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**Note:** 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). It further describes academic policies for the University and procedures for their implementation. These Rules may be waived by the Senate Council or by the Senate Council Chair if the decision is necessary before the next meeting of the Senate Council. Any waiver by the Chair must be reported to the Senate Council and all waivers, whether by the Chair or by the Senate Council, must be reported to the Senate at its next meeting. These *Rules* may be amended by the University Senate. [US: 2/12/01]

### **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 Provost on the establishment, alteration and abolition of educational units in the University; [BoT:9/18/01]
- 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.

Minutes of the University Senate shall 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 shall be composed of faculty, emeriti faculty, student and ex officio members. (US:10/12/81 and BoT:4/6/82; US: 3/20/89 and BoT: 8/22/89; US: 3/9/98 and BoT: 4/7/98; US: 10/12/98 and BoT: 3/2/99; US 12/3/01 and BoT: 1/22/02]

The elected faculty members shall number 94, one member shall represent the emeriti faculty, and 19 members shall represent the student body. With the exception of emeritus and ex-officio representatives, senators shall be fulltime faculty or students selected in accordance with the By-Laws (Rules) of the University Senate. The one elected emeritus faculty member shall represent the University of Kentucky Association of Emeriti Faculty.

**1.2.2.1 Elected Faculty Membership** The 94 elected faculty seats shall be apportioned each spring among the colleges and the University Libraries according to the following two equally weighted factors based on data for the preceding fall semester: (1) the number of the following individuals, all of whom shall be considered "faculty" for purposes of this Rule: (a) full-time faculty with the rank of assistant professor or higher, (b) full-time faculty appointed in the extension, librarian, research, and clinical title series, and (c) full-time lecturers and instructors; and (2) the number of full time students enrolled in the college, computed so that students enrolled in the Graduate School shall be assigned to the college in which they are pursuing their studies. (US: 10/12/81 and BoT: 4/6/82; BoT: 12/11/84; US: 10/11/99 BoT 1/22/02:) 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:

$$1/2 (Fu/Fe + Su/Se)$$

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.

- A Election:** The faculty of the academic units represented in the Senate shall conduct elections for vacancies in the second semester of the academic year, with the persons elected taking office on August 16 of the following academic year. (US: 10/8/01)
- B Terms; Vacancies:** [US: 4/23/01; BoT: 1/22/02] Each elected faculty member shall serve for a term of three years beginning on August 16 following their election. 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.
- C** Each elected representative shall be eligible for reelection for a second consecutive term, but ineligible for further reelection until one year has elapsed.
- D** 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. If that person (or those persons in case of a tie) declines or is no longer eligible, the unit shall within thirty days select a replacement by an election process. 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; US 10/8/01)

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 BofT:4/6/82; US: 3/9/98 & BoT: 4/7/98; US: 10/12/98 and BoT: 3/2/99; BoT: 1/22/02)

- A Eligibility:** Each elected college representative shall be a junior, senior, or graduate or professional student, 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:** 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; BoT: 1/22/02)

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

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

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

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

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

**1.2.2.4 Ex Officio Membership: Voting** The ex officio voting members shall be as follows: In academic years beginning with an even number (e.g., 1984-1985, 1986-1987), this group shall be composed of the following: Provost, Sr Vice President and Chancellor for the Medical Center, Vice President for Research, Director of Libraries, Director of Teaching and Learning Center, and Deans of the Colleges of Architecture, Communications and Information Studies, Dentistry, Education, Engineering, Health Sciences, Law, and Social Work. In academic years beginning with an odd number, the ex officio voting members shall be the following: Provost, President of the Lexington Community College, Associate Vice President for Academic and Student Affairs for the Medical Center, the Dean of the Graduate School, the Associate Provost for Undergraduate Education 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; BoT:9/18/01)

**Ex Officio Membership: Non-Voting** The ex officio non-voting membership shall include the President, all other vice presidents, Associate Provost for Minority Affairs, University System Registrar, Dean of University Extension, 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 proceeding 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; BoT:9/18/01)

**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 Secretary shall be the Vice Chair of the Senate Council, as provided in SR 1.3.1.3B ("Officers") [US: 4/10/00; BoT: ]

**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 to make the minutes available to members and the UK community; a copy of the audio recordings of the meetings shall be available to any interested member. [US: 10/12/98; RC codification: 10/23/00]

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 of 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 Provost 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: Voting members: 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; Non-voting members: 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, if his or her term on the Senate Council has expired, 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. **Terms**—The 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. The Vice Chair shall also serve as Secretary of the Senate. (US 4/10/00)

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)

H. An assistant, employed by and responsible to the Senate Council, shall carry out the routine and continuing activities essential to the functioning of the University Senate such as scheduling meeting rooms; taking minutes, word processing and distributing

Senate agenda, memos and other correspondence; assisting the Chair of the Rules Committee in conducting nominations and elections and other activities. (US 4/10/00)

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

**B Program Procedures**--It shall consider all proposed new graduate programs and changes in graduate programs, 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 Provost for review. The Provost 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 Sr VP and 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 Provost shall discuss the recommendation of the Appeals Committee with the Graduate Dean and chair of the Senate Council (and the Sr VP and 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 15 [US: 4/23/01]. Members shall serve until the expiration of their terms, until they have become ineligible, or until their successors have been named.

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

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

**1.3.3 UNDERGRADUATE COUNCIL**

The Associate Provost for Undergraduate Education (or another person designated by the Provost) shall chair the Undergraduate Council and report its recommendations to the Senate Council 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 which may be used for credit toward an undergraduate degree. It shall forward to the Graduate Council —recommendations on all courses numbered 500-599. [US: 10/11/99]

**B Program Procedures--**It shall consider all proposed new undergraduate and/or professional programs, changes in undergraduate and/or professional programs, including degree titles, from all colleges offering 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 Provost. Following either such review, it may recommend appropriate action to maintain acceptable levels of academic quality to the Provost. Such a recommendation may include the suspension of a program to a maximum of five years and the lifting of such a suspension. All recommendations relating to imposing or lifting suspensions of programs 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 Provost, 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 Provost shall consult with the Sr VP and Chancellor of the Medical Center when the program is significantly involved in the Medical Center. The Committee shall limit its review to the materials submitted by the academic unit review committees, by the Undergraduate Council, and by the program making the appeal. The Provost shall discuss the recommendation of the Committee with the chair of the Senate Council and the Sr VP and Chancellor of the Medical Center, where appropriate, and shall then recommend final action to the President. (US:4/9/84)

**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)

**1.3.3.2 Composition** It shall consist of sixteen (16) members. Ten 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. One member shall be elected by the faculty of the Lexington Community College. (US:3/12/79) (US:4/9/84)

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

Of the five remaining members, one shall be appointed by the Senate Council. Four members shall be appointed by the Associate Provost for Undergraduate Education 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. (US: 10/8/01)

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

The Associate Provost for Undergraduate Education shall be responsible for administering the elections. The Associate Provost's Office will prepare lists of faculty members eligible to vote and serve. For each college or group of colleges in which there is an election to be held, the Associate Provost's Office will notify and solicit nominations from the faculty members by a process designed to give adequate notice of the election. It will particularly solicit nominations from department Chairs and Directors of Undergraduate Studies. The Associate Provost's Office will ascertain the willingness of the nominees to serve and will conduct the election by a process designed to inform voters of the qualifications of those nominated. The person receiving the highest number of votes for a given vacancy will be elected. Ties will be decided by lot. {US: 10/8/01}

**1.3.3.4 Terms and Vacancies** Elected faculty council members will serve three year staggered terms expiring on August 15 [US: 4/23/01], and shall be ineligible to succeed themselves until a lapse of one year occurs, except that where they have served one year or less as a replacement, they shall be eligible to be elected. Student members shall serve one year and are eligible for reappointment. The member elected by the Lexington Community College shall serve three years and is eligible for re-election. (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 Sr VP and Chancellor, 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 undergraduate or graduate academic programs or changes in programs, including degree titles, and changes in the University requirements or University Studies component, to the appropriate council(s). [US: 10/11/99]
- F make the final decision, subject to the Senate through the Senate Council, of programs and changes in programs leading to professional degrees in the Colleges of the Medical Center, including professional baccalaureate programs in the College of Health Sciences. [US: 10/11/99]
- G. make the initial decision on all new courses and changes in courses originating in the Colleges of the Medical Center. [US: 10/11/99]
- H. 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 Health Sciences elected by the faculty of each college. The Sr Vice President and Chancellor of the 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 ACMC.

**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.

### **1.3.5 ACADEMIC COUNCIL FOR THE LEXINGTON COMMUNITY COLLEGE**

**1.3.5.1 Functions** The Academic Council for the Lexington Community College shall be responsible to the Provost and to the University Senate. Its principal functions and responsibilities are to:

A consider academic programs and courses in the divisions of Lexington Community College 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 divisions of the Lexington Community College;

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

D ensure that the development of new programs or the introduction of new courses is accompanied by appropriate modification or discontinuation of old programs or courses in accordance with these rules;

E make the final decision, subject to appeal to the Senate through the Senate Council, on all new programs and changes in programs, and all new courses and changes in courses, including degree titles, originating in the Lexington Community College; and

F review the summary reports of the program reviews prepared by the academic unit review committees. It shall participate directly in reviews of Lexington Community College programs upon the request of the Provost. Following either such review, it may recommend appropriate action to maintain acceptable levels of academic quality to the Provost. Such a recommendation may include 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 the programs must be approved by the Senate Council.

G review distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) substantive changes criteria.

**1.3.5.2 Membership** -- The Academic Council for the Lexington Community College (ACLCC) is composed of one representative and one alternate representative from each of the divisions of the College. The President of the Lexington Community College or designate shall serve as chair of the ACLCC. In addition, there shall be three representatives outside of the Lexington Community College constituency: one shall be appointed by the Undergraduate Council, one by the Academic Council for the Medical Center, and one by the Senate Council. These representatives shall be appointed for two-year terms.

**1.3.5.3 Election, Terms and Vacancies**--One member and one alternate from half of the divisions shall be elected each year. To be eligible for election, candidates shall be from the full-time teaching faculty 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 the faculty of the Lexington Community College 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 becomes unable or ineligible to serve (i.e., resignation, leave of absence, assumption of administrative title, etc.), the alternate shall serve as member for the remainder of that term. The eligible faculty member who at the last election received the highest number of votes without being elected shall be appointed as alternate member.

**1.3.5.4 Meetings**--The Academic Council for the Lexington Community College shall meet monthly and upon call of the chair. Six members or designated alternates shall constitute a quorum for the transaction of business.

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, the alternate from his or her division will be designated by the chair to serve during that particular meeting.

**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 Associate Provost for Undergraduate Education but shall submit all major policies (as specified in 1.4.4 below) to the Senate; (3) advisory committees responsible in an advisory capacity to the President and/or other administrative officers and to the Senate; and (4) 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 August 16 and staggered to provide a one-third change in membership each year.

The number of members on each standing committee shall be determined by the Senate Council. Chairs shall be appointed by the Senate Council. The chair and at least one-half the members of the committees shall be 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 (Chaired by a member of the Senate with a majority of members who are Senators)**

**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 Provost) regarding creation, abolition 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 STANDING COMMITTEES (Not necessarily chaired by a member of the Senate or composed of a majority of Senators)**

**1.4.3.0 University Studies Committee [US: 2/3/86; 4/14/86; 10/12/87; 4/23/01]**

A The University Studies Committee shall be composed of sixteen voting members, twelve from the non-LCC/KCTCS faculty, one member from the Lexington Community College, one member from KCTCS, and two undergraduates. It shall be chaired by the Associate Provost for Undergraduate Education 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 the various undergraduate colleges, three members appointed at large, and two representatives from the faculty of Lexington Community College or KCTCS as described in Rule I - 1.3.3.2. Faculty members shall serve for staggered three-year terms. The non LCC/KCTCS faculty members 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. Members from the LCC/KCTCS are appointed for a three year period and are eligible for reappointment.

The two student members shall be appointed annually by the Senate Council from names recommended by the President of the Student Government Association. The KCTCS member shall be appointed by the Senate Council upon the recommendation of the Community College Council for a three year period. (US: 10/12/87)

B The University Studies Committee shall exercise the following functions:

1. It shall select all courses which are proposed to fulfill the program requirements.
2. Upon the recommendation of the Associate Provost 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 Associate Provost, 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 Associate Provost 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 Associate Provost 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 Waivers: All waivers of or substitutions for program requirements for particular categories of students, if approved by the Committee, shall be submitted to the Senate Council for its approval. The Senate Council's approval of temporary waivers of or substitutions for program requirements for particular categories of students shall be final. [US: 10/11/99]

**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 Associate Provost of Undergraduate Education and the Vice President for Institutional Research, Planning and Effectiveness (or that person's designee). The committee must be chaired by one of the three appointed 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 Provost admissions objectives such as average ACT scores and desired size of each year's entering Freshman class. A copy of the report shall be presented to the Senate Council.
3. The Committee will establish internal automatic admission criteria for both Early Decision and regular, full consideration admission.
4. Upon the recommendation of the Director 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 Provost provide specific data on admissions, enrollment, and student performance in the Provost's' annual report to the Senate.
8. Request specific other data from the University Registrar or Director of Admissions for use in establishing or evaluating admissions policy.
9. Review and analyze the information provided by the Provost 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.

**1.4.3.3 Academic Advising (US 4/10/00)**

The committee shall consist of no more than three faculty members from the University Senate who are currently advising students; three students (two student senators and one student at large) to be selected by the Senate Council upon the recommendation of the President of the Student Government Association; three professional advisors, determined by a process adopted by the UK Advisors Network and the Senate Council; and one ex-officio member: the Associate Provost for Undergraduate Education.

