course work; and (2) earned a minimum grade of C (2.0) in every course with the CLS prefix.

B Undergraduate Professional Program Probation

Regardless of academic standing in the University, a student shall be placed on probation where the student:

1. earns a semester grade point average (GPA) less than 2.0 in all courses required by the CLS Program
- OR
2. earns a grade less than C (2.0) for any course having a CLS prefix.

C Removal from Clinical Laboratory Science Program Probation

A student shall be removed from probation when:

1. in the semester following probation, the student earns a semester GPA of at least 2.0 in courses required by the CLS Program
- AND
2. the student earns at least a grade of C (2.0) in any course with a CLS prefix in which previously the student earned a grade below C.

D Clinical Laboratory Science Program Suspension

A student shall be suspended from the undergraduate CLS program when the student:

1. earns less than a semester GPA of 2.0 in courses required by the CLS Program at the end of the first probationary period or in any subsequent semester,
- OR
2. earns less than a C in a course with a CLS prefix for the second time,
- OR
3. earns less than a C in any two courses required in the CLS Program.

E Removal from Clinical Laboratory Science Program Suspension

A student may be reinstated into the CLS program when the student meets the requirements for readmission as determined by the CLS Admissions and Progression Committee. These requirements will be communicated to the student at the time of suspension.

5.3.2.3 College of Engineering (US: 4/25/84; 2/12/96) In addition to the University rules on academic probation, suspension and reinstatement, the following rules apply to the College of Engineering.

1. No Student with a cumulative UK GPA of less than 2.0 will be enrolled in the College of Engineering. Any student who fails to maintain a cumulative UK GPA of 2.0 will be dropped from the College of Engineering and will not be readmitted until this GPA is 2.0 or greater. No probationary notice will be given.

2. Any student enrolled in the College of Engineering who achieves a GPA of 2.0 or less in any semester will be placed on academic probation.

3. Any student on academic probation who fails to achieve a 2.0 semester GPA will be dropped from the College of Engineering and will not be readmitted until he or she has obtained a UK semester GPA of 2.0 or greater for one semester and the student's cumulative UK GPA is 2.0 or greater.

4. Students who are dropped 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 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 Professional Program in Accountancy (US: 4/13/87)

##### 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.

##### 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) Undergraduate students in the professional nursing program are subject to the University's general regulations for undergraduate students pertaining to scholastic probation, academic suspension, and reinstatement. In addition, the following standards apply.

(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 do 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.

#### I Undergraduate Program Probation

Regardless of academic standing in the University, a student shall be placed on probation when the student:

A earns a semester grade point average (GPA) less than 2.0 in courses required by the College of Nursing, OR,

B earns a grade less than a C (2.0) for any course required in the CON (NUR prefix).

#### II Removal from Undergraduate Program Probation

A student shall be removed from probation when the student:

A in the semester following probation earns a semester GPA of at least 2.0 in courses required by the College of Nursing, AND

B 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).

### III Undergraduate Program Suspension

A student shall be suspended from the undergraduate nursing program when the student:

A 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

B For a second time fails to earn a grade of C (2.0) in a course required in the CON (NUR prefix), OR

C fails to earn a grade of C (2.0) in any two courses required in the CON (NUR Prefix), OR

D 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.

### IV Removal from Suspension

After the period of suspension, a student may be reinstated into the CON when the student meets the requirements for admission.

## 5.3.3 PROFESSIONAL COLLEGES

### 5.3.3.1 College of Law

#### A Exclusion for Poor Scholarship and Readmission

All students in the College of Law must maintain a satisfactory cumulative grade point average, and failure to do so will result in the student being dropped from the College for poor scholarship. Any student who receives a grade point average below 1.5 for his or her first semester of law study may be dropped by the Dean on recommendation of the Law Faculty Academic Status Committee for poor scholarship. Any student who fails to achieve a 2.0 cumulative grade point average at the end of the first two semesters will automatically be dropped for poor scholarship. In addition, any student whose cumulative average falls below a 2.0 at the end of any subsequent semester will also be dropped from the College. (US:10/11/82)

Any student who receives a grade of E in a required course must reregister for the course and complete all requirements therefor. When such a required course is retaken or when a student elects to repeat an elective course in which he has received 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.

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 Committee; however, in most cases, the following policies will guide the Committee: a student dropped after the first semester will be required to petition the full Faculty for readmission; in

the case of students dropped at the end of the second semester, a student with a cumulative grade average of 1.9 and above will normally be readmitted, a



student with a cumulative average of 1.7 to 1.89 may be readmitted but will be carefully scrutinized, and a student with a cumulative average below 1.7 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.

Any student who is readmitted after being dropped at the end of the second semester and who fails to raise his or her cumulative grade point average 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 grade point average to 2.0. Material progress at a minimum shall mean obtaining a 2.0 GPA for the semester. Moreover, such student must raise his or her cumulative average to 2.0 by the end of the fourth semester. In addition to the foregoing academic standards for readmission, the 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 Committee with the approval of the full law faculty may also require the repetition of courses either with or without substitution of the grades awarded in the courses retaken. Failure to comply with the requirements and conditions of readmission will result in the student being dropped again from the College, 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)

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.

A student who has once been dropped for poor scholarship and who fails to have a 2.0 cumulative average 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 average. (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, applications for readmission will be referred to the Admissions Committee; if a first-year student withdraws during the second semester, applications for readmission will be referred to the Academic Status Committee; provided that in either of the above withdrawal situations, the Dean's designate 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 report to the University 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 designate. If a student plans to complete a semester, but not reenroll for the subsequent semester, he or she must give the Dean's designate 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, D(1), or D(2) 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 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 designate 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 designate. A student may withdraw from a course or seminar during the last half of a semester or summer session only on petition certifying reasons relating to extended illness or equivalent distress. This petition must be approved by the instructor and the Dean's designate.

#### E 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 law school, 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 for graduate school courses under 1. (above) or for law school courses offered only on a pass/fail basis under 2. (above) shall be counted.

4. No more than one graduate school course outside the law school, 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 law school for credit toward the J.D. other than pursuant to the applicable joint degree program.

#### 5.3.3.2 College of Pharmacy:

##### ACADEMIC PERFORMANCE, PROGRESS AND GUIDELINES (US: 11/13/95)

The Academic Performance Committees (APC) are charged with monitoring students' progress through the curriculum. The Committees regularly review (during and at the end of each semester) the performance of each student based on course grades and on written comments of each students performance, both of which are shared with the student and are part of the student record. The APC for students in a particular year will consist of the course directors and laboratory instructors for that 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, dismissal, or other action. Recommendations for graduation are made to the Dean and to the faculty since graduation requires approval by the faculty. All other recommendations are 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 satisfaction of prior coursework. The APC may also recommend other actions 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 heavily on the following general guidelines in making its recommendations:

1. All students are expected to earn a minimum grade of "C" in all courses. Students who fail to earn a minimum of "C" in any course will be placed on probation with remediation, be suspended or be dismissed from the College.

2. Students who fail to earn a minimum grade of "C" in any two required courses during the same semester, or who fail to earn a minimum grade of "C" in any course while on probation, will be suspended or dismissed from the College.

3. Students who do not satisfy the remediation requirements for probation will be suspended or dismissed from the College.

4. Students who satisfy the remediation requirements for probation will be removed from probation.

Because the College of Pharmacy is charged with the education and training of competent pharmacists and because competence must be assured not only in the fund of knowledge and technical abilities of the student, but also in their standards of personal and professional conduct, student progress is 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 standards and regulations specified in such documents as the Health Science Students Professional Behavior Code, Behavior Standards in Patient Care, Student Rights and Responsibilities and standards detailed in the College of Pharmacy Bulletin. Review of such responsibility is vested with the APC which will seek recommendations from an advisory group composed of the APC core faculty and an equal number of student representatives. Academic rules will not be changed during a student's enrollment if and only if the student has continued to progress within the class of matriculation. Rules affecting leaves and standards of behavior may be changed with notice.

Students dismissed from the College of Pharmacy because of a recommendation from the Academic Performance Committee may petition readmission through the Academic Performance Committee. Students withdrawing from the College while in good academic standing may petition readmission through the Admissions Committee. Students expelled from the College because of violations of academic integrity are not eligible for readmission.

#### Special Considerations.

1. The demands of the Doctor of Pharmacy curriculum consume the entire efforts of students. Therefore 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 of Kentucky students in all matters not specifically covered in Medical Center and College documents.

A student found guilty of committing any offense may appeal that finding through the Academic Ombud to the Appeals Board.

#### 5.3.3.3 College of Medicine (US: 3/10/86):

##### A Assessment of Student Learning

The University of Kentucky 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 Student Promotion Rules.

The Student Progress and Promotion Committee (SPPC) is charged with the monitoring of student progress through the curriculum. The Committee 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.

#### 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 the 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 two weeks of the termination of each course, every department shall submit to the Office of Education a grade, and where possible, written comments on each student's performance. The Office of Education will provide every student a copy of this grade sheet within three weeks of the termination of the course.
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 course director 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. Students will be required to pass a comprehensive, standardized basic science examination prior to promotion to the third year and a comprehensive, standardized clinical examination prior to graduation. Students may sit for three consecutive administrations of the examination in the attempt to achieve a passing score. During the interval between repeated attempts to pass the examinations students are in a non-promotional category. If unsuccessful after the third attempt, the student will be dismissed from the College.
5. Students will be required to pass a Clinical Performance Examination (CPX) prior to graduation. Students who do not pass the initial 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. At regular intervals the SPPC will review the academic record of each student and make specific recommendations addressing promotion, remediation, or dismissal. Beyond these recommendation, 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., 3.7 for High Distinction, 3.5-3.69 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 standardized comprehensive examination. Students in the non promotional category will be promoted or dismissed based upon satisfactory correction of the deficiency.

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.

Unlimited opportunity to repeat courses, clerkships or curriculum sequences is neither feasible nor desirable.

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 compensating recommendations of the department that assigned the mark. 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. A probation category encompasses those students who post a GPA of less than 2.5 for any academic year and those students who receive

"U" or "E" grades. Students promoted on probation must improve their academic performance in the subsequent academic year or risk dismissal.

7. Dismissal from the College will result when students have an annually calculated cumulative GPA of less than 2.0; receive two or more "E" grades; receive three or more "U" grades; receive a "U" or "E" grade while on academic probation; or fail either of the comprehensive standardized examinations on three consecutive attempts. At the discretion of the SPPC and the Dean, students may be dismissed if they receive 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 granted by the SPPC. The request for a leave of absence must be submitted in writing to the Associate Dean for Education. Return from a leave must be approved by the SPPC, may necessitate an amended academic curriculum, and is subject to the availability of space in required courses. The following three categories of leave may be sanctioned by the SPPC and approved by the Dean:

1. ACADEMIC LEAVE OF ABSENCE is available to students who wish 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 LEAVES OF ABSENCE are initiated at the students' requests. Students must be in good academic standing. Leaves in this category may range from a number of weeks to a maximum of one years.

3. MEDICAL LEAVE OF ABSENCE: Illness can seriously disrupt or impede student progress through the course of study. A student anticipating an absence of 10 days or more must secure a medical leave of absence. Application for this type of leave may be requested through the Office of 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, his 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 by a physician with relevant clinical expertise at the student's expense.

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, at the student is responsible for notifying the Office of Education as soon as possible. Further, a supporting statement from an attending physician must be filed with the Office of Education prior to returning to class.

D Other Considerations and Restrictions

1. The demands of the medical school curriculum 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.

NOTE: All College of Medicine students are subject to the rights, rules and regulations governing University of Kentucky students in all matters not specifically covered in the above promotional rules.

5.3.3.4 College of Dentistry: The following academic disciplinary policies for students in the Professional Dental Educational Program are initiated upon unsatisfactory academic performance.

Academic Probation

A student who fails a course is placed on academic probation. Additionally, the Academic Performance Committee may recommend to the Dean that a student who is performing unsatisfactorily in one or more courses be placed on probation. In each case, the duration of academic probation is at least one complete semester.

Students who are on academic probation will be excluded from participation in certain curricular privileges or extracurricular activities of the College of Dentistry including the following:

A taking certain enrichment courses;

B beginning a totally self-instructional course before the official starting date unless this course is part of a special curriculum developed by the Academic Performance Committee;

C serving as an officer or committee member of any College of Dentistry organization or committee, and,

D participating in any College of Dentistry extracurricular activity or in the activity of any College of Dentistry organization if the participation involves the expenditure of an appreciable amount of time.

A student is removed from academic probation by the Dean when the terms of



probation are met.

#### Academic Suspension

A student is suspended from the College of Dentistry if the student:

- A fails to meet the terms of academic probation,
- B is placed on academic probation a second time;
- C has been in residence in a dental curriculum for five (5) academic years and has not been graduated within one(1) year following the end of the time period agreed to upon admission, or,
- D fails two or more courses during an academic year.

Any student subject to academic suspension may request a review by the Academic Performance Committee prior to suspension. The student placed on academic suspension may apply for reinstatement under probation. The reinstatement may not become effective until at least one complete semester has passed from the time of suspension. (US:4/30/79)

#### 5.4.0 DEGREES, HONORS, GRADUATION

A Commencement Convocation shall be held annually

##### 5.4.1 RESIDENCE REQUIREMENTS

For an undergraduate degree a minimum of thirty (30) of the last thirty-six (36) credits presented for the degree must be taken from the University, but not necessarily on the Lexington campus.

Any request for waiver by veterans or other students 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.

5.4.1.1 Application for Degrees To be eligible for a degree, a student must file an application with the dean of the college from which the degree is to be awarded within thirty (30) days after the beginning of the semester or fifteen (15) days in the Summer Session in which the student expects to complete his/her work.

##### 5.4.1.2 Students Applying for Teaching Certificates (US: 9/8/97)

###### A. General

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), and 3) completion of a teacher preparation program, including student teaching.

The College of Education Certification Program Faculties, the Director of Student Services and 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 that a successful candidate be awarded a state teaching license (certificate).

B. Teacher Certification Programs

All candidates for completion of a teacher education program with a recommendation to the Kentucky Education Professional Standards Board that a teaching license be issued, must continue to meet all standards for admission and retention at the time of exit.

At exit all teacher certification candidates must present an Exit Portfolio for review by the appropriate program faculty. The exit portfolio will be organized by Kentucky New Teacher Standards and will include a mix of items selected by the candidate and required by the particular program faculty.

The program faculty must certify that a review of the Exit Portfolio has demonstrated that for undergraduate students, the candidate has met all of the Kentucky New Teacher Standards as a prerequisite for granting the bachelor's degree in education and the recommendation to the KY EPSB for a granting of a state teaching certificate (license). For post-bachelor's and graduate students pursuing initial teacher licensure, the successful Exit Portfolio review is a condition for the granting of a degree at the discretion of the Certification Program Faculty.

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.

C. Praxis Testing And The Kentucky Teacher Internship

Successful completion of the required PRAXIS examinations is a precondition for the granting of a Kentucky Teaching License (Certificate). All candidates must successfully complete the following examinations: 1) PRAXIS Communications Skills, 2) PRAXIS General Knowledge, 3) PRAXIS Professional Knowledge, and 4) the appropriate PRAXIS Series Subject Assessments/Specialty Area Test(s) or the appropriate subject examination administered by the KY EPSB.

Candidates must provide the College of Education, Office of Student Services and Certification, with passing test scores on all required PRAXIS examinations or EPSB-administered examinations as a prerequisite for being recommended for a Kentucky Teaching License (Certificate).

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).

Information concerning licensure in other states is available from the College of Education Office of Student Services and Certification.

5.4.1.3 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. (US:3/8/82; 4/10/89)

\* 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. (RC: 11/16/89)

5.4.1.4 Second Bachelor's Degrees A student is eligible to qualify for a second bachelor's degree in a different major. The student must complete all university, college, and departmental requirements for both degrees. Courses taken towards fulfilling one degree may also count towards fulfilling parallel requirements in the other, but the student must complete a minimum of at least 144 hours for both degrees. 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)

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. (US:3/8/82)

\* 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. (RC: 1/10/82)

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 degree. The requirements for the bachelor's degree will be unaffected. (See Section IV., 4.2.5.4 and Section V., 5.2.2) (US: 9/13/82)

5.4.1.9 Faculty Members as Candidates for Degrees Members of the faculty,

except those in the Community College System, 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 members 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; BofT: 9/17/85)

#### 5.4.2 COMMENCEMENT 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.

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.

H Work done in the University of Kentucky Community College System shall be counted as work at the University of Kentucky in calculating the grade point average for honors. [RC: 11/20/87]

\* A student who has invoked the academic bankruptcy rule (V - 5.3.1.7) 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. (RC: 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. (RC: 5/8/85)

#### 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. (RC: 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 Two semesters of writing courses (normally ENG 101, Writing I, and ENG 102, Writing II) or their equivalent are required of each student unless the student demonstrates competency according to the exemption plans specified in the Bulletin. Only in unusual circumstances will a student be permitted to withdraw (for reasons stated in Section V. 5.1.8.3) and only the dean of the student's college can authorize such a withdrawal, in consultation with the instructor. A full-time student must enroll in a writing course each semester until the student has satisfied this requirement unless the student qualifies for a one-semester option, in which case the student may enroll during either semester of his/her freshman year. (US:11/12/84)

5.4.3.2 Inference Requirement (US: 2/13/95) Each baccalaureate student must satisfy one of the following:

- (1) any calculus course  
or
- (2) STA 200, Statistics, A Force in Human Judgment plus PHI 120, Introductory Logic or PHI 320, Symbolic Logic I  
or  
the equivalent of one of the above.

5.4.3.3 University Studies Requirements (US: 2/3/86) The requirements listed below are applicable to undergraduate students entering the University in the Fall Semester, 1988, and thereafter.

\* For Rules interpretation on taking USP courses P/F, see Section V - 5.1.4 (RC: 1/15/93)

#### I. Basic Skills

- A Mathematics (College Algebra, or exam, or ACT 25, or Calculus)
- B Foreign Language (2 yrs high school/1 yr college)

II. Inference and Communicative Skills

- A Calculus or Logic and Statistics 3-6 hours
- B University Writing Requirement (English) 6 hours
- C Oral Communication Requirement 3 hours

Note: The University Studies Committee shall employ the principles and learning objectives approved by the University Senate on 3/10/97 for evaluating the alternate routes for satisfying the Oral Communication requirement in University Studies (see Section I - 1.4.4.0).

III. Disciplinary Requirements

- A Natural Sciences (Two-sem. seq. in one discipline) 6 hours
- B Social Sciences (Single course in each of two separate disciplines) 6 hours
- C Humanities
  - a. Survey from Greece to the Present or
  - b. Two courses in a single humanistic discipline, or
  - c. Freshman Seminars (two) 6 hours

In fulfilling requirement A, B, or C(b), a student may enroll in a Discovery Seminar as one of the required courses. The single- or multiple-discipline requirement will still apply. [US: 11/10/97]

IV. Cross-disciplinary Requirement

Each student must take a pair of complementary courses which are designed to demonstrate the interrelationship of the disciplines. These courses may be from different departments in a single area (i.e. humanities, social sciences, natural sciences) or may couple two different areas. 6 hours

V. Cross-cultural Requirement

Each student must take one course which deals primarily with the Third World or with a non-Western civilization. 3 hours

TOTAL 39-42 hours

NOTE: A course taken to satisfy a requirement in one area of University Studies cannot be used to satisfy a requirement in another except that (a) a single course in calculus may be used to satisfy the mathematics component in both I-A and II-A; and (b) courses approved as Clustered Courses\*\* may be used to satisfy both the Cross-Disciplinary and designated Disciplinary requirements. (US: 2/8/88)

\*\*Clustered Courses must be composed of two or more sets of paired courses approved for the cross-disciplinary component of the University Studies Program. All clusters must be approved in accordance with the rules and procedures for including any course or sequence of courses in the University Studies Program. (US: 2/8/88)

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 Rules of

the University Senate.

\* 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. (RC: 10/2/80; 10/27/80)

#### 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.

The Rules Committee has held that this rule does not apply to the imposition of new or additional prerequisites for courses required as outside curricular requirements by another program. For example, the Statistics Department was not barred from adding additional prerequisites to STA 200 after it had allowed a two year grace period for students from other departments to take the course without meeting the prerequisites. The Rules Committee felt that it was unwise to freeze the course content on demand from other departments or colleges, particularly because prerequisites function to protect the department teaching the course from having to waste time and energy teaching unprepared students. (RC: 9/5/90)

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 the annual 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.

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06.0 Section VI Student Academic Affairs

#### 6.1.0 ACADEMIC RIGHTS OF STUDENTS

##### 6.1.1 Information about Course Content

A student has 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 at the first or second 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. (US:2/11/80; RC: 11/20/87)

\* All students must be informed in writing of the course content and other matters listed in this rule at no cost to the student. Thus all students officially enrolled in a course must be provided a copy of the course syllabus free of charge. (RC: 1/20/94)

##### 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 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) at the first or second class meeting.

B 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.

C Evaluations determined by anything other than a good faith judgment based on explicit statements of the above standards are improper. Among irrelevant considerations are race, color, religion, sex, national origin, sexual orientation, age, disability, marital status, and political affiliations, or any activities outside the classroom that are unrelated to the course work or program requirements. (US: 2/11/85; US 10/12/98)

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

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 on academic matters pertinent to that college or school.

The form for each Council, as well as the areas of responsibility, shall be determined by the faculty of the college or school. Students themselves shall be responsible for the selection of Council members by democratic process. Each Student Advisory Council shall keep records of its proceedings. The dean of each college or school shall forward for approval a statement of form and of areas of responsibility to (1) the University Senate Council and (2) the appropriate chancellor.

The faculty of each college or school shall determine whether a student member of its Student Advisory Council shall be entitled to vote with its faculty council or equivalent body on academic affairs.

#### 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 are enrolled in Medical Center Colleges and 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)

#### 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.

#### 6.2.1 FUNCTIONS, JURISDICTION, AND PROCEDURES OF THE OFFICE

6.2.1.1 Functions The Office of 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. It is 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.

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 IV, V, VI, VII of the Rules of the University Senate. However, the Ombud may refer issues falling outside the his/her jurisdiction to appropriate offices charged with the responsibility for dealing with them, such as the Vice Chancellor, Student Affairs, or the Affirmative Action Officer.[RC: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 Rules of the University Senate.

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

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 Rules of the University Senate. 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 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 his or her attention within 365 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)

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 arbitration 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 arbitration 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 Chancellor for Student Affairs, the Affirmative Action Officer 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 Affirmative Action Officer. (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 President 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 President of the University, Student Government Association, Deans, Department Chairs, or other appropriate persons on problems which the Ombud feels deserve their early attention.

#### 6.2.2 QUALIFICATIONS OF THE ACADEMIC OMBUD

As established by the Rules of the University Senate the Academic Ombud must be a tenured member of the faculty or a member of the emeriti faculty. (US: 4/9/90) Beyond this the qualifications should be those which will permit the faculty member 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) a faculty member of the Senate Council; 2) two students, one an undergraduate and one a graduate or professional student, chosen by the Student Government Association; and, 3) a member designated by the President of the University who shall serve as Chair of the Search Committee.

B The Search Committee shall solicit nominations for the Academic Ombud from students, faculty and administrators.

C Nominees shall be initially screened according to criteria set forth by the Rules of the University Senate and such other criteria as may be established by the University Senate and the Search Committee. The list of eligible candidates shall then be submitted for approval to the President of the University, the Senate Council and a Committee of the Student Assembly, not to exceed nine members, appointed by procedures designated by Assembly. Only those candidates approved by all three bodies shall be given further consideration for appointment to the office. Approved candidates who are willing to be considered for the post of Ombud may be interviewed by the Search Committee. From among the jointly approved candidates, the Search Committee shall recommend no more than three to the President.

D Should the office of 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.

#### 6.2.4 CONDITIONS OF EMPLOYMENT

A The term of office for the Academic Ombud shall be twelve months beginning July 1. The Ombud shall be eligible for reappointment.

B The regular academic duties shall be reduced during the Ombud's period in office, normally by one-half; but the exact proportion may be more or less, as agreed upon by the 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 President 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 President or through other channels designated by the President.

#### 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 rule for handling the offense is outlined in Administrative Regulation II

- 4.0.2. [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. Any question of definition shall be referred to the University Appeals Board.

#### 6.3.3 FALSIFICATION OR MISUSE OF ACADEMIC RECORDS (US: 3/20/89)

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 or attempted falsification or other misuse of academic records as described in this section is suspension for one semester.

#### 6.4.0 DISPOSITION OF CASES OF ACADEMIC OFFENSES (US: 3/10/86; US: 3/7/88)

##### 6.4.1 RESPONSIBILITY OF INSTRUCTOR AND DEPARTMENT CHAIR

An instructor who suspects that a student has committed an academic offense shall consult with the department chair, or the designee of the chair, as soon as practical

after the instructor develops the suspicion. If the instructor is also the department

chair, he or she shall consult with the Dean or the college's designee. Prior to consultation, however, 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).

The instructor and department chair shall review the evidence of an academic offense, ask the dean of their college to inquire of the registrar concerning prior academic offenses, and decide on an appropriate course of action. (See 6.4.9 and 6.4.10) If the evidence warrants an accusation of an academic offense, the student shall be invited to meet with the instructor and department chair. The student shall

be informed of the charge and given an opportunity to state his or her case. The student shall be informed of the possible penalties that may be imposed or recommended. If the student is not reasonably available or fails to attend the meeting, the instructor, with the approval of the department chair, shall inform the student in person (preferably in the presence of a witness or a signed receipt from

the student) or by certified mail (to the local address as contained in the Registrar's Office) of the evidence, charges, and possible penalties. (US: 3/7/88)

\* The term "chair" includes directors of programs and deans of colleges without a departmental structure. (RC: 9/27/80)

The instructor and department chair shall decide on an appropriate penalty. If there is disagreement the department chair shall prevail. The instructor and department chair may impose one or more of the following penalties in the event they determine an academic offense has occurred.

A Assign a grade of E for the course in which the offense occurred (the minimum penalty).

\* The instructor may not award a grade of E to a student who is enrolled in a course on a pass-fail basis. (RC: 1/28/81)

B Recommend to the Dean of their college or to the Dean of the Graduate School, if appropriate, that the student be suspended, dismissed or expelled.

The determination or recommendation of the instructor and department chair shall be made within 7 working days after the accusation is made, unless the student consents in writing to an extension of this time. The determination or recommendation shall be made in writing to their dean or to the Dean of the Graduate School, if appropriate, with copies to the student and the dean of the student's college, if he or she is enrolled in another college. The student shall be notified in person (preferably in the presence of a witness or a signed receipt from the student) or by certified mail (to the local address as contained in the Registrar's Office). If the offense also involves a violation of Part I, Code of Student Conduct, the report shall also be sent to the Dean of Students.

#### 6.4.2 RESPONSIBILITY: DEAN OF COLLEGE OR DEAN OF THE GRADUATE SCHOOL

Responsibility of the Dean of the College where the Offense Occurred or of the Dean of the Graduate School, as appropriate.

6.4.2.1 Cases Initiated by a Department After reviewing the file or report from the department chair, the Dean or the Dean's designee shall make his or her own decision about the appropriate sanction and take one or both of the actions specified in 6.4.2.3. (US: 3/7/88)

Academic offenses involving graduate students in 600 and 700 level courses or relating to master's examinations, doctoral qualifying examinations, master's theses and doctoral dissertations, or other work related to fulfilling requirements for a graduate degree shall be considered to occur in the Graduate School and shall be reported to the Dean of the Graduate School or the Dean's designee.

When a violation of Part I, Code of Student Conduct, Section 1.21 c,d,e,f,g,h,i,m,o,q, or r 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, or the Dean of the Graduate School, or all three will investigate and pursue the case in accordance with appropriate procedure(s) and authority(ies) as set forth in Part I or Part II of Student Rights and Responsibilities.

6.4.2.2 Cases Initiated by the Dean When it is the dean who initially finds that a student has committed an academic offense, the dean should first consult with the instructor and department chair, if available, and then arrange a personal conference with the student and do the following: present the evidence with respect to the offense; give the student an opportunity to state his/her case; and make known to the student the charges, if any, and the possible sanctions which may be recommended. If the student is not reasonably available for or fails to attend such a conference, the department chair shall proceed to inform the student of the nature of the evidence, charges and possible sanctions in person (preferably in the presence of a witness or a signed receipt from the student) or by certified mail (to the local address as contained in the Registrar's Office). Within 7 days of formally charging the student as set out above, the Dean or the Dean's designee shall take one or both of the actions listed in Section 6.4.2.3.

6.4.2.3 Actions to be Taken by the Dean After following the procedure outlined in Section 6.4.2.1 or 6.4.2.2, the Dean or the Dean's designee shall take one or both of the following actions: (US: 3/7/88)

A impose the minimum penalty of E for the course in which the offense occurred;

B forward the file to the appropriate chancellor recommending a sanction of suspension, dismissal or expulsion.

Notice of such action shall immediately be sent by the Dean or the dean's designee to the student in person (preferably in the presence of a witness or a signed receipt from the student) or by certified mail (to the local address as contained in the Registrar's Office) with copies to the instructor, and the department where the offense occurred, dean of the student's college, Registrar and Academic Ombud. If the student is enrolled in a college in a different sector, notice of action shall also be sent to the appropriate chancellor.

6.4.2.4 Offenses Occurring in Independent Study Courses (US: 3/8/99) If the offense occurs in a course offered through the Independent Study Program, the responsible Dean for purposes of Rules 6.4.2.1 through 6.4.2.3 shall be determined according to this rule.

A In the case of students not enrolled in the University, the responsible Dean shall be the Dean of University Extension. The Dean of University Extension shall, however, notify the dean of the College

where the offense occurred of the proceeding and the nature of the offense.

B In the case of students enrolled in the University, the responsible Dean shall be the Dean of University Extension if the Dean of the College where the offense occurred or the Dean of the Graduate School, upon notification, declines responsibility for the case.

C. Students in Independent Study courses not regularly enrolled in the University shall be entitled to the same rights involving academic offenses as those of students who are enrolled in the University.

#### 6.4.3 DISPOSITION - FALSIFICATION OR MISUSE OF ACADEMIC RECORDS

In all cases involving falsification, attempted falsification, or other misuse of academic records the University Registrar is the institutional official responsible for investigation, review, and recommendation of sanctions. All complaints of possible falsification or misuse of academic records, whether from academic or non-academic personnel or offices, should be reported to the University Registrar either directly or through the appropriate department chair, dean, or director. In the event that an allegation of falsification, attempted falsification, or other misuse seems warranted, the University Registrar shall notify the student to that effect in writing and invite the student to discuss the allegation within seven days of the notice. Following notification and subsequent discussion with the student (which the student may decline), the University Registrar shall determine whether falsification, attempted falsification or other misuse by the student has occurred. Upon determination that such has occurred, the University Registrar shall forward to the appropriate chancellor a statement of the case and a specific recommendation for suspension or dismissal, with written notice of the recommendation to the student and the Academic Ombud. (US: 3/20/89)

#### 6.4.4 RESPONSIBILITY OF THE CHANCELLOR

After the student has been notified of action, the appropriate chancellor will wait 10 working days to give the student an opportunity to exercise the right of appeal to the Academic Ombud and then will proceed promptly as follows:

A if the student does not appeal the dean's recommendation of suspension, dismissal or expulsion within the specified period, the appropriate chancellor shall review the file, and may approve and implement or disapprove the recommended sanction;

B if the student appeals the dean's recommendation of suspension, dismissal or expulsion within the specified period, the appropriate chancellor takes no action unless the University Appeals Board subsequently recommends that the sanction of suspension, dismissal or expulsion be imposed and implemented. If such a recommendation is received from the University Appeals Board, the appropriate chancellor shall review the file, and may approve and implement or disapprove the recommended sanction.

Notice of action taken under a. or b. must be sent by the appropriate chancellor to the student in person (preferably in the presence of a witness or a signed receipt

from the student) or by certified mail (to the local address as contained in the Registrar's Office) with copies to the instructor, department chair and dean of the college where the offense occurred, dean of student's college, Registrar, Academic Ombud and chair of the University Appeals Board. In the case of international students, a copy should also be sent to the Director of International Student Affairs.

#### 6.4.5 RIGHTS OF THE STUDENT (US: 3/7/88)

The student may appeal: (1) the determination of his/her guilt; (2) the severity of the

sanction if the sanction is more than the minimum sanction is recommended. The appeal must be filed in writing with the Academic Ombud within 10 working days after the date that the student receives notification of the sanction.

The student shall have the right of class participation and attendance during the consideration of any appeal.

#### 6.4.6 ROLE OF THE DEAN OF THE STUDENT'S COLLEGE

When the student involved is not enrolled in the college in which the offense occurred, the dean of his or her college shall be informed by copy of all official correspondence pertaining to the sanctions being recommended. Should the student appeal to the University Appeals Board, the dean of the student's college may appear on his or her behalf.

#### 6.4.7 RESPONSIBILITY OF THE ACADEMIC OMBUD

The Academic Ombud shall, within a reasonable time, preferably within 20 working days of receiving the student's written appeal, attempt to resolve the case to the satisfaction of the student and of the instructor or dean imposing or recommending the sanction. If the Academic Ombud cannot within 20 working days of receiving the student's written appeal satisfactorily resolve the case, he/she shall forward a written report to the University Appeals Board with copies to the student, and to the

person who instituted the charge. However, the period may be extended to permit more time for investigation with written approval of the student. The report should include copies of the student's appeal and report of the incident, and any reports submitted by the accuser.

#### 6.4.8 RESPONSIBILITY OF THE UNIVERSITY APPEALS BOARD

The Hearing Officer of the University Appeals Board shall schedule a hearing in any case of cheating, plagiarism, or falsification or misuse of academic records reported

by the Ombud, the hearing to be held within 20 working days of the receipt by the Hearing Officer of the Ombud's report, unless the student consents to an extension of time for the hearing. The student may withdraw the appeal at any time. Notices to the student will be sent by certified mail to the address on file with the Ombud; failure of a student to apprise the Ombud of a change of address shall be cause of dismissal of the appeal.

In cases of academic offenses where the student contests guilt, 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. Unless the Board believes, by majority vote of those

present and by a preponderance of the evidence, that the student cheated, plagiarized or falsified or misused academic records it shall acquit the student.

In cases where the only issue is the severity of the sanction, the Board shall sit as an appeals board and shall concur in the recommended sanction unless it believes, by a majority vote of those present and by a preponderance of the evidence, that the sanction is too severe. The Board may hear witnesses and consider written statements and exhibits in reaching its decision concerning the severity of the sanction. The Board may impose the minimum penalty of an E in the course or may recommend to the appropriate chancellor the imposition of a penalty of suspension or dismissal less severe than that recommended by the dean of the student's college.

Within five days of the decision of the Appeals Board the Hearing Officer of the Board shall notify the student, the instructor, the department chair, the dean of the student's college and the appropriate chancellor of the action of the Board. In addition, if the decision of the Board is to impose a penalty of E in the course the Hearing Officer shall notify the Registrar of that act.

In all cases involving academic offenses the student shall have the rights set out in Section 2.3 of the Code of Student Conduct. (Student Rights and Responsibilities, Part I). [See also Rule VI - 6.6.5.2.]

\* The requirement that the Hearing Officer shall schedule a hearing within 20 working days does not mean that the Appeals Board must reach a decision within that time. If the hearing is held near the end of the 20 day period, and if difficult issues are raised that require more time, the Appeals Board may find it necessary to hold additional meetings, stretching the hearings process beyond the 20 day limit. However, the Appeals Board should seek to render a decision as soon as is reasonably possible so that the student may plan his or her further academic work. (RC: 5/6/86)

#### 6.4.9 REPORTING ACADEMIC OFFENSES

All final decisions of guilt of an academic offense shall be reported in writing to the Registrar by the dean of the college in which the offense occurred, with the following information: (1) name of the student; (2) student identification number; (3) student's college; (4) course and section number; (5) approximate date of offense; (6) brief description of offense; (7) sanction imposed; and (8) date of imposition of sanction.

#### 6.4.10 RESPONSIBILITY OF REGISTRAR (US: 3/7/88)

The Registrar shall keep a record of all final decisions of guilt of an academic offense with the following information: 1) name of student; 2) student identification number; 3) student's college; 4) course name and number and section number; 5) approximate date of offense; 6) brief description of offense; 7)

sanction imposed; and 8) date of imposition of sanction. 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 dean of the University of Kentucky, or a dean's designee, or the Academic Ombud of the University of Kentucky. A record shall be maintained by the Registrar of every instance in which information is released under this provision.

#### 6.4.11 PENALTIES FOR ACADEMIC OFFENSES

The minimum penalty for an academic offense is an E in the course in which the offense took place. The repeat option may not be used to remove an E given for an academic offense. If a prior academic offense has been recorded in the Registrar's Office, the minimum penalty shall be suspension for one semester (or a minimum of four months in those colleges in the Medical Center where the semester system is not in use). Penalties more severe than the minimum may be imposed where warranted by the circumstances:

A Suspension: forced withdrawal from the University for a specified period of time, including exclusion from classes, termination of student status and all related privileges and activities. 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 appropriate chancellor. With the consent of the student and the dean of the college in which the offense occurred, the appropriate chancellor may fix an earlier date for suspension. In any case in which the suspension is imposed by the last day to drop a course with no record, it shall apply to that semester. In case of any student who is graduating, the suspension shall apply to the final semester before scheduled graduation. Suspension for an academic offense shall be noted in the student's permanent academic record, and shall appear on all transcripts for a period of three years beyond the conclusion of the suspension. (US: 3/7/88)

B Dismissal: termination of student status subject to the student's readmission. The conditions for readmission will be specified at the time of dismissal. The student may be readmitted to the University only with the specified approval of the appropriate chancellor upon recommendation of the Appeals Board. Dismissal for an academic offense shall be noted in the student's permanent academic record, and shall appear on all transcripts for a period of three years from the student's readmission to the University. (US: 3/7/88)

C Expulsion: permanent termination of student status, without possibility of readmission except upon showing that the findings of fact which formed the basis of the action were clearly erroneous. (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.) Expulsion for an academic offense shall be noted in the student's permanent academic record, and shall appear on all transcripts permanently. (US: 3/7/88)

#### 6.5.0 UNIVERSITY APPEALS BOARD

#### 6.5.1 FUNCTIONS OF THE UNIVERSITY APPEALS BOARD

6.5.1.1 Cases of Academic Offenses (see 6.4.7 above; US: 3/10/86)

6.5.1.2 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 Board may select from the following remedies:

A The 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 V., 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. (RC: 11/20/87)

C The Board may take any other reasonable action calculated to guarantee the rights stated herein.

#### 6.5.2 COMPOSITION OF THE UNIVERSITY APPEALS BOARD

The University Appeals Board shall consist of ten members; three full-time students and six faculty members, and a Hearing Officer who shall be the chair. In addition, there shall be three student alternates and six faculty alternates who shall be selected on the same basis and with the same requirements as the regular members. All members of the Appeals Board and/or their alternates shall be expected to meet within 48 hours after notice from the chair.

6.5.2.1 The Hearing Officer The Hearing Officer shall be the chair of the Board. 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 Board.

When the 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.

\* The Hearing Officer does not participate in the Board's deliberations and has no power to cast a tie breaking vote. (RC: 10/3/88)

6.5.2.2 The Student Membership The student membership shall consist of a graduate or professional student, a male undergraduate student and a female undergraduate student. The undergraduate students must be either 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 chosen by the President of the University from the recommendations of the legislative branch of the Student Government Association.

6.5.2.3 The Faculty Membership The faculty members 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.

6.5.2.4 Other Procedural Rules 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. (RC: 10/3/88)

\* The parties to a case cannot waive the rules relating to the Appeals Board composition to allow additional persons to sit on it. (RC: 10/3/89)

\* When a student claims a violation of his/her rights, a tie vote sustains the action being appealed. (RC: 10/3/89) [See also Rule VI - 6.6.4.8]

#### 6.6.0 HONOR CODE

Any school or college 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, the procedures for disposition of cases of academic offenses described above shall not apply to the extent that the offenses are subject to the Honor Code and committed by a student subject to the Code.

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. (US: 2/13/95)

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)

#### 6.6.1 Honor Code: College of Dentistry. (US 4/13/92)

##### I. Introduction and Overview

This document describes the policies and procedures for the College of Dentistry Code of Professional and Academic Responsibility. All student dentists, postdoctoral students and faculty members are expected to abide by the Code. A College Code Committee determines guilt concerning reported student academic infractions of the Code. Penalties will be recommended and administered, where appropriate, by the Dean of the College, using University policies and procedures. Faculty infractions will be resolved by the department chairperson and the Dean using existing University policies and procedures.

##### II. Student Participation

All students enrolled in courses for the DMD curriculum, graduate programs or postdoctoral residencies and fellowships offered by the College of Dentistry are bound by the Code. Enrollment in the College of Dentistry's programs is conditioned upon execution of an agreement to follow the Code.

##### III. Intent and Scope of the Code

The Code is intended to engage student dentists, postdoctoral students and faculty in professional self-regulation, so that the College becomes a laboratory for reinforcing principles of ethics and professional responsibility. An important objective is preparation for professional practice. The Code is based on the concepts that integrity is an essential professional trait; and self-governance is an important professional responsibility. Thus responsibility will be vested with students to help them govern their own conduct. The Code includes all examinations, patient care and preclinical projects, independent assignments and extramural education activities carried out in the College, the Medical Center or at extramural education sites. Professional responsibilities described in documents approved by the University Senate and/or the Board of Trustees are also included:

##### (1) Medical Center Health Sciences Student Professional Behavior Code (Effective June 19, 1984. Revision effective January 29, 1988)

This Code covers standards of professional practice drawn from the legislated practice acts of the professions with education programs in the Medical Center. These standards form the basis of expected professional conduct. Examples of unprofessional conduct are: any behavior or action that deceives, defrauds or harms the public and/or the profession; abuse of a controlled substance or drug; and chronic or persistent abuse of alcohol.

##### (2) Student Rights and Responsibilities, University of Kentucky (Revised and published every August)

These policies and procedures outline the University's expectations regarding academic offenses (plagiarism, cheating, and falsification or



misuse of academic records) and non-academic disciplinary offenses. Examples include theft and lying.

NOTE: Section VI of the University Senate Rules includes all policies and procedures on student academic affairs, including those excerpts on academic offenses cited in Student Rights and Responsibilities.

(3) Policy Statement as Drug Free Institution (Effective August 1990)  
This policy statement describes University policies regarding drugs and alcohol.

Faculty responsibilities are described in the Faculty Code (Section VII, University Senate Rules) and the University Policy on Ethical Standards and Misconduct in Research.

#### IV. Responsibilities of the College Code Committee

The College Code Committee will conduct hearings to determine the guilt of students charged with:

- the academic offenses of plagiarism, cheating, or falsification or misuse of academic records;
- infractions involving professional behavior that occur in conjunction with the curriculum, including extramural education sites;
- infractions for non-academic offenses that occur within the College or associated with the curriculum, including extramural sites.

For non-academic offenses and professional behavior infractions that occur external to the curriculum and the College, the College Code Committee shall communicate the reported infraction within three days to the Dean. These infractions will be addressed using College, Medical Center and University policies and procedures. Nothing contained herein will be construed to mandate waiver of any student rights granted by the Board of Trustees and the University Senate.

#### V. Penalties for Student Infractions

Penalties for students guilty of an infraction will be recommended and administered, where appropriate, by the Dean, using policies and procedures in the Health Sciences Student Professional Behavior Code, Student Rights and Responsibilities, the University Senate Rules and Drug Free Institution. Penalties and procedures are described in these documents. It is the responsibility of the Dean to inform the Registrar of the proceedings and the outcome according to Senate Rules VI - 6.4.9.

#### VI. Code Rules for Student Infractions

Rules of conduct and responsibility are essential for a profession and for the College to function harmoniously. Failure to deal with infractions or suspected infractions is also an infraction. To establish a successful Code system, individuals must assume personal responsibility and practice self-governance. The student and faculty responsibilities are:

##### A Student Infractions: Student Identified

1. If a student suspects a Code infraction, he or she must choose one of three options:

##### Option One

The student speaks to the entire class, stating the nature of the suspected

infraction without identifying individuals, and requests that the activity stop. This option warns anyone who may have placed her/himself in a compromising position.

#### Option Two

The student delivers a direct oral warning to the individual or individuals, pointing out the suspected Code infraction.

#### Option Three

The student reports a suspected infraction to a Code Committee member.

2. If a student has strong reason to conclude either by personal observation or by other convincing evidence that an infraction has occurred, then he/she must inform a Code Committee member.

#### B Student Infraction: Faculty Identified

1. If a faculty member suspects a Code infraction, he or she must choose one of three options:

##### Option One

The faculty member speaks to the entire class, stating the nature of the suspected infraction without identifying individuals, and requests that the activity stop. This option warns anyone who may have placed her/himself in a compromising position.

##### Option Two

The faculty member directly warns the individual or individuals, pointing out the suspected infraction.

##### Option Three

The faculty member reports a suspected infraction to a Code Committee member.

2. If a faculty member has strong reason to conclude either by personal observation or by other convincing evidence that an infraction has occurred, then he/she must inform a Code Committee member.

#### VII. Responsibilities of the College Code Committees

A To inform annually students and faculty about the College Code.

B To secure acknowledgment statements from new students and new faculty.

C To conduct hearings to determine guilt for student infractions as defined in Sections III., IV. and IX. of this document.

D To insure that due process is used in all student hearings.

E To report hearing actions, with supporting information, to the Dean.

F To review annually how the Code is working and recommend improvements.

G To submit an annual report of committee activities and recommendations to the Dean.

#### VIII. College Code Committee

This Committee administers the Code for all students enrolled in courses for the DMD curriculum, in graduate programs and/or all College postdoctoral residencies and fellowships.

##### A Composition

The College Code Committee will have 20 members:

- Two representatives from each class of student dentists (8 representatives),
- Eight postdoctoral student representatives,
- Four faculty appointed by the Dean and College Council
- A quorum of the Committee will be 10 members, including at least two faculty.

#### Student Dentist Representatives

The class president and vice-president will represent the first-year class. Thereafter, each class will annually elect their Committee representatives. Elections will be held in late spring for the following academic year. If a student committee member is charged with a Code infraction, a replacement representative will be randomly assigned from that individual's class by the Office of Student Affairs.

#### Postdoctoral Student Representatives

Each year, two representatives of each program will be randomly selected by the Office of Student Affairs from the graduate students, residents and fellows enrolled in four of these programs:

- Pediatric Dentistry
- Periodontics
- Orthodontics
- Oral and Maxillofacial Surgery
- College Postdoctoral Fellowships
- Geriatric
- Orofacial Pain
- General Practice Residency

A rotation schedule will be established to distribute this responsibility among four of the six programs each year. If a postdoctoral representative is charged with a Code infraction, a replacement will be randomly assigned by the Office of Student Affairs from the postdoctoral student roster.

#### Faculty Representatives

Four members will be appointed by the Dean after recommendation of the College Council. Terms will be staggered, with two new members each year.

#### B Hearing Subcommittees

##### Student Dentist Hearing Subcommittee

Subcommittees will be used to conduct hearings for student dentist infractions. The subcommittee will consist of the eight student dentist representatives and the four faculty representatives.

##### Postdoctoral Student Hearing Subcommittee

The subcommittee for reported postdoctoral student infractions will consist of the eight postdoctoral student representatives and the four faculty representatives.

#### C Committee Officers

The Committee will elect a student Hearing Officer for the Student Dentist Subcommittee from the student dentist representatives. A student Hearing Officer will be elected from the postdoctoral student representatives for the

Postdoctoral Subcommittee. A secretary will be elected from the faculty representatives to work with both subcommittees. If a majority decision is not achieved, a random draw will be used by the members to determine these positions.

D Quorum for Hearings

The quorum will be eight, including at least two faculty.

IX. Subcommittee Procedures

Staff support, record maintenance and procedures for hearings will be provided by the Office of Student Affairs. All information will be confidential.

A Reported Infractions and Due Process

When an infraction is reported to a Code Committee member, he/she will immediately inform the Hearing Officer, who will call a subcommittee meeting to plan a student hearing with appropriate due process. At this planning meeting, the Subcommittee will:

1. clarify the infraction and the nature of the evidence.
2. review University policies, standards and rules that apply.
3. set a date and time for the student hearing.
4. review student hearing procedures.

Following this meeting, the accused individual(s) will be informed of the charge with a written statement setting forth:

- (a) the reported infraction;
- (b) the identity of the party reporting the infraction;
- (c) the grounds or information provided by that party as the basis for reporting the infraction;
- (d) the University, Medical Center or College policies, standards or rules which are claimed to have been violated by the reported infraction;
- (e) a listing of witnesses who may be needed to provide further information about the reported infraction;
- (f) the party's rights to be heard before an impartial committee;
- (g) the party's right to decline to give testimony, the exercise of which right shall not be considered evidence of guilt;
- (h) notification that the written statement is not a conclusion on the merits of the reported infraction;
- (i) the date and time for the student hearing;
- (j) the procedures to be used for the student hearing.

Except in extenuating circumstances (e.g., illness, University holidays, student and faculty breaks, acts of God), both the planning meeting and informing the accused student(s) should occur within seven days of the reported infraction.

B Student Hearings

1. The Subcommittee will start hearings for the accused as soon as possible following the planning meeting. The hearing must be completed within 20 days after the student is informed with the written statement, except in extenuating circumstances (e.g., illness, University holidays, student and faculty breaks, acts of God).

2. The Hearing Officer will preside at the hearing. A quorum of at

least eight must be present, including a minimum of two faculty members. At least these same eight members should be present for all the hearings on a given case.

3. A member of the Code Committee accused of an infraction will be disqualified as a member of that Subcommittee.

4. The Subcommittee may request information from any source and will interview all parties involved.

5. A guilty verdict requires a majority vote of members who have been present for all the proceedings. A verdict of not guilty may be made either by an equal vote or a majority vote of members who have been present for all the proceedings.

6. If the student dentist or postdoctoral student is found guilty, the case is forwarded to the Dean, who will recommend and administer penalties, where appropriate, according to College, Graduate School, Medical Center and University policies and procedures. Penalties for graduate students will be assigned after consultation with the Dean of the Graduate School. If the student dentist or postdoctoral student is found not guilty in a hearing, the case is dismissed and all reference to the student will be deleted from the academic record and personnel file.

#### X. Provisions for Student Appeal

A student found guilty by the Code Committee will have all rights of appeal granted by University policies.

#### XI. Faculty Responsibilities

Faculty are full participants in the College Code. They are expected to be models of professional behavior. They have the following responsibilities besides those in the state practice act.

##### A Course Responsibilities

Faculty must:

1. explain, at the beginning of every course, the type and amount of work a student should do on their own, without advice or assistance from anyone. These instructions must be included in the course syllabus.

2. state, orally or in writing, all general rules and directions for an examination or exercise. Special conditions about examinations should be attached in writing to the examination, e.g., where the test may be taken and how long the student has to take the examination. These conditions must define how questions will be addressed during the examination. The faculty member will have the option not to answer questions.

