

From: Qualtrics Survey Software <noreply-qualtrics@uky.edu>
Sent: Friday, January 19, 2024 11:48 AM
To: Brothers, Sheila C.
Subject: Transmission of Proposal for Senate - Cover Page

Cover Page

Proposed Changes to Senate Rules Section 3

- 1. Purpose for submitting:** *Submitting for approval*
- 2. Type of proposal:** *Campuswide policies (including Senate Rules)*
- 3. Specific action being requested:** *Change*
- 4. Proposer:** *Sheila Brothers*
- 5. Affiliation of proposer:** *Senate Council office*
- 6. Proposal submitted on behalf of another unit or organization** *Not applicable*

6.a. If "Yes," name of the submitting unit/organization:

7. Rationale for proposal:

Section 3 of the Senate Rules needs to be updated to establish new policies for suspension of admissions and closure, as well as reflect current practices related to processing program proposals. The primary changes are listed below but there a variety of edits throughout Section 3. Changes in one spot often resulted in the need for changes elsewhere, including numerous changes to section numbers.

The impetus for the changes was the a disconnect in terminology/practice related to suspension of admissions. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires immediate notification of any suspension of admission into a program, but the Senate Rules currently allow program faculty to temporarily suspend admissions into a program for up to one year without going through the Senate. With the current policy, a program faculty may apply this policy for any reason, without notifying anyone, and perhaps maintain the suspension of admissions beyond the one year allowed.

The proposed Senate Rules changes retain the option for program faculty to temporarily suspend admissions into a program, but restrict usage to situations related to temporarily controlling enrollment or needing to revise the curriculum such that a temporary suspension of admissions is warranted. (In other words, a temporary suspension of admissions is not intended to be used when the need for suspension is caused by long-term issues.) Programs will also be obligated to provide notice of their temporary suspension of admissions, so that other areas of the University are aware and can respond appropriately (the Office of Strategic Planning and Institutional Effectiveness, undergraduate and graduate admissions offices, UK Online, etc.). This notification (through Curriculog) will simply inform others of the temporary suspension of admissions – no Senate “approval” will be required.

The proposed changes also provide for a shorter approval process if program faculty already received Senate approval to suspend admissions and then later wish to close it. Currently, if program faculty wish to suspend admissions into a program for longer than one year, the proposal must be reviewed by the Senate Academic Organization and Structure Committee (SAOSC), Senate Council, and Senate. If the program faculty subsequently wish to close the program, the proposal will follow the same path within Senate, and then move to the Board of Trustees. The proposed changes to the Senate Rules will, in cases of previous Senate-approved suspension of admissions, permit a subsequent request for closure to be processed via a 10-day post and not the lengthier, current process.

A number of other clarifying edits were made and are also in track changes. Below are the most substantial changes.

- Page 17: Moved descriptions of types of program changes to the beginning of the section on programs
- Page 18: Created definition of “regular program change” to supplement the existing language on minor program changes and significant program changes
- Page 18: Added examples of significant changes
- Page 19: Clarified that anything related to academic organization structure and Senate Rules changes are significant
- Page 24: Added examples of types of proposals that go on a 10-day post
- Page 31: Moved descriptions of types of course changes to the beginning of the section on courses
- Page 32: Created definition of “regular course change” to supplement the existing language on minor course changes
- Page 39: Removed repetitive language about how proposals are processed
- Page 40: Modified language on temporary suspension of admissions to distinguish a temporary suspension (up to one year, maximum of two years, to control enrollment or substantially modify the curriculum) from a significant suspension related to long-term issues
- Page 42: Previously, in cases of significant reduction, the Senate Academic Organization and Structure Committee (SAOSC) was compelled to hold an open forum. The revised language instead requires SAOSC to confirm the affected unit held such a forum, instead of the forum being held by the SAOSC.

8. Does the proposal include a change to the Senate Rules?

Yes

8.a. If "Yes," what section of the Senate Rules? Section 3 - Programs, Courses, and Curriculum Procedures, Section 9 - Glossary

8.b. If "Yes," what is the requested effective date? Summer 2024

9. If asking for feedback, how will the feedback be used?

1 Section 3: Programs, Courses, and Curriculum Procedures2
3 **3.1. PROGRAMS**4 **3.1.1 FACULTY OF RECORD**5 **3.1.1.1 Definition**

6 The University of Kentucky Governing Regulations (GR VII.E.1-5) and the University Senate
7 Rules (SR 1.1.2.2) provide that every new or existing educational program must have
8 associated with it a voting faculty body that is or will be responsible for the educational content
9 of the program. This governing faculty body (referred to here for Senate purposes as “Faculty of
10 Record”) may delegate or withdraw its status and responsibilities as the Faculty of Record to a
11 subcommittee of itself or to a faculty committee under its jurisdiction. For the purposes of SR
12 3.1.3, an educational program may be a degree, certificate, badge or academic honor. [US:
13 11/13/2023]
14

15 **3.1.1.2 Membership**

16 If not otherwise delegated (SR 3.1.1.1) the Faculty of Record of an undergraduate or
17 professional program consists of those faculty specified in GR VII.E.3-5 whose appointments as
18 faculty employees are in the educational unit that administratively homes the program, such as
19 a department or college. If not otherwise delegated, the Faculty of Record of a graduate
20 program consists of the members of the University graduate faculty whom the Dean of the
21 Graduate School has appointed to the specific graduate program.
22

23 In those infrequent cases where a program is expressly homed outside of a college, a Senate-
24 approved faculty body shall serve as the Faculty of Record and a Provost-appointed officer shall
25 serve as dean of the program. (See [https://universitysenate.uky.edu/how-create-proposal-new-
26 degree](https://universitysenate.uky.edu/how-create-proposal-new-degree)).
27

28 In those infrequent cases where a proposed undergraduate program (degree, minor, certificate,
29 or badge) is interdisciplinary to the extent that it should be programmatically shared among two
30 or more identified colleges, then the faculty body of the educational unit that will home the
31 program may vote that the Faculty of Record of the proposed program shall be made up of a
32 subset of its members and faculty from other colleges who have been asked and have agreed
33 to contribute to the educational goals of the program. If the faculty body of the educational unit
34 so votes, then the program proposal must identify by name the founding members of the Faculty
35 of Record, including the founding director of the program (appointed by the Dean of the College
36 containing the educational unit that homes the program), and describe the circumstances and
37 mechanisms by which faculty may join or exit the Faculty of Record.

38 **3.1.2 DEFINITION OF “PROGRAM”**

39 A program is a series of courses that culminate in conferral of a credential, which could be
40 described as a “program,” whether or not the credential has the same name as a currently
41 transcribed UK credential (degree, certificate, badge, honor, or other credential(s)) as
42 determined by Senate. A program may be credit-bearing or non-credit-bearing, although only
43 credit-bearing programs are recorded on an academic transcript. [US: 5/1/2023]
44

45 **3.1.2.1 Credit-Bearing Programs**

46 Credit-bearing programs are comprised of credit-bearing courses, are recorded on a University
47 Registrar’s academic transcript, and are approved by Senate action. [US: 5/1/2023]

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3.1.2.2 Non-Credit-Bearing Programs

US: 5/1/2023]

Non-credit-bearing programs are not reflected on an academic transcript and may or may not require Senate approval action.

Senate oversight and approval action is required if the activity cannot be described by one of the five categories below. If one or more of the five statements can be used to describe the activity, then the activity does not need Senate review and oversight and approval. If none of the five statements can be used to describe the activity, then the activity does need Senate review and oversight and approval.

1. The activity is required by a federal, state, or local government agency. (Government agency requirements include activities such as federally required research conflict of interest training or teacher certification licensure from Kentucky's Education Professional Standards Board.)
2. The activity is overseen by an accrediting body, which holds member programs accountable for meeting explicit standards in order to continue offering that content and offering that credential to students. (Accrediting body requirements includes activities such as residency/fellow programs overseen by the Accreditation Council for Graduate Medical Education (ACGME) (AR 5:5). Membership in an accrediting body is insufficient to meet this standard; the accrediting body must also have authority over the content of the activity.)
3. The activity is a short or single event (e.g. an afternoon). (Short or single events include activities such as learning about topics during a lunchtime session or at guest speaker events (e.g. AR 9.9).)
4. The activity is directed to external community service learning. (External community service learning includes activities offered by local Extension offices (e.g., AR 3:8.2.C) and Libraries public service (AR 11:9).)
5. The activity is directed to persons in their capacity as UK employees or research trainees (and graduate assistants, post-doctoral fellows, etc.). (Activities directed to persons in their capacity as UK employees or research trainees include activities like blood-borne pathogen training for healthcare employees and Finance and Administration Specialized Training (FAST) for employees with financial responsibilities and Responsible Conduct of Research & Scholarly Activity (RCR) training.)

3.1.3 GENERAL DEGREE REQUIREMENTS

To be eligible for any degree, a student must have completed the degree program requirements as approved by the University Senate, except that curriculum substitutions may be made by the college affected if not inconsistent with these Rules. (See SR 1.1.1.1)

General Requirements for Graduation for All Undergraduate Degrees

95 Curriculum requirements must include, in addition to specified credits, a specified grade point
 96 average (GPA) both overall and in the student's major which shall in no case be less than 2.0.
 97 [US: 10/10/94]

98
 99 * The 2.0 requirement applies to all major requirements, including pre-major and lower
 100 division courses but not to those courses taken in the major beyond the minimum
 101 requirements. [SREC: 12/4/95]

102
 103 A dean is the chief administrative officer of a college and is responsible for the enforcement of
 104 the *University Senate Rules, Rules of the Graduate Faculty*, and the rules of the college faculty
 105 [GR VII.F].

106 107 **General Requirements for Graduation All Graduate Degree Programs**

108
 109 An overall average of B (3.00) on all graduate work in the program must be attained, and a final
 110 examination passed, before an advanced degree may be awarded. [US: 04/21/52] Graduate-
 111 level courses (numbers 400G-799) are computed in the graduate grade-point average, with the
 112 exception of 400G courses in the student's program [SREC (GF 2/18/63)]

113
 114 D grades may not be awarded to graduate students [US: 04/21/52]. Graduate courses (400G-
 115 799) may not be taken Pass/ Fail.

116
 117 The Dean is the executive officer who administers the policies of the Graduate Faculty. [US:
 118 4/21/52]

119 120 **General Requirements for Graduation for All Professional Practice Doctorates (SR [9.14.2](#))**

121
 122 The academic, professional and clinical experience of professional students is differentiated
 123 from that of undergraduate and graduate students and is at the appropriate and increasing
 124 levels of mastery and complexity. (SR [3.1.2.3](#)) [US:3/19/18]

125
 126 The dean is charged with overseeing the educational work of the college and its efficient
 127 conduct and management in all matters not specifically charged elsewhere. The dean is
 128 responsible for the implementation of the curricula of the college, for ensuring through the
 129 faculty the quality of instruction given therein [GR VII.F2.c].

130 131 **3.1.3.1 Undergraduate Degree Programs**

132
 133 Every undergraduate degree program shall include four divisions or components:

- 134 1. UK Core
- 135 2. Pre-major
- 136 3. Major
- 137 4. Electives [US: 4/17/2017]

138
 139 An undergraduate degree program must require at least 120 credit hours.

140
 141
 142
 143
 144

145 **3.1.3.1.1 Residence requirements**

146

147 For an undergraduate degree,

148

149 1. at least 25% of the minimum credit hours required for the degree*,

150

151 2. not less than 30 credit hours, [US: 9/10/12]** and

152

153 3. a minimum of thirty (30) of the last thirty-six (36) credit hours **

154

155 presented for the degree must be taken from the University.

156

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

161

162 ** Courses taken through the UK International Center and through the National Student
 163 Exchange are considered as courses taken at UK for purposes of both [Rule 3.1.2.1.1](#) and [Rule](#)
 164 [5.5.2.2](#) (2) and (3)'s residency requirement and for graduates to be conferred commencement
 165 honors at the time of award of their degrees under Senate Rules 5.5.2.2 <insert link>. [SREC:
 166 2/14/01 and 5/31/05]

167

168 Any request by veterans or by other students for a waiver of requirement (2) or (3) must be
 169 presented for approval to the dean of the student's college. Students who wish to satisfy the
 170 above requirement with credit earned through such methods as independent study by
 171 correspondence, special examination, CLEP, and other methods which limit the opportunity for
 172 active exchange between students and instructors must have the prior approval of their
 173 department chair and college dean. At the end of each academic year the dean of each college
 174 shall report to the Senate Council, through the University Registrar, the number of waivers
 175 granted in the categories of (2) or (3) above, and for each waiver granted the extent of departure
 176 that was approved from the given credit hour requirement in (2) or (3) [US: 9/10/12].