The committee shall:

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

#### **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 Provost.

**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 XIII 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: 10/11/99 & BoT, 3/7/00)

The *Governing Regulations* adopted by the Board of Trustees May 5, 1970 and amended February, 1972, October, 1987, April 7, 1998, and March 7, 2000 provide: "The President of the University is appointed by the Board of Trustees with the advice of a joint committee of the Board, faculty, staff, student body and alumni. The committee shall consist of five members of the Board appointed by its chair; at least one of whom shall be from among the three alumni trustees, 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 staff of the University, appointed by the Chairperson of the Board from a list of three staff members elected by the staff of the University; two full-time students of the University, one undergraduate and one graduate or professional student, appointed from a list of three undergraduate and three graduate or professional students selected by a procedure determined by the Student Government Association; and one member of the alumni of the University appointed by the Chairperson of the Board from a list of three alumni selected by the Board of Directors or the Executive Committee of the University of Kentucky Alumni Association. The committee shall provide opportunity for discussion between representatives of 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 envelop 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 10/12/88; US 10/8/01]**

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

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.

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

Elections shall be held only during the academic year. During years when a regular term expires (June 30), the election shall be held during the 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 conducted by the Secretary of the Senate as follows:

The Secretary shall solicit nominations by a method calculated to provide reasonable notice to the faculty. Nominations shall be submitted to the Secretary in writing or by fax, and must contain the names and signatures (submitted together) of 10 or more nominators, all of whom are eligible to vote. Forms may be provided for this purpose. The nomination letter shall indicate that the nominee is willing to serve if elected and that he or she is qualified to serve;

If more than three persons are nominated, the names of all nominees shall be placed upon a ballot sent to all eligible faculty voters. The ballot shall contain the College and department or other subunit affiliation, if any, of each nominee. The election shall be by secret ballot and voters shall vote for only ONE nominee. If one nominee receives a majority of the votes, that person shall be declared to be elected. Otherwise, the three nominees receiving the highest number of votes (including ties for third place) shall be placed upon a second ballot.

If three or fewer persons are nominated there shall be only one ballot.

The second ballot (or the first if three or fewer persons are nominated) shall contain a brief biographical sketch of the candidates and may contain a brief statement by the candidates. The election shall be by secret ballot. Each voter shall indicate a first and may indicate a 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 event of a tie 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; US: 10/8/01]

## 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, Saturday and Sunday after Thanksgiving Day shall be declared academic holidays. [US: 4/9/01]
- 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, and Lexington Community College 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. [US: 4/9/01]
- 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]
- K Lexington Community College may offer two alternate six-week sessions. The first alternate six-week session would begin approximately at the same time as the four-week session; the end of the second six-week session would coincide as closely as possible to the end of the eight-week summer session. [US 4/10/00]
- L Lexington Community College may offer eight week sessions during the fall and spring semesters. If offered, the end of the eight-week session in the fall will coincide with the end of the 15 week fall semester; if offered, the end of the



eight-week session in the spring will coincide with the end of the 15 week spring semester. [US: 9.11.00]

**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. Final examinations for weekend classes will be administered the weekend before this 5 day period. [US: 12/10/84; US: 3/20/95; US: 4/9/01]

**B Spring Semester**

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

**C Eight Week Summer Session**

The eight week summer session will be scheduled so that classes begin no earlier than June 5th or later than June 12th. (US: 3/20/95)

<b>Fall Sem begins</b>	<b>Labor Day</b>	<b>Spring Sem begins</b>	<b>Eight Week begins</b>
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 yrs)

**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.



### **3.0 Section III Course Numbering System And Curriculum Procedures**

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

Courses shall be numbered as follows:

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

#### **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 748** Master's Thesis Research. May be repeated three calendar years (0 credits [US 3/6/00])
  
- E 749** Dissertation Research. May be repeated three calendar years (0 credits) [US 3/6/00]
  
- F 768** Residence credit for master's degree. May be repeated once. (1-6 credits equivalence)
  
- G 770-779** Seminar courses.
  
- H 769** Residence credit for doctoral degree. May be repeated indefinitely (0-12 credits equivalence)
  
- I 790-799** Research courses.
  
- J 880-889** Seminar courses in professional colleges.
  
- K 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 degree at the University of Kentucky or an associate degree at Lexington Community College. [US: 3/7/88; US 4/10/00; US9/10/01]

**3.2.0 PROCEDURES FOR PROCESSING ACADEMIC PROGRAMS AND CHANGES [US: 11/14/88; US: 10/11/99]**

The initiation of academic programs and changes in existing academic programs shall be processed as provided in this rule. When new programs involve new courses or changes in courses, the programs and courses will receive simultaneous consideration under this rule. Changes in courses not involving changes in academic programs shall be approved under Rule 3.3.0 and not under this Rule.

- A** Initial approval by College

1. 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.
2. The College faculty makes its recommendations to the Dean or the LCC President 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 Chairs or Division Heads and members of the University Senate. In the case of Deans and Department Chairs or Division Heads, these notices shall be posted in a central location where all faculty may see and have opportunity to raise objections in the allotted time. [US: 10/11/99; US: 4/10/00]
3. 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 in the Senate Council office or at <http://www.uky.edu/FiscalAffairs/Shared/Forms/courses.htm> for proposing changes in existing doctoral, masters and undergraduate programs. There are no program change forms for the programs in law, medicine and dentistry. [US: 10/11/99]
4. University Studies Program. Changes in the University Studies Program need approval only of the University Studies Committee and no other College or Academic Council prior to submission to the Senate Council.

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

1. Jurisdiction. If approved by the College, the proposed program or program change is forwarded to the appropriate academic council as provided in this subpart.
  - a. Medical Center. All programs recommended by the colleges of the Medical Center shall be forwarded first to the Academic Council for the Medical Center (ACMC). If approved by the ACMC, the proposal shall be forwarded as provided in subparts b-c below.
  - b. Undergraduate degree programs. All programs or changes in programs leading to the undergraduate degree shall be forwarded to the Undergraduate Council, except those that are governed by subpart d (Professional degree programs).
  - c. Graduate degree programs. All new graduate programs or changes in graduate programs shall be forwarded to the Graduate Council.
  - d. Professional degree programs. Programs or changes in programs leading to professional degrees in the Colleges of the Medical Center, including professional baccalaureate programs in the College of Health Sciences require approval by the ACMC only. Professional degree programs or program changes in the College of Law do not require approval by an academic council.

e. Lexington Community College programs. Programs or changes in programs recommended by divisions of the Lexington Community College shall be forwarded to the Academic Council for the Lexington Community College (ACLCC) only.

2. 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.

3. 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.

4. University Studies Program. Changes in the University Studies Program need approval only of the University Studies Committee and no other College or Academic Council prior to submission to the Senate Council.

C Approval by Senate Council [US: 10/11/99]

1. New degree programs require a statement of administrative feasibility from the Office of the Provost before final action is taken.

2. After clearance through the Registrar's Office, the Senate Council then acts on the program proposal. In the case of proposals involving the University Studies Program, if the Senate Council approves the proposed changes, it 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. In cases other than those involving the University Studies Program, upon approval of the proposed program, the Senate Council circulates notice of approval of the program and the courses involved. 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.

3. In the case of new programs, the Senate Council, or the University Senate, reports the action taken to the Provost of the University.

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

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

A Initial approval by College

1. New courses or changes in courses, and dropped courses, are initiated by the academic unit most nearly connected with the courses and are approved by the College faculty in a manner they prescribe.
2. The College faculty makes its recommendations to the Dean or the LCC President 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 Chairs or Division Heads and members of the University Senate. In the case of Deans and Department Chairs or Division Heads, these notices shall be posted in a central location where all faculty may see and have opportunity to raise objections in the allotted time. [US: 10/11/99; US: 4/10/00]
3. Forms for new, changed and dropped courses, approved by the Senate Council, are available in the Senate Council office or at <http://www.uky.edu/FiscalAffairs/Shared/Forms/courses.htm>. [US 10/11/99]

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

Subject to Part C below, 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 which may be used for credit toward an undergraduate degree, except that the Undergraduate Council will have courses numbered 500-599 routed to it in the usual manner, but will only recommend on these and forward them to the Graduate Council for consideration.
2. The Graduate Council will make the final decision on all new courses or changes in courses which may be used for credit toward a graduate degree, except that 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.
3. 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 matter shall be referred to the Senate Council for a final decision.
4. The Academic Council for the Medical Center will make the initial decision on all new courses or changes in courses leading to undergraduate and graduate degrees originating in the colleges of the Medical Center (ACMC), and will forward the recommendation according to paragraphs 1 and 2 above.

5. New courses and changes in courses that are professional in nature originating in the colleges of the Medical Center shall be approved by the ACMC only.
  6. The Academic Council for the Lexington Community College will make the final decision on all new courses or changes in courses originating in the Lexington Community College.
  7. Course proposal(s) relating to the University Studies Program shall, after approval by the Undergraduate Council, be circulated to the faculty prior to being forwarded to the Senate Council. The University Studies 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.
  8. All other new courses or changes in courses will be approved by the Senate Council only.
- C Reporting and Approval by the Senate [US: 10/11/99] The Senate Council will circulate notice of approval of final decisions on courses and, if no objection is raised within ten (10) days of this circulation, the actions become official. In the case of courses which are or are to become part of the University Studies Program, the notice period shall be 30 days. 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.
- D Program Changes All proposed new courses or changes in courses which are involved in new programs shall be approved under Rule 3.2.0 and not under this Rule. 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.
- E. Cross-listing. 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 chairs 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.
- F Replaced courses If a new course is created through substitution, replacement, consolidation or combination of one or more courses, a form for dropping the eliminated course must be processed in the prescribed manner.
- G Exception for Minor Changes [US: 10/11/99]



1. Procedure. If a course change is determined to be 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.

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

- A change in number within the same hundred series
- 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 above
- E correction of typographical errors.

H. Forms

Official forms to be used can be obtained from the Office of the Provost, the Sr. VP and Chancellor, University of Kentucky Medical Center, the Office of Vice President for Research, the Senate Council office or on the forms website <http://www.uky.edu/FiscalAffairs/Shared/Forms/courses.htm>. 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. The form for processing changes in existing courses shall allow the originating unit to request that it be considered a "Minor Change."

**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 Lexington Community Colleges. [SC: 2/10/88; US 4/10/00]

- \* 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)

## **4.0 Section IV Rules Relating To Admission To The University**

### **4.1.0 APPLICATION FOR ADMISSION AND READMISSION**

All applicants meeting the appropriate academic requirements shall be considered equally for admission to the University or to any college or academic program regardless of race, color, religion, sex, marital status or national origin. [US:2/14/77] All applicants for admission to the University, and all University students who have not been enrolled for one or more semesters, must submit to the Admissions Office an official application for admission and supporting documents as described below:

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

### **4.2.0 ADMISSION REQUIREMENTS**

#### **4.2.1 UNDERGRADUATE COLLEGES**

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

The University of Kentucky prefers that applicants for admission shall have taken the ACT examination. Applicants may be considered for admission, however, on the basis of Scholastic Aptitude Test (SAT) scores. The Director, Undergraduate Admissions and

University Registrar shall establish annually an appropriate equivalency table of total SAT and ACT composite scores to be used with the established lower division selective admissions criteria. After approval by the Admissions Advisory Committee, this table shall be used by the Admissions Office in judging the acceptability of otherwise qualified applicants. [US: 4/8/85; 4/14/97]

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

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

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

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

The 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 Provost admissions objectives such as average ACT scores and desired size of each year's entering Freshman class. A copy of the report shall be presented to the Senate Council.
3. The Committee will establish internal automatic admission criteria for both Early Decision and regular, full consideration admission.
4. Upon the recommendation of the Director, Undergraduate Admissions and University Registrar, approve any warranted deviations from the initial internal admissions criteria.
5. After consultation with the Director, Undergraduate Admissions and University Registrar, the AAC may recommend closing admissions on any of the following bases: (1) the desired class size has been reached; (2) the class is large enough given existing constraints; and (3) admissions objectives other than class size have been achieved.
6. Establish guidelines for the decisions of the Exceptions Committee.

7. Request the Provost provide specific data on admissions, enrollment, and student performance in the Provost's annual report to the Senate.
  8. Request specific other data from the Director, Undergraduate Admissions and University Registrars for use in establishing or evaluating admissions policy.
  9. Review and analyze the information provided by the Provost and the Director, Undergraduate Admissions and University Registrar and disseminate the results of its review and analysis to the academic units.
- B The 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, Undergraduate Admissions and University Registrar 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, Undergraduate Admissions and University Registrar, 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, Undergraduate Admissions and University Registrar 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; SC 10/15/01]

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

Science – 3 credits required

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

English/Language Arts – 4 credits required

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

Mathematics – 3 credits required

Algebra I, Algebra II, Geometry  
(see note below on substitutions)

Social Studies – 3 credits required

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

Health – ½ credit required

Physical Education – ½ credit required

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

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

Electives – 7 credits required (5 rigorous)

Recommended strongly: 1 or more courses that develop computer literacy

Total credits: 22

15 required credits; 7 elective credits (2002)

In 2002, a student may substitute an integrated, applied, interdisciplinary, or higher level course within a program of study if the substituted course offers the same or greater academic rigor and the course covers or exceeds the minimum required content.