3. help students avoid situations where Code violations may occur easily. At the discretion of the faculty, this includes using random pre-assigned seating and designated storage areas for notebooks and texts. Other provisions may be used based on class recommendations through their officers.

4. administer examinations in a manner consistent with the intent and spirit of the Code. Some examinations may require the presence of faculty during the entire examination or at predetermined intervals (for example, practical examinations). However, the intent is for faculty not to play a policing role during examinations by proctoring examinations.

- B University Code of Faculty Responsibility  
Faculty are responsible for standards and procedures described in the Faculty Code (Senate Rules, Section VII).
- C Policy on Ethical Standards and Misconduct in Research  
Faculty are responsible for appropriate conduct in scientific investigations. University administrative regulations contain procedures for handling allegations of scientific misconduct (Section AR II-4.0-2).
- D Policy on Drug Free Institution  
Faculty are responsible for standards described in the University Policy on Drug Free Institution (August 1990).

XII. Code Rules: Student Reports of Faculty Infractions  
Student reports of faculty infractions will be made according to University policies and procedures, including the opportunity for consultation and assistance, including mediation, from the University Ombud (Senate Rules, Sections VI & VII).

A If a student suspects a faculty member has committed an infraction, he or she must choose one of four options.

Option One

He or she discusses the suspected infraction directly with the faculty member.

Option Two

He or she reports the suspected infraction to a College Code Committee member and requests that the committee discuss it, without identifying individuals, with the appropriate faculty.

Option Three

He or she reports the suspected infraction to a College Code Committee member with a request that the infraction be forwarded to the Chairperson of the academic department where the faculty member has his/her primary appointment.

Option Four

He or she reports the suspected infraction directly to the Chairperson of the academic department where the faculty member has his/her primary appointment.

B If a student has strong reason to conclude either by personal observation or by other convincing evidence that a faculty infraction has occurred, then he/she must report this infraction. The report can be made directly to the chairperson of the academic department where the faculty member has his/her primary appointment. A student may also seek the advice and support of a faculty member with whom he/she is familiar prior to reporting to the chairperson or to one of the following individuals.

Member, College Code Committee  
Course Director  
Head, Education  
Head, Patient Care  
Head, Research and Graduate Studies  
Head, Public and Professional Service  
Postdoctoral Program Director  
Dean, College of Dentistry

These individuals or the Secretary of the College Code Committee will immediately forward the report to the department chairperson.

XIII. Code Rules: Faculty Report of Faculty Infractions

A If a faculty member of the College suspects that a faculty member has committed an infraction, he or she must choose from one of three options.

Option One

He or she discusses the suspected infraction directly with the faculty member.

Option Two

He or she reports the suspected infraction to a College Code Committee member and requests that the Committee discuss this, without identifying individuals, with the appropriate faculty.

Option Three

He or she reports the suspected infraction to the chairperson of the academic department where the faculty member has his/her primary appointment.

B If a faculty member has strong reason to conclude either by personal observation or by other convincing evidence that a faculty infraction has occurred, then he/she must report this infraction. The report can be made directly to the chairperson of the academic department where the faculty member has his/her primary appointment.

Individuals may also report an infraction to the following:

Member, College Code Committee  
Head, Education  
Head, Patient Care  
Head, Research and Graduate Studies  
Head, Public and Professional Service  
Postdoctoral Program Director  
Dean, College of Dentistry

These individuals will immediately forward the infraction to the Department Chair.

6.6.2 Honor Code: College of Medicine

The Honor Code requires honorable and ethical behavior in all professional and academic affairs of students enrolled in University of Kentucky College of Medicine. Failure to exhibit such behavior shall constitute a violation of the Honor Code.

The following are violations of this code:

1. CHEATING - copying another's work; use of crib notes; use of unauthorized material during examinations; unauthorized collaboration during an exam, report, or writing a paper; plagiarism; falsification of data.
2. LYING - deliberately misrepresenting the truth in areas relating to academic or professional performance.
3. STEALING - taking or acquiring possession of, without permission, any academic material from a member of the academic community.
4. Breach of Confidence of the proceedings of the Honor Council.
5. Deliberately misusing the Honor Code to harass another student.

I agree to uphold the Honor System of the College of Medicine and to report violations of this code should I become aware of them.

## Signature

### Organizational Framework

Administration of the Honor System shall be the responsibility of the Honor Council. This group consists of eight students and five faculty members. The Council shall elect a student as Chairperson. The Council shall establish, with University Legal Counsel, rules of procedure to govern its proceedings in conformity with the adopted code of student conduct in the UK Student Rights and Responsibilities Handbook - section 2.3, p. 19 (rights of the accused). These procedures shall be made available to all students when signing the honor code, and on file in the University Ombud's office.

Annually, each class will select a pool of six Honor System Representatives. The pool from each class will be responsible for selecting two members from among themselves to serve on the Honor Council. The remaining four students from each class will serve on Ad Hoc Honor Committees. The five faculty members will be appointed annually by the Dean, with recommendations by Faculty Council/Chairmen.

### Ad Hoc Honor Committees

When an infraction is reported to the Honor Council Chairperson, he/she will establish two Ad Hoc Honor Committees. Committee membership will come from the Honor System Representatives and the Honor Council Faculty.

Investigation Committee - composed of two students and two faculty members. This body has the responsibility of investigating alleged failure of a student to adhere to the honor code. This committee will review their findings and will recommend to the Honor Council Chairperson whether to conduct a formal inquiry.

Judicial Committee - composed of six students and three faculty. This body is responsible for holding formal inquiries of alleged violations, determining innocence or guilt, and recommending a penalty for each violation to the Dean.

### Notifications to the Student

After investigation into an alleged violation of the Honor Code, if the Investigation Committee informs the Honor Council Chairperson that a formal hearing is required, the Dean of the College of Medicine shall:

1. Notify the student in writing at a meeting or by certified mail that the student is charged with a violation of the Honor Code; and
2. Notify the student in writing of the student's rights:
  - a. The student has the right to waive the rights to a hearing and an appeal.
  - b. The student has the right to a hearing before an impartial committee of faculty and students (the Judicial Committee). A request from the student for a hearing must be communicated in writing to the Dean and received within five working days of the student's receipt of notification of the charge.
  - c. The student shall not be compelled to give testimony which might tend to be incriminating. Refusal to do so shall not be considered evidence of guilt.
  - d. The student shall receive a written statement of the conclusions and recommendation reached by the Judicial Committee.



e. The student shall have the right to appeal the decision of the Dean to the Academic Ombud of the University.

#### Penalties/Sanctions

The Dean is responsible for a) imposition or modification of any penalty and b) reporting to the Registrar according to Senate Rule 6.4.9. Possible penalties would include: failure of course, probation with specific conditions, suspension or dismissal. Suspension or dismissal shall be imposed only with the recommendation of the Dean and upon approval by the Chancellor of the Medical Center.

#### Appeal

A student found guilty by the Judicial Committee will have all rights of appeal according to University policy. The student may appeal the determination of guilt to the Academic Ombud.

The final decision disposition shall be recorded in writing and made part of the student's permanent record.

The Honor Code fulfills the requirements stated in Section VI, 6 of the Senate Rules.

AUGUST 1999

UNIVERSITY SENATE RULES

SECTION VI

VI-1

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0        7.0        Section VII  
Code Of Faculty Responsibilities

7.1.0 APPLICABILITY

This Code shall apply to all faculty members associated with the University System of the University of Kentucky and to all graduate students or other personnel having teaching or research assignments in that System, hereinafter referred to as the teaching and research personnel.

7.2.0 RESPONSIBILITIES

The teaching and research personnel of the University System of the University of Kentucky hereby subscribe to the following specific responsibilities which can be enforced under this Code.

7.2.1 GENERAL RELATIONS

- A        The teaching and research personnel shall respect the rights of all campus members to pursue their academic and administrative activities.
- B        They shall respect the rights of all campus members to free and orderly expression.
- C        They shall act with propriety in all dealings with members of the University community.
- D        They shall 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        They shall respect the rights of all campus members to be given fair treatment and to be judged on basis other than race, religion, political belief, age, or sex. Sexual harassment is considered by the University of Kentucky to be one form of sexual discrimination. (See Board of Trustees Minutes, March 1, 1983.) 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 made explicitly or implicitly a term or condition of an individual's employment, promotion, or academic standing; as a basis for employment, promotion, or academic decisions; or substantially interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive academic environment.  
(US: 4/11/83)

7.2.2 ADMINISTRATIVE RELATIONS

- A        The teaching and research personnel shall utilize the property of the University in accordance with the official rules.
- B        They shall comply with the Governing Regulations, the Administrative Regulations, and the rules and regulations promulgated and approved by the University Senate.
- C        They shall engage in consulting outside the University assignment only in accordance with the established provisions.

D They shall 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.

### 7.2.3 STUDENT RELATIONS

A The teaching and research personnel shall uphold the student academic rights as set forth in the Rules of the University Senate (see Section VI).

B They shall 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.

C They shall 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.)

D They shall 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.

E They shall arrange for appropriate interaction and communication with graduate students in the direction of their theses.

F They shall return to, discuss with, or make available to students all papers, quizzes and examinations within a reasonable period of time, unless the confidentiality of the examination precludes. If any of the records mentioned above are not returned to the students, they shall be retained by the instructor until 365 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)

G To give final examinations in accordance with procedures approved in Section V., 5.2.4.6.

H They shall 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).

I They shall 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 normal channels. Accordingly, the process should begin with discussion with the person accused of the violation. 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 should be asked to mediate. If such mediation proves unsuccessful then the matter should be forwarded to the next Administrative level with a written report concerning the matter with copies of the report to the parties involved. This process of mediation and report

should follow normal 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]

\* Although the rules state that "the process should begin with discussion with the person accused of the violation", a student is not required to discuss his/her complaint with the faculty member before seeking mediation by the Ombud. (RC: 12/17/85)

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 appropriate Chancellor through the University Senate Advisory Committee on Faculty Code with copies to the accused and the complainant. Upon receipt of the report from the dean, the committee shall set a date for a hearing which must be within thirty (30) days of receipt of the Dean's report. The Committee 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 Committee shall forward its recommendations to the appropriate chancellor 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 chancellor shall make a final decision after review of the report of the Committee. 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 Committee 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 appropriate Chancellor 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 Committee from the dean.

#### 7.5.0 RIGHTS OF THE ACCUSED

- A In all proceedings under this Code an accused member of the teaching and research personnel 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 a faculty member be informed in writing of the complaint at least 20 days before any action is taken refers to a hearing before the Senate Advisory Committee on the Faculty Code, not to any step in the mediation process; the Advisory Committee has the responsibility for providing this information to the faculty member. (RC: 12/17/85; RC: 4/29/86)

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 Committee, the accused member has the right:

1. to receive a copy of all rules and procedures governing the actions of the Committee 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 Committee processes;

3. to challenge the impartiality of anyone sitting on the Committee and to have up to two of the members of the Committee replaced;

4. to remain silent when testimony might tend to be detrimental to himself/herself, such refusal not to be used by the Committee 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;

3. not to be penalized academically or professionally for filing or processing a complaint in good faith under this code.

B With regard to all proceedings of the Committee, the complainant has the right:

1. to receive a copy of all rules and procedures 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 Committee processes;

3. to challenge the impartiality of anyone sitting on the Committee and to have up to two of the members of the Committee 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.

\* The requirement that a complaint be initiated within 60 days is met if the student has communicated the complaint to the Academic Ombud within 60 days after the student discovers the problem. (RC: 4/29/86)

#### 7.8.0 COMPOSITION OF COMMITTEE

##### 7.8.1 BASIC AND SPECIAL PANELS

The Committee on the Faculty Code shall consist of:

A a basic panel consisting of six regular and three 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,

B two separate panels, one of six undergraduate students who shall have at least junior status and one of six graduate and/or professional students including at least three with teaching or research responsibilities.

##### 7.8.2 USE OF PANELS

When neither the complainant nor the accused is a student, the Committee 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 added to the basic panel. The two student members shall be chosen at random by the chair of the Committee. In the event that the accused and complainant are both graduate students, only two students from the graduate panel will be selected.

##### 7.8.3 SELECTION OF PANEL MEMBERS

The chair, six regular basic panel members and the three alternates shall be selected by the President of the University from a list recommended by the University Senate Council in accordance with established procedure. The Committee members and alternates shall serve three year terms on a staggered basis. The student panel members shall be selected by the President from lists submitted by the Student Government Association in accordance with established procedures. In the case of the graduate students, the Student Government Association is directed to consult with the Graduate and Professional Student Association in making its recommendations. The term of office for each student member shall be one year and the individual member may be reappointed once.

##### 7.8.4 RECOMMENDATIONS OF THE COMMITTEE

The recommendation of the Committee 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 Committee shall be transmitted to the complainant and the accused as well as to the appropriate chancellor. The chancellor shall thereupon make his/her decision and report it to the accused, the complainant, and the forwarding dean, with copies to the chair of the Committee.



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08.0 Section VIII

Rules Relating To Printed Schedule Of Classes And Bulletin

8.1.0 CHANGES IN THE PRINTED SCHEDULE

Any variation from the printed schedule of classes must be authorized by the dean of the college in which the change is to be made upon recommendation of the chairman of the department concerned. The dean shall report the change to the Registrar.

8.2.0 CATALOG AND GRADUATE BULLETIN

With respect to fees, curricula, specific requirements for degrees, and other matters not covered in the Regulations of the University or in the Rules of the University Senate the University Bulletin shall govern.

AUGUST 1999

UNIVERSITY SENATE RULES

SECTION VIII

VIII-1



1SECTION 10.0 Lexington Community College Rules  
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Note: The following three sections IV, V, and VI of the Lexington Community College Rules were adopted for inclusion in the University Senate Rules at its meeting on April 13 1998.

SECTION IV RULES RELATING TO ADMISSION TO LEXINGTON COMMUNITY COLLEGE

1.0 Admission or Readmission

All applicants meeting the appropriate academic requirements and technical standards shall equally for admission to Lexington Community College or to any academic program thereof re race, color, religion, sex, marital status, beliefs, national origin, age, sexual orientat physical disability.

For admission to the college, an applicant must file an application for admission and subm entering student survey. Applicants subject to the precollege curriculum must also submit transcript and, if applicable, a passing GED official score report. Degree-seeking stude excluded from the precollege curriculum requirements are those twenty-five (25) years of a to the first day of classes, those entering the community college with 24 or more semester applicable toward a degree with a grade point average (GPA) of at least 2.0 on a 4.0 scal military personnel, their spouses and dependents. Health forms may be required of all stud supporting documents may be required under the provisions of IV 2.0. These documents must prior to the first day of classes of the semester, intersession or summer session for whic enroll. The President of Lexington Community College, with the approval of the Chancellor Lexington Campus, may establish an earlier date. Except for non-resident aliens, the Pres College may waive the requirement that supporting documents be filed prior to the first da

Every non-resident alien applicant whose native language is other than English is required of English as a Foreign Language (TOEFL) prior to approval for admission. A score of 500

the TOEFL or an average score of 81 or higher in English Language Skills on the Michigan Test for admission, provided that either is obtained within the previous 18 months prior to the beginning of the semester for which the applicant is applying. Resident aliens may be requested to take the Michigan Test for guidance purposes. A non-resident alien must also submit the results of the College Test (ACT), the Career-Planning Program (CPP), Computerized Placement Test (CPT), Student Success Equity Technology (ASSET), or the Computer-Adaptive Placement Assessment and Support Services System (COMPASS) in accordance with the policies of the Council on Postsecondary Education.

A former student who has been enrolled at another college since his or her last enrollment at this college, except as a transient, shall apply for readmission as a student with previous college enrollment and be subject to regulations and deadlines set forth in the above paragraphs.

#### 1.1 Readmission After Two or More Years (Bankruptcy)

a. A student who has been admitted or readmitted after having remained out of both the Community College System and the University System for a period of two (2) or more years, and who has completed at least twelve (12) credit hours in courses numbered 100 or above with a grade point average of 2.0 or better after admission or readmission, may choose to have none of the course work attempted in the Community College System and the University System prior to the interruption included in the computation of the student's grade point average. The calculation of the grade point average after the student declares bankruptcy begins with the semester of admission or readmission.

b. A student who has elected not to count past work in the computation of his or her grade point average will continue to receive credit for those courses, selected by the student, which credit was earned with a grade of A, B, C, D, or P, prior to admission or readmission without including those grades in the computation of the student's grade point average.

#### 2.0 Admission Requirements

##### 2.1 Admission to Lexington Community College

##### 2.11 Admission as a First-Time Freshman

2.111 Resident students: Kentucky residents who have not previously attended college are eligible for admission to Lexington Community College with degree status provided they have graduated from high school, secured the GED certificate or are eligible to take the GED and:

a. they file an application for admission by the proper deadline;

b. they submit the results of the ACT, the CPP, ASSET, COMPASS, or CPT in accordance with the policies of the Council on Postsecondary Education.

A high school transcript or passing GED official score report may be required.

#### Precollege Curriculum

Degree-seeking students who are subject to the precollege curriculum requirements must correct any deficiencies prior to completing twenty-four (24) credit hours of degree credit at the community college. A degree-seeking student failing to correct deficiencies shall be prohibited from enrolling in additional degree credit courses until the deficiencies have been corrected. Students scoring at or above the 60th percentile on the mathematics or English portions of the ACT, or approved equivalent scores on the GED, CPP, CPT, SAT, ASSET, or COMPASS tests, shall be considered as having demonstrated proficiency in the respective subject.

#### Students

who have earned a GED subject score at the 60th percentile or above meet the precollege curriculum requirement for that subject area. Students matriculating from a non-accredited high school shall have their transcripts reviewed under the same criteria as other students entering under the precollege curriculum policy.

A waiver of a required precollege curriculum course may be justified if a handicapping condition and its impact on completing the course in question is verified by the college president (or designee) and if another course in a closely related area is substituted for the course that cannot be completed.

The precollege curriculum requirements as they appear in the "Guidelines for Undergraduate Admission to the State-Supported Institutions of Higher Education in Kentucky" (13 KAR 2:020, Section 4) are as follows:

#### English

4 Units

English I, II, III, and IV

#### Mathematics

3 Units

Algebra I, Algebra II, Geometry

or

Integrated Math I, Integrated Math II, Integrated Math III

or

Any three course combination of Algebra I and II, Geometry and Integrated Math I, II, III as long as the course sequence reflects an increasing level of complexity.

#### Science

2 Units

Biology I, and

Chemistry I or Physics I or Principles of Technology

(At least one (1) of the science courses must be a laboratory course.)

Social Studies  
2 Units  
World Civilization, and

U.S. History or AP American History

11 Units out of 20 Total Units

#### 2.112 Non-Resident Students

Applicants who are not residents of the Commonwealth of Kentucky must meet the conditions set forth for the admission of resident applicants, except that they are not

required to meet the World Civilization requirement of the precollege curriculum.

In addition, they must obtain the approval of the President of the community college and meet at least one of the following conditions in order to be admitted:

- a. graduate in the top 50 percent of their high school class;
- b. score in the 50th percentile (composite) or above for all students taking the ACT nationally;
- c. demonstrate through other accepted measures the ability to pursue the college academic program without substantial remedial aid.

#### 2.113 High School Students

##### 2.1131 Waiver of Condition of High School Graduation

The condition of graduation from high school may be waived for a student currently enrolled in high school subject to the following guidelines:

1. The applicant must have completed the junior year of high school with a B average or better.
2. The applicant must submit the following:
  - a. Application form
  - b. ACT scores
  - c. Written recommendations from the high school principal and a guidance counselor including certification of the eligibility requirements listed in 2.1131 (1).
3. The maximum number of courses that may be completed by a high school student under Section IV, 2.1131 is two (2) in any term.
4. Exceptions to these guidelines must be approved by the Community College President (or designee) and documented in the student's record.

2.1132 Dual Credit Guidelines (Council on Postsecondary Education, January 11, 1988)

1. Definition.

Dual credit exists when both a high school and a college/university award credit to a high school student for the same course taught on a high school campus.

2. Admissions Standards

- a. Recommendation of high school subject area teacher or other appropriate high school official.
- b. Certification by high school guidance counselor that student is pursuing the pre-college curriculum.
- c. Dual Credit enrollment is restricted to high school seniors.
- d. A composite ACT score that exceeds the national mean and a minimum score at the 60th percentile (national) on the discipline area of the ACT and a minimum of 3.25 high school grade point standing on all courses completed at the 9th grade level and higher.

or

A composite ACT score that exceeds the national mean and a minimum score at the 70th percentile (national) on the discipline area of the ACT and a minimum of 3.0 high school grade point standing on all courses completed at the 9th grade level and higher.

e. SAT scores may be substituted for the ACT as shown below:

1. A total SAT score above the national mean to be computed by adding the national mean scores on the verbal and math components of the SAT.  
(To be substituted for the ACT composite score.)

OR

2. A minimum score of the 70th percentile (national) on the verbal subscore of the SAT to enroll in dual credit courses in English (or one of the language arts) or a minimum score of the 70th percentile (national) on the math subscore of the SAT to enroll in dual credit courses in math and sciences.  
(To be substituted for the ACT area scores.)

3. The maximum number of dual credit courses that may be completed by a high school student is four, with no more than two courses in a single discipline.

2.1133 Maximum Course Load for High School Students

High school students may take no more than two (2) credit courses, including dual-credit, in any regular fall, spring or summer term.

2.12 Admission of Students with Previous College Work

An applicant with previous college work seeking admission with degree status must submit

an official transcript(s) of all previous college work. A transfer student also is subject to the precollege curriculum requirements unless at least one of the following criteria is met:

- a. The student is twenty-five (25) years of age or older prior to the first day of classes;
- b. The student is entering the community college with 24 or more semester credit hours applicable toward a degree with a grade point average (GPA) of at least 2.0 on a 4.0 scale.

A waiver of a required precollege curriculum course may be justified if a handicapping condition and its impact on completing the course in question is verified by the college President (or designee) and if another course in a closely related area is substituted for a course that cannot be completed.

A transfer student who is subject to the precollege curriculum must submit a high school transcript and, if applicable, a passing GED official score report, and must correct any precollege curriculum deficiencies within the first twenty-four (24) credit hours of degree credit taken at the community college.

Grades, credits, quality points and academic status from courses taken at other community colleges in the University of Kentucky Community College System or the University System are transferred when the student enrolls.

Degree credit work taken at a fully accredited college or university outside of the University of Kentucky is recognized credit hour for credit hour. Quarter hours are recognized as two thirds (2/3) of a semester hour. In order to be classified as fully accredited, a college or university must be a member of a regional accrediting association. Advance standing from a nonaccredited college or university may be obtained by special subject examinations or may be validated by completion of twelve (12) credit hours, excluding courses numbered less than 100, with a grade point of at least 2.0. Coursework from a nonaccredited institution does not satisfy general education block transfer certification requirements.

The President of Lexington Community College is authorized to establish with fully accredited colleges and universities a reciprocal agreement whereby grades received as well as credit earned at a previous institution shall be recognized by the Lexington Community College.

College.

#### 2.121 Admission of Second Chance Students

If an applicant for admission from outside the Community College System has less than a C average in all previous college work, the applicant may be considered for admission on probation provided the applicant:

- a. has been out of college for at least one semester, or
- b. will succeed in the opinion of the President of the College.

#### 2.13 Admission as a Non-Degree Student

Persons who desire instruction without wishing to become degree candidates may be admitted as non-degree students. Non-degree students are exempt from the precollege curriculum requirements; however, such students must present satisfactory evidence that they

are prepared to take the work desired. Before enrolling in a particular course, such as a

student must obtain the permission of the instructor and the President of the College. The degree

seeking status of students declaring themselves as "non-degree" will be subject to review

reclassification by the Dean of Student Affairs (or designee) in accordance with policies

established at each individual college.

Non-degree students may become degree students after meeting regular admission requirements; however, work taken as a non-degree student will not in itself qualify a person

for admission as a degree student. Credit in degree courses earned before a student meets

admission requirements will be counted toward a degree.

#### 2.14 Admission as a Transient Student

A student may be admitted as a transient or visiting student. Such students are not subject to

the precollege curriculum requirements; however, the student's parent college must certify

that the student is eligible to enroll at that institution. Admission as a transient or visiting

student is good only for the semester or session for which the student applies.

#### 2.2 Admission to and Retention in Technical Programs

Admission to the College does not guarantee admission to any Associate in Applied Science

program. Admission to these degree programs is dependent upon the availability of resources

implementation of quality instruction, and the number of students admitted may be limited

considerations. If, due to the availability of resources, it becomes necessary for the President

to limit enrollment, the following procedures will apply:

1. Guidelines for the limitation of enrollment will be prepared by the program coordinator

in consultation with the faculty of the program and once established shall be periodically reviewed.

- a. Guidelines shall contain a clear, concise statement of all special tests, examinations, and requirements that are used in the selection process along with an identification of the minimum acceptable score on any such tests, examinations and requirements.
  - b. Guidelines shall contain a clear, concise statement of priorities assigned to any of the above items in selecting students for admission to a program.
  - c. If an admissions committee is used in the selection of students for admission to a program, the composition of the admissions committee shall be specified in the guidelines. Such a committee shall be advisory to the President of the College or the President's designee.
  - d. If a program has no special requirements other than those for admission to the college, this should be so stated.
2. Upon approval of the proposed guidelines by the faculty of the division and of the college, the guidelines have been submitted to the Senate of the University System through the Rules Committee for approval:
  3. In no event shall the establishment of admission guidelines for the limitation of enrollment be viewed as an attempt to eliminate from consideration students who are educationally not prepared for admission. It shall be the responsibility of the college to counsel and assist such students in the elimination of such deficiencies so as to qualify for entrance into a program.
  4. College retention guidelines or any special requirements which would limit continuation in the program of students such as the minimum grade of "C" in certain courses currently used in the Nursing, Nuclear Medicine Technology, Dental Hygiene, Radiography, and Respiratory Care programs shall be clearly identified and a rationale for such requirements shall be provided at the time the proposal is initially submitted to the Program Development Committee. For programs which have already been approved by the Community College Council, such special requirements or additions must have approval, prior to implementation, by the Rules Committee. (See V, 4.21)
  5. Each student must show evidence that he or she has professional liability insurance (an amount to be determined by Lexington Community College) when he or she enrolls in any health related program course requiring patient/client contact.
  6. An occupational program with special admission guidelines may reserve a designated number of admission slots to serve qualified students from outside the normal service area to serve the Commonwealth. If a sufficient number of qualified applicants does not apply, the college may fill these slots from the service area. Since the purpose of this rule is to serve the manpower needs of the underserved areas of Kentucky, a statement of intent to return to the home community will be required.
  7. After admission and prior to enrollment in an allied health, environmental science or nursing program, each student must show evidence that he/she:
    - a. has received Hepatitis B vaccination, or



b. is in the process of receiving the Hepatitis B vaccine series.  
A signed declination form must be submitted if a student chooses not to receive the Hepatitis B vaccination.

## 2.21 Dental Hygiene Program

### 2.211 System Guidelines

Enrollment in the Dental Hygiene Program may be limited because of available resources within the community and the college.

#### Technical Standards

Our health care delivery can be characterized as the application of specific knowledge to skillful performance. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

1. Sufficient visual acuity, such as is needed in the preparation and administration of therapeutic agents and for the observation necessary for patient periodontal assessment as in taking vital signs.
2. Sufficient auditory perception to interpret verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as the stethoscope.
3. Sufficient gross and fine motor coordination to perform the delicate manual intraoral operations required of dental personnel, such as is needed in the scaling of teeth.
4. Sufficient verbal and non-verbal communication skills (speech, reading, and writing), such as are needed in classroom and clinical settings to interact with patients and professional personnel.
5. Sufficient intellectual and emotional functions to plan and implement care for individuals, such as are required in developing a dental hygiene treatment plan.

Selection of students for the program will be made by the President of the College or

the President's designee after considering the recommendations of the Admissions Committee. Suggested membership for this committee is as follows:

Program Coordinator  
Admission Officer  
Division Chair  
Dental Hygiene Faculty Member  
Faculty Member At-Large  
Counselor

Admission to the Dental Hygiene Program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color,

sex, marital status, beliefs, age, national origin, sexual orientation, or mental or physical disability. Applicants must complete and submit the items listed below to the Admissions Office by March 1:

1. Official high school transcript or GED results.
2. ACT or CPP scores for all applicants.
3. Lexington Community College Application.
4. Transcripts of all post-secondary education.

5. Dental experience form.

This date may be extended by a college due to unusual circumstances.

Preference:

1. May be given to applicants with an "enhanced" ACT composite score of 19 or above or the equivalent on the CPP.

2. May be given to students who achieve a GPA of 2.0 or better in post-secondary education or training.

3. May be given to applicants with 24 hours of work and/or observation experience in a dental environment.

4. May be given to applicants who have completed, in the approved curriculum, anatomy and physiology, microbiology, and chemistry coursework with a grade of "C" or better.

5. Will be given to Kentucky residents.

A conference with a dental hygiene faculty member is required prior to enrolling in the program.

Readmission

1. A student who withdraws from or earns a grade lower than a "C" in one of the approved science courses and/or in a dental hygiene course will be dropped from the dental hygiene program.

2. Applicants who wish to apply for readmission should do so prior to March 1, if planning to enroll for the summer/fall semester or October 1, if planning to enroll in the spring semester.

3. Readmission to the Dental Hygiene Program will be dependent upon available resources.

4. In order to be considered for readmission by the Admissions Committee, the applicant must:

a. Submit a written request to the Dental Hygiene Program Coordinator presenting evidence to justify readmission. This may include letters of recommendation from previous faculty/coordinator, additional course work, work experience, etc.

b. Meet current guidelines for admission to the college and the Dental Hygiene Program.

5. If more than three (3) years have elapsed since initial enrollment in the Program, the applicant will be counseled to enter appropriate dental hygiene courses.

6. A student may be readmitted to the Dental Hygiene Program a maximum of three times provided that he/she can furnish evidence of unusual circumstances, remedial study, or additional preparation.

Transfer

1. Applicants who wish to transfer from one Dental Hygiene Program to another, the latter being a program offered by the Community College System, must meet all admission requirements of the receiving institution, must apply at least two months prior to the expected date of enrollment, and must notify the Coordinator of the admitting program in writing, stating anticipated entry date, and reason for transfer.

2. Acceptance of any transfer student will be dependent upon available resources.

## 2.22 Dental Laboratory Technology Program

Technical Standards

Dental Laboratory Technicians fabricate custom-made prostheses designed to meet each patient's specific needs. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants must possess:

1. Sufficient visual acuity, such as is needed in the fabrication of small, highly-detailed dental prostheses.
2. Sufficient gross and fine motor coordination to safely manipulate equipment required in the fabrication of dental prostheses.
3. Sufficient intellectual and emotional functions to develop and fabricate dental prostheses as prescribed by the dentist.
4. Sufficient verbal and non-verbal communication skills (speech, reading, and writing), such as are needed to interact with professional personnel.

#### Admission

Enrollment is limited because of available facilities, faculty and financial resources. Selection of students for the Dental Laboratory Program will be made by the President of the College or the President's designee after considering the recommendations of the Admissions Committee. Suggested membership for this committee would be as follows:

Division Chairperson  
Dental Laboratory Coordinator  
Dental Laboratory Faculty Member  
Counselor  
Admissions Officer  
General Education Faculty Member]

Admission to the Dental Laboratory Technology Program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, sex, marital status, beliefs, age, national origin, sexual orientation, or mental or physical disability. Each applicant must submit the following data by March 1: (Qualified applicants may be considered and admitted prior to March 1, and, at the President's discretion, applicants may submit data and be considered for admission after March 1.)

1. Application for admission to L.C.C.
2. An official high school transcript or results of the GED.
3. Results of the ACT.
4. An official transcript of all post-secondary education attempted.
5. Results of a Dental Dexterity Assessment

#### Preference:

1. May be given to applicants who score 4 or above on a Dental Dexterity Assessment.
2. May be given to applicants with an "enhanced" ACT composite score of 19 or above.
3. Preference will be given to Kentucky residents.
4. May be given to applicants having a GPA of 2.0 or higher (4.0 scale) on all college work.

#### Readmission

1. A student who withdraws from or earns lower than a grade of C in a Dental Laboratory Technology course will be dropped from the Associate Degree Dental Laboratory Technology program.

2. Applicants who wish to apply for readmission must do so two months prior to anticipated enrollment for the subsequent fall or spring semesters.

3. Readmission to the Dental Laboratory Technology program is dependent upon available resources.

4. In order to be considered for readmission the applicant must:

a. Submit a written request to the Dental Laboratory Technology Program Coordinator including information to justify readmission.

b. Submit a written recommendation from a faculty member of the program addressed to the Dental Laboratory Technology Admissions Committee supporting the student's readmission to the program.

c. Meet current guidelines for admission.

### 2.23 Nuclear Medicine Technology

Enrollment is limited because of available facilities, faculty, and financial resources.

#### Technical Standards

Nuclear Medicine involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of

nuclear medicine technology. Therefore, in order to be successful in the program, all

applicants should possess:

1. Sufficient visual acuity such as needed in the accurate preparation and administration of radiopharmaceuticals and for the observation necessary for patient assessment and care.

2. Sufficient auditory perception to receive verbal communication from patients and members of the health care team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, intravenous infusion pumps, fire alarms, etc.

3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills related to the performance of nuclear medicine technology, such as manipulating equipment, as well as positioning, transporting, and imaging patients.

4. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's/client's interest.

5. Sufficient intellectual and emotional function to plan and implement care of individuals.

#### Admission

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to the College or to any academic

program thereof regardless of economic or social status, and will not discriminate on

the basis of race, color, religion, sex, marital status, beliefs, age, national origin,

sexual orientation, or mental or physical disability.

Selection of the students for the nuclear medicine technology program will be made

by the President of the College or the President's designee after considering the recommendations of the admissions committee. Membership for this committee would be as follows:

- Division Chairperson
- Nuclear Medicine Technology Program Coordinator
- Nuclear Medicine Technology Faculty Member
- Counselor
- Admissions Officer
- General education faculty member

Each applicant must submit the following data by March 1 (at the President's discretion, qualified applicants may be considered after March 1):

1. Application for admission to Lexington Community College.
2. An official high school transcript or result of the GED.
3. Results of the ACT (if less than 12 credits of college work have been completed. The courses must be numbered 100 or higher excluding remedial courses.).
4. An official transcript of all post-secondary education attempted.
5. Attendance at an advising conference or interview.
6. Documentation of eight (8) clock hours of observation in a nuclear medicine department.

Preference:

1. Will be given to Kentucky residents.
2. May be given to qualified applicants with an "enhanced" ACT composite score of 19 or above, or with a 2.5 GPA or above (4.0 scale) on all college work consisting of at least 12 semester credit hours of courses numbered 100 or above in the approved curriculum.
3. May be given to qualified applicants of under-represented student populations in accordance with equity policies of the University of Kentucky and Lexington Community College.
4. May be given to qualified applicants who have completed the required mathematics course and the required biological and physical science courses or equivalent courses with a grade of C or better.]

Rolling Admission

An applicant may be admitted to the nuclear medicine technology program prior to the March 1 deadline if the following criteria are met:

1. A complete application is submitted to the college by January 15.
2. A GPA of 3.0 or better (4.0 scale) on 12 semester hours of college credit for courses numbered 100 or above applicable to the nuclear medicine technology curriculum.
3. An "enhanced" ACT composite score of 21 or above.
4. Completion of the required mathematics course and the biological science courses or equivalent courses is documented with a 3.0 or better (4.0 scale) for each course.

Enrollment

If not completed previous to admission to the nuclear medicine technology program, the student must complete the required mathematics and science courses that are prerequisite to the first NMT course with a grade of C or better.

Retention

A student who withdraws from or earns lower than a grade of C in a course

with the prefix NMT will not be permitted to continue in the nuclear medicine technology program.

A student must earn a grade of C or better in each required science course in the curriculum in order to remain enrolled in the program.

#### Readmission

The process regarding application for readmission to the nuclear medicine technology program is as follows:

1. Students who wish to apply for readmission to the program must do so prior to March 1 if planning to enroll in the subsequent year.
2. Readmission to the nuclear medicine technology program will be dependent upon available resources.
3. In order to be considered for readmission by the program admissions committee, the student must:
  - a. Update information in the admission office file prior to March 1;
  - b. Submit a written request to the program coordinator including information to justify readmission; and]
  - c. Submit a written recommendation from a faculty member of the program addressed to the program admissions committee supporting the student's readmission to the program.
4. If three (3) years or more have elapsed since the initial enrollment in the program, the student must repeat the technical courses of the curriculum or successfully complete special examinations for those courses for which examinations are available.
5. A student may be readmitted to the nuclear medicine technology program two times. The program admissions committee may recommend readmission a third time if a student can furnish evidence of unusual circumstances, remedial study or additional preparation.
6. Application for readmission is not a guarantee of readmission to the program.]

#### 2.24 Nursing Program

Enrollment in the Associate Degree Nursing Program may be limited because of available laboratory facilities in the community, as well as limited faculty and financial resources at the community college.

#### Technical Standards

Nursing at the technical level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. All students should possess:

1. Sufficient visual acuity, such as is needed in preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
2. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, Doptones, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly

and to implement the skills, including the manipulation of equipment, required in meeting health needs.

4. Sufficient communication skills (speech, reading, writing) to interact

with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest.

5. Sufficient intellectual and emotional functions to plan and implement care for individuals.

Admission to the Associate Degree Nursing Program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, sex, marital status, beliefs, age, national origin, sexual orientation or mental or physical disability (refer to Technical Standards Section). In addition to the other qualifications, the college will, in compliance with University regulations and in the manner and to the extent permitted by law, endeavor to recruit students who add to the diversity of the student population in the Associate Degree Nursing Program.

Selection of students for the Associate Degree Nursing Program will be made by the President of the College or the President's designee after considering the recommendations of an Admissions Committee which is to be appointed for this purpose. Membership on this committee shall be from the college as follows:

Admissions Officer

Associate Degree Nursing Program Coordinator

Two Associate Degree Nursing Faculty Members

Three Members-At-Large, i.e., Development Studies Counselors,  
General Studies Faculty

Terms for the two Associate Degree Nursing faculty members and the three members-at-large are for two year terms and are to be staggered.

In order to be considered for admission to the Associate Degree Nursing program, each applicant must submit the following credentials for the fall semester class by March 1 and for the spring semester class, if applicable, by October 1 preceding the date the applicant plans to enroll. Exceptions to the March 1 and the July 1 dates can only be granted by the President of the College after consultation with the Associate Degree Nursing Program Coordinator.

1. Application for admission to the college.

2. Official high school transcript indicating that the applicant has or will complete an approved four-year high school course of study or a GED certificate.

3. Transcripts of all post-secondary education or training.

4. Results of the ACT or National League for Nursing Pre-Admission Examination RN (NLN)

A pre-admission conference with the Coordinator or the Coordinator's designee is required prior to an applicant's consideration by the Associate Degree Nursing Admissions Committee.

Preference:

1. May be given to candidates who demonstrate above average standing in high school or on the General Education Development Examination (GED).

2. May be given to applicants with an "enhanced" ACT composite score of

22 or above or score at the 50th percentile or above on the NLN.

3. May be given to applicants who have completed 12 or more credit hours in the approved curriculum with a cumulative GPA of 3.0 or better from any regionally accredited college.

4. Will be given to Kentucky residents and applicants within the Community College service area.

#### Readmission

1. In order to be considered for readmission by the Nursing Admissions Committee, the applicant:

a. Must submit a written request to the Nursing Coordinator.

b. Must meet current guidelines for admission.

c. May be required to have a Nursing faculty member submit a letter of recommendation.

2. A student may be readmitted to the Associate Degree Nursing Program one time. The Nursing Admissions Committee may recommend readmission a second time, if a student furnishes sufficient evidence of remedial study, additional preparation or resolution of factors contributing to unsuccessful course completion.

3. If more than three years have elapsed since initial enrollment in any registered Nursing program, an applicant must repeat all nursing courses.

#### Transfer

1. Applicants who wish to transfer from one Community College System Nursing Program or other nursing programs must:

a. Meet all admission requirements of the receiving institution.

b. notify the Coordinator of the Associate Degree Nursing Program in writing, stating anticipated entry date and reason for transfer, and

c. have a faculty member from the program previously attended submit a letter of recommendation to the receiving institution.

2. If more than three years have elapsed since initial enrollment in any registered Nursing program, an applicant must repeat all nursing courses.

#### 2.25 Radiography Program

Enrollment in the Radiography program may be limited because of available laboratory facilities in the community, as well as limited faculty and financial resources.

#### Technical Standards

Radiography involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of

radiological technical functions. Therefore, all applicants should possess:

1. Sufficient visual acuity, such as is needed in the accurate preparation

and administration of contrast media and for the observation necessary for patient assessment and nursing care.

2. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, intravenous infusion pumps, fire alarms, etc.

3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of



equipment, positioning and lifting patients required in meeting health needs related to radiologic technology.

4. Sufficient communication skills (speech, reading, writing) to interact

with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's/client's interest.

5. Sufficient intellectual and emotional functions to plan and implement care for individuals.

Selection of students for the program will be made by the President of the College or the President's designee after considering the recommendation of the Admissions Committee. Membership on this committee would be as follows:

Radiography Program Coordinator

Radiography Faculty Member

Division Chairperson

Admissions Officer or Dean of Student Affairs

Counselor

Each applicant must submit the following credentials by March 1 in order to be considered by the committee:

1. Application for admission to the college.

2. Official high school transcript indicating that the applicant has completed an approved 4-year high school curriculum or the GED Certificate.

3. Transcripts of all post-secondary education or training.

4. American College Test (ACT) or Career Planning Program (CPP) score reports.

5. A statement verifying at least a four-hour observation/ work experience in a Radiology Department must be completed and returned to the community college records office.

Admission to the Radiography program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, religion, sex, marital status, beliefs, age, national origin or physical or mental disability.

Preference:

1. May be given to applicants with an "enhanced" ACT composite score of 21 or above; or the low number of the estimated ACT composite range reported on the CPP of 19 or above.

2. May be given to applicants who have a cumulative GPA of 2.5 or better (4 point scale) in 12 hours of college credits applicable to the radiography program.

3. May be given to applicants who have completed the biological and physical sciences and mathematics courses listed in the radiography curriculum with a grade of "C" or better.

4. May be given to applicants who have satisfied the precollege curriculum.

5. Will be given to Kentucky residents.

An interview or pre-admission conference may be required prior to admission to the radiography program.

Readmission

1. A student who withdraws from or earns lower than a grade of C in

any course with the prefix RAD will be dropped from the Radiography program.

2. The process regarding application for readmission to the program is as follows:

a. Students who wish to apply for readmission to the program must do so three (3) months prior to the expected date of enrollment.

b. Readmission to the Radiography program will be dependent on available resources.

c. In order to be considered for readmission by the Radiography Admissions Committee, the student must:

i) update information in the admission office file three (3) months prior to expected date of enrollment;

ii) submit a written request to the Radiography Program Coordinator including information to justify readmission; and

iii) submit a written recommendation from a faculty member of the program addressed to the Radiography Admissions Committee.

d. If three (3) years or more have elapsed since the initial enrollment in the program, the student must repeat the technical courses of the curriculum.

e. A student may be readmitted to the Radiography program two times. The Radiography Admission Committee may recommend readmission a third time, if a student can furnish evidence of unusual circumstances, remedial study or additional preparation.

f. Application is not a guarantee of readmission to the program.

#### Transfer

1. Applicants who wish to transfer from one Community College System Radiography Program or other radiography programs must:

a. Meet all admission requirements of the receiving institution.

b. Apply at least three months prior to the expected date of enrollment.

c. Notify the Coordinator of the Radiography Program in writing, stating anticipated entry date and reason for transfer.

d. Have a faculty member from the program previously attended submit a letter of recommendation to the receiving institution.

e. Submit an official transcript for evaluation by the admissions committee.

2. If more than three years have elapsed since initial enrollment in a radiography program, the entire sequence of radiography courses must be repeated.

3. Acceptance of any transfer student will be dependent upon available resources.

#### Rolling Admissions

An applicant may be admitted to the radiography program prior to the

March 1 deadline date if the following criteria are met:

1. Complete application is submitted to the college by January 15.
2. The applicant has a GPA of 3.0 or better on 12 hours of college credit applicable to the Radiography curriculum.
3. The ACT composite standard score or the low number of the range reported on the CPP is 21 or above.
4. The Applicant has successfully completed BSL 110 and BSL 111 or equivalent.

#### 2.26 Respiratory Care Program

Enrollment in the Respiratory Care Program may be limited because of available facilities within the community and the college.

##### Technical Standards

The respiratory therapist specializes in the application of scientific knowledge and theory to practical clinical problems of respiratory care as outlined in a description of the occupation found in the guidelines and essentials of the accredited educational program for the respiratory therapist. Therefore, in order to be successful in the program, a candidate should possess:

1. Sufficient tactile and visual acuity, such as is needed in the accurate monitoring of life support systems and for the observation necessary for patient assessment.
2. Sufficient auditory perception to receive verbal communication from patients and members of the health care team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, inhalators and fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement respiratory therapy skills including the manipulation of equipment to meet health needs.
4. Sufficient communication skills (verbal, non-verbal, and written) to interact with individuals and to communicate their needs promptly and effectively.
5. Sufficient intellectual and emotional functions to plan and implement respiratory care.

Admission to the Respiratory Care Program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, sex, marital status, beliefs, age, national origin, sexual orientation, or mental or physical disability. Selection of students for the Respiratory Care Program will be made by the President of Lexington Community College or the President's designee after considering the recommendations of the Admissions Committee. Suggested membership is:

1. Respiratory Care Program Coordinator
2. Admissions Officer
3. Counselor
4. Medical Director of Program
5. General Studies Faculty member
6. Respiratory Care Faculty Member

Each applicant must submit the following data no later than March

1:

1. Application for admission to L.C.C.
2. An official high school transcript or results of the Test of General Educational Development (GED).
3. Results of American College Test (ACT).
4. An official transcript of all post-secondary education attempted.
5. Statement of work experience pertaining to Respiratory Care Technology and/or observation in this area.
6. Attendance at a mandatory pre-admission conference

#### Preference

1. May be given to applicants who have a cumulative grade point average of 2.5 (4.0 scale) or better in 12 or more semester credit hours from any accredited college.
2. May be given to applicants with an "enhanced" ACT composite score of 21 or above.
3. May be given to applicants with health related work experience.
4. May be given to Kentucky residents.
5. Others meeting minimum criteria will be placed on an alternate list. Those applicants remaining on the alternate list must update their application to be eligible for the next class.

#### Rolling Admission

Those applicants who have an enhanced composite ACT score of 24 and at least a cumulative grade point average of 3.0 (on a 4.0 scale) on 24 or more college hours may be informed of immediate admission. Admission will be contingent upon a conference with the Program Coordinator.

#### Readmission

1. Application for readmission should be made by the established college program deadline.
2. Readmission to the Respiratory Care Program will be dependent on available resources.
3. In order to be considered for readmission by the Respiratory Care Admissions Committee, the applicant must:
  - a. submit a written request to the program coordinator presenting evidence to justify readmission.
  - b. meet current admissions guidelines.
4. If more than three (3) years have lapsed since initial enrollment in the program, the applicant must successfully complete available, special exams or repeat the Respiratory Care courses. The student will be evaluated and may be required to demonstrate competencies prior to re-entering clinical practice if a year or more has lapsed since their last formal clinical practice.

Note: A student who withdraws from or earns lower than a grade of "C" in a Respiratory Care Course will be dropped from the Associate Degree Respiratory Care Program.

## SECTION V RULES RELATING TO ATTENDING LEXINGTON COMMUNITY COLLEGE

### 1.0 Registration and Assignment to Classes

A student shall use his or her full and proper name and Social Security or college assigned number for all purposes of registering and for all other official purposes.

### 1.1 Late Registration

After the fifth day of classes (excluding Saturday) in either semester or the third day of an intersession or summer session, no student may register for an organized class. The President of the College may set a later date for final registration that do not start during the first five days of classes of a semester, or during the first classes of an intersession or summer session, or for the registration of groups of student not present at the regular registration time.

### 1.2 Assignment to and Removal from Classes

The President of the College is responsible for the student's schedule. This schedule, when it becomes authority for the first official class roll. No student shall be admitted to a class without the authority of the President of the College.

The instructor will be provided an official class roll as of the last day to drop a course grade for the academic session. It shall be the responsibility of the instructor to promptly advise the President of the College the names of those students on the official class roll who have attended any meeting of the class through the last day to drop a course without a grade. The President of the College shall have the authority to cause the names of such students to be removed from the class roll.

### 1.3 Repeated Registration in a Course

A student may repeat a course as many times as the student feels it is necessary to bring competence up to the level desired, subject to the approval of the division chairperson.

2.34). To exercise a repeat option for the purpose of improving a grade, a course must be repeated with the same grade option as the original enrollment in the course. The President of the College may waive this requirement in special cases. (V, 3.21). Before repeating a course, the student must notify in writing the President of the College. The highest grade earned in a completed course shall constitute the official grade for the course. A student who wishes to exercise

repeat option policy in technical courses in those programs where enrollment is limited must be approved by the President of the College and the coordinator of the program at least two months prior to the expected date of enrollment. Permission to repeat a technical course will be dependent upon the availability of resources. If a student has been dropped from a technical program such permission may also be contingent upon his or her readmission to the program.

#### 1.4 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 such courses have different identifying titles.

#### 1.5 Precollege Curriculum Exemptions

a. Students who have earned college degree credit in the relevant area should be considered to have demonstrated proficiency.

b. Degree-seeking students who are excluded from the precollege curriculum are those

twenty-five (25) years of age or older prior to the first day of classes, those entering

the community college with 24 or more semester credit hours applicable toward a degree with a grade point average (GPA) of at least 2.0 on a 4.0 scale, and active duty military personnel, their spouses and dependents.

c. Students who have earned a GED subject score at the 60th percentile or above meet the precollege curriculum requirement for that subject area.

d. Students scoring at or above the 60th percentile on the mathematics or English

portions of the American College Test (ACT), or approved equivalent scores on the GED, CPP, SAT or ASSET tests, shall be considered as having demonstrated proficiency in the respective subject.

e. A waiver of a required precollege curriculum course may be justified if a handicapped condition and its impact on completing the course in question is verified by the college president (or designee) and if another course in a closely related area is substituted for the course that cannot be completed.

f. Students who are non-residents of Kentucky are not required to meet the World

Civilization requirement of the precollege curriculum.

#### 1.6 Courses for Correcting Precollege Curriculum Deficiencies

The precollege curriculum requirements as they appear in the "Guidelines for Undergraduate

Admission to the State-Supported Institutions of Higher Education in Kentucky" (13 KAR 2:0

Section 4) are as follows:

English

4 Units

English I, II, III, and IV

Mathematics  
3 Units

Algebra I  
Algebra II  
Geometry

or

Integrated Math I  
Integrated Math II  
Integrated Math III

or

Any three course combination of Algebra I and II, Geometry, and Integrated Math I, II, III as long as the course sequence reflects an increasing level of complexity.