177

178 **3.1.3.1.2 UK Core requirements**

179

180 [US: 3/17/2008; US: 12/8/2008; US: 12/13/2010]

181

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

187

188 I. Intellectual Inquiry

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| 190 A. The Nature of Inquiry in Arts and Creativity | 3 hours |
| 191 B. The Nature of Inquiry in the Humanities | 3 hours |
| 192 C. The Nature of Inquiry in the Social Sciences | 3 hours |
| 193 D. The Nature of Inquiry in the Natural, Physical, and Mathematical Sciences | 3 hours |

194

195	II. Written, Oral and Visual Communication	
196		
197	A. Composition and Communication I	3 hours
198	B. Composition and Communication II	3 hours
199		
200	III. Quantitative Reasoning	
201		
202	A. Quantitative Foundations	3 hours
203	B. Statistical Inferential Reasoning	3 hours
204		
205	IV. Citizenship	
206		
207	A. Community, Culture and Citizenship in the USA	3 hours
208	B. Global Dynamics	3 hours
209		
210	UK Core Credit-Hour Total*	30 hours

211
212 *The UK Core is designed to provide the equivalent of 30 credit hours. Some courses in the UK
213 Core require more than three credits, resulting in more than 30 credits in some cases.
214

215 **3.1.3.1.2.1 UK Core Course Substitution Policy for Students with Disabilities**

216 217 **3.1.3.1.2.1.1 Determination of Disability**

218 [US: 10/9/2023]

219
220 The DRC is responsible for determining, on behalf of the University, the need, or not, for
221 reasonable accommodation for any student with a documented disability.
222

223 The DRC Director has the final authority on determining whether a course substitution is a
224 reasonable accommodation for the student's disability or disabilities. This "reasonableness" of
225 an accommodation is based on an institutional-level analysis. If the DRC Director determines
226 that an adjustment within a course or a course substitution are not a reasonable
227 accommodation of the student's disability, the DRC Director shall communicate to the student
228 the procedures for student appeal, which are not part of this policy.
229

230 For students for whom course substitution is being considered because of a learning disability,
231 the DRC is responsible for first reviewing the list of courses approved for the UK Core
232 requirement to ensure that no appropriate course already exists.
233

234 If the DRC Director determines that reasonable accommodation for the student's disability does
235 not include course substitution, the DRC Director considers other accommodations such as but
236 not limited to accommodations within a course. This DRC Director's consideration of other
237 accommodation(s) will include the timely engagement of faculty.
238

239 **3.1.3.1.2.1.2 Process**

240 [US: 10/9/2023]

241 Upon a request from a student, and if the DRC determines that the student has a documented
242 disability for which a course substitution of a UK Core requirement is a reasonable
243 accommodation, then the DRC Director will inform the student that the student may take one of
244 the courses that has been previously approved by the UK Core Committee as an appropriate

245 substitute. If the student chooses one of those approved courses, then the student will receive
 246 that accommodation as a reasonable accommodation.
 247

248 If the student would like to pursue a course that has not yet been approved for UK Core, then
 249 DRC Director will inform the SUKCEC chair that the UK Core Course Substitution
 250 Subcommittee needs to be convened. The DRC will de-identify the student.
 251

252 1. The UCCSS will review submitted course syllabi against relevant Core area rubrics to assess
 253 academic appropriateness. If needed, the UCCSS can consult with any individual(s) who may
 254 assist them in their deliberations, so long as the student remains de-identified.
 255

256 2. The UCCSS has the sole authority to: make the initial decision as it relates to UK Core
 257 requirements on the educational appropriateness of a course proposed for Core substitution;
 258 and whether any course substitution meets the academic standards of the UK Core requirement
 259 to ensure the substitution does not fundamentally alter the UK Core requirement.
 260

261 3. Following a decision by the UCCSS that a requested course(s) substitution is inappropriate,
 262 i.e. would lower essential academic standards, fundamentally or substantially modify the course
 263 or academic program in question, then the student has a right to appeal the subcommittee
 264 decision to the full SUKCEC committee by contacting the DRC Director. In the case of an
 265 appeal, the SUKCEC has the sole authority to determine if a requested course substitution is
 266 appropriate and the decision by the full SUKCEC shall constitute the final decision on that
 267 question. If there is no appeal, then the UCCSS's initial decision that the course is inappropriate
 268 is final.
 269

270 4. The DRC Director will document the final decision about a particular course(s) and the
 271 UCCSS's rationale. The DRC will communicate, in writing, the University's final decision (after
 272 any appeals or reconsideration) to the student, SUKCEC chair, and Registrar, including the
 273 committee's decision as well as any other decision(s) related to the accommodation request.
 274

275 5. Outside of this process, students have the right to any other appeals guaranteed to them by
 276 other University and federal regulations. If a student feels they have not appropriately received
 277 disability-related accommodations, students always retain the right to file a complaint with the
 278 University's Equal Opportunity Office or the United States Office for Civil Rights.
 279

280 **3.1.3.1.3 Foreign language**

281
 282 Any first-time freshman or transfer student must either (1) demonstrate that they have passed
 283 two high school credits in a single foreign language, or two semesters at the postsecondary
 284 level or (2) pass a two-semester sequence in one foreign language at the University prior to
 285 graduation. [SREC: 8/21/2014 per SC: 5/12/2014]
 286

287 **3.1.3.1.4 Electives**

288
 289 An elective component is a mandatory part of every baccalaureate program and baccalaureate
 290 programs may satisfy this requirement with a free elective. The free elective must meet the
 291 definition of free electives as set forth in the Glossary of Terms of the *University Senate Rules*.
 292 [US: 4/17/2017]
 293

294 **3.1.3.1.5 Graduation Composition and Communication Requirement (GCCR)**

295 [US: 5/6/2013; 3/20/2023]

296

297 Per Senate Rule 3.1.1.1.2, all undergraduate students must satisfy the UK Core requirements
298 for Composition and Communication. Prior to graduation but after successfully fulfilling the UK
299 Core Composition and Communication I and II requirement, students must also successfully
300 complete the GCCR. To satisfy the GCCR, a student must earn a passing grade in any given
301 UK course designated as fulfilling some or all of the GCCR. [US: 3/20/2023]

302

303 The faculty in each undergraduate degree program shall implement a GCCR appropriate to the
304 academic discipline and expectations of the major. Each undergraduate program faculty shall
305 articulate this requirement in terms of one or more learning outcomes that will be assessed
306 regularly as required by program accreditation standards and University standards for
307 reaffirmation by the Southern Association of Colleges and Schools – Commission on Colleges
308 (SACSCOC). Each GCCR requirement, learning outcome, and assessment protocol must be
309 vetted by program faculty and recommended for approval by the Undergraduate Council. [US:
310 5/6/2019; 3/20/2023]

311

312 **3.1.3.1.5.1 Requirements**

313

314 **3.1.3.1.5.1.1 Components of the GCCR**

315 [US: 3/20/2023]

316

317 The GCCR shall consist of three components, each of which should reflect the standards and
318 practices of the particular discipline:

319

- 320 1. one or more written assignments;
- 321
- 322 2. either an oral assignment, in which students must give a formal presentation, or a visual
323 assignment, in which students create at least one significant visual/electronic artifact
324 (e.g., a web site or video presentation);
- 325
- 326 3. an assignment that requires the student to demonstrate information literacy in the
327 discipline.
- 328

329 Individual undergraduate programs shall identify the specific criteria for each GCCR
330 assignment, ensuring the assignments are appropriate for the specific discipline and meet the
331 spirit of the GCCR outlined above. For a course to be approved to meet the GCCR, the
332 undergraduate program will be required to justify the relevance and appropriateness of each
333 required assignment for their specific discipline. [US: 3/20/2023]

334

335 Proposals will be required to justify the selection of the individual assignments that will address
336 each of the three GCCR components outlined in 3.1.1.1.5.1.1, including why they are
337 representative and relevant for the discipline of study. [US: 3/20/2023]

338

339 **3.1.3.1.5.1.2 Structure within or across courses and programs**

340

341 The GCCR may be satisfied via either a single GCCR intensive course or a series of GCCR
342 intensive assignments in a series of courses. Program faculty may specify that a course offered

343 by another undergraduate program fulfills the GCCR if the faculty in the second undergraduate
344 program so agree. [US: 3/20/2023]
345

346 **3.1.3.1.5.1.3 Draft/feedback/revision process required**

347
348 Courses must incorporate a draft/feedback/revision process on at least one of the required
349 GCCR assignments. [US: 3/20/2023]
350

351 **3.1.3.1.5.2 Assessment**

352
353 Each undergraduate degree program shall identify at least one specific program learning
354 outcome and a plan for assessing both the writing and oral or visual components of the GCCR.
355 The assessment plan will include (a) clear goals for successful achievement of the GCCR, (b)
356 specific criteria and rubrics for systematically assessing student work, and (c) a cogent
357 description of how assessment results will be utilized by program faculty to propose revisions to
358 GCCR instruction and/or curriculum if the goals are not met. This information shall be included
359 with every GCCR-related proposal submitted to the UC. [US: 3/20/2023]
360

361 **3.1.3.2 Undergraduate Certificate Programs**

362 [US: 2/14/11; 5/4/2020; 12/14/2020]
363

364 Undergraduate certificate programs consist of suites of undergraduate courses focused
365 upon a defined academic or professional objective.
366

367 An undergraduate certificate must be a minimum of 12 credits, all at the 200 level or above, with
368 a minimum of six credits at the 300-level or above. The certificate must have a three-credit
369 breadth component, requiring the student to take courses in at least two disciplines, with a
370 minimum of three credits to be completed in a second discipline.
371

372 A student must earn a C or better, or a Pass in a pass/fail course, in each required certificate
373 course to receive the certificate.
374

375 * Under SR **5.1.3**, the Senate Council (or Senate) can approve that a particular certificate
376 program can require a pass/fail course [SREC: 3/30/2019]
377

378 Award of an undergraduate certificate shall be noted on the student's transcript upon successful
379 completion of the curriculum.
380

381 * Students enrolled in graduate degree programs or professional programs may pursue an
382 undergraduate certificate program. [SREC: 4/8/2015]
383

384 Undergraduate certificates shall be approved by the same process as are programs (see SR
385 **3.1.3**) except that the following are not required: a) posting and approval by the Council on
386 Postsecondary Education, and b) approval by the University of Kentucky Board of Trustees.
387

388 **3.1.3.3 Badges**

389 [US: 12/12/2022]
390

391 A badge program (either credit bearing or non-credit bearing) consists of two or more courses,
392 but no more than four courses, which collectively provide one or more defined skill sets or
393 competencies that can be useful to students/learner and employers. The credit-bearing badge
394 credentials will appear through the Registrar on a student's University transcript; non-credit-
395 bearing badges will not appear on the transcript. The non-credit bearing badge and their non-
396 credit bearing courses, delegated by the Senate Rules to the local jurisdiction of a college
397 faculty body (or its Senate-approved equivalent), will be officially attested by the signature of
398 dean of the college (or dean equivalent) (See SR 3.2.3.3.2-3.2.3.3.3).

399

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

404

405 A credit-bearing badge must be a minimum of five credit hours and must not exceed eight credit
406 hours. A student must earn a C or better, or a Pass in a pass/fail course, in each of the required
407 courses to earn a badge. Courses required for a credit-bearing badge can be in any hundred
408 series (see SR 3.2.1.1).

409

410 At a minimum, a proposal for a badge will include the following information: badge name;
411 description; audience served; learning objectives; and assessment plan. Badges require the
412 approval of the unit faculty ("program faculty") and that unit's respective college-level faculty
413 body. For badges homed outside of a college, the review by an academic council will serve as
414 the college-level faculty body review. For all badges, the approval process will follow the
415 guidance laid out in SR 3.1.3.3.3.1 ("Other Changes").

416

417 **3.1.3.4 Graduate Degree Programs**

418 Graduate degree programs are differentiated in complexity and rigor from undergraduate
419 degree programs, with increasing complexity and mastery as a student progresses. [see SR
420 [3.1.2.2](#)]

421

422 Graduate students are eligible to take regular courses which meet as organized classes
423 and independent-study or research courses in which each student carries on investigations
424 independent of class meetings. [US: 4/21/52]

425

426 All courses numbered 500 through 799 may be counted for credit toward a graduate degree
427 provided they are approved as an appropriate part of the student's graduate program by the
428 student's graduate advisor or committee. [US: 04/21/52] Courses numbered 400G to 499G
429 carry graduate credit for non-majors only [US: 4/21/52: see SR [3.1](#); SR [10.2](#)]

430

431 Courses numbered at the 600 or 700 level should be taught by members of the Graduate
432 Faculty or by such other instructors as are approved by the Dean of the Graduate School.
433 [US: 12/13/54]

434

435 **3.1.3.4.1 Graduate Research Doctoral Degrees**

436 The Doctor of Philosophy requires demonstration in a comprehensive examination, after not
437 less than three years of graduate work, of a broad and penetrating knowledge of the dissertation
438 subject and chosen field. The doctor's degree represents the attainment of independent and
439 comprehensive scholarship in a special field, evidenced both by the student's grasp of subject
440 matter and by the student's capacity to do research. [US: 4/21/52]

441

442 3.1.3.4.1.1 Graduate Doctoral Residence and Time Limits

443

444 Prequalifying Residence

445

446 Students must complete the equivalent of two years of residency (36 credit hours of
447 graduate coursework) prior to the qualifying examination. [US: 04/21/52; US: 05/14/56; US:
448 11/12/73; 05/09/08]. Some programs require more than 36 hours of graduate coursework
449 prior to the qualifying examination. [US: 05/09/08]

450

451 An awarded master's degree from the University or from another accredited school may satisfy
452 18 of this 36 hour pre-qualifying requirement. [US: 05/14/56; US: 05/09/08]

453

454 Prequalifying Time Limit

455 Students are required to take the qualifying examination within five years of entry into the
456 program. Extensions up to an additional three years may be requested. Extensions up to
457 twelve months may be approved by the Dean of the Graduate School upon receipt of a
458 request from the Director of Graduate Studies. Requests for extensions longer than twelve
459 months must be considered by Graduate Council and will require the positive
460 recommendation of the Director of Graduate Studies, the chair of the student's doctoral
461 advisory committee, and a majority vote of Graduate Faculty in the program. [US: 4/11/05]

462

463 This time limit applies to all programs, but the graduate faculty of a doctoral program (or
464 group of programs) has the option to petition Graduate Council for a shorter or longer time
465 limit. If approved, this modification will then apply to all doctoral students in that program.
466 [US: 4/11/05]

467

468 Postqualifying Residence

469 Students are required to enroll in a 2 credit hour course after successfully completing the
470 qualifying examination, XXX-767; Dissertation Residency Credit. This will constitute full-time
471 enrollment. Students are required to complete a minimum of two semesters of 767 before
472 they can graduate. [US: 04/21/52; US: 04/11/05]

473

474 Students must remain continuously enrolled in this course every fall and spring semester until
475 they have completed and defended the dissertation. Continuous enrollment in 767 will also
476 apply to students whose programs of study or certification standards require an extended
477 practicum or field experience [US: 04/11/05]

478

479 Postqualifying Time Limit

480 All degree requirements for the doctorate must be completed within five years following the
481 semester or summer session in which the candidate successfully completes the qualifying
482 examination, but extensions up to an additional 5 years may be requested for a total of 10
483 years. Extensions up to one year may be approved by the Dean (or designee) of the
484 Graduate School. Requests for extensions longer than one year must be considered by
485 Graduate Council. All requests should be initiated by the Director of Graduate Studies.
486 [US: 04/21/52] [SREC (GF 4/28/92)]

487

488 3.1.3.4.1.2 Foreign language requirement

489 Any program-specific language requirement(s) must be satisfied before the applicant may
490 sit for the qualifying examination. [US: 04/21/52]