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

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

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

**D High School Non-graduates:**

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

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

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

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

**F Transfer Students**

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

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 Lexington Community College Students**--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. [US 4/10/00]

**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, Undergraduate Admissions and University Registrar. (US: 10/11/93)

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

- 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 Associate Provost for Undergraduate Education. Successful completion of course work as a non-degree student does not ensure admission as a degree seeking student. No graduate or professional credit is awarded for courses taken while a student is enrolled as an undergraduate non-degree student. (US: 3/12/84; 10/11/93; US 4/13/98)

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

**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; US 4/10/00] The College of Nursing (CON) enrollment will be composed of four-year students, associate degree nursing graduates and diploma nursing school graduates. Admission to the University does not guarantee admission to the College of Nursing. Preference will be given to Kentucky residents.

Applicants must be in a state of good health enabling them to carry out the functions of the professional nurse. Routinely, each student will be required to obtain a rubella and rubeola titers, and have an annual tuberculin test or chest x-ray.

Progression to upper division courses is regulated so that the total number of full time equivalents at the beginning of the junior year does not exceed 120. Admission criteria for four types of students are presented below:

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
  - B. Admission to the nursing curriculum will occur at the sophomore level for all students based on satisfying the following criteria:
    - a. a minimum cumulative grade point average of 2.5;
    - b. a grade of "C" or better in all required prenursing courses; and
    - c. a certificate from an approved certified nursing assistant program.

In addition, the following information is evaluated as part of the admission decision:

    - d. a writing exercise based on criteria established by the CON; and
    - e. one letter of reference from an individual who can assess potential for success (e.g. teacher, employer)
2. **Criteria for admission to the 4-year BSN program for transfer students include:** (US: 4/13/98; US 4/10/00)
  - a. for transfer students with less than 24 hours of college credit, meeting the criteria for entering freshman and a minimum grade point average of 2.5 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. a writing exercise based on criteria established by the CON; and
  - 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 to apply 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 a registered nurse will be considered for admission to upper division courses in the nursing program based on the following criteria:**
  - a. The applicant must be a registered nurse licensed to practice in Kentucky.
  - b. an Associate Degree in Nursing from a college accredited by one of the six regional academic accrediting associations with a minimum GPA of 2.5 on a scale of 4.0 on all course work attempted as computed by the Office of Admissions. \*
  - c. a statement of academic and professional goals; and
  - d. a letter of reference from a supervisor

\*The registered nurse who is a graduate of a diploma program will be considered 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 <sup>o</sup>	28 semester credits

<sup>o</sup>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 for all categories of student is May 1st. [SC: 4/24/95; US 4/10/00]

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

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

Admission to the University does not guarantee admission to the College of Health Sciences. Freshman applicants seeking admission to the College will be admitted if their ACT Composite Score is at or above the 50% on National Norms and if they have a minimum high school grade point average of 2.0. However,

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 Health Sciences. 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 Health Science 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 Health Sciences. 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 Health Sciences will be considered on the basis of their cumulative collegiate grade point average and the criteria described in B above.

**D** The deadline for application for admission for the fall semester into the 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 Health Science Educator Admissions Policy**

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

An overall grade-point average of 2.0 on a 4.0 quality point scale in all course work attempted, as computed by the University Admissions Office.

References from three health professionals. (US: 4/11/83)

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

A student must be admitted to, retained in, and successfully exit from a state-approved teacher education program in order to receive a teaching certificate. The components of an approved teacher preparation program include: 1) an earned bachelor's degree from a regionally accredited institution of higher education, 2) completion of approved teaching subject matter field(s), 3. Successful completion of state mandated testing, 4) completion of a teacher preparation program, including student teaching, 5) and verification by program faculty that all applicable standards have been met.

The College of Education Certification Program Faculties, the College of Education Director of Academic Services and Teacher Certification, and the University Registrar are charged with the responsibility to monitor a student's progress through the teacher preparation program, and to recommend to the Kentucky Education Professional Standards Board (EPSB) that a successful candidate be awarded a state teaching license (certificate).

**I. Continuous Assessment In Teacher Education Programs**

- A. 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.
- B. The three assessments will occur upon entry into the Teacher Education Program, at a midpoint in the program (no later than the semester prior to student teaching), and as students exit the program following student teaching. Assessments will include, but are not limited to: (a) appropriate scores on approved standardized tests, (b) review of grades via inspection of transcript, (c)

personal and professional skills assessed during interviews with program faculty, when taking campus based courses, and during field experiences, (d) portfolio documents, and (e) continued adherence to the KY Professional Code of Ethics.

- C. Following admission to a teacher education program, if problems have been identified at any assessment point, program faculty will determine a plan for addressing the problems and implement the plan including feedback and direction to the student. In addition, if specific strengths are recognized during these assessments, the student will be commended.

## **II. 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-baccalaureate graduate or graduate student, must have earned a bachelor's degree from a regionally accredited institution of higher education.
2. Candidates for admission must demonstrate academic achievement by earning a minimum overall GPA of 2.50. In addition, post-baccalaureate graduate and graduate level students must demonstrate a minimum 2.50 GPA in the teaching subject matter field(s). Students seeking admission to a Master's Degree initial certification program must also satisfy UK Graduate School admissions standards.
3. Candidates for admission must certify their knowledge of the Kentucky Professional Code of Ethics and must sign a state mandated character and fitness review.
4. Candidates for admission must demonstrate aptitude for teaching by presenting three letters of recommendation from individuals who can attest to the candidate's potential success in teaching.
5. Candidates must present an Admissions Portfolio. Although the contents of the portfolio will vary by program, it will include at least the following: "best piece" sample(s) of writing in the subject matter field(s); evidence of experience with students and/or community; and a written autobiography or resume.
6. Candidates for admission must demonstrate an acceptable level of skills in written communication. This will be assessed through an on-demand writing task at the time of the interview. In lieu of an on-demand task, program faculty may require that the candidate demonstrate having earned a minimum grade of 'B' in a college-level written composition course.
7. Candidates for admission must demonstrate an acceptable level of skills in oral communication. This will be assessed by the program faculty at the time of the admissions interview. In lieu of assessing oral communication skills at the time of the interview, the program faculty may require that students have earned at least a 'B' in a college level public speaking course.
8. Candidates for admission must present acceptable scores on one of the following standardized tests:
  - ACT, with minimum composite score of 21.
  - SAT, minimum composite score of 990 (combination of Verbal and Quantitative). A minimum grade of 'B' on a college level written composition course must accompany the SAT scores. Composition courses normally used to fulfill this requirement include ENG 101, ENG 102, ENG 105, ENG 305, or an equivalent

course from another institution. Advanced Placement English used to fulfill the USP writing requirement may also be used.

GRE, minimum composite score of 1200 (combination of Verbal, Quantitative, Analytic). A minimum grade of 'B' on a college level written composition course must accompany the SAT scores. Composition courses normally used to fulfill this requirement include ENG 101, ENG 102, ENG 105, ENG 305, or an equivalent course from another institution. Advanced Placement English used to fulfill the USP writing requirement may also be used.

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

PRAXIS I Reading Test (173 paper or 320 computer), Mathematics (173 paper, 318 computer), and Writing ( 172 paper, 318 computer).

Rules which accompany the standardized testing requirements are as follows:

No standardized test scores older than eight years can be used to meet this requirement.

GRE scores may be used only by students who hold a bachelor's degree.

Students may retake subtests in multi-part tests.

Students seeking entrance to a graduate degree initial certification program must meet both the graduate school rules regarding the GRE, and College of Education rules for certificate program standardized testing.

9. For those programs requiring EDP 202 as a prerequisite for admission to teacher education, students must complete EDP 202 with a grade of C or better.

### **III. Retention of Candidates In Teacher Education Programs**

- A. The progress of candidates who have been admitted to a teacher education program is continuously monitored. Some of the items which are monitored are: (a) whether a student continues to earn grades of C or better in professional education classes, (b) whether a student continues to maintain 2.50 minimum GPAs overall, 2.50 in the professional education component as defined in the student's program description, and 2.50 in all required subject areas, (c) whether a student continues to demonstrate adherence to the EPSB Professional Code of Ethics, and (d) whether adequate progress is being made in building the Working Portfolio.
- B. 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.
- C. 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.
- D. Admission to student teaching requires a successful retention review and recommendation by the program faculty that the candidate be allowed to student teach.
- E. All teacher certification candidates are encouraged to complete the required state-mandated examinations prior to beginning student teaching.



**IV. Exit From Teacher Certification Programs**

- A. All candidates for completion of a teacher education program must continue to meet all standards for admission and retention at the time of exit.
- B. 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.
- C. The program faculty must certify that a review of the Exit Portfolio, and other pertinent documents has demonstrated that the candidate has met all of the Kentucky New Teacher Standards as a prerequisite to recommending the candidate for a teaching license.
- D. Prior to exit from the teacher certification program, candidates must have successfully completed all On-demand Portfolio Tasks required to recommending the candidate for a teaching license.
- D. 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.
- E. Prior to exit from the teacher certification program all candidates must achieve required cut-off scores on all Kentucky state mandated teacher certification tests.

**V. State Mandated Testing And The Kentucky Teacher Internship**

- A. Successful completion of the examinations required by the Kentucky Education Professional Standards Board is a precondition for the granting of a teaching license (certificate).
- B. 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).
- C. Information concerning licensure in other states is available from the College of Education office of Academic Services and Teacher Certification.

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

- 1. All students pursuing a secondary education major without teacher certification must be admitted to advanced standing as described in items 2-4 below.
- 2. To be admitted to advanced standing a student must have completed at least 60 semester hours.
- 3. Students must demonstrate academic achievement by earning a minimum overall GPA of 2.50 at the time of applying for advanced standing. At the time of graduation, students must demonstrate not only a minimum overall GPA of 2.50, but also a minimum GPA of 2.50 in the teaching subject matter field(s).

4. All requests for admission to advanced standing must be reviewed by appropriate faculty advisors. Students not recommended for advanced standing by an appropriate advisor are ineligible to continue or graduate from College of Education programs.

## **VII. Calculation of GPAs for Admission To Initial Certification Programs**

### **A. GPA Rules**

1. All candidates for admission to a UK initial teacher certification program must have earned an undergraduate cumulative GPA of at least 2.50.
2. In addition, candidates for admission to a graduate level initial certification program, i.e., secondary programs, vocational education, must have earned in their subject area fields a GPA of at least 2.50.
3. Master's degree initial certification programs require a cumulative GPA of 3.0 for all graduate work prior to admission to the program.
4. UK cumulative GPAs are figured using the rules of the UK Registrar,
5. Undergraduate initial certification programs require a UK cumulative GPA of 2.50 calculated after the completion of at least twelve semester credit hours.
6. All courses used to satisfy subject matter certification requirements are used to calculate subject matter GPAs. Verification of subject matter GPAs require the use of any applicable non-UK transcripts for information about grades, credit hours, and quality points.
7. Master's degree initial certification programs require an undergraduate overall GPA of 2.50, but do not require a UK cumulative GPA prior to admission.
8. Post bachelor's degree initial certification programs require an undergraduate overall GPA of 2.50, but do not require a UK cumulative GPA prior to admission.

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

1. If the initial certification program requires a UK GPA, the GPA would be calculated using the rules of the UK Registrar.
2. If the initial certification program does not require a UK GPA, the required cumulative GPA of at least 2.50 is taken directly from the transcript that shows the award of the Bachelor's degree.
3. If an initial program requires review of the graduate GPA, all graduate courses taken on all transcripts are used to calculate the graduate GPA of at least 3.0.
4. Candidates for admission to a post-baccalaureate graduate initial certification program with less than a 2.50 cumulative GPA may establish a UK undergraduate GPA for the purposes of admission to the program. The UK GPA calculated for this purpose must include at least 12 semester hours taken from four sections of the UK University Studies categories and approved course lists.
5. Subject area GPAs are calculated using all courses included on the candidate's approved subject area course listing form.

#### **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). To be admitted into the program, a student must have a GPA of 2.4 or above and a grade of C or better on all coursework designated as major requirements. (US 12/13/99)

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

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

**1. Lower Division Admission**

Admission to the University is adequate for admission to the Lower division interior design program courses (100 through 200) but does not guarantee admission to upper division studio courses (above 200 level)

**2. Upper Division Admission**

Admission to upper level interior design studio courses is dependent upon the qualifications and preparation of the applicant. Since the number of applicants admitted to upper level interior design studio (HED 355) will be limited, applications will be examined on a comparative and competitive basis.

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

- 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) [Note:** In the Fall, 2002, the College of Architecture was changed to the School of Architecture and will be administratively housed in the new College of Design] Admission to the University does not guarantee admission to the College of Architecture. All applicants seeking admission to the College must make application to the College of Architecture Admissions Committee. Admission is dependent upon the availability of resources for the implementation of

adequate instruction; the number of applicants admitted will be limited by this consideration. Applicants will be examined on a comparative and competitive basis.

**A. Beginning Freshmen**

Freshman candidates will be admitted in order of priority on the basis of the following criteria, employed together in combination:

1. Their potential for general academic achievement indicated by their high school grade point average and freshman entrance examination scores (ACT/SAT). As a rule, the minimum academic standards acceptable to the College of Architecture Admissions Committee will be the same as those determined by the Senate Council to apply to the admission to the University of freshmen students. In the event, however, that the College Admissions Committee finds clear indications of probable success in the College from its review of the other evidence pertaining to a candidate who would generally be denied admission through failure to meet these minimum criteria, an exception may be made to this rule.
2. The probability of their success in a professional program in architecture as predicted by the Architecture Admission Test.
3. Comparative measures of their aptitude and motivation derived by the College Admissions Committee from supplementary tests (e.g., a home project assignment and/or a controlled test taken by the candidate on the same day and at the same place as test in 2 above) and, in certain cases of indecision and circumstances permitting, personal interviews.