Science  
2 Units  
Biology I,  
and Chemistry I or Physics I or Principle of  
Technology

(At least one (1) of the science courses must be a laboratory course.)

Social Studies  
2 Units  
World Civilization, and

U.S. History or AP American History

11 Units out of 20 Total Units

Students subject to the precollege curriculum and identified as having precollege curriculum course deficiencies in mathematics, science, English, or social studies must remove the

deficiencies prior to completing twenty-four (24) credit hours of degree credit at the college. Courses used to remove precollege curriculum deficiencies in English and mathematics cannot be applied toward credit for graduation. The listing below details how students can remove the deficiencies.

#### English

1. Presenting a score at or above the local college's established percentile on the English portion of the ASSET test, CPT, or other equivalent assessment instruments.

OR

2. Successful completion of a course or sequence of courses. Courses to be taken will be identified based on the student's scores on the college's assessment and placement examinations. Courses may include:  
ENC 090 Foundations of College Writing I  
ENC 091 Foundations of College Writing II  
ENC 092 Writing Laboratory

#### Mathematics

1. Presenting a score at or above the local college's established percentile on the mathematics portion of the ASSET test, CPT, or other equivalent assessment instruments.

OR

2. Successful completion of a course or sequence of courses. Courses to be taken will be identified based on the student's scores on the college's assessment and placement examinations. Courses may include:  
MAH 060 Pre-Algebra  
MAH 070 Elementary Algebra  
MAH 075 Pre-college Geometry I

#### Sciences

Successful completion of a science course or sequence of courses. Science course selected must include a laboratory if students have not taken a science laboratory course in high school. Community college courses used to remove precollege curriculum deficiencies in the sciences may apply toward degree credit.

#### Social Sciences

Successful completion of a course or sequence of courses. Courses selected must include a world or regional approach. Community college courses used to remove precollege curriculum deficiencies in social sciences may apply toward degree credit. Examples are listed below:

U.S. History  
HIS 108,  
HIS 109,



HIS 260,  
HIS 261

World Civilization

HIS 104,  
HIS 105,  
HIS 106,  
HIS 107,  
HIS 202,

HIS 203,  
HIS 229,  
HIS 230,  
HIS 247,  
HIS 248,

HIS 254,  
HIS 285,  
HIS 286,  
HIS 295,  
HIS 296,

ANT 121,  
ANT 130,  
ANT 241,  
ANT 242,  
CLA 210,

CLA 261,  
GE 265,  
WS 200,  
GEO 152,  
GEO 172,

MUS 203,  
PHI 260,  
PHI 270,  
PS 235

The Community College President (or designee) is responsible for ensuring that degree-seeking students who are subject to the precollege curriculum remove any identified deficiencies prior to the completion of 24 credit hours of degree credit at the community college. Each institution will have written procedures for the monitoring of the removal of course deficiencies. At a minimum, the written procedures include:

- a) screening degree-seeking applicants who are subject to the precollege curriculum;
- b) developing course placement plans which will enable identified students to correct precollege curriculum deficiencies;
- c) monitoring student progress toward the removal of precollege curriculum deficiencies;
- d) reporting annually the status of precollege curriculum screening and monitoring to the college president (or designee).

## 2.0 Credit, Loads, Academic Standards

### 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 or the equivalent exclusive of any laboratory meeting, which generally represents at least two hours per week for a semester for one credit hour.

### 2.2 Student Load

With the exceptions noted below, the maximum load to be carried during any semester by an student in the community college (including residence, correspondence, and extension courses) shall be nineteen credit hours or the amount specified in the curriculum for the particular semester, whichever is larger.

A student who attained a grade point average of 3.0 on a load of at least fifteen credit for the preceding semester may be permitted by the President of the College to carry a maximum of three extra credit hours provided the total is not in excess of twenty-two.

Normally, the maximum course load (including residence, correspondence, and extension courses) shall be four credit hours for the four-week intersession, seven credit hours in week session, and ten credit hours in the eight-week summer session. A student who has attained a grade point average of 3.0 may be granted permission by the President of the College to carry a maximum of five hours in a four-week session, eight hours in a six-week session, and twelve hours in an eight-week session.

A student on academic probation shall not take more than 15 credits hours in a semester, credit hours in a four-week intersession, six credit hours in a six-week summer session, a seven credit hours in an eight-week summer session.

A student may be registered simultaneously at the community college and at another institution only with the approval of the President of the community college, the credit h obtained at the other institution being considered a part of the student's maximum load. simultaneous registration has not been authorized, the transfer of credit from the other institution may be denied.

## 2.3 Academic Standards

### 2.31 Absences

A written statement of the attendance policy will be provided by the instructor during the first or second class meeting of the course. Attendance may or may not be required. (See V, 2.33) Major religious holidays are excused absences. Students are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the holiday and prior to the last day for adding a class. If attendance is required or serves as a criterion for a grade in a course, the number of excused absences shall not exceed that designated in the instructor's syllabus.

Trips for members of organizations (musical, oratorical, dramatics, etc.) and of classes and the absences resulting from such trips must be authorized by the President of the College if the trips result in the absence of students from regularly scheduled classes.

Trips for participation in intercollegiate athletics events and the absence resulting from such trips must be authorized by the President of the College. In some appropriate manner, the faculty member in charge of an authorized trip shall notify instructors affected that the absence is authorized.

The student shall be responsible for the work missed and, in advance of the excused absence, make arrangements to make up the work. The instructor shall, if feasible, give the student an opportunity to make up the work missed and shall not in any case arbitrarily penalize the student for the absence.

### 2.32 Acceptable Standards in English

Teachers in all courses are expected to call attention to and penalize for errors in English usage and to require the rewriting of papers which do not meet acceptable standards in English.

Any instructor who finds the written work of any student seriously defective in English is expected to report the case, together with specimen papers, to the President of the College. A committee composed of the President of the College and the coordinator of the English program shall have power to require additional work in composition without credit. This remedial work shall begin not later than the following semester and shall continue until the committee is satisfied with the student's proficiency. If a student is required to do this additional work, it will be so indicated on the student's record.

### 2.33 Unsatisfactory Scholarship and Excessive Absences

A student who is doing unsatisfactory work or who, in the opinion of the instructor, has excessive absences in any course may be reported to the President of the College. This student shall be under the special supervision of the President of the College. If, after suitable length of time, it becomes apparent that no improvement is being made, the President of the College may, if the student concurs, withdraw the student from the course under the provisions of V 3.24. If the student is to be officially withdrawn, the President of the College shall notify the instructor and the Student Records Office of the college.

Any student reported to the President of the College because of unsatisfactory scholarship or excessive absences shall be considered for academic suspension under the provisions of V 4.31 at the end of the semester during which the reporting occurred.

### 2.34 Refusal of Repeated Registration

A divisional chairperson may refuse to allow a student to register in a course a fourth time, including correspondence and extension. (See V 1.3).

### 2.35 Participation in Intercollegiate Athletics

Academic conditions and criteria for Lexington Community College's participation in intercollegiate athletics shall be determined by the faculty of the Lexington Community College.

### 2.36 Final Examinations

Each instructor shall determine if a final examination is appropriate to the course. If a final examination is to be given, it will be administered during the examination period as established by the official Lexington Community College Calendar for the semester,

intersession or summer session of the regular school year. These examination periods will be preceded by a calendar day on which no classes or examinations will be scheduled except for courses offered on Saturday/Sunday.

Any student with more than two examinations scheduled on one day shall be entitled to have an examination rescheduled. All petitions for rescheduling must be made to the instructor in writing no later than one week prior to the last class meeting.

Final examinations may be administered at other than the regularly scheduled times only after the recommendation of the chairperson of the division, and the approval of the President.

If a conflict is created by the rescheduling of an examination, the student shall be entitled to take the examination at the originally scheduled period or at another time during the examination week by mutual agreement with the instructor.

#### 2.37 Language Limitation for Foreign Students

A student whose native language is other than English and who has had formal instruction in schools of his or her own country shall not be permitted to take elementary, intermediate or conversation courses in that language for degree credit.

#### 2.38 Participation in College Orientation

Conditions and criteria for an orientation program for first-time freshmen shall be determined by the faculty of the community college.

### 3.0 Grades and Marking System

#### 3.1 The Marking System

Results of work will be recorded as follows:

A - Represents exceptionally high achievement. It is valued at four points for each credit hour in courses numbered 100 or above.

AU - Audit. It has no value in computing grade point average.

B - Represents high achievement. It is valued at three grade points for each credit hour in courses numbered 100 or above.

C - Represents satisfactory achievement. It is valued at two grade points for each credit hour in courses numbered 100 or above.

D - Represents the minimum achievement for credit. It is valued at one grade point for each credit hour in courses numbered 100 or above.

E - Represents unsatisfactory achievement and indicates failure in the course. It is valued at zero grade points and zero credit hours in courses numbered 100 or above (V, 3.21).

F - Represents failure in a course taken on a Pass-Fail basis. It has no value in computing

grade point average.

I - Incomplete - Means that part of the coursework remains unfinished (V, 3.22).

P - Represents a passing grade in a course taken on a Pass-Fail basis. It may also be assigned by the Community College Appeals Board in cases involving a violation of student academic rights. It has no value in computing grade point average (V, 3.23).

W - Withdrew from class without completing course requirements. It may be assigned by the Community College Appeals Board in cases involving a violation of student academic rights. (See VII 2.4). It may not be assigned to a student found guilty of an academic offense without permission of the instructor in whose class the offense occurred (V, 3.24)

Z - Reenrollment recommended (developmental courses only). It has no value in computing grade point average. (See V 3.25).

### 3.2 Explanation of Certain Grades

3.21 Grade E The grade E means that the student has failed the course and may obtain credit for the course only by repeating the entire course. (See V 1.3)

3.22 Grade I The grade I means that part of the work of the course remains undone. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall not give an I grade when the reason for incompleteness is unsatisfactory to the instructor.

A student shall have the option of having the I grade as a permanent part of the student's record.

If the student elects to complete the course, in order to change the I grade to a letter grade, the student must do so before graduation, but in no event after the lapse of two years from the time the I grade was awarded except that the instructor with the approval of the division chair may specify a shorter period of time for the completion of the course. If the student does not complete the course, the instructor, or in the instructor's absence the division chair or the division chairperson's designee, shall forward to the President of the College the appropriate letter grade to replace the I. (See V, 5.13)

If the student elects to retain the I grade in a course required for graduation, or is unable to complete such a course, the student must retake it and satisfactorily complete it with a letter grade in order to graduate.

The College shall maintain a file record of incomplete grades recorded in courses of that nature.

college. This record, completed by the instructor at the time the grade I is reported, shall include: (1) the name and number of the student; (2) the course number and hours of credit; (3) semester and year of enrollment; (4) signature of the instructor; (5) a brief statement of reason(s) for recording the incomplete grade; and (6) an adequate guide for removal of the incomplete grade (with suggested final grade).

**3.23 Grade P** Any student enrolled in a community college who receives a grade of P in a course shall be eligible to continue into the next sequential course(s) and shall be eligible for graduation providing the student has met all other graduation requirements. (See V 3.31, 3.8, LCC Code of Student Conduct)

**3.24 Grade W** A student may officially withdraw from any class up to and including the date of mid-term with a W grade. After the date of mid-term and through the last class of the semester, the student may officially request the W grade, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors in determining the assignment of a W grade during the discretionary period. (See LCC Code of Student Conduct) An instructor shall not assign a student a W grade for a class unless the student has officially withdrawn from that class in a manner prescribed by the college.

The grade of W may be assigned by the Community College Appeals Board. (See V 3.1, V 3.8, LCC Code of Student Conduct) It may not be assigned to a student found guilty of an academic offense without the permission of the instructor in whose class the offense occurred.

The President of Lexington Community College may, if the student concurs, assign a W grade to a student who has been reported to the president for unsatisfactory scholarship or excessive absences and who, after being reported, has made no improvement.

**3.25 Grade Z** The grade Z means that the student has made significant progress but needs a longer period of time to achieve a passing level. The student should re-enroll in the course in order to continue advancement to the level of competence set for the course. Re-enrollment grade may be assigned only for developmental courses numbered 000-099. (See V 3.1)

**3.3 Courses Taken on a Pass-Fail Basis**

3.31 Students with at least 30 credit hours and not on academic probation may select a maximum of two elective courses, subject to certain restrictions, to be taken on a Pass-Fail basis. Credit hours successfully completed under this option will count toward graduation but will not be used in calculating grade point standing. Courses taken on a Pass-Fail basis shall be limited to those considered as elective in the student's program and such other courses which have been specifically approved for offering only on a Pass-Fail basis.

A student electing to enroll in a course on a Pass-Fail basis will be expected to participate fully in the course and take all examinations as though the student were enrolled on a regular basis. Prerequisites for such courses may be ignored at the student's own hazard.

Students may not change from a Pass-Fail basis, nor from a regular basis to a Pass-Fail basis, after the last date for entering an organized class.

Courses offered only on a Pass-Fail basis or numbered 000-099 or taken by special examination shall not be included in the maximum number of elective courses which a student may take under these provisions.

3.32 Orientation and developmental community college courses numbered 000-099 may be offered on a Pass-Fail basis and shall be for non-degree credit.

3.4 Audit A student who has been fully admitted to the college may elect to enroll in a course as an auditor, except in selective admissions programs. Auditing courses in a selective program requires admission to the program and the availability of space in the courses.

Any change from audit to credit by a student fully admitted to a college must be accomplished the last date to enter a class and any change from credit to audit must be made by mid-term semester or session in which the student is enrolled. An audited class may be taken for credit later date. Anyone who desires to audit a class must be admitted to the college and officially registered for the course.

3.5 Mid-Term Grades Mid-term grades may be provided in a manner prescribed by the faculty of the college. If utilized, mid-term grades shall be provided by the date announced in the Community College Calendar. Any community college student, upon the student's request, shall be given a mid-term grade in any course in which the student is enrolled.



3.6 Reporting Final Grades The final grades for a course shall be filed with the office of the President of the College within forty-eight hours after the scheduled time of the final examination for that course. Grades for all candidates for degrees must be filed in the President's office on dates as may be determined. (See II 1.1(i))

3.7 Changing Grades A grade once reported shall not be changed except when the instructor in writing that an error has been made. However, each respective Community College Appeal Board may change a grade to P or W in the case of a violation of student academic rights in the case of an academic offense. (See V 3.1, 3.23, 3.24, LCC Code of Student Conduct)

3.8 Grades for Students who Withdraw or are Dropped No grade will be reported for a student who officially withdraws from classes by the last day to drop without a grade according to official calendar or who fails to pay registration fees in accordance with established policy. A grade W will be reported for a student who officially withdraws from a class(es) on or before the last date to withdraw from a class. (See V 1.2, 2.33, 3.1, 3.24)

#### 4.0 Scholastic Probation, Academic Suspension and Reinstatement

##### 4.1 General Regulations

##### 4.11 Quality Point Deficit

The scholastic probation and academic suspension systems are based on cumulative quality point deficit. The base for determining the deficit is the number of credit hours attempted, minus the number of credit hours for which no grade has been recorded or for which an incomplete has been assigned, multiplied by two. The deficit is the difference, if any, between this base and the number of quality points earned.

##### 4.2 Scholastic Probation

4.21 The academic record of each freshman student will be reviewed after the student's first full semester. If a student has a deficit in excess of five quality points at the end of the first full semester, the President of the College shall either place the student on scholastic probation or warn the student that he or she is making unsatisfactory progress. If the student has demonstrated that he or she cannot or will not do satisfactory work, the student shall be subject to academic suspension from the Lexington Community College but the President of the College may place the student on scholastic probation if the

individual case justifies it.

4.22 Except for first semester freshmen, any student who at the end of any semester has a cumulative deficit in excess of five quality points shall be placed on scholastic probation by the President of the College.

4.23 A student shall be removed from probation by the President of the College when the student has reduced his or her quality point deficit to five or less.

#### 4.3 Academic Suspension

4.31 The following student, unless the student can show cause why he or she should not,

shall be given academic suspension from the Lexington Community College;

(a) A student who acquires an additional deficit in excess of five quality points during any semester while on scholastic probation.

(b) A student who has a cumulative deficit in excess of fifteen quality points at the end of any semester while on scholastic probation.

(c) A student who has been on scholastic probation for three consecutive semesters.

(d) A student who demonstrates that he or she cannot or will not do satisfactory work. (See V 2.33)

4.32 A student who is under academic suspension may not enroll in any courses offered for degree credit by the Lexington Community College.

#### 4.33 Reinstatement

(a) After the student has remained out of the Lexington Community College for at least a semester, a student who has been academically suspended may be reinstated by the President of the College (or designee) when the student presents evidence that he or she is capable of performing at the level required.

(b) A student who has been academically suspended shall, upon reinstatement, be placed on scholastic probation and be subject to academic suspension from the Lexington Community College if:

(1) The student acquires any additional deficit during any semester while he or she is on scholastic probation.

(2) The student has not reduced his or her deficit by eight quality points or eliminated it by the end of the second semester following the student's reinstatement.

(3) The student has failed to meet the requirements for removal from scholastic probation by the end of the third semester following the student's reinstatement.

Once a reinstated student has been removed from scholastic probation, the student shall be to the same conditions for subsequent academic suspension as a student who has not previously been academically suspended.

## 5.0 Degrees, Honors, Graduation

### 5.1 Requirements for Degrees

#### 5.11 Approval of the Community College Faculty

The faculty of Lexington Community College must recommend to the President of the University and the University Board of Trustees all candidates for degrees from the Lexington Community College and must submit the list of degree candidates to the Chancellor of the Lexington Campus.

#### 5.12 Residence Requirement

Regardless of the time the student has attended Lexington Community College, a minimum of twenty-four credits must be completed within the University of Kentucky, and at least 25 percent of the approved curriculum credits must be completed at the College.

#### 5.13 Curriculum Requirement

To be eligible for the Associate in Arts, Associate in Science, and Associate in Applied

Science degrees, Lexington Community College students must satisfactorily complete a minimum of 60 hours, including the specified general education requirements, with a grade point average of at least 2.0 (See III 2.0, 3.0). In addition, to be eligible for a

Associate in Applied Science degree, an applicant must have completed a prescribed curriculum.

Course substitutions in individual cases may be made by the President of the College with the advice of the division chairperson.

#### 5.14 Change in Program Requirements

When requirements for a degree program are changed, registered students who are fully admitted and enrolled in the degree program at the time of the program change, shall have the option of fulfilling either the old or new curriculum 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 President of the College, or the President's designee. The student shall not be forced to comply with the new requirements.

If a student interrupts work in the program or the Lexington Community College for one semester, the President or the President's designee shall determine which requirements the student shall fulfill.

If the curriculum revision is required by an external accreditation or certification body, and this body submits a written statement to the college 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.

#### 5.15 Second Associate Degree

A student will be eligible for a second degree when the student has completed the requirements of the second program including a minimum of six (6) additional hours relevant to the second degree and has made application for the degree. Under no condition will two (2) degrees be awarded during the same semester. In no case will a degree be granted for the completion of a second option in a program. The completion of a second option, however, will be recorded on the transcript.

#### 5.2 Honors

The degree with honors from a community college shall be based solely upon work done in the University of Kentucky Community College System.

#### 5.21 With High Distinction in the System

Students who have completed at least forty-eight credit hours of work in the University of Kentucky Community College System shall be graduated "With High Distinction" if they attain a grade point average of 3.60 or higher on all work attempted.

#### 5.22 With Distinction in the System

Students who have completed at least forty-eight credit hours of work in the University of Kentucky Community College System shall be graduated "With Distinction" if they obtain a grade point average of 3.40 to 3.59 on all work attempted.

#### 5.3 Graduation

At the discretion of the President of the College, graduation exercises may be held annually at Lexington Community College.

#### 5.31 Diplomas

Diplomas may be issued at the annual graduation exercise. They may be issued by the President of the College at other times when the degrees have been recommended by the faculty of Lexington Community College and approved by the University of Kentucky Board of Trustees.

#### 5.4 General Education Certification Residency Requirement

To be eligible for general education certification at the thirty-three (33) and forty-eight level, a student must complete a minimum of fifteen hours at Lexington Community College.

#### 6.0 Non-Credit Courses

All continuing education courses (CEU) shall be offered on a non-credit basis. Individual completion of a course for which individual CEUs have been awarded shall be recorded on the official CEU transcript. A certificate of completion shall be given to each student.

## SECTION VI RULES RELATING TO EXTERNAL EXPERIENCE

### 1.0 Credit for External Experiences

The Lexington Community College acknowledges that valid collegiate-level learning experiences

outside of the traditional college setting and will assist a student in the recognition and

learning experiences and credit toward a degree or course study. To this end, the following

utilized:

- (a) special examinations;
- (b) the College-Level Examination Program (CLEP) General and Subject examinations and the
- Advanced Placement Program (AP) of the College Entrance Examination Board;
- (c) recognition of collegiate work completed through the United States Armed Forces Institute
- (d) recognition of service-related experiences at the collegiate-level as recommended by the
- Commission on Accreditation of Service Experiences;
- (e) recognition of certain proficiency exams administered by professional certification agencies
- such as the Certified Professional Secretary Examination;
- (f) American College Testing Proficiency Examination Program (ACT PEP)
- (g) American Institute of Banking Related Experiences;
- (h) course credit awarded by articulation agreements;
- (i) Program on Noncollegiate-Sponsored Instruction (PONSIS); and
- (j) Students enrolled in the pilot course NSG 110 at Henderson Community College and Ashland

Community College will receive credit for NSG 100 upon successful completion of NSG 110.

A student will be awarded credit for external experiences by the college President (or designee)

if the following criteria are met:

- (a) the student enrolls and earns credit at Lexington Community College; and
- (b) the student has met precollege curriculum requirements.

### 1.1 Special Examination

Any student, whether full-time or part-time either currently enrolled in or accepted for admission

to Lexington Community College, shall be given a special examination for credit, provided

the request for the examination is approved by the division chairperson and the instructor requesting

the examination. Approval of the request shall be subject to the criteria listed below

Application by the student must be made in writing to the division chairperson. It is the

responsibility of the examiner to report the credit obtained to the office of the President

of the College.

(a) A full or part-time student may be given a special examination upon written application to the appropriate division chairperson regardless of whether the student

has audited the course, is currently enrolled in it, or has studied for it independently.

A student who has been accepted for admission but not yet enrolled may also be given a special examination except that in specialized technical areas (such as clinical

laboratory technician, etc.) the student shall also have been admitted to the program

unless exceptions are provided for in these rules.

(b) The division chairperson and the instructor may deny the student's request if it is

decided that the student has failed to furnish evidence that he or she is reasonably prepared to take the examination, or if it is determined that the course is of such nature that credit by special examination would be inappropriate.

(c) The examiner may schedule the examination at the examiner's convenience but must

offer it within a reasonable period of time of the student's written request in order to

permit the student to enter another course.

(d) All special examinations for credit shall be on a Pass-Fail basis. A failure shall no

be recorded on the student's official record. A student currently enrolled in a course,

who takes a special examination and is dissatisfied with the results may continue in the course and be graded in the usual manner.

The taking of a special examination for credit shall in no manner affect the student's

options to take courses under the regular Pass-Fail Rules of the Faculty of Lexington

Community College.

(e) Credit awarded by a special examination shall be counted as residence credit but

shall not count as part of the student's academic load for the semester.

(f) A student currently enrolled in a class who successfully completes a special examination shall be removed from the official class roll after the granting of credit.

No refund of tuition shall be issued to a student whose load is reduced as a result of

special examination for credit.

(g) In technical areas, where the program or its graduates are subject to special

accreditation, certification, registration and/or licensure, or in such other areas as

determined by the Chancellor for the Lexington Campus, special examinations for credit for technical courses shall be developed for System-wide use in the Lexington Community College by ad hoc committees appointed by the Chancellor for the Lexington Campus. The President of Lexington Community College, with appropriate input, will decide whether Lexington Community College will use the special examinations for credit as developed by a Community College System Ad Hoc Committee.

## 1.2 College Level Examination Program

The Faculty of Lexington Community College endorses and adopts the use of the General and

Subject Examinations of the College Level Examination Program (CLEP) as follows:

### 1.21 General Examinations

(a) Any student either currently enrolled in or accepted for admission to

Lexington Community College shall be granted specific or elective credit toward an associate degree.

(b) The determination of the credit granted and of what scores are satisfactory

shall be in accordance with American Council on Education (ACE) recommendations.

### 1.22 Subject Examinations

(a) Any student either currently enrolled in or accepted for admission to a community college shall be allowed to take a CLEP Subject Examination for credit unless a division refuses to allow the Subject Examination to be taken in lieu of a course or courses. If a division should refuse to allow a Subject Examination, it shall justify its refusal to the President of the community college.

(b) Credit shall be given to students obtaining a satisfactory score on CLEP Subject Examinations. For courses offered in both the Lexington Community College and the University System, the determination of what scores are satisfactory and in which courses credit shall be given shall be made in the University System. For courses offered only at Lexington Community College, the determination of what scores are satisfactory and in which courses the credit shall be given shall be made by the Faculty of the Community College.

(c) Grades where specified will be awarded to the students obtaining a satisfactory score on CLEP Subject Examinations. For courses offered in both Lexington Community College and the University System, the determination of the grade shall be made in the University System. For courses offered only at Lexington Community College, the determination of the grade shall be made by the Faculty of the Lexington Community College.

1.23 Any cost for the CLEP Examinations will be met by the student.

1.24 The President of Lexington of Lexington Community College shall be responsible for the dissemination of current information as to what CLEP Examinations are being used at both the University and Lexington Community College and as to what CLEP Examinations are being used in only Lexington Community College. Lexington Community College shall have on file a list of CLEP Examinations available for use by

Lexington Community College students.

### 1.3 Service Related Experience

(a) A student may receive course credit in recognition of collegiate level work completed

through the United States Armed Forces Institute of Defense Agency for Non-Traditional Support Education. To receive course credit for work completed through

USAFI, the student must have achieved a minimum score at the 35th percentile. To receive course credit for work completed through DANTEs, the student must have received a minimum standard score of 46. Credit will be given only upon receipt of an official USAFI or DANTEs transcript.

(b) A student may receive course credit where appropriate and equivalent courses are available for military educational experiences at the collegiate level as recommended in A Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education.

#### 1.4 Advanced Placement Program (AP)

The Faculty of Lexington Community College endorses and adopts the use of the Advanced Placement Program (AP) of the College Entrance Examination Board as follows:

1.41 The determination of minimum scores for the granting of credit and of the individual courses for which credit shall be given will be made in the University System.

1.42 Credit hours or credit hours and grades where grades have been specified shall be given to students who achieve the minimum score or above on the examinations. For courses offered at both Lexington Community College and the University System, the determination of the criteria for the awarding of grades shall be made in the University System. For courses offered only at Lexington Community College, the determination of the grade shall be made by the Faculty of Lexington Community College.

1.43 Any cost for the AP Examinations will be met by the student.

1.44 The President of Lexington Community College shall be responsible for the dissemination of current information as to which AP Examinations are recognized.

#### 1.5 Certified Professional Secretary Examination

A student who has passed the Certified Professional Secretary Examination may receive a maximum of 24 hours of credit following the completion of at least 12 semester hours in re at the community college awarding the credit. The courses for which credit is awarded will be based on the American Council on Education recommendations as specified in the latest edit of the Guide to Educational Credit by Examinations. (See Rules of the Senate, Section VI, 2.

Credit will be granted by the college only upon receipt of a letter from the International Professional Secretaries Association certifying that the student has passed the CPS examination and stating the d

passed. American Council on Education recommendations pertaining to the Certified Professional Secretary Examination.



Secretary Examination are listed in the Guide under Professional Secretaries International

1.6 American College Testing Proficiency Examination Program (ACT PEP)  
The Faculty of Lexington Community College endorses and adopts the use of the ACT Proficie

Examination Program as follows:

1.61 The Fundamentals of Nursing Examination for the Associate Degree level may be used as the written portion of the special examination to establish credit in the Nursing

course. A standard score of 45 will be the cut-off point for a passing grade and will be

required for candidates to be eligible for the performance examination.

Establishment of

credit by examination (pass written and performance parts) in this course does not constitute admission to the Associate Degree Nursing Program.

1.62 Any cost for the ACT PEP Examinations will be met by the candidate.

1.63 Candidates will be permitted two opportunities to take the performance examination

within the year following successful achievement (standard score of 45 or better) on the

ACT PEP examination for the Nursing I course.

1.7 American Institute of Banking Related Experiences

A student may receive course credit in recognition of collegiate-level work successfully c

through the American Institute of Banking. Credit will be granted only upon receipt of an

American Institute of Banking transcript.

1.71 For collegiate-level work successfully completed through the American Institute of

Banking Chapters in Kentucky, credit will be granted only for the following courses:

American Institute of Banking

Community College System Equivalent

Analyzing Financial Statements

BNK 240 Analyzing Financial Statements  
(3 credit hours)

Bank Investment and Funds  
Management

BNK 200 Bank Investments and Funds  
Management (3 credit hours)

### Commercial Lending

BNK 180 Commercial Lending (3 credit hours)

### Consumer Lending

BNK 170 Consumer Lending (3 credit hours)

### Deposit Operations

BNK 160 Deposit Operations (3 credit hours)

### Law and Banking: Applications

BNK 250 Law and Banking Applications (3 credit hours)

### Marketing for Bankers

BNK 230 Marketing for Bankers (3 credit hours)

### Money and Banking

BNK 260 Economics of Money and Banking (3 credit hours)

### Principles of Banking

BNK 150 Principles of Banking (3 credit hours)

### Trust Business

BNK 220 Trust Business (3 credit hours)

1.72 For collegiate-level work successfully completed through American Institute of Banking Chapters outside Kentucky, credit will be granted as recommended by the American Council on Education through its Program on Noncollegiate-Sponsored Instruction (PONSI). (See, Section VI, 2.0.) The awarding of credit will be based on ACE recommendations as specified in the latest edition of The National Guide to Educational Credit for Training Programs. ACE recommendations pertaining to American Institute of Banking Courses are listed in the Guide under American Bankers Association and American Institute of Banking.

1.8 National Board For Respiratory Care (NBRC) Examination

A student who has passed the National Board for Respiratory Care (NBRC) entry-level examination within three years of admission to the Respiratory Care Program will be awarded eighteen (18) semester hours of credit after completion of the first year General Education in the approved curriculum. Also a current American Heart Association CPR certification is required upon admission. Effective with the summer session, 1988, credit will be awarded following courses in the Respiratory Care Program:

Physiology	3	RES	110	Cardiopulmonary Anatomy &
	4	RES	120	Fundamentals of Respiratory Care
	1	RES	121	Respiratory Care Practice I
	3	RES	123	Respiratory Care Practice II
	4	RES	124	Mechanical Ventilation
	3	RES	202	Respiratory Care Practice III
Total	18			

1.9 Articulation Agreements

Should a student elect to enroll for credit in any course for which the student may qualify credits through an articulation agreement, the student forfeits the right to receive credit in that course via the articulation agreement. This rule may be waived with the recommendation of the program coordinator and approval of the division chairperson.

Unless otherwise noted in these Rules, credits will be available for vocational education courses, modules or programs as listed in the individual agreements provided the criteria

1. Admission to and enrollment in Lexington Community College.
2. Admission to and enrollment in a program related to the student's vocational school or hospital curriculum, unless admission to and enrollment in a specific program is required.
3. Completion of any additional requirements in subsequent sections of these Rules.
4. Receipt of an official articulation transcript from an approved vocational school or hospital.

1.91 Business and Computer Technology (Pending Revision in 1997-98) Agreement between the Community College System and the Kentucky Department for Adult and Technical Education (September 1992), credit will be awarded as indicated in the Articulation and Transfer Ref Table. The credit awarded for business and computer technology courses may be used toward those course requirements in various programs in the Community College System.

Department for Technical Education

Community College System

Course(s) Course Title

Course(s) (credit hours)

BET 105 Consumer Education and  
 BMO 100 Introduction to Business and  
 BET 115 Consumer Mathematics

BE 120 Personal Finance (3 credit hours)

BMO 370 Introduction to Business Management  
 and  
 BMO 470 Business Management

BE 160 Introduction to Business (3 credit  
 hours)

ACC 110 Introduction to Accounting and  
 ACC 210 Intermediate Accounting

BE 161 Basic Accounting & Applications I

(3 credit hours) or  
OS 209 Office Accounting Principles &  
Applications (4 credit hours)

ACC 310 Advanced Accounting and  
ACC 410 Accounting Applications

BE 162 Basic Accounting & Applications II  
(3 credit hours)

ENT 460 Business Ownership

BE 200 Small Business Management (3  
credit hours)

BMO 330 Introduction to Business Law and  
BMO 430 Business Law

BE 276 Introduction to Business Law (3  
credit hours)

BET 160 Introduction to Shorthand (Gregg) and  
BET 260 Intermediate Shorthand (Gregg)

BET 160 Introduction to Shorthand (Speedwriting)  
and  
BET 260 Intermediate Shorthand (Speedwriting)

BUS 112 Theory and Principles of  
Shorthand (3 credit hours) and  
OA 112 Beginning Shorthand Laboratory (1  
credit hour) OR  
OA 104 Speedwriting, Shorthand Theory &  
Lab (4 credit hours)

BET 040 Touch Keyboarding

OS 116 Keyboarding \* (1 credit hour)

BET 140 Keyboarding and  
BET 240 Keyboarding/Speedbuilding and  
BET 245 Keyboard Applications

OS 117 Typewriting \* (2 credit hours)

\* Credit hours do not count toward degree requirements in the UKCCS Office System Program.

Department for Technical Education

Community College System

Course(s) Course Title

Course(s) (credit hours)

BET 360 Advanced Shorthand (Gregg)

OS 212 Accelerated Shorthand (3 credit hours)

CPU 100 Computer Fundamentals and  
CPU 200 Microcomputer Applications  
OR  
ADP 120 Concepts of Data Processing and  
CPU 200 Microcomputer Applications

CIS 100 Introduction to Computer Applications (3 credit hours)

ADP 230 BASIC Programming I and  
ADP 231 BASIC Programming I Lab and  
ADP 330 BASIC Programming II and  
ADP 331 BASIC Programming II Lab

CIS 141 BASIC Programming (3 credit hours)

ADP 340 RPG Programming I and

ADP 341 RPG Programming I Lab and  
ADP 440 RPG Programming II and  
ADP 441 RPG Programming II Lab

CIS 142 RPG Programming (3 credit hours)

ADP 235 COBOL Programming I and  
ADP 236 COBOL Programming I Lab and  
ADP 335 COBOL Programming II and  
ADP 336 COBOL Programming II Lab

CIS 143 COBOL Programming

BET 490 Cooperative Office Education I or  
OTL 490 Legal Cooperative Office Education I or  
OTM 490 Medical Cooperative Office Education I  
and  
BET 495 Cooperative Office Education II or  
OTL 495 Legal Cooperative Office Education II

COE 199 Cooperative Education (For each  
80 clock hours of supervised work experience  
completed. 1 credit hour will be awarded.  
Maximum 3) COE 199 articulates/transfers  
only for students majoring in UKCCS Office  
Administration Program. (Maximum 3 credit  
hours)

OTL 120 Legal Terminology and  
OTL 220 Legal/Technical Terminology and  
OTL 340 Legal Keyboarding and  
OTL 420 Court Conference Reporting and  
OTL 480 Legal Internship

OS 110 Introduction to the Legal Profession  
(3 credit hours) and  
OA 276 Legal Office Procedures (3 credit  
hours)

BET 250 Introduction to Word Processing and  
BET 270 Database Management Applications and  
BET 280 Spreadsheet Applications and  
BET 350 Word Processing and  
BET 430 Computer Networking and  
BET 440 Office Automation Concepts and  
BET 450 Office Automation Systems

OS 140 Advanced Word Processing (3 credit hours) and  
OS 240 Integrated Information Processing (3 credit hours)

BET 120 Business English  
BET 220 Business Communications and  
BET 320 Machine Transcription

OS 150 Communications, Dictation and Transcription (3 credit hours)

BET 225 Professional Development and  
BET 480 Office Systems I and  
BET 485 Office Systems II

OS 215 Office Administration I (3 credit hours)

BET 370 Introduction to Desktop Publishing and  
BET 470 Desktop Publishing/Presentation Applications

OS 225 Introduction to Desktop Publishing (3 credit hours)

HEA 120 Medical Terminology and  
OTM 470 Medical Office System

OS 278 Medical Office Procedures (3 credit hours)

1.92 Clinical Laboratory Technician. At the competency levels defined in the Articulation

Transfer Agreement approved May 1997, between the Community College System and the Kentucky Department for Technical Education, thirty-four (34) credit hours of Clinical Lab

Technician (CLT) coursework (Curriculum A) will be awarded to graduates of the Department

Technical Education Medical Laboratory Technician (MLT) certificate program. This credit

be awarded after the MLT graduate has completed twelve (12) hours of general education

coursework toward the Associate in Science degree requirements as specified in the Agreement



Credit will be awarded toward the Associate in Applied Science degree CLT curriculum requirements in the Community College System as follows:

Community College System	Courses
Credit Hours	

CLT 105	Fundamentals of Clinical Laboratory Technology
3	

CLT 110	Urinalysis
2	

CLT 120	Serology
1	

CLT 200	Applied Clinical Microbiology I
4	

CLT 201	Applied Clinical Microbiology II
4	

CLT 210	Hematology I
4	

CLT 211	Hematology II
4	

CLT 220	Immunochemistry
4	

CLT 230	Clinical Chemistry I
4	

CLT 231	Clinical Chemistry II
4	

Total	
34	

1.93 Dental Assisting/Dental Hygiene. At the competency levels defined in the Dental Assisting/Dental Hygiene Articulation and Transfer Agreement approved May 1997, between the Community College System and the Kentucky Department for Technical Education, eight (8) credit hours will be awarded to graduates of the Department for Technical Education Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association.

Association. Graduates must meet all of the college and program eligibility requirements in the Agreement, including having graduated within five (5) years of admission to the Dental Hygiene program. Credit will be awarded for the following courses after applicants have been admitted to the Dental Hygiene program and met all prerequisites for the articulated courses

Community College System Courses

Credit Hours

DHY 121

Oral Biology I

3

DHY 135

Dental Radiology

2

DHY 224

Dental Materials

2

DHY 235

Principles of Practice

1

Total

8

1.94 Mining Program. At the competency levels defined in the Mining Program Articulation

Transfer Agreement between the Community College System, and the Kentucky Department for

Adult and Technical Education (December, 1980), graduates of the Vocational Education post

secondary mining programs who enroll in the Mining Technology, Architectural Technology, C

Engineering Technology, Electrical Engineering Technology, Industrial-Electrical Technolog

Mechanical Engineering Technology programs offered in the University of Kentucky Community

College System will be granted credit for the following courses:

ET	110	Electric Circuits & Components I	4	credits
ET	150	Mining Laws	3	credits
ET	151	Elements of Coal Mining	3	credits
ET	274	Mine Safety	3	credits
HPR	190	First Aid and Emergency Care	2	credits

Total 15 credits

1.95 Nursing (Pending Revision in 1997-98). At the competency levels defined in the Marc 1996 Nursing Program Articulation and Transfer Agreement between the Community College System and the Kentucky Department for Technical Education, credit hours will be awarded to graduates of practical nurse programs who are licensed and have been admitted to the Associate Degree Nursing Program. Credit will be awarded as follows:

NSG 100 Nursing I	9 credit hours
NSG 120 Nursing II	2 credit hours
NSG 230 Nursing III	Credit will be awarded for the Childbearing Family

units following successful completion of the remainder of the course.

1.96 Radiography. At the competency levels defined in the revised Radiography Articulation between the Community College System and the Kentucky Department for Technical Education (March, 1991), thirty-six (36) credits in Radiography will be awarded to graduates of the Department for Technical Education radiography programs, who have been registered by the American Registry of Radiologic Technologists (ARRT). Graduates may choose the Associate Applied Science or Associate in Science curriculum options.

Those selecting the Associate in Applied Science option must have been admitted to Lexington Community College Radiography program and must have completed fifteen (15) credit hours in general education coursework required for the Associate in Applied Science degree before Radiography credits will be awarded. Students would complete the courses in the approved Radiography curriculum in the System.

Individuals selecting the Associate in Science degree option must be admitted to Lexington Community College and must have completed fifteen (15) credit hours in general education coursework required for the Associate in Science degree, before the 36 Radiography credit be awarded.

Courses to be awarded are as follows:

Kentucky Department for Technical College Education Radiologic Technology Program*	Lexington Community Radiography Program*
---	---

RAD 100 Patient Care Radiography I	RAD 100
---------------------------------------	---------

RAD 105 Principles of Radiographic (9  
credits)

Exposure I

RAD 110 Radiographic Procedures  
RAD 111 Radiographic Procedures I Lab  
RAD 120 Clinical I  
RAD 210 Radiographic Film Processing  
RAD 235 Radiation Protection  
HEA 105 Introduction to Health Occupations

HEA 120 Medical Terminology

RAD 125 Principles of Radiographic

Exposure II

RAD 130 Radiographic Procedures II  
RAD 131 Radiographic Procedures II Lab  
RAD 205 Radiographic Procedures III  
RAD 215 Clinical II  
RAD 230 Film Critique  
RAD 315 Imaging Equipment I

RAD 110 Radiography II  
(9 credits)

RAD 230 Film Critique

RAD 240 Clinical III

RAD 310 Special Radiographic Procedures I

RAD 315 Imaging Equipment I

RAD 320 Clinical IV

RAD 335 Special Radiographic Procedures II

RAD 200 Radiography III  
(4 credits)

RAD 140 Radiation Physics I

RAD 200 Radiation Physics II

RAD 225 Radiation Physics III

RAD 320 Clinical IV

RAD 325 Quality Assurance

RAD 210 Radiography IV  
(7 credits)

RAD 100 Patient Care

RAD 120 Clinical I

RAD 215 Clinical

RAD 230 Film Critique

RAD 235 Radiation Protection

RAD 240 Clinical III

RAD 305 Radiation Biology

RAD 320 Clinical IV

RAD 330 Imaging Equipment II

RAD 340 Clinical V

RAD 415 Clinical VI

RAD 420 Radiographic Pathology I

RAD 425 Radiographic Pathology II

RAD 435 Clinical VII

HEA 105 Introduction to Health Occupations

RAD 220 Radiography V  
(7 credits)

\*Clinical courses include practice of skills taught in the current and previous radiography/radiography technology courses.

1.97 Radiologic Technology. At the competency levels defined in the Articulation and Transfer Agreements as revised May, 1992, between the Community College System and the St. Joseph Hospital and King's Daughters' Medical Center Schools of Radiologic Technology, 36 credit hours in radiography may be awarded to those graduates since 1983 of the St. Joseph Hospital School of Radiologic Technology and the King's Daughters' Medical Center School of Radiologic Technology. The graduates must be registered, must have been admitted to a Community College System radiography program, and must have completed fifteen (15) credit hours in general education required for the Associate in Applied Science degree; or 36 credit hours in radiography may be awarded to those graduates since 1983 of the St. Joseph Hospital School of Radiologic Technology and the King's Daughters' Medical Center School of Radiologic Technology who are registered and have completed fifteen (15) credit hours in general education required for Associate in Applied Science degree curriculum.

The 36 credit hours will be awarded to the above graduates as follows:

Community College System Courses		Credit Hours
RAD 100	Radiologic Technology I	9
RAD 110	Radiologic Technology II	9
RAD 200	Radiologic Technology V	4
RAD 210	Radiologic Technology VI	7
RAD 220	Radiologic Technology VII	7
TOTAL		36

1.98 Respiratory Care (Pending Revision in 1997-98) At the competency levels defined in the revised Respiratory Care Articulation and Transfer Agreement of August, 1992, between the Community College System and the Kentucky Department for Adult and Technical Education, thirty (30) credit hours will be awarded to graduates of Kentucky Tech respiratory technician programs. Credit may be articulated toward the Associate in Science (A.S.) degree requirements or the Associate in Applied Science (A.A.S.) degree requirements after all conditions of articulation have been met.

Credit will be awarded for the following courses based upon the identified competencies:

Community College System Courses

RES	110	Cardiopulmonary Anatomy and Physiology	3
	RES	120 Fundamentals of Respiratory Care	
4			
	RES	121 Respiratory Care Practice I	
1			
	RES	123 Respiratory Care Practice II	
3			
	RES	124 Mechanical Ventilation	
4			
	RES	125 Basic Cardiopulmonary Evaluation	
2			
	RES	202 Respiratory Care Practice III	
3			
	RES	210 Cardiopulmonary Pathophysiology	
3			
	RES	212 Neonatal Respiratory Care	
2			
	RES	215 Cardiopulmonary Pharmacology	
2			
	RES	224 Respiratory Care Practice IV	
3			

Total

30

1.99 Cabell County Vocational Technical Center Practical Nursing Program (Pending Revisio  
 1997-98). At the competency levels defined in the Articulation and Transfer Agreement of  
 November, 1989, between the Cabell County Vocational Technical Center and the Community  
 College System, eight (8) credit hours for the NSG 180 Fundamentals of Nursing course will  
 awarded to graduates of the Cabell County Vocational Technical Center Practical Nurse Prog  
 Graduates must be licensed and must be admitted to the Associate Degree Nursing Program be  
 applying for articulation credit. Cabell County Vocational Technical Center will be  
 responsible for verifying the competencies of those graduates who completed the Practical  
 Nursing Program prior to 1988. The credit is to be awarded after the articulation transcr  
 completed and all prerequisites and co-requisites have been met.

2.00 Biomedical Equipment Technician Program. At the competency levels defined in the  
 the Articulation and Transfer Agreement of June 1995 between Madisonville Community  
 College,  
 University of Kentucky Community College System, and the Workforce Development Cabinet for  
 Technical Education, graduates of the Biomedical Equipment Technology Program at the

Madisonville Health Occupation School will be awarded fourteen (14) credit hours in Biomed Technician courses offered by the Community College System. Credit will be applicable toward an Associate in Applied Science degree (Biomedical Equipment Technician Program). Credit will be awarded after the graduate has completed seventeen (17) semester hours of general education coursework as required in the AAS curriculum. An official articulation transcript must be submitted to the college. Credit will be awarded for the following Community College System courses

2	BET	100	Introduction to Biomedical Technology	
3	BET	200	Biomedical Instrumentation I	
3	BET	201	Biomedical Instrumentation II	
3	BET	203	Electromechanical Systems	
3	BET	204	Applied Clinical Biomedical Equipment Technology	
				Total
14				
semester			credit hours	

2.01 Computer Information Systems. At the competency levels defined in the Computer Information Systems Articulation and Transfer Agreement between the Community College System and the Goodwill Industries of Kentucky Computer Career Center (Spring 1996), twenty-two (22) credits in Computer Information Systems will be awarded to Computer Career Center one-year program graduates as indicated in the table below:

Community College  
System Course Block

Computer Career  
Center Module Block

CIS 100  
Introduction to Computer  
Applications (3 credits)

Introduction to Computer Based  
Systems

CIS 120  
Program Design and  
Development (3 credits)

Networking

CIS 132  
Database Management  
Applications (1 credit)

Structured COBOL Programming

CIS 143  
COBOL Programming  
(3 credit)

Advanced COBOL Programming

CIS 147  
Query Programming

Mainframe Development  
Environment with TSO and JCL

CIS 210  
Communications and  
Networking (3 credits)

Relational Database Concepts and  
SQL

CIS 243  
COBOL Applications  
(3 credits)

Introduction to Interactive



## Programming Using CICS

CIS 280

Internship (3 credits)

Internship

2.02 Health Institute of Louisville (Pending Revision in 1997-98). At the competency level defined in the Articulation and Transfer Agreement of November, 1994, between the Health Institute of Louisville and the Community College System, nine (9) credit hours for NSG 100, Nursing I, and two (2) credit hours for NSG 120, Nursing II will be awarded to the graduate of the Health Institute of Louisville Practical Nursing Program. Graduates must be licensed and be admitted to the Associate Degree Nursing Program before applying for articulation credit. An articulation transcript must be completed and all conditions of eligibility must be met before credit can be awarded.

2.03 Schools of Radiologic Technology. Graduates from Schools of Radiologic Technology who hold American Registry of Radiologic Technologist (ARRT) Registration and hold a current license may be awarded thirty-six hours for Radiography coursework. This credit would be applicable to the requirements for the Associate in Applied Science Degree program.

2.04 Secondary and Postsecondary Statewide Articulation Agreements. At the competency level defined in the secondary and postsecondary statewide articulation agreements in Electronics/Engineering Technology, and Computer Related courses credits will be awarded as indicated in the tables that follow:

### 2.041 Computer Related Courses

Community College System  
KY Department of  
Education  
Secondary School

KY Department for  
Technical Education

Area Tech Center

OS 118 Intermediate Word  
Processing  
Word Processing I

or

BET 140 Keyboarding  
BET 240 Keyboarding  
BET 245 Keyboarding  
Applications  
BET 250 Intro to Word  
Processing

CIS 100 Introduction to  
Computer Applications  
Computer Applications

or

CPU 100 Computer  
Fundamentals  
CPU 200 Microcomputer  
Applications  
CPU 300 Microcomputer  
Operating Systems

## 2.042 Electronics/Engineering Technology

Community College System

KY Department of Education

ET 102 Blueprint Reading (2 credit hours)  
ET 110 Electrical Circuits I (4 credit hours)  
ET 111 Electrical Circuits II (4 credit hours)  
Technical Electives (4 credit hours)

Note: Students who completed computer-aided  
design courses at Kentucky Tech will receive  
credit for CAD 100 (Introduction to Computer-  
Aided Design) (3 credit hours)

Graduate of Electronics or Biomedical  
Equipment Technician Program

3.0 Program on Noncollegiate-Sponsored Instruction (PONSИ)  
Community college students may receive credit for learning experiences in industry,  
busine  
government as recommended by the American Council on Education through its Program  
on  
Noncollegiate - Sponsored Instruction (PONSИ) and the Credit by Examination Program.  
The  
awarding of credit will be based on ACE recommendations as specified in the latest  
edition  
The National Guide to Educational Credit for Training Programs, or the Guide to  
Educationa  
Credit by Examination.

AUGUST 1999 UNIVERSITY SENATE RULES SECTION X

# University Senate Rules

August 1999

(Each section downloaded 04/09/20 by  
Davy Jones from UK web sites archived at  
[web.archive.org](http://web.archive.org))

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

## 1.0 Section I The University Senate

### 1.1.0 AUTHORITY

The Rules of the University Senate describe the composition of the Senate and procedures for the conduct of its functions as authorized by the Board of Trustees in the Governing Regulations of the University of Kentucky, Part IV, THE UNIVERSITY SENATE (University System), December 8, 1992. It further describes academic policies for the University and procedures for their implementation. These Rules may be amended by the University Senate.