- 491
- 492 **3.1.3.4.1.3 Course work requirements**
- 493 The nature of doctoral coursework other than generally required enrollment in XXX-767 (SR
- 494 **3.1.1.3.1.1**) is determined by the student's advisory committee. [US: 04/21/52]
- 495
- 496 **3.1.3.4.1.4 Assessment of good progress for doctoral students**
- 497 The Graduate Faculty of each doctoral program is required to define good progress toward
- 498 completion of the doctoral degree. This information should be included in the program's
- 499 Graduate Student Handbook (it is recommended that the consequences of lack of good
- 500 progress are also included in the handbook). Each doctoral student's progress toward the
- 501 degree will be reviewed (at least) annually by either the Graduate Faculty in the program,
- 502 the doctoral advisory committee, or the graduate education committee. Students will be
- 503 informed in writing of the results of that meeting by the Director of Graduate Studies or the
- 504 chair or their designee. [US: 04/11/05]
- 505
- 506 **3.1.3.4.1.5 Qualifying examination**
- 507 A qualifying examination consisting of both written and oral components is required of all
- 508 doctoral students. Its purpose is to verify that students have sufficient understanding of and
- 509 competence in their fields to become candidates for the degree. In most programs, the
- 510 advisory committee prepares and administers an individual qualifying examination;
- 511 typically, that committee also judges the results of the examination. A majority vote of the
- 512 core of the advisory committee is required for successful completion of the qualifying
- 513 examination. The examination is usually given after four semesters of graduate work or the
- 514 equivalent, and after fulfillment of pre-qualifying residency. [US: 04/21/52]
- 515
- 516 SI and UI grades must be removed prior to the qualifying exam, and can only be changed to
- 517 regular letter grades. [US: 4/10/06; SR **5.1.2**]
- 518
- 519 The results of the examination must be reported by the Director of Graduate Studies to the
- 520 Graduate School within 10 days of its conclusion. [US: 04/21/52]
- 521
- 522 If the result is failure, the advisory committee determines [GB 1979] the conditions to be
- 523 met before another examination may be given. A second examination must be taken within
- 524 one year [GB 1979] after the first examination. A third examination is not permitted. [US:
- 525 04/21/52] [SREC (GF 5/1/78)]
- 526
- 527 **3.1.3.4.1.6 The dissertation**
- 528 Each doctoral graduate student must present a dissertation which represents the
- 529 culmination of a major research project. The dissertation must be a well-reasoned, original
- 530 contribution to knowledge in the field of study and should provide evidence of high scholarly
- 531 achievement. Dissertations must be prepared in conformity with the instructions published
- 532 by the Graduate School. Dissertations must be prepared in conformity with the instructions
- 533 published by the Graduate School. [US: 04/21/52]
- 534
- 535 **3.1.3.4.1.7 Final examination**
- 536 The Final Examination includes a defense of the dissertation and may be as
- 537 comprehensive in the major and minor areas as the advisory committee chooses to make
- 538 it. It is conducted by an expanded advisory committee chaired by the Director of Graduate
- 539 Studies or someone designated by the Director. The Dean of the Graduate School and the

540 President of the University are *ex officio* members of all final examination committees. The
541 examination is a public event and its scheduling is published and announced beforehand.
542 Any member of the University community may attend. [US: 4/21/52]
543

544 SI and UI grades must be removed prior to the final exam, and can only be changed to regular
545 letter grades. [US: 4/10/06; SR 5.1.2]
546

547 The Graduate Dean appoints an Outside Examiner as a core member of the advisory
548 committee. [US: 4/21/52]
549

550 All members of the committee except the outside examiner must have an opportunity to
551 suggest revisions prior to the Final Examination. [US: 4/21/52]
552

553 In all decisions, the majority opinion of the Graduate Faculty members of the advisory
554 committee prevails. If the advisory committee is evenly divided, the candidate fails. In the
555 event of failure, the advisory committee recommends to the Dean of the Graduate School
556 conditions under which the candidate may be re-examined. Should any vacancies on the
557 Committee occur between the two examinations, the Dean of the Graduate School shall
558 appoint replacements. A third examination is not permitted. [US: 4/21/52]
559 [SREC (GF 5/1/78)]
560

561 **3.1.3.4.2 Graduate research master's degree** 562

563 **3.1.3.4.2.1 Residence**

564 Enrollment in XXX 748, which carries no credit hours, allows maintenance of full-time status
565 for master's candidates working on their thesis [US: 4/21/52; 5/8/19]. Enrollment in XXX-
566 768 may be used to satisfy 1-12 credit hours of residence coursework for the Plan A
567 master's degree. [SC 5/8/19; SC 8/19/19]
568

569 **Time Limit** 570

571 Students enrolled in a master's/specialist program have 6 years to complete all requirements for
572 the degree, but still have the opportunity to request extensions. Extensions must be considered
573 by the Graduate Council, except as the Graduate Council may delegate to the Dean of the
574 Graduate School. No activity completed more than ten calendar years preceding the proposed
575 graduation date as appropriate will be considered for graduation. [US: 02/14/05]
576

577 Programs may opt to shorten or extend the required time to complete the
578 master's/specialist program. Petitions must be submitted to Graduate Council for
579 approval. The program should be able to demonstrate that the six year time limit would
580 be detrimental to the progress of their students or to the program itself. If the request is
581 to extend the time limit, the program must demonstrate how students will remain
582 current in the field over this extended time period. Any approved change in the time
583 limit would apply to all students in the program. [US: 02/14/05]
584

585 **3.1.3.4.2.2 Course work requirements**

586 Master's students are eligible to take regular courses which meet as organized classes and
587 independent-study or research courses in which each student carries on investigations
588 independent of class meetings. Independent study or research courses must not duplicate thesis
589 work; thesis work must be done in addition to the minimum course requirements. [US: 04/41/52]

590
591 At least two-thirds of the minimum requirements for the master's or specialist degree must
592 be in regular courses, [SREC (GF 2/19/63)]

593
594 and at least half of the minimum course requirements [SREC (GF 4/4/64)]

595
596 (excluding thesis, practicum, or internship credit) [US: 4/21/52]

597
598 must be in 600- or 700-level courses. Exceptions to this rule may be made only with the
599 approval of the Graduate Council. [US: 04/21/52].

600
601 The student will not be required to repeat a course which the student has completed
602 satisfactorily at another approved institution. [US: 04/21/52]. Candidates for the master's
603 degree must have a major area (defined usually as an academic department) and must
604 take at least two-thirds of the course work in this area. The other one-third may be taken in
605 this area or in related graduate areas, except as may be approved otherwise for specific
606 programs. When the establishment of major topics seems to require it, the Graduate
607 Council may, on recommendation of the appropriate Director of Graduate Studies,
608 authorize courses taught outside the major to count toward the major [US: 04/21/52].

609
610 **3.1.3.4.2.3 Thesis/Nonthesis options**

611 Graduate programs to satisfy the master's requirements by either of two options, thesis (Plan
612 A) or non-thesis, (Plan B). The thesis option (Plan A) requires a thesis to be developed under
613 the direction of a full or associate member of the Graduate Faculty. Collaborative effort by
614 two or more graduate students is not forbidden. However, there must be enough
615 independent effort to enable each student to make a separate contribution and to prepare
616 an individual thesis. Before the final examination, the thesis director and the appropriate
617 Director of Graduate Studies must indicate to the Graduate School that the student's thesis
618 satisfies all requirements of the Graduate School and is complete in content and format.
619 [US: 04/21/52]

620
621 The non-thesis option (Plan B) requires that six or more graduate credit hours of course work be
622 submitted in lieu of a thesis. A student may follow this option with approval of the program
623 concerned. Students should consult their advisor for any additional requirements established for
624 Plan B in their area of study. [US: 04/21/52]

625
626 **3.1.3.4.2.4 Final examination**

627 The examination is scheduled by the Dean of the Graduate School. [US: 04/21/52]

628
629 A Final Examination (oral and/or written) is given to all candidates for master's degrees not later
630 than eight days before the last day of classes of the semester in which the degree is to be
631 awarded. The report is returned to the Dean of the Graduate School upon completion of the
632 examination, which in no case may be later than two weeks after the start of the examination.
633 The examining committee consists of at least three qualified faculty members recommended by
634 the Director of Graduate Studies and appointed by the Dean of the Graduate School [US:
635 04/21/52].

636
637 SI and UI grades must be removed prior to the final exam, and can only be changed to regular
638 letter grades. [US: 4/10/06; SR 5.1.2]

639

640 Students on scholastic probation are not eligible to sit for the final examination.

641

642 If the candidate fails the final examination, the committee may recommend to the Dean of
643 the Graduate School the conditions under which a second examination may be
644 administered. Insofar as it is practicable, the same examining committee gives this
645 examination. In all decisions the majority opinion of the committee prevails. If the committee
646 is evenly divided, the candidate fails. A third examination is not allowed. [US: 04/21/52]

647

648 **3.1.3.5 Graduate Certificate Programs**

649

650 Graduate certificate programs consist of suites of graduate courses focused upon a defined
651 academic or professional objective. [US: 5/4/2020]

652

653 Graduate certificates shall be approved by the same process as are programs (see SR
654 **3.1.3.6.1**) except that the following are not required: (a) posting and approval by the Council on
655 Postsecondary Education, and (b) approval by the University Board of Trustees.

656

657 A graduate certificate must be a minimum of nine graduate credits in length and should be fewer
658 than 18 graduate credits. [US: 1/14/2002]

659

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

662

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

665

666 Graduate certificate curricula must comply with the "Guidelines for Graduate Certificate
667 Curricula" published by the Graduate School, on matters not prescribed here or in other Senate
668 Rules.

669

670 **3.1.3.6 Professional Degree Programs**

671 Professional degree programs require a professional component that may include internships or
672 cross-training, with an emphasis on professional decision making and critical analysis in problem
673 solving. The educational content of the professional degree is distinct from a graduate
674 scholarship degree. [US: 3/19/18]

675

676 **3.1.3.6.1 Doctoral Degree – Professional Practice**

677 A professional practice doctoral degree is awarded upon completion of a program providing the
678 knowledge and skills for the recognition, credential, or license required for professional practice.
679 The total time to the degree, including both preprofessional and professional preparation, equals
680 at least six full-time equivalent academic years. Some of these degrees were formerly classified
681 as "first professional." [US: 3/19/2018].

682

683 **3.1.3.6.2 Professional Master's Degree**

684 A professional master's degree program consists of two years of nonthesis academic training in
685 a concentrated science, mathematics, technology or other area and contains a professional
686 component that may include internships and cross-training in business, management, regulatory
687 affairs, computer applications, and communications. The program is designed with the input of
688 one or more employers. The educational content of these programs is as distinct from a

689 graduate research/scholarship master's as are professional practice doctoral degrees (SR
690 **9.14.2**) distinct from research/scholarship doctorates. [US: 3/19/2018].

691

692 **3.1.3.7 Professional Certificate Programs**

693 The post-graduate professional certificate prepares persons who currently hold a graduate
694 degree for board eligibility in an additional specialty(s). [US: (HCCC) 6/22/19]

695

696 Proposals concerning a professional certificate program in a health profession that are
697 recommended by a health care college shall be forwarded first to the HCCC. (SR **3.1.3.3.2.1.1**)
698 [US: 5/7/12]

699

700 **3.1.3.8 University Scholars Program (USP)**

701 The University Scholars Program (USP) allows a student to apply up to 12 credit hours used for
702 one undergraduate degree towards one graduate degree. program The requirements for the
703 undergraduate degree will be unaffected. (See SR **4.2.2.2.6** and SR **5.2.2**) [US: 9/13/82;
704 4/14/97; SREC: 2/13/2013; 4/10/2023]

705

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

709

710 The total number of credit hours completed for the USP between an undergraduate degree and
711 doctoral degree may be up to 12 hours less than the total required for both the undergraduate
712 and the prequalifying residency requirement of the doctoral degree. [US: 12/8/2008; 4/10/2023]

713 * See Appendix SR **Error! Reference source not found.** for the SREC interpretation of t
714 he Senate Rules on counting courses toward multiple degrees.

715

716 See 4.2.2.2.6 for additional admission requirements for the University Scholars Program.

717

718 **3.1.4 PROGRESSIVE RIGOR OF ACADEMIC PROGRAMS**

719 [US: 12/17/12]

720

721 The Undergraduate Council, Graduate Council, the Health Care Colleges Council and the
722 University of Kentucky J. David Rosenberg College of Law Faculty Council shall propose criteria
723 for evaluating the rigor and quality of academic programs and, upon final approval by the
724 University Senate, apply these criteria in their approval processes, as provided below.

725

726 The approved criteria shall be posted on the website of each Council, as well as on the
727 University Senate web site for curricular proposals and forms.

728

729 **3.1.4.1 Undergraduate Council**

730 The Undergraduate Council shall develop criteria for undergraduate degree program proposals
731 that require a progression in complexity and mastery through the course of the degree. This
732 includes examining courses in a program to ensure a progression of learning across a
733 continuum from introductory to applied or theoretical courses from the first to fourth year. The
734 evidence for progression should shall be illustrated by student learning outcomes for the
735 program that are then mapped across the curriculum to show evidence of increased complexity

736 and rigor as a student progresses. Points of assessment of these student learning outcomes
737 across the curriculum shall also be evident in the curriculum map.
738

739 **3.1.4.2 Graduate Council**

740 The Graduate Council shall develop criteria to ensure that graduate degree programs, including
741 professional degree programs, are differentiated in complexity and rigor from undergraduate
742 degree programs. The Graduate Council must ensure that courses which have both graduates
743 and undergraduates have clearly differentiated requirements that speak to levels of rigor and
744 complexity. The Graduate Council shall establish criteria for the differentiation of master's level
745 and doctoral level rigor, as well as increasing complexity and mastery as a student progresses
746 through the degree. [US: 3/19/2018]
747

748 **3.1.4.3 Health Care Colleges Council**

749 The Health Care Colleges Council shall develop criteria that ensure that the academic,
750 professional and clinical experience of professional students is differentiated from that of
751 undergraduate and graduate students and is at the appropriate and increasing levels of mastery
752 and complexity for the colleges it represents. [US: 3/19/2018]
753

754 **3.1.4.4 University of Kentucky J. David Rosenberg College of Law Faculty Council**

755 The University of Kentucky J. David Rosenberg College of Law Faculty Council will shall
756 establish criteria that ensure that the progression through the law degree is marked by
757 increasing levels of rigor and complexity.
758

759 * After the College of Law faculty approves, pursuant to its established Rules, a proposal
760 concerning a course ([SR 3.2.4](#) below) or a change to an existing degree ([SR 3.1.4](#)
761 below), the College submits the proposal directly to the Senate Council for 10-day
762 posting ([SR 3.2.4.3.3.1](#); SR 3.1.4.3.3.2). Faculty-approved proposals concerning new
763 degrees to be housed in the University of Kentucky J. David Rosenberg College of Law
764 are submitted by that college directly to the Senate Council for processing through the
765 Senate, pursuant to [SR 3.1.4.3.2.1](#). [SREC: 11/19/2015]
766

767 **3.1.5 PROCEDURES FOR PROCESSING ACADEMIC PROGRAMS AND CHANGES**

768 [US: 11/14/88; 10/11/99; 5/7/2012]
769

770 The faculties of educational units or graduate programs initiate proposals for new academic
771 programs and for changes in existing academic programs. Such proposals shall be processed
772 as provided in SR [3.1.3](#).
773

774 Program changes fall into three types: minor changes, regular changes, and significant
775 changes. See SR below for more information about program changes.
776

777 Dual credit programs proposed by an educational unit faculty in partnership with a high school
778 or school district shall (a) comply with policies established by the Council on Postsecondary
779 Education for these programs, (b) contain a specific provision that the UK educational unit
780 Faculty approve both the educational site and each individual high school instructor, and (c)
781 provide for the classification of enrolled high school students as non-degree-seeking UK
782 students.
783

784 **3.1.5.1 Definitions**

785

786 **3.1.5.1.1 Initiation of proposals**

787 The faculties of educational units or graduate programs initiate proposals for new academic
 788 programs and for changes in existing academic programs. Such proposals shall be processed
 789 as provided in SR **3.1.3**. Proposals for significant reduction to or closure of academic programs
 790 shall also include the considerations prescribed in SR 3.3. [US: 4/23/2018]

791

792 **3.1.5.1.2 Changes**

793 Changes to an academic program include changes to:

794

795 1. the requirements for admission,

796

797 2. the specific courses, the number of credit hours, or other requirements, for a certificate,
 798 degree, or the Honors program credential,

799

800 3. a major, minor, area, core, or track within an undergraduate degree,

801

802 4. a core or concentration within a master's degree (either a research /scholarship master's
 803 degree or a professional master's degree) [US:3/19/2018],

804

805 5. a core or specialization within a doctoral degree (either a research/scholarship
 806 doctorate, a professional practice doctoral degree, or an advanced practice doctorate),

807

808 6. change in mode of delivery (e.g., to a distance learning or correspondence format),
 809 because it may be that the nature of the educational material is such that it cannot be
 810 delivered in distance learning form without being a substantive change in content,

811

812 7. the title of a certificate, degree, major, minor, area, core, track, concentration or
 813 specialization,

814

815 8. changes in probation and suspension procedures and policies [SREC: 1/30/2018]

816

817 The establishment of a joint degree offering with another institution is considered as an
 818 academic program change for the purposes of SR **3.1.3**.