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

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

Applicants seeking to transfer to the College of Architecture from another University College, from a University Community College or from another institution will be considered in order of priority on the basis of the following criteria employed together in combination:

1. The indications of their general academic performance as reflected by their cumulative collegiate grade point average, and the indications of specific interests and aptitudes as reflected by their grades in certain critical disciplines (e.g., biology, foreign languages, freehand drawing, mathematics, philosophy, physics, etc.). As a rule, the minimum academic standard acceptable to the College of Architecture Admissions Committee will be a cumulative grade point average of 2.0 on a 4.0 scale, or an average of C, in all previous college work. In the event, however, that the College Admissions Committee finds clear indications of probable success in the College from its review of the other evidence pertaining to a candidate who would generally be denied admission through failure to meet these minimum criteria, an exception may be made to this rule.
2. The probability of their success in a professional program in Architecture as predicted by the Architecture Admissions Test.

Any applicant who is successful in the Architectural School Aptitude Test but who has a University GPA of less than 2.0 will not be accepted to begin work in the College of Architecture. However, a one year deferment of admission may be granted pending grade improvement to at least 2.0. This requirement may be waived by the Dean of the College of Architecture under extraordinary circumstances.

3. Other indications of their aptitude and motivation as may be available (e.g., a portfolio of work, references, experience in building construction or related fields, etc.).
4. Comparative measures of their aptitude and motivation derived by the College Admissions Committee from supplementary tests (e.g., a home project assignment and/or a controlled test taken by the candidate on the same day and at the same place as test in 2. above) and, in certain cases of indecision, and circumstances permitting, personal interviews.

Transfer students in this category must submit a formal application to the College of Architecture Admissions Committee not later than April 1 for admission to the College in the following Fall Semester. [US: 4/10/95]

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

**C. Transfer Students: from other Architecture Programs**

Students in this category will be considered in order of priority on the basis of the following criteria employed together in combination:

1. The indications of their general academic success and their success in a professional program in architecture as reflected by their cumulative collegiate grade point average. As a rule, the minimum academic standard acceptable to the College of Architecture Admissions Committee will be a cumulative grade point average of 2.0 on a 4.0 scale. In the event, however, that the College Admissions Committee finds clear indications of probable success in the College from its review of the other evidence pertaining to a candidate who would generally be denied admission through failure to meet these minimum criteria, an exception may be made to this rule.

Any applicant who is successful in the Architectural School Aptitude Test but who has a University GPA of less than 2.0 will not be accepted to begin work in the College of Architecture. However, a one year deferment of admission may be granted pending grade improvement to at least 2.0. This requirement may be waived by the Dean of the College of Architecture under extraordinary circumstances.

2. A review of their portfolio of work in architecture.
3. Letters of reference from four previous instructors in architecture, and others from teachers, practitioners or related professionals for whom they may have worked.



4. In certain cases of indecision, and circumstances permitting, personal interviews.

The College of Architecture Admissions Committee reserves the right to place accepted students in this category in the component or components of the College program best suited to the background and previous development of the students.

Transfer students in this category must make formal application to the College of Architecture Admissions Committee not later than April 15 for admission to the College in the following Fall Semester.

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

Admission to the University is sufficient for lower-division admission to the Gatton College of Business and Economics for students with less than a junior standing. However, lower-division admission to the College or any admission to the University does not guarantee upper-division admission to one of the degree programs in the Gatton College of Business and Economics. In general, admission depends upon the qualifications and preparation of the applicants, as well as the availability of the resources for maintaining quality instruction.

Upper-division admission into a degree program is necessary in order to be granted a baccalaureate degree from the Gatton College of Business and Economics. Students who have attained a 3.0 or higher cumulative grade-point average overall and in the English/premajor component required of all students in the Gatton College of Business and Economics and have completed 60 semester hours of college-level credit will be assured admission.

Annually the Gatton College of Business and Economics will review the admission requirements and determine the cumulative grade-point average (Annual Admission GPA), if any, that would be acceptable below the 3.0 standard. The Annual Admission GPA (both overall and in the English/premajor component) will be no lower than 2.5 (see *Appeal Process* for special circumstances). This GPA will be made available in the Undergraduate Advising Office of the Gatton College of Business and Economics by October 15 of each year. This GPA will be effective the following May 1<sup>st</sup>. The GPA would be effective for any student applying for upper-division admission to the Gatton College of Business and Economics, regardless of the time of her/his enrollment in the University.

To be considered for upper-division admission to any of the undergraduate degree programs offered by the Gatton College of Business and Economics, an applicant must fulfill the following requirements: (US 4/13/87; US 9/13/99)

1. Enrollment in the University of Kentucky. (Students are considered for acceptance by the College only after acceptance by the University of Kentucky.) [US 4/13/87; US 9/13/99]
2. Completion of 60 semester hours with a minimum cumulative grade-point average of 3.0 or the current Annual Admission GPA, whichever is lower; [US:4/13/87; 9/13/99]

3. Completion of the English/premajor component required of all students within the Gatton College of Business and Economics with a minimum grade-point average of 3.0 or the minimum current Annual Admission GPA, whichever is lower. (The courses meeting the English/premajor requirements are listed under *Graduation Requirements*.) [US 9/13/99]
4. Submission of an application form to the Gatton College of Business & Economics. The application is available in the college's Undergraduate Advising Center. [US: 9/13/99]

Applications from students outside the University of Kentucky seeking admission to the Gatton College of Business and Economics, whether for upper-division or lower-division status, must be received by the University Admissions Office no later than April 15<sup>th</sup> (4-week intersession); May 15<sup>th</sup> (8-week summer session); August 1<sup>st</sup> (fall semester); and December 1<sup>st</sup> (spring semester). (US 9/13/99)

Students enrolled in other UK colleges on campus should apply for admission prior to the priority registration period. (The appropriate deadlines are listed in the University calendar for approved times to change major.) (US 9/13/99)

Lower-division students enrolled in the Gatton College of Business and Economics should apply for upper-division admission to the college during the semester they are completing the English/premajor coursework. The application for upper-division admission should be made before the priority registration period for the upcoming semester. (US 9/13/99)

Lower-division students in the College who are missing no more than two English/premajor courses will be permitted to complete these courses simultaneously with enrollment in restricted coursework if they are otherwise eligible. Eligibility is determined by attainment of junior standing and the minimum cumulative and English/premajor grade-point standings. This privilege will be granted for one semester only. [US 9/13/99]

Students not admitted to an upper-division program in the Gatton College of Business and Economics should be aware that others may be given preference for enrollment in the unrestricted upper-division courses offered by the Gatton College of Business and Economics. [US 9/13/99]

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

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

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

An applicant from a non-English speaking country is required to take the Test of English as a Foreign Language (TOEFL) and must have a minimum score of 550 in order to be considered for admission. (An equivalent score from another English proficiency test similar to TOEFL may be allowed upon request.) (US 9/13/99)

#### Appeal Process

Students with a GPA below the Annual Admission GPA may appeal for admission into the Gatton College of Business and Economics. If the Appeals Committee feels that there is persuasive evidence that personal, academic or professional circumstances have affected a student's grade and if the Appeals Committee feels that the student shows promise for successful completion of a degree in the Gatton College of Business and Economics, acceptance may be granted. Materials and information necessary for the appeals process are available in the Undergraduate Advising Office. The deadline for the submission of the appeals is generally 45 days prior to the beginning of the semester; however, appeals materials are not accepted for the 4-week intersession. (US 9/13/99)

**4.2.2.10 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; US: 11/12/01)

Applicants must have completed at least 45 semester hours acceptable towards the degree. Furthermore, applicants must have completed a group of core courses consisting of 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. A minimum cumulative grade-point-average (GPA) of 2.75 in these core courses and a C or better in each core course are required for automatic acceptance into Engineering Standing. University repeat options may be utilized by all students. Students who do not meet these requirements may request a waiver of them based on a departmental review provided the core GPA is 2.25 or higher. 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 exercise official University of Kentucky repeat options as appropriate. Written request for an exception to the number of repeats should be submitted to the Director of Undergraduate Studies. [US: 12/13/99]

### **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, CHE 105, CHE 107 and CHE 115 with a minimum cumulative GPA of 2.50 in these courses and completion of CS 221 with a passing grade. University repeat options may be utilized as necessary. [US 4/10/00]

### **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 and Information Science (CIS) [US:12/7/87]**

**A Admission to the College of Communications and Information Science Degree Programs**

In order to be admitted to any of the four undergraduate majors (Communications, Integrated Strategic Communications, Journalism, or Telecommunications) offered by the College of Communications and Information Science (CIS), 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 and Information Science (CIS).

**B Enrollment in Upper Division College of Communications and Information Science (CIS) Courses**

Enrollment in College of Communications and Information Science (CIS) courses numbered 300-599 will be limited in order of priority to:

1. majors and minors in a College of Communications and Information Science (CIS) degree program;

2. non-College of Communications and Information Science (CIS) students who are registered for specific programs requiring College of Communications and Information Science (CIS) 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 and Information Science (CIS), 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 (PharmD.). Each program has its own admission requirements.

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

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

Applications for admission to the B.S. program are reviewed and evaluated by the College of Pharmacy's B.S. Admission Committee on a comparative and competitive basis. Criteria used by the Committee in judging the applicant's qualifications for admission are: 1) the applicant's previous academic record; 2) the applicant's potential for academic achievement; and 3) an assessment of the applicant's communicative skills, integrity, commitment, dedication, motivation, character, maturity and emotional stability as determined by letters of recommendation, and applicant's formal motivation letter and by personal interviews.

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

The number of students admitted to the B.S. program in the College of Pharmacy each year is dependent upon the availability of resources (faculty, clinical facilities, space) for

implementation of a quality educational program. Therefore, previous admission to the University does not guarantee admission to the College of Pharmacy.

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

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

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

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

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

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

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

**4.2.3.3 College of Medicine** Applicants for admission to the College of Medicine, in addition to meeting general University requirements, must meet the requirements of the College of Medicine and be accepted by the Medical Colleges Admissions Committee. Applicants normally will be required to have taken the MCAT and to have completed a liberal arts degree program in an accredited college of arts and sciences. However, consideration may be given to applicants who have completed only two or three years of college if their academic background and other credentials demonstrate superior ability. Applicants must be prepared with the following minimal requirements or their equivalent: two semesters of physics which includes laboratory work; two full-year courses in



chemistry with laboratory, including organic chemistry; two semesters of biology with laboratory; and one year of English with emphasis on communicative skills.

**4.2.3.4 College of Dentistry**

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

- A Number of Years: Bachelor's degree desired
- B Limitations on Junior College Hours: 60 semester hours maximum
- C Required Courses:
  - General Biology with lab\* (2 / 3)
  - General Chemistry with lab\* (2 / 3)
  - Organic Chemistry with lab\* (2 / 3)
  - Physics with lab\* (1 / 2)
  - English Composition with emphasis on Communication Skills\* (2 / 3)

\*or equivalent

D Suggested Additional Preparation: Applicants are encouraged to pursue a well-rounded curriculum including courses both in the sciences and the humanities. Applicants are encouraged to take additional basic science courses. Examples of courses that will be helpful include biochemistry, microbiology, immunology, genetics, cell biology, molecular biology, and physiology. An applicant's curriculum will be enriched if she or he also takes courses or has experiences that expand social awareness and ensure manual dexterity. Examples of such enriching courses include courses in the social sciences, history, literature, economics, philosophy, and psychology.

E Other Selection Factors: Since a caring attitude is central to the practice of dentistry, applicants should demonstrate a commitment to service and a desire to help others. Applicants may wish to highlight volunteer and service activities. Applicants shall gain exposure to the practice of dentistry through observation experiences. We are interested in assembling a student body that includes students from a wide range of urban, rural, economic, and cultural backgrounds.

The University of Kentucky College of Dentistry will consider for admission any applicant who demonstrates the ability to perform or to learn to perform, the skills listed in the College's Technical Standards policy. The specific standards are included in the new *College Bulletin* and *Student Handbook*. Applicants are not required to disclose the nature of any disability, but an applicant with questions about these technical requirements is strongly encouraged to discuss the issue with the Assistant Dean for Student Affairs. If appropriate, and upon the request of the applicant, student or faculty, reasonable accommodations for a disability will be provided.

- F DAT or Canadian DAT: Mandatory; scores of 17 or higher preferred
- G GPA: 3.0 or higher preferred

**4.2.4 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 Admission to Dual Degree Programs** [US: 1/14/02]

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

- A) Separate admission to each program.

- B) Students who do not complete all requirements of the dual degree program are not entitled to the benefits of the dual degree program, and must independently satisfy the requirements for the individual degrees.
- C) Application should ordinarily be made after the completion of **at least** 90 undergraduate hours in the case of dual degree programs in which one of the programs is in the Graduate School. Exceptions to the 90-hour **minimum** requirement, to be considered in rare cases, require the approval of the Director of Graduate Studies, and the Dean of the Graduate School.

**4.2.7 Rules Relating to Admission to Lexington Community College** [US: 4/10/00; 4/9/01]

**4.2.7.1 Admission or Readmission:**

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to Lexington Community College or to any academic program thereof regardless of race, color, religion, sex, marital status, beliefs, national origin, age, sexual orientation, or mental or physical disability.