### 1.2.0 FUNCTIONS AND COMPOSITION OF THE SENATE

#### 1.2.1 FUNCTIONS OF THE SENATE

The Governing Regulations specify that the functions of the University Senate shall include the following:

A to determine the broad academic policies of the University and to make regulations to implement these policies;

B to approve all new academic programs, curricula and courses;

C to adopt policies for the University calendar and approve the annual calendar as prepared by the University System Registrar;

D to recommend to the President on the establishment, alteration and abolition of educational units in the University;

E to advise the President or the President's designated officer on the planning of physical facilities and staff when these may affect the attainment of the educational objectives of the University;

F to advise the President or the President's designated officer through appropriate committees on criteria for appointments, promotions, reappointments and granting of tenure;

G to determine the conditions for admission and for degrees other than honorary degrees;

H to recommend to the President all candidates for degrees.

Beyond those listed above, the University Senate shall have no management or administrative function either in itself or through the instrumentality of its committees.

The Senate may perform its functions directly through the Senate Council or through the regular or special committees of the Senate. It may also establish

Senate Advisory Committees and may delegate any of its authority or responsibility to the Graduate School or the Colleges. The minutes of the University Senate meetings shall be circulated to all chairs of all academic units, administrative offices that are concerned with academic affairs, all members of the Senate, the Senator representative of the Association of Emeriti faculty, and the office of the Student Government Association by the Secretary of the Senate. Minutes shall also be made available on a campus-wide basis electronically. Upon request, written copies of the minutes will be made available by the Secretary of the Senate. (US: 11/8/93)

#### 1.2.2 COMPOSITION

As specified in the Governing Regulations, Part IV, the University Senate is composed of both elected and ex officio membership. The elected membership shall number 114, of which 94 members shall represent the faculty, 19 shall represent the student body, and one shall represent the emeriti faculty. (US:10/12/81 and BofT: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)

1.2.2.1 Elected Faculty Membership The 94 elected faculty members 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 full-time faculty, except those appointed in the extension series (although they are eligible for election to membership), research title series, Medical Center clinical titles series, and visiting series, with the rank of assistant professor or higher in the college or the University Libraries; 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 BofT: 4/6/82; BofT: 12/11/84) Ideally, the fraction of the total faculty Senate seats which would be apportioned to an academic unit would be obtained by using the following formula:  
$$\frac{1}{2} (Fu/Fe + Su/Se)$$
where Fu and Su are respectively the number of eligible faculty and the number of full-time students in the unit, and Fe and Se are the total eligible faculty and students, respectively, in all units. Usually the portion of the total faculty seats which would be ideally assigned to a unit will not be a whole number. For each unit a certain inequity will result, this being the non-negative deviation of a unit's actual percentage from its ideal percentage of the seats. The seats shall be apportioned to the units in a manner which minimizes the total inequity, subject to the condition that each unit gets at least one seat. (If two units have identical ideal percentages and the minimum would be attained by giving them different representations, then the extra seat shall be allocated to one of them by a random process.) An administrative title below that of Dean shall not automatically make the holder ineligible.

\* Faculty members with administrative assignments of an academic nature which constitute no more than half of their current duties--the rest composed of teaching and/or research--will be construed as meeting the requirements of "full time faculty." (RC: 4/2/76)

A Eligibility: At the time of the election to the Senate, the chief administrative officer of each specified academic unit shall be responsible for submitting a list of eligible faculty to the Secretary of the Senate for certification and determination of the number to be elected. The Secretary shall rely on the lists so provided, and in case of any dispute, the Rules Committee shall be responsible for certification of eligibility. Eligibility shall be determined as of the time of conduction of the election. (US: 10/12/98)

\* The chief administrative officer, in submitting a list of eligible faculty, should specify which faculty members with administrative assignments are eligible because they spend at least half time on teaching and/or research. (RC: 12/18/86)

\* Although Senate Rule 1.2.2.1 (A) says that "Eligibility [for election to the Senate] shall be determined as of the time of conduction of the election," the rule further states that "If a member of the Senate should at any time during his or her term become ineligible to serve..." This latter phrasing indicates that a member can become ineligible to serve and the examples cited in the parenthetical expression that follows (e.g., by reason of assuming an administrative title of Dean or above, resignation, official leave which precludes attendance, or failure to attend Senate meetings) are not meant to be mutually exclusive but merely to serve as examples. Therefore, when a faculty member's appointment has changed from a position in which he or she was eligible to be elected to one in which he or she is ineligible for election, he or she is no longer eligible to serve and a vacancy should be declared. (RC: 12/13/95)

B Election: The faculty of the academic units represented in the Senate shall determine whether their representatives shall be elected at-large or apportioned among their sub-units. The elections shall be conducted during the second semester by the Secretary of the Senate, with those elected assuming office at the September meeting of the Senate.

For each academic unit or sub-unit where there is an election to be held, the office of Secretary of the Senate will prepare the lists of faculty members eligible to vote and those eligible to serve. The office will send a list of those eligible to

be elected to those persons eligible to vote, who will be invited to nominate as many eligible persons as there are vacancies for the Senate. Nominations may be submitted to the Secretary of the University Senate in writing or by fax, or e-mail, and need contain only the name of the nominee and the nominator. In addition, each chair (or dean) and each departmental or college director of graduate studies and director of undergraduate studies will be urged to submit nominations by letter. The Secretary of the Senate will ascertain the willingness to serve of those nominated. If fewer than twice the persons to be elected from any unit or sub-unit are nominated and are willing to serve, the Dean of the College shall call a meeting of an appropriate group to nominate the necessary number of persons. Each college shall notify the Secretary of the Senate in advance whether it will use for that purpose a College Council, a meeting of department chairs, or a full meeting of the College faculty. (US: 1/18/88; US: 10/12/98)

Each person must vote for as many persons as there are vacancies to be filled. If the number of persons nominated is no more than three times the number of vacancies to be filled, the persons receiving the largest number of votes shall be elected. Should there be more than three times as many nominees as there are vacancies, and should the number of persons receiving a majority of votes be fewer than the number of vacancies, there shall be a second ballot containing twice as many names as there are vacancies to be filled. (US: 1/18/88; US: 10/12/98)

\*In the elections to the Senate, as well as to other offices, the ballots shall not be opened until after the deadline for their receipt. (RC: 3/30/81)

If any election should result in a tie vote affecting the outcome of the election, the election will be repeated with respect to the candidates with tied votes. If a tie results a second time, the winner will be chosen by coin-toss or similar random process. (US: 10/12/98)

C Terms; Vacancies: As specified in the Governing Regulations, each elected faculty member shall serve for a term of three years. Ideally, the terms of the representatives of each academic unit or sub-unit should be staggered so that one-third of them will be elected at each election. To this end the faculty of the academic unit 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 academic unit 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 unit or sub-unit, 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.

If a member of 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, resignation, official leave which precludes attendance, or failure to attend Senate meetings), a vacancy shall be declared by the administrative head of the group represented, and that member of the eligible faculty who at the last election received the next highest number of votes shall serve for the duration of the elected member's ineligibility. A student member shall become ineligible to serve on purgation from the Student Senate. The Secretary of the Senate shall maintain attendance records and shall notify the administrative head of a unit when a representative of that unit has been absent without explanation from three meetings of the Senate during any one academic year. (US:3/12/79)

\* In the case of a vacancy, if none of the other persons receiving votes at the most recent election is available to serve, the Rules Committee may select the person at the most recent election with the next largest number of nominations, or the person receiving the next highest number of votes at the election preceding that. (RC: 11/17/86)

\* If a senator is purged during his or her first term, he/she would not be eligible to stand for election until the end of that term. If

elected then, the senator would be considered to be serving a second consecutive term. If a senator were purged during the second of two consecutive terms, he/she would not be eligible to stand for reelection until one year after the expiration of that term. (RC: 1/12/71)

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 academic unit that they have represented nor of the maximum membership of the Senate after the expiration of their elected membership.

1.2.2.2 Elected Student Membership The 19 elected student membership shall consist of the President of the Student Government Association and representatives of the full-time student body in the various colleges including Lexington Community College and the Graduate School of the University System. The colleges and the Graduate School each shall have one student representative. 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)

A Eligibility: Each elected college representative shall be a junior, senior, or graduate or professional student, or in the case of LCC, sophomore standing, 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;Vacancies: As specified in the Governing Regulations, 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 in the University System. 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 administrative head of the group 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 administrative head of the college represented when the 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 on purgation from the Student Senate. (US:10/8/79)

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; BofT: 8/22/89)

1.2.2.4 Ex Officio Membership: Voting The ex officio voting members shall number 13 or 12. In academic years beginning with an even number (e.g., 1984-1985, 1986-1987), this group shall be composed of the following: Chancellor for the Medical Center, Vice President for Research and Graduate Studies, Director of Libraries, the Dean of Undergraduate Studies, Director of Teaching and Learning Center, and Deans of the Colleges of Allied Health Professions, Architecture, Communications and Information Studies, Dentistry, Education, Engineering, Law, and Social Work. In academic years beginning with an odd number, the ex officio voting members shall be the following: Chancellor for the Lexington Campus, President of the Lexington Community College, Vice Chancellor for Academic Affairs for the Medical Center, the Dean of the Graduate School, and the Deans of the Colleges of Agriculture, Arts and Sciences, Business and Economics, Fine Arts, Human Environmental Sciences, Medicine, Nursing, and Pharmacy. (US:10/12/81 and BofT:4/6/82; US: 11/10/86; US: 4/13/87 and BofT:9/15/87; US: 10/12/98 and BoT: 3/2/99)

1.2.2.4 Ex Officio Membership: Non-Voting The ex officio non-voting membership shall include the President, the Special Assistant to the President for Academic Affairs; all vice presidents, University System Registrar, Vice Chancellor for Minority Affairs, Dean of Students, Professor of Military Science, Professor of Aerospace Studies, and, if they are not already elected members of the Senate, the University System faculty members of the Board of Trustees, the Academic Ombud, the Director of the Honors Program, 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. Ex officio non-voting members shall enjoy all privileges of the elected membership except the right to vote. (US:10/12/81 and BofT:4/6/82) (US: 12/10/84 and BofT:4/1/86) (US: 10/14/85 and BofT: 4/1/86) (US: 11/10/86 and BofT: 1/20/87)

### 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, 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 member of the administrative, instructional or research staff may attend a meeting of the Senate as a visitor and may request the privilege of the floor.

Senate meetings shall be open to the press, except that at any meeting the Senate may declare itself in executive session by a majority vote of the Senators present, and thereby exclude all visitors not explicitly designated for attendance by the presiding officer or by a majority vote of the Senators present.

The Senate Council shall prepare agenda for regular Senate meetings. Any student, faculty member or administrator may present a written recommendation

for Senate action to the Senate Council. The 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 Council determine otherwise. If the 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 the signature of ten (10) Senators. Agenda plus all recommendations for Senate action shall be circulated to all members of the University Senate and to administrative offices that are concerned with academic affairs at least ten (10) days prior to Senate meetings. For special meetings, where the ten-day circulation period is impractical, it shall be waived. (See Section I, 1.3.1.)

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. (See Section I. 1.3.1.)

Whenever possible, amendments or motions relative to agenda items on the floor of the Senate for action should be presented to the presiding officer 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.

1.2.3.1 Quorum Forty-five (45) voting members of the Senate shall constitute a quorum for the transaction of business. (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 voting or the chair 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 The President shall be chair of the Senate and shall be the presiding officer except as he or she may delegate this function.

1.2.4.2 Secretary The University System Registrar shall serve as Secretary.

1.2.4.3 Parliamentarian A member of the University faculty, not necessarily a member of the Senate, appointed by the University Senate Council. (BoFT: 4/10/84)

1.2.4.4 Sergeant at Arms A member of the University staff who is not a member of the Senate, appointed by the University Senate Council. (US:11/13/78 & BoFT: 4/10/84)

#### 1.2.5 FUNCTIONS OF OFFICERS OF THE SENATE

##### 1.2.5.1 Secretary

A The Secretary may, at the direction of the Chair of the Senate Council, circulate only a summary of the minutes to members, provided a copy of the audio recordings of the meeting is made available to any interested member. (US: 10/12/98)

B to prepare lists of faculty members eligible to vote for membership in the University Senate and in other elections from lists submitted by the chief administrative officers of the academic units presented in the Senate and certified by the Rules Committee;

C to conduct elections as directed by the Senate;

D to maintain an official roll of Senate members;

E to maintain attendance records of Senate meetings and to notify administrative heads of units when a representative has been absent without explanation from three meetings of the Senate during any one academic year must be replaced;

F to maintain a file on the "Rules of the faculty and a description of its committee structure" (See Governing Regulations VII,A.4) as submitted by the colleges.

1.2.5.2 Parliamentarian To advise the presiding officer on parliamentary procedures.

1.2.5.3 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 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 Rules of the University Senate.

In accordance herewith, the Senate Council shall serve as executive committee for the University Senate in fulfilling the following functions: (See Section I, 1.2.3)

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 colleges. The 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 its functions and other committees as designated by the Senate.

D Advise with the President on the appointment of the Senate Advisory Committees; advise with the appropriate chancellor on the appointment of search committees for the appointment of deans of colleges.

E Plan the agenda of the Senate. Distribute notices of regular Senate meetings at least ten (10) 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.

F Act for the Senate on all matters involving academic programs, degrees and curricula changes, subject to the requirements of reporting and the power of the Senate to reverse the Senate Council on these matters.

G Act on other matters referred to it by the Senate with the responsibility and authority delegated to it by the Senate.

H Act for the Senate in emergency situations, reporting such actions to the Senate at its next regular meeting.

I Advise with 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 Council shall invite the President annually to inform the Senate concerning general academic policies and budgetary priorities.

J To broaden the process through which names of potential area committee members are generated for submission to the President, the Senate Council shall invite faculty councils or other bodies on the level of schools and colleges to participate by nominating potential members.

K To maintain a record of additions to or modifications of the Rules between periodic revisions and distribute copies of the revised Rules to

members of the faculty at least annually.

1.3.1.2 Composition The Senate Council shall be composed as follows: the elected membership shall include nine (9) members chosen by and from the faculty membership of the University Senate, the President of the Student Government Association, and two (2) members elected by and from the newly elected student membership of the University Senate; the faculty members of the Board of Trustees, who, if they are not elected members of the Senate Council, and the immediate past chair of the Senate Council shall be ex officio non-voting members. Six elected members shall constitute a quorum for the transaction of business. (US:10/10/77; US: 10/12/98)

\*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. (RC: 5/6/99)

#### A Elected Faculty Membership

1. Eligibility for Membership--Any elected 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 of the elected members of the Council shall be from any one college, nor eight from any one sector. Council members are not eligible to succeed themselves until a lapse of one year from the expiration of their terms, except that appointed members 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 Council shall not be affected by the member's term on the Senate. (US: 10/14/85)

\* If an elected member of the Senate has become ineligible and a replacement has been made according to Rules 1.2.2.1(C), only the person who has replaced the ineligible member shall be eligible for election to the Senate Council. (RC: 10/3/97)

If at any time during the term of a member of the Council he or she should become ineligible for membership in the Senate, his or her position on the Council shall be declared vacant.

2. Terms--Elected faculty members of the Council shall serve for three years commencing on January 1 following their election and continuing until expiration of their terms or until their successors are elected and qualified.

3. Election--Three (3) faculty members of the Senate Council shall be elected annually during the fall semester of the academic year. The election shall be conducted by mail under the supervision of the Secretary of the Senate. On the nominating ballot, each Senate faculty member shall vote for the number to be elected at that election from the roster of the eligible faculty members as certified by the Secretary of the Senate upon the authority of the Rules Committee. (US: 1/18/88)

The six persons receiving the largest number of votes, plus any ties, shall be

placed on the ballot. Not more than twice the number of names from any one college as there are vacancies for that college (including ties) shall be placed on the ballot. Prior to placing the names of nominees on the ballot, their willingness to serve shall be ascertained by the Secretary of the Senate. (US: 1/18/88)

Each voter must vote for as many persons as there are vacancies to be filled. Those receiving a majority of votes cast shall be deemed elected, and successive votes shall be taken as necessary in the manner outlined above. (US: 1/18/88)

4. Vacancies--A vacancy on the Senate Council shall be filled by appointment by the chair of the Council of the eligible nominee who at the last Council election received the highest number of votes without being elected. If no one receiving votes on the ballot is available, the vacancy shall be filled by the person with the next highest number of votes on the nominating ballot. 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: 1/18/88)

Any member who misses three (3) regular or called meetings of the Council per year without explanation acceptable to the majority of the other members shall be purged and be replaced by the person receiving the next highest number of votes in the last Council election. (US:10/12/81)

#### B Elected Student Membership

1. TermsThe two elected student members of the 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 qualify. (US: 10/12/98)

2. Election--The two (2) elected student members of the 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 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 Senate to elect his or her successor.

#### 1.3.1.3 Officers (US: 9.8.97)

A 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 members then serving on the Council shall be eligible for election to the position. 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.

B. The Senate Council shall also elect a vice-chair at its December meeting from among the six faculty members whose terms do not expire at the end of that month. The vice-chair's duties are to preside at any meeting of the Senate or the Senate Council at which the chair is not present, and to introduce the Senate Council motions and resolutions at Senate meetings. The vice chair 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.

C. 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. The vice chair shall have the same term.

D. An incumbent vice chair whose term as a member of the Senate Council expires on December 31st shall continue in office and serve as a non-voting member of the Council until the following May 31st. An incumbent vice chair whose term on the Council expires on December 31st shall be eligible to be named chair-elect at the meeting that December to choose the next chair.

\* A member of the Senate Council is not eligible while on sabbatical to serve as chair-elect but a person who has replaced the member on sabbatical on the Council is eligible to be elected as chair-elect. (RC: 3/31/94)

E. If for any reason the office of the vice chair should become vacant, the Council shall act as soon as possible to elect a replacement. (US:10/12/81; US: 9.8.97)

F. 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 academic units in the election of members 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)

G. 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 Council. (US:10/12/81; US 9/8/97)

### 1.3.2 GRADUATE COUNCIL

1.3.2.1 Functions The Graduate Council shall have only the authority and responsibilities delegated to it by the Dean of the Graduate School, the Graduate Faculty and the University Senate. 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 numbered 400G-499G and 500-799. It shall forward to the Undergraduate Council for final decision recommendations on the courses numbered 400G-499G from all colleges answering to the Chancellor, University of Kentucky, Lexington Campus, and those courses forwarded from the Academic Council for the Medical Center. It shall make the final decision, subject to appeal to the Senate through the Senate Council, on all courses numbered 500-799 (after consideration of the recommendations of the Undergraduate Council on the courses numbered 500-599, and receipt of recommendations on applicable

courses 500-799 from the Academic Council for the Medical Center).

B Program Procedures--It shall consider all proposed new graduate programs and changes in graduate programs, including degree titles, forwarding its recommendations to the Graduate Faculty for action and transmittal to the Senate Council (See Section III, 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.)

It 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 membership shall constitute a quorum for the transaction of business.

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. (SC transmittal: 19 March 1990)

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 Chancellor, University of Kentucky, Lexington Campus for review. The Chancellor, University of Kentucky Lexington Campus shall appoint a committee of graduate faculty members including a member of the Senate Council to review the case. In making the appointment, he/she shall consult with the Chancellor, University of Kentucky Medical Center for those programs based in departments in the Medical Center. They shall limit their review to the materials submitted and procedures followed by the Graduate Council.

The Chancellor, University of Kentucky Lexington Campus, shall discuss the recommendation of the Appeals Committee with the Graduate Dean and chair of the Senate Council (and the Chancellor, University of Kentucky Medical Center, for those programs based in departments in the Medical Center) 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 University 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. If the Graduate Dean approves a recommendation to terminate a graduate program on



academic grounds, he shall submit a recommendation for termination to the Graduate Faculty for review. If the Graduate Faculty concurs, it shall forward its recommendations through the Senate Council to the University Senate, which shall have the final authority for recommending such termination to the President. (US:11/8/76)

D. Off-campus Courses and Programs The 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)

1.3.2.2 Composition The Graduate Council is composed of eighteen (18) members and the Dean of the Graduate School, who serves as the chair. There are sixteen (16) faculty representatives and two (2) student representatives. Associate deans serve in a non-voting, ex officio capacity.

The composition 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, two members from the College of Education, one member from the College of Engineering, one member from the Colleges of Communications and Fine Arts, two members from the College of Medicine and Pharmacy, one member from the Colleges of Dentistry and Nursing, one member from the Colleges of Library Science, Human Environmental Sciences, and Social Work, and two members appointed by the Dean of the Graduate School. Members representing a college or a combination of colleges are elected by the Graduate Faculty in the respective colleges. (US:3/21/83)

#### 1.3.2.3 Election

A Only 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 shall not be 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. The 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 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. The person or persons receiving the largest number of votes will be elected. (US: 1/18/88)

1.3.2.4 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 31. 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 Dean of Undergraduate Studies, Lexington Campus, (or another person designated by the Chancellor) shall chair the Undergraduate Council and report its recommendations to the Senate Council in accordance with the Rules of the University Senate.

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 numbered 001-599. Also, it shall consider new courses and changes in courses numbered 800-999 in all colleges outside the Medical Center, except for the College of Law. It shall forward to the Graduate Council for final decision recommendation on all courses numbered 500-599. It shall make the final decision, subject to appeal to the Senate through the Senate Council, on all courses numbered 001-499 (after consideration of the recommendations of the Graduate Council on the courses numbered 400G-499G, and receipt of recommendations from the Academic Council for the Medical Center on applicable courses). Also, it shall make the final decision, subject to appeal to the Senate through the Senate Council, on all courses numbered 800-999 from the colleges outside the Medical Center, except those from the College of Law. (See Section III, 3.3.0) It will have no

responsibilities for professional courses unique to the associate degree programs in the Community Colleges.

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 a baccalaureate 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 where a final decision will be made. In addition, it shall review all baccalaureate programs. (See Section III, 3.2.0.)

C Review of Programs--It shall review the summary reports of undergraduate program reviews prepared by the academic unit review committees. It shall participate directly in the review of undergraduate programs upon the request of the Chancellor or Vice Chancellor of Academic Affairs of the sector responsible for the program. Following either such review, it may recommend appropriate action to maintain acceptable levels of academic quality to the Vice Chancellor for academic affairs of the sector involved. 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 shall be approved 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 Chancellor of its sector, who shall then appoint a committee of faculty members, including a member of the Senate Council, to review the case. In appointing the committee, the Chancellor shall consult with the Chancellor of the other sector when the program is significantly involved in that sector. 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 Chancellor shall discuss the recommendation of the Committee with his or her Vice Chancellor for Academic Affairs where appropriate, the chair of the Senate Council, and the Chancellor of the other sector where appropriate, and shall then recommend final action to the President. (US:4/9/84)

D. Off-campus Courses and ProgramsThe 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 It shall consist of seventeen (17) members. Nine of the members shall be elected by the faculty 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 Literature and Philosophy 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 combined Colleges of Architecture, Social Work, and Human Environmental

Sciences. One member from the combined Colleges of Allied Health, Nursing, and Pharmacy. (US:3/12/79) (US:4/9/84)

One additional member shall be selected to represent the faculty of the Community College System in a manner prescribed by the Community College Senate. (US: 10/12/87)

Of the seven remaining members, one shall be the Director of University Studies, one shall be appointed by the Senate Council. One member shall be appointed by the Vice Chancellor for Academic Affairs for the Community College System. Four members shall be appointed by the Dean of Undergraduate Studies with the advice and consent of the Undergraduate Council. Of these four, two shall be faculty members from 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 position representative from the Registrar's Office selected by the Registrar shall be added permanently. [US: 4/14/97]

1.3.3.3 Election Faculty members 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 other than the faculty representatives from the Community College System. If an elected member of the Council should at any time during his or her term become ineligible to serve, a vacancy shall be declared. To fill each vacancy, the Undergraduate Council shall appoint that member from the eligible faculty who at the last election received the highest number of votes without being elected to serve for the duration of the elected member's ineligibility.

Election for membership on the Undergraduate Council shall take place during the spring term and the newly elected members shall assume their seats on September 1 of the same year. (US: 10/12/87) (US: 1/18/88)

The nomination for the membership on the Undergraduate Council shall be carried out by the office of Secretary of the Senate, at the same time, and following the same procedures, as in the nomination of senators, except as indicated below. In addition to the general announcement, notices urging nominations shall be sent to each chair and director of undergraduate studies (but not each director of graduate studies). If fewer than three times the number of persons to be elected from any unit are nominated and are willing to serve, the Dean of the College or Colleges involved shall call a meeting of an appropriate group to nominate the necessary number of persons. (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 shall vote for as many candidates as there are vacancies to be filled. The person or persons receiving the largest number of votes will be elected. (US: 1/18/88)

1.3.3.4 Terms and Vacancies Elected faculty council members will serve three year staggered terms expiring on August 31, 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. The member appointed by the Vice Chancellor for Academic Affairs for the Community College System shall serve three years and is eligible for reappointment. (RC: 8/16/89)

A vacancy in the first year of a term on the elected membership of the

Undergraduate 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)

#### 1.3.4 ACADEMIC COUNCIL FOR THE MEDICAL CENTER

1.3.4.1 Functions The Academic Council for the Medical Center shall be responsible to the Chancellor, University of Kentucky Medical Center and to the University Senate. Its principal functions and responsibilities are to:

A consider academic programs and courses in the Colleges of the Medical Center in relation to the objectives of the University;

B review all new courses or changes in courses and new or changed academic programs recommended by the Colleges of the Medical Center;

C evaluate educational program objectives and course content to insure appropriate breadth and depth and the availability of needed faculty;

D insure that the development of new programs or the introduction of new courses are accompanied by appropriate modification or discontinuation of old programs or courses in accordance with the Rules of the University Senate;

E recommend approval of new programs or changes in programs, including degree titles, and changes in the University requirements or University Studies component, to the appropriate council(s). Also it shall consider first and recommend to the applicable Council, on all courses numbered 001-799, from the colleges of the Medical Center;

F make the final decision, subject to appeal to the Senate through the Senate Council, on all new courses and changes in courses numbered 800-999 from the Colleges of the Medical Center. (See Section III, 3.2.0 and 3.3.0)

G. Off-campus Courses and Programs The 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)

1.3.4.2 Composition The Academic Council for the Medical Center is composed of two representatives and two alternate representatives from the Colleges of Dentistry, Medicine, Nursing, Pharmacy and Allied Health Professions elected by the faculty of each college. The Chancellor, University of Kentucky Medical Center, shall serve as chair of the APMC. In addition, there shall be three (3) representatives outside the Medical Center constituency,

one each appointed by the Graduate, Senate and Undergraduate Councils, not necessarily from the Councils' memberships, to serve terms commensurate with the other members of the APMC.

1.3.4.3 Election One member and one alternate from each college shall be elected each year for a two-year term. To be eligible for election, candidates shall be from the full-time teaching and/or research faculties and shall be limited to those members who are eligible to be elected to the University Senate, i.e., assistant professor or higher academic rank. In addition, they should have been members of a faculty of the Medical Center of the University in a full-time academic rank for a period of at least two years. Administrative officers who also hold faculty appointments are not eligible for election during their tenure as administrative officers. When a member or an alternate becomes unable or ineligible to serve (i.e., resignation, leave of absence, assumption of administrative title, etc.) 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 Council. When an official representative must be absent from a meeting, either alternate from his or her college can be designated by the chair to serve during that particular meeting. The Academic Council for the Medical Center shall meet monthly and upon call of the chair. Six (6) elected members or alternates shall constitute a quorum for the transaction of business.

1.4.0 COMMITTEES OF SENATE (US:10/12/81; US: 2/3/86; US: 4/14/86)

1.4.1 STRUCTURE OF SENATE COMMITTEES (US: 2/13/89)

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 Director of the University Studies Program 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) ad hoc committees.

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 September 1 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 Senators, except as otherwise specified.

Appointment to advisory committees shall be made by the President after consultation with the Senate Council. After consultation with the Student Government Association and other appropriate student groups, the Council may recommend to the President that students be appointed to an advisory committee of the Senate.

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 upon issues that bear on the functions of the Senate prior to their submission to the Senate. 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 Council fails to present a committee report for action during three regular Senate meetings after it has been submitted to the 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.

#### 1.4.2 STANDING COMMITTEES

1.4.2.1 Rules and Elections The Rules and Elections Committee 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 (Section I). It shall also evaluate and revise any section of the Rules where necessary to eliminate inconsistencies, clarify confusing statements, and note omissions, and may suggest to the Senate Council any necessary modification in the Rules. The committee shall certify faculty eligibility in elections conducted by the Secretary of the Senate. In addition, the committee shall recommend to the University Senate election policies and procedures.

1.4.2.2 Admissions and Academic Standards The Committee's function is 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 committee shall review Sections IV and V of the Senate Rules but may consider other related areas.

1.4.2.3 Academic Facilities The Committee on Academic Facilities 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 committee shall act in these ways:

1. Serve the administration as a source of faculty information and opinion about the need, design, and priority and construction or renovation projects.
2. 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 Committee

may initiate action by preparing a recommendation to the administration, which should be routed through the Senate Council for Senate approval.

3. Maintain communication with the appropriate administrators about the current status and utilization of academic facilities. (US:10/12/81)

4. 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 Library The Library Committee 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 and for consultation and advising with the Director of Libraries on such matters as are referred to it by the Director or other University personnel which pertain to improving the usefulness of the Libraries of the University of Kentucky.

1.4.2.5 Research The Committee on Research 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 Academic Programs The Committee on Academic Programs is charged with recommending action to the Senate on all new academic programs approved by the Undergraduate Council, the Graduate Council, or the Academic Council for the Medical Center. Specifically, the Committee 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 Programs, First Degree Programs, and Professional and Pre-professional 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.

1.4.2.7 Academic Planning and Priorities The Senate Committee on Academic Planning and Priorities shall be concerned with 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 Academic Organization and Structure The Senate Committee on Academic Organization and Structure has responsibility to:

- A review and recommend to the University Senate priorities on all proposals for new academic units (departments, schools, divisions, institutes, colleges, etc.);
- B review all proposals for abolishment or merger of existing academic units;
- C review all proposals for major changes in organization and structure of academic units;
- D make appropriate recommendations to the University Senate (and through the Senate to the President) regarding creation, abolishment or changes in organization or structure of academic 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 Committee on Institutional Finances and Resources Allocation The primary function and mission of the Committee on Institutional Finances and Resources Allocation is to inform the Senate Council and the Senate on the present status of the prospective changes in the finances and other resources available to the University. The Committee shall analyze public budget documents, published reports about financial and other trends and shall consult appropriate officials in fulfilling this function. It shall also examine budgetary data concerning the allocation of available financial resources resulting from budget reductions. However, the Committee's concerns here shall not be focused on departmental, college or other particular interests, but on general concerns and procedures taken from the perspective of the entire University. The Committee shall issue a report annually, and shall make specific reports to the Senate Council at the latter's request.

Membership on the Committee on Institutional Finances and Resources Allocation shall include senior faculty with financial and budgetary expertise relevant to university finances. Neither the chair nor a majority of the Committee's members have to be elected members of the Senate.

1.4.3.0 University Studies Committee (US: 2/3/86; 4/14/86; 10/12/87)

A The University Studies Committee shall be composed of sixteen voting members, twelve from the Lexington Campus faculty, two students and two members from the Community College System. It shall be chaired by the Director of the University Studies Program who shall not have a vote except in cases of ties.

The faculty members shall be appointed by the Senate Council. The Senate Council shall solicit nominations from the faculty prior to making appointments. The composition of the faculty membership shall parallel that of the Undergraduate Council, with nine members representing various undergraduate colleges and one representative from the faculty of the Community College System as described in Rule I - 3.3.2 and with three being appointed at large. Faculty members shall serve for staggered three-year terms. The Lexington Campus faculty members and the Community College Council appointee may not succeed

themselves, nor may they serve on the Committee again for a period of three years, except for a faculty member who is appointed to fill out a vacant term of one year or less.

The two student members shall be appointed annually by the Senate Council from names recommended by the President of the Student Government Association. One of the Community College System members shall be appointed by the Senate Council upon the recommendation of the Chancellor of the Community College System, for a three year period and shall be eligible for reappointment; the other shall be appointed by the Senate Council upon the recommendation of the Community College Council for a three year period and shall be ineligible for reappointment. (US: 10/12/87)

B The University Studies Committee shall exercise the following functions:

1. It shall select all courses (or pairs of courses in the cross-disciplinary component) which are proposed to fulfill the program requirements.
2. Upon the recommendation of the Director or on its own initiative, and upon sufficient investigation, it may delete courses (or pairs of courses) from their status of fulfilling the program requirements.
3. It shall review periodically (at least every six years) the teaching and content of all courses selected to fulfill the program requirements. It shall delete courses (or pairs of courses) from the program that no longer seem appropriate to the program and recommend to colleges or departments, through the Director, such changes as it deems necessary or appropriate.
4. It shall determine the general policies for the teaching and content of the Freshman Seminars.
5. It shall consider and propose methods which will enhance the University Studies Program and assert its centrality to the undergraduate curriculum.
6. Upon the recommendation of the Director or upon its own initiative, it shall develop and propose changes in the structure of the program or in the requirements necessary to complete it.
7. It shall approve or disapprove recommendations of the Director for temporary waivers of or temporary substitutions for program requirements for particular categories of students.
8. It shall set policies for the granting of credit to transfer students for courses taken which are equivalent to those in the program and it shall communicate these policies to all undergraduate colleges on campus.
9. The University Studies Committee shall employ the principles and learning objectives approved by the University Senate for evaluating the alternate routes for satisfying the Oral Communication requirement in University Studies [US: 3/10/97]

C All Committee selections of courses (or pairs of courses) to fulfill the program requirements or deletions of same, all approvals of temporary waivers of or substitutions for program requirements for particular

categories of students, and all recommendations for changes in the nature of the program or the structure of its requirements shall be submitted to the Senate Council for its approval. The Senate Council, if it approves the selection or deletion of particular courses, shall circulate the same to the Senate as provided in Sec. III - 3.1.1 (f). The Senate Council's approval of temporary waivers of or substitutions for program requirements for particular categories of students shall be final. If it approves, the Senate Council shall put all proposals to make any significant changes in the nature of the University Studies program or in the structure of the program's requirements on the Senate agenda for approval. (However, the initial proposal(s) of courses developed by the Committee to fulfill the program requirements shall be circulated to the faculty prior to being forwarded to the Senate Council. The Committee shall give the faculty time to send written comments about the proposal(s) or to suggest additional courses. The Committee also shall hold one or more public meetings to hear comments and suggestions about the proposal(s) and may revise or add to the proposal(s) in light of the comments. After the Senate Council approves the initial proposal(s) of courses to fulfill program requirements, the Council shall circulate the proposal(s) with a thirty day period for objection rather than the normal ten day period.)

#### 1.4.3.1 Admissions Advisory Committee (US: 11/12/90)

A The Admissions Advisory Committee is a standing committee of the University Senate. The voting members of the Committee are the Director of Admissions, the University Registrar, the Chair of the Senate committee on Admissions and Academic Standards, and three additional faculty appointed by the Senate Council to staggered three-year terms. Ex officio, non-voting members of the Committee include the Dean of Undergraduate Studies, The Director of Institutional Research for the Lexington Campus, and a member from the Medical Center whose appointment is analogous to the director of Institutional Research for the Lexington Campus. 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 AAC is responsible for recommending admissions policy within general guidelines established by the University Senate. The ACC will:

1. The ACC will adopt an admissions management system, as described in section (b).
2. File a written report recommending to the Chancellors 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 of Admissions, approve any warranted deviations from the initial internal admissions criteria.
5. After consultation with the Director of Admissions, 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 Chancellors provide specific data on admissions, enrollment, and student performance in the Chancellors' annual report to the Senate.

8. Request specific other data from the University Registrar or Director of Admissions for use in establishing or evaluating admissions policy.

9. Review and analyze the information provided by the Chancellors and the Registrar or Director of Admissions and disseminate the results of its review and analysis to the academic units.

B The ACC will adopt an Admissions Management System for admissions. The Admissions Management System will:

1. Have internal, non-published standards recommended by the ACC. The University will, however, publish the range of scores and grade point averages which secured admission in the previous year's freshman class.

2. Admissions criteria will include not only high school grade point average (HSGPA) and ACT composite score, but class rank, degree of difficulty of courses, and ACT subsection scores. However, students with an ACT score below 15 (old ACT) or 18 (enhanced ACT) may be admitted through the Exceptions Committee only.

3. At least ninety percent (90%) of all freshman admissions will be made according to the internal automatic acceptance criteria.

4. Admissions criteria will contain an exceptions procedure for two types of applicants: 1) Internal exceptions procedure: for those prospective students who have certain diversity characteristics not present in the pool of students admitted by internal, automatic-admit criteria and 2) External Exception Procedure: for those students whose applications for admission have been rejected.

a. Internal Exceptions Procedure: the AAC will identify characteristics not adequately represented in the pool of students admitted under the internal-admit criteria. The Director of Admissions will forward the files of candidates having those characteristics and a reasonable academic record to the Exceptions Committee for consideration before the candidate is notified of an admissions decision. If the Exceptions Committee 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. The Exceptions Committee will continue to function as the appeals board for all candidates whose applications were rejected. A rejected applicant may petition for admission due to a) significant non-academic personal achievement; b) diversity; or c) unusual situations affecting academic performance.

5. 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.

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 in 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 Director of Admissions may admit exceptional applicants after the desired class size has been met or the August 1 deadline has passed, but the number of such admissions should be kept to a minimum.

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

#### 1.4.3.2 Retroactive Withdrawal Appeals Committee (US: 12/8/97)

A. The Committee shall consist of four faculty and one student, plus a sufficient number of alternates, named by the Senate Council. A representative of the Associate Vice-President for Administration, Equal Opportunity Office, and a representative from the Assistant Dean of Students directing the Disabilities 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 Rule V - 5.1.8.5.

#### 1.4.4.0 ADVISORY COMMITTEES

1.4.4.1 Senate Advisory Committee on Faculty Code The Faculty Code Committee shall carry out duties conferred on it by the Faculty Code. These shall include the following: to receive reports of mediation efforts of the deans; to hold hearings and make findings as to violations and sanctions, if any; and to forward recommendations to the appropriate vice chancellors. (See Section VII, 1.0)

1.4.4.2 Senate Advisory Committee on Privilege and Tenure The Committee is charged with giving preliminary consideration to the following matters as referred to it by the President, the University Senate, or individual staff members of the University: cases of appointment termination for cause of a faculty member who has tenure; cases of dismissal of a faculty member during a limited appointment; cases of non-renewal of a probationary appointment with less advance notice than specified by the Governing Regulations; 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; cases of allegation by a faculty member on a non-tenured appointment that a decision for non-reappointment violates either Part X A or Part XI A in the Governing Regulations banning certain discriminatory practices in academic employment; cases of allegation by the University administrator 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; 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; and all similar cases. The function of the committee in all such cases is to attempt to effect an adjustment and, in cases of failure, to recommend to the President action to be taken.

The Committee may, upon request, advise individual staff members on the interpretation of University privilege and tenure regulations, with copies of the interpretation being sent to the University Senate Council, the chair of the

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

The Committee is also charged with making a continuing study of privilege and tenure regulations, making recommendations to the University Senate.

1.4.4.3 University Senate Hearing Panel (Privilege and Tenure) A University Senate Hearing Panel 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 dismissal of a faculty member with continuous tenure or of a non-tenured member before the end of that person's specified term of appointment, or of one arising from allegation of the violation of the academic freedom of a non-tenured faculty member or of an administrator. The committee shall consist of five members chosen by lot from that panel. 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 bias or 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.

The committee will conduct the hearing and report its findings as described in the Governing Regulations Section X,B,5,b. In addition, the committee will adhere to the following procedures:

A 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.

B 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.

C 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.

D The hearing committee will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

E The findings of fact and the decisions will be based solely on the hearing

record.

F 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, students affairs, computer resources, continuing education, special teaching technologies and so forth. (US:10/12/81) (4/14/86)

#### 1.5.0 ELECTION PROCEDURES FOR CERTAIN ELECTIVE BODIES

The Secretary of the Senate 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

1.5.1.1 Authority Relative to Appointment of President (US: 3/9/98 & BoT, 4/7/98) The Governing Regulations adopted by the Board of Trustees May 5, 1970 and amended February, 1972, October, 1987, and April 7, 1998 provide: "In the event of a vacancy in the Office of President or disability of the President, the Vice President for Administration shall exercise the functions of the President in the absence of the appointment of an Interim President by the Board. If the Board finds it desirable to appoint an Interim President it shall seek advice from a joint Board-Faculty Committee to recommend the appointment of a President if such has been constituted or, if the committee has not been constituted, from the University Senate Council. . . .The President of the University is appointed by the Board of Trustees with the advice of a joint committee of the Board, faculty, and student body. The committee shall consist of five members of the Board appointed by its chair; three members of the full-time teaching and/or research faculty of the University System, selected by a procedure determined by the University Senate; one member of the full-time teaching faculty of the Community College System and one full-time student appointed by the chair of the Board. The committee shall provide opportunity for discussion between representative administrative, faculty, and student groups and prospective presidential candidates."

1.5.1.2 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 faculty members of the University System to serve on the Search Committee:

A The University Senate shall serve as the nominating body. Nominations shall take place at a regular or special meeting of the Senate.

B Each voting member of the Senate will be provided with a complete list of the full-time teaching and/or research faculty--the same faculty members who are eligible to be elected to the Senate.

C The University Senate shall proceed to nominate six (6) candidates. (An addressed sealed envelope containing two smaller envelopes will be given to each member of the Senate present. One of the smaller envelopes will contain four cards which the members will use in voting on the first ballot and the second smaller envelope will contain six cards to be used by the members in voting on the second ballot.) The Senators shall include both the first and last name or initials of the persons for whom they vote to avoid confusion.

1. Each member, using the list of those eligible for election, shall vote for no more or no less than four (4) persons.

2. Only voting members of the Senate shall be eligible to vote in the nominations. An ad hoc committee of the Senate appointed by the Senate Council chair shall count the votes immediately and announce the names of the twelve (12) individuals receiving the highest number of votes, plus any ties for the 12th position. No nominating speeches will be allowed.

3. The Senators shall then vote for no more or no less than six (6) of these candidates.

4. Each Senator will sign his or her name in the upper left-hand corner of the envelopes containing ballots.

5. The six candidates receiving the highest number of votes, plus any ties for the 6th position, shall be declared nominated. The chair of the Senate Council will check on each of the nominees to determine that he or she is available and willing to serve before the six names are placed on the election ballot. If any of the six or more is unwilling or unable to serve, the person receiving the next highest number of votes on the second nominating ballot will serve as replacement. In the event of ties, decision by lot will be reached.

D The Secretary of the Senate shall then conduct a mail election ballot on the nominees. Those eligible to vote on this ballot shall be the same as those eligible to be elected to the Senate.

\* Each faculty member shall vote for no more or no less than three (3) of these candidates. No ballot containing more or less than 3 names shall be counted. (RC: 4/14/86).

E The three nominees receiving the highest number of votes shall be recommended to the chair of the Board of Trustees for appointment to the Board-Faculty Committee. Ties shall be broken by lot.

#### 1.5.2 ELECTION: TWO VOTING UNIVERSITY SYSTEM FACULTY MEMBERS, BoFT [See US Minutes: 12 October 1998]

As specified in the Governing Regulations (Part II.A.2) there shall be two voting University System faculty members of the Board of Trustees. Faculty members who may vote in the election of the University System Faculty members to the Board of Trustees shall be those in the University System who:

A have an actual or equivalent rank of Assistant Professor or higher;



B hold a tenured position or one in which tenure may be acquired, except that untenured members of the faculty whose appointment is specified as ending on a certain date without further notice or as not leading to consideration for tenure shall not be eligible; and (US: 11/12/84)

C are included in the faculty T.I.A.A.-C.R.E.F. retirement program (or eligible for such inclusion after one year of University service) or other retirement program approved by the Board of Trustees.

Faculty members eligible to serve as an elected member of the Board of Trustees shall be those who meet the voting qualifications and who have a primary assignment in a faculty role (50% or more involvement in teaching, research and/or service). For purposes of this section, assignment as chair of a department shall not exclude one who holds such a position from eligibility to serve as an elected member of the Board of Trustees. Faculty members of the Board of Trustees shall be eligible for re-election. Eligibility under paragraphs

a.

and b. above shall be certified in the same manner as for elections to the University Senate.

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 Fall 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, 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 by secret ballot and shall be conducted by the Secretary of the University Senate from rosters prepared and certified as specified above. The Secretary shall submit to the eligible voters a complete list of members eligible for election together with a nominating ballot on which a member may nominate one or two eligible members. Nominations may be submitted to the Secretary of the University Senate in writing or by fax, or e-mail, and need contain only the name(s) of the nominee(s) and the nominator. All candidates so nominated shall be placed on a first election ballot, on which each member shall vote for one candidate. The five candidates receiving the highest number of votes will be placed on a second election ballot. A short biographical sketch of each candidate shall accompany the second election ballot. If no person receives a majority vote on the second ballot, the Secretary of the Senate shall place on a third ballot the names of the three individuals who received the highest number of votes on the second ballot. In the event of a tie for fifth place on the first ballot or a tie for third place on the second ballot, the names of all persons receiving the same number of votes for that place shall be placed on the subsequent ballot. (US: 10/12/98)

On the third ballot, each voter shall be required to indicate a first and second choice. All of the first choice ballots will be counted, and any person who receives a majority of votes will be elected. If no one receives a majority, a choice will be made between the two candidates with the largest number of votes. The second choice votes of the remaining candidate (or candidates) will be added to the first choice votes received by the top two candidates, and the person with the larger number of votes will be elected. (In the even of a ties at that stage, the candidate with the larger number of first choice votes will be

elected.) (Revised:10/1/80; Senate Rules Committee; US: 1/18/88; US:  
10/12/98 )

AUGUST 1999          UNIVERSITY SENATE RULES          SECTION I

I-1

1

0 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 circulate with Senate Council approval a calendar three years in advance of fall registration, based upon Rules 1.1 and 1.2 below. If three Senators object to the proposed calendar within ten (10) days of circulation, then it shall be placed on the Senate agenda for action.

#### 2.1.1 POLICY GUIDELINES

A The academic year shall consist of two semesters each including 15 weeks and a minimum of an eight-week summer session with the Fall Semester beginning in time to permit completion prior to the Christmas holidays.

B The eight-week summer session will be scheduled so that classes begin in early June. (US: 3/20/95)

C An additional four-week summer term between the close of Spring Semester and the opening of the eight-week summer term 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 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 Friday and Saturday after Thanksgiving Day shall be declared academic holidays.

F The tenth week of the spring semester shall be utilized each year as the spring vacation period. (US: 4/25/88)

G All grades shall be due in the Registrar's Office three (3) days after the final examination is administered. (See Section V., 1.6.)

H Due to special scheduling problems in the Colleges of Medicine, Dentistry and Law, special calendars may be adopted for these Colleges. They 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 approval. Such calendars shall conform with the University calendar as nearly as possible.

I The College of Pharmacy shall offer a 15-week summer semester.

J The first Friday of October is designated as a mid-term reading day. No classes will be held. (US: 12/11/95)

#### 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. Examinations will run for 5 days, Monday through Friday. (US: 12/10/84; US: 3/20/95)

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. (US: 3/20/95)

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
yrs)	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
yrs)	August 23	September 4	January 10	June 7 (June 6 in leap
yrs)	August 24	September 5	January 11	June 8 (June 7 in leap
yrs)	August 25	September 6	January 12`	June 9 (June 8 in leap
yrs)	August 26	September 7	January 13	June 10 (June 9 in leap

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.

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 Calendar policy at least once a year and recommend to the University Senate any modifications deemed desirable to meet changing needs.

13.0 Section III  
0Course Numbering System And Curriculum Procedures

3.1.0 COURSE NUMBERING SYSTEM

Courses shall be numbered as follows:

001-099 No credit and/or non-degree courses;

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.

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 V,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 768 Residence credit for master's degree. May be repeated once. (1-6 credits equivalence)

E 769 Residence credit for doctoral degree. May be repeated indefinitely. (1-12 credits equivalence)

F 770-779 Seminar courses.

G 780-789 Independent work courses.

H 790-799 Research courses.

I 880-889 Seminar courses in professional colleges.

J 895-899 Independent work: professional colleges.

### 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 receive credit towards a bachelor's degree at the University of Kentucky. (US: 3/7/88)

### 3.2.0 PROCEDURES FOR PROCESSING ACADEMIC PROGRAMS AND CHANGES

Procedures for processing Academic Program Proposals and Changes in Existing Academic Programs (US: 11/14/88)

For the purpose of these Rules, academic programs are defined as the requirements leading to a degree. The initiation of academic programs and changes in existing academic programs shall be processed as described below.

A set of guidelines, approved by the Senate Council, is available for proposing new undergraduate, graduate and professional programs. Forms, approved by the Senate Council, are available for proposing changes in existing doctoral, masters and undergraduate programs. (There are no program change forms for the programs in law, medicine and dentistry.)

When new programs involve new courses or changes in courses, the programs and courses will receive simultaneous consideration.

All proposed new programs and changes in programs must be approved by the Senate Council and all new courses or changes in courses associated with these new programs will be acted on by the Councils as prescribed, then transmitted to

the Senate Council, with the program recommendation. Upon approval of the proposed program, the Senate Council will report out the program and the courses involved.

In addition to the above, the following procedures shall be followed:

A New programs or changes in programs, including degree titles, are initiated by the academic unit most nearly connected with the program and are approved by the College faculty in a manner they prescribe.

B The College faculty makes its recommendations to the Dean who signs the proposal and forwards it to the Council(s) of the Senate, supplying the information required, and at the same time circulating a description of these recommendations to the Deans, Department Chairmen and members of the University Senate. In the case of Deans and Department Chairmen, these notices shall be posted in a central location where all faculty may see and have opportunity to raise objections in the allotted time.

1. All programs recommended by the colleges of the Medical Center shall be forwarded to the ACMC for action first.

2. All programs or changes in programs leading to the undergraduate or professional degree (except those in the College of Law or the colleges of the Medical Center) shall be forwarded to the Undergraduate Council first.

3. All new graduate programs or changes in graduate programs (except for the colleges of the Medical Center) shall be forwarded to the Graduate Council for action first.

C Any faculty member having objection to any part of the College recommendations may report that objection to the chairman of the appropriate Council, within ten (10) days of the date of the College circulation.

D Within thirty (30) days of initial receipt of the proposal, the Council(s) will take action on it or notify the College as to the status and reason for delay, with a copy to the Senate Council and Registrar's Office. When action is taken, the Councils report their recommendations to the Senate Council, except that first, the Graduate Council first recommends to the Graduate Faculty for action and transmittal to the Senate Council.

E The Senate Council acts on program recommendations only. If the proposal is a new program, a statement of administrative feasibility is requested from the Office of the President before final action is taken.

F After clearance through the Registrar's Office, the Senate Council then reports on the program proposal.