819

820 Programs or curricula leading to academic credentials other than a degree, certificate, badge, or
 821 the Honors College program curriculum (SR 3.1.3.1.2; SR 3.3.3; SR 5.5.2.2.2.5), are not subject
 822 to SR 3.1.3, but are under the educational policies of the respective college faculty or its
 823 Senate-approved equivalent (SR 1.1.2.4; SR 1.4.1, para. 1).

824

825 **3.1.5.2.3.1.5.1.3 Minor Program Change**

826 [US: 10/9/2017; DATE]

827

828 **3.1.5.2.4.4.3.1.5.1.3.1 Procedure**

829 If a proposed program change meets the criteria of a minor program change, below, then the
 830 dean of the college shall forward the program change form directly to the Chair of the Senate
 831 Council for approval. If the Chair of the Senate Council concurs that the proposed change
 832 meets the criteria for a minor program change and approves it, the Chair of the Senate Council
 833 shall notify the Registrar's Office and the dean of the college originating the proposal. If the

834 Chair of the Senate Council believes the change does not meet the criteria for a minor program
 835 change or does not approve the change, the Chair of the Senate Council shall disapprove and
 836 stop the proposal.
 837

838 **3.1.5.2.1.23.1.5.1.3.2 Definition**

839 A request may be considered a minor program change if it meets one (or more) of the criteria
 840 below and it does not result in a change to the total credit hours required for the degree program
 841 and there is no need to change the descriptive, narrative Undergraduate Catalog language for
 842 the program.
 843

- 844 **1.** Updating a course prefix due to the home educational unit having received Senate approval
 845 to change that particular course prefix.
 846
- 847 **2.** Substituting one course for a comparable course with no change in credit hours if: the home
 848 educational unit offering the course is no longer offering the course; or the home educational
 849 unit is changing a sequence of courses; or the course is replacing a course the home
 850 educational unit intends to drop.
 851
- 852 **3.** Changing a list of electives, only when: the courses are all offered by the home educational
 853 unit offering the degree program; and there is no net decrease in the number of elective
 854 courses available in the list; and there is no net decrease in the number of elective credit
 855 hours available in the list.
 856

857 **3.1.5.2.23.1.5.1.4 Regular Program Change**

858 **3.1.5.2.3** [US: DATE]

859 Regular program changes are those that are neither minor in nature, nor do they represent a
 860 significant change. Regular program changes include: changing required courses; changing
 861 electives; changing the Graduation Composition and Communication Requirement (only
 862 applicable for undergraduate degrees); and changing the name of a major or track,
 863 concentration, or specialization. Changes to badges also fall within this category.
 864
 865

866 **3.1.5.1.5 Significant Program Changes**

867 **3.1.5.2.4**

868 Significant changes to the academic content of a program (GR IV.C.2) are defined as those that
 869 the College Faculty, Undergraduate Council, Graduate Council, Health Care Colleges Council,
 870 or Senate Council Office determines involve one or more of the following: [US: 4/23/2018]
 871

- 872 1. changes to academic content of the program (GR IV.C.2) that carry a significant impact
 873 (e.g., curricula) on the home unit or another educational unit; or
 874
- 875 2. significant impact on the character or the purpose of the program (e.g., addition of a
 876 track, concentration, or specialization in a degree program).
 877

878 Significant actions include, but are not limited to, the following:

- 879 • New degree
- 880 • New certificate
- 881 • Addition of online delivery for part or all of a degree, certificate or minor
- 882 • Change to admissions, progression, and graduation requirements for a degree,
 883 certificate, or minor

- Suspension and/or closure of part of, or all of, a degree, certificate, or minor
- Suspension and/or closure of a modality for part of, or all of, a degree, certificate, or minor

Note: Any type of proposal involving an academic unit, including name changes, and any type of proposal involving a Senate Rule change is also categorized as a significant change.

~~A degree program change meeting the criteria of “minor program change” (SR 3.1.4.3.4) is exempt from the above definition. [US: 4/23/2018]~~

The Honors College curriculum is treated as an academic program within the meaning of this significant change procedures rule. [US: 4/23/2018]

3.1.5.33.1.5.2 Forms to be Used

Senate Council-approved forms and other mechanisms to initiate proposals for new undergraduate, master’s, and doctoral degrees, and for undergraduate, graduate or first professional certificates, and for badges, and for the Honors College program credential, or to initiate changes to these academic programs, are available at <https://universitysenate.uky.edu/senate-proposals>~~http://www.uky.edu/universitysenate/forms~~ and shall be used to initiate proposals under SR **3.1.3**.

3.1.5.43.1.5.3 Procedures to be Used

3.1.5.4.13.1.5.3.1 Approval by the Faculty of Record

[US: 5/7/2012; 11/13/2023]

The Faculty of Record (SR 3.1.1) of the originating educational unit makes the decision whether to approve proposals for new academic programs or changes to academic programs (including changes to dual degree programs) (GR VII.E.1-5). For UK Core, the “Faculty” within the meaning of this rule is the body identified by the University Senate to perform the educational policy-making functions of the respective program. For graduate programs, “the Faculty” is the voting graduate faculty of that program (SR **3.1.5.3.1.2**). [US: 5/7/2012; 5/6/2019; 4/10/2023]

The proposal shall include identification of the educational unit/graduate program faculty serving as the Faculty of Record for the program, or its delegated Faculty of Record (see SR 3.1.1).

For programs homed outside of a college, the proposal for the new program shall include the Senate form proposing the composition of the body to act as an educational unit Faculty of Record.

In a manner prescribed by the College Faculty Rules, the chair/director shall forward to the College Faculty a proposal arising under SR **3.1.4**. The chair/director’s transmittal attests thereby that the proposal has been approved in accordance with the Rules of the Faculty of the originating unit. The chair(s)/director(s) may include separate opinion(s) on the academic merits or on the administrative feasibility of the proposal.

- * If a program was originally approved for face to face delivery, and the dean later wants it to be delivered in part as ‘face to face’ and in part as distance learning, then the College Faculty has the role, and not the dean, to determine and approve as to whether the academic content of the program lends itself to delivery in part by distance learning. [SREC: 3/9/2012]

934
 935 * This rule does not have the intent or effect of prohibiting any college from seeking and
 936 utilizing the opinion of any willing academic council of the Senate before the proposal is
 937 submitted to the first officially required academic council of review. [SREC: 8/21/2014]
 938

939 Dual degree programs are simultaneously considered for approval by the respective unit
 940 faculties pursuant to the above procedures. One of the department chair(s)/director(s) shall
 941 forward the approved proposal to the College Faculty, or, in the case of dual degree programs
 942 that cross colleges, to each College Faculty.
 943

944 For every badge there must be a faculty body to act as the department faculty, either a
 945 traditional educational unit within a college, or a faculty body approved by the Senate. The
 946 faculty body is responsible for the program/course content, learning objectives, etc. and for
 947 taking the educational policy actions in the role of a department faculty. In the cases of a faculty
 948 body approved by the Senate, the “dean” is the individual appointed by the Provost, with the
 949 concurrence of the Senate, to act in the prescribed manners.
 950

951 **3.1.5.4.1.43.1.5.3.1.1 Undergraduate and professional certificates or degrees**

952 In cases of proposals concerning undergraduate or professional certificates or degrees, or the
 953 Honors College program credential, the respective College Faculty makes the decision whether
 954 to approve the proposal, in a manner pursuant to its College Rules (GR VII.E.3). The dean, or
 955 their designee, shall forward an approved proposal to the appropriate academic council of the
 956 Senate (SR 3.1.5.3.2), attesting thereby that the proposal has been approved in accordance
 957 with the College Faculty Rules. The dean may include a separate opinion on the academic
 958 merits of the proposal (GR VII.F.2.a).
 959

960 The dean shall include a statement of administrative feasibility for new certificate and degree
 961 programs and for certificate and degree programs with a significant change. [US: 4/23/2018]
 962

963 For degree programs and certificates that report to an office outside of a college, the Office of
 964 the Provost shall provide a statement of administrative feasibility for new degree programs, for
 965 degree programs with a significant change, or concerning for new certificates or certificates with
 966 a significant change. [US: 4/23/2018]
 967

968 Dual degree programs are simultaneously considered for approval by the respective college
 969 faculties pursuant to the above procedures. The respective deans may include separate
 970 opinions on the academic merits or the administrative feasibility of the proposal. One of the
 971 deans, or their designee shall forward a single dual degree proposal to the appropriate
 972 academic council of the Senate.
 973

974 **3.1.5.4.1.23.1.5.3.1.2 Graduate certificates or degrees**

975 In the case of proposals for graduate certificates or degrees, a proposal approved by the
 976 Faculty of the graduate program shall be forwarded by the Director of Graduate Studies to the
 977 dean of the college that contains the home educational unit of the graduate program. If so
 978 prescribed by the College Rules, the proposal may be reviewed by, and advisory opinion added
 979 by, faculty committees/councils of that college and by the dean of that college. The dean shall
 980 include a statement of administrative feasibility for new certificate and degree programs or for
 981 certificate and degree programs with a significant change. [US: 4/23/2018]
 982

983 For graduate degree programs and certificates that report to an office outside of a college, the
 984 Office of the Provost shall provide a statement of administrative feasibility for new degree

985 programs, for degree programs with a significant change, or concerning for new certificates or
 986 certificates with a significant change. [US: 4/23/2018]
 987

988 The Director of Graduate Studies, or their designee, shall then forward the proposal to the Dean
 989 of the Graduate School. If the proposal is for new graduate program and is arising from faculty
 990 in an educational unit that does not already home a graduate program, then the dean of the
 991 college containing that educational unit shall perform the administrative processing roles
 992 prescribed in this paragraph for the Director of Graduate Studies.
 993

994 **3.1.5.4.1.33.1.5.3.1.3 UK Core program**

995 Changes in the UK Core Program need approval of only the Senate's designated UK Core
 996 Education Committee prior to submission to the Senate Council and do not need the approval of
 997 any other college or academic council. Courses offered as a part of UK Core are processed
 998 through regular procedures under SR 3.2.4. [US: 5/7/2012]
 999

1000 **3.1.5.4.1.43.1.5.3.1.4 Badges**

1001 [US: 12/12/2022]

1002 For every badge, the college faculty body (or responsible faculty Senate-approved faculty body
 1003 if initiated outside of a college) reviews the badge proposal and either recommends approval or
 1004 makes the final decision to stop the proposal. For badges homed outside a college, the review
 1005 by an academic council will serve as the college-level faculty body review.
 1006

1007 Proposals for badges are submitted to the Senate Council office (not directly to an academic
 1008 council), for routing to the most appropriate academic council(s).
 1009

1010 **3.1.5.4.1.53.1.5.3.1.5 University Scholars Program (USP)**

1011 Graduate program faculty have the authority to accept students into their graduate programs
 1012 from undergraduate programs within the same or related field through the University Scholars
 1013 Program (USP). Upon submission of a request by the graduate program faculty and approval by
 1014 the Graduate Council, the Graduate School shall implement USP admissions into the graduate
 1015 program, in accordance with the requirements outlined in SR 3.1.1.1.7, SR 4.2.2.2.6, and SR
 1016 5.2.2. The Graduate School shall maintain a list of programs accepting students through USPs
 1017 and update it annually. [US: 4/10/2023]
 1018

1019 **3.1.5.4.23.1.5.3.2 Approval by Academic Council**

1020 [US: 10/11/99; SREC: 6/8/2006; US: 5/7/2012]
 1021

1022 **3.1.5.4.2.43.1.5.3.2.1 Jurisdiction.**

1023 The dean, or their designee, shall forward the proposal to the appropriate academic council as
 1024 provided below. Responsibility for the action on proposals concerning academic programs shall
 1025 be vested in the appropriate academic council as follows. [US: 5/7/2012]
 1026

1027 New professional degrees or changes in professional degree programs in the University of
 1028 Kentucky J. David Rosenberg College of Law do not require approval by an academic council
 1029 and are transmitted by the dean of the University of Kentucky J. David Rosenberg College of
 1030 Law, or their designee, directly to the Senate Council Office.
 1031

1032 **3.1.5.4.2.1.43.1.5.3.2.1.1 Health Care Colleges Council (HCCC)**

1033 Proposals for a certificate, degree, or badge shall be first forwarded to the HCCC if the program
 1034 involves the students in health care practices.*
 1035

1036 * “Health care practices” within the meaning of this rule includes those health care
 1037 practices that subject students to jurisdiction of the Board of Trustees-approved Health
 1038 Care Colleges Code of Student Professional Conduct (‘HCC Code’), even if the
 1039 practices are conducted as part of an undergraduate or graduate academic program
 1040 (see also HCC Code 1.B, para. 2) [SREC: 12/17/2013].
 1041

1042 **3.1.5.4.2.1.23.1.5.3.2.1.2 Undergraduate Council**

1043 All proposals concerning undergraduate certificate or degree programs, badges, or the Honors
 1044 College program credential, shall be forwarded to the Undergraduate Council [US: 5/7/2012]
 1045

1046 **3.1.5.4.2.1.33.1.5.3.2.1.3 Graduate Council**

1047 All proposals concerning graduate certificates, degrees, and badges shall be forwarded to the
 1048 Graduate Council. [US: 5/7/2012; 3/19/2018]
 1049