For admission to the College, an applicant must file an application for admission and submit a completed entering student survey. Health forms may be required of all students, and other supporting documents may be required under the provisions of Senate Rule 4.2.0. These documents must be submitted prior to the first day of classes of the semester, intersession or summer session for which the student plans to enroll. The President of Lexington Community College, with the approval of the Provost, may establish an earlier date. Except for non-resident aliens, the President of the College may waive the requirement that supporting documents be filed prior to the first day of classes.

Every non-resident alien applicant whose native language is other than English must have a score of 500 or above on the Test of English as a Foreign Language (TOEFL), or have completed the fifth level of the University of Kentucky English as a Second Language Program, or received grades of A or B in English 101 and 102 (or equivalents) at an accredited American college. If the college is in another country where English is the language of instruction, admission shall be at the discretion of the Director, Undergraduate Admissions and University Registrar.

Lexington Community College prefers that applicants for admission have taken the ACT examination. Applicants may be considered for admission, however, on the basis of Scholastic Aptitude Test (SAT) scores. The Director, Undergraduate Admissions and University Registrar shall establish annually an appropriate equivalency table of total SAT and ACT composite scores to be used for admission to selective admission programs. After approval by the College Admissions Committee, this table shall be used by the Admissions Office in judging the qualifications of applicants.

A former student who has been enrolled at another college since his or her last enrollment at the community college, except as a transient, shall apply for readmission as a student with previous college work and shall be subject to regulations and deadlines set forth in the above paragraphs.

**4.2.7.2 Admission as a First-Time Freshman** [US: 4/9/01]

Applicants who have not previously attended college are eligible for admission to Lexington Community College with degree status provided they have graduated from high school or secured the GED certificate, and they file an application for admission by the proper deadline; and they submit the results of the ACT, 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.

High School Students:

The condition of graduation from high school may be waived for a student currently enrolled in high school subject to the following guidelines:

- A The applicant must have completed the junior year of high school with a B average or better.
- B The applicant must submit the following:
  - 1. Application form
  - 2. ACT scores
  - 3. Written recommendations from the high school principal and a guidance counselor including certification that the applicant has completed the junior year of high school with a B average or better.
- C The maximum number of courses that may be completed by a high school student under this section is two (2) in any term, limited to a total of 8 courses.
- D Exceptions to these requirements must be approved by the Lexington Community College President (or designee) and documented in the student's record.

Dual Credit Guidelines (Council on Postsecondary Education):

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.

Admissions Requirements for Dual Credit

- 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 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. 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 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.)

- F 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.
- G High school students may take no more than two (2) credit courses, including dual-credit, in any regular fall, spring or summer term.

**4.2.7.3 Admission of Students with Previous College Work [US: 4/9/01]**

An applicant with previous college work seeking admission with degree status must submit an official transcript(s) of all previous college work.

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 will not satisfy general education block transfer certification requirements.

**Admission of Second Chance Students**

If an applicant for admission from outside the Lexington Community College 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.

**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 must present satisfactory evidence that they are prepared to take the work desired. Before enrolling in a particular course, such 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 and reclassification by the Dean of Student Affairs (or designee) in accordance with policies established at Lexington Community 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.

**Admission as a Transient Student**

A student may be admitted as a transient or visiting student; 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.

**4.2.7.4 Admission to and Retention in Technical Programs [US: 4/9/01]**

Admission to Lexington Community College or any program at the College 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.

Admission to the College does not guarantee admission to any Associate in Applied Science Degree program. Admission to these degree programs is dependent upon the availability of resources for implementation of quality instruction, and the number of students admitted may be limited by these considerations. If, due to the availability of resources, it becomes necessary for the President to limit enrollment, applicants are reviewed and evaluated by the program admissions committee on a comparative and competitive basis based on the criteria stated in the following sections.

Specific standards for each program are included in the *Lexington Community College Admissions Guidelines for Technical Programs with Selective Admissions* manual.

#### **4.2.7.4.1 Computer Information Systems**

All applicants must file a letter of intent with the Computer Information Systems Program Coordinator, plus submit any documents required for admission to the College to the Admissions Office by the published application deadline. Completion of the orientation program for Computer Information Systems and attendance at a pre-admission conference with a Computer Information Systems academic advisor are required.

In order to be considered for admission to the program, a student must:

- A Successfully complete the pre-major course requirements. "Successful completion" is defined as earning a 'C' grade or better in the course, passing the exam for credit for a course, or transferring credit from an accredited institution and earning at least a 2.0 on a 4.0 scale for the course.
- B Meet the prerequisite for the required math course or successfully complete the required math course or a higher level math course.

Preference

- A May be given to applicants who have demonstrated superior ability in the pre-major course requirements.
- B Will be given to Kentucky residents.

A student whose GPA for all CIS and CS courses drops below 2.0 is placed on program probation. A student on program probation whose GPA for all CIS and CS courses drops an additional 0.5 points while on program probation is placed on program suspension and may not continue studies in the Computer Information Systems program. A student on program probation whose GPA for all CIS and CS courses drops below 1.0 is placed on program suspension and may not continue studies in the Computer Information Systems program. A student on program probation whose GPA for all CIS and CS courses rises to 2.0 or above returns to good standing with the program. A student on program suspension must apply and be accepted for readmission in order to resume studies in the Computer Information Systems program.

Dependent upon available resources, students may be readmitted to the program if they meet current requirements for admission to program, submit a written request to the program coordinator presenting evidence to justify readmission, and submit a letter of recommendation from a Computer Information Systems faculty member by the

published deadline. A student readmitted after program suspension returns with program probation status. A student may be readmitted after program suspension one time. The Computer Information Systems 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.

#### **4.2.7.4.2 Dental Hygiene**

All applicants must submit official high school transcripts or GED results, ACT scores, and an observation/work experience form, plus any other documents required for admission to the College, to the Admissions Office by the published application deadline.

Preference:

- A Will be given to applicants with an enhanced ACT composite score of 21 or above.
- B Will be given to applicants who achieve a GPA of 3.0 or better on a 4.0 scale in post-secondary education on 12 or more hours of college credit. Students with college credit must have at least a 2.0 grade point average to be considered for admission.
- C Will be given to applicants who have completed required biological science courses or the equivalent with a grade of 'B' or better in at least one of these courses.
- D Will be given to Kentucky residents.

In the event two or more students are ranked equally based on these four categories, preference will be given to applicants who have the greatest amount of experience as documented on the observation/work experience form.

An applicant may be admitted prior to the published application deadline if, in addition to completing the application process, the student has earned a GPA of 3.0 or better on a 4.0 scale on at least 12 semester hours of college credit, has an enhanced ACT composite score of 21 or above, and has completed at least one of the required biological science courses or the equivalent with a grade of 'B' or better.

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 not be permitted to continue in the dental hygiene program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.

Dependent upon available resources, students may be readmitted to the program if they meet current requirements for admission to program and submit a written request to the program coordinator presenting evidence to justify readmission by the published deadline.

Dependent upon available resources, students transferring from another dental hygiene program may be admitted if they meet all current requirements for admission to the program, apply by the published deadline, and submit a written request to the program coordinator stating anticipated entry date and reason for transfer.

#### **4.2.7.4.3 Dental Laboratory Technology [ US: 4/8/02]**



All applicants must submit official high school transcripts or GED results, plus any other documents required for admission to the College, to the Admissions Office by the published application deadline. A pre-admission conference with the program coordinator (or designee) is required.

Preference:

- A May be given to applicants with an enhanced ACT composite score of 19 or above.
- B May be given to applicants with a GPA of 2.4 or higher on a 4.0 scale on all college work consisting of at least 12 semester credit hours of courses numbered 100 or above.
- C Will be given to Kentucky residents.

An applicant may be admitted prior to the published application deadline if, in addition to completing the application process, the student has earned a GPA of 2.5 or better on a 4.0 scale on 12 or more semester hours of college credit in courses numbered 100 or above.

A student who withdraws from or earns lower than a grade of 'C' in a Dental Laboratory Technology course will not be permitted to continue in the program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.

Dependent upon available resources, students may be readmitted to the program if they meet current requirements for admission to program, submit a written request to the program coordinator and submit a letter of recommendation from a Dental Laboratory Technology faculty member by the published deadline.

**4.2.7.4.4 Nuclear Medicine Technology**

All applicants must submit official high school transcripts or results of the GED, ACT scores if the student has completed less than 12 credit hours in non-remedial courses numbered 100 or higher, and documentation of eight (8) clock hours of observation in a nuclear medicine department, plus any other documents required for admission to the College, to the Admissions Office by the published application deadline. Attendance at an advising conference or interview with the program coordinator is required.

Preference:

- A Will be given to Kentucky residents.
- B May be given to qualified applicants with an enhanced ACT composite score of 19 or above, or with a 2.5 GPA or better on a 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.
- C 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.
- D 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.

An applicant may be admitted prior to the published application deadline if, in addition to completing the application process, the student has earned a GPA of 3.0 or better on a

4.0 scale on 12 semester hours of college credit applicable to the nuclear medicine technology curriculum, has an enhanced ACT composite score of 21 or above, and has completed the required mathematics and biological science courses or equivalent courses with a grade of 'B' or better for each course.

A student who withdraws from or earns lower than a grade of 'C' in any Nuclear Medicine Technology course 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 mathematics and science course in the curriculum in order to remain enrolled in the program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.

Dependent upon available resources, students may be readmitted to the program if they meet current requirements for admission to program, submit a written request to the program coordinator and submit a letter of recommendation from a Nuclear Medicine Technology faculty member by the published deadline. A student may be readmitted to the nuclear medicine technology program two times. The Nuclear Medicine Technology Admissions Committee may recommend readmission a third time if a student can furnish evidence of unusual circumstances, remedial study or additional preparation.

#### **4.2.7.4.5 Nursing**

All applicants must submit official high school transcripts or results of the GED, and ACT scores or results of the National League for Nursing Pre-Admission Examination RN (NLN) plus any other documents required for admission to the College, to the Admissions Office by the published application deadline. A pre-admission conference is required.

Preference:

- A May be given to candidates who demonstrate above average standing in high school or on the General Education Development Examination (GED).
- B 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.
- C May be given to applicants who have completed 12 or more credit hours in the approved curriculum with a cumulative GPA of 2.5 or better.
- D Will be given to Kentucky residents.

An applicant may be admitted prior to the published application deadline if, in addition to completing the application process, the student has a composite score of 24 on the enhanced ACT or 70th percentile on the NLN test and a cumulative grade point average of 3.0 (on a 4.0 scale) on 12 or more credit hours from an accredited college. Admission will be contingent upon meeting the requirement for the mandatory pre-admission conference.

A student who withdraws from or earns lower than a grade of 'C' in a math, biological science, or Nursing course will not be permitted to continue in the program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.

Dependent upon available resources, students may be readmitted to the program if by the published deadline, they meet current requirements for admission to the program, submit a written request to the program coordinator presenting evidence to justify

readmission, and submit letters of recommendation from two Nursing faculty members in the semester of the Nursing program in which the student was last enrolled. 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. If more than three years have elapsed since initial enrollment in any registered Nursing program, an applicant must repeat all nursing courses.

Dependent upon available resources, students transferring from another nursing program may be admitted if by the published deadline, they meet all current requirements for admission to the program, submit a written request to the program coordinator stating anticipated entry date and reason for transfer, and submit a letter of recommendation from a faculty member from the program previously attended. If more than three years have elapsed since initial enrollment in any registered Nursing program, an applicant must repeat all nursing courses.

#### **4.2.7.4.6 Radiography Program**

All applicants must submit official high school transcripts or results of the GED, ACT scores, an observation/work experience form, and verification of attendance at a pre-admission conference, plus any other documents required for admission to the College, to the Admissions Office by the published application deadline.

Preference:

- A May be given to applicants with an enhanced ACT composite score of 21 or above.
- B May be given to applicants who have a cumulative GPA of 2.5 or better on a 4.0 scale on 12 hours of college credits applicable to the Radiography program.
- C May be given to applicants who have completed the required biological and physical sciences and mathematics courses listed in the radiography curriculum with a grade of 'C' or better in each course.
- D Will be given to Kentucky residents.

An applicant may be admitted prior to the published application deadline if, in addition to completing the application process, the student has a GPA of 3.0 or better on 15 hours of college credit applicable to the Radiography curriculum, and has successfully completed required science and math courses or the equivalent with a grade of 'C' or better in each course.

A student who withdraws from or earns lower than a grade of 'C' in any Radiography course will not be permitted to continue in the Radiography program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.

Dependent upon available resources, students may be readmitted to the program if by the published deadline, they meet current requirements for admission to program, submit a written request to the program coordinator presenting evidence to justify readmission, and submit a letter of recommendation from a Radiography faculty member. A student may be readmitted to the Radiography program two times. The Radiography Admissions Committee may recommend readmission a third time, if a student can furnish evidence of unusual circumstances, remedial study or additional

preparation. 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.

Dependent upon available resources, students transferring from another radiography program may be admitted if by the published deadline, they meet all current requirements for admission to the program, submit a written request to the program coordinator stating anticipated entry date and reason for transfer, and submit a letter of recommendation from a faculty member from the program previously attended. If three (3) years or more have elapsed since initial enrollment in a radiography program, the student must repeat the technical courses of the curriculum.

#### **4.2.7.4.7 Respiratory Care**

All applicants must submit official high school transcripts or results of the GED, ACT scores if the student has completed less than 12 credit hours in non-remedial courses numbered 100 or higher, and an observation/work experience form, plus any other documents required for admission to the College, to the Admissions Office by the published application deadline. A pre-admission conference is required.