G In the case of new programs, the Senate Council, or the University Senate, reports the action taken to the President of the University, also.

H If no objection is raised to the Senate Council actions on programs within ten (10) days of notification, these actions become official. If objection is

raised and resolution not accomplished, a Senator may have the issue placed on the agenda of the next regular Senate meeting by sending a written objection, signed by five Senators, to the Senate Council. Action by the University Senate on such objections is final (See Section III - 3.0.)

I Requests for modification in the University requirements or the University Studies component shall be forwarded by the colleges granting the baccalaureate or professional degree as outlined in item b. 2. (See above)

### 3.3.0 PROCEDURES FOR PROCESSING COURSES AND CHANGES IN COURSES (US: 11/14/88)

Applications for initiating new courses, changes in existing courses, or dropping courses, must be processed in a prescribed manner. Official forms to be used can be obtained from the Offices of the Chancellor, University of Kentucky Lexington Campus, the Chancellor, University of Kentucky Medical Center, the Office of Vice President for Research and Graduate Studies, or the Senate Council office.

Separate forms are required for new courses, changes in existing courses, and dropping courses. To avoid delay and possible disapproval of said applications, all information required and the requisite signatures must be supplied.

#### MINOR CHANGES

The form for processing changes in existing courses shall allow the originating unit to request that it be considered a "Minor Change." 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
- B an editorial change in the course title or description which does not imply change in content or emphasis
- 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 cross-listing of a course as described below
- E correction of typographical errors.

When requested as a Minor Change, the form shall be forwarded directly from the Dean of the College to the Chair of the Senate Council for approval. If the Chair of the Senate Council approves, he or she will notify the Registrar's office and the Dean of the College originating the request. If the Chair believes the change is not minor, the request shall be returned to the Dean of the College originating the request for processing through the appropriate Councils.

When new programs involve new courses or changes in courses, the programs and courses will receive simultaneous consideration, action and transmittal under the procedure outlined under 2.0, this Section.

If, in the judgment of the Council having final decision authority, proposed new courses or changes in courses constitute a major expansion of a program, it may request, or have the Senate Council request, a statement of administrative feasibility as required for new programs. (See 2.0 this Section.)

Final responsibility for the approval of new courses, changes in courses and dropping of courses, shall be vested in the appropriate Councils as follows:

1. The Undergraduate Council will make the final decision on all new



courses or changes in courses numbered 001-499 (including 400G-499G), subject to appeal to the Senate through the Senate Council. The Undergraduate Council will have courses numbered 500-599 routed to it in the usual manner, but will recommend only on these and forward them to the Graduate Council for consideration (see paragraph j. below). In addition, it will make the final decision on all courses numbered 800-999 originating outside the colleges of the Medical Center and the College of Law, subject to appeal to the Senate through the Senate Council.

2. The Graduate Council will make the final decision on all new courses or changes in courses numbered 500-799 subject to appeal to the Senate through the Senate Council. The Graduate Council will have courses numbered 400G-499G routed to it in the usual manner, but will recommend only on these and forward them to the Undergraduate Council for consideration (see paragraph j. below).

3. The Academic Council for the Medical Center will make the final decision on all courses numbered 800-999 originating in the colleges of the Medical Center, subject to appeal to the Senate through the Senate Council. The Academic Council for the Medical Center will consider first all courses numbered 001-799 originating in the colleges of the Medical Center, and will recommend on them to the appropriate Council(s) for final decision.

4. The Senate Council will make the final decision on all 800-999 numbered courses from the College of Law. Any course from the College of Law below this number will be processed in the appropriate Council(s) in the prescribed manner.

In addition to the preceding, the following procedures shall be utilized:

5. The Senate Council reports final decisions on courses and, if no objection is raised within ten (10) days of this circulation, the actions become official. If objection is raised and resolution not accomplished, a Senator may have the issue placed on the agenda of the next regular Senate meeting by sending a written objection, signed by five (5) Senators, to the Senate Council. Action by the University Senate on such objections is final.

6. All proposed new courses or changes in courses which are involved in new programs, shall be acted on by the appropriate Councils and then transmitted to the Senate Council for inclusion in the final decision on the proposed new program. Upon approval of the program, the Senate Council will report out the program and the courses involved.

7. If a department wishes to cross-list a course which already exists in another department, it may receive approval by indicating that this is a minor change on the form for requesting changes in existing courses. Both chairmen must sign the form and, if the departments are in different colleges, both deans must signify approval. Cross-listing shall not be used as justification for duplication of teaching effort. Departments involved must agree on the time, place and instructor(s) in scheduling such courses.

8. 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.

9. Where the recommendation of the Undergraduate Council on a 500-

599 level course is in disagreement with the decision of the Graduate Council and in the case when the Graduate Council's recommendation of a 400G-499G is in disagreement with the Undergraduate Council, the material shall be referred to the Senate Council for a final decision.

3.3.1 REMOVAL OF COURSES FROM BULLETIN: PURGING COURSES  
(RC: 11/14/88)

If a course has not been taught in the classroom, by extension or correspondence, 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 University course file for an additional four years (unless the college requests its removal). 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 University course file. (US: 2/10/86)

\* 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. (RC: 4/29/87)

\* Even if a course has not been offered on the main campus for four years, it will remain in the Bulletin if it has been taught during that period at one or more of the community colleges. (SC: 2/10/88)

\* 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). (RC: 4/19/89)

AUGUST 1999      UNIVERSITY SENATE RULES      SECTION III

III-1

14.0 Section IV  
0 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 Registrar's Office official transcripts of such summer work; nor shall it apply to University students enrolling only in one or more sessions of consecutive summers.

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 of Admissions 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 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 Admissions Advisory Committee (AAC) is a standing committee of the University Senate. The voting members of the Committee are the Director of Admissions, the 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 Vice Chancellor for Academic Affairs and Research, the Dean of Undergraduate Studies, The Director of Institutional Research for the Lexington Campus, and a member from the Medical Center whose appointment is analogous to the director of Institutional Research for the Lexington Campus. 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 AAC is responsible for recommending admissions policy within general guidelines established by the University Senate. The AAC will:

1. Adopt an admissions management system, as described in section (B).
2. File a written report recommending to the Chancellors 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 of Admissions, approve any warranted deviations from the initial internal admissions criteria.
5. After consultation with the Director of Admissions, 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 Chancellors provide specific data on admissions,

enrollment, and student performance in the Chancellors' annual report to the Senate.

8. Request specific other data from the University Registrar or Director of Admissions for use in establishing or evaluating admissions policy.

9. Review and analyze the information provided by the Chancellors and the Registrar or Director of Admissions and disseminate the results of its review and analysis to the academic units.

B The AAC will adopt an Admissions Management System for admissions. The Admissions Management System will:

1. Have internal automatic acceptance standards established by the AAC. The University will publish the range of scores and grade point averages which secured admission in the previous year's entering classes.

2. Admissions criteria may include high school grade point average (HSGPA), ACT composite score, 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. (US:10/11/93)

3. An applicant who has a high school grade-point average which is less than 2.0 will be automatically denied admission (RC: 11/13/95).

4. At least ninety percent (90%) of all freshman admissions will be made according to the internal automatic acceptance criteria.

5. The Director of Admissions will review the files of the candidates who do not meet the admission standards established by the AAC but who offer high school grade point averages of 2.0 or higher. The Director, within guidelines 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.

6. A candidate whose application is denied may petition the Committee on Exceptions for a review of this decision. A denied applicant may petition for admission by exception on the basis of a significant non-academic performance or outstanding potential for contributing to or benefiting from an education at the University.

7. 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.

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 in 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 Director of Admissions may admit exceptional applicants after the desired class size has been met or the August 1 deadline has passed, but the number of such admissions should be kept to a minimum.

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

C Pre-College Curriculum (US:3/21/83;11/10/86;11/12/90)

To be admitted to the University of Kentucky in fall of 1987 or later under the admission policy outlined above, an applicant must have completed successfully the following high school courses as a minimum:

Biology I, and Chemistry I, or Physics I  
English I, II, III, IV or AP English  
Algebra I, Geometry I and Algebra II  
US History and World Civilization/World History  
Total Units: 20 or more approved high school units

(In addition, the University Senate recommends that high school students complete at least two years of a foreign language, one additional year of mathematics beyond Algebra II, and one year of fine arts.) (US: 3/21/83)

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 four 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 four 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 four 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 of Admissions 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 & BofT: 5/3/83) (US: 4/28/86; 11/12/90; 10/11/93)

F Transfer Students

Students at other colleges or universities, including UK Community Colleges will be permitted to transfer to the University of Kentucky if they meet one of the following criteria:

1. 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; RC: 11/20/87)

2. 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 & BofT: 5/3/83)

4.2.1.2 Admission to Advanced Standing

A Admission of University of Kentucky Community College Students-- {See also Section X, USR} Grades, credits, quality points and academic status from courses taken in the University of Kentucky Community College shall be transferred when the Community College student enrolls in the University System. The applicability of any given courses not offered in the University System towards a University degree shall be determined by the Dean of the College in which the student enrolls.

B Admission of All Other Students--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. 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 of Admissions. (US: 10/11/93)

#### 4.2.1.3.2 Rules Governing Admission of Non-Degree Seeking Students (US: 10/11/93)

A 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)

B 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)

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

D University students under academic or disciplinary suspension may not be



enrolled as non-degree students. (US: 10/11/93; US: 4/13/98)

E 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)

F 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)

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

B 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.

C 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 Dean for Undergraduate Studies. 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)

#### 4.2.1.3.5 Procedures (US: 10/11/93)

A 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)

B 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)

C 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) The College of Nursing 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 five types of students are presented below:

1. Criteria for admission to the 4-year BSN program include (US 4/13/98)

A. Freshman student

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

a. high school grade point average of 2.5 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

c. ability to articulate reasons for choosing nursing as a career, as evidenced

in an essay written according to criteria established by CON

d. one letter of reference from an individual who can assess potential for success (e.g., teacher, employer, etc.)

B. Admission to the nursing curriculum will occur at the sophomore level for students in the prenursing category only if the student

a. maintains a cumulative grade point average of 2.5 or greater;

b. received a grade of "C" or better in all required prenursing courses; and

c. completes an approved certified nursing assistant program.

2. Criteria for admission to the 4-year BSN program for transfer students include: (US: 4/13/98)

a. for transfer students with less than 24 hours of college credit, meeting the

criteria for entering freshman and maintaining a grade point average of 2.5 on all college work attempted as computed by the Office of Admissions;

b. for transfer students with more than 24 hours of college credit, maintaining

a grade point average of 2.5 on all college work attempted as computed by the Office of Admissions;

c. grades of "C" or better in all courses required for CON curriculum;

d. ability to articulate reasons for choosing nursing as a career, as evidenced

in an essay written according to criteria established by CON;

- e. one letter of reference from an individual who can assess potential for success (e.g., teacher, employer, etc.); and
- f. completion of an approved certified nursing assistant program.

3. Students will be eligible for readmission the College of Nursing after suspension from the College when they meet criteria as stated in Section 2 a and b of this policy.

4. A student who is eligible to take the examination for licensure (NCLEX-RN) and who wishes to be considered for admission to upper division courses in the nursing program must meet the following requirements:

a. The applicant must be a graduate of or enrolled in the final semester

of an associate degree nursing program in a college accredited by one of the six regional academic accrediting associations, OR the applicant must be a graduate of or enrolled in the final semester of a diploma program and have earned a minimum of 60 college 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 taking the ACT-PEP tests. It is strongly recommended that applicants contact the Office of Student Services in the College of Nursing regarding the approved nursing ACT-PEP credits. 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.

b. For automatic acceptance, the applicant in this category must have a cumulative GPA of 2.5 or above on a scale of 4.0 in all college course work attempted as computed by the Office of Admissions.

Applicants with a GPA between 2.35 and 2.49 will be considered for admission on an individual basis. Such actions are recommended by the Undergraduate Student Admission and Progression Committee and approved by the Dean of the College of Nursing.

c. An applicant admitted in this category must hold a valid Kentucky license to practice as a registered nurse prior to beginning the first clinical course.

5. A student who is a registered nurse and who wishes to be considered for admission to upper division courses in the nursing program must meet the following requirements:

a. The applicant must be a registered nurse licensed to practice in

Kentucky.

b. The applicant with an Associate Degree in Nursing from a college accredited by one of the six regional academic accrediting associations will be automatically accepted if the applicant has at least a GPA of 2.5 on a scale of 4.0 on all course work attempted as computed by the Office of Admissions.

Applicants with a GPA between 2.35 and 2.49 will be considered for admission on an individual basis. Such actions are recommended by the Undergraduate Student Admission and Progression Committee and approved by the Dean of the College of Nursing.

c. The registered nurse who is a graduate of a diploma program will be automatically accepted for admission after earning a minimum of 60 college 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 taking the ACT-PEP tests. It is strongly recommended that applicants contact the Office of Student Services in the College of Nursing regarding the approved nursing ACT-PEP credits. 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 on all college course work attempted as computed by the Office of Admissions, and must have satisfactorily completed the ACT-PEP tests which establish the nursing credits.

The application deadline for admission to the Nursing program is February 1st. (SC: 4/24/95)

#### 4.2.2.2 College of Allied Health Professions Professional Program

##### A Freshman Admission

Admission to the University does not guarantee admission to the College of Allied Health. 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, continuation into the junior year of Allied Health Programs 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 the professional program in any undergraduate division of the College of Allied Health Professions. Admission to the professional 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 Allied Health Professionals (e.g., H.S. 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 a professional program in the College of Allied Health Professions. In addition to meeting the University's requirements for admissions from a University 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 a professional program in the College of Allied Health Professions 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 Clinical Laboratory Sciences, Communications Disorders, Health Administration and Physician Assistant Studies professional programs is February 1st. The deadline for application for admission in the spring semester for the Clinical Laboratory Sciences program is October 1st. (SC: 4/24/95)

E Medical Technology: Admissions Policy

Medical Technology will consider applicants who have completed 45 or the 60 semester hours required for admission, including three to six hours of English, nine hours of Chemistry (with laboratory), five hours of Microbiology (with laboratory) and four to six hours of Mathematics. The criteria for admission are:

1. Composite GPA of 2.5 or above.
2. Science/Mathematics GPA of 2.3 or above.
3. Three recommendations which indicate suitable ratings on the applicant's professional character, e.g., commitment, responsibility, personal relations and ability to communicate.
4. Three interviews which ascertain information on the applicant's knowledge of the profession and of the program's requirements; and, the applicant's motivation to complete the program. An average score of 70% or better is required for admission.

However, the following alternative judgments may be made relative to the above criteria.

5. If overall GPA is between 2.30 and 2.49, the applicant will not be rejected based exclusively on GPA if the ACT composite score is at or above the 50th percentile and if the transcript shows evidence of significant improvement over the last one or two semesters.
6. If the Science/Mathematics GPA is between 2.0 and 2.29, the applicant will not be rejected based on S/M GPA exclusively if there is documented evidence of at least one year experience in a clinical laboratory.
7. If the recommendations are unsatisfactory or if interview scores are less than 70%, the applicant will not be rejected based on these criteria exclusively but may be considered qualified according to committee

vote based on professional judgment.

F Allied Health Educator Admissions Policy

Entry is permitted to those who complete an accredited program in an allied health 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

A. Standards for Admission to a Teacher Education Program (US: 9/8/97) [See also Section V - 5.4.1.2 Students Applying for Teaching Certificates]

A student must apply and be admitted to a Teacher Education Program in order to receive a teaching certificate. Applications are accepted for review by the Program Faculty from students who have completed, or will complete during the semester in which they apply, sixty semester hours of work, which must include EDP 202 completed with a grade of C or better if required by the student's program. Program Faculties shall review applications and interviews, which shall be required of all students admitted, and recommend to the Dean of the College that an applicant be accepted, accepted provisionally, or rejected. A student's education advisor, academic advisor, and the Admission Coordinator also may make recommendations concerning the disposition of an application. Following are the 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 post-bachelor's 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 minimum overall GPA of 2.50. In addition, post bachelor's and graduate level students must demonstrate a minimum 2.50 GPA in the teaching subject matter field(s).
3. Candidates for admission must certify their knowledge of the Kentucky Professional Code of Ethics and must sign a declaration of eligibility for certification.
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 written 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 demonstrate basic skills with acceptable standardized test scores. Allowable tests are the ACT, the ACTE, the GRE or the PRAXIS II Communications Skills and General Knowledge tests. Acceptable scores on these tests are as follows: 1) ACT, 20 composite, 2) ACTE, 21 composite, 3) GRE, Verbal test score of 400, Quantitative test score of 400, Analytic test score of 400, and 4) PRAXIS II Communications Skills and General Knowledge tests, state-specified cut-off scores. No standardized test scores older than 8 years can be used to meet this requirement.

B. Admission for Secondary Education Students Not Seeking Admission to the Teacher Certification Program (US: 9/8/97)

1. All students pursuing a secondary education major without teacher certification must be admitted to advanced standing.

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

3. Student must demonstrate academic achievement by earning a minimum overall GPA of 2.50 at the time of applying for advanced standing.

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.

#### 4.2.2.4 College 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).

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

B. Interior Design Courses (US: 10/8/90)

##### 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:

A Make application by February 1st for admission to upper division studio in the Fall Semester of the next academic year. (SC: 4/24/95)

B Complete or be currently enrolled in all lower division interior design program requirements (studio and lecture).

C 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.

D 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.

### C. 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 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.

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.

4.2.2.6 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)

4.2.2.7 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.

4.2.2.8 College of Architecture (US: 11/11/91) 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.

4.2.2.9 College of Business and Economics (US: 9/8/80) (US: 4/13/87) (US: 11/14/88) Admission to the University is sufficient for admission to the College of B&E 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 College of B&E. In general, admission depends upon the qualifications and preparation of the applicants, as well as the availability of the resources for maintaining quality instruction.

Annually, the College of Business and Economics faculty will establish the minimum standards required for upper division admission to a degree program in the College. The standards will be established at least one year prior to their implementation. Any change in standards will be implemented at the beginning of the academic year (fall semester) and will be in effect for the entire academic year. If the standards are to be changed, the Dean of the College of Business and Economics will submit the proposed change by February 1 to the University Senate Council for approval, with prior circulation to the University deans and directors. The GPA will be no lower than 2.3. (US: 4/13/87)

Students who have attained a 3.0 cumulative grade point average or higher in the English and premajor component required of all students in the College of B&E and have completed 60 semester hours of college level credit will be assured admission. (US:4/13/87)

To be considered for admission to any of the undergraduate degree programs offered by the College of Business and Economics, an applicant must fulfill the following requirement: (US 4/13/87)

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)

B Completion of 60 semester hours with a minimum cumulative grade-point average of 2.3. (US:4/13/87)

C Completion of the English and premajor component required of all students within the College of Business and Economics with minimum grade-point average of 2.3. The courses meeting these requirements are listed under Graduation Requirements.

D Submission of an application form which includes an official transcript and a list of courses planned indicating that the English and premajor courses will be completed prior to taking upper division work.

Applications for admission to the College of Business and Economics, whether for upper division or lower division status, must be received by the Advising Center of the College of Business and Economics no later than May 1 for summer sessions, August 1 for the fall semester, and December 1 for the spring semester. Normally students apply for upper division admission during the second semester of their sophomore year (the semester in which they will have completed the English and premajor components). (US: 4/10/95)

Those students seeking upper division admission who have not completed 60 semester hours or all of the English and premajor courses will be permitted to advance register for upper division courses if they satisfy the minimum grade point average standards at the time of application and they are concurrently enrolled in the courses necessary to complete the English and premajor requirements. Failure to meet all requirements for admission prior to beginning upper division work will result in denial of admission.

Students not admitted to an upper division program should be aware that others who have been admitted will be given first preference for enrollment in the upper division courses offered by the College of B&E.

Enrollment in B&E courses number 300 or above will be limited to:

A Business & Economics students.

B Non-Business & Economics students who are registered for specific programs requiring B&E courses.

C Other students or categories of students with specific permission of the department offering the course (department may choose to declare certain courses as open enrollment courses). (US: 4/13/87)

In the admission considerations, when personal, academic, professional, or intellectual circumstances tend to discount low academic scores, admission may be granted if there is other persuasive evidence of both the capability and motivation to undertake successfully a B&E program.

In all admission categories, 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.)

4.2.2.10 College of Engineering (US: 4/25/84; 2/12/96;) Admission to engineering standing in a degree program is necessary in order to be granted a

baccalaureate degree in engineering or computer science. Students must complete at least 30 of the last 36 hours of their programs in residence at the University. Specific departmental requirements for admission to engineering standing are as follows. 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 college level work taken at the University of Kentucky or elsewhere.

#### Biosystems and Agricultural Engineering

Completion of AEN 202, BIO 150, BIO 152, CHE 105, CHE 107, CS 221, ENG 101, ENG 102 (or ENG 105), EM 221, MA 113, MA 114, MA 213, MA 214, PHY 231, PHY 232, PHY 241, and PHY 242 with a minimum grade point average of 2.25 (computed using grades from the last attempt at each course) in these courses and a minimum overall cumulative grade point average of 2.25. University repeat options may be applied as appropriate.

#### Chemical Engineering

Completion of CHE 105, CHE 107, CHE 115, MA 113, MA 114, MA 213, MA 214, PHY 231, PHY 232, PHY 241, ENG 101, and ENG 102 or ENG 105) with a minimum cumulative grade point average of 2.70 in these courses. Completion of CS 221 with a passing grade and completion of CME 200 with a grade of C or better. University repeat options may be applied as appropriate.

#### Civil Engineering (US: 4/13/98)

Applicants must have completed at least 45 semester hours acceptable towards the degree. Furthermore, applicants must have completed ENG 101 and ENG 102 or ENG 105 or the Honors Program; CHE 105, CHE 107, PHY 231, PHY 241, MA 113, MA 114, MA 213, CE 106, CE 120 and CE 211 or equivalent with a minimum cumulative GPA of 2.75 in these courses. University repeat options may be utilized by both on-campus and transfer students. Students who do not meet this GPA requirement may request consideration based on a departmental review if this GPA is 2.25 or better. A student may not apply for engineering standing more than twice.

#### Computer Science

Completion of at least 50 semester hours acceptable towards the degree including the University Writing requirement. Completion of MA 113, MA 114, MA 213, CS 121, CS 122, CS 245, CS 250 and CS 270 with a minimum cumulative GPA of 2.5 in these courses. University repeat options may be utilized as appropriate.

#### Electrical Engineering

Completion of EE 211, EE 221, EE 222, and EE 280 with a minimum cumulative GPA of 2.4 in these courses. University repeat options may be utilized as appropriate. In addition, the Electrical Engineering Department will not permit a third admission into any of these courses.

#### Mechanical Engineering

Completion of at least 50 semester hours applicable to the degree program with a minimum cumulative GPA of 2.5. Completion of ENG 101, ENG 102, (or ENG 105), MA 113, MA 114, MA 213, MA 214, CHE 105, CHE 107, PHY 231, PHY 241, PHY 232, and PHY 242 with a minimum cumulative GPA of 2.7 in these courses. A student may repeat four of these courses in order to improve this

grade point average, except that he/she may not repeat a course in which he/she already has a grade of "A". All attempts (up to a maximum of sixteen) in this group of twelve courses will be included in the calculation of this grade point average. No grade will be dropped. Attempts in excess of the first sixteen will not be included in this calculation.

#### Materials Engineering

Completion of ENG 101, ENG 102 (or ENG 105), MA 113, MA 114, MA 213, MA 214, PHY 231, PHY 232, PHY 241, PHY 242, CHE 105, CHE 107 and CHE 115 with a minimum cumulative GPA of 2.25 in these courses and completion of CS 221 with a passing grade. University repeat options may be utilized as necessary.

#### Mining Engineering

Completion of at least 50 semester hours acceptable towards the degree in mining engineering with a minimum cumulative grade point average of 2.5. Completion of ENG 101, ENG 102, (or ENG 105), MA 113, MA 114, MA 213, MA 214, CHE 105, CHE 107, PHY 231, PHY 232, PHY 241, and PHY 242 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 GPAs are 2.25 or greater.

4.2.2.11 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.

#### 4.2.2.12 Five-Year Professional Program in Accountancy (US:4/13/87)

A 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.

B 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.

C 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.

#### 4.2.2.13 College of Communications (US:12/7/87)

A Admission to the College of Communications Degree Programs

In order to be admitted to any of the four undergraduate majors (Communications, General Editorial, Advertising, or Telecommunications) offered by the College of Communications, 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 the premajor requirements of the program to which



application is made;

5. completion of the University Studies Program requirements in Basic Skills (I), at least A and B under Inference and Communicative Skills (II), and at least 12 credits toward completion of the Disciplinary Requirements (III), including 6 credits in Social Sciences.

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 Communications.

B Enrollment in Upper Division College of Communications Courses  
Enrollment in College of Communications courses numbered 300-599 will be limited in order of priority to:

1. majors and minors in a College of Communications degree program;
2. non-College of Communications students who are registered for specific programs requiring College of Communications 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).

Admissions Policy & Process: (US: 3/20/89; 2/10/92; SC: 4/24/95)

Applications for admission to the College of Communications, whether premajor or major, must be received no later than April 1 for the summer session, August 1 for the fall semester, and October 1 for the spring semester. Normally such application will be made prior to the satisfactory completion of 60 semester hours of college-level courses. Subsequent transfer between majors will be permitted only upon application to and acceptance by the academic unit offering that major.

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.

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.

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.

#### 4.2.3 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.

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 post-baccalaureate 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 (Pharm.D.). 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 Pharm.D. Program

Admission to the Pharm.D. 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 Pharm.D. 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 Pharm.D. degree program are reviewed and evaluated by the College of Pharmacy Pharm.D. 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 The requirements for admission to the College of Dentistry of the University of Kentucky reflect the adoption of the standards set forth by the Council on Dental Education. These appear in the "Procedures for Evaluation, Requirements and Guidelines for Dental Education Programs" (May 1971). Because of the academic requirements of the dental curriculum, it is usually necessary for the applicant to have completed at least two years of preprofessional education. The majority of students accepted will have three or four or more years of preparation. In general, the less academic preparation an applicant presents, the stronger his performance and/or experience must be. Students should demonstrate their competence to undertake the biological and physical science courses of the dental curriculum. However, specific courses in the basic sciences during the undergraduate curriculum are not required of applicants. Applicants for admission must furnish information regarding their character, the quality of their preprofessional education, health status and aptitude for and interest in a career in dentistry.

#### 4.2.4 TRANSFER BETWEEN COLLEGES

Students eligible to attend the University may transfer from one college to another, including professional colleges, at times specified by the college deans and the Registrar. In every instance the entrance requirements of the college to which the student is transferring must be satisfied, except as provided in Rule V 5.3.1.7. (US: 4/14/86)

#### 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)

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 IV., 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 Post-baccalaureate 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 post-baccalaureate student.

A post-baccalaureate 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 post-baccalaureate 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 Bachelors/Masters Degree Program--University Scholars

#### Admissions

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

A 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.

B The master's program should be in the field of the undergraduate major.

C The undergraduate grade point average (UGPA) should be greater than or equal to 3.5 in the student's major and 3.2 overall.

D 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 V., 5.2.2 and 5.4.1.6)(US: 9/13/82; US 4/14/97)

Degree Requirements: The total number of credit hours completed for the combined 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]

4.2.6 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.

#### 4.3.0 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

After the sixth day of classes in either semester or the fourth day of that term of the summer session in which the student is enrolled, no student may register for an organized class. On recommendation of the dean concerned, 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 V)

#### 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.

AUGUST 1999          UNIVERSITY SENATE RULES          SECTION IV

15.0 Section V  
0Rules Relating To Attending The University

5.1.0 GRADES AND MARKING SYSTEMS

5.1.0.1 By the last day of class before the midterm withdrawal date, all teachers must inform the undergraduate students in their courses of their current grade based on the criteria in the syllabus. (US: 2/14/94)

5.1.1 THE MARKING SYSTEM

The marking system (except for Colleges of Law, Medicine, Dentistry, and courses numbered 800 or higher in the College of Architecture and the Landscape Architecture Program in the College of Agriculture). Results of work will be recorded in the Registrar's Office 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) grade points for each credit hour.

B Represents a high achievement as a result of ability and effort. It is valued at three (3) grade points for each credit hour.

C Represents average achievement. It is valued at two (2) grade points for each credit hour.

D Represents the minimum passing grade (not to be used for graduate students). It is valued at one (1) grade point for each credit hour.

E Represents unsatisfactory performance and indicates failure in the course. It is valued at zero (0) grade points and zero (0) credit hours.

F Represents failure in a course taken on a Pass-Fail basis. It is valued at zero (0) grade 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) grade 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) grade points and zero 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 grade points.) (US: 9/20/93)

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)

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) grade points and zero (0) credit hours. (US:9/10/79; US: 10/11/93)

S Represents the final grade in courses carrying no academic credit. It is valued at zero (0) grade points and zero (0) credit hours. (US: 10/11/93)

#### 5.1.2 EXCEPTIONS TO THE UNIVERSITY MARKING 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 given 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 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 academic 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 law school, 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 for graduate courses under 1. (above) or for law school courses offered only on a pass/fail basis under 2. (above) shall be counted.

4. No more than one graduate course outside the law school, 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 law school for credit toward the J.D. other than pursuant to the applicable joint degree program.

5.1.2.2 College of Dentistry: Honors, Pass, Unsatisfactory are the designations for the College of Dentistry students. The H,P,U designations are utilized only for dental students. The few graduate and/or undergraduate students in essentially dental classes are graded as is the rest of the University.

5.1.2.3 College of Medicine (US: 3/10/86)

A Represents exceptionally high achievement in performance. It is valued at four (4) quality points for each credit hour.

B Represents the expected level of achievement or performance in each course. This grade reflects student competence in all areas of course requirements. It is valued at three (3) quality points for each credit hour.

C Represents marginal performance. It is valued at two (2) quality points for each credit hour.

E Represents failure or unacceptable performance in a course. It is valued at zero (0) quality points for each credit hour.

P Represents 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 given instead of an 'E' grade when evidence exists that the student might earn a passing grade upon completion of make-up work. In the interim the 'U' will be valued at one quality point for each credit hour. The temporary grade must be made-up before the student can be promoted to the next year. The quality point calculation will then be the average of the 'U' and the grade given after the make-up. (US: 3/18/96)

I Represents incomplete work at the time grades are submitted for courses. It is given 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 removed 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 Students enrolled in courses numbered 800 or higher in the College of Architecture or the Program in Landscape Architecture in the College of Agriculture shall be given the following grades with the respective quality point value indicated (US: 4/13/98):

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

The use of the plus-minus system does not change any college or university grade point average requirements, nor the method by which grade point averages 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 grade point average regardless of their College of origin. (US: 3/18/96)

The Landscape Architecture program plans to continue the policy that a student must achieve a "C" grade or better in major design studios in order to advance to the next level.

### 5.1.3 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 V., 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 given 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 will initiate the request for the I grade. An I grade shall not be given when the student's reason for incompleteness is unsatisfactory to the instructor. 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 faculty member at least two months prior to expiration of the allowable period. The instructor can extend the contract period for up to an additional 12 months by completing a grade assignment form. If the instructor 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 contract 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, the University Registrar shall change the I grade

to a grade of E on the student's permanent academic record and adjust the student's grade point standing accordingly. In the event that an I becomes an E, the instructor 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 term in which the course was taken to satisfactorily complete the course and receive a grade change.

For each I grade assigned, the instructor shall complete an appropriate file record on a standard form provided by the University 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;
- 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 for removal of the I grade and consequences of not removing the I grade; and
- H signature of the student, if feasible.

The instructor 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 assigned 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 academic term in which the I grade was awarded or prior to the student's graduation, whichever occurs first. If an I grade has not been replaced within the allowable period, the University 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 standing 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 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 should 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 S: Grade S may be recorded as a permanent mark in courses carrying no academic credit. This grade may not be given to a student who has done unsatisfactory work or to one who has failed to do a reasonable amount of work.

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 given to 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 given to students who officially withdraw from a class or classes under conditions described in Section V., 5.1.8.2 through 5.1.8.4. It may also be assigned by the University Appeals Board. See also Section VI., 6.5.1.2 (b). (US:10/8/79; US 10/11/93)

#### 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 such a Pass-Fail basis. Credit hours successfully completed under this option will count toward graduation but will not be used in calculating grade point standing.

Courses taken on a Pass-Fail basis 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 ignored at the student's own hazard. Students are expected to participate fully in these courses and to take all examinations as though they were enrolled on a regular basis. Students may not change from a pass-fail basis nor from a regular basis to a pass-fail basis after the last day to drop a course without a grade in any given term.

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 Section V., 5.2.1.2 for procedures on Pass-Fail available under that option.)

Other than courses offered only for Pass-Fail, the instructor shall not be notified by the Office of the Registrar or by any other office of the University of those students who are taking the course Pass-Fail. The instructor shall submit a regular grade to the Registrar's Office which will take the appropriate action to change the grade into the Pass-Fail grading track for records. (US: 9/13/76)

\* Neither a grade of P nor a grade of F shall be taken into consideration in calculating a student's GPA. (RC: 10/8/80) For

exception, see 5.1.2.1 College of Law (US: 4/12/93).

\* 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. (RC: 1/15/93)

#### 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 by the last date to drop a course without a grade in any given term. No credit can be given 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 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)

#### 5.1.6 REPORTING FINAL GRADES

The final grades shall be filed with the Registrar's Office within 72 hours of the scheduled final examination but in no case later than the date announced in the official University Calendar, except that grades and credit obtained by special examination shall be reported in accordance with the Rules of the University Senate governing special examinations. (See Section II, 2.1.0 and Section V., 5.2.1.2.) (US: 9/20/93)

#### 5.1.7 CHANGING GRADES

An individual faculty member may change a mark once it has been reported to the Registrar's Office only in the case of an error. Reports of all such grade changes shall be sent to the Registrar with a copy to the dean of the college in which the instructor is assigned. The instructor 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 by the department chair with a copy to the instructor and dean of the college involved. There shall be only one grade change per student per course. No grade may be changed after the student has graduated from the University except in the case of the error provided for above.

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 VI, 6.5.1.2b) (See Section V - 5.1.3.2 for the procedures for recording and changing an I grade.) [RC: 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: GRADES FOR STUDENTS WHO WITHDRAW OR ARE DROPPED

5.1.8.1 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 drop the students from the course and notify the Registrar that the student has been removed from the class roll. The Registrar will inform such students that they have been dropped. 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 Any student may withdraw from any class (except for those used to meet the Writing Requirement; see Section V., 5.4.3.1) during the withdrawal period which is defined as the period prior to and including the: (US: 2/12/82; US: 9/12/94)

- a. end of the ninth week for fall or spring semester
- b. third day of the fifth week for eight week summer session
- c. second day of the third week for four week summer session.

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 or other courses of less than a full semester's duration) will have no record of the class appear on their transcripts. [RC: 11/20/87]

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)

\* The midpoint of the semester is calculated from the first day of classes to the last day of classes, counting only teaching days and not including final exam period. (RC: 2/10/87)

5.1.8.3 A student may withdraw from a class during the latter half of the 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.

Before acting on such a petition, the dean will consult with the instructor of the class. If such a petition is approved by the dean of the student's college, the dean shall inform in writing the instructor of the class of his action, and the student shall be assigned a grade of W. (US: 9/10/79; revised US: 4/11/83)

A student may also petition the Dean to withdraw from a class during the latter half of the term if he or she has 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 (see V.5.2.4.2.b). [RC: 11/20/87]

\* This rule applies to withdrawal from the University as well as withdrawal from a class. The dean may not delegate the authority to approve or deny a petition to withdraw to the Registrar or to any other agency external to his college. The spirit of the rule indicates that the dean should deny the petition when it does not certify urgent nonacademic reasons. When a petition is denied, the instructor will award a grade at the end of the semester that reflects the work the student has accomplished. (RC: 10/1/80)

\* For the purposes of this section, the end of the term is considered to be the last day of classes. (RC: 9/10/87)

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-- after completing the twelfth week of the normal semester, the third week of the four week summer semester, or the sixth week of the 8 week summer semester, 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 Senate of the University. If a comprehensive course examination is required for graduation, this requirement shall be waived. (US: 9/20/93)

\* The Rules Committee has held that this rule applies to a student's voluntary entry into the military during the four-week session. (RC: 3/12/90)

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.

(2) Requests for retroactive withdrawals may not be granted after a student has graduated or beyond two calendar years from the last day of classes for the semester for which the withdrawal is requested.

(3) 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

#### B. Procedure

To the extent possible, the following procedures shall be uniform throughout the University:

(1) Requests for retroactive withdrawal shall be made of the Dean of the college in which the student was enrolled at the time the classes were taken, on the form and with the documentation required by the University Senate. Requests for retroactive withdrawals shall be made through the University



Senate Retroactive Withdrawal Petition. (US: 4/12/99)

(2) The Dean shall recommend approval or disapproval of the request and shall forward the recommendation to the Retroactive Withdrawal Appeals Committee, normally within 30 days of receipt of the petition and all supporting documentation.

(3) The Committee 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 Committee shall forward all approved requests to the Office of Registrar for implementation.

(5) The Committee 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 the Committee's decision.

#### 5.1.9 GRADE POINT AVERAGE

A. Grade point average is the ratio of the number of points gained to the number of credits attempted, W,P,S, F, CR, and I being ignored. (US: 3/9/98)

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)

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 IV., 4.3.2 and Section V., 5.2.4.3.)

#### 5.2.0 CREDIT, CLASSIFICATION, LOADS, ACADEMIC STANDARDS

##### 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 hours.

Credit for short courses of less than eight weeks shall be limited to 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 (Higher Level) are recognized as appropriate credit for meeting degree requirements. Colleges and/or departments in consultation with the Admissions and Registrar's Office shall determine and publish appropriate cut-off scores for the CLEP, AP, and PEP examinations. (US:9/13/82) Students with superior results from their International Baccalaureate Higher Level may be awarded up to six credits by the corresponding department of the University. Scores of 5, 6, and 7 normally are requisite. No AP or CLEP credit hours shall be letter graded. Rather, all such earned credit hours will be shown on the student's academic record as course credit (CR). (See also V - 5.1.4, Rules Committee Interpretation, 1/15/93) (US: 4/25/88; US: 3/9/98)

\* Departments may make decisions about allowing or not allowing credit for the examinations mentioned in this rule and about scores necessary for credit, subject to the approval of the dean of the college. (RC: 4/28/98)

#### 5.2.1.2 Credit by Special Examination

##### Entrance Examination

An individual academic 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.

##### 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 in the University System, regardless of whether the student has audited the course, is currently enrolled in it, or has studied for it independently.

A 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 academic 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.

B The request for special examination may be denied by the department chair or the office of the administrative 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.)

C The instructor may schedule the examination at his/her convenience, but must offer it within a reasonable time after the student has submitted his/her request.

\* The phrase "reasonable time" is not meant to convey a precise

time period and should be fitted to the particular circumstances.  
(RC: 2/1/89)

D 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 instructor then may or may not include the results of the special examination in computing the final grade. (US: 9/20/93)

E 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.

F The student, with the department chair'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 V., 5.1.4)

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 given 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, 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 any student in an undergraduate college (including residence and correspondence courses) shall be 19 credit hours. (US: 10/11/93)

\* The 19 credit hour limit applies to courses taken on an audit basis as well as other courses. (RC: 2/6/80)

The maximum allowable load to be carried during any summer term for undergraduate students (including residence and correspondence courses) shall be nine (9) credit hours in the eight-week summer session and four (4) credits in the four-week intersession.

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. (US: 10/11/93)

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 the four-week intersession, or seven (7) credit hours in the eight-week session.

Students in the combined Bachelor's/Master's degree program (University Scholars) should not take more than 16 credit hours per semester. Permission to exceed that number must be given by the Director of Graduate Studies and Dean of the Graduate School. (See Section V., 5.4.1.6 and Section IV., 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 intersession. The maximum load for graduate students in any combination of the four and eight week sessions shall be twelve (12) credit hours.

A student may be registered simultaneously at the University of Kentucky or a Community College 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 or a Community College, 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

A student in any undergraduate college shall be classified by the Registrar as a sophomore upon completion of 30 credit hours, a junior upon completion of 60 credit hours, and 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 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 V-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. [US: 11/11/85; US 2/9/87]

5.2.4.2 Excused Absences: (US: 11/11/85; 2/9/87) The following are defined as excused absences:

A Illness of the student or serious illness of a member of the student's immediate family. The instructor shall have the right to request appropriate verification.

B The death of a member of the student's immediate family. The instructor shall have the right to request appropriate verification.

\* Children of students are considered members of the immediate family (RC: 11/9/94)

C Trips for members of student organizations sponsored by an academic unit, trips for University classes, and trips for participation in intercollegiate athletic events. When feasible, the student must notify the instructor prior to the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors 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 in writing of anticipated absences due to their observance of such holidays no later than the last day for adding a class.

E Any other circumstances which the instructor finds reasonable cause for nonattendance. (US: 4/23/90)

Students missing work due to an excused absence bear the responsibility of informing the instructor 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 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 RC: 11/20/87)

If attendance is required 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 faculty member may require the student to petition for a "W" or take an "I" in the course. (US: 2/9/87; RC: 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. (RC: 8/20/87)

\* The language "The instructor shall give the student an opportunity to make up the work and/or the exam missed during an excused absence..." implies the student shall not be penalized for the excused absence. (RC: 8/25/95)

5.2.4.3 Acceptable Standards in English Teachers in all courses are expected to call attention to and penalize for errors in English usage and to require the rewriting of papers which do not meet acceptable standards in English.

Any instructor who finds the written work of any student seriously defective in English is expected to report the case, together with specimen papers, to the dean of the student's college. A committee composed of this dean and the chair of the Department of English shall have power to require additional work in composition without credit. This remedial work shall begin not later than the following semester and shall continue until the committee is satisfied with the student's proficiency. When a student is required to do this additional work, the committee will report this requirement to the Registrar, who will indicate the fact on the student's record.

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 V., 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. (See Section IV., 4.3.2 and Section V., 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 Final Examinations If a final examination is to be given, it will be administered during the examination period as scheduled by the Registrar for the semesters of the regular school year. These examination periods will utilize the last 5 days of each semester, and will be preceded by a study day or weekend on which no classes or examinations will be scheduled.

Final examinations, where appropriate, will be administered during the last class day of the intersession and the summer session.

During the last week of classes of a regular session or during the three day period prior to the last day of class of Intersession or Summer School, no examination shall be given except for laboratory practicals or "make-up" examinations. In cases of "Take Home" final examinations, students shall not be required to return the completed examination before the regularly scheduled examination period. (US: 4/28/86)

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 and the Registrar. (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 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.

5.2.4.7 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)

5.2.4.7.1 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 a valid excuse 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:

1. Provide a prime time course section that does not participate in the common examinations.
2. 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. (RC: 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. (RC: 3/31/94)

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 UNDERGRADUATE COLLEGES

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 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, 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. For students previously matriculated at the University of Kentucky (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 notify in writing the dean of the college in which the student is enrolled. A student may exercise the repeat option at any time prior to graduation. (US: 4/11/94)

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 shall be granted by the instructor and the dean of the college in which the student is enrolled (see Section IV - 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. (US: 2/14/94)

\* A student may exercise the repeat option by taking a special exam (as provided in 5.2.1.2); if the request for the exam is approved, the student may request that the grade in the course be recorded under the repeat option. (RC: 1/27/84)

\* There is no relationship between the academic bankruptcy rule (V - 5.3.1.7) and the repeat option. To the extent that a student has used any or all of his/her repeat options in the first enrollment, he/she no longer has them available during a subsequent enrollment. If not previously used, they are available during the subsequent enrollment. (RC: 9/29/82)

\* Attendance at a community college is the equivalent of attendance at the Lexington campus for purposes of exercising the repeat option. (RC: 9/28/82)

\* A student who audits a course in one semester and then takes the course for credit in a subsequent semester is to be regarded as having taken the course only once - the subsequent semester. (RC: 1/20/94)

\* Under the revisions of the repeat option rules adopted by the University Senate in April 1994, the event is the filing of the repeat option. Thus the new filing deadline applies to all repeat options filed after the end of the Spring 1994 semester (RC: 3/31/94)

\* A student must be enrolled at UK at the time he/she files the repeat option. Thus a student who has transferred to another institution would not qualify since he/she is not enrolled at UK. (RC: 3/31/94)

\* "The student must notify in writing the dean of the college in which the student is enrolled" means that a student must be enrolled at the time the repeat option is exercised. (RC: 3/31/94)

#### 5.3.1.2 Academic Probation Policies (US: 3/20/95)

A Students are placed on probation if:

1. Their cumulative Grade Point Average (GPA) falls below 2.0. Students on probation for this reason who achieve a cumulative 2.0 GPA shall be

removed from probation.

OR

2. They are freshman students who have completed a semester of 18 or fewer hours with a GPA of less than 1.75. Students on probation for this reason who achieve a cumulative GPA of 2.0 shall be removed from probation. The dean shall warn students with GPAs between 1.75 and 1.99 inclusively that they are not making satisfactory academic progress.

\* The warning letter is to be sent following the freshman student's first semester in which s/he earned 18 or fewer hours. (RC: 9/20/95)

OR

3. They have two consecutive academic terms with semester 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 better will be removed from probation.

\* Once the student has completed all the requirements for the degree while still maintaining an overall GPA greater than 2.0, the degree must be awarded. Thus the student would no longer be on probation. (RC: 9/20/95)

\* A student who has been put on probation under the old rules is subject to being removed under either the old or the new rules, whichever is more favorable to the student. (RC: 9/20/95)

\* Four-week and eight-week summer sessions are considered one term. Thus, if a student enrolls for both the four-week and eight-week sessions, that shall be considered one term. If the student enrolls for only one session, whether it be the four-week or the eight-week term, that shall be considered one term. (RC: 12/4/95)

\* All grade changes made after the end of the term require recalculation of the term grade point average for purposes of applying the probation and suspension rules. A course retaken under the Repeat Option (Rule 5.3.1.1) does not result in a grade change for the term in which the course was first taken, and therefore requires no recalculation of any grade point average. (RC: 6/25/98)

#### 5.3.1.3 Academic Suspension Policies (US: 3/20/95)

A Students are subject to suspension if:

1. they have three consecutive semesters in which their cumulative GPA remains below 2.0, or

2. They fail to earn a 2.0 semester GPA for any term while on probation.

B Students are subject to suspension without a preliminary probationary

semester if their GPA is below 0.6 after their first term of full time enrollment in the University System. This provision does not pertain to students who have transferred from the Community College System.

C In cases of students eligible for suspension, the Dean of the student's College may continue a student on academic probation if the individual case so justifies.

D A student who is under academic suspension from the University may not enroll in any courses offered by the University of Kentucky, nor take any examination for University of Kentucky credit while on academic suspension or probation.

E A student who has been 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.

F Once reported to the University Registrar an academic suspension may be rescinded by the dean only in the event of an error in the determination of the student's eligibility for suspension, an official grade change that alters the student's suspension eligibility, or exceptional circumstances. In such cases a written notice of rescission documenting the basis for the action must be filed with the University Registrar by the dean imposing the original suspension. (US: 10/16/89)

5.3.1.4 Reinstatement After they have remained out of the University for at least a semester and a summer session (a semester for a student academically 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. (US: 10/11/93)

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 scholastic probation.

B They have failed to meet the requirements for removal from scholastic probation by the end of the third semester following their reinstatement.

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

Students should refer to IV - 4.1.1 for information on the academic bankruptcy rule that applies to students who are readmitted after an interruption of two or more years. (RC: 11/20/87)

5.3.1.5 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 years, and who have completed at least one semester or 12 hours with a grade point standing of 2.0 or better after readmission may choose to have none of their previous University of Kentucky course work counted toward graduation and toward the computation of their grade point standings. (US:4/12/82)

\*

The calculation of the grade point average after readmission begins with the semester of readmission. ([RC: 11/20/87])

\*

Any courses (including correspondence courses) taken in the absence of readmission "through the usual channels" do not satisfy the 12-hour requirement. (RC: 6/12/98)

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 grade point standing. (US:4/12/82)

C Part-time as well as full-time students can take advantage of the academic bankruptcy rule. Students need not have been originally suspended from the University to qualify for this option. Attendance at a community college in the UK system is equivalent to attendance at UK itself for the purposes of this option. A student can petition for academic bankruptcy for work done at a community college. (RC: 11/20/87) This option is not available to a student who transfers in more than 24 credit hours taken at another institution during the first two years after leaving the University of Kentucky. (Rules Committee Interpretation: 1983-84)

\* A student who has completed at least 12 hours of work with a GPA of 2.0 or better would be eligible for academic bankruptcy even if he/she received an E in one or more of the courses. (RC: 1/30/86)

\* If a student has completed a degree and re-enrolls, he/she may not apply the academic bankruptcy rule to courses taken for the degree already completed. (RC: 11/12/84)

\* The Academic Bankruptcy option may be used only once. (RC: 2/1/89)

\* 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 can invoke the academic bankruptcy rule. (RC: 2/27/95)

#### 5.3.1.6 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

V - 5.3.1.5). However, the student must meet all other admission criteria established by the college or program [see Section IV - 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 given here. 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 5.3.1.3 and 5.3.1.5.] (US: 4/25/84)

5.3.2.1 College of Architecture: College of Architecture students are subject to the general University regulations pertaining to academic probation and suspension. In addition, a student may be placed on probation in the College of Architecture or suspended from the College of Architecture, but not necessarily the University, according to the College standards that follow.

A student enrolled in the College of Architecture 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 Architecture who is suspended from the college may not take classes offered in the College of Architecture until reinstated. A student who is suspended from the College of Architecture 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 Architecture. [RC codification: 5.27.98] A grade below C in an architectural design studio is considered unacceptable for majors in the College of Architecture. 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 Architecture rules on probation and suspension may be waived by the Dean of the College of Architecture under extraordinary circumstances.

A student who has been suspended from the College of Architecture may petition the Dean for reinstatement after a period of no less than one calendar year.

5.3.2.2 College of Allied Health Professions (US: 4/25/84; US:12/14/92)  
Allied Health professional students are subject to the general University regulations pertaining to academic probation and suspension. In addition, the following standards apply:

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.

5.3.2.2.1 Clinical Laboratory Science Professional Program Undergraduate students in the Clinical Laboratory Science Professional Program are subject to the University's general regulations for undergraduate students pertaining to scholastic probation, academic suspension, and reinstatement. (US: 12/14/92) In addition the following standards apply:

A Student Progress

Students admitted to the CLS Program may advance into the senior year and/or clinical rotation of the CLS program of study on the condition that each has (1) at least a GPA of 2.00 on all course work; and (2) earned a minimum grade of C (2.0) in every course with the CLS prefix.

B Undergraduate Professional Program Probation

Regardless of academic standing in the University, a student shall be placed on probation where the student:

1. earns a semester grade point average (GPA) less than 2.0 in all courses required by the CLS Program
- OR
2. earns a grade less than C (2.0) for any course having a CLS prefix.