1050 **3.1.5.4.2.23.1.5.3.2.2 Action by Academic Council**

1051 Within 30 days of initial receipt of the proposal, the academic council(s) will take action on the
 1052 proposal or notify the college as to the status and reason for delay. The academic council will
 1053 evaluate the proposal for compliance with rules and regulations, and for its academic merit.
 1054 When the academic council has acted on a proposal, the chair of the academic council, or their
 1055 designee, shall forward its evaluation and recommendation to the Senate Council. If the
 1056 academic council submits a negative recommendation on the proposal, the chair of the
 1057 academic council shall notify the college at that time. [US: 5/7/2012]
 1058

1059 Negative recommendation from academic council will be processed as follows. If the academic
 1060 council has submitted a negative recommendation on the proposal, the Senate Council shall
 1061 either

- 1062
- 1063 i. forward the proposal to the next prescribed regular procedural step, or
 - 1064
 - 1065 ii. return the proposal to the academic council with particular instructions,
 1066
 - 1067 iii. decide on the academic merits that the proposal is not appropriate for Senate action
 1068 (see SR 1.3.1.1, item 7) and report the same to Senate at its next meeting. The
 1069 proposal may be introduced on the Senate floor if its initiator obtains the signature of ten
 1070 (10) Senators (SR 1.2.3.3).
 1071

1072 If the Senate Council decides to proceed with the next prescribed regular procedural step, then
 1073 the Senate Council Office shall first review the proposal for compliance with current Senate
 1074 Rules.
 1075

1076 **3.1.5.4.2.33.1.5.3.2.3 Review by Senate Council Office**

1077 The Senate Council Office shall review proposals for certificates, degrees, and badges for
 1078 compliance with current rules and regulations.
 1079

1080 **3.1.5.4.2.3.13.1.5.3.2.3.1 New Certificates and Degrees**

1081 : The Senate Council Office shall forward these proposals to the Senate's Academic Programs
 1082 Committee (SAPC, SR 1.4.2.7) for review. The SAPC shall submit its evaluation and
 1083 recommendation to the Senate Council.
 1084

1085 **3.1.5.4.2.3.23.1.5.3.2.3.2 Changes to Existing Certificates and Degrees**

1086 Except as otherwise provided in SR 3.1.3.3.3.2.3 and 3.1.3.4.4, the Senate Council Office shall
1087 forward these proposals to the Senate Admissions and Academic Standards Committee
1088 (SAASC, SR 1.4.2.3) if the proposal has been deemed by the college faculty or an academic
1089 council as a significant change concerning

1090

1091 i. admission requirements and grading rules,

1092

1093 ii. standards for granting academic credit,

1094

1095 iii. probation and suspension procedures,

1096

1097 iv. degree and graduation requirements, or

1098

1099 v. otherwise involve changes deemed significant pursuant to SR 3.1.3.1.3.

1100

1101 The SAASC shall submit its evaluation and recommendation to the Senate Council.

1102

1103 **3.1.5.4.2.3.33.1.5.3.2.3.3 Online Delivery for New and Existing Certificates and Degrees**

1104 The Senate Council Office shall forward these proposals to the Senate Distance Learning and
1105 e-Learning Committee (SCDLeL) if the proposal involves adding online delivery, which is a
1106 significant change. The SCDLeL shall submit its evaluation and recommendation to the Senate
1107 Council.

1108

1109 **3.1.5.4.2.3.43.1.5.3.2.3.4 Badges**

1110 The Senate Council office shall review the proposal for compliance with the Senate Rules.

1111

1112 **3.1.5.4.33.1.5.3.3 Final University Approval**

1113

1114 [US: 10/11/99; US: 2/10/03; US: 5/7/2012]

1115

1116 **3.1.5.4.3.13.1.5.3.3.1 New certificates and degrees**

1117 The Senate Council shall review the proposal received from the SAPC and take appropriate
1118 action. If the Senate Council approves the proposal for consideration by the Senate, the Senate
1119 Council shall place the proposal on the University Senate agenda for its action.

1120

1121 In the case of new degree-granting academic programs, the Senate shall either (1) approve the
1122 proposal and forward it through the University Senate Chair (the President) to the Board of
1123 Trustees for final University action, including also a Senate recommendation on the
1124 organizational placement of the degree program in a particular home educational unit and
1125 college, or (2) shall make the final University decision to disapprove and stop action on that
1126 proposal.

1127

1128 In the case of establishment of a new certificate, the Senate shall either (1) make the final
1129 University decision to approve the establishment of the certificate, including a recommendation
1130 to the Provost on the organizational placement of the certificate in a particular home educational
1131 unit and college, or (2) shall make the final decision to disapprove and stop action on that
1132 proposal.

1133

1134 In the case of Senate disapproval of a proposal, the Senate Council Office shall notify the
1135 college dean that forwarded the proposal. [US: 5/7/2012]
1136

1137 When a new certificate or degree has received final University approval, the Senate Council
1138 office shall notify the Provost, Registrar and other appropriate entities.
1139

1140 **3.1.5.4.3.23.1.5.3.3.2 Changes to existing certificates and degrees**

1141

1142 **3.1.5.4.3.2.13.1.5.3.3.2.1 Substantive changes as per SACSCOC**

1143 Program changes that the Office of Strategic Planning and Institutional Effectiveness has
1144 administratively noted in proposal documentation to be “substantive changes” per SACSCOC
1145 (AR 1:5), but which do not otherwise meet the definition for significant change (SR **3.1.3.1.3**),
1146 shall be processed by the Senate in a manner to meet any special accreditation requirements
1147 that become prescribed in AR 1:5 (GR IV.C.1). [US: 4/23/2018]
1148

1149 **3.1.5.4.3.2.23.1.5.3.3.2.2 Significant reduction**

1150 Significant reduction in an academic program or educational unit, including suspension of
1151 admissions to a program, significant reduction to a program, or closure of a program, within the
1152 meaning of SR 3.3 shall be processed within the University Senate as prescribed by SR **3.3**.
1153 [US: 4/23/2018]
1154

1155 **3.1.5.4.3.33.1.5.3.3.3 Use of Senate Courses in Professional Residency/Fellowship**

1156 If the curriculum of a professional residency or fellowship program is planned to require 18 or
1157 more credit bearing hours of Senate-approved courses this information shall be provided to the
1158 Senate Council for reporting to the Council of Postsecondary Education. [US: 5/7/2012]
1159

1160 **3.1.5.4.3.3.13.1.5.3.3.3.1 Other Changes**

1161 A proposal submitted by an academic council to the Senate Council office that has not been
1162 identified as a significant change by one of the lower levels of review or Senate Council Office
1163 (SR **3.1.3.1.3**), or that does not meet the definition of a minor program change (SR 3.1.3.3.4),
1164 shall proceed directly to 10-day post (SR **3.1.3.3.2.4**) unless the Senate Council decides to
1165 place the proposal on the University Senate agenda for Senate action. The Senate shall take
1166 final University action to either (1) approve the proposal, or (2) disapprove and stop action on
1167 that proposal. The Senate Council office shall circulate reports of these decisions to the Provost,
1168 Registrar and other appropriate entities. [US: 4/23/2018]
1169

1170 **3.1.5.4.3.3.23.1.5.3.3.3.2 Ten-Day Posting**

1171 The Senate Council Office shall post the types of program proposals listed below ~~to change an~~
1172 ~~existing certificate, degree, or badge~~ on the corresponding Senate website for ten business
1173 days, thereby providing University-wide notice. [US: 5/7/2012; DATE]

- 1174 • New minor
- 1175 • New badges
- 1176 • Regular change to existing degree, certificate, minor, or badge
- 1177 • Closing (including closing a modality) a degree, certificate, minor, or badge for which
1178 Senate previously approved permanent suspension of admissions

1179

1180 **3.1.5.4.3.3.33.1.5.3.3.3.3 Objections**

1181 During the 10-day posting period, any University Faculty member can raise an objection to a
1182 posted proposal through a member of the University Senate. If a Senator raises an objection in

1183 writing to the Senate Council and the objection is not resolved, then the Senator may have the
 1184 issue placed on the agenda of the next regular Senate Council meeting by having five Senators
 1185 submit an objection to the Senate Council Office. If the Senate Council deems the objection has
 1186 merit, then it will place the item on the Senate agenda. The Senate shall be informed about the
 1187 nature of the objection by information included with the proposal packet. Formal action by the
 1188 University Senate on the proposal is final Senate action. The Senate Council shall circulate
 1189 reports of these decisions to the Provost, Registrar and other appropriate entities. [US:
 1190 5/7/2012]

1191

1192 **3.1.5.4.3.3.43.1.5.3.3.3.4 Final approval**

1193 If no objection is raised to the Senate Council Office within ten business days of the posting,
 1194 then the proposal is approved as the final Senate action. The Senate Council Office will report
 1195 approvals to the Provost, Registrar and other appropriate entities. [US: 5/7/2012]

1196

1197 **3.1.5.4.3.43.1.5.3.3.4 Changes to the structure of UK Core.**

1198 In the case of proposals involving significant changes in the nature of UK Core, if the Senate
 1199 Council approves the proposed changes, the Senate Council shall put the proposal on the
 1200 Senate agenda for action. [US: 5/7/2012]

1201

1202 **3.1.5.4.4—Exception for minor program changes**

1203 [US: 10/9/2017]

1204

1205 **3.1.5.4.4.1 Procedure**

1206 ~~If a proposed program change meets the criteria of a minor program change, below, then the~~
 1207 ~~dean of the college shall forward the program change form directly to the Chair of the Senate~~
 1208 ~~Council for approval. If the Chair of the Senate Council concurs that the proposed change~~
 1209 ~~meets the criteria for a minor program change and approves it, the Chair of the Senate Council~~
 1210 ~~shall notify the Registrar's Office and the dean of the college originating the proposal. If the~~
 1211 ~~Chair of the Senate Council believes the change does not meet the criteria for a minor program~~
 1212 ~~change or does not approve the change, the Chair of the Senate Council shall disapprove and~~
 1213 ~~stop the proposal.~~

1214

1215 **3.1.5.4.4.2 Definition**

1216 ~~A request may be considered a minor program change if it meets one (or more) of the criteria~~
 1217 ~~below and it does not result in a change to the total credit hours required for the degree program~~
 1218 ~~and there is no need to change the descriptive, narrative Undergraduate Catalog language for~~
 1219 ~~the program.~~

1220

1221 ~~1. Updating a course prefix due to the home educational unit having received Senate~~
 1222 ~~approval to change that particular course prefix.~~

1223

1224 ~~2. Substituting one course for a comparable course with no change in credit hours if: the~~
 1225 ~~home educational unit offering the course is no longer offering the course; or the home~~
 1226 ~~educational unit is changing a sequence of courses; or the course is replacing a course~~
 1227 ~~the home educational unit intends to drop.~~

1228

1229 ~~3. Changing a list of electives, only when: the courses are all offered by the home~~
 1230 ~~educational unit offering the degree program; and there is no net decrease in the~~

1231 ~~number of elective courses available in the list; and there is no net decrease in the~~
 1232 ~~number of elective credit hours available in the list.~~
 1233

1234 **3.1.6 EFFECT ON CURRENT STUDENTS WHEN PROGRAM REQUIREMENTS CHANGE**

1235 **3.1.6.1 Undergraduate Certificates and Degree Programs**

1236 When requirements for an undergraduate certificate or degree program are changed after a
 1237 student has enrolled in it, the student shall have the option of fulfilling either the old or the new
 1238 requirements. In fulfilling the old requirements, if a student finds that necessary courses have
 1239 been eliminated or substantially revised, the student may substitute other courses with the
 1240 approval of the dean of the college. In this eventuality, however, the student shall not be forced
 1241 to comply with the new requirements.

1242 However, if a student interrupts their work in the program or the University for more than two
 1243 semesters, then the dean of the college shall determine which requirements the student shall
 1244 fulfill.

1245 If the curriculum revision is required by an external accreditation certification body, and this body
 1246 submits a written statement to the University that the accreditation of a program or certification
 1247 of its graduates is in jeopardy unless students fulfill the new requirements, the option of fulfilling
 1248 the old requirements shall not apply.

1249 This rule does not apply to the imposition of new or additional prerequisites for courses required
 1250 as outside curricular requirements by another program.

1251 **3.1.6.2 Graduate Certificates and Degree Programs**

1252 When Graduate School or graduate certificate or degree program requirements are changed
 1253 after a student has begun a course of study, the student shall have the option of fulfilling either
 1254 the old or new requirements.

1255 If the student elects to fulfill the old requirements but finds that necessary resources (e.g.,
 1256 courses, instruction in particular skills) are no longer available, the student may make
 1257 reasonable substitutes with the approval of the Graduate School Dean upon recommendation of
 1258 the Director of Graduate Studies.

1259 In the event that a student interrupts work on a graduate degree (i.e., is not enrolled) for one
 1260 calendar year or more, the Graduate School Dean shall determine, upon recommendation of the
 1261 Director of Graduate Studies, whether the old requirements or the new requirements shall apply.
 1262 In the event a student has not completed the requirements for the graduate degree five years
 1263 after the effective date of a change in degree requirements, the new requirements shall apply
 1264 unless determined otherwise by the Graduate School Dean. [US: 2/12/79]

1271 **3.1.6.3 Professional Certificate and Degree Programs**

1272 The colleges offering professional certificates and degrees reserve the right to change
 1273 curriculum requirements provided the program change has gone through the University's
 1274 approval process. Any such change in curriculum, however, shall not result in a longer tenure
 1275 for students enrolled in the program who are making satisfactory academic progress. [US:
 1276 10/12/87]
 1277
 1278

1279 **3.2. COURSES**1280 **3.2.1 DEFINITION OF “COURSE”**

1281 [US: 5/1/2023]

1282 A course is a unit of educational content with paced delivery to enrolled learners, which includes
 1283 required interactions with the supervising credentialed instructor during a fixed period of time
 1284 and that culminates in the instructor’s assessment of the learner’s attainment of specific learning
 1285 outcomes. Courses may be credit-bearing courses or non-credit-bearing.

1286
 1287 An activity will meet the Senate definition for a course when it substantially has the features
 1288 below as determined by Senate.

- 1289 1. Has educational content
- 1290 2. Has paced delivery
- 1291 3. Is delivered to learners
- 1292 4. Learners are enrolled in the activity
- 1293 5. Interactions with an Instructor are required
- 1294 6. The Instructor has the necessary credentials
- 1295 7. The course occurs during a fixed period of time
- 1296 8. The course has specific learning outcomes, requirements, or the equivalents
- 1297 9. The Instructor assesses learning

1298

1299 **3.2.1.1 Credit-Bearing Courses**

1300 Credit-bearing courses are reflected on an academic transcript and are under Senate’s purview.

1301

1302 **3.2.1.2 Non-Credit-Bearing Courses**

1303 [US: 5/1/2023]

1304 Non-credit-bearing courses are not recorded on an academic transcript.

1305

1306 When overseen by the college faculty of an educational unit (or other Senate-approved faculty
 1307 body), as delegated by the Senate per SR 3.2.3.3.1, non-credit-bearing courses do not require
 1308 approval beyond the educational unit, notwithstanding any other college- or department-level
 1309 rule requirements.