#### Preference

- A May be given to applicants who have a cumulative grade point average of 2.5 or better on a 4.0 scale on 12 or more credit hours from any accredited college.
- B May be given to applicants with an enhanced ACT composite score of 21 or above.
- C May be given to applicants with health related work experience.
- D Will be given to Kentucky residents.

An applicant may be admitted prior to the published application deadline date if in addition to completing the application process the student has a composite enhanced 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. Admission will be contingent upon a conference with the program coordinator.

A student who withdraws from or earns lower than a grade of 'C' in a Respiratory Care course will not be permitted to continue in the Respiratory Care Program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.

Dependent upon available resources, students may be readmitted to the program if they meet current requirements for admission to program and submit a written request to the program coordinator presenting evidence to justify readmission by the published deadline.

#### **4.2.7.5 Lexington Community College Academic Certificates [US: 4/8/02]**

Lexington Community College may offer academic certificates responsive to community need that prepare students to attain competencies needed for identified workplace needs and/or prepare students for regional or national examinations.

All certificate curricula must be approved by the Academic Council for Lexington Community College and the University of Kentucky Senate. The number of credit hours comprising a certificate will be 18-36. Students admitted to

certificate curricula are subject to college admission and mandatory placement guidelines. The requirements for certificates shall include: 1) a grade of C or better in each core certificate course; 2) a final cumulative GPA of 2.0 or better on the courses taken to satisfy the certificate requirements; and 3) a cumulative GPA, at the time of awarding of the certificate, of 2.0 or better on all courses taken at LCC and the University of Kentucky. Core courses shall be defined in each certificate curriculum. At least 50% of the course work must be completed through Lexington Community College. Successful completion of certificate curricula will be recorded on students' transcripts.

**4.2.8 Undergraduate Major Requirements (US: 10/12/98)**

- A** Students at the University of Kentucky who have not chosen a major or been admitted to a selective admissions college and who have earned at least 45 credit hours should meet regularly with an advisor who will help the student to choose a major or seek admission to a selective admissions college.
- B** Students at the University of Kentucky who have not chosen a major or been admitted to a selective admissions college and who have earned at least 60 credit hours will not be permitted to register for classes, except registration will be permitted for the following students if they have earned no more than 75 credit hours:
  - 1 Students lacking specific courses to gain admission to a college or to declare a particular major who have a written commitment from the college of their choice to accept them upon successful completion of specified courses;
  - 2 Students who have been dropped from a college for academic reasons, or who have been readmitted or transferred to the University of Kentucky.
- C** This rule may be waived by the dean of the college in which the student is currently enrolled or into which the student wishes to transfer or be readmitted.

**4.2.9 Graduate Certificates: [US: 1/14/02]**

- 1) Students who already are or will be enrolled in a graduate degree program, or those who apply for or are enrolled in post-baccalaureate (non-degree) status are eligible for admission to a certificate curriculum. The minimum Graduate School requirements for admission to post-baccalaureate status apply. With the approval of the Dean of the Graduate School, the certificate curriculum may set reasonable admission requirements or restrictions beyond those specified by the Graduate School.
- 2) Graduate certificates shall be approved by the same process as are programs (see Senate Rule 3.2.0) except that the following are not required: a) approval by the Graduate faculty, b) a statement of administrative feasibility; c) posting and approval by the Council on Post-Secondary Education, and d) approval by the University of Kentucky Board of Trustees.

- 3) A graduate certificate must be a minimum of nine graduate credits in length, and should be fewer than 18 graduate credits.
- 4) A student must achieve a minimum graduate grade point average of 3.00 in the set of courses required for the graduate certificate in order to be granted the certificate.
- 5) Award of a graduate certificate shall be noted on the student's transcript, upon the recommendation of the Dean of the Graduate School.
- 6) Graduate certificate curricula must comply with the "Guidelines for Graduate Certificate Curricula" published by the Graduate School.

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

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

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

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

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

##### **4.3.2 ASSIGNMENT TO CLASSES**

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

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

## **9.0 Section IX Glossary Of Terms**

### **9.1 ABSENCE**

Failure to be present for scheduled class. (See Section V., 5.2.4.1& 5.2.4.2.)

### **9.2 ACADEMIC PROGRAM**

The requirements leading to a degree or diploma.

### **9.3 ACCREDITATION**

The designation of an educational institution as being of acceptable quality in criteria of excellence established by a recognized accrediting agency or association. A recognized accrediting agency or association is an organization that sets up criteria for judging the quality of training offered by educational institutions, determines the extent to which institutions must meet these criteria, and issues a list of the institutions, courses or educational programs found to be of acceptable quality. Agency is the designation usually given to the accrediting organizations, that work in the professional and technical schools, and association is the usual designation for those that operate on a regional basis at the secondary and higher levels. Members voluntarily meet the criteria of membership as defined by the accrediting organization.

### **9.4 AUDITOR**

One who enrolls for informational instruction only. Regular attendance at class or classes is expected without other participation and without credit.

### **9.5 CLASSIFICATION**

A student's status in respect to progress toward the completion of his curriculum--freshman, sophomore, junior, senior--based on the number of hours or courses to his credit at the time of registration.

### **9.6 FREE ELECTIVE**

Designates those courses freely chosen by the student without restriction or control except that the course or courses must meet course standards as set by the University of Kentucky.

### **9.7 FINAL EXAMINATION**

A substantial examination, given at the conclusion of the course, based on the contents of the course and making a significant contribution to the determination of the final grade. (US: 4/28/86)

### **9.8 FULL-TIME STUDENT IN THE UNDERGRADUATE COLLEGE**

For fee payment purposes, a student who is carrying a minimum of 12 credit hours during a semester or the summer sessions (except for students enrolled in CEP 399).

### **9.9 GRADUATE SCHOOL**



The organizational unit of the University which offers an integrated program of advanced, specialized study beyond the bachelor's degree and usually toward a master's or doctoral degree.

**9.10 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.

**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.

## **5.0 Section V Rules 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 progress based on the criteria in the syllabus. (US: 2/14/94; US 4/10/00)

### **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 University University 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 in courses other than developmental or remedial courses. [US: 9/10/01]
- B Represents a high achievement as a result of ability and effort. It is valued at three (3) grade points for each credit hour in courses other than developmental or remedial courses. [US: 9/10/01].
- C Represents satisfactory achievement for undergraduates; represents unsatisfactory achievement for graduate students and is the minimum passing grade for which credit is given. It is valued at two (2) grade points for each credit hour. [US: 9/10/01;US: 4/8/02 ].
- D Represents unsatisfactory achievement and is the minimum grade for which credit is given; the grade is not to be used for graduate students,. It is valued at one (1) grade point for each credit hour. [US: 9/10/01; US: 4/8/02].
- E Represents unsatisfactory performance and indicates failure in the course. It is valued at zero (0) grade points and zero (0) credit hours in courses other than developmental or remedial courses. [US: 9/10/01].
- 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 University University Registrar into official class rolls, but have never attended class and who have not officially withdrawn. The University University Registrar shall remove their names from the official class roll and the student's enrollment in the class shall not be recorded in the student's official academic record. (As a temporary mark, "N" carries no credit hours or 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 in graduate residence courses, or as an interim grade in specific types of courses listed in Section 5.1.3.3. It is valued at zero (0) grade points and zero (0) credit hours. (US: 10/11/93; US: 1/14/02)
- UN Represents the final grade in courses carrying no academic credit, in graduate residence courses, or as an interim grade in specific types of courses listed in Section 5.1.3.4. It is valued at zero (0) grade points and zero (0) credit hours. [US: 1/14/02]
- Z Reenrollment recommended (development courses only). It has no value in computing grade point average. (US 4/10/00)

## 5.1.2 EXCEPTIONS TO THE 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:** (US 11/8/99)

An **A**, **B+** or a **B** is within the expected range of performance. A **C** is a marginal level of performance. To remain in good academic standing and to graduate, a student must maintain a grade point average (G.P.A.) of 2.75 or more. Student performance will be reported to the University University Registrar's office as follows:

- A** Represents exceptionally high level of performance; four (4) quality points are awarded to each credit hour.
- B+** Represents a high level of performance; three and one-half (3.5) quality points are awarded for each credit hour.
- B** Represents the minimum expected level of performance; three (3) quality points are awarded for each credit hours
- C** Represents a marginal level of performance; two (2.0) quality points are awarded for each credit hour
- E** Represents an unacceptable level of performance; zero (0) quality points are awarded for each credit hour
- P** Represents a passing grade in courses taken on a pass-fail basis. It is not used in G.P.A. calculations

**F** Represents an unacceptable level of performance in courses taught on a pass/fail basis. It is not used in G.P. A. calculations

**I** Incomplete; course objectives have not been completed during the allotted course time due to circumstances usually beyond the student's control. An **I** grade shall be given only when there is a reasonable possibility that a passing grade will result when work is completed. An **I** must be replaced by another grade within 12 months or before graduation, whichever occurs sooner. After this period, an **I** grade will automatically convert to an **E** or an **F** grade as appropriate.

**W** Withdrawn; this grade will be awarded to a student who withdraws from a course or from the College. It shall be awarded only after recommendation by the Academic Performance Committee and approval by the Dean.

Responsible Agent: The Course Director will evaluate the performance of each student with respect to the course objectives and assign the appropriate grades

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

**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 Architecture & Landscape Architecture** 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 University 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 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 University 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 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 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:** A grade of S may be recorded in credit-bearing seminars, independent work courses, or research courses if these courses extend beyond the normal limits of a semester or summer term. This grade 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. All S grades must be replaced by a regular final letter grade prior to the Qualifying or Final Examination for doctoral students or prior to graduation in all other cases, except for those given for graduate residence credit or in courses that carry no credit. Grade S may be recorded as a permanent mark only in courses carrying no academic credit or in graduate residence courses. [US: 1/14/02]

**5.1.3.4 Grade UN:** A grade of UN may be recorded in credit-bearing seminars, independent work courses, or research courses if these courses extend beyond the normal limits of a semester or summer term. This grade is given to a student who has done unsatisfactory work or to one who has failed to do a reasonable amount of work. All UN grades must be replaced by a regular final letter grade prior to graduation for an undergraduate student or before a candidate for a graduate degree is permitted to sit for a Qualifying or Final Examination. Grade UN may be recorded as a permanent mark only in courses carrying no academic credit or graduate residence courses. [US:1/14/02]

**5.1.3.5 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)

**5.1.3.6 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. The University Appeals Board may also assign it. See also Section VI., 6.5.1.2 (b). (US:10/8/79; US 10/11/93; US: 1/14/02)

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



**5.1.3.8 Missing Grades:** \*\*\* appears in a grade report when a grade has not been recorded for the class. The University Registrar's Office shall notify all unit or program heads at the end of each semester, regarding all missing (\*\*\*) grades in all graduate, undergraduate and professional courses offered by that unit. The unit head shall have six weeks to assign a grade in the course in consultation with the course instructor, if possible. The University Registrar will notify the student when his or her grade has been changed. Any appeals under this rule shall be taken to the Academic Ombud. [US 3/6/00; US: 1/14/02]

#### **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. Any student may change his or her grading option (pass/fail to letter grade or letter grade to pass/fail; credit to audit or audit to credit) within three (3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer term or other courses of less than a full semester's duration). After such time, a student may not change his or her grading option without the express approval of the student's academic dean or the dean's designee. The waiver and the rationale for the waiver must be documented in the student's record in the college. [US: 12/11/00]

A student may take only two elective courses on a pass-fail basis at Lexington Community College. [US 4/10/00]

Courses offered only on Pass-Fail shall not be included in the maximum number of elective courses which a student may take under these provisions. (See 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 University 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 University 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 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). 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 University Registrar. No instructor is authorized to admit anyone as an auditor to any of his/her classes unless the auditor has registered as such. (US:10/11/76; US: 12/10/90; US:9/20/93; US 4/10/00)

### **5.1.6 REPORTING FINAL GRADES**

The final grades shall be filed with the University 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 University Registrar's Office within one year of the date of the original grade only in the case of an error. Reports of all such grade changes shall be sent to the University 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 University 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 General Rule:** 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 University Registrar that the student has been removed from the class roll. The University 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 Time Periods:** Any student may withdraw from any class (except for those used to meet the Writing Requirement) during the withdrawal period which is defined as the period prior to and including the: [US: 2/12/82; US: 9/12/94; US 4/10/00]

- 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.
- d. second day of the fourth week for six week summer classes.

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 Withdrawals in latter half of term** Except at Lexington Community College (see policy below), 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). [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 University Registrar or to any other agency external to his or her 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)

**Lexington Community College Withdrawal Policy** [US 4/10/00]

After the date of mid-term and through the last class of the semester, the Lexington Community College student may officially request the W grade, which may be given at the discretion of the instructor. Each instructor shall state on the syllabus the factors to be used in determining the assignment of a W grade during the discretionary period. 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.

**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]

[<http://www.uky.edu/Fiscal/Shared/Forms/RWAform.pdf>]

(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 University 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, I, and grades in developmental or remedial courses being ignored. (US: 3/9/98; US 4/10/00; US: 9/10/01}

B. If a student repeats a course in which a grade of "B" or better has been received, any subsequent grades of "B" or better and credit hours earned for those courses (if any) shall be ignored in computing the student's grade point average, unless the repeat option has been exercised according to Rule 5.3.1.1. A student does not repeat a course within the meaning of this rule if he or she only repeats the same course number where there are multiple topics, subtitles, independent study, or other courses allowed by the student's program using a common course number. (US: 4/13/98)

**5.1.10 NOT IN CLASS** Students who have been entered by the University 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 University Registrar. (See Section IV., 4.3.2 and Section V., 5.2.4.4.)