C Removal from Clinical Laboratory Science Program Probation

A student shall be removed from probation when:

1. in the semester following probation, the student earns a semester GPA of at least 2.0 in courses required by the CLS Program
- AND
2. the student earns at least a grade of C (2.0) in any course with a CLS prefix in which previously the student earned a grade below C.

D Clinical Laboratory Science Program Suspension

A student shall be suspended from the undergraduate CLS program when the student:

1. earns less than a semester GPA of 2.0 in courses required by the CLS Program at the end of the first probationary period or in any subsequent semester,
- OR
2. earns less than a C in a course with a CLS prefix for the second time,
- OR
3. earns less than a C in any two courses required in the CLS Program.

E Removal from Clinical Laboratory Science Program Suspension

A student may be reinstated into the CLS program when the student meets the requirements for readmission as determined by the CLS Admissions and Progression Committee. These requirements will be communicated to the student at the time of suspension.

5.3.2.3 College of Engineering (US: 4/25/84; 2/12/96) In addition to the University rules on academic probation, suspension and reinstatement, the following rules apply to the College of Engineering.

1. No Student with a cumulative UK GPA of less than 2.0 will be enrolled in the College of Engineering. Any student who fails to maintain a cumulative UK GPA of 2.0 will be dropped from the College of Engineering and will not be readmitted until this GPA is 2.0 or greater. No probationary notice will be given.

2. Any student enrolled in the College of Engineering who achieves a GPA of 2.0 or less in any semester will be placed on academic probation.

3. Any student on academic probation who fails to achieve a 2.0 semester GPA will be dropped from the College of Engineering and will not be readmitted until he or she has obtained a UK semester GPA of 2.0 or greater for one semester and the student's cumulative UK GPA is 2.0 or greater.

4. Students who are dropped 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 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 Professional Program in Accountancy (US: 4/13/87)

##### 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.

##### 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) Undergraduate students in the professional nursing program are subject to the University's general regulations for undergraduate students pertaining to scholastic probation, academic suspension, and reinstatement. In addition, the following standards apply.

(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 do 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.

#### I Undergraduate Program Probation

Regardless of academic standing in the University, a student shall be placed on probation when the student:

A earns a semester grade point average (GPA) less than 2.0 in courses required by the College of Nursing, OR,

B earns a grade less than a C (2.0) for any course required in the CON (NUR prefix).

#### II Removal from Undergraduate Program Probation

A student shall be removed from probation when the student:

A in the semester following probation earns a semester GPA of at least 2.0 in courses required by the College of Nursing, AND

B 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).

### III Undergraduate Program Suspension

A student shall be suspended from the undergraduate nursing program when the student:

A 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

B For a second time fails to earn a grade of C (2.0) in a course required in the CON (NUR prefix), OR

C fails to earn a grade of C (2.0) in any two courses required in the CON (NUR Prefix), OR

D 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.

### IV Removal from Suspension

After the period of suspension, a student may be reinstated into the CON when the student meets the requirements for admission.

## 5.3.3 PROFESSIONAL COLLEGES

### 5.3.3.1 College of Law

#### A Exclusion for Poor Scholarship and Readmission

All students in the College of Law must maintain a satisfactory cumulative grade point average, and failure to do so will result in the student being dropped from the College for poor scholarship. Any student who receives a grade point average below 1.5 for his or her first semester of law study may be dropped by the Dean on recommendation of the Law Faculty Academic Status Committee for poor scholarship. Any student who fails to achieve a 2.0 cumulative grade point average at the end of the first two semesters will automatically be dropped for poor scholarship. In addition, any student whose cumulative average falls below a 2.0 at the end of any subsequent semester will also be dropped from the College. (US:10/11/82)

Any student who receives a grade of E in a required course must reregister for the course and complete all requirements therefor. When such a required course is retaken or when a student elects to repeat an elective course in which he has received 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.

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 Committee; however, in most cases, the following policies will guide the Committee: a student dropped after the first semester will be required to petition the full Faculty for readmission; in

the case of students dropped at the end of the second semester, a student with a cumulative grade average of 1.9 and above will normally be readmitted, a

student with a cumulative average of 1.7 to 1.89 may be readmitted but will be carefully scrutinized, and a student with a cumulative average below 1.7 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.

Any student who is readmitted after being dropped at the end of the second semester and who fails to raise his or her cumulative grade point average 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 grade point average to 2.0. Material progress at a minimum shall mean obtaining a 2.0 GPA for the semester. Moreover, such student must raise his or her cumulative average to 2.0 by the end of the fourth semester. In addition to the foregoing academic standards for readmission, the 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 Committee with the approval of the full law faculty may also require the repetition of courses either with or without substitution of the grades awarded in the courses retaken. Failure to comply with the requirements and conditions of readmission will result in the student being dropped again from the College, 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)

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.

A student who has once been dropped for poor scholarship and who fails to have a 2.0 cumulative average 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 average. (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, applications for readmission will be referred to the Admissions Committee; if a first-year student withdraws during the second semester, applications for readmission will be referred to the Academic Status Committee; provided that in either of the above withdrawal situations, the Dean's designate 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 report to the University 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 designate. If a student plans to complete a semester, but not reenroll for the subsequent semester, he or she must give the Dean's designate 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, D(1), or D(2) 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 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 designate 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 designate. A student may withdraw from a course or seminar during the last half of a semester or summer session only on petition certifying reasons relating to extended illness or equivalent distress. This petition must be approved by the instructor and the Dean's designate.

#### E 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 law school, 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 for graduate school courses under 1. (above) or for law school courses offered only on a pass/fail basis under 2. (above) shall be counted.

4. No more than one graduate school course outside the law school, 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 law school for credit toward the J.D. other than pursuant to the applicable joint degree program.

#### 5.3.3.2 College of Pharmacy:

##### ACADEMIC PERFORMANCE, PROGRESS AND GUIDELINES (US: 11/13/95)

The Academic Performance Committees (APC) are charged with monitoring students' progress through the curriculum. The Committees regularly review (during and at the end of each semester) the performance of each student based on course grades and on written comments of 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 will consist of the course directors and laboratory instructors for that 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, dismissal, or other action. Recommendations for graduation are made to the Dean and to the faculty since graduation requires approval by the faculty. All other recommendations are 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 satisfaction of prior coursework. The APC may also recommend other actions 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 heavily on the following general guidelines in making its recommendations:

1. All students are expected to earn a minimum grade of "C" in all courses. Students who fail to earn a minimum of "C" in any course will be placed on probation with remediation, be suspended or be dismissed from the College.

2. Students who fail to earn a minimum grade of "C" in any two required courses during the same semester, or who fail to earn a minimum grade of "C" in any course while on probation, will be suspended or dismissed from the College.

3. Students who do not satisfy the remediation requirements for probation will be suspended or dismissed from the College.

4. Students who satisfy the remediation requirements for probation will be removed from probation.

Because the College of Pharmacy is charged with the education and training of competent pharmacists and because competence must be assured not only in the fund of knowledge and technical abilities of the student, but also in their standards of personal and professional conduct, student progress is 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 standards and regulations specified in such documents as the Health Science Students Professional Behavior Code, Behavior Standards in Patient Care, Student Rights and Responsibilities and standards detailed in the College of Pharmacy Bulletin. Review of such responsibility is vested with the APC which will seek recommendations from an advisory group composed of the APC core faculty and an equal number of student representatives. Academic rules will not be changed during a student's enrollment if and only if the student has continued to progress within the class of matriculation. Rules affecting leaves and standards of behavior may be changed with notice.

Students dismissed from the College of Pharmacy because of a recommendation from the Academic Performance Committee may petition readmission through the Academic Performance Committee. Students withdrawing from the College while in good academic standing may petition readmission through the Admissions Committee. Students expelled from the College because of violations of academic integrity are not eligible for readmission.

#### Special Considerations.

1. The demands of the Doctor of Pharmacy curriculum consume the entire efforts of students. Therefore 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 of Kentucky students in all matters not specifically covered in Medical Center and College documents.

A student found guilty of committing any offense may appeal that finding through the Academic Ombud to the Appeals Board.

#### 5.3.3.3 College of Medicine (US: 3/10/86):

##### A Assessment of Student Learning

The University of Kentucky 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 Student Promotion Rules.

The Student Progress and Promotion Committee (SPPC) is charged with the monitoring of student progress through the curriculum. The Committee 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.

#### 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 the 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 two weeks of the termination of each course, every department shall submit to the Office of Education a grade, and where possible, written comments on each student's performance. The Office of Education will provide every student a copy of this grade sheet within three weeks of the termination of the course.

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 course director 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. Students will be required to pass a comprehensive, standardized basic science examination prior to promotion to the third year and a comprehensive, standardized clinical examination prior to graduation. Students may sit for three consecutive administrations of the examination in the attempt to achieve a passing score. During the interval between repeated attempts to pass the examinations students are in a non-promotional category. If unsuccessful after the third attempt, the student will be dismissed from the College.

5. Students will be required to pass a Clinical Performance Examination (CPX) prior to graduation. Students who do not pass the initial 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. At regular intervals the SPPC will review the academic record of each student and make specific recommendations addressing promotion, remediation, or dismissal. Beyond these recommendation, 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., 3.7 for High Distinction, 3.5-3.69 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 standardized comprehensive examination. Students in the non promotional category will be promoted or dismissed based upon satisfactory correction of the deficiency.

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.

Unlimited opportunity to repeat courses, clerkships or curriculum sequences is neither feasible nor desirable.

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 compensating recommendations of the department that assigned the mark. 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. A probation category encompasses those students who post a GPA of less than 2.5 for any academic year and those students who receive



"U" or "E" grades. Students promoted on probation must improve their academic performance in the subsequent academic year or risk dismissal.

7. Dismissal from the College will result when students have an annually calculated cumulative GPA of less than 2.0; receive two or more "E" grades; receive three or more "U" grades; receive a "U" or "E" grade while on academic probation; or fail either of the comprehensive standardized examinations on three consecutive attempts. At the discretion of the SPPC and the Dean, students may be dismissed if they receive 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 granted by the SPPC. The request for a leave of absence must be submitted in writing to the Associate Dean for Education. Return from a leave must be approved by the SPPC, may necessitate an amended academic curriculum, and is subject to the availability of space in required courses. The following three categories of leave may be sanctioned by the SPPC and approved by the Dean:

1. ACADEMIC LEAVE OF ABSENCE is available to students who wish 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 LEAVES OF ABSENCE are initiated at the students' requests. Students must be in good academic standing. Leaves in this category may range from a number of weeks to a maximum of one years.

3. MEDICAL LEAVE OF ABSENCE: Illness can seriously disrupt or impede student progress through the course of study. A student anticipating an absence of 10 days or more must secure a medical leave of absence. Application for this type of leave may be requested through the Office of 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, his 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 by a physician with relevant clinical expertise at the student's expense.

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, at the student is responsible for notifying the Office of Education as soon as possible. Further, a supporting statement from an attending physician must be filed with the Office of Education prior to returning to class.

D Other Considerations and Restrictions

1. The demands of the medical school curriculum 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.

NOTE: All College of Medicine students are subject to the rights, rules and regulations governing University of Kentucky students in all matters not specifically covered in the above promotional rules.

5.3.3.4 College of Dentistry: The following academic disciplinary policies for students in the Professional Dental Educational Program are initiated upon unsatisfactory academic performance.

Academic Probation

A student who fails a course is placed on academic probation. Additionally, the Academic Performance Committee may recommend to the Dean that a student who is performing unsatisfactorily in one or more courses be placed on probation. In each case, the duration of academic probation is at least one complete semester.

Students who are on academic probation will be excluded from participation in certain curricular privileges or extracurricular activities of the College of Dentistry including the following:

A taking certain enrichment courses;

B beginning a totally self-instructional course before the official starting date unless this course is part of a special curriculum developed by the Academic Performance Committee;

C serving as an officer or committee member of any College of Dentistry organization or committee, and,

D participating in any College of Dentistry extracurricular activity or in the activity of any College of Dentistry organization if the participation involves the expenditure of an appreciable amount of time.

A student is removed from academic probation by the Dean when the terms of

probation are met.

#### Academic Suspension

A student is suspended from the College of Dentistry if the student:

- A fails to meet the terms of academic probation,
- B is placed on academic probation a second time;
- C has been in residence in a dental curriculum for five (5) academic years and has not been graduated within one(1) year following the end of the time period agreed to upon admission, or,
- D fails two or more courses during an academic year.

Any student subject to academic suspension may request a review by the Academic Performance Committee prior to suspension. The student placed on academic suspension may apply for reinstatement under probation. The reinstatement may not become effective until at least one complete semester has passed from the time of suspension. (US:4/30/79)

#### 5.4.0 DEGREES, HONORS, GRADUATION

A Commencement Convocation shall be held annually

##### 5.4.1 RESIDENCE REQUIREMENTS

For an undergraduate degree a minimum of thirty (30) of the last thirty-six (36) credits presented for the degree must be taken from the University, but not necessarily on the Lexington campus.

Any request for waiver by veterans or other students 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.

5.4.1.1 Application for Degrees To be eligible for a degree, a student must file an application with the dean of the college from which the degree is to be awarded within thirty (30) days after the beginning of the semester or fifteen (15) days in the Summer Session in which the student expects to complete his/her work.

##### 5.4.1.2 Students Applying for Teaching Certificates (US: 9/8/97)

###### A. General

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), and 3) completion of a teacher preparation program, including student teaching.

The College of Education Certification Program Faculties, the Director of Student Services and 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 that a successful candidate be awarded a state teaching license (certificate).

B. Teacher Certification Programs

All candidates for completion of a teacher education program with a recommendation to the Kentucky Education Professional Standards Board that a teaching license be issued, must continue to meet all standards for admission and retention at the time of exit.

At exit all teacher certification candidates must present an Exit Portfolio for review by the appropriate program faculty. The exit portfolio will be organized by Kentucky New Teacher Standards and will include a mix of items selected by the candidate and required by the particular program faculty.

The program faculty must certify that a review of the Exit Portfolio has demonstrated that for undergraduate students, the candidate has met all of the Kentucky New Teacher Standards as a prerequisite for granting the bachelor's degree in education and the recommendation to the KY EPSB for a granting of a state teaching certificate (license). For post-bachelor's and graduate students pursuing initial teacher licensure, the successful Exit Portfolio review is a condition for the granting of a degree at the discretion of the Certification Program Faculty.

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.

C. Praxis Testing And The Kentucky Teacher Internship

Successful completion of the required PRAXIS examinations is a precondition for the granting of a Kentucky Teaching License (Certificate). All candidates must successfully complete the following examinations: 1) PRAXIS Communications Skills, 2) PRAXIS General Knowledge, 3) PRAXIS Professional Knowledge, and 4) the appropriate PRAXIS Series Subject Assessments/Specialty Area Test(s) or the appropriate subject examination administered by the KY EPSB.

Candidates must provide the College of Education, Office of Student Services and Certification, with passing test scores on all required PRAXIS examinations or EPSB-administered examinations as a prerequisite for being recommended for a Kentucky Teaching License (Certificate).

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).

Information concerning licensure in other states is available from the College of Education Office of Student Services and Certification.

5.4.1.3 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. (US:3/8/82; 4/10/89)

\* 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. (RC: 11/16/89)

5.4.1.4 Second Bachelor's Degrees A student is eligible to qualify for a second bachelor's degree in a different major. The student must complete all university, college, and departmental requirements for both degrees. Courses taken towards fulfilling one degree may also count towards fulfilling parallel requirements in the other, but the student must complete a minimum of at least 144 hours for both degrees. 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)

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. (US:3/8/82)

\* 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. (RC: 1/10/82)

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 degree. The requirements for the bachelor's degree will be unaffected. (See Section IV., 4.2.5.4 and Section V., 5.2.2) (US: 9/13/82)

5.4.1.9 Faculty Members as Candidates for Degrees Members of the faculty,

except those in the Community College System, 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 members 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; BofT: 9/17/85)

#### 5.4.2 COMMENCEMENT 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.

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.

H Work done in the University of Kentucky Community College System shall be counted as work at the University of Kentucky in calculating the grade point average for honors. [RC: 11/20/87]

\* A student who has invoked the academic bankruptcy rule (V - 5.3.1.7) 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. (RC: 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. (RC: 5/8/85)

#### 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. (RC: 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 Two semesters of writing courses (normally ENG 101, Writing I, and ENG 102, Writing II) or their equivalent are required of each student unless the student demonstrates competency according to the exemption plans specified in the Bulletin. Only in unusual circumstances will a student be permitted to withdraw (for reasons stated in Section V. 5.1.8.3) and only the dean of the student's college can authorize such a withdrawal, in consultation with the instructor. A full-time student must enroll in a writing course each semester until the student has satisfied this requirement unless the student qualifies for a one-semester option, in which case the student may enroll during either semester of his/her freshman year. (US:11/12/84)

5.4.3.2 Inference Requirement (US: 2/13/95) Each baccalaureate student must satisfy one of the following:

- (1) any calculus course  
or
- (2) STA 200, Statistics, A Force in Human Judgment plus PHI 120, Introductory Logic or PHI 320, Symbolic Logic I  
or  
the equivalent of one of the above.

5.4.3.3 University Studies Requirements (US: 2/3/86) The requirements listed below are applicable to undergraduate students entering the University in the Fall Semester, 1988, and thereafter.

\* For Rules interpretation on taking USP courses P/F, see Section V - 5.1.4 (RC: 1/15/93)

#### I. Basic Skills

- A Mathematics (College Algebra, or exam, or ACT 25, or Calculus)
- B Foreign Language (2 yrs high school/1 yr college)

II. Inference and Communicative Skills

- A Calculus or Logic and Statistics 3-6 hours
- B University Writing Requirement (English) 6 hours
- C Oral Communication Requirement 3 hours

Note: The University Studies Committee shall employ the principles and learning objectives approved by the University Senate on 3/10/97 for evaluating the alternate routes for satisfying the Oral Communication requirement in University Studies (see Section I - 1.4.4.0).

III. Disciplinary Requirements

- A Natural Sciences (Two-sem. seq. in one discipline) 6 hours
- B Social Sciences (Single course in each of two separate disciplines) 6 hours
- C Humanities
  - a. Survey from Greece to the Present or
  - b. Two courses in a single humanistic discipline, or
  - c. Freshman Seminars (two) 6 hours

In fulfilling requirement A, B, or C(b), a student may enroll in a Discovery Seminar as one of the required courses. The single- or multiple-discipline requirement will still apply. [US: 11/10/97]

IV. Cross-disciplinary Requirement

Each student must take a pair of complementary courses which are designed to demonstrate the interrelationship of the disciplines. These courses may be from different departments in a single area (i.e. humanities, social sciences, natural sciences) or may couple two different areas. 6 hours

V. Cross-cultural Requirement

Each student must take one course which deals primarily with the Third World or with a non-Western civilization. 3 hours

TOTAL 39-42 hours

NOTE: A course taken to satisfy a requirement in one area of University Studies cannot be used to satisfy a requirement in another except that (a) a single course in calculus may be used to satisfy the mathematics component in both I-A and II-A; and (b) courses approved as Clustered Courses\*\* may be used to satisfy both the Cross-Disciplinary and designated Disciplinary requirements. (US: 2/8/88)

\*\*Clustered Courses must be composed of two or more sets of paired courses approved for the cross-disciplinary component of the University Studies Program. All clusters must be approved in accordance with the rules and procedures for including any course or sequence of courses in the University Studies Program. (US: 2/8/88)

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 Rules of



the University Senate.

\* 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. (RC: 10/2/80; 10/27/80)

#### 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.

The Rules Committee has held that this rule does not apply to the imposition of new or additional prerequisites for courses required as outside curricular requirements by another program. For example, the Statistics Department was not barred from adding additional prerequisites to STA 200 after it had allowed a two year grace period for students from other departments to take the course without meeting the prerequisites. The Rules Committee felt that it was unwise to freeze the course content on demand from other departments or colleges, particularly because prerequisites function to protect the department teaching the course from having to waste time and energy teaching unprepared students. (RC: 9/5/90)

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 the annual 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.

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06.0 Section VI Student Academic Affairs

#### 6.1.0 ACADEMIC RIGHTS OF STUDENTS

##### 6.1.1 Information about Course Content

A student has 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 at the first or second 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. (US:2/11/80; RC: 11/20/87)

\* All students must be informed in writing of the course content and other matters listed in this rule at no cost to the student. Thus all students officially enrolled in a course must be provided a copy of the course syllabus free of charge. (RC: 1/20/94)

##### 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 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) at the first or second class meeting.

B 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.

C Evaluations determined by anything other than a good faith judgment based on explicit statements of the above standards are improper. Among irrelevant considerations are race, color, religion, sex, national origin, sexual orientation, age, disability, marital status, and political affiliations, or any activities outside the classroom that are unrelated to the course work or program requirements. (US: 2/11/85; US 10/12/98)

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

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 on academic matters pertinent to that college or school.

The form for each Council, as well as the areas of responsibility, shall be determined by the faculty of the college or school. Students themselves shall be responsible for the selection of Council members by democratic process. Each Student Advisory Council shall keep records of its proceedings. The dean of each college or school shall forward for approval a statement of form and of areas of responsibility to (1) the University Senate Council and (2) the appropriate chancellor.

The faculty of each college or school shall determine whether a student member of its Student Advisory Council shall be entitled to vote with its faculty council or equivalent body on academic affairs.

#### 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 are enrolled in Medical Center Colleges and 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)

#### 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.

#### 6.2.1 FUNCTIONS, JURISDICTION, AND PROCEDURES OF THE OFFICE

6.2.1.1 Functions The Office of 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. It is 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.

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 IV, V, VI, VII of the Rules of the University Senate. However, the Ombud may refer issues falling outside the his/her jurisdiction to appropriate offices charged with the responsibility for dealing with them, such as the Vice Chancellor, Student Affairs, or the Affirmative Action Officer.[RC: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 Rules of the University Senate.

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

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 Rules of the University Senate. 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 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 his or her attention within 365 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)

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 arbitration 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 arbitration 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 Chancellor for Student Affairs, the Affirmative Action Officer 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 Affirmative Action Officer. (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 President 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 President of the University, Student Government Association, Deans, Department Chairs, or other appropriate persons on problems which the Ombud feels deserve their early attention.

#### 6.2.2 QUALIFICATIONS OF THE ACADEMIC OMBUD

As established by the Rules of the University Senate the Academic Ombud must be a tenured member of the faculty or a member of the emeriti faculty. (US: 4/9/90) Beyond this the qualifications should be those which will permit the faculty member 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) a faculty member of the Senate Council; 2) two students, one an undergraduate and one a graduate or professional student, chosen by the Student Government Association; and, 3) a member designated by the President of the University who shall serve as Chair of the Search Committee.

B The Search Committee shall solicit nominations for the Academic Ombud from students, faculty and administrators.

C Nominees shall be initially screened according to criteria set forth by the Rules of the University Senate and such other criteria as may be established by the University Senate and the Search Committee. The list of eligible candidates shall then be submitted for approval to the President of the University, the Senate Council and a Committee of the Student Assembly, not to exceed nine members, appointed by procedures designated by Assembly. Only those candidates approved by all three bodies shall be given further consideration for appointment to the office. Approved candidates who are willing to be considered for the post of Ombud may be interviewed by the Search Committee. From among the jointly approved candidates, the Search Committee shall recommend no more than three to the President.

D Should the office of 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.

#### 6.2.4 CONDITIONS OF EMPLOYMENT

A The term of office for the Academic Ombud shall be twelve months beginning July 1. The Ombud shall be eligible for reappointment.

B The regular academic duties shall be reduced during the Ombud's period in office, normally by one-half; but the exact proportion may be more or less, as agreed upon by the 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 President 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 President or through other channels designated by the President.

#### 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 rule for handling the offense is outlined in Administrative Regulation II

- 4.0.2. [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. Any question of definition shall be referred to the University Appeals Board.

#### 6.3.3 FALSIFICATION OR MISUSE OF ACADEMIC RECORDS (US: 3/20/89)

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 or attempted falsification or other misuse of academic records as described in this section is suspension for one semester.

#### 6.4.0 DISPOSITION OF CASES OF ACADEMIC OFFENSES (US: 3/10/86; US: 3/7/88)

##### 6.4.1 RESPONSIBILITY OF INSTRUCTOR AND DEPARTMENT CHAIR

An instructor who suspects that a student has committed an academic offense shall consult with the department chair, or the designee of the chair, as soon as practical

after the instructor develops the suspicion. If the instructor is also the department

chair, he or she shall consult with the Dean or the college's designee. Prior to consultation, however, 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).

The instructor and department chair shall review the evidence of an academic offense, ask the dean of their college to inquire of the registrar concerning prior academic offenses, and decide on an appropriate course of action. (See 6.4.9 and 6.4.10) If the evidence warrants an accusation of an academic offense, the student shall be invited to meet with the instructor and department chair. The student shall

be informed of the charge and given an opportunity to state his or her case. The student shall be informed of the possible penalties that may be imposed or recommended. If the student is not reasonably available or fails to attend the meeting, the instructor, with the approval of the department chair, shall inform the student in person (preferably in the presence of a witness or a signed receipt from

the student) or by certified mail (to the local address as contained in the Registrar's Office) of the evidence, charges, and possible penalties. (US: 3/7/88)

\* The term "chair" includes directors of programs and deans of colleges without a departmental structure. (RC: 9/27/80)

The instructor and department chair shall decide on an appropriate penalty. If there is disagreement the department chair shall prevail. The instructor and department chair may impose one or more of the following penalties in the event they determine an academic offense has occurred.

A Assign a grade of E for the course in which the offense occurred (the minimum penalty).

\* The instructor may not award a grade of E to a student who is enrolled in a course on a pass-fail basis. (RC: 1/28/81)

B Recommend to the Dean of their college or to the Dean of the Graduate School, if appropriate, that the student be suspended, dismissed or expelled.

The determination or recommendation of the instructor and department chair shall be made within 7 working days after the accusation is made, unless the student consents in writing to an extension of this time. The determination or recommendation shall be made in writing to their dean or to the Dean of the Graduate School, if appropriate, with copies to the student and the dean of the student's college, if he or she is enrolled in another college. The student shall be notified in person (preferably in the presence of a witness or a signed receipt from the student) or by certified mail (to the local address as contained in the Registrar's Office). If the offense also involves a violation of Part I, Code of Student Conduct, the report shall also be sent to the Dean of Students.

#### 6.4.2 RESPONSIBILITY: DEAN OF COLLEGE OR DEAN OF THE GRADUATE SCHOOL

Responsibility of the Dean of the College where the Offense Occurred or of the Dean of the Graduate School, as appropriate.

6.4.2.1 Cases Initiated by a Department After reviewing the file or report from the department chair, the Dean or the Dean's designee shall make his or her own decision about the appropriate sanction and take one or both of the actions specified in 6.4.2.3. (US: 3/7/88)

Academic offenses involving graduate students in 600 and 700 level courses or relating to master's examinations, doctoral qualifying examinations, master's theses and doctoral dissertations, or other work related to fulfilling requirements for a graduate degree shall be considered to occur in the Graduate School and shall be reported to the Dean of the Graduate School or the Dean's designee.

When a violation of Part I, Code of Student Conduct, Section 1.21 c,d,e,f,g,h,i,m,o,q, or r 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, or the Dean of the Graduate School, or all three will investigate and pursue the case in accordance with appropriate procedure(s) and authority(ies) as set forth in Part I or Part II of Student Rights and Responsibilities.

6.4.2.2 Cases Initiated by the Dean When it is the dean who initially finds that a student has committed an academic offense, the dean should first consult with the instructor and department chair, if available, and then arrange a personal conference with the student and do the following: present the evidence with respect to the offense; give the student an opportunity to state his/her case; and make known to the student the charges, if any, and the possible sanctions which may be recommended. If the student is not reasonably available for or fails to attend such a conference, the department chair shall proceed to inform the student of the nature of the evidence, charges and possible sanctions in person (preferably in the presence of a witness or a signed receipt from the student) or by certified mail (to the local address as contained in the Registrar's Office). Within 7 days of formally charging the student as set out above, the Dean or the Dean's designee shall take one or both of the actions listed in Section 6.4.2.3.

6.4.2.3 Actions to be Taken by the Dean After following the procedure outlined in Section 6.4.2.1 or 6.4.2.2, the Dean or the Dean's designee shall take one or both of the following actions: (US: 3/7/88)

A impose the minimum penalty of E for the course in which the offense occurred;

B forward the file to the appropriate chancellor recommending a sanction of suspension, dismissal or expulsion.

Notice of such action shall immediately be sent by the Dean or the dean's designee to the student in person (preferably in the presence of a witness or a signed receipt from the student) or by certified mail (to the local address as contained in the Registrar's Office) with copies to the instructor, and the department where the offense occurred, dean of the student's college, Registrar and Academic Ombud. If the student is enrolled in a college in a different sector, notice of action shall also be sent to the appropriate chancellor.

6.4.2.4 Offenses Occurring in Independent Study Courses (US: 3/8/99) If the offense occurs in a course offered through the Independent Study Program, the responsible Dean for purposes of Rules 6.4.2.1 through 6.4.2.3 shall be determined according to this rule.

A In the case of students not enrolled in the University, the responsible Dean shall be the Dean of University Extension. The Dean of University Extension shall, however, notify the dean of the College

where the offense occurred of the proceeding and the nature of the offense.

B In the case of students enrolled in the University, the responsible Dean shall be the Dean of University Extension if the Dean of the College where the offense occurred or the Dean of the Graduate School, upon notification, declines responsibility for the case.

C. Students in Independent Study courses not regularly enrolled in the University shall be entitled to the same rights involving academic offenses as those of students who are enrolled in the University.

#### 6.4.3 DISPOSITION - FALSIFICATION OR MISUSE OF ACADEMIC RECORDS

In all cases involving falsification, attempted falsification, or other misuse of academic records the University Registrar is the institutional official responsible for investigation, review, and recommendation of sanctions. All complaints of possible falsification or misuse of academic records, whether from academic or non-academic personnel or offices, should be reported to the University Registrar either directly or through the appropriate department chair, dean, or director. In the event that an allegation of falsification, attempted falsification, or other misuse seems warranted, the University Registrar shall notify the student to that effect in writing and invite the student to discuss the allegation within seven days of the notice. Following notification and subsequent discussion with the student (which the student may decline), the University Registrar shall determine whether falsification, attempted falsification or other misuse by the student has occurred. Upon determination that such has occurred, the University Registrar shall forward to the appropriate chancellor a statement of the case and a specific recommendation for suspension or dismissal, with written notice of the recommendation to the student and the Academic Ombud. (US: 3/20/89)

#### 6.4.4 RESPONSIBILITY OF THE CHANCELLOR

After the student has been notified of action, the appropriate chancellor will wait 10 working days to give the student an opportunity to exercise the right of appeal to the Academic Ombud and then will proceed promptly as follows:

A if the student does not appeal the dean's recommendation of suspension, dismissal or expulsion within the specified period, the appropriate chancellor shall review the file, and may approve and implement or disapprove the recommended sanction;

B if the student appeals the dean's recommendation of suspension, dismissal or expulsion within the specified period, the appropriate chancellor takes no action unless the University Appeals Board subsequently recommends that the sanction of suspension, dismissal or expulsion be imposed and implemented. If such a recommendation is received from the University Appeals Board, the appropriate chancellor shall review the file, and may approve and implement or disapprove the recommended sanction.

Notice of action taken under a. or b. must be sent by the appropriate chancellor to the student in person (preferably in the presence of a witness or a signed receipt

from the student) or by certified mail (to the local address as contained in the Registrar's Office) with copies to the instructor, department chair and dean of the college where the offense occurred, dean of student's college, Registrar, Academic Ombud and chair of the University Appeals Board. In the case of international students, a copy should also be sent to the Director of International Student Affairs.

#### 6.4.5 RIGHTS OF THE STUDENT (US: 3/7/88)

The student may appeal: (1) the determination of his/her guilt; (2) the severity of the

sanction if the sanction is more than the minimum sanction is recommended. The appeal must be filed in writing with the Academic Ombud within 10 working days after the date that the student receives notification of the sanction.

The student shall have the right of class participation and attendance during the consideration of any appeal.

#### 6.4.6 ROLE OF THE DEAN OF THE STUDENT'S COLLEGE

When the student involved is not enrolled in the college in which the offense occurred, the dean of his or her college shall be informed by copy of all official correspondence pertaining to the sanctions being recommended. Should the student appeal to the University Appeals Board, the dean of the student's college may appear on his or her behalf.

#### 6.4.7 RESPONSIBILITY OF THE ACADEMIC OMBUD

The Academic Ombud shall, within a reasonable time, preferably within 20 working days of receiving the student's written appeal, attempt to resolve the case to the satisfaction of the student and of the instructor or dean imposing or recommending the sanction. If the Academic Ombud cannot within 20 working days of receiving the student's written appeal satisfactorily resolve the case, he/she shall forward a written report to the University Appeals Board with copies to the student, and to the

person who instituted the charge. However, the period may be extended to permit more time for investigation with written approval of the student. The report should include copies of the student's appeal and report of the incident, and any reports submitted by the accuser.

#### 6.4.8 RESPONSIBILITY OF THE UNIVERSITY APPEALS BOARD

The Hearing Officer of the University Appeals Board shall schedule a hearing in any case of cheating, plagiarism, or falsification or misuse of academic records reported

by the Ombud, the hearing to be held within 20 working days of the receipt by the Hearing Officer of the Ombud's report, unless the student consents to an extension of time for the hearing. The student may withdraw the appeal at any time. Notices to the student will be sent by certified mail to the address on file with the Ombud; failure of a student to apprise the Ombud of a change of address shall be cause of dismissal of the appeal.

In cases of academic offenses where the student contests guilt, 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. Unless the Board believes, by majority vote of those

present and by a preponderance of the evidence, that the student cheated, plagiarized or falsified or misused academic records it shall acquit the student.

In cases where the only issue is the severity of the sanction, the Board shall sit as an appeals board and shall concur in the recommended sanction unless it believes, by a majority vote of those present and by a preponderance of the evidence, that the sanction is too severe. The Board may hear witnesses and consider written statements and exhibits in reaching its decision concerning the severity of the sanction. The Board may impose the minimum penalty of an E in the course or may recommend to the appropriate chancellor the imposition of a penalty of suspension or dismissal less severe than that recommended by the dean of the student's college.

Within five days of the decision of the Appeals Board the Hearing Officer of the Board shall notify the student, the instructor, the department chair, the dean of the student's college and the appropriate chancellor of the action of the Board. In addition, if the decision of the Board is to impose a penalty of E in the course the Hearing Officer shall notify the Registrar of that act.

In all cases involving academic offenses the student shall have the rights set out in Section 2.3 of the Code of Student Conduct. (Student Rights and Responsibilities, Part I). [See also Rule VI - 6.6.5.2.]

\* The requirement that the Hearing Officer shall schedule a hearing within 20 working days does not mean that the Appeals Board must reach a decision within that time. If the hearing is held near the end of the 20 day period, and if difficult issues are raised that require more time, the Appeals Board may find it necessary to hold additional meetings, stretching the hearings process beyond the 20 day limit. However, the Appeals Board should seek to render a decision as soon as is reasonably possible so that the student may plan his or her further academic work. (RC: 5/6/86)

#### 6.4.9 REPORTING ACADEMIC OFFENSES

All final decisions of guilt of an academic offense shall be reported in writing to the Registrar by the dean of the college in which the offense occurred, with the following information: (1) name of the student; (2) student identification number; (3) student's college; (4) course and section number; (5) approximate date of offense; (6) brief description of offense; (7) sanction imposed; and (8) date of imposition of sanction.

#### 6.4.10 RESPONSIBILITY OF REGISTRAR (US: 3/7/88)

The Registrar shall keep a record of all final decisions of guilt of an academic offense with the following information: 1) name of student; 2) student identification number; 3) student's college; 4) course name and number and section number; 5) approximate date of offense; 6) brief description of offense; 7)

sanction imposed; and 8) date of imposition of sanction. 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 dean of the University of Kentucky, or a dean's designee, or the Academic Ombud of the University of Kentucky. A record shall be maintained by the Registrar of every instance in which information is released under this provision.

#### 6.4.11 PENALTIES FOR ACADEMIC OFFENSES

The minimum penalty for an academic offense is an E in the course in which the offense took place. The repeat option may not be used to remove an E given for an academic offense. If a prior academic offense has been recorded in the Registrar's Office, the minimum penalty shall be suspension for one semester (or a minimum of four months in those colleges in the Medical Center where the semester system is not in use). Penalties more severe than the minimum may be imposed where warranted by the circumstances:

A Suspension: forced withdrawal from the University for a specified period of time, including exclusion from classes, termination of student status and all related privileges and activities. 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 appropriate chancellor. With the consent of the student and the dean of the college in which the offense occurred, the appropriate chancellor may fix an earlier date for suspension. In any case in which the suspension is imposed by the last day to drop a course with no record, it shall apply to that semester. In case of any student who is graduating, the suspension shall apply to the final semester before scheduled graduation. Suspension for an academic offense shall be noted in the student's permanent academic record, and shall appear on all transcripts for a period of three years beyond the conclusion of the suspension. (US: 3/7/88)

B Dismissal: termination of student status subject to the student's readmission. The conditions for readmission will be specified at the time of dismissal. The student may be readmitted to the University only with the specified approval of the appropriate chancellor upon recommendation of the Appeals Board. Dismissal for an academic offense shall be noted in the student's permanent academic record, and shall appear on all transcripts for a period of three years from the student's readmission to the University. (US: 3/7/88)

C Expulsion: permanent termination of student status, without possibility of readmission except upon showing that the findings of fact which formed the basis of the action were clearly erroneous. (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.) Expulsion for an academic offense shall be noted in the student's permanent academic record, and shall appear on all transcripts permanently. (US: 3/7/88)

#### 6.5.0 UNIVERSITY APPEALS BOARD

#### 6.5.1 FUNCTIONS OF THE UNIVERSITY APPEALS BOARD

6.5.1.1 Cases of Academic Offenses (see 6.4.7 above; US: 3/10/86)

6.5.1.2 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 Board may select from the following remedies:

A The 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 V., 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. (RC: 11/20/87)

C The Board may take any other reasonable action calculated to guarantee the rights stated herein.

#### 6.5.2 COMPOSITION OF THE UNIVERSITY APPEALS BOARD

The University Appeals Board shall consist of ten members; three full-time students and six faculty members, and a Hearing Officer who shall be the chair. In addition, there shall be three student alternates and six faculty alternates who shall be selected on the same basis and with the same requirements as the regular members. All members of the Appeals Board and/or their alternates shall be expected to meet within 48 hours after notice from the chair.

6.5.2.1 The Hearing Officer The Hearing Officer shall be the chair of the Board. 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 Board.

When the 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.

\* The Hearing Officer does not participate in the Board's deliberations and has no power to cast a tie breaking vote. (RC: 10/3/88)

6.5.2.2 The Student Membership The student membership shall consist of a graduate or professional student, a male undergraduate student and a female undergraduate student. The undergraduate students must be either 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 chosen by the President of the University from the recommendations of the legislative branch of the Student Government Association.

6.5.2.3 The Faculty Membership The faculty members 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.

6.5.2.4 Other Procedural Rules 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. (RC: 10/3/88)

\* The parties to a case cannot waive the rules relating to the Appeals Board composition to allow additional persons to sit on it. (RC: 10/3/89)

\* When a student claims a violation of his/her rights, a tie vote sustains the action being appealed. (RC: 10/3/89) [See also Rule VI - 6.6.4.8]

#### 6.6.0 HONOR CODE

Any school or college 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, the procedures for disposition of cases of academic offenses described above shall not apply to the extent that the offenses are subject to the Honor Code and committed by a student subject to the Code.

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. (US: 2/13/95)

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)

#### 6.6.1 Honor Code: College of Dentistry. (US 4/13/92)

##### I. Introduction and Overview

This document describes the policies and procedures for the College of Dentistry Code of Professional and Academic Responsibility. All student dentists, postdoctoral students and faculty members are expected to abide by the Code. A College Code Committee determines guilt concerning reported student academic infractions of the Code. Penalties will be recommended and administered, where appropriate, by the Dean of the College, using University policies and procedures. Faculty infractions will be resolved by the department chairperson and the Dean using existing University policies and procedures.

##### II. Student Participation

All students enrolled in courses for the DMD curriculum, graduate programs or postdoctoral residencies and fellowships offered by the College of Dentistry are bound by the Code. Enrollment in the College of Dentistry's programs is conditioned upon execution of an agreement to follow the Code.

##### III. Intent and Scope of the Code

The Code is intended to engage student dentists, postdoctoral students and faculty in professional self-regulation, so that the College becomes a laboratory for reinforcing principles of ethics and professional responsibility. An important objective is preparation for professional practice. The Code is based on the concepts that integrity is an essential professional trait; and self-governance is an important professional responsibility. Thus responsibility will be vested with students to help them govern their own conduct. The Code includes all examinations, patient care and preclinical projects, independent assignments and extramural education activities carried out in the College, the Medical Center or at extramural education sites. Professional responsibilities described in documents approved by the University Senate and/or the Board of Trustees are also included:

##### (1) Medical Center Health Sciences Student Professional Behavior Code (Effective June 19, 1984. Revision effective January 29, 1988)

This Code covers standards of professional practice drawn from the legislated practice acts of the professions with education programs in the Medical Center. These standards form the basis of expected professional conduct. Examples of unprofessional conduct are: any behavior or action that deceives, defrauds or harms the public and/or the profession; abuse of a controlled substance or drug; and chronic or persistent abuse of alcohol.

##### (2) Student Rights and Responsibilities, University of Kentucky (Revised and published every August)

These policies and procedures outline the University's expectations regarding academic offenses (plagiarism, cheating, and falsification or

misuse of academic records) and non-academic disciplinary offenses. Examples include theft and lying.

NOTE: Section VI of the University Senate Rules includes all policies and procedures on student academic affairs, including those excerpts on academic offenses cited in Student Rights and Responsibilities.

(3) Policy Statement as Drug Free Institution (Effective August 1990)  
This policy statement describes University policies regarding drugs and alcohol.

Faculty responsibilities are described in the Faculty Code (Section VII, University Senate Rules) and the University Policy on Ethical Standards and Misconduct in Research.

#### IV. Responsibilities of the College Code Committee

The College Code Committee will conduct hearings to determine the guilt of students charged with:

- the academic offenses of plagiarism, cheating, or falsification or misuse of academic records;
- infractions involving professional behavior that occur in conjunction with the curriculum, including extramural education sites;
- infractions for non-academic offenses that occur within the College or associated with the curriculum, including extramural sites.

For non-academic offenses and professional behavior infractions that occur external to the curriculum and the College, the College Code Committee shall communicate the reported infraction within three days to the Dean. These infractions will be addressed using College, Medical Center and University policies and procedures. Nothing contained herein will be construed to mandate waiver of any student rights granted by the Board of Trustees and the University Senate.

#### V. Penalties for Student Infractions

Penalties for students guilty of an infraction will be recommended and administered, where appropriate, by the Dean, using policies and procedures in the Health Sciences Student Professional Behavior Code, Student Rights and Responsibilities, the University Senate Rules and Drug Free Institution. Penalties and procedures are described in these documents. It is the responsibility of the Dean to inform the Registrar of the proceedings and the outcome according to Senate Rules VI - 6.4.9.

#### VI. Code Rules for Student Infractions

Rules of conduct and responsibility are essential for a profession and for the College to function harmoniously. Failure to deal with infractions or suspected infractions is also an infraction. To establish a successful Code system, individuals must assume personal responsibility and practice self-governance. The student and faculty responsibilities are:

##### A Student Infractions: Student Identified

1. If a student suspects a Code infraction, he or she must choose one of three options:

##### Option One

The student speaks to the entire class, stating the nature of the suspected

infraction without identifying individuals, and requests that the activity stop. This option warns anyone who may have placed her/himself in a compromising position.

#### Option Two

The student delivers a direct oral warning to the individual or individuals, pointing out the suspected Code infraction.

#### Option Three

The student reports a suspected infraction to a Code Committee member.

2. If a student has strong reason to conclude either by personal observation or by other convincing evidence that an infraction has occurred, then he/she must inform a Code Committee member.

#### B Student Infraction: Faculty Identified

1. If a faculty member suspects a Code infraction, he or she must choose one of three options:

##### Option One

The faculty member speaks to the entire class, stating the nature of the suspected infraction without identifying individuals, and requests that the activity stop. This option warns anyone who may have placed her/himself in a compromising position.

##### Option Two

The faculty member directly warns the individual or individuals, pointing out the suspected infraction.

##### Option Three

The faculty member reports a suspected infraction to a Code Committee member.

2. If a faculty member has strong reason to conclude either by personal observation or by other convincing evidence that an infraction has occurred, then he/she must inform a Code Committee member.

#### VII. Responsibilities of the College Code Committees

A To inform annually students and faculty about the College Code.

B To secure acknowledgment statements from new students and new faculty.

C To conduct hearings to determine guilt for student infractions as defined in Sections III., IV. and IX. of this document.

D To insure that due process is used in all student hearings.

E To report hearing actions, with supporting information, to the Dean.

F To review annually how the Code is working and recommend improvements.

G To submit an annual report of committee activities and recommendations to the Dean.

#### VIII. College Code Committee

This Committee administers the Code for all students enrolled in courses for the DMD curriculum, in graduate programs and/or all College postdoctoral residencies and fellowships.

##### A Composition

The College Code Committee will have 20 members:

- Two representatives from each class of student dentists (8 representatives),
- Eight postdoctoral student representatives,
- Four faculty appointed by the Dean and College Council
- A quorum of the Committee will be 10 members, including at least two faculty.

#### Student Dentist Representatives

The class president and vice-president will represent the first-year class. Thereafter, each class will annually elect their Committee representatives. Elections will be held in late spring for the following academic year. If a student committee member is charged with a Code infraction, a replacement representative will be randomly assigned from that individual's class by the Office of Student Affairs.

#### Postdoctoral Student Representatives

Each year, two representatives of each program will be randomly selected by the Office of Student Affairs from the graduate students, residents and fellows enrolled in four of these programs:

- Pediatric Dentistry
- Periodontics
- Orthodontics
- Oral and Maxillofacial Surgery
- College Postdoctoral Fellowships
- Geriatric
- Orofacial Pain
- General Practice Residency

A rotation schedule will be established to distribute this responsibility among four of the six programs each year. If a postdoctoral representative is charged with a Code infraction, a replacement will be randomly assigned by the Office of Student Affairs from the postdoctoral student roster.

#### Faculty Representatives

Four members will be appointed by the Dean after recommendation of the College Council. Terms will be staggered, with two new members each year.

#### B Hearing Subcommittees

##### Student Dentist Hearing Subcommittee

Subcommittees will be used to conduct hearings for student dentist infractions. The subcommittee will consist of the eight student dentist representatives and the four faculty representatives.

##### Postdoctoral Student Hearing Subcommittee

The subcommittee for reported postdoctoral student infractions will consist of the eight postdoctoral student representatives and the four faculty representatives.

#### C Committee Officers

The Committee will elect a student Hearing Officer for the Student Dentist Subcommittee from the student dentist representatives. A student Hearing Officer will be elected from the postdoctoral student representatives for the

Postdoctoral Subcommittee. A secretary will be elected from the faculty representatives to work with both subcommittees. If a majority decision is not achieved, a random draw will be used by the members to determine these positions.

D Quorum for Hearings

The quorum will be eight, including at least two faculty.

IX. Subcommittee Procedures

Staff support, record maintenance and procedures for hearings will be provided by the Office of Student Affairs. All information will be confidential.

A Reported Infractions and Due Process

When an infraction is reported to a Code Committee member, he/she will immediately inform the Hearing Officer, who will call a subcommittee meeting to plan a student hearing with appropriate due process. At this planning meeting, the Subcommittee will:

1. clarify the infraction and the nature of the evidence.
2. review University policies, standards and rules that apply.
3. set a date and time for the student hearing.
4. review student hearing procedures.

Following this meeting, the accused individual(s) will be informed of the charge with a written statement setting forth:

- (a) the reported infraction;
- (b) the identity of the party reporting the infraction;
- (c) the grounds or information provided by that party as the basis for reporting the infraction;
- (d) the University, Medical Center or College policies, standards or rules which are claimed to have been violated by the reported infraction;
- (e) a listing of witnesses who may be needed to provide further information about the reported infraction;
- (f) the party's rights to be heard before an impartial committee;
- (g) the party's right to decline to give testimony, the exercise of which right shall not be considered evidence of guilt;
- (h) notification that the written statement is not a conclusion on the merits of the reported infraction;
- (i) the date and time for the student hearing;
- (j) the procedures to be used for the student hearing.

Except in extenuating circumstances (e.g., illness, University holidays, student and faculty breaks, acts of God), both the planning meeting and informing the accused student(s) should occur within seven days of the reported infraction.

B Student Hearings

1. The Subcommittee will start hearings for the accused as soon as possible following the planning meeting. The hearing must be completed within 20 days after the student is informed with the written statement, except in extenuating circumstances (e.g., illness, University holidays, student and faculty breaks, acts of God).

2. The Hearing Officer will preside at the hearing. A quorum of at

least eight must be present, including a minimum of two faculty members. At least these same eight members should be present for all the hearings on a given case.

3. A member of the Code Committee accused of an infraction will be disqualified as a member of that Subcommittee.

4. The Subcommittee may request information from any source and will interview all parties involved.

5. A guilty verdict requires a majority vote of members who have been present for all the proceedings. A verdict of not guilty may be made either by an equal vote or a majority vote of members who have been present for all the proceedings.

6. If the student dentist or postdoctoral student is found guilty, the case is forwarded to the Dean, who will recommend and administer penalties, where appropriate, according to College, Graduate School, Medical Center and University policies and procedures. Penalties for graduate students will be assigned after consultation with the Dean of the Graduate School. If the student dentist or postdoctoral student is found not guilty in a hearing, the case is dismissed and all reference to the student will be deleted from the academic record and personnel file.

#### X. Provisions for Student Appeal

A student found guilty by the Code Committee will have all rights of appeal granted by University policies.

#### XI. Faculty Responsibilities

Faculty are full participants in the College Code. They are expected to be models of professional behavior. They have the following responsibilities besides those in the state practice act.

##### A Course Responsibilities

Faculty must:

1. explain, at the beginning of every course, the type and amount of work a student should do on their own, without advice or assistance from anyone. These instructions must be included in the course syllabus.

2. state, orally or in writing, all general rules and directions for an examination or exercise. Special conditions about examinations should be attached in writing to the examination, e.g., where the test may be taken and how long the student has to take the examination. These conditions must define how questions will be addressed during the examination. The faculty member will have the option not to answer questions.

3. help students avoid situations where Code violations may occur easily. At the discretion of the faculty, this includes using random pre-assigned seating and designated storage areas for notebooks and texts. Other provisions may be used based on class recommendations through their officers.

4. administer examinations in a manner consistent with the intent and spirit of the Code. Some examinations may require the presence of faculty during the entire examination or at predetermined intervals (for example, practical examinations). However, the intent is for faculty not to play a policing role during examinations by proctoring examinations.