1310

1311 **3.2.2 REGULAR AND SUBSTANTIVE INTERACTION**

1312 All credit-bearing courses must support regular and substantive interaction (RSI) between the
 1313 students and the instructor, regardless of the course’s delivery mode (e.g., in-person, hybrid, or
 1314 online). (See also 6.1.1.1) [US: 12/13/2022]

1315

1316 **3.2.3 COURSE NUMBERING SYSTEM**1317 **3.2.3.1 Standard Numbering System**

1318

1319 The number system reflects the level of course material and associated rigor. With the exception of upper
 1320 graduate level and professional courses, any prerequisite restrictions limiting the level of a student
 1321 accepted into a course shall be specified in a course’s prerequisites. [US: 11/14/2016] Courses shall be
 1322 numbered as follows:

1323

1324 001-099 No credit, non-degree and/or developmental courses; [US: 9/10/2001]

1325		
1326	100-199	Freshmen-level <u>course</u> ; undergraduate credit only; [US: 11/14/2016]
1327		
1328	200-299	Sophomore-level <u>course</u> ; undergraduate credit only; [US: 11/14/2016]
1329		
1330	300-399	Junior-level <u>course</u> ; undergraduate credit only; [US: 11/14/2016]
1331		
1332	400-499	Advanced junior- and senior-level <u>course</u> ; undergraduate credit only;
1333		
1334	400G-499G	Senior and first-year graduate-level <u>course</u> ; graduate credit for non-majors only;
1335		[US: 11/14/2016]
1336		
1337	500-599	First-year graduate-level <u>course</u> ; undergraduate and graduate credit; [US:
1338		11/14/2016]
1339		
1340	600-799	Upper graduate-level <u>course</u> ; open only to graduate students; [US: 11/14/2016]
1341		
1342	800-999	Professional <u>programs course</u> ; open only to students enrolled in professional
1343		degree <u>programs</u> (see SR Error! Reference source not found.). [US: 2
1344		/13/2012; 11/14/2016; 3/19/2018]
1345		

1346 **3.2.3.2 Exceptions**

1347 Exceptions to the requirements for admission to courses may be made as follows [US:
1348 11/14/2016]:

1349 Seniors with superior ability or preparation may be admitted to courses numbered between 600
1350 and 799, upon approval of the instructor, the dean of the student's college and the dean of the
1351 Graduate School.
1352

1354 **3.2.3.3 Blocks of Numbers for Certain Courses**

1355 The following blocks of numbers are set aside by the Registrar's Office for use of specific
1356 courses as indicated:
1357

1358 **3.2.3.3.1 395 Independent Work or Independent Study**

1359 If a department offers more than one such course, numbers lower than 395 shall be used.
1360

1361 **3.2.3.3.2 Community engagement and other experiential learning courses**

1362

1363 **3.2.3.3.2.1 Definitions**

1364 For the purposes of experiential learning activities created and delivered from a unit faculty (SR
1365 **3.2.4.3.1**), the following apply. Any experiential learning activity that is required for a certificate,
1366 degree or academic honor recorded on the transcript must be tracked by a Senate numbered
1367 course for zero or more credit hours.
1368

1369 Community engagement describes the collaboration between institutions of higher education
1370 and their larger communities (local, regional/state, national, global) for the mutually beneficial
1371 exchange of knowledge and resources in a context of partnership and reciprocity.
1372

1373 **3.2.3.3.2.1.1 Community-based learning experiences**

1374 These are for-credit courses in which students apply, and thereby achieve greater mastery of,
1375 theoretical knowledge in real-world settings under the supervision of a faculty member.

1376

1377 **3.2.3.3.2.1.2 Service-learning.**

1378 This is an integrative experience through which learners engage in thoughtfully organized
1379 actions in response to community identified assets and needs. Experiences are designed to be
1380 reciprocal exchanges of knowledge and resources accomplished through service and reflection.
1381 Learning outcomes promote academic and civic engagement and are focused on an equal
1382 balance between holistic learner development and community well-being. Service-learning can
1383 be credit bearing or non-credit bearing.

1384

1385 **3.2.3.3.2.1.3 Outreach.**

1386 This is a focus on the application and provision of institutional resources for community use.
1387 Outreach can be formal or informal educational approaches to deliver university (research-
1388 based) information to the people and communities.

1389

1390 **3.2.3.3.2.1.4 Civic engagement.**

1391 This is working to make a difference in the civic life (both political and non-political processes) of
1392 our communities and developing the combination of knowledge, skills, values and motivation to
1393 make that difference.

1394

1395 **3.2.3.3.2.2 Reserved numbers for courses**

1396

1397 **3.2.3.3.2.2.1 396 University experiential education**

1398

1399 **3.2.3.3.2.2.2 399 Departmental field based experiential education**

1400

1401 May be repeated to a total of 30 hours. To provide the opportunity for students with the approval
1402 of a faculty member and the department chairman--or the department chairperson's designee--
1403 to earn credit for work-study experience. The student must work with a faculty member to
1404 describe the nature of the experience, the work to be performed, accompanying learning
1405 experiences, appropriate course credit for the work, and criteria by which the student's work
1406 may be evaluated. This information must be written and filed in the departmental office and the
1407 Office for Experiential Education prior to the student's registration for the course. Catalog
1408 descriptions of these courses shall include an explicit statement of the need for filling out a
1409 learning contract.

1410

1411 **3.2.3.3.3 CONS 599**

1412 Reserved for enrollment of consortium agreement students for purposes of assigning and
1413 tracking financial aid awards and full-time/part-time status [US: 9/13/2021]

1414

1415 **3.2.3.3.4 748 Master's Thesis Research**

1416 May be repeated three calendar years (0 credits). [US: 3/6/2000]

1417

1418 **3.2.3.3.5 749 Dissertation Research**

1419 May be repeated three calendar years (0 credits). [US: 3/6/2000]

1420

1421 **3.2.3.3.6 767 Dissertation residency credit**

1422 Residency credit for dissertation research after the qualifying examination. Students may
1423 register for this course in the semester of the qualifying examination. A minimum of two
1424 semesters are required as well as continuous enrollment (Fall and Spring) until the dissertation
1425 is completed and defended. (2 credit hours). [US: 2/13/2012]
1426

1427 * When the Senate approves a new graduate degree program the establishment of the
1428 767 course is automatic, and does not need to be submitted per se through the course
1429 approval process. [SREC: 3/28/2012]
1430

1431 **3.2.3.3.7 768 Residence credit for master's degree**

1432 May be repeated once (1-6 credits equivalence).
1433

1434 **3.2.3.3.8 769 Residence credit for doctoral degree**

1435 May be repeated indefinitely (0-12 credits equivalence).
1436

1437 **3.2.3.3.9 770–779 Seminar courses**

1438

1439 **3.2.3.3.10 790–799 Research courses**

1440

1441 **3.2.3.3.11 880–889 Seminar courses in professional degree programs**

1442 [US:3/19/2018]
1443

1444 **3.2.3.3.12 895–899 Independent work in professional degree programs**

1445 [US:3/19/2018]
1446

1447 **3.2.3.3.13 Reserved for the Council on Postsecondary Education**

1448 The following are reserved for enrollments to report numbers in these categories to the Council on
1449 Postsecondary Education:
1450

1451 **3.2.3.3.13.1 PD 099**

1452 Reserved for enrollment of Postdoctoral Scholars and Postdoctoral Fellows
1453

1454 **3.2.3.3.13.2 MC 800**

1455 Reserved for enrollment of Residents and Clinical Fellows in the health care professional programs
1456

1457 **3.2.3.4 Remedial Courses**

1458

1459 All remedial courses created by the University Senate shall be designated with the letter R
1460 following the course designation and number. No course designated with an R shall count for
1461 credit towards a degree at the University. [US: 3/7/88; US: 4/10/2000; US9/10/2001; SREC:
1462 6/8/2006]
1463

1464 **3.2.3.5 Expectations in 400G and 500-level courses**

1465 Combined instruction of graduate and undergraduate students in 400G and 500-level courses
1466 must be structured to ensure appropriate attention to both groups, and a corresponding
1467 differentiation in expectations. This differentiation is to be accomplished by (i) the completion of
1468 additional or distinct assignments by the enrolled graduate students that are consistent with

1469 graduate-level scholarship; and/or (ii) the establishment of different grading criteria in the course
 1470 for graduate versus undergraduate students, reflecting a higher standard for graduate students.
 1471 The grading scale for both graduate and undergraduate students must be clearly stated in the
 1472 syllabus. [US: 5/5/2003]

1473

1474 [See **Error! Reference source not found.** on documenting this information in a course s
 1475 yllabus.]

1476

1477 **3.2.4 PROCEDURES FOR PROCESSING COURSES AND CHANGES IN COURSES**

1478 [US: 11/14/88; US: 10/11/99; US: 5/7/12; US: 9/9/2013]

1479

1480 Applications for initiating new courses, changes in existing courses, or deleting courses, must
 1481 be processed as provided in this rule. [US: 5/7/2012]

1482

1483 This rule also applies to new or existing courses that bear the imprimatur of UK as an
 1484 educational institution, are taught by UK faculty, and are offered to the public. This rule applies
 1485 regardless of whether or not the course is recorded on an academic transcript and whether or
 1486 not the course is eligible toward a certificate or degree. This rule does not apply to individual
 1487 activities of a faculty member or other UK employee in which they may use the UK logo simply
 1488 to indicate their status as UK employees.

1489

1490 * This rule includes continuing education programs [US: 9/9/2013; SREC: 12/17/2013]

1491

1492 **3.2.4.1 Definitions**

1493 [US: 5/7/2012; 5/2/2022]

1494

1495 If changes to a course are being proposed as a part of a new academic program or change to
 1496 an academic program, then those course changes shall be incorporated into the proposal for
 1497 academic program change that is processed pursuant to SR **3.1.3.6.1**.

1498

1499 * The above rule will take effect when technologically feasible [SREC: 12/17/2013]

1500

1501 A change in course content that does not affect (i) use of the course to satisfy program
 1502 requirements; (ii) course number; (iii) course credit hours; or (iv) course title, is not considered
 1503 as a change to an academic program and shall be processed according to SR 3.2.4

1504

1505 In the course change procedures prescribed in SR 3.2.4, the “Dean” of courses homed outside
 1506 of a college is the officer appointed by the Provost, with concurrence of the Senate, to act in the
 1507 prescribed manner. For these courses, the faculty body responsible for the course content,
 1508 learning objectives, etc. and for taking the educational policy actions below, in the role of a
 1509 department faculty or graduate faculty, is the committee approved by the Senate to act as such
 1510 for the respective course. [US: 5/2/2022]

1511

1512 **3.2.4.1.1 Minor Course Change**

1513 [US: 10/11/1999; DATE]

1514

3.2.4.1.1 Procedure

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

3.2.4.1.1.2 Definition

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

1. Change in number within the same hundred series. For the purpose of this rule, courses numbered 600 to 799, and 800 to 999, are respectively considered to be in the same hundred series.

The change of a 400G course to a 400 course by the program that 'homes' the course is a regular course change because there may be other programs that do or plan to use that course in their own programs. [SREC: 3/28/2012]

2. An editorial change in the course title or description which does not imply change in content or emphasis

When a change in course prefix is made necessary by prior Senate approval of a change in the name of the associated academic program or a change in the name of the educational unit, the change to a completely new course prefix may be considered a minor change when the following standards are met: (1) there is no change in course content or emphasis; (2) there is no change in the 'hundred series' of the course number; and (3) there is no change of the educational unit responsible for the course. [SREC: 6/23/2011]

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

3.2.4.1.2 Regular Course Changes

Regular course changes are those that are not minor in nature. Every aspect of a course may be changed using the regular course change process. [US: DATE]

3.2.4.2 Forms to be Used

[US: 5/7/2012]

Senate Council-approved forms and other mechanisms to initiate proposals concerning courses are available at <http://www.uky.edu/universitysenate/forms> and shall be used to initiate proposals under SR 3.2.3.2.

1565 **3.2.4.3 Procedures to be Used**

1566 [US: 5/7/2012]

1567

1568 **Courses** that cannot be used toward a credit-bearing program If a proposed course cannot be
 1569 used toward a credit-bearing program (SR 3.1.1.1), , then final approval of the course is
 1570 conducted pursuant to the Rules of the College of the originating educational unit and does not
 1571 require approval above the level of the College. The College Rules may further delegate
 1572 responsibility to department or program faculties (GR VII.E.1-6). If the originating educational
 1573 unit is not administratively housed in a college, then the department chair or director shall
 1574 forward the proposal to the appropriate Academic Council, pursuant to SR **3.2.4.3.2.1** below.

1575 [US: 9/9/2013]

1576

1577 **3.2.4.3.1 Approval by the Faculty of Record**

1578 [US: 5/7/2012; 11/13/2023]

1579

1580 **3.2.4.3.1.1 Initial action**

1581 The Faculty of Record (SR 3.1.1) of the originating educational unit decides whether to approve
 1582 proposals for new courses or changes to courses (including changes to courses in the
 1583 educational unit's dual degree programs) (GR VII.E.1-5). For the Honors Program and UK Core,
 1584 the "Faculty" within the meaning of this rule is the body identified by the University Senate to
 1585 perform the educational policy-making functions of the respective program. [SREC: 8/18/06; US:
 1586 5/7/2012]

1587

1588 The proposal shall include identification of the educational unit/graduate program faculty serving
 1589 as the Faculty of Record for the program, or its delegated Faculty of Record (see SR 3.1.1).
 1590 For programs homed outside of a college, the proposal for the new program shall include the
 1591 Senate form proposing the composition of the body to act as an educational unit Faculty of
 1592 Record. [US: 11/13/2023]

1593

1594 The department chair/director shall forward the proposal to the College Faculty, in a manner
 1595 prescribed by the College Faculty Rules. The chair/director's transmittal attests thereby that the
 1596 proposal has been approved in accordance with the Rules of the Faculty of the originating unit.
 1597 The department chair/director may include a separate opinion on the academic merits or on the
 1598 administrative feasibility of the proposal.

1599

1600 * For the purposes of this rule and graduate courses, "The Faculty of the originating
 1601 educational unit" means the members of the graduate faculty of the program. [SREC:
 1602 10/25/2012]

1603

1604 * This rule does not have the intent or effect of prohibiting any college from seeking and
 1605 utilizing the opinion of any willing academic council of the Senate before the proposal is
 1606 submitted to the first officially required academic council of review [SREC: 12/17/2013].