## 5.2.0 CREDIT, CLASSIFICATION, ACADEMIC STANDARDS, LOADS

### 5.2.1 CREDIT HOURS

In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester on the part of the student exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit 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 University 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)

### **Credit for External Experiences at Lexington Community College [US 4/10/00]**

The Lexington Community College acknowledges that valid collegiate-level learning experiences occur outside the traditional college setting and will assist a student in the recognition and application of such learning experiences and credit towards a degree or course of study. To this end, the following methods will be utilized (in addition to those described above for the entire university) :

- A special examinations
- B recognition of collegiate work completed through the United States Armed Forces Institute
- C recognition of service-related experiences at the collegiate-level as recommended by the Commission on Accreditation of Service Experiences;
- D recognition of certain proficiency exams administered by professional certification agencies such as the Certified Professional Secretary Examination;
- E American Institute of Banking Related Experiences;
- F course credit awarded by articulation agreements;
- G Program on non-collegiate sponsored instruction (PONSI).

A student will be awarded credit for external experiences by the college President (or designee) only if the student enrolls and earns credit at Lexington Community College.

### **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 University 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 University 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 or division 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) (US 4/10/00)

**5.2.1.3 Credit for Work Done by Correspondence** No more than thirty (30) credit hours of the total required for an undergraduate degree may be gained by correspondence. No more than one-third of the requirements for a major may be gained by correspondence.

No credit will be 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, PONSI 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. A student may be enrolled in a maximum of seven credit hours for a six-week summer term. (US: 10/11/93; US 4/10/00)

A student may be permitted by the dean of his/her college to carry such extra credit hours as in the dean's judgment, based upon the student's past performance, the student can complete successfully. (US: 11/8/82)

A student on academic probation shall take no more than fifteen (15) credit hours in a semester, three (3) credit hours in a four-week session, or seven (7) credit hours in a six or eight-week session. This rule may be waived by special permission from the student's academic dean or the dean's designee. The waiver and the rationale for the



waiver must be documented in the student's record maintained by the college. [US: 12/11/00]

Students in the combined Bachelor's/Master's 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 University 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.
  - \* Intercollegiate athletic events include club sports registered with the university as well as varsity sports. (RC: 10/18/00)
- 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 University 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 President of Lexington Community College for Lexington Community College students or dean of the college in which the student is registered. The student shall be under the special supervision of his/her dean or President of Lexington Community College. If, after a suitable length of time, it becomes apparent that no improvement is being made, the dean or President of Lexington Community College may drop the student from the course, reporting the action to the University 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 University 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 for weekday classes will be scheduled. Final examinations for weekend classes will be administered the weekend before this 5 day period and need not be preceded by a study day. [US: 4/9/01]

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 University 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)
- \* In instances where a common exam is missed due to an excused absence and the department has adopted a policy of "doubling up" to compensate, students so missing the exam must be allowed the same access to the missed common exam and the key to the answers as students who took the common exam have. ("Doubling up" is the practice of considering the score of the missed common exam to be the score on the portion of a comprehensive final exam that covers the same material.) (RC: 2/16/00)

**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)

- \* The word graduation refers to receipt of a B.A. or equivalent degree. The Repeat Option can be used for courses taken at LCC. (RC 2/14/01)

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 - 5.3.1.5) 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)
- \* The repeat option can be used for courses taken at LCC. It cannot be used for courses taken at the former UK community colleges unless the course is calculated into the student's GPA

at UK. The repeat option cannot be used for any courses taken at any other college or university. (RC: 1/28/00)

- \* 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; US: 4/23/01]

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 or greater shall be removed from probation.
2. They have two consecutive UK academic terms with term GPAs below 2.0 regardless of their cumulative GPA. Students who achieve a 2.0 or better in the next term and have a cumulative GPA of 2.0 or greater will be removed from probation.
3. If the student has completed all the academic and procedural requirements for the degree while still maintaining an overall GPA of 2.0 or greater (or the minimum GPA established by a specific college), the degree shall be awarded and the student placed in good standing.
4. Summer I and Summer II are considered two separate academic terms and are subject to the same probation and suspension guidelines as Spring and Fall.

#### **5.3.1.3 Academic Suspension Policies** [US: 3/20/95; US: 4/23/01; US 4/8/02]

A Students are subject to suspension if:

1. They fail to earn a 2.0 term GPA for any term while on probation,.
  2. They have three consecutive UK terms in which their cumulative GPA remains below 2.0, or
  3. Their GPA is below 0.6 after their first term, if the semester's GPA is based on at least 9 hours of grades A, B, C, D or E.
- B In the case of a student eligible for suspension, the Dean of the student's College may continue a student on academic probation if the individual case so justifies.
- C A student who is under academic suspension from the University may not enroll in any courses (including courses taken through the Office of Independent Study) offered by the University of Kentucky, nor take any examination for University of Kentucky credit while on academic suspension. Students already enrolled in correspondence course(s) will be allowed to complete the coursework upon notification of his/her suspension. [US 4/10/00; US: 4/23/01]
- D A student 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.
- E Once reported to the University 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. [US: 10/16/89; US: 4/23/01]

**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 V – 5.3.1.5 for information on the academic bankruptcy rule that applies to students who are readmitted after an interruption of two or more years. (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)

\*

Rule 5.3.1.5 (the Academic Bankruptcy rule) requires that a student must have taken all of the 12 hours necessary to apply for bankruptcy for a letter grade. [RC: 1/31/02]

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 bachelor's 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; RC 4/10/00)

- \* 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)

#### **5.3.1.5.1 Readmission After Two or More Years for LCC Students (Bankruptcy)**

- A A student who has been admitted or readmitted after having remained out of both the Lexington Community College 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 may be permitted by the President of LCC to receive credit for those selected courses in 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.

**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 - 5.3.1.3). 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 5.3.1.2 and 5.3.1.3.] (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 Health Sciences** (US: 4/25/84; US:12/14/92) Health Sciences 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 thereof. 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 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: (US 11/8/99)**

The following academic disciplinary policies for students in the Professional Dental Educational Program are initiated upon unsatisfactory academic performance.

##### **Academic Probation**

A student will be placed on probation if he or she has:

1. a grade point average (G.P.A.) for the academic year less than 2.75;
2. received a failing grade (**E** or **F**); **or**,
3. failed one or more parts of either Part 1 or Part 2 of the National Dental Board Examination

*Terms of Probation.* The terms of probation will be established by the Academic Performance Committee. The duration of probation will be at least one semester. Passing a course that has been failed is a condition of all probations. Additional terms of probation may be established by the Academic Performance Committee. Students on probation may be ineligible for certain curricular or extracurricular College activities.

If a student has failed a National Dental Board Examination, taking the examination the next time it is offered and passing it shall be among the terms of probation. The terms shall also require certain activities to help the student prepare to pass the examination.

*Removal from Probation.* A student will be removed from probation by the Academic Performance Committee when he or she has at least a cumulative 2.75 G.P.A., has at least a 2.75 G.P.A. in the current academic year, has passed any failed course, and has satisfied the terms of probation in the judgment of the Academic Performance Committee.

Responsible Agent: The Academic Performance Committee (US 11/8/99)

##### **Academic Suspension**

The Academic Performance Committee (APC) shall recommend to the Dean that a student be suspended if two conditions exist. The first condition is that the student has **either**:

1. received two or more failing (**E** or **F**) grades;
2. received a failing grade (**E** or **F**) while on probation;
3. failed to meet the terms of probation; **or**,
4. after the second year of the curriculum, achieved a cumulative GPA or less than 2.75

The second condition for suspension is that, based on the available evidence, the APC has determined that the student is capable of completing the curriculum after receiving counseling and/or completing work outside the College. The committee's recommendation will include a description of any circumstances the Dean should consider in reaching a decision. It will also include suggestions on what the student needs to accomplish to be considered for reinstatement.



*Second failure of Part 1 of the National Dental Board Examination.* If a student fails the Board Examination a second time, the APC shall recommend to the Dean that the student be suspended. The committee's recommendation will include a description of any circumstances the Dean should consider in reaching a decision. It will also include suggestions on what the student needs to accomplish to be considered for reinstatement. (US 11/8/99)

*Review.* A student subject to suspension may ask the Dean for a review. Review procedures will be determined by the Dean. (US 11/8/99)

*Reinstatement following suspension.* A suspended student may not be reinstated before one semester has passed from the date of suspension. When the student demonstrates that he or she can perform at the level required to graduate from the College, the Dean may reinstate him or her. A reinstated student will be placed on probation, subject to terms recommended by the Academic Performance Committee and approved by the Dean. (US 11/8/99)

A student who has been suspended because of a second failure of Part 1 of the National Dental Board Examination shall not be readmitted unless she or he takes and passes Part 1 the next time it is offered. (US 11/8/99)

Responsible agent: The Dean. (US 11/8/99)

**Dismissal Policy** (US 11/8/99)

The Academic Performance Committee (APC) shall recommend to the Dean that a student be dismissed if two conditions exist. The first condition is that the student has either:

1. received two or more failing (**E** or **F**) grades;
2. received a failing grade (**E** or **F**) while on probation;
3. failed to meet the terms of probation; **or**,
4. after the second year of the curriculum, achieved a cumulative GPA or less than 2.75

The second condition for dismissal is that, based on the available evidence, the APC has determined that the student is not academically capable of completing the curriculum or is otherwise unsuitable for dentistry for reasons that include, but are not limited to: unacceptable personal hygiene; the inability to establish rapport with patients; the inability to work effectively with other health care team members; undependability; or lack of integrity, initiative or interest. The committee's recommendation will include a description of any circumstances the Dean should consider in reaching a decision.

*Previously suspended students.* If a student is subject to suspension and has been previously suspended, the APC shall recommend that she or he be dismissed.

*Review.* A student subject to dismissal may ask the Dean for a review. Review procedures will be determined by the Dean.

Reinstatement following dismissal. The dismissed student shall not be reinstated.

Responsible Agent: The Dean.

**Graduation Policy (US 11/8/99)**

A student will be eligible for graduation when all courses have been satisfactorily completed and all of the applicable requirements that follow are met:

1. a student has at least a 2.75 cumulative G.P.A.;
2. a student has passed Parts 1 and 2 of the National Dental Board Examination;
3. advanced standing students must complete the curriculum within one year following the time period agreed to at admission;
4. all terms of probation have been satisfied; and
5. all patient responsibilities and other obligations to the College or University have been satisfied.

Responsible Agent: The Dean

**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.

- \* Courses taken under the auspices of the National Student Exchange program (and for which students pay their tuition to the University of Kentucky) can be considered as courses taken at UK for purposes of both Rule 5.4.1's residence requirement and for conferring graduation honors under Sections A - D of Rule 5.4.2. (RC: 2/14/01)

**Lexington Community College 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. (US 4/10/00)

**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 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 University 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)

**5.4.1.3 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)

**5.4.1.4 Second Associate Degree** A student is eligible to qualify for a second associate degree in a different major. 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 66 hours for both degrees. The student may elect to receive the degrees simultaneously if degree requirements can be met simultaneously. In no case will a second 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. (US 4/10/00)

**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 LCC and 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.

- \* Courses taken under the auspices of the National Student Exchange program (and for which students pay their tuition to the University of Kentucky) can be considered as courses taken at UK for purposes of both Rule 5.4.1's residence requirement and for conferring graduation honors under Sections A - D of Rule 5.4.2. (RC: 2/14/01)

E The degree with honors from a professional college shall be based solely upon work done in the professional college.

F The bachelor's degree with honors in a student's major or a degree with honors from a professional college will be conferred upon a student whom the faculty or the student's department, or college in the case of a professional college, and the dean of the student's college recommend receive the degree. A student

may be required to complete work in addition to that required for the bachelor's or professional degree to receive a degree with honors. (US: 12/13/82)

G All students in the Honors Program of the University who do not have a grade point standing of 3.5 or better but are in the top ten percent (10%) of their college's class are eligible to graduate in the Honors Program if they satisfy the other requirements and have approval of the Honors Program Director.

\* A student who has invoked the academic bankruptcy rule (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)

H Work done at Lexington Community College shall be counted as work at the University of Kentucky in calculating the grade point average for honors. [RC: 11/20/87] (US 4/10/00)

The associate degree with honors from Lexington Community College shall be based solely upon work done in the College or the University of Kentucky. (US 4/10/00)

Students shall be graduated "With High Distinction" who attain a grade point average of 3.6 or higher based on at least 48 credit hours of work at Lexington Community College or the University of Kentucky. (US 4/10/00)

Students shall be graduated "With Distinction" who attain a grade point average of 3.4 or higher based on at least 48 credit hours of work at Lexington Community College or the University of Kentucky. (US 4/10/00)

#### **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 (effective for students who graduate on or before the August 2002 graduation date) [US; 4/23/01]**

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

**[IV. Six hours of Electives (effective for students who graduate after the August 2002 graduation date) [US: 4/23/01]**

Each student must take six hours of electives, with at least three hours taken in courses which do not satisfy the requirements of the student's major.] 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 University Registrar at other times when the degrees have been recommended by the University Senate and approved by the Board of Trustees.

## 6.0 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)
- \* Syllabi may be posted electronically. However, this must be done by the first class day of the semester in such a manner that the students can have access to it in a printable form (RC: 1/28/00)

#### 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 University (or LCC) Registrar or the University (or LCC) 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 (except personnel matters) pertinent to that college or school. (US 4/10/00)

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 Provost.