- B University Code of Faculty Responsibility  
Faculty are responsible for standards and procedures described in the Faculty Code (Senate Rules, Section VII).
- C Policy on Ethical Standards and Misconduct in Research  
Faculty are responsible for appropriate conduct in scientific investigations. University administrative regulations contain procedures for handling allegations of scientific misconduct (Section AR II-4.0-2).
- D Policy on Drug Free Institution  
Faculty are responsible for standards described in the University Policy on Drug Free Institution (August 1990).

XII. Code Rules: Student Reports of Faculty Infractions

Student reports of faculty infractions will be made according to University policies and procedures, including the opportunity for consultation and assistance, including mediation, from the University Ombud (Senate Rules, Sections VI & VII).

A If a student suspects a faculty member has committed an infraction, he or she must choose one of four options.

Option One

He or she discusses the suspected infraction directly with the faculty member.

Option Two

He or she reports the suspected infraction to a College Code Committee member and requests that the committee discuss it, without identifying individuals, with the appropriate faculty.

Option Three

He or she reports the suspected infraction to a College Code Committee member with a request that the infraction be forwarded to the Chairperson of the academic department where the faculty member has his/her primary appointment.

Option Four

He or she reports the suspected infraction directly to the Chairperson of the academic department where the faculty member has his/her primary appointment.

B If a student has strong reason to conclude either by personal observation or by other convincing evidence that a faculty infraction has occurred, then he/she must report this infraction. The report can be made directly to the chairperson of the academic department where the faculty member has his/her primary appointment. A student may also seek the advice and support of a faculty member with whom he/she is familiar prior to reporting to the chairperson or to one of the following individuals.

Member, College Code Committee  
Course Director  
Head, Education  
Head, Patient Care  
Head, Research and Graduate Studies  
Head, Public and Professional Service  
Postdoctoral Program Director  
Dean, College of Dentistry

These individuals or the Secretary of the College Code Committee will immediately forward the report to the department chairperson.



### XIII. Code Rules: Faculty Report of Faculty Infractions

A If a faculty member of the College suspects that a faculty member has committed an infraction, he or she must choose from one of three options.

#### Option One

He or she discusses the suspected infraction directly with the faculty member.

#### Option Two

He or she reports the suspected infraction to a College Code Committee member and requests that the Committee discuss this, without identifying individuals, with the appropriate faculty.

#### Option Three

He or she reports the suspected infraction to the chairperson of the academic department where the faculty member has his/her primary appointment.

B If a faculty member has strong reason to conclude either by personal observation or by other convincing evidence that a faculty infraction has occurred, then he/she must report this infraction. The report can be made directly to the chairperson of the academic department where the faculty member has his/her primary appointment.

Individuals may also report an infraction to the following:

- Member, College Code Committee
- Head, Education
- Head, Patient Care
- Head, Research and Graduate Studies
- Head, Public and Professional Service
- Postdoctoral Program Director
- Dean, College of Dentistry

These individuals will immediately forward the infraction to the Department Chair.

#### 6.6.2 Honor Code: College of Medicine

The Honor Code requires honorable and ethical behavior in all professional and academic affairs of students enrolled in University of Kentucky College of Medicine. Failure to exhibit such behavior shall constitute a violation of the Honor Code.

The following are violations of this code:

1. CHEATING - copying another's work; use of crib notes; use of unauthorized material during examinations; unauthorized collaboration during an exam, report, or writing a paper; plagiarism; falsification of data.
2. LYING - deliberately misrepresenting the truth in areas relating to academic or professional performance.
3. STEALING - taking or acquiring possession of, without permission, any academic material from a member of the academic community.
4. Breach of Confidence of the proceedings of the Honor Council.
5. Deliberately misusing the Honor Code to harass another student.

I agree to uphold the Honor System of the College of Medicine and to report violations of this code should I become aware of them.

## Signature

### Organizational Framework

Administration of the Honor System shall be the responsibility of the Honor Council. This group consists of eight students and five faculty members. The Council shall elect a student as Chairperson. The Council shall establish, with University Legal Counsel, rules of procedure to govern its proceedings in conformity with the adopted code of student conduct in the UK Student Rights and Responsibilities Handbook - section 2.3, p. 19 (rights of the accused). These procedures shall be made available to all students when signing the honor code, and on file in the University Ombud's office.

Annually, each class will select a pool of six Honor System Representatives. The pool from each class will be responsible for selecting two members from among themselves to serve on the Honor Council. The remaining four students from each class will serve on Ad Hoc Honor Committees. The five faculty members will be appointed annually by the Dean, with recommendations by Faculty Council/Chairmen.

### Ad Hoc Honor Committees

When an infraction is reported to the Honor Council Chairperson, he/she will establish two Ad Hoc Honor Committees. Committee membership will come from the Honor System Representatives and the Honor Council Faculty.

Investigation Committee - composed of two students and two faculty members. This body has the responsibility of investigating alleged failure of a student to adhere to the honor code. This committee will review their findings and will recommend to the Honor Council Chairperson whether to conduct a formal inquiry.

Judicial Committee - composed of six students and three faculty. This body is responsible for holding formal inquiries of alleged violations, determining innocence or guilt, and recommending a penalty for each violation to the Dean.

### Notifications to the Student

After investigation into an alleged violation of the Honor Code, if the Investigation Committee informs the Honor Council Chairperson that a formal hearing is required, the Dean of the College of Medicine shall:

1. Notify the student in writing at a meeting or by certified mail that the student is charged with a violation of the Honor Code; and
2. Notify the student in writing of the student's rights:
  - a. The student has the right to waive the rights to a hearing and an appeal.
  - b. The student has the right to a hearing before an impartial committee of faculty and students (the Judicial Committee). A request from the student for a hearing must be communicated in writing to the Dean and received within five working days of the student's receipt of notification of the charge.
  - c. The student shall not be compelled to give testimony which might tend to be incriminating. Refusal to do so shall not be considered evidence of guilt.
  - d. The student shall receive a written statement of the conclusions and recommendation reached by the Judicial Committee.

e. The student shall have the right to appeal the decision of the Dean to the Academic Ombud of the University.

#### Penalties/Sanctions

The Dean is responsible for a) imposition or modification of any penalty and b) reporting to the Registrar according to Senate Rule 6.4.9. Possible penalties would include: failure of course, probation with specific conditions, suspension or dismissal. Suspension or dismissal shall be imposed only with the recommendation of the Dean and upon approval by the Chancellor of the Medical Center.

#### Appeal

A student found guilty by the Judicial Committee will have all rights of appeal according to University policy. The student may appeal the determination of guilt to the Academic Ombud.

The final decision disposition shall be recorded in writing and made part of the student's permanent record.

The Honor Code fulfills the requirements stated in Section VI, 6 of the Senate Rules.

AUGUST 1999

UNIVERSITY SENATE RULES

SECTION VI

VI-1

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0        7.0        Section VII  
Code Of Faculty Responsibilities

7.1.0 APPLICABILITY

This Code shall apply to all faculty members associated with the University System of the University of Kentucky and to all graduate students or other personnel having teaching or research assignments in that System, hereinafter referred to as the teaching and research personnel.

7.2.0 RESPONSIBILITIES

The teaching and research personnel of the University System of the University of Kentucky hereby subscribe to the following specific responsibilities which can be enforced under this Code.

7.2.1 GENERAL RELATIONS

- A        The teaching and research personnel shall respect the rights of all campus members to pursue their academic and administrative activities.
- B        They shall respect the rights of all campus members to free and orderly expression.
- C        They shall act with propriety in all dealings with members of the University community.
- D        They shall 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        They shall respect the rights of all campus members to be given fair treatment and to be judged on basis other than race, religion, political belief, age, or sex. Sexual harassment is considered by the University of Kentucky to be one form of sexual discrimination. (See Board of Trustees Minutes, March 1, 1983.) 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 made explicitly or implicitly a term or condition of an individual's employment, promotion, or academic standing; as a basis for employment, promotion, or academic decisions; or substantially interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive academic environment.  
(US: 4/11/83)

7.2.2 ADMINISTRATIVE RELATIONS

- A        The teaching and research personnel shall utilize the property of the University in accordance with the official rules.
- B        They shall comply with the Governing Regulations, the Administrative Regulations, and the rules and regulations promulgated and approved by the University Senate.
- C        They shall engage in consulting outside the University assignment only in accordance with the established provisions.

D They shall 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.

### 7.2.3 STUDENT RELATIONS

A The teaching and research personnel shall uphold the student academic rights as set forth in the Rules of the University Senate (see Section VI).

B They shall 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.

C They shall 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.)

D They shall 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.

E They shall arrange for appropriate interaction and communication with graduate students in the direction of their theses.

F They shall return to, discuss with, or make available to students all papers, quizzes and examinations within a reasonable period of time, unless the confidentiality of the examination precludes. If any of the records mentioned above are not returned to the students, they shall be retained by the instructor until 365 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)

G To give final examinations in accordance with procedures approved in Section V., 5.2.4.6.

H They shall 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).

I They shall 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 normal channels. Accordingly, the process should begin with discussion with the person accused of the violation. 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 should be asked to mediate. If such mediation proves unsuccessful then the matter should be forwarded to the next Administrative level with a written report concerning the matter with copies of the report to the parties involved. This process of mediation and report

should follow normal 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]

\* Although the rules state that "the process should begin with discussion with the person accused of the violation", a student is not required to discuss his/her complaint with the faculty member before seeking mediation by the Ombud. (RC: 12/17/85)

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 appropriate Chancellor through the University Senate Advisory Committee on Faculty Code with copies to the accused and the complainant. Upon receipt of the report from the dean, the committee shall set a date for a hearing which must be within thirty (30) days of receipt of the Dean's report. The Committee 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 Committee shall forward its recommendations to the appropriate chancellor 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 chancellor shall make a final decision after review of the report of the Committee. 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 Committee 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 appropriate Chancellor 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 Committee from the dean.

#### 7.5.0 RIGHTS OF THE ACCUSED

- A In all proceedings under this Code an accused member of the teaching and research personnel 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 a faculty member be informed in writing of the complaint at least 20 days before any action is taken refers to a hearing before the Senate Advisory Committee on the Faculty Code, not to any step in the mediation process; the Advisory Committee has the responsibility for providing this information to the faculty member. (RC: 12/17/85; RC: 4/29/86)

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 Committee, the accused member has the right:

1. to receive a copy of all rules and procedures governing the actions of the Committee 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 Committee processes;

3. to challenge the impartiality of anyone sitting on the Committee and to have up to two of the members of the Committee replaced;

4. to remain silent when testimony might tend to be detrimental to himself/herself, such refusal not to be used by the Committee 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;

3. not to be penalized academically or professionally for filing or processing a complaint in good faith under this code.

B With regard to all proceedings of the Committee, the complainant has the right:

1. to receive a copy of all rules and procedures 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 Committee processes;

3. to challenge the impartiality of anyone sitting on the Committee and to have up to two of the members of the Committee 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.

\* The requirement that a complaint be initiated within 60 days is met if the student has communicated the complaint to the Academic Ombud within 60 days after the student discovers the problem. (RC: 4/29/86)

#### 7.8.0 COMPOSITION OF COMMITTEE

##### 7.8.1 BASIC AND SPECIAL PANELS

The Committee on the Faculty Code shall consist of:

A a basic panel consisting of six regular and three 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,

B two separate panels, one of six undergraduate students who shall have at least junior status and one of six graduate and/or professional students including at least three with teaching or research responsibilities.

##### 7.8.2 USE OF PANELS

When neither the complainant nor the accused is a student, the Committee 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 added to the basic panel. The two student members shall be chosen at random by the chair of the Committee. In the event that the accused and complainant are both graduate students, only two students from the graduate panel will be selected.

##### 7.8.3 SELECTION OF PANEL MEMBERS

The chair, six regular basic panel members and the three alternates shall be selected by the President of the University from a list recommended by the University Senate Council in accordance with established procedure. The Committee members and alternates shall serve three year terms on a staggered basis. The student panel members shall be selected by the President from lists submitted by the Student Government Association in accordance with established procedures. In the case of the graduate students, the Student Government Association is directed to consult with the Graduate and Professional Student Association in making its recommendations. The term of office for each student member shall be one year and the individual member may be reappointed once.

##### 7.8.4 RECOMMENDATIONS OF THE COMMITTEE

The recommendation of the Committee 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 Committee shall be transmitted to the complainant and the accused as well as to the appropriate chancellor. The chancellor shall thereupon make his/her decision and report it to the accused, the complainant, and the forwarding dean, with copies to the chair of the Committee.



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08.0 Section VIII

Rules Relating To Printed Schedule Of Classes And Bulletin

8.1.0 CHANGES IN THE PRINTED SCHEDULE

Any variation from the printed schedule of classes must be authorized by the dean of the college in which the change is to be made upon recommendation of the chairman of the department concerned. The dean shall report the change to the Registrar.

8.2.0 CATALOG AND GRADUATE BULLETIN

With respect to fees, curricula, specific requirements for degrees, and other matters not covered in the Regulations of the University or in the Rules of the University Senate the University Bulletin shall govern.

AUGUST 1999

UNIVERSITY SENATE RULES

SECTION VIII

VIII-1

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0           9.0           Section IX           Glossary Of Terms

9.1        ABSENCE

Failure to be present for scheduled class. (See Section V., 5.2.4.1.)

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. (See Section IV., 4.2.1.4)

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. (See Section V., 5.2.3)

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 NATIVE LANGUAGE

An individual's first acquired language of communication. [RC: 11/20/87]

9.11 PROFESSIONAL COLLEGE

The Colleges of Law, Medicine, Dentistry and Pharmacy.

9.12 PROFESSIONAL DEGREE

Degree in which a substantial portion of the coursework involves 800-999 level courses.

9.13 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 V., 5.4.1)

9.14 SPECIAL EXAMINATION

An examination taken for credit for material mastered outside class. (See Section V., 5.2.1.2)

9.15 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.

9.16 UNDERGRADUATE COLLEGE

A college that admits students without previous degrees and awards a bachelor's degree (except for the College of Pharmacy).

AUGUST 1999

UNIVERSITY SENATE RULES

SECTION IX

IX-

1SECTION 10.0 Lexington Community College Rules  
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Note: The following three sections IV, V, and VI of the Lexington Community College Rules were adopted for inclusion in the University Senate Rules at its meeting on April 13 1998.

SECTION IV RULES RELATING TO ADMISSION TO LEXINGTON COMMUNITY COLLEGE

1.0 Admission or Readmission

All applicants meeting the appropriate academic requirements and technical standards shall equally for admission to Lexington Community College or to any academic program thereof re race, color, religion, sex, marital status, beliefs, national origin, age, sexual orientat physical disability.

For admission to the college, an applicant must file an application for admission and subm entering student survey. Applicants subject to the precollege curriculum must also submit transcript and, if applicable, a passing GED official score report. Degree-seeking stude excluded from the precollege curriculum requirements are those twenty-five (25) years of a to the first day of classes, those entering the community college with 24 or more semester applicable toward a degree with a grade point average (GPA) of at least 2.0 on a 4.0 scal military personnel, their spouses and dependents. Health forms may be required of all stud supporting documents may be required under the provisions of IV 2.0. These documents must prior to the first day of classes of the semester, intersession or summer session for whic enroll. The President of Lexington Community College, with the approval of the Chancellor Lexington Campus, may establish an earlier date. Except for non-resident aliens, the Pres College may waive the requirement that supporting documents be filed prior to the first da

Every non-resident alien applicant whose native language is other than English is required of English as a Foreign Language (TOEFL) prior to approval for admission. A score of 500

the TOEFL or an average score of 81 or higher in English Language Skills on the Michigan Test for admission, provided that either is obtained within the previous 18 months prior to the of the semester for which the applicant is applying. Resident aliens may be requested to Michigan Test for guidance purposes. A non-resident alien must also submit the results of College Test (ACT), the Career-Planning Program (CPP), Computerized Placement Test (CPT), Student Success Equity Technology (ASSET), or the Computer-Adaptive Placement Assessment a Support Services System (COMPASS) in accordance with the policies of the Council on Postsecondary Education.

A former student who has been enrolled at another college since his or her last enrollment college, except as a transient, shall apply for readmission as a student with previous college be subject to regulations and deadlines set forth in the above paragraphs.

#### 1.1 Readmission After Two or More Years (Bankruptcy)

a. A student who has been admitted or readmitted after having remained out of both the Community College System and the University System for a period of two (2) or more years, and who has completed at least twelve (12) credit hours in courses numbered 100 or above with a grade point average of 2.0 or better after admission or readmission, may choose to have none of the course work attempted in the Community College System and the University System prior to the interruption included in the computation of the student's grade point average. The calculation of the grade point average after the student declares bankruptcy begins with the semester of admission or readmission.

b. A student who has elected not to count past work in the computation of his or her grade point average will continue to receive credit for those courses, selected by the student, which credit was earned with a grade of A, B, C, D, or P, prior to admission or readmission without including those grades in the computation of the student's grade point average.

#### 2.0 Admission Requirements

##### 2.1 Admission to Lexington Community College

##### 2.11 Admission as a First-Time Freshman

2.111 Resident students: Kentucky residents who have not previously attended college are eligible for admission to Lexington Community College with degree status provided they have graduated from high school, secured the GED certificate or are eligible to take the GED and:

a. they file an application for admission by the proper deadline;

b. they submit the results of the ACT, the CPP, ASSET, COMPASS, or CPT in accordance with the policies of the Council on Postsecondary Education.

A high school transcript or passing GED official score report may be required.

#### Precollege Curriculum

Degree-seeking students who are subject to the precollege curriculum requirements must correct any deficiencies prior to completing twenty-four (24) credit hours of degree credit at the community college. A degree-seeking student failing to correct deficiencies shall be prohibited from enrolling in additional degree credit courses until the deficiencies have been corrected. Students scoring at or above the 60th percentile on the mathematics or English portions of the ACT, or approved equivalent scores on the GED, CPP, CPT, SAT, ASSET, or COMPASS tests, shall be considered as having demonstrated proficiency in the respective subject.

#### Students

who have earned a GED subject score at the 60th percentile or above meet the precollege curriculum requirement for that subject area. Students matriculating from a non-accredited high school shall have their transcripts reviewed under the same criteria as other students entering under the precollege curriculum policy.

A waiver of a required precollege curriculum course may be justified if a handicapping condition and its impact on completing the course in question is verified by the college president (or designee) and if another course in a closely related area is substituted for the course that cannot be completed.

The precollege curriculum requirements as they appear in the "Guidelines for Undergraduate Admission to the State-Supported Institutions of Higher Education in Kentucky" (13 KAR 2:020, Section 4) are as follows:

#### English

4 Units

English I, II, III, and IV

#### Mathematics

3 Units

Algebra I, Algebra II, Geometry

or

Integrated Math I, Integrated Math II, Integrated Math III

or

Any three course combination of Algebra I and II, Geometry and Integrated Math I, II, III as long as the course sequence reflects an increasing level of complexity.

#### Science

2 Units

Biology I, and

Chemistry I or Physics I or Principles of Technology

(At least one (1) of the science courses must be a laboratory course.)

Social Studies  
2 Units  
World Civilization, and

U.S. History or AP American History

11 Units out of 20 Total Units

#### 2.112 Non-Resident Students

Applicants who are not residents of the Commonwealth of Kentucky must meet the conditions set forth for the admission of resident applicants, except that they are not

required to meet the World Civilization requirement of the precollege curriculum.

In

addition, they must obtain the approval of the President of the community college and meet at least one of the following conditions in order to be admitted:

- a. graduate in the top 50 percent of their high school class;
- b. score in the 50th percentile (composite) or above for all students taking the

ACT nationally;

- c. demonstrate through other accepted measures the ability to pursue the college academic program without substantial remedial aid.

#### 2.113 High School Students

##### 2.1131 Waiver of Condition of High School Graduation

The condition of graduation from high school may be waived for a student currently enrolled in high school subject to the following guidelines:

1. The applicant must have completed the junior year of high school with a B average or better.

2. The applicant must submit the following:

- a. Application form
- b. ACT scores
- c. Written recommendations from the high school principal and a guidance counselor including certification of the eligibility requirements listed in 2.1131 (1).

3. The maximum number of courses that may be completed by a high school student under Section IV, 2.1131 is two (2) in any term.

4. Exceptions to these guidelines must be approved by the Community College President (or designee) and documented in the student's record.

2.1132 Dual Credit Guidelines (Council on Postsecondary Education, January 11, 1988)

1. Definition.

Dual credit exists when both a high school and a college/university award credit to a high school student for the same course taught on a high school campus.

2. Admissions Standards

- a. Recommendation of high school subject area teacher or other appropriate high school official.
- b. Certification by high school guidance counselor that student is pursuing the pre-college curriculum.
- c. Dual Credit enrollment is restricted to high school seniors.
- d. A composite ACT score that exceeds the national mean and a minimum score at the 60th percentile (national) on the discipline area of the ACT and a minimum of 3.25 high school grade point standing on all courses completed at the 9th grade level and higher.

or

A composite ACT score that exceeds the national mean and a minimum score at the 70th percentile (national) on the discipline area of the ACT and a minimum of 3.0 high school grade point standing on all courses completed at the 9th grade level and higher.

e. SAT scores may be substituted for the ACT as shown below:

1. A total SAT score above the national mean to be computed by adding the national mean scores on the verbal and math components of the SAT.  
(To be substituted for the ACT composite score.)

OR

2. A minimum score of the 70th percentile (national) on the verbal subscore of the SAT to enroll in dual credit courses in English (or one of the language arts) or a minimum score of the 70th percentile (national) on the math subscore of the SAT to enroll in dual credit courses in math and sciences.  
(To be substituted for the ACT area scores.)

3. The maximum number of dual credit courses that may be completed by a high school student is four, with no more than two courses in a single discipline.

2.1133 Maximum Course Load for High School Students

High school students may take no more than two (2) credit courses, including dual-credit, in any regular fall, spring or summer term.

2.12 Admission of Students with Previous College Work

An applicant with previous college work seeking admission with degree status must submit



an official transcript(s) of all previous college work. A transfer student also is subject to the precollege curriculum requirements unless at least one of the following criteria is met:

- a. The student is twenty-five (25) years of age or older prior to the first day of classes;
- b. The student is entering the community college with 24 or more semester credit hours applicable toward a degree with a grade point average (GPA) of at least 2.0 on a 4.0 scale.

A waiver of a required precollege curriculum course may be justified if a handicapping condition and its impact on completing the course in question is verified by the college President (or designee) and if another course in a closely related area is substituted for a course that cannot be completed.

A transfer student who is subject to the precollege curriculum must submit a high school transcript and, if applicable, a passing GED official score report, and must correct any precollege curriculum deficiencies within the first twenty-four (24) credit hours of degree credit taken at the community college.

Grades, credits, quality points and academic status from courses taken at other community colleges in the University of Kentucky Community College System or the University System are transferred when the student enrolls.

Degree credit work taken at a fully accredited college or university outside of the University of Kentucky is recognized credit hour for credit hour. Quarter hours are recognized as two thirds (2/3) of a semester hour. In order to be classified as fully accredited, a college or university must be a member of a regional accrediting association. Advance standing from a nonaccredited college or university may be obtained by special subject examinations or may be validated by completion of twelve (12) credit hours, excluding courses numbered less than 100, with a grade point of at least 2.0. Coursework from a nonaccredited institution does not satisfy general education block transfer certification requirements.

The President of Lexington Community College is authorized to establish with fully accredited colleges and universities a reciprocal agreement whereby grades received as well as credit earned at a previous institution shall be recognized by the Lexington Community College.

College.

#### 2.121 Admission of Second Chance Students

If an applicant for admission from outside the Community College System has less than a C average in all previous college work, the applicant may be considered for admission on probation provided the applicant:

- a. has been out of college for at least one semester, or
- b. will succeed in the opinion of the President of the College.

#### 2.13 Admission as a Non-Degree Student

Persons who desire instruction without wishing to become degree candidates may be admitted as non-degree students. Non-degree students are exempt from the precollege curriculum requirements; however, such students must present satisfactory evidence that they

are prepared to take the work desired. Before enrolling in a particular course, such as a

student must obtain the permission of the instructor and the President of the College. The degree

seeking status of students declaring themselves as "non-degree" will be subject to review

reclassification by the Dean of Student Affairs (or designee) in accordance with policies

established at each individual college.

Non-degree students may become degree students after meeting regular admission requirements; however, work taken as a non-degree student will not in itself qualify a person

for admission as a degree student. Credit in degree courses earned before a student meets

admission requirements will be counted toward a degree.

#### 2.14 Admission as a Transient Student

A student may be admitted as a transient or visiting student. Such students are not subject to

the precollege curriculum requirements; however, the student's parent college must certify

that the student is eligible to enroll at that institution. Admission as a transient or visiting

student is good only for the semester or session for which the student applies.

#### 2.2 Admission to and Retention in Technical Programs

Admission to the College does not guarantee admission to any Associate in Applied Science

program. Admission to these degree programs is dependent upon the availability of resources

implementation of quality instruction, and the number of students admitted may be limited

considerations. If, due to the availability of resources, it becomes necessary for the Program

to limit enrollment, the following procedures will apply:

1. Guidelines for the limitation of enrollment will be prepared by the program coordinator

in consultation with the faculty of the program and once established shall be periodically reviewed.

- a. Guidelines shall contain a clear, concise statement of all special tests, examinations, and requirements that are used in the selection process along with an identification of the minimum acceptable score on any such tests, examinations and requirements.
  - b. Guidelines shall contain a clear, concise statement of priorities assigned to any of the above items in selecting students for admission to a program.
  - c. If an admissions committee is used in the selection of students for admission to a program, the composition of the admissions committee shall be specified in the guidelines. Such a committee shall be advisory to the President of the College or the President's designee.
  - d. If a program has no special requirements other than those for admission to the college, this should be so stated.
2. Upon approval of the proposed guidelines by the faculty of the division and of the college, the guidelines have been submitted to the Senate of the University System through the Rules Committee for approval:
  3. In no event shall the establishment of admission guidelines for the limitation of enrollment be viewed as an attempt to eliminate from consideration students who are educationally not prepared for admission. It shall be the responsibility of the college to counsel and assist such students in the elimination of such deficiencies so as to qualify for entrance into a program.
  4. College retention guidelines or any special requirements which would limit continuation in the program of students such as the minimum grade of "C" in certain courses currently used in the Nursing, Nuclear Medicine Technology, Dental Hygiene, Radiography, and Respiratory Care programs shall be clearly identified and a rationale for such requirements shall be provided at the time the proposal is initially submitted to the Program Development Committee. For programs which have already been approved by the Community College Council, such special requirements or additions must have approval, prior to implementation, by the Rules Committee. (See V, 4.21)
  5. Each student must show evidence that he or she has professional liability insurance (an amount to be determined by Lexington Community College) when he or she enrolls in any health related program course requiring patient/client contact.
  6. An occupational program with special admission guidelines may reserve a designated number of admission slots to serve qualified students from outside the normal service area to serve the Commonwealth. If a sufficient number of qualified applicants does not apply, the college may fill these slots from the service area. Since the purpose of this rule is to serve the manpower needs of the underserved areas of Kentucky, a statement of intent to return to the home community will be required.
  7. After admission and prior to enrollment in an allied health, environmental science or nursing program, each student must show evidence that he/she:
    - a. has received Hepatitis B vaccination, or

b. is in the process of receiving the Hepatitis B vaccine series.  
A signed declination form must be submitted if a student chooses not to receive the Hepatitis B vaccination.

## 2.21 Dental Hygiene Program

### 2.211 System Guidelines

Enrollment in the Dental Hygiene Program may be limited because of available resources within the community and the college.

#### Technical Standards

Our health care delivery can be characterized as the application of specific knowledge to skillful performance. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

1. Sufficient visual acuity, such as is needed in the preparation and administration of therapeutic agents and for the observation necessary for patient periodontal assessment as in taking vital signs.
2. Sufficient auditory perception to interpret verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as the stethoscope.
3. Sufficient gross and fine motor coordination to perform the delicate manual intraoral operations required of dental personnel, such as is needed in the scaling of teeth.
4. Sufficient verbal and non-verbal communication skills (speech, reading, and writing), such as are needed in classroom and clinical settings to interact with patients and professional personnel.
5. Sufficient intellectual and emotional functions to plan and implement care for individuals, such as are required in developing a dental hygiene treatment plan.

Selection of students for the program will be made by the President of the College or

the President's designee after considering the recommendations of the Admissions Committee. Suggested membership for this committee is as follows:

Program Coordinator  
Admission Officer  
Division Chair  
Dental Hygiene Faculty Member  
Faculty Member At-Large  
Counselor

Admission to the Dental Hygiene Program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color,

sex, marital status, beliefs, age, national origin, sexual orientation, or mental or physical disability. Applicants must complete and submit the items listed below to the Admissions Office by March 1:

1. Official high school transcript or GED results.
2. ACT or CPP scores for all applicants.
3. Lexington Community College Application.
4. Transcripts of all post-secondary education.

5. Dental experience form.

This date may be extended by a college due to unusual circumstances.

Preference:

1. May be given to applicants with an "enhanced" ACT composite score of 19 or above or the equivalent on the CPP.

2. May be given to students who achieve a GPA of 2.0 or better in post-secondary education or training.

3. May be given to applicants with 24 hours of work and/or observation experience in a dental environment.

4. May be given to applicants who have completed, in the approved curriculum, anatomy and physiology, microbiology, and chemistry coursework with a grade of "C" or better.

5. Will be given to Kentucky residents.

A conference with a dental hygiene faculty member is required prior to enrolling in the program.

Readmission

1. A student who withdraws from or earns a grade lower than a "C" in one of the approved science courses and/or in a dental hygiene course will be dropped from the dental hygiene program.

2. Applicants who wish to apply for readmission should do so prior to March 1, if planning to enroll for the summer/fall semester or October 1, if planning to enroll in the spring semester.

3. Readmission to the Dental Hygiene Program will be dependent upon available resources.

4. In order to be considered for readmission by the Admissions Committee, the applicant must:

a. Submit a written request to the Dental Hygiene Program Coordinator presenting evidence to justify readmission. This may include letters of recommendation from previous faculty/coordinator, additional course work, work experience, etc.

b. Meet current guidelines for admission to the college and the Dental Hygiene Program.

5. If more than three (3) years have elapsed since initial enrollment in the Program, the applicant will be counseled to enter appropriate dental hygiene courses.

6. A student may be readmitted to the Dental Hygiene Program a maximum of three times provided that he/she can furnish evidence of unusual circumstances, remedial study, or additional preparation.

Transfer

1. Applicants who wish to transfer from one Dental Hygiene Program to another, the latter being a program offered by the Community College System, must meet all admission requirements of the receiving institution, must apply at least two months prior to the expected date of enrollment, and must notify the Coordinator of the admitting program in writing, stating anticipated entry date, and reason for transfer.

2. Acceptance of any transfer student will be dependent upon available resources.

## 2.22 Dental Laboratory Technology Program

Technical Standards

Dental Laboratory Technicians fabricate custom-made prostheses designed to meet each patient's specific needs. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants must possess:

1. Sufficient visual acuity, such as is needed in the fabrication of small, highly-detailed dental prostheses.
2. Sufficient gross and fine motor coordination to safely manipulate equipment required in the fabrication of dental prostheses.
3. Sufficient intellectual and emotional functions to develop and fabricate dental prostheses as prescribed by the dentist.
4. Sufficient verbal and non-verbal communication skills (speech, reading, and writing), such as are needed to interact with professional personnel.

#### Admission

Enrollment is limited because of available facilities, faculty and financial resources. Selection of students for the Dental Laboratory Program will be made by the President of the College or the President's designee after considering the recommendations of the Admissions Committee. Suggested membership for this committee would be as follows:

Division Chairperson  
Dental Laboratory Coordinator  
Dental Laboratory Faculty Member  
Counselor  
Admissions Officer  
General Education Faculty Member]

Admission to the Dental Laboratory Technology Program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, sex, marital status, beliefs, age, national origin, sexual orientation, or mental or physical disability. Each applicant must submit the following data by March 1: (Qualified applicants may be considered and admitted prior to March 1, and, at the President's discretion, applicants may submit data and be considered for admission after March 1.)

1. Application for admission to L.C.C.
2. An official high school transcript or results of the GED.
3. Results of the ACT.
4. An official transcript of all post-secondary education attempted.
5. Results of a Dental Dexterity Assessment

#### Preference:

1. May be given to applicants who score 4 or above on a Dental Dexterity Assessment.
2. May be given to applicants with an "enhanced" ACT composite score of 19 or above.
3. Preference will be given to Kentucky residents.
4. May be given to applicants having a GPA of 2.0 or higher (4.0 scale) on all college work.

#### Readmission

1. A student who withdraws from or earns lower than a grade of C in a Dental Laboratory Technology course will be dropped from the Associate Degree Dental Laboratory Technology program.

2. Applicants who wish to apply for readmission must do so two months prior to anticipated enrollment for the subsequent fall or spring semesters.

3. Readmission to the Dental Laboratory Technology program is dependent upon available resources.

4. In order to be considered for readmission the applicant must:

a. Submit a written request to the Dental Laboratory Technology Program Coordinator including information to justify readmission.

b. Submit a written recommendation from a faculty member of the program addressed to the Dental Laboratory Technology Admissions Committee supporting the student's readmission to the program.

c. Meet current guidelines for admission.

### 2.23 Nuclear Medicine Technology

Enrollment is limited because of available facilities, faculty, and financial resources.

#### Technical Standards

Nuclear Medicine involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of

nuclear medicine technology. Therefore, in order to be successful in the program, all

applicants should possess:

1. Sufficient visual acuity such as needed in the accurate preparation and administration of radiopharmaceuticals and for the observation necessary for patient assessment and care.

2. Sufficient auditory perception to receive verbal communication from patients and members of the health care team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, intravenous infusion pumps, fire alarms, etc.

3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills related to the performance of nuclear medicine technology, such as manipulating equipment, as well as positioning, transporting, and imaging patients.

4. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's/client's interest.

5. Sufficient intellectual and emotional function to plan and implement care of individuals.

#### Admission

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to the College or to any academic

program thereof regardless of economic or social status, and will not discriminate on

the basis of race, color, religion, sex, marital status, beliefs, age, national origin,

sexual orientation, or mental or physical disability.

Selection of the students for the nuclear medicine technology program will be made

by the President of the College or the President's designee after considering the recommendations of the admissions committee. Membership for this committee would be as follows:

- Division Chairperson
- Nuclear Medicine Technology Program Coordinator
- Nuclear Medicine Technology Faculty Member
- Counselor
- Admissions Officer
- General education faculty member

Each applicant must submit the following data by March 1 (at the President's discretion, qualified applicants may be considered after March 1):

1. Application for admission to Lexington Community College.
2. An official high school transcript or result of the GED.
3. Results of the ACT (if less than 12 credits of college work have been completed. The courses must be numbered 100 or higher excluding remedial courses.).
4. An official transcript of all post-secondary education attempted.
5. Attendance at an advising conference or interview.
6. Documentation of eight (8) clock hours of observation in a nuclear medicine department.

Preference:

1. Will be given to Kentucky residents.
2. May be given to qualified applicants with an "enhanced" ACT composite score of 19 or above, or with a 2.5 GPA or above (4.0 scale) on all college work consisting of at least 12 semester credit hours of courses numbered 100 or above in the approved curriculum.
3. May be given to qualified applicants of under-represented student populations in accordance with equity policies of the University of Kentucky and Lexington Community College.
4. May be given to qualified applicants who have completed the required mathematics course and the required biological and physical science courses or equivalent courses with a grade of C or better.]

Rolling Admission

An applicant may be admitted to the nuclear medicine technology program prior to the March 1 deadline if the following criteria are met:

1. A complete application is submitted to the college by January 15.
2. A GPA of 3.0 or better (4.0 scale) on 12 semester hours of college credit for courses numbered 100 or above applicable to the nuclear medicine technology curriculum.
3. An "enhanced" ACT composite score of 21 or above.
4. Completion of the required mathematics course and the biological science courses or equivalent courses is documented with a 3.0 or better (4.0 scale) for each course.

Enrollment

If not completed previous to admission to the nuclear medicine technology program, the student must complete the required mathematics and science courses that are prerequisite to the first NMT course with a grade of C or better.

Retention

A student who withdraws from or earns lower than a grade of C in a course



with the prefix NMT will not be permitted to continue in the nuclear medicine technology program.

A student must earn a grade of C or better in each required science course in the curriculum in order to remain enrolled in the program.

#### Readmission

The process regarding application for readmission to the nuclear medicine technology program is as follows:

1. Students who wish to apply for readmission to the program must do so prior to March 1 if planning to enroll in the subsequent year.
2. Readmission to the nuclear medicine technology program will be dependent upon available resources.
3. In order to be considered for readmission by the program admissions committee, the student must:
  - a. Update information in the admission office file prior to March 1;
  - b. Submit a written request to the program coordinator including information to justify readmission; and]
  - c. Submit a written recommendation from a faculty member of the program addressed to the program admissions committee supporting the student's readmission to the program.
4. If three (3) years or more have elapsed since the initial enrollment in the program, the student must repeat the technical courses of the curriculum or successfully complete special examinations for those courses for which examinations are available.
5. A student may be readmitted to the nuclear medicine technology program two times. The program admissions committee may recommend readmission a third time if a student can furnish evidence of unusual circumstances, remedial study or additional preparation.
6. Application for readmission is not a guarantee of readmission to the program.]

#### 2.24 Nursing Program

Enrollment in the Associate Degree Nursing Program may be limited because of available laboratory facilities in the community, as well as limited faculty and financial resources at the community college.

#### Technical Standards

Nursing at the technical level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. All students should possess:

1. Sufficient visual acuity, such as is needed in preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
2. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, Doptones, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly

and to implement the skills, including the manipulation of equipment, required in meeting health needs.

4. Sufficient communication skills (speech, reading, writing) to interact

with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest.

5. Sufficient intellectual and emotional functions to plan and implement care for individuals.

Admission to the Associate Degree Nursing Program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, sex, marital status, beliefs, age, national origin, sexual orientation or mental or physical disability (refer to Technical Standards Section). In addition to the other qualifications, the college will, in compliance with University regulations and in the manner and to the extent permitted by law, endeavor to recruit students who add to the diversity of the student population in the Associate Degree Nursing Program.

Selection of students for the Associate Degree Nursing Program will be made by the President of the College or the President's designee after considering the recommendations of an Admissions Committee which is to be appointed for this purpose. Membership on this committee shall be from the college as follows:

Admissions Officer

Associate Degree Nursing Program Coordinator

Two Associate Degree Nursing Faculty Members

Three Members-At-Large, i.e., Development Studies Counselors,  
General Studies Faculty

Terms for the two Associate Degree Nursing faculty members and the three members-at-large are for two year terms and are to be staggered.

In order to be considered for admission to the Associate Degree Nursing program, each applicant must submit the following credentials for the fall semester class by March 1 and for the spring semester class, if applicable, by October 1 preceding the date the applicant plans to enroll. Exceptions to the March 1 and the July 1 dates can only be granted by the President of the College after consultation with the Associate Degree Nursing Program Coordinator.

1. Application for admission to the college.

2. Official high school transcript indicating that the applicant has or will complete an approved four-year high school course of study or a GED certificate.

3. Transcripts of all post-secondary education or training.

4. Results of the ACT or National League for Nursing Pre-Admission Examination RN (NLN)

A pre-admission conference with the Coordinator or the Coordinator's designee is required prior to an applicant's consideration by the Associate Degree Nursing Admissions Committee.

Preference:

1. May be given to candidates who demonstrate above average standing in high school or on the General Education Development Examination (GED).

2. May be given to applicants with an "enhanced" ACT composite score of

22 or above or score at the 50th percentile or above on the NLN.

3. May be given to applicants who have completed 12 or more credit hours in the approved curriculum with a cumulative GPA of 3.0 or better from any regionally accredited college.

4. Will be given to Kentucky residents and applicants within the Community College service area.

#### Readmission

1. In order to be considered for readmission by the Nursing Admissions Committee, the applicant:

a. Must submit a written request to the Nursing Coordinator.

b. Must meet current guidelines for admission.

c. May be required to have a Nursing faculty member submit a letter of recommendation.

2. A student may be readmitted to the Associate Degree Nursing Program one time. The Nursing Admissions Committee may recommend readmission a second time, if a student furnishes sufficient evidence of remedial study, additional preparation or resolution of factors contributing to unsuccessful course completion.

3. If more than three years have elapsed since initial enrollment in any registered Nursing program, an applicant must repeat all nursing courses.

#### Transfer

1. Applicants who wish to transfer from one Community College System Nursing Program or other nursing programs must:

a. Meet all admission requirements of the receiving institution.

b. notify the Coordinator of the Associate Degree Nursing Program in writing, stating anticipated entry date and reason for transfer, and

c. have a faculty member from the program previously attended submit a letter of recommendation to the receiving institution.

2. If more than three years have elapsed since initial enrollment in any registered Nursing program, an applicant must repeat all nursing courses.

#### 2.25 Radiography Program

Enrollment in the Radiography program may be limited because of available laboratory facilities in the community, as well as limited faculty and financial resources.

#### Technical Standards

Radiography involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of

radiological technical functions. Therefore, all applicants should possess:

1. Sufficient visual acuity, such as is needed in the accurate preparation

and administration of contrast media and for the observation necessary for patient assessment and nursing care.

2. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, intravenous infusion pumps, fire alarms, etc.

3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of

equipment, positioning and lifting patients required in meeting health needs related to radiologic technology.

4. Sufficient communication skills (speech, reading, writing) to interact

with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's/client's interest.

5. Sufficient intellectual and emotional functions to plan and implement care for individuals.

Selection of students for the program will be made by the President of the College or the President's designee after considering the recommendation of the Admissions Committee. Membership on this committee would be as follows:

Radiography Program Coordinator

Radiography Faculty Member

Division Chairperson

Admissions Officer or Dean of Student Affairs

Counselor

Each applicant must submit the following credentials by March 1 in order to be considered by the committee:

1. Application for admission to the college.

2. Official high school transcript indicating that the applicant has completed an approved 4-year high school curriculum or the GED Certificate.

3. Transcripts of all post-secondary education or training.

4. American College Test (ACT) or Career Planning Program (CPP) score reports.

5. A statement verifying at least a four-hour observation/ work experience in a Radiology Department must be completed and returned to the community college records office.

Admission to the Radiography program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, religion, sex, marital status, beliefs, age, national origin or physical or mental disability.

Preference:

1. May be given to applicants with an "enhanced" ACT composite score of 21 or above; or the low number of the estimated ACT composite range reported on the CPP of 19 or above.

2. May be given to applicants who have a cumulative GPA of 2.5 or better (4 point scale) in 12 hours of college credits applicable to the radiography program.

3. May be given to applicants who have completed the biological and physical sciences and mathematics courses listed in the radiography curriculum with a grade of "C" or better.

4. May be given to applicants who have satisfied the precollege curriculum.

5. Will be given to Kentucky residents.

An interview or pre-admission conference may be required prior to admission to the radiography program.

Readmission

1. A student who withdraws from or earns lower than a grade of C in

any course with the prefix RAD will be dropped from the Radiography program.

2. The process regarding application for readmission to the program is as follows:

a. Students who wish to apply for readmission to the program must do so three (3) months prior to the expected date of enrollment.

b. Readmission to the Radiography program will be dependent on available resources.

c. In order to be considered for readmission by the Radiography Admissions Committee, the student must:

i) update information in the admission office file three (3) months prior to expected date of enrollment;

ii) submit a written request to the Radiography Program Coordinator including information to justify readmission; and

iii) submit a written recommendation from a faculty member of the program addressed to the Radiography Admissions Committee.

d. If three (3) years or more have elapsed since the initial enrollment in the program, the student must repeat the technical courses of the curriculum.

e. A student may be readmitted to the Radiography program two times. The Radiography Admission Committee may recommend readmission a third time, if a student can furnish evidence of unusual circumstances, remedial study or additional preparation.

f. Application is not a guarantee of readmission to the program.

#### Transfer

1. Applicants who wish to transfer from one Community College System Radiography Program or other radiography programs must:

a. Meet all admission requirements of the receiving institution.

b. Apply at least three months prior to the expected date of enrollment.

c. Notify the Coordinator of the Radiography Program in writing, stating anticipated entry date and reason for transfer.

d. Have a faculty member from the program previously attended submit a letter of recommendation to the receiving institution.

e. Submit an official transcript for evaluation by the admissions committee.

2. If more than three years have elapsed since initial enrollment in a radiography program, the entire sequence of radiography courses must be repeated.

3. Acceptance of any transfer student will be dependent upon available resources.

#### Rolling Admissions

An applicant may be admitted to the radiography program prior to the

March 1 deadline date if the following criteria are met:

1. Complete application is submitted to the college by January 15.
2. The applicant has a GPA of 3.0 or better on 12 hours of college credit applicable to the Radiography curriculum.
3. The ACT composite standard score or the low number of the range reported on the CPP is 21 or above.
4. The Applicant has successfully completed BSL 110 and BSL 111 or equivalent.

#### 2.26 Respiratory Care Program

Enrollment in the Respiratory Care Program may be limited because of available facilities within the community and the college.

##### Technical Standards

The respiratory therapist specializes in the application of scientific knowledge and theory to practical clinical problems of respiratory care as outlined in a description of the occupation found in the guidelines and essentials of the accredited educational program for the respiratory therapist. Therefore, in order to be successful in the program, a candidate should possess:

1. Sufficient tactile and visual acuity, such as is needed in the accurate monitoring of life support systems and for the observation necessary for patient assessment.
2. Sufficient auditory perception to receive verbal communication from patients and members of the health care team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, inhalators and fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement respiratory therapy skills including the manipulation of equipment to meet health needs.
4. Sufficient communication skills (verbal, non-verbal, and written) to interact with individuals and to communicate their needs promptly and effectively.
5. Sufficient intellectual and emotional functions to plan and implement respiratory care.

Admission to the Respiratory Care Program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, sex, marital status, beliefs, age, national origin, sexual orientation, or mental or physical disability. Selection of students for the Respiratory Care Program will be made by the President of Lexington Community College or the President's designee after considering the recommendations of the Admissions Committee. Suggested membership is:

1. Respiratory Care Program Coordinator
2. Admissions Officer
3. Counselor
4. Medical Director of Program
5. General Studies Faculty member
6. Respiratory Care Faculty Member

Each applicant must submit the following data no later than March

1:

1. Application for admission to L.C.C.
2. An official high school transcript or results of the Test of General Educational Development (GED).
3. Results of American College Test (ACT).
4. An official transcript of all post-secondary education attempted.
5. Statement of work experience pertaining to Respiratory Care Technology and/or observation in this area.
6. Attendance at a mandatory pre-admission conference

#### Preference

1. May be given to applicants who have a cumulative grade point average of 2.5 (4.0 scale) or better in 12 or more semester credit hours from any accredited college.
2. May be given to applicants with an "enhanced" ACT composite score of 21 or above.
3. May be given to applicants with health related work experience.
4. May be given to Kentucky residents.
5. Others meeting minimum criteria will be placed on an alternate list. Those applicants remaining on the alternate list must update their application to be eligible for the next class.

#### Rolling Admission

Those applicants who have an enhanced composite ACT score of 24 and at least a cumulative grade point average of 3.0 (on a 4.0 scale) on 24 or more college hours may be informed of immediate admission. Admission will be contingent upon a conference with the Program Coordinator.

#### Readmission

1. Application for readmission should be made by the established college program deadline.
2. Readmission to the Respiratory Care Program will be dependent on available resources.
3. In order to be considered for readmission by the Respiratory Care Admissions Committee, the applicant must:
  - a. submit a written request to the program coordinator presenting evidence to justify readmission.
  - b. meet current admissions guidelines.
4. If more than three (3) years have lapsed since initial enrollment in the program, the applicant must successfully complete available, special exams or repeat the Respiratory Care courses. The student will be evaluated and may be required to demonstrate competencies prior to re-entering clinical practice if a year or more has lapsed since their last formal clinical practice.

Note: A student who withdraws from or earns lower than a grade of "C" in a Respiratory Care Course will be dropped from the Associate Degree Respiratory Care Program.

## SECTION V RULES RELATING TO ATTENDING LEXINGTON COMMUNITY COLLEGE

### 1.0 Registration and Assignment to Classes

A student shall use his or her full and proper name and Social Security or college assigned number when registering and for all other official purposes.

### 1.1 Late Registration

After the fifth day of classes (excluding Saturday) in either semester or the third day of an intersession or summer session, no student may register for an organized class. The President of the College may set a later date for final registration that do not start during the first five days of classes of a semester, or during the first classes of an intersession or summer session, or for the registration of groups of students not present at the regular registration time.

### 1.2 Assignment to and Removal from Classes

The President of the College is responsible for the student's schedule. This schedule, when it becomes authority for the first official class roll. No student shall be admitted to a class without the authority of the President of the College.

The instructor will be provided an official class roll as of the last day to drop a course grade for the academic session. It shall be the responsibility of the instructor to promptly advise the President of the College the names of those students on the official class roll who have attended any meeting of the class through the last day to drop a course without a grade. The President of the College shall have the authority to cause the names of such students to be removed from the class roll.

### 1.3 Repeated Registration in a Course

A student may repeat a course as many times as the student feels it is necessary to bring his or her competence up to the level desired, subject to the approval of the division chairperson.

2.34). To exercise a repeat option for the purpose of improving a grade, a course must be repeated with the same grade option as the original enrollment in the course. The President of the College may waive this requirement in special cases. (V, 3.21). Before repeating a course, the student must notify in writing the President of the College. The highest grade earned in a completed course shall constitute the official grade for the course. A student who wishes to exercise



repeat option policy in technical courses in those programs where enrollment is limited must be approved by the President of the College and the coordinator of the program at least two months prior to the expected date of enrollment. Permission to repeat a technical course will be dependent upon the availability of resources. If a student has been dropped from a technical program such permission may also be contingent upon his or her readmission to the program.

#### 1.4 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 such courses have different identifying titles.

#### 1.5 Precollege Curriculum Exemptions

a. Students who have earned college degree credit in the relevant area should be considered to have demonstrated proficiency.

b. Degree-seeking students who are excluded from the precollege curriculum are those

twenty-five (25) years of age or older prior to the first day of classes, those entering

the community college with 24 or more semester credit hours applicable toward a degree with a grade point average (GPA) of at least 2.0 on a 4.0 scale, and active duty military personnel, their spouses and dependents.

c. Students who have earned a GED subject score at the 60th percentile or above meet the precollege curriculum requirement for that subject area.

d. Students scoring at or above the 60th percentile on the mathematics or English

portions of the American College Test (ACT), or approved equivalent scores on the GED, CPP, SAT or ASSET tests, shall be considered as having demonstrated proficiency in the respective subject.

e. A waiver of a required precollege curriculum course may be justified if a handicapped condition and its impact on completing the course in question is verified by the college president (or designee) and if another course in a closely related area is substituted for the course that cannot be completed.

f. Students who are non-residents of Kentucky are not required to meet the World

Civilization requirement of the precollege curriculum.