1607

1608 Courses for dual degree programs are simultaneously considered for approval by the respective
 1609 unit faculties pursuant to the above procedures. One of the chairs/directors shall forward the
 1610 approved proposal to the College Faculty, or, in the case of dual degree programs that cross
 1611 colleges, to each College Faculty.

1612

1613 **3.2.4.3.1.2 Proposals for undergraduate or professional courses**

1614 In cases of proposals concerning courses for undergraduate or professional certificates or
 1615 degrees, or for the Honors College program credential, or for enrollment in undergraduate or
 1616 professional status, the College Faculty decides whether to approve the proposal (GR VII.E.3).
 1617 The dean shall forward an approved proposal to the appropriate academic council of the Senate
 1618 (SR **3.2.4.3.2**), attesting thereby that the proposal has been approved in accordance with the
 1619 College Faculty Rules. The dean may include a separate opinion on the academic merits or
 1620 administrative feasibility of the proposal (GR VII.F.2.a-c).

1621
 1622 Courses for dual degree programs are simultaneously considered for approval by each College
 1623 Faculty pursuant to the above procedures. The respective deans may include separate opinions
 1624 on the academic merits or on the administrative feasibility of the proposal. One of the deans shall
 1625 forward a single proposal for the dual degree course to the appropriate academic council of the
 1626 Senate.

1627

1628 **3.2.4.3.1.3 Proposals for graduate courses**

1629 In the case of proposals for courses for graduate certificates or degrees, or for enrollment in
 1630 graduate status, a proposal approved by the Faculty of the graduate program shall be forwarded
 1631 by the Director of Graduate Studies to the dean of the college that contains the home
 1632 educational unit of the graduate course. If so prescribed by the College Rules, the proposal may
 1633 be reviewed by, and advisory opinion added by, faculty committees/councils of that college and
 1634 by the dean of that college. The proposal shall then be forwarded to the Graduate Council. If the
 1635 proposal for new graduate course is arising from faculty in an educational unit that does not
 1636 already home a graduate program, then the dean of the college containing that educational unit
 1637 shall perform the administrative processing roles prescribed in this paragraph for the Director of
 1638 Graduate Studies.

1639

1640 **3.2.4.3.1.4 UK Core Courses**

1641 Changes in UK Core courses are submitted by the college first to the UK Core Education
 1642 Committee, before action by the Undergraduate Council. [US: 5/7/2012]

1643

1644 **3.2.4.3.1.5 Graduation Composition and Communication Requirement (GCCR) Courses**

1645 Changes in Graduation Composition and Communication Requirement courses are submitted
 1646 by the college for review by the Undergraduate Council.

1647

1648 **3.2.4.3.2 Approval by Academic Council**

1649

1650 [US: 10/11/99]

1651

1652 **3.2.4.3.2.1 Jurisdiction**

1653 The dean shall forward the proposal to the appropriate academic council as provided below.
 1654 Responsibility for recommendations on new courses, changes in courses and deletion of
 1655 courses (except for minor course changes as defined in SR **1.1.1.1.1**, below), shall be vested in
 1656 the appropriate academic council as follows, except where provided otherwise. [US: 5/7/2012]

1657

1658 After the College of Law faculty approves, pursuant to its established Rules, a proposal
 1659 concerning a new course or a change to a course, the College submits the proposal directly to
 1660 the Senate Council for ten-day posting (SR 3.2.3.3.4.1).

1661

1662 **3.2.4.3.2.1.1 Health Care College Council**

1663 The HCCC evaluates and makes recommendations on all proposals concerning courses which
 1664 may be used for credit toward a certificate, degree, or badge in a health profession that are
 1665 recommended by a health care college. Proposals for courses concerning an undergraduate or
 1666 graduate certificate or degree shall be first forwarded to the HCCC if the program involves the
 1667 students in health care practices. "Health care practices" within the meaning of this rule includes
 1668 those *health care* practices that subject the students to jurisdiction of the Board of Trustees-
 1669 approved Health Care Colleges Code of Student Professional Conduct ('HCC Code'), even if the
 1670 practices are conducted as part of an undergraduate or graduate academic program (see also
 1671 GR IV.C.1; HCC Code 1.B, para. 2). [SREC: 12/17/2013] After evaluation and recommendation
 1672 by the HCCC, the proposal shall be forwarded to the Undergraduate Council or Graduate
 1673 Council, as respectively appropriate.
 1674

1675 **3.2.4.3.2.1.2 Undergraduate Council**

1676 The Undergraduate Council evaluates and makes recommendations on all proposals
 1677 concerning courses which may be used for credit toward an undergraduate certificate, degree,
 1678 badge, or the Honors College program credential. The chair of the Undergraduate Council shall
 1679 forward to the Graduate Council recommendations on courses numbered 500 – 599.
 1680

1681 **3.2.4.3.2.1.3 Graduate Council**

1682 The Graduate Council evaluates and makes recommendations on all proposals concerning
 1683 courses which may be used for credit toward a graduate certificate, degree, or badge. The chair
 1684 of the Graduate Council shall forward to the Undergraduate Council recommendations on
 1685 courses numbered 400 – 499G or on changing a course number 500 – 599 to a course
 1686 numbered 400 – 499.
 1687

1688 **3.2.4.3.2.1.4 Disagreements between Undergraduate and Graduate Councils**

1689 Where the recommendation of the Undergraduate Council on a 500–599 level course is in
 1690 disagreement with the recommendation of the Graduate Council, or in the case when the
 1691 Graduate Council's recommendation on a 400G–499G level course is in disagreement with the
 1692 recommendation of the Undergraduate Council, the matter shall be referred to the Senate
 1693 Council for a decision.
 1694

1695 **3.2.4.3.2.1.5 Action by a council**

1696 Recommendations on proposals by an academic council and the UK Core Education
 1697 Committee shall be forwarded by the chair of the council or committee to the Senate Council.
 1698 (Exception: In the case of a proposed course homed outside the college that will not be
 1699 recorded on UK transcripts and cannot be used toward a Senate-approved degree or certificate,
 1700 the approval of the academic council is final (SR 3.2.3.2.1).
 1701

1702 **3.2.4.3.2.1.6 ~~Major Effect of course change on in-an academic program~~**

1703 If, in the judgment of an academic council a proposal concerning a course ~~constitutes a major~~
 1704 ~~change in an academic program should be accompanied by a program change~~, then the chair of
 1705 the academic council shall return the proposal to the college for processing ~~as-with~~ a program
 1706 change (SR **3.1.3**).
 1707

1708 **3.2.4.3.2.1.7 ~~Other new courses or changes in courses~~**

1709 ~~All other new courses or changes in courses will be approved by the Senate Council only.~~
 1710

1711 **3.2.4.3.3 Final University approval by the Senate**

1712 [US: 10/11/99; US: 2/10/03; US: 5/7/2012]

1713

1714 **3.2.4.3.3.1 10-Day Posting**

1715 Course proposals submitted from the academic councils (SR3.2.3.3.3) or the Senate Council
1716 (SR 3.2.3.3.3.1.7) or the Rosenberg College of Law (SR 3.2.3.3.3.1) shall be posted by the
1717 Senate Council Office to the corresponding Senate website for ten business days, thereby
1718 providing University-wide notice [US: 5/7/2012]

1719

1720 **3.2.4.3.3.2 Procedure for handling objections to posted course proposals**

1721 During the 10-day posting Any University Faculty member can raise an objection to a posted
1722 proposal through a member of the University Senate. If a Senator raises an objection to the
1723 Senate Council and the objection is not resolved, then the Senator may have the issue placed
1724 on the agenda of the next regular Senate Council meeting by having five Senators submit an
1725 objection to the Senate Council Office. If the Senate Council deems the objection has merit,
1726 then it will place the item on the Senate agenda. The Senate shall be informed about the nature
1727 of the objection by information included with the proposal packet. Formal action by the
1728 University Senate on the proposal is final. The Senate Council shall circulate reports of these
1729 decisions to the Provost, Registrar, and other appropriate entities. [US: 5/7/2012]

1730

1731 **3.2.4.3.3.3 Final approval**

1732 If no objection is raised in writing to the Senate Council Office within ten days of the posting the
1733 proposal, then it is approved. The Senate Council Office will report approvals to the Provost,
1734 Registrar and other appropriate entities. [US: 5/7/2012]

1735

1736 **3.2.4.3.4 Cross-listing**

1737 If an educational unit Faculty wishes to cross-list an existing course, then it shall first seek the
1738 approval of the Faculty of the educational unit that currently offers the course. If each Faculty of
1739 the two units approves the cross-listing (which shall be attested to by each unit chair/director in
1740 the proposal documentation), then the requesting educational unit shall submit a form for a
1741 minor course change of the existing course. If the units are in different colleges, both deans
1742 must signify approval in the similar respective capacities as described above for the two unit
1743 chair(s)/director(s). Cross-listing shall not be used as justification for duplication of teaching
1744 effort. The chair of the home educational unit of the course must agree on the time, place and
1745 instructor(s) in scheduling of the cross-listed course.

1746

1747 **3.2.4.3.5 Replaced courses**

1748 If a new course is created through substitution, replacement, consolidation or combination of
1749 one or more courses, a form for dropping the eliminated course must be processed in the
1750 prescribed manner.

1751

1752 ~~**3.2.4.3.6 Exception for minor changes**~~

1753 ~~[US: 10/11/99]~~

1754

1755 ~~**3.2.4.3.6.1 Procedure**~~

1756 ~~If a proposed course change meets the criteria of a minor change below, then the dean of the~~
1757 ~~college shall forward the course change form directly to the Chair of the Senate Council for~~
1758 ~~approval. If the Chair of the Senate Council concurs that the proposed change meets the criteria~~
1759 ~~for a minor change, then the Chair of the Senate Council shall notify the Registrar's Office and~~

~~the dean of the college originating the proposal. If the Chair of the Senate Council believes the change is not minor, then the Chair of the Senate Council shall return the proposal to the dean of the college originating the proposal, for processing through the procedure for regular course approval.~~

3.2.4.3.6.2 Definition

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

- ~~1. Change in number within the same hundred series. For the purpose of this rule, courses numbered 600 to 799, and 800 to 999, are respectively considered to be in the same hundred series;~~

~~* The change of a 400G course to a 400 course by the program that 'homes' the course is a major course change because there may be other programs that do or plan to use that course in their own programs. [SREC: 3/28/2012]~~

- ~~2. an editorial change in the course title or description which does not imply change in content or emphasis~~

~~* When a change in course prefix is made necessary by prior Senate approval of a change in the name of the associated academic program or a change in the name of the educational unit, the change to a completely new course prefix may be considered a minor change when the following standards are met: (1) there is no change in course content or emphasis; (2) there is no change in the 'hundred series' of the course number; and (3) there is no change of the educational unit responsible for the course. [SREC: 6/23/2011]~~

- ~~3. a change in prerequisite(s) which does not imply a change in course content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s)~~

- ~~4. a new cross-listing or a change in the cross-listing status of a course, as described above~~

- ~~5. correction of typographical errors.~~

3.2.4.4 Automatic Deletion of Courses from Schedule of Classes

[SREC: 11/14/88]

If any course has not been taught within a four-year period, the Registrar shall remove the description of the course from the Schedule of Classes. A course so removed from the Schedule of Classes shall remain in the Registrar's inventory of courses for an additional four years (unless the college submits a course deletion form to the Registrar requesting deletion of the course). During the additional four-year period, the college may offer the course and, if it is taught, the Registrar shall restore its description to the Schedule of Classes. If it is not taught within the four-year period, the course shall be removed from the Registrar's inventory of courses. [US: 2/10/86]

1808 A course that has been removed from the Schedule of Classes but remains in the University
 1809 course file may be changed following the normal change procedures; the change does not
 1810 affect its status, and it cannot be restored to the Schedule of Classes until it is taught.

1811
 1812 A cross-listed course which has had no subscribers in one department for the past four years
 1813 shall continue to be listed in the Schedule of Classes providing it has been taught by the other
 1814 department in that time. A cross-listed course which has had no subscribers in one department
 1815 for eight years is automatically removed from the Schedule of Classes as one of that
 1816 department's courses (i.e., it is no longer a cross-listed course).

1817
 1818 **3.3. CREATION, CONSOLIDATION, CHANGE, TRANSFER, CLOSURE, ABOLITION, OR**
 1819 **SIGNIFICANT REDUCTION OF ACADEMIC PROGRAMS AND EDUCATIONAL UNITS**

1820 [US: 11/10/2003]

1821 **3.3.1 ROLE OF THE UNIVERSITY SENATE**

1822 In accordance with the principles established by the Board of Trustees in its Governing
 1823 Regulations (GRs), and in accordance with requirements of CPE and SACS, the University
 1824 Senate:

- 1825
 1826 1. Approves for transmittal to the Board of Trustees, through the Provost/President,
 1827 proposals to create or close degree-granting academic programs, (GR IV.C.2);
 1828
- 1829 2. Is responsible for all other decisions on the academic status or content of academic
 1830 programs (GR IV.C.2; GR IV.C.3);
 1831
- 1832 3. Must be consulted for its recommendation on proposals concerning the University's
 1833 academic organization (GR IV.C.5; GR VII); and
 1834
- 1835 4. May opt to advise the Provost and President on matters concerning physical facilities,
 1836 personnel and other resources when these may affect the attainment of educational
 1837 objectives (GR IV.C.6)
 1838

1839 A recommendation to create, consolidate, transfer, close, abolish, or significantly reduce an
 1840 academic program or educational unit may be made by the program faculty, Department
 1841 Chair/School Director, Dean, Provost, or President. Before such a recommendation is acted
 1842 upon, and whether or not it is likely to entail the termination or the transfer of faculty, the
 1843 proposal must be considered by the University Senate (GR IV.C.1, 2, 5; GR VII.A). This
 1844 necessitates submission of such proposals to the Senate Council for presentation to the
 1845 University Senate.

1846 **3.3.2 PROCEDURES REGARDING SUCH CHANGES IN AN ACADEMIC PROGRAM OR** 1847 **EDUCATIONAL UNIT**

1848 Proposals concerning creation of academic programs, or change to academic programs other
 1849 than significant reduction or closure, shall follow procedures in SR 3.1.3. Proposals concerning
 1850 significant reduction to or closure of academic programs shall include the procedures and
 1851 considerations below.