The faculty of each college or school shall include a student member recommended by its Student Advisory Council who shall be entitled to vote with its faculty council or equivalent body on academic affairs. (US 4/10/00)

#### **6.1.7 ATTENDANCE AND PARTICIPATION DURING APPEAL**

Students shall have the right to attend classes, to pursue their academic programs, and to participate in University functions during the consideration of any appeal. (US:4/11/83)

Those students who have patient contact in clinical practicum courses will not be able to continue patient contact in the courses during an appeal, if the appeal relates to clinical competence in regard to performance. Insofar as practicable, such appeals shall be expedited. (US: 4/25/88; US 4/10/00)

Attendance and participation may be limited

a) when outside agencies are used as part of the student's educational experience. In this situation, precedence will be given to the terms of any agreement(s) which have been negotiated between the University and the agency.

b) when patient/client contact is involved in the student's educational experience. In this situation, only patient/client contact will be limited or excluded at the discretion of program faculty. (US 4/10/00)

### **6.2.0 THE ACADEMIC OMBUDS**

The Academic Ombuds are those officers of the university charged with consideration of student grievances in connection with academic affairs. There will be one Office of Academic Ombud Services for the University, with offices both in the Lexington Campus and the Lexington Community College campus. Given the increased work load for the combined Ombud Services, there will be two half-time positions--one a Lexington Community College faculty member. These faculty will collaborate on issues of common concern and work in both office locations. (US 4/10/00)

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

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

**6.2.1.2 Jurisdiction** The authority of the Academic Ombuds 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, either Ombud may refer issues falling outside his/her jurisdiction to appropriate offices charged with the responsibility for dealing with them, such as the Vice President for Student Affairs, or the Associate Vice President for Employment Equity.[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 an Academic Ombud and other offices which cannot be resolved through negotiations shall be referred to the Provost.

**6.2.1.3 Decision to Accept a Case** When an issue to be resolved is brought to an 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.

An 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 Ombuds are empowered to hear only those grievances directed to their attention within 180 days subsequent to the conclusion of the academic term in which the problem occurred. However, the Ombud may agree to hear a grievance otherwise barred by the Statute of Limitations in those instances where (1) the Ombud believes that extreme hardship including but not limited to illness, injury, and serious financial or personal problems gave rise to the delay or (2) all parties to the dispute agree to proceed. (US:2/11/80; US 4/10/00)

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

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

**6.2.1.6 Liaison** The Academic Ombuds shall maintain close liaison with the Vice President for Student Affairs, the Affirmative Action Officer and other such officials who have responsibility and concern for the academic governance of students. However, the Ombuds shall not violate the rights of students or other parties involved in cases brought to the Ombuds through the disclosure of any information communicated in confidence.

**6.2.1.7 Records and Reports** (see 6.4.9 this Section) Each 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 Ombuds 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 Ombuds shall present annually a report of activities to the University Senate, the Student Government Association and the Provost of the University and may offer recommendations for changes in rules, practices or procedures to the end of achieving more harmonious and effective governance of student academic affairs. (US: 2/14/94)

At the request of the Senate Council, the Ombuds shall prepare reports or submit recommendations on specific matters.

The Ombuds may report directly to the Senate Council or the Provost of the University, Student Government Association, Deans, Department Chairs, or other appropriate persons on problems which the Ombuds feel deserve their early attention.

### **6.2.2 QUALIFICATIONS OF THE ACADEMIC OMBUD**

As established by the *Rules of the University Senate* the Academic Ombuds must be tenured members of the faculty or members 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) two faculty members; 2) three students, two undergraduates and one a graduate or professional student, chosen by the Student Government Association; and, 3) a member designated by the Provost of the University who shall serve as Chair of the Search Committee. Committee members shall be broadly representative of the University community. [US: 4/10/00]
- B The Search Committee shall solicit nominations for each Academic Ombud from students, faculty and administrators, and shall, for each position, nominate no more than three to the Provost [US: 4/10/00]
- C Should the office of either Academic Ombud be vacated prior to the expiration of the normal term of office, a new appointment shall be made to fill the unexpired term using the same procedures as described above. [US: 4/10/00]

### **6.2.4 CONDITIONS OF EMPLOYMENT**

- A The term of office for each 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 each Ombud's period in office, normally by one-half; but the exact proportion may be more or less, as agreed upon by each Ombud and his/her department chair.
- C The portion of service devoted to the duties of Academic Ombud shall be separately evaluated from his/her other academic duties for purposes of merit evaluation by the Provost and shall be proportionately weighed in assigning an over-all merit rating.
- D The conditions of employment will be negotiated through the Office of the Provost or through other channels designated by the Provost.

### **6.3.0 ACADEMIC OFFENSES AND PROCEDURES**

Students shall not plagiarize, cheat, or falsify or misuse academic records. (US: 3/7/88; 3/20/89)

If the academic offense involves research and/or extramural funding the administrative 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; US 4/10/00]

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

**6.4.0 DISPOSITION OF CASES OF ACADEMIC OFFENSES**

(US: 3/10/86; US: 3/7/88)

**6.4.1 RESPONSIBILITY OF INSTRUCTOR AND CHAIR**

An instructor who suspects that a student has committed an academic offense shall consult with the chair, or the designee of the chair, as soon as practical after the instructor develops the suspicion. If the instructor is also the chair, he or she shall consult with the Dean or the college's designee or the President of Lexington Community College. 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). (US 4/10/00)

The instructor and chair shall review the evidence of an academic offense, ask the dean of their college or President of Lexington Community College to inquire of the University (or LCC) 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 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 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 University (or LCC) 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 chair shall decide on an appropriate penalty. If there is disagreement the chair shall prevail. The instructor and chair may impose one or more of the following penalties in the event they determine an academic offense has occurred. (US 4/10/00)

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



- \* The instructor may award a grade of E to a student who is enrolled in a course on a pass-fail basis. (RC: 1/28/00)
- B Recommend to the Dean of their college or to the Dean of the Graduate School, if appropriate, or the President of Lexington Community College that the student be suspended, dismissed or expelled. (US 4/10/00)

The determination or recommendation of the instructor and 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, or the President of Lexington Community College, 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 University (or LCC) 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. (US 4/10/00)

#### **6.4.2 RESPONSIBILITY: DEAN OF COLLEGE OR THE PRESIDENT OF LEXINGTON COMMUNITY COLLEGE OR DEAN OF THE GRADUATE SCHOOL**

Responsibility of the Dean of the College where the Offense Occurred, or the President of Lexington Community College 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 chair, the Dean or the Dean's designee or the President of Lexington Community College 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; US 4/10/00)

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 or the President of Lexington Community College where the offense occurred. They shall determine whether the Dean of Students, the dean of the college where the offense occurred or the President of Lexington Community College, 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*. (US 4/10/00)

#### **6.4.2.2 Cases Initiated by the Dean or the President of Lexington Community College**

When it is the dean or the President of Lexington Community College who initially finds that a student has committed an academic offense, the dean or the President of Lexington Community College should first consult with the instructor and 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 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 University (or LCC) Registrar's Office). Within 7 days of formally charging the student as set out above, the Dean or the Dean's designee or the President of Lexington Community College shall take one or both of the actions listed in Section 6.4.2.3. (US 4/10/00)

**6.4.2.3 Actions to be Taken by the Dean or the President of Lexington Community College** After following the procedure outlined in Section 6.4.2.1 or 6.4.2.2, the Dean or the Dean's designee or the President of Lexington Community College shall take one or both of the following actions: (US: 3/7/88; US 4/10/00)

- A impose the minimum penalty of E for the course in which the offense occurred;
- B forward the file to the Provost recommending a sanction of suspension, dismissal or expulsion.

Notice of such action shall immediately be sent by the Dean or the dean's designee or the President of Lexington Community College, 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 University (or LCC) Registrar's Office) with copies to the instructor, and the department where the offense occurred, dean of the student's college or the President of Lexington Community College, University (or LCC) Registrar and an Academic Ombud. If the student is enrolled in a college in a different sector, notice of action shall also be sent to the Provost. (US 4/10/00)

**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 or President of the Lexington Community College for purposes of Rules 6.4.2.1 through 6.4.2.3 shall be determined according to this rule. (US 4/10/00)

- 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 or the President of Lexington Community College, of the proceeding and the nature of the offense. (US 4/10/00)
- 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 President of Lexington Community College or the Dean of the Graduate School, upon notification, declines responsibility for the case. (US 4/10/00)
- 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 (or LCC) 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 (or LCC) Registrar either directly or through the appropriate chair, dean, President of Lexington Community College, or director. In the event that an allegation of falsification, attempted falsification, or other misuse seems warranted, the University (or LCC) 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 (or LCC) Registrar shall determine whether falsification, attempted falsification or other misuse by the student has occurred. Upon determination that such has occurred, the University (or LCC) Registrar shall forward to the Provost a statement of the case and a specific recommendation for suspension or dismissal, with written notice of the recommendation to the student and an Academic Ombud. (US: 3/20/89; US 4/10/00)

#### **6.4.4 RESPONSIBILITY OF THE PROVOST**

After the student has been notified of action, the Provost will wait 10 working days to give the student an opportunity to exercise the right of appeal to an Academic Ombud and then will proceed **promptly** as follows: (US 4/10/00)

- A if the student does not appeal the President of Lexington Community College or the dean's recommendation of suspension, dismissal or expulsion within the specified period, the Provost shall review the file, and may approve and implement or disapprove the recommended sanction; (US 4/10/00)
- B if the student appeals the President of Lexington Community College or dean's recommendation of suspension, dismissal or expulsion within the specified period, the Provost 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 Provost shall review the file, and may approve and implement or disapprove the recommended sanction. (US 4/10/00)

Notice of action taken under a. or b. must be sent by the Provost 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 University (or LCC) Registrar's Office) with copies to the instructor, chair and dean of the college where the offense occurred or President of Lexington Community College, dean of student's college or President of Lexington Community College, University (or LCC) Registrar, an Academic Ombud and chair of the University Appeals Board. In the case of international students, a copy should also be sent to the Associate Provost for International Student Affairs. (US 4/10/00)

#### **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 an Academic Ombud within 10 working days after the date that the student receives notification of the sanction. (US 4/10/00)

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 or PRESIDENT OF LEXINGTON COMMUNITY COLLEGE**

When the student involved is not enrolled in the college in which the offense occurred, the dean of his or her college or the President of Lexington Community 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 or the President of Lexington Community College may appear on his or her behalf. (US 4/10/00)

#### **6.4.7 RESPONSIBILITY OF AN ACADEMIC OMBUD**

An 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 or the President of Lexington Community College, imposing or recommending the sanction. If an 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. (US 4/10/00)

#### **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 an Ombud, the hearing to be held within 20 working days of the receipt by the Hearing Officer of an 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 an Ombud; failure of a student to apprise an Ombud of a change of address shall be cause of dismissal of the appeal. (US 4/10/00)

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 Provost 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 chair, the dean of the student's college or the President of Lexington Community College and the Provost 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 University (or LCC) Registrar of that act. (US 4/10/00)

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 (or LCC) Registrar by the dean of the college in which the offense occurred, or the President of Lexington Community College, 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. (US 4/10/00)

#### **6.4.10 RESPONSIBILITY OF THE UNIVERSITY (OR LCC) REGISTRAR (US: 3/7/88)**

The University (or LCC) 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 the President of Lexington Community College, a dean of the University of Kentucky, or a dean's designee, or an Academic Ombud of the University of Kentucky. A record shall be maintained by the University (or LCC) 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 University (or LCC) 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 Provost. With the consent of the student and the dean of the college in which the offense occurred, the Provost may fix an earlier date for suspension. In any case in which the suspension is imposed by the last day to drop a course 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 Provost 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 a pool of eighteen faculty and twelve students, and a Hearing Officer who shall be the chair. All members of the Appeals Board shall be expected to meet within 48 hours after notice from the chair. (US 4/10/00)

**6.5.2.1 The Hearing Officer** The Hearing Officer shall be the chair of the 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 four graduate or professional students, four male undergraduate students and four female undergraduate students. The undergraduate students must be sophomores, juniors or seniors in good academic standing and the graduate or professional students must have been in residence at least one year and be in good standing in their respective colleges. They shall be appointed to one-year terms, subject to reappointment. Their terms shall begin September 1 and end August 31. Members shall be broadly representative of the University community, including the Medical Center, Lexington Community College, and the Lexington Campus, and shall be chosen by the President of the University from the recommendations of the legislative branch of the Student Government Association. (US 4/10/00)

**6.5.2.3 The Faculty Membership** The faculty members shall be broadly representative of the University community and shall be appointed to staggered, three-year terms by the President of the University upon the recommendation of the University Senate Council. All terms shall begin on September 1 and end on August 31. (US 4/10/00)

**6.5.2.4 Other Procedural Rules** Normally nine members, exclusive of the Hearing Officer, shall sit to decide a case. A quorum for the conduct of business will be eight members including the Hearing Officer, not less than five of whom, exclusive of the Hearing Officer, shall be faculty members. The Appeals Board shall establish such procedural rules, not inconsistent with the provisions of the Rules of the University Senate. (US 4/10/00)

- \*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)

\* The Dentistry, Law, Medicine, and Pharmacy colleges have adopted honor codes. Copies are available in the deans' offices of these colleges.



## 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 Provost 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 Provost with respect to (1) whether or not the accused has violated the Code, and, if so, (2) the type of sanction, if any, which should be imposed. The Provost shall make a final decision after review of the report of the 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 Provost to initiate charges against a faculty member under KRS 164.230 in accordance with the procedures established by the *Governing Regulations* so long as no written report has yet been received by the 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 Provost. The Provost 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.

## **8.0 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.