#### 1.6 Courses for Correcting Precollege Curriculum Deficiencies

The precollege curriculum requirements as they appear in the "Guidelines for Undergraduate

Admission to the State-Supported Institutions of Higher Education in Kentucky" (13 KAR 2:0

Section 4) are as follows:

English

4 Units

English I, II, III, and IV

Mathematics  
3 Units

Algebra I  
Algebra II  
Geometry

or

Integrated Math I  
Integrated Math II  
Integrated Math III

or

Any three course combination of Algebra I and II, Geometry, and Integrated Math I, II, III as long as the course sequence reflects an increasing level of complexity.

Science  
2 Units  
Biology I,  
and Chemistry I or Physics I or Principle of  
Technology

(At least one (1) of the science courses must be a laboratory course.)

Social Studies  
2 Units  
World Civilization, and

U.S. History or AP American History

11 Units out of 20 Total Units

Students subject to the precollege curriculum and identified as having precollege curriculum course deficiencies in mathematics, science, English, or social studies must remove the

deficiencies prior to completing twenty-four (24) credit hours of degree credit at the college. Courses used to remove precollege curriculum deficiencies in English and mathematics cannot be applied toward credit for graduation. The listing below details how students can remove the deficiencies.

#### English

1. Presenting a score at or above the local college's established percentile on the English portion of the ASSET test, CPT, or other equivalent assessment instruments.

OR

2. Successful completion of a course or sequence of courses. Courses to be taken will be identified based on the student's scores on the college's assessment and placement examinations. Courses may include:  
ENC 090 Foundations of College Writing I  
ENC 091 Foundations of College Writing II  
ENC 092 Writing Laboratory

#### Mathematics

1. Presenting a score at or above the local college's established percentile on the mathematics portion of the ASSET test, CPT, or other equivalent assessment instruments.

OR

2. Successful completion of a course or sequence of courses. Courses to be taken will be identified based on the student's scores on the college's assessment and placement examinations. Courses may include:  
MAH 060 Pre-Algebra  
MAH 070 Elementary Algebra  
MAH 075 Pre-college Geometry I

#### Sciences

Successful completion of a science course or sequence of courses. Science course selected must include a laboratory if students have not taken a science laboratory course in high school. Community college courses used to remove precollege curriculum deficiencies in the sciences may apply toward degree credit.

#### Social Sciences

Successful completion of a course or sequence of courses. Courses selected must include a world or regional approach. Community college courses used to remove precollege curriculum deficiencies in social sciences may apply toward degree credit. Examples are listed below:

U.S. History  
HIS 108,  
HIS 109,

HIS 260,  
HIS 261

World Civilization

HIS 104,  
HIS 105,  
HIS 106,  
HIS 107,  
HIS 202,

HIS 203,  
HIS 229,  
HIS 230,  
HIS 247,  
HIS 248,

HIS 254,  
HIS 285,  
HIS 286,  
HIS 295,  
HIS 296,

ANT 121,  
ANT 130,  
ANT 241,  
ANT 242,  
CLA 210,

CLA 261,  
GE 265,  
WS 200,  
GEO 152,  
GEO 172,

MUS 203,  
PHI 260,  
PHI 270,  
PS 235

The Community College President (or designee) is responsible for ensuring that degree-seeking students who are subject to the precollege curriculum remove any identified deficiencies prior to the completion of 24 credit hours of degree credit at the community college. Each institution will have written procedures for the monitoring of the removal of course deficiencies. At a minimum, the written procedures include:

- a) screening degree-seeking applicants who are subject to the precollege curriculum;
- b) developing course placement plans which will enable identified students to correct precollege curriculum deficiencies;
- c) monitoring student progress toward the removal of precollege curriculum deficiencies;
- d) reporting annually the status of precollege curriculum screening and monitoring to the college president (or designee).

## 2.0 Credit, Loads, Academic Standards

### 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 or the equivalent exclusive of any laboratory meeting, which generally represents at least two hours per week for a semester for one credit hour.

### 2.2 Student Load

With the exceptions noted below, the maximum load to be carried during any semester by an student in the community college (including residence, correspondence, and extension courses) shall be nineteen credit hours or the amount specified in the curriculum for the particular semester, whichever is larger.

A student who attained a grade point average of 3.0 on a load of at least fifteen credit for the preceding semester may be permitted by the President of the College to carry a maximum of three extra credit hours provided the total is not in excess of twenty-two.

Normally, the maximum course load (including residence, correspondence, and extension courses) shall be four credit hours for the four-week intersession, seven credit hours in week session, and ten credit hours in the eight-week summer session. A student who has attained a grade point average of 3.0 may be granted permission by the President of the College to carry a maximum of five hours in a four-week session, eight hours in a six-week session, and twelve hours in an eight-week session.

A student on academic probation shall not take more than 15 credits hours in a semester, credit hours in a four-week intersession, six credit hours in a six-week summer session, a seven credit hours in an eight-week summer session.

A student may be registered simultaneously at the community college and at another institution only with the approval of the President of the community college, the credit h obtained at the other institution being considered a part of the student's maximum load. simultaneous registration has not been authorized, the transfer of credit from the other institution may be denied.

## 2.3 Academic Standards

### 2.31 Absences

A written statement of the attendance policy will be provided by the instructor during the first or second class meeting of the course. Attendance may or may not be required. (See V, 2.33) Major religious holidays are excused absences. Students are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the holiday and prior to the last day for adding a class. If attendance is required or serves as a criterion for a grade in a course, the number of excused absences shall not exceed that designated in the instructor's syllabus.

Trips for members of organizations (musical, oratorical, dramatics, etc.) and of classes and the absences resulting from such trips must be authorized by the President of the College if the trips result in the absence of students from regularly scheduled classes.

Trips for participation in intercollegiate athletics events and the absence resulting from such trips must be authorized by the President of the College. In some appropriate manner, the faculty member in charge of an authorized trip shall notify instructors affected that the absence is authorized.

The student shall be responsible for the work missed and, in advance of the excused absence, make arrangements to make up the work. The instructor shall, if feasible, give the student an opportunity to make up the work missed and shall not in any case arbitrarily penalize the student for the absence.

### 2.32 Acceptable Standards in English

Teachers in all courses are expected to call attention to and penalize for errors in English usage and to require the rewriting of papers which do not meet acceptable standards in English.

Any instructor who finds the written work of any student seriously defective in English is expected to report the case, together with specimen papers, to the President of the College. A committee composed of the President of the College and the coordinator of the English program shall have power to require additional work in composition without credit. This remedial work shall begin not later than the following semester and shall continue until the committee is satisfied with the student's proficiency. If a student is required to do this additional work, it will be so indicated on the student's record.

### 2.33 Unsatisfactory Scholarship and Excessive Absences

A student who is doing unsatisfactory work or who, in the opinion of the instructor, has excessive absences in any course may be reported to the President of the College. This student shall be under the special supervision of the President of the College. If, after a suitable length of time, it becomes apparent that no improvement is being made, the President of the College may, if the student concurs, withdraw the student from the course under the provisions of V 3.24. If the student is to be officially withdrawn, the President of the College shall notify the instructor and the Student Records Office of the college.

Any student reported to the President of the College because of unsatisfactory scholarship or excessive absences shall be considered for academic suspension under the provisions of V 4.31 at the end of the semester during which the reporting occurred.

### 2.34 Refusal of Repeated Registration

A divisional chairperson may refuse to allow a student to register in a course a fourth time, including correspondence and extension. (See V 1.3).

### 2.35 Participation in Intercollegiate Athletics

Academic conditions and criteria for Lexington Community College's participation in intercollegiate athletics shall be determined by the faculty of the Lexington Community College.

### 2.36 Final Examinations

Each instructor shall determine if a final examination is appropriate to the course. If a final examination is to be given, it will be administered during the examination period as established by the official Lexington Community College Calendar for the semester,

intersession or summer session of the regular school year. These examination periods will be preceded by a calendar day on which no classes or examinations will be scheduled except for courses offered on Saturday/Sunday.

Any student with more than two examinations scheduled on one day shall be entitled to have an examination rescheduled. All petitions for rescheduling must be made to the instructor in writing no later than one week prior to the last class meeting.

Final examinations may be administered at other than the regularly scheduled times only after the recommendation of the chairperson of the division, and the approval of the President.

If a conflict is created by the rescheduling of an examination, the student shall be entitled to take the examination at the originally scheduled period or at another time during the examination week by mutual agreement with the instructor.

#### 2.37 Language Limitation for Foreign Students

A student whose native language is other than English and who has had formal instruction in schools of his or her own country shall not be permitted to take elementary, intermediate or conversation courses in that language for degree credit.

#### 2.38 Participation in College Orientation

Conditions and criteria for an orientation program for first-time freshmen shall be determined by the faculty of the community college.

### 3.0 Grades and Marking System

#### 3.1 The Marking System

Results of work will be recorded as follows:

A - Represents exceptionally high achievement. It is valued at four points for each credit hour in courses numbered 100 or above.

AU - Audit. It has no value in computing grade point average.

B - Represents high achievement. It is valued at three grade points for each credit hour in courses numbered 100 or above.

C - Represents satisfactory achievement. It is valued at two grade points for each credit hour in courses numbered 100 or above.

D - Represents the minimum achievement for credit. It is valued at one grade point for each credit hour in courses numbered 100 or above.

E - Represents unsatisfactory achievement and indicates failure in the course. It is valued at zero grade points and zero credit hours in courses numbered 100 or above (V, 3.21).

F - Represents failure in a course taken on a Pass-Fail basis. It has no value in computing



grade point average.

I - Incomplete - Means that part of the coursework remains unfinished (V, 3.22).

P - Represents a passing grade in a course taken on a Pass-Fail basis. It may also be assigned by the Community College Appeals Board in cases involving a violation of student academic rights. It has no value in computing grade point average (V, 3.23).

W - Withdrew from class without completing course requirements. It may be assigned by the Community College Appeals Board in cases involving a violation of student academic rights. (See VII 2.4). It may not be assigned to a student found guilty of an academic offense without permission of the instructor in whose class the offense occurred (V, 3.24)

Z - Reenrollment recommended (developmental courses only). It has no value in computing grade point average. (See V 3.25).

### 3.2 Explanation of Certain Grades

3.21 Grade E The grade E means that the student has failed the course and may obtain credit for the course only by repeating the entire course. (See V 1.3)

3.22 Grade I The grade I means that part of the work of the course remains undone. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall not give an I grade when the reason for incompleteness is unsatisfactory to the instructor.

A student shall have the option of having the I grade as a permanent part of the student's record.

If the student elects to complete the course, in order to change the I grade to a letter grade, the student must do so before graduation, but in no event after the lapse of two years from the time the I grade was awarded except that the instructor with the approval of the division chair may specify a shorter period of time for the completion of the course. If the student does not complete the course, the instructor, or in the instructor's absence the division chair, shall forward to the President of the College the appropriate letter grade to replace the I. (See V, 5.13)

If the student elects to retain the I grade in a course required for graduation, or is unable to complete such a course, the student must retake it and satisfactorily complete it with a letter grade in order to graduate.

The College shall maintain a file record of incomplete grades recorded in courses of that nature.

college. This record, completed by the instructor at the time the grade I is reported, shall include: (1) the name and number of the student; (2) the course number and hours of credit; (3) semester and year of enrollment; (4) signature of the instructor; (5) a brief statement of reason(s) for recording the incomplete grade; and (6) an adequate guide for removal of the incomplete grade (with suggested final grade).

3.23 Grade P Any student enrolled in a community college who receives a grade of P in a course shall be eligible to continue into the next sequential course(s) and shall be eligible for graduation providing the student has met all other graduation requirements. (See V 3.31, 3.8, LCC Code of Student Conduct)

3.24 Grade W A student may officially withdraw from any class up to and including the date of the mid-term with a W grade. After the date of mid-term and through the last class of the semester, the student may officially request the W grade, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors in determining the assignment of a W grade during the discretionary period. (See LCC Code of Student Conduct) An instructor shall not assign a student a W grade for a class unless the student has officially withdrawn from that class in a manner prescribed by the college.

The grade of W may be assigned by the Community College Appeals Board. (See V 3.1, V 3.8, LCC Code of Student Conduct) It may not be assigned to a student found guilty of an academic offense without the permission of the instructor in whose class the offense occurred.

The President of Lexington Community College may, if the student concurs, assign a W grade to a student who has been reported to the president for unsatisfactory scholarship or excessive absences and who, after being reported, has made no improvement.

3.25 Grade Z The grade Z means that the student has made significant progress but needs a longer period of time to achieve a passing level. The student should re-enroll in the course in order to continue advancement to the level of competence set for the course. Re-enrollment grade may be assigned only for developmental courses numbered 000-099. (See V 3.1)

3.3 Courses Taken on a Pass-Fail Basis

3.31 Students with at least 30 credit hours and not on academic probation may select a maximum of two elective courses, subject to certain restrictions, to be taken on a Pass-Fail basis. Credit hours successfully completed under this option will count toward graduation but will not be used in calculating grade point standing. Courses taken on a Pass-Fail basis shall be limited to those considered as elective in the student's program and such other courses which have been specifically approved for offering only on a Pass-Fail basis.

A student electing to enroll in a course on a Pass-Fail basis will be expected to participate fully in the course and take all examinations as though the student were enrolled on a regular basis. Prerequisites for such courses may be ignored at the student's own hazard.

Students may not change from a Pass-Fail basis, nor from a regular basis to a Pass-Fail basis, after the last date for entering an organized class.

Courses offered only on a Pass-Fail basis or numbered 000-099 or taken by special examination shall not be included in the maximum number of elective courses which a student may take under these provisions.

3.32 Orientation and developmental community college courses numbered 000-099 may be offered on a Pass-Fail basis and shall be for non-degree credit.

3.4 Audit A student who has been fully admitted to the college may elect to enroll in a course as an auditor, except in selective admissions programs. Auditing courses in a selective program requires admission to the program and the availability of space in the courses.

Any change from audit to credit by a student fully admitted to a college must be accomplished the last date to enter a class and any change from credit to audit must be made by mid-term semester or session in which the student is enrolled. An audited class may be taken for credit later date. Anyone who desires to audit a class must be admitted to the college and officially registered for the course.

3.5 Mid-Term Grades Mid-term grades may be provided in a manner prescribed by the faculty of the college. If utilized, mid-term grades shall be provided by the date announced in the Community College Calendar. Any community college student, upon the student's request, shall be given a mid-term grade in any course in which the student is enrolled.

3.6 Reporting Final Grades The final grades for a course shall be filed with the office of the President of the College within forty-eight hours after the scheduled time of the final exam for that course. Grades for all candidates for degrees must be filed in the President's office on dates as may be determined. (See II 1.1(i))

3.7 Changing Grades A grade once reported shall not be changed except when the instructor in writing that an error has been made. However, each respective Community College Appeal Board may change a grade to P or W in the case of a violation of student academic rights in the case of an academic offense. (See V 3.1, 3.23, 3.24, LCC Code of Student Conduct)

3.8 Grades for Students who Withdraw or are Dropped No grade will be reported for a student who officially withdraws from classes by the last day to drop without a grade according to official calendar or who fails to pay registration fees in accordance with established policy. A grade W will be reported for a student who officially withdraws from a class(es) on or before the last date to withdraw from a class. (See V 1.2, 2.33, 3.1, 3.24)

#### 4.0 Scholastic Probation, Academic Suspension and Reinstatement

##### 4.1 General Regulations

##### 4.11 Quality Point Deficit

The scholastic probation and academic suspension systems are based on cumulative quality point deficit. The base for determining the deficit is the number of credit hours attempted, minus the number of credit hours for which no grade has been recorded or for which an incomplete has been assigned, multiplied by two. The deficit is the difference, if any, between this base and the number of quality points earned.

##### 4.2 Scholastic Probation

4.21 The academic record of each freshman student will be reviewed after the student's first full semester. If a student has a deficit in excess of five quality points at the end of the first full semester, the President of the College shall either place the student on scholastic probation or warn the student that he or she is making unsatisfactory progress. If the student has demonstrated that he or she cannot or will not do satisfactory work, the student shall be subject to academic suspension from the Lexington Community College but the President of the College may place the student on scholastic probation if the

individual case justifies it.

4.22 Except for first semester freshmen, any student who at the end of any semester has a cumulative deficit in excess of five quality points shall be placed on scholastic probation by the President of the College.

4.23 A student shall be removed from probation by the President of the College when the student has reduced his or her quality point deficit to five or less.

#### 4.3 Academic Suspension

4.31 The following student, unless the student can show cause why he or she should not,

shall be given academic suspension from the Lexington Community College;

(a) A student who acquires an additional deficit in excess of five quality points during any semester while on scholastic probation.

(b) A student who has a cumulative deficit in excess of fifteen quality points at the end of any semester while on scholastic probation.

(c) A student who has been on scholastic probation for three consecutive semesters.

(d) A student who demonstrates that he or she cannot or will not do satisfactory work. (See V 2.33)

4.32 A student who is under academic suspension may not enroll in any courses offered for degree credit by the Lexington Community College.

#### 4.33 Reinstatement

(a) After the student has remained out of the Lexington Community College for at least a semester, a student who has been academically suspended may be reinstated by the President of the College (or designee) when the student presents evidence that he or she is capable of performing at the level required.

(b) A student who has been academically suspended shall, upon reinstatement, be placed on scholastic probation and be subject to academic suspension from the Lexington Community College if:

(1) The student acquires any additional deficit during any semester while he or she is on scholastic probation.

(2) The student has not reduced his or her deficit by eight quality points or eliminated it by the end of the second semester following the student's reinstatement.

(3) The student has failed to meet the requirements for removal from scholastic probation by the end of the third semester following the student's reinstatement.

Once a reinstated student has been removed from scholastic probation, the student shall be to the same conditions for subsequent academic suspension as a student who has not previously been academically suspended.

## 5.0 Degrees, Honors, Graduation

### 5.1 Requirements for Degrees

#### 5.11 Approval of the Community College Faculty

The faculty of Lexington Community College must recommend to the President of the University and the University Board of Trustees all candidates for degrees from the Lexington Community College and must submit the list of degree candidates to the Chancellor of the Lexington Campus.

#### 5.12 Residence Requirement

Regardless of the time the student has attended Lexington Community College, a minimum of twenty-four credits must be completed within the University of Kentucky, and at least 25 percent of the approved curriculum credits must be completed at the College.

#### 5.13 Curriculum Requirement

To be eligible for the Associate in Arts, Associate in Science, and Associate in Applied

Science degrees, Lexington Community College students must satisfactorily complete a minimum of 60 hours, including the specified general education requirements, with a grade point average of at least 2.0 (See III 2.0, 3.0). In addition, to be eligible for a

Associate in Applied Science degree, an applicant must have completed a prescribed curriculum.

Course substitutions in individual cases may be made by the President of the College with the advice of the division chairperson.

#### 5.14 Change in Program Requirements

When requirements for a degree program are changed, registered students who are fully admitted and enrolled in the degree program at the time of the program change, shall have the option of fulfilling either the old or new curriculum 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 President of the College, or the President's designee. The student shall not be forced to comply with the new requirements.

If a student interrupts work in the program or the Lexington Community College for one semester, the President or the President's designee shall determine which requirements the student shall fulfill.

If the curriculum revision is required by an external accreditation or certification body, and this body submits a written statement to the college 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.

#### 5.15 Second Associate Degree

A student will be eligible for a second degree when the student has completed the requirements of the second program including a minimum of six (6) additional hours relevant to the second degree and has made application for the degree. Under no condition will two (2) degrees be awarded during the same semester. In no case will a degree be granted for the completion of a second option in a program. The completion of a second option, however, will be recorded on the transcript.

#### 5.2 Honors

The degree with honors from a community college shall be based solely upon work done in the University of Kentucky Community College System.

#### 5.21 With High Distinction in the System

Students who have completed at least forty-eight credit hours of work in the University of Kentucky Community College System shall be graduated "With High Distinction" if they attain a grade point average of 3.60 or higher on all work attempted.

#### 5.22 With Distinction in the System

Students who have completed at least forty-eight credit hours of work in the University of Kentucky Community College System shall be graduated "With Distinction" if they obtain a grade point average of 3.40 to 3.59 on all work attempted.

#### 5.3 Graduation

At the discretion of the President of the College, graduation exercises may be held annually at Lexington Community College.

#### 5.31 Diplomas

Diplomas may be issued at the annual graduation exercise. They may be issued by the President of the College at other times when the degrees have been recommended by the faculty of Lexington Community College and approved by the University of Kentucky Board of Trustees.

#### 5.4 General Education Certification Residency Requirement

To be eligible for general education certification at the thirty-three (33) and forty-eight level, a student must complete a minimum of fifteen hours at Lexington Community College.

#### 6.0 Non-Credit Courses

All continuing education courses (CEU) shall be offered on a non-credit basis. Individual completion of a course for which individual CEUs have been awarded shall be recorded on the official CEU transcript. A certificate of completion shall be given to each student upon completion of a course for which individual CEUs have been awarded.

## SECTION VI RULES RELATING TO EXTERNAL EXPERIENCE

### 1.0 Credit for External Experiences

The Lexington Community College acknowledges that valid collegiate-level learning experiences

outside of the traditional college setting and will assist a student in the recognition and

learning experiences and credit toward a degree or course study. To this end, the following

utilized:

- (a) special examinations;
- (b) the College-Level Examination Program (CLEP) General and Subject examinations and the
- Advanced Placement Program (AP) of the College Entrance Examination Board;
- (c) recognition of collegiate work completed through the United States Armed Forces Institute;
- (d) recognition of service-related experiences at the collegiate-level as recommended by the
- Commission on Accreditation of Service Experiences;
- (e) recognition of certain proficiency exams administered by professional certification agencies
- such as the Certified Professional Secretary Examination;
- (f) American College Testing Proficiency Examination Program (ACT PEP)
- (g) American Institute of Banking Related Experiences;
- (h) course credit awarded by articulation agreements;
- (i) Program on Noncollegiate-Sponsored Instruction (PONSIS); and
- (j) Students enrolled in the pilot course NSG 110 at Henderson Community College and Ashland

Community College will receive credit for NSG 100 upon successful completion of NSG 110.

A student will be awarded credit for external experiences by the college President (or designee)

if the following criteria are met:

- (a) the student enrolls and earns credit at Lexington Community College; and
- (b) the student has met precollege curriculum requirements.

### 1.1 Special Examination

Any student, whether full-time or part-time either currently enrolled in or accepted for admission

to Lexington Community College, shall be given a special examination for credit, provided

the request for the examination is approved by the division chairperson and the instructor requesting

the examination. Approval of the request shall be subject to the criteria listed below

Application by the student must be made in writing to the division chairperson. It is the

responsibility of the examiner to report the credit obtained to the office of the President

of the College.



(a) A full or part-time student may be given a special examination upon written application to the appropriate division chairperson regardless of whether the student

has audited the course, is currently enrolled in it, or has studied for it independently.

A student who has been accepted for admission but not yet enrolled may also be given a special examination except that in specialized technical areas (such as clinical

laboratory technician, etc.) the student shall also have been admitted to the program

unless exceptions are provided for in these rules.

(b) The division chairperson and the instructor may deny the student's request if it is

decided that the student has failed to furnish evidence that he or she is reasonably prepared to take the examination, or if it is determined that the course is of such nature that credit by special examination would be inappropriate.

(c) The examiner may schedule the examination at the examiner's convenience but must

offer it within a reasonable period of time of the student's written request in order to

permit the student to enter another course.

(d) All special examinations for credit shall be on a Pass-Fail basis. A failure shall no

be recorded on the student's official record. A student currently enrolled in a course,

who takes a special examination and is dissatisfied with the results may continue in the course and be graded in the usual manner.

The taking of a special examination for credit shall in no manner affect the student's

options to take courses under the regular Pass-Fail Rules of the Faculty of Lexington

Community College.

(e) Credit awarded by a special examination shall be counted as residence credit but

shall not count as part of the student's academic load for the semester.

(f) A student currently enrolled in a class who successfully completes a special examination shall be removed from the official class roll after the granting of credit.

No refund of tuition shall be issued to a student whose load is reduced as a result of

special examination for credit.

(g) In technical areas, where the program or its graduates are subject to special

accreditation, certification, registration and/or licensure, or in such other areas as

determined by the Chancellor for the Lexington Campus, special examinations for credit for technical courses shall be developed for System-wide use in the Lexington Community College by ad hoc committees appointed by the Chancellor for the Lexington Campus. The President of Lexington Community College, with appropriate input, will decide whether Lexington Community College will use the special examinations for credit as developed by a Community College System Ad Hoc Committee.

## 1.2 College Level Examination Program

The Faculty of Lexington Community College endorses and adopts the use of the General and

Subject Examinations of the College Level Examination Program (CLEP) as follows:

### 1.21 General Examinations

(a) Any student either currently enrolled in or accepted for admission to

Lexington Community College shall be granted specific or elective credit toward an associate degree.

(b) The determination of the credit granted and of what scores are satisfactory

shall be in accordance with American Council on Education (ACE) recommendations.

### 1.22 Subject Examinations

(a) Any student either currently enrolled in or accepted for admission to a community college shall be allowed to take a CLEP Subject Examination for credit unless a division refuses to allow the Subject Examination to be taken in lieu of a course or courses. If a division should refuse to allow a Subject Examination, it shall justify its refusal to the President of the community college.

(b) Credit shall be given to students obtaining a satisfactory score on CLEP Subject Examinations. For courses offered in both the Lexington Community College and the University System, the determination of what scores are satisfactory and in which courses credit shall be given shall be made in the University System. For courses offered only at Lexington Community College, the determination of what scores are satisfactory and in which courses the credit shall be given shall be made by the Faculty of the Community College.

(c) Grades where specified will be awarded to the students obtaining a satisfactory score on CLEP Subject Examinations. For courses offered in both Lexington Community College and the University System, the determination of the grade shall be made in the University System. For courses offered only at Lexington Community College, the determination of the grade shall be made by the Faculty of the Lexington Community College.

1.23 Any cost for the CLEP Examinations will be met by the student.

1.24 The President of Lexington of Lexington Community College shall be responsible for the dissemination of current information as to what CLEP Examinations are being used at both the University and Lexington Community College and as to what CLEP Examinations are being used in only Lexington Community College. Lexington Community College shall have on file a list of CLEP Examinations available for use by

Lexington Community College students.

### 1.3 Service Related Experience

(a) A student may receive course credit in recognition of collegiate level work completed

through the United States Armed Forces Institute of Defense Agency for Non-Traditional Support Education. To receive course credit for work completed through

USAFI, the student must have achieved a minimum score at the 35th percentile. To receive course credit for work completed through DANTEs, the student must have received a minimum standard score of 46. Credit will be given only upon receipt of an official USAFI or DANTEs transcript.

(b) A student may receive course credit where appropriate and equivalent courses are available for military educational experiences at the collegiate level as recommended in A Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education.

#### 1.4 Advanced Placement Program (AP)

The Faculty of Lexington Community College endorses and adopts the use of the Advanced Placement Program (AP) of the College Entrance Examination Board as follows:

1.41 The determination of minimum scores for the granting of credit and of the individual courses for which credit shall be given will be made in the University System.

1.42 Credit hours or credit hours and grades where grades have been specified shall be given to students who achieve the minimum score or above on the examinations. For courses offered at both Lexington Community College and the University System, the determination of the criteria for the awarding of grades shall be made in the University System. For courses offered only at Lexington Community College, the determination of the grade shall be made by the Faculty of Lexington Community College.

1.43 Any cost for the AP Examinations will be met by the student.

1.44 The President of Lexington Community College shall be responsible for the dissemination of current information as to which AP Examinations are recognized.

#### 1.5 Certified Professional Secretary Examination

A student who has passed the Certified Professional Secretary Examination may receive a maximum of 24 hours of credit following the completion of at least 12 semester hours in re at the community college awarding the credit. The courses for which credit is awarded will be based on the American Council on Education recommendations as specified in the latest edit of the Guide to Educational Credit by Examinations. (See Rules of the Senate, Section VI, 2.

Credit will be granted by the college only upon receipt of a letter from the Professional Secretary

International certifying that the student has passed the CPS examination and stating the d

passed. American Council on Education recommendations pertaining to the Certified Professional Secretary

Secretary Examination are listed in the Guide under Professional Secretaries International

1.6 American College Testing Proficiency Examination Program (ACT PEP)

The Faculty of Lexington Community College endorses and adopts the use of the ACT Proficie

Examination Program as follows:

1.61 The Fundamentals of Nursing Examination for the Associate Degree level may be used as the written portion of the special examination to establish credit in the Nursing

course. A standard score of 45 will be the cut-off point for a passing grade and will be

required for candidates to be eligible for the performance examination.

Establishment of

credit by examination (pass written and performance parts) in this course does not constitute admission to the Associate Degree Nursing Program.

1.62 Any cost for the ACT PEP Examinations will be met by the candidate.

1.63 Candidates will be permitted two opportunities to take the performance examination

within the year following successful achievement (standard score of 45 or better) on the

ACT PEP examination for the Nursing I course.

1.7 American Institute of Banking Related Experiences

A student may receive course credit in recognition of collegiate-level work successfully c

through the American Institute of Banking. Credit will be granted only upon receipt of an

American Institute of Banking transcript.

1.71 For collegiate-level work successfully completed through the American Institute of

Banking Chapters in Kentucky, credit will be granted only for the following courses:

American Institute of Banking

Community College System Equivalent

Analyzing Financial Statements

BNK 240 Analyzing Financial Statements  
(3 credit hours)

Bank Investment and Funds  
Management

BNK 200 Bank Investments and Funds  
Management (3 credit hours)

### Commercial Lending

BNK 180 Commercial Lending (3 credit hours)

### Consumer Lending

BNK 170 Consumer Lending (3 credit hours)

### Deposit Operations

BNK 160 Deposit Operations (3 credit hours)

### Law and Banking: Applications

BNK 250 Law and Banking Applications (3 credit hours)

### Marketing for Bankers

BNK 230 Marketing for Bankers (3 credit hours)

### Money and Banking

BNK 260 Economics of Money and Banking (3 credit hours)

### Principles of Banking

BNK 150 Principles of Banking (3 credit hours)

### Trust Business

BNK 220 Trust Business (3 credit hours)

1.72 For collegiate-level work successfully completed through American Institute of Banking Chapters outside Kentucky, credit will be granted as recommended by the American Council on Education through its Program on Noncollegiate-Sponsored Instruction (PONSI). (See, Section VI, 2.0.) The awarding of credit will be based on ACE recommendations as specified in the latest edition of The National Guide to Educational Credit for Training Programs. ACE recommendations pertaining to American Institute of Banking Courses are listed in the Guide under American Bankers Association and American Institute of Banking.

1.8 National Board For Respiratory Care (NBRC) Examination

A student who has passed the National Board for Respiratory Care (NBRC) entry-level examination within three years of admission to the Respiratory Care Program will be awarded eighteen (18) semester hours of credit after completion of the first year General Education in the approved curriculum. Also a current American Heart Association CPR certification is required upon admission. Effective with the summer session, 1988, credit will be awarded following courses in the Respiratory Care Program:

Physiology	3	RES	110	Cardiopulmonary Anatomy &
	4	RES	120	Fundamentals of Respiratory Care
	1	RES	121	Respiratory Care Practice I
	3	RES	123	Respiratory Care Practice II
	4	RES	124	Mechanical Ventilation
	3	RES	202	Respiratory Care Practice III
Total	18			

1.9 Articulation Agreements

Should a student elect to enroll for credit in any course for which the student may qualify credits through an articulation agreement, the student forfeits the right to receive credit in that course via the articulation agreement. This rule may be waived with the recommendation of the program coordinator and approval of the division chairperson.

Unless otherwise noted in these Rules, credits will be available for vocational education courses, modules or programs as listed in the individual agreements provided the criteria

1. Admission to and enrollment in Lexington Community College.
2. Admission to and enrollment in a program related to the student's vocational school or hospital curriculum, unless admission to and enrollment in a specific program is required.
3. Completion of any additional requirements in subsequent sections of these Rules.
4. Receipt of an official articulation transcript from an approved vocational school or hospital.

1.91 Business and Computer Technology (Pending Revision in 1997-98) Agreement between the Community College System and the Kentucky Department for Adult and Technical Education (September 1992), credit will be awarded as indicated in the Articulation and Transfer Ref Table. The credit awarded for business and computer technology courses may be used toward those course requirements in various programs in the Community College System.

Department for Technical Education

Community College System

Course(s) Course Title

Course(s) (credit hours)

BET 105 Consumer Education and  
 BMO 100 Introduction to Business and  
 BET 115 Consumer Mathematics

BE 120 Personal Finance (3 credit hours)

BMO 370 Introduction to Business Management  
 and  
 BMO 470 Business Management

BE 160 Introduction to Business (3 credit  
 hours)

ACC 110 Introduction to Accounting and  
 ACC 210 Intermediate Accounting

BE 161 Basic Accounting & Applications I

(3 credit hours) or  
OS 209 Office Accounting Principles &  
Applications (4 credit hours)

ACC 310 Advanced Accounting and  
ACC 410 Accounting Applications

BE 162 Basic Accounting & Applications II  
(3 credit hours)

ENT 460 Business Ownership

BE 200 Small Business Management (3  
credit hours)

BMO 330 Introduction to Business Law and  
BMO 430 Business Law

BE 276 Introduction to Business Law (3  
credit hours)

BET 160 Introduction to Shorthand (Gregg) and  
BET 260 Intermediate Shorthand (Gregg)

BET 160 Introduction to Shorthand (Speedwriting)  
and  
BET 260 Intermediate Shorthand (Speedwriting)

BUS 112 Theory and Principles of  
Shorthand (3 credit hours) and  
OA 112 Beginning Shorthand Laboratory (1  
credit hour) OR  
OA 104 Speedwriting, Shorthand Theory &  
Lab (4 credit hours)

BET 040 Touch Keyboarding

OS 116 Keyboarding \* (1 credit hour)



BET 140 Keyboarding and  
BET 240 Keyboarding/Speedbuilding and  
BET 245 Keyboard Applications

OS 117 Typewriting \* (2 credit hours)

\* Credit hours do not count toward degree requirements in the UKCCS Office System Program.

Department for Technical Education

Community College System

Course(s) Course Title

Course(s) (credit hours)

BET 360 Advanced Shorthand (Gregg)

OS 212 Accelerated Shorthand (3 credit hours)

CPU 100 Computer Fundamentals and  
CPU 200 Microcomputer Applications  
OR  
ADP 120 Concepts of Data Processing and  
CPU 200 Microcomputer Applications

CIS 100 Introduction to Computer Applications (3 credit hours)

ADP 230 BASIC Programming I and  
ADP 231 BASIC Programming I Lab and  
ADP 330 BASIC Programming II and  
ADP 331 BASIC Programming II Lab

CIS 141 BASIC Programming (3 credit hours)

ADP 340 RPG Programming I and

ADP 341 RPG Programming I Lab and  
ADP 440 RPG Programming II and  
ADP 441 RPG Programming II Lab

CIS 142 RPG Programming (3 credit hours)

ADP 235 COBOL Programming I and  
ADP 236 COBOL Programming I Lab and  
ADP 335 COBOL Programming II and  
ADP 336 COBOL Programming II Lab

CIS 143 COBOL Programming

BET 490 Cooperative Office Education I or  
OTL 490 Legal Cooperative Office Education I or  
OTM 490 Medical Cooperative Office Education I  
and  
BET 495 Cooperative Office Education II or  
OTL 495 Legal Cooperative Office Education II

COE 199 Cooperative Education (For each  
80 clock hours of supervised work experience  
completed. 1 credit hour will be awarded.  
Maximum 3) COE 199 articulates/transfers  
only for students majoring in UKCCS Office  
Administration Program. (Maximum 3 credit  
hours)

OTL 120 Legal Terminology and  
OTL 220 Legal/Technical Terminology and  
OTL 340 Legal Keyboarding and  
OTL 420 Court Conference Reporting and  
OTL 480 Legal Internship

OS 110 Introduction to the Legal Profession  
(3 credit hours) and  
OA 276 Legal Office Procedures (3 credit  
hours)

BET 250 Introduction to Word Processing and  
BET 270 Database Management Applications and  
BET 280 Spreadsheet Applications and  
BET 350 Word Processing and  
BET 430 Computer Networking and  
BET 440 Office Automation Concepts and  
BET 450 Office Automation Systems

OS 140 Advanced Word Processing (3 credit hours) and  
OS 240 Integrated Information Processing (3 credit hours)

BET 120 Business English  
BET 220 Business Communications and  
BET 320 Machine Transcription

OS 150 Communications, Dictation and Transcription (3 credit hours)

BET 225 Professional Development and  
BET 480 Office Systems I and  
BET 485 Office Systems II

OS 215 Office Administration I (3 credit hours)

BET 370 Introduction to Desktop Publishing and  
BET 470 Desktop Publishing/Presentation Applications

OS 225 Introduction to Desktop Publishing (3 credit hours)

HEA 120 Medical Terminology and  
OTM 470 Medical Office System

OS 278 Medical Office Procedures (3 credit hours)

1.92 Clinical Laboratory Technician. At the competency levels defined in the Articulation Transfer Agreement approved May 1997, between the Community College System and the Kentucky Department for Technical Education, thirty-four (34) credit hours of Clinical Lab Technician (CLT) coursework (Curriculum A) will be awarded to graduates of the Department Technical Education Medical Laboratory Technician (MLT) certificate program. This credit will be awarded after the MLT graduate has completed twelve (12) hours of general education coursework toward the Associate in Science degree requirements as specified in the Agreement.

Credit will be awarded toward the Associate in Applied Science degree CLT curriculum requirements in the Community College System as follows:

Community College System	Courses
Credit Hours	

CLT 105	Fundamentals of Clinical Laboratory Technology
3	

CLT 110	Urinalysis
2	

CLT 120	Serology
1	

CLT 200	Applied Clinical Microbiology I
4	

CLT 201	Applied Clinical Microbiology II
4	

CLT 210	Hematology I
4	

CLT 211	Hematology II
4	

CLT 220	Immunochemistry
4	

CLT 230	Clinical Chemistry I
4	

CLT 231	Clinical Chemistry II
4	

Total	
34	

1.93 Dental Assisting/Dental Hygiene. At the competency levels defined in the Dental Assisting/Dental Hygiene Articulation and Transfer Agreement approved May 1997, between the Community College System and the Kentucky Department for Technical Education, eight (8) credit hours will be awarded to graduates of the Department for Technical Education Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association.

Association. Graduates must meet all of the college and program eligibility requirements in the Agreement, including having graduated within five (5) years of admission to the Dental Hygiene program. Credit will be awarded for the following courses after applicants have been admitted to the Dental Hygiene program and met all prerequisites for the articulated courses

Community College System Courses

Credit Hours

DHY 121

Oral Biology I

3

DHY 135

Dental Radiology

2

DHY 224

Dental Materials

2

DHY 235

Principles of Practice

1

Total

8

1.94 Mining Program. At the competency levels defined in the Mining Program Articulation

Transfer Agreement between the Community College System, and the Kentucky Department for

Adult and Technical Education (December, 1980), graduates of the Vocational Education post

secondary mining programs who enroll in the Mining Technology, Architectural Technology, C

Engineering Technology, Electrical Engineering Technology, Industrial-Electrical Technolog

Mechanical Engineering Technology programs offered in the University of Kentucky Community

College System will be granted credit for the following courses:

ET	110	Electric Circuits & Components I	4	credits
ET	150	Mining Laws	3	credits
ET	151	Elements of Coal Mining	3	credits
ET	274	Mine Safety	3	credits
HPR	190	First Aid and Emergency Care	2	credits

Total 15 credits

1.95 Nursing (Pending Revision in 1997-98). At the competency levels defined in the Marc 1996 Nursing Program Articulation and Transfer Agreement between the Community College System and the Kentucky Department for Technical Education, credit hours will be awarded to graduates of practical nurse programs who are licensed and have been admitted to the Associate Degree Nursing Program. Credit will be awarded as follows:

NSG 100 Nursing I	9 credit hours
NSG 120 Nursing II	2 credit hours
NSG 230 Nursing III	Credit will be awarded for the Childbearing Family

units following successful completion of the remainder of the course.

1.96 Radiography. At the competency levels defined in the revised Radiography Articulation between the Community College System and the Kentucky Department for Technical Education (March, 1991), thirty-six (36) credits in Radiography will be awarded to graduates of the Department for Technical Education radiography programs, who have been registered by the American Registry of Radiologic Technologists (ARRT). Graduates may choose the Associate Applied Science or Associate in Science curriculum options.

Those selecting the Associate in Applied Science option must have been admitted to Lexington Community College Radiography program and must have completed fifteen (15) credit hours in general education coursework required for the Associate in Applied Science degree before Radiography credits will be awarded. Students would complete the courses in the approved Radiography curriculum in the System.

Individuals selecting the Associate in Science degree option must be admitted to Lexington Community College and must have completed fifteen (15) credit hours in general education coursework required for the Associate in Science degree, before the 36 Radiography credit be awarded.

Courses to be awarded are as follows:

Kentucky Department for Technical College Education Radiologic Technology Program*	Lexington Community Radiography Program*
---	---

RAD 100 Patient Care Radiography I	RAD 100
---------------------------------------	---------

RAD 105 Principles of Radiographic (9  
credits)

Exposure I

RAD 110 Radiographic Procedures  
RAD 111 Radiographic Procedures I Lab  
RAD 120 Clinical I  
RAD 210 Radiographic Film Processing  
RAD 235 Radiation Protection  
HEA 105 Introduction to Health Occupations

HEA 120 Medical Terminology

RAD 125 Principles of Radiographic

Exposure II

RAD 130 Radiographic Procedures II  
RAD 131 Radiographic Procedures II Lab  
RAD 205 Radiographic Procedures III  
RAD 215 Clinical II  
RAD 230 Film Critique  
RAD 315 Imaging Equipment I

RAD 110 Radiography II  
(9 credits)

RAD 230 Film Critique  
RAD 240 Clinical III  
RAD 310 Special Radiographic Procedures I  
RAD 315 Imaging Equipment I  
RAD 320 Clinical IV  
RAD 335 Special Radiographic Procedures II

RAD 200 Radiography III  
(4 credits)

RAD 140 Radiation Physics I  
RAD 200 Radiation Physics II  
RAD 225 Radiation Physics III  
RAD 320 Clinical IV  
RAD 325 Quality Assurance

RAD 210 Radiography IV  
(7 credits)

RAD 100 Patient Care  
RAD 120 Clinical I  
RAD 215 Clinical  
RAD 230 Film Critique  
RAD 235 Radiation Protection  
RAD 240 Clinical III  
RAD 305 Radiation Biology  
RAD 320 Clinical IV  
RAD 330 Imaging Equipment II  
RAD 340 Clinical V  
RAD 415 Clinical VI  
RAD 420 Radiographic Pathology I  
RAD 425 Radiographic Pathology II  
RAD 435 Clinical VII  
HEA 105 Introduction to Health Occupations

RAD 220 Radiography V  
(7 credits)

\*Clinical courses include practice of skills taught in the current and previous radiography/radiography technology courses.

1.97 Radiologic Technology. At the competency levels defined in the Articulation and Transfer Agreements as revised May, 1992, between the Community College System and the St. Joseph Hospital and King's Daughters' Medical Center Schools of Radiologic Technology, 36 credit hours in radiography may be awarded to those graduates since 1983 of the St. Joseph Hospital School of Radiologic Technology and the King's Daughters' Medical Center School of Radiologic Technology. The graduates must be registered, must have been admitted to a Community College System radiography program, and must have completed fifteen (15) credit hours in general education required for the Associate in Applied Science degree; or 36 credit hours in radiography may be awarded to those graduates since 1983 of the St. Joseph Hospital School of Radiologic Technology and the King's Daughters' Medical Center School of Radiologic Technology who are registered and have completed fifteen (15) credit hours in general education required for Associate in Applied Science degree curriculum.

The 36 credit hours will be awarded to the above graduates as follows:

Community College System Courses		Credit Hours
RAD 100	Radiologic Technology I	9
RAD 110	Radiologic Technology II	9
RAD 200	Radiologic Technology V	4
RAD 210	Radiologic Technology VI	7
RAD 220	Radiologic Technology VII	7
TOTAL		36

1.98 Respiratory Care (Pending Revision in 1997-98) At the competency levels defined in the revised Respiratory Care Articulation and Transfer Agreement of August, 1992, between the Community College System and the Kentucky Department for Adult and Technical Education, thirty (30) credit hours will be awarded to graduates of Kentucky Tech respiratory technician programs. Credit may be articulated toward the Associate in Science (A.S.) degree requirements or the Associate in Applied Science (A.A.S.) degree requirements after all conditions of articulation have been met.

Credit will be awarded for the following courses based upon the identified competencies:



Community College System Courses

RES	110	Cardiopulmonary Anatomy and Physiology	3
	RES	120 Fundamentals of Respiratory Care	
4			
	RES	121 Respiratory Care Practice I	
1			
	RES	123 Respiratory Care Practice II	
3			
	RES	124 Mechanical Ventilation	
4			
	RES	125 Basic Cardiopulmonary Evaluation	
2			
	RES	202 Respiratory Care Practice III	
3			
	RES	210 Cardiopulmonary Pathophysiology	
3			
	RES	212 Neonatal Respiratory Care	
2			
	RES	215 Cardiopulmonary Pharmacology	
2			
	RES	224 Respiratory Care Practice IV	
3			

Total

30

1.99 Cabell County Vocational Technical Center Practical Nursing Program (Pending Revisio  
 1997-98). At the competency levels defined in the Articulation and Transfer Agreement of  
 November, 1989, between the Cabell County Vocational Technical Center and the Community  
 College System, eight (8) credit hours for the NSG 180 Fundamentals of Nursing course will  
 awarded to graduates of the Cabell County Vocational Technical Center Practical Nurse Prog  
 Graduates must be licensed and must be admitted to the Associate Degree Nursing Program be  
 applying for articulation credit. Cabell County Vocational Technical Center will be  
 responsible for verifying the competencies of those graduates who completed the Practical  
 Nursing Program prior to 1988. The credit is to be awarded after the articulation transcr  
 completed and all prerequisites and co-requisites have been met.

2.00 Biomedical Equipment Technician Program. At the competency levels defined in the  
 the Articulation and Transfer Agreement of June 1995 between Madisonville Community  
 College,  
 University of Kentucky Community College System, and the Workforce Development Cabinet for  
 Technical Education, graduates of the Biomedical Equipment Technology Program at the

Madisonville Health Occupation School will be awarded fourteen (14) credit hours in Biomed Technician courses offered by the Community College System. Credit will be applicable toward an Associate in Applied Science degree (Biomedical Equipment Technician Program). Credit will be awarded after the graduate has completed seventeen (17) semester hours of general education coursework as required in the AAS curriculum. An official articulation transcript must be submitted to the college. Credit will be awarded for the following Community College System courses

2	BET	100	Introduction to Biomedical Technology	
3	BET	200	Biomedical Instrumentation I	
3	BET	201	Biomedical Instrumentation II	
3	BET	203	Electromechanical Systems	
3	BET	204	Applied Clinical Biomedical Equipment Technology	
				Total
14				
semester			credit hours	

2.01 Computer Information Systems. At the competency levels defined in the Computer Information Systems Articulation and Transfer Agreement between the Community College System and the Goodwill Industries of Kentucky Computer Career Center (Spring 1996), twenty-two (22) credits in Computer Information Systems will be awarded to Computer Career Center one-year program graduates as indicated in the table below:

Community College  
System Course Block

Computer Career  
Center Module Block

CIS 100  
Introduction to Computer  
Applications (3 credits)

Introduction to Computer Based  
Systems

CIS 120  
Program Design and  
Development (3 credits)

Networking

CIS 132  
Database Management  
Applications (1 credit)

Structured COBOL Programming

CIS 143  
COBOL Programming  
(3 credit)

Advanced COBOL Programming

CIS 147  
Query Programming

Mainframe Development  
Environment with TSO and JCL

CIS 210  
Communications and  
Networking (3 credits)

Relational Database Concepts and  
SQL

CIS 243  
COBOL Applications  
(3 credits)

Introduction to Interactive

## Programming Using CICS

CIS 280

Internship (3 credits)

Internship

2.02 Health Institute of Louisville (Pending Revision in 1997-98). At the competency level defined in the Articulation and Transfer Agreement of November, 1994, between the Health Institute of Louisville and the Community College System, nine (9) credit hours for NSG 100, Nursing I, and two (2) credit hours for NSG 120, Nursing II will be awarded to the graduate of the Health Institute of Louisville Practical Nursing Program. Graduates must be licensed and be admitted to the Associate Degree Nursing Program before applying for articulation credit. An articulation transcript must be completed and all conditions of eligibility must be met before credits can be awarded.

2.03 Schools of Radiologic Technology. Graduates from Schools of Radiologic Technology who hold American Registry of Radiologic Technologist (ARRT) Registration and hold a current license may be awarded thirty-six hours for Radiography coursework. This credit would be applicable to the requirements for the Associate in Applied Science Degree program.

2.04 Secondary and Postsecondary Statewide Articulation Agreements. At the competency level defined in the secondary and postsecondary statewide articulation agreements in Electronics/Engineering Technology, and Computer Related courses credits will be awarded as indicated in the tables that follow:

### 2.041 Computer Related Courses

Community College System  
KY Department of  
Education  
Secondary School

KY Department for  
Technical Education

Area Tech Center

OS 118 Intermediate Word  
Processing  
Word Processing I

or

BET 140 Keyboarding  
BET 240 Keyboarding  
BET 245 Keyboarding  
Applications  
BET 250 Intro to Word  
Processing

CIS 100 Introduction to  
Computer Applications  
Computer Applications

or

CPU 100 Computer  
Fundamentals  
CPU 200 Microcomputer  
Applications  
CPU 300 Microcomputer  
Operating Systems

## 2.042 Electronics/Engineering Technology

Community College System

KY Department of Education

ET 102 Blueprint Reading (2 credit hours)  
ET 110 Electrical Circuits I (4 credit hours)  
ET 111 Electrical Circuits II (4 credit hours)  
Technical Electives (4 credit hours)

Note: Students who completed computer-aided  
design courses at Kentucky Tech will receive  
credit for CAD 100 (Introduction to Computer-  
Aided Design) (3 credit hours)

Graduate of Electronics or Biomedical  
Equipment Technician Program

3.0 Program on Noncollegiate-Sponsored Instruction (PONSI)  
Community college students may receive credit for learning experiences in industry,  
busine  
government as recommended by the American Council on Education through its Program  
on  
Noncollegiate - Sponsored Instruction (PONSI) and the Credit by Examination Program.  
The  
awarding of credit will be based on ACE recommendations as specified in the latest  
edition  
The National Guide to Educational Credit for Training Programs, or the Guide to  
Educationa  
Credit by Examination.

AUGUST 1999 UNIVERSITY SENATE RULES SECTION X

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