1852 1853 **3.3.2.1 University Senate Review Submission Procedure** 1854

1855 **3.3.2.1.1 Proposals initiated by program/unit faculty**

1856 Proposals ~~initiated by the faculty of the academic program or educational unit~~ shall follow the
 1857 procedures established in the *University Senate Rules* and ~~or~~ those established by that unit-
 1858 and those established by the college. The proposal must be submitted to the Senate within 12
 1859 months of when the faculty of record approved the proposal. [US: DATE]
 1860

1861 ~~**3.3.2.1.2 Proposals initiated by the Department Chair/School Director**~~

1862 ~~Proposals initiated by the Department Chair/School Director will follow the existing procedures~~
 1863 ~~established by the respective unit for program or educational unit change and then be referred~~
 1864 ~~via the Dean (in keeping with College level procedures) to the Senate Council. The Department~~
 1865 ~~Chair/School Director will use the Senate-approved routing form to include evidence of~~
 1866 ~~compliance with existing unit procedures for (a) faculty approval of proposals for significant~~
 1867 ~~reduction to or closure of an academic program, or for (b) faculty advisement on proposed~~
 1868 ~~changes to academic organization.~~
 1869

1870 ~~**3.3.2.1.3 Proposals Initiated by the Dean**~~

1871 ~~Proposals initiated by, or forwarded to, the Dean will follow the existing procedures established~~
 1872 ~~by that college for academic program or educational unit change, and then be referred via the~~
 1873 ~~Dean to the Senate Council. The Dean will use the Senate-approved routing form to include~~
 1874 ~~evidence of compliance with existing college procedures for (a) faculty approval of proposals for~~
 1875 ~~significant reduction to or closure of an academic program, or for (b) faculty advisement on~~
 1876 ~~proposed changes to academic organization.~~
 1877

1878 ~~**3.3.2.1.4 Academic program proposals initiated by the Provost, Vice President for**~~
 1879 ~~**Research, or President**~~

1880 ~~Proposals for significant reduction to or closure of an academic program administratively~~
 1881 ~~initiated by or through the Provost, Vice President for Research, or President will follow the~~
 1882 ~~existing procedures established by the affected college, or by the program faculty, for academic~~
 1883 ~~program change, using the Senate-approved form. Proposals administratively initiated by or~~
 1884 ~~through the Provost, Vice President for Research or President but concerning the creation of or~~
 1885 ~~change to an educational unit shall be processed to the Senate Council and are expected to~~
 1886 ~~include the considerations in SR **3.3.2.1.5**. The proposal must be submitted to the Senate within~~
 1887 ~~12 months from when the unit faculty was last consulted.~~
 1888

1889 ~~**3.3.2.1.5**~~ **3.3.2.1.2 Administrative consultation with faculty on academic organization**
 1890 **or infrastructural issues**

1891 A submitted proposal is expected to include a full accounting by the respective dean(s) and
 1892 Provost of the disposition of faculty, staff and resources (financial and physical), including
 1893 willingness of donating units to release faculty lines for transfer to a different educational unit, in
 1894 addition to consultation with the faculty of the unit to which the faculty lines are proposed to be
 1895 transferred. The department chair and dean ought to address (and the proposal ought to
 1896 document) the viewpoints and votes of unit faculty and department/college committees. The
 1897 proposal is expected to include letters of support (or opposition) from senior faculty or
 1898 administrators, and where helpful supporting letters from outside the University.
 1899

1900 ~~**3.3.2.1.6**~~ **3.3.2.1.3 Definition of significant reduction of an academic program or**
 1901 **educational unit**

1902 A significant reduction is one that 1) involves a curricular impact on a unit or a program offered
 1903 by the unit; or 2) impacts the character or the purpose of the unit or of a program offered by the

unit. See SR 3.1.5.1.5 for more information about significant changes. [US: DATE] For the purposes of SR 3.3.2, the academic decision to temporarily suspend admissions to a Senate-approved academic program for longer than a single year is a ‘significant reduction,’ which must be forwarded to the Senate for approval. An academic decision to suspend admissions to a Senate-approved academic program for not longer than one year may be made by the final decision of the college faculty, pursuant to the established college faculty rules document.

3.3.2.1.4 Two Types of Suspension of Admissions

3.3.2.1.4.1 Temporary (Non-significant) Suspension of Admissions

[US: DATE]

It is not a significant reduction if the unit faculty wishes requests to temporarily suspend admissions into a Senate-approved academic program for up to one academic year into a Senate-approved academic program for reasons related to: 1) controlling enrollment; or 2) revising the curriculum in such a way that warrants temporary suspension of admissions . The faculty of record make the final academic decision to do so. [DATE]

3.3.2.1.4.1.1 Processing Requests for Temporary (Non-Significant) Suspension of Admission

[US: DATE]

To ensure other University offices are informed of the suspension, the unit faculty must document their intent by submitting the appropriate Senate Council-approved form. A faculty of record may suspend admissions for an additional year, for a maximum temporary suspension of two academic years, by submitting the requisite form a second time.

3.3.2.1.4.2 Permanent (Significant) Suspension of Admissions

[US: DATE]

It is a significant reduction if a unit faculty wishes requests to permanently suspend admissions for any period of time into a Senate-approved academic program or suspend admissions and close a program for reasons other than 1) controlling enrollment; or 2) revising the curriculum in such a way that warrants temporary suspension of admissions suspending admissions into a Senate-approved academic program. As significant reductions these proposals

3.3.2.1.4.2.1 Processing Requests for Permanent (Significant) Suspension of Admissions

[US: DATE]

A proposal to permanently suspend admissions into a program but not close the program is a significant change and will be processed as such.

A proposal to permanently suspend admissions into a program and close the program is a significant change and will be processed as such.

If the Senate previously approved permanent suspension of admissions into a program but the program was not closed, a subsequent proposal for closure is not a significant change and will be processed via a 10-day post, as described in SR 3.3.2.5.

Proposals to create a new academic program are processed pursuant to SR 3.1.5.1 and, or to make changes to an academic program that are not a “significant reduction” to or closure of the program, are processed pursuant to SR 3.1.5.1.23.1.3. A college faculty may opt to have an issue concerning temporary suspension of admissions to an academic program forwarded to the Senate Council for Senate consideration.

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All proposals for changes to academic organization must be processed through the University Senate, pursuant to the procedures in this rule (GR IV.C; GR VII.A). For the purposes of initiating the procedures here under SR **3.3.2.2**, the initiator of the proposal concerning significant reduction in infrastructural support for an educational unit or for an academic program has the responsibility for determining that the proposed infrastructural change that impinges on the attainment of educational objectives is a “significant reduction.” In making that determination, the initiator of the proposal should consult with the members of the affected units.

3.3.2.1.73.3.2.1.5 Definition of an educational unit

SR **3.3.2.2** complies with the definition of the Board of Trustees that the educational units of the University are colleges, schools, departments, graduate centers, interdisciplinary instructional programs, and multidisciplinary research centers/institutes (GR VII.C.1-2).

3.3.2.2 University Senate Review Procedures

3.3.2.2.1 Initial review

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

* The reference below to “academic programs” in the title to SR 3.3.2.2.1.1 and to “academic infrastructure” in the title to SR 3.3.3.2.2.1.2 means that the considerations in SR 3.3.2.2.1.1 are to be applied by the Senate Academic Programs Committee to proposals concerning academic content or academic status of a program, while considerations in SR 3.3.3.3.1.2 are to be applied by the Senate Academic Organization and Structure Committee to proposals concerning the educational unit structure or academic reporting. [SREC: 12/17/13]

* The lists in SR 3.3.2.2.1.1 and SR 3.3.2.2.1.2 are neither exhaustive of all potentially relevant considerations, nor required to be considered when not pertinent [SREC: 12/17/13].

3.3.2.2.1.1 Academic program considerations

1. The centrality of each program or course of study to the mission of this institution or to the mission of the college, school, or department within which it is located;
2. The academic strength, productivity and quality of the academic program or unit, and of its faculty;
3. The importance of the academic program to the state or region in terms of its cultural, historic, political, economic, or other social resources;

- 2001 4. The importance of the program to the state or region in terms of its geologic, geographic,
- 2002 environmental, or other natural resources;
- 2003
- 2004 5. The relationship of the academic program and the work done therein to some essential
- 2005 program or function performed at this institution;
- 2006
- 2007 6. The current student demand and projected enrollment in the subject matter taught in the
- 2008 program or unit;
- 2009
- 2010 7. The current and predicted comparative cost analysis/effectiveness of the program;
- 2011
- 2012 8. The duplication of work performed in the academic program by work done in other
- 2013 programs or departments at other public institutions of higher education elsewhere within
- 2014 the Commonwealth of Kentucky; and
- 2015
- 2016 9. The academic policies of the program faculty that are made necessary by, or in
- 2017 response, to requirements of governmental or accrediting bodies (GR IV.C.1).
- 2018

2019 **3.3.2.2.1.2 Academic infrastructural considerations**

- 2020 1. The current and proposed structural organization of the unit.
- 2021
- 2022 2. How the structural change involves other units and fits with department, college, and/or
- 2023 university objectives and priorities.
- 2024
- 2025 3. How this structural change affects the position of the unit relative to state and
- 2026 benchmark institutions, and to SACS/CPE/professional accrediting bodies (GR IV.C.1).
- 2027
- 2028 4. How the new structure will be evaluated as meeting (or not) the objectives for forming
- 2029 the new structure, including the timing of key events.
- 2030
- 2031 5. How the new structure will impact plans for student recruitment, enrollment, education,
- 2032 and competitiveness.
- 2033
- 2034 6. The qualifications of the key unit personnel, and where appropriate the processes for
- 2035 searching for an interim leader or unit chair/director.
- 2036
- 2037 7. The faculty/staff to be associated with the unit, allocation of DOE for unit activities,
- 2038 tenured/tenure eligibility, joint faculty, voting rights in policy-making, etc.
- 2039

2040 **3.3.2.2.2 Academic program or educational unit review**

2041 Before the respective committee completes its report and recommendations, it shall examine

2042 any program or unit review report prepared within the previous 3 years; if no such report exists,

2043 the Senate Council will request that the Provost conduct a review of the academic program or

2044 educational unit as expeditiously as appropriate (not to exceed 6 months, excluding summer).

2045 The committee will ~~also conduct~~ensure that at least one ~~open hearing~~open forum was

2046 conducted by the proposing unit, at which any employee or student affected or concerned about

2047 the proposed action ~~may~~was permitted to make written submissions or oral presentations.

2048 These open session(s) ~~are~~should be for the purpose of obtaining information, not. ~~They are not~~

2049 ~~intended~~as an adversarial or adjudicatory process. [US: DATE]

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2051 **3.3.2.2.3 Information-sharing with affected faculty**

2052 The committee/council shall share with the academic program or educational unit and the
2053 affected faculty therein any information and documents it may obtain during its review of the
2054 proposal. It will endeavor to do so at least ten (10) working days before any meeting (see SR
2055 3.3.2.2.2 above) with the academic program/educational unit and affected faculty. Within the
2056 above framework, the committee/council may establish such additional procedures, including
2057 time limitations and rules for relevance, as it determines necessary to proceed in an ordered
2058 and efficient manner.

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2060 **3.3.2.2.4 Completion of review and recommendations**

2061 Upon completing its review, the committee/council may recommend modifications to the
2062 proposal, acceptance of the proposal as submitted, or rejection of the proposal.

2063

2064 **3.3.2.2.5 Final steps**

2065 The respective committee/council(s) shall forward its (their) recommendations to the University
2066 Senate through the Senate Council. The University Senate shall make, as appropriate, either a
2067 final academic decision on the proposal, or a recommendation to the Provost.

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2069 **3.3.2.3 Procedures Following University Senate Review**

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2071 **3.3.2.3.1 Proposals concerning changes to academic programs**

2072 When the University Senate acts pursuant to SR **3.3.2.2.5** to either (a) make the decision to
2073 academically approve the closure of a degree program or (b) make the final academic decision
2074 for the University on any other proposal concerning an academic program, it shall notify the
2075 Provost of its decision. In the case of a University Senate decision to close a degree program,
2076 the Provost shall forward the University Senate's recommendation to the President for
2077 transmittal to the Board of Trustees.

2078

2079 **3.3.2.3.2 Proposals concerning academic organization**

2080 The University Senate shall transmit its recommendation on the proposal concerning the
2081 University's academic organization to the Provost.

2082

2083 (For a proposal to transfer programs leading to a certificate to a different educational
2084 unit, if the transfer will move the academic program to a different unit within the same
2085 college, the Provost shall either make the final administrative decision or may delegate
2086 to the Dean of that college the authority to make the final administrative decision. If the
2087 transfer will move the academic program outside of its current college, the Provost will
2088 make the final University administrative decision.)

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2090 The Provost may submit the recommendation on the proposal forwarded from the University
2091 Senate to the President for approval, terminate further consideration of the proposal, or make
2092 modifications to the proposal. In the latter case, the Provost, as a University Senate member,
2093 must include the University Senate's recommendation when submitting the modified proposal to
2094 the President, the Chair of the University Senate, for consideration. The Senate Council may
2095 ask the Provost to explain the rationale for modifications to the proposal that the Provost had
2096 made. The President may approve the proposal and recommend it to the Board of Trustees, or
2097 refer the proposal to the Provost and/or University Senate for additional considerations, or
2098 disapprove and stop the proposal, unless the University Senate expressly requests that the
2099 proposal be presented to the Board.

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3.3.2.3.3 Time limits

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

3.3.2.4 Rules Governing Academic Program or Educational Unit Change

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

3.3.2.4.1 Consideration of affected students

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

3.3.2.4.2 Consideration of affected faculty

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

3.3.2.4.3 Reestablishment of eliminated program or unit

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

3.3.2.5 Closure of a Previously Suspended Program

[US: DATE]

If a proposal to permanently suspend admissions into a program was previously approved by Senate but closure was not requested at that time, the unit must follow the Senate process to either request closure or submit a significant program change proposal to reestablish the program. The request for closure or submission of a significant program change must be made by the unit no later than the fourth year following the academic year in which suspension was effective.

In the fourth academic year following the year in which the suspension was approved, the office responsible for teach-out plans will notify the Senate Council office, which will in turn will notify

2148 the department chair and dean of the need for the unit to submit an official closure request,
2149 which will be processed via a 10-day post, as described in SR 3.2.4.3.3.
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2151 **3.3.3 PROCEDURES REGARDING SUCH CHANGES IN OTHER EDUCATIONAL UNITS**
2152 **(E.G. MULTIDISCIPLINARY RESEARCH CENTERS OR INSTITUTES;**
2153 **INTERDISCIPLINARY INSTRUCTIONAL PROGRAMS)**

2154 "Other educational units" include those that are engaged in multidisciplinary research or
2155 interdisciplinary instruction, whether or not such programs lead to a degree or are ones in which
2156 work done by students is awarded academic credit. Examples include non-credit bearing
2157 multidisciplinary research programs conducted at centers or institutes, or a transcribed
2158 academic credential (e.g. an Honor) that is not a certificate or degree. Proposals concerning
2159 these programs will follow the procedures outlined above as appropriate. [SC: 3/26/2018]

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