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## **Section 1. The University Senate**

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

#### **1.1. AUTHORITY AND DEFINITIONS**

##### **1.1.1 AUTHORITY**

###### **1.1.1.1 Scope of Authority of University Senate**

The authority exercised by the total University Senate membership is as delegated by the Board of Trustees in the Governing Regulations of the University of Kentucky (hereafter: “the University”), Part IV, THE UNIVERSITY SENATE. The elected faculty representatives in the University Senate have the authority to perform particular functions assigned to “the faculty of the University” under KRS 164.240 (Governing Regulations IV.A, B). Each department faculty (or faculty of a Center/Institute) has jurisdiction and primary responsibility over its internal educational policies, within the limits of the educational policies of its school faculty of which it is a part (if applicable), and of its respective college faculty, all of which are subject to the broad academic policies prescribed in these *University Senate Rules* (GR VII.E.1-6).

###### **1.1.1.2 Scope and Authority of University Senate Rules**

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

###### **1.1.1.3 Authority to Waive University Senate Rules**

These Rules may be waived under extraordinary circumstances by the Chair of the Senate (President), by the University Senate Council (hereafter: “Senate Council”) or by the Senate Council Chair if the decision is necessary before the next meeting of the Senate Council. Any waiver by the Senate Chair or Senate Council Chair must be reported with justification to the Senate Council and all waivers, whether by the Senate Chair, Senate Council Chair or by the Senate Council, must be reported with justification to the Senate at its next meeting. However, under no circumstances may the Senate Chair or the Senate Council Chair waive a rule

concerning conditions for admission (SR [4.1](#), [4.2](#)), or a rule concerning the number of credits or quality points required for graduation (SR [3.1.1](#)) established by the faculty of the university pursuant to KRS 164.240 ([GR III](#)). It is emphasized that authority described hereabove to waive a Rule in the situation of a needed “decision” does not confer the authority to create a new Rule.

#### **1.1.1.4 Authority to Amend University Senate Rules**

These Rules may be amended only by the Senate or, where appropriate, by the action of the elected Faculty Senators at a meeting of the Senate. [US: 2/12/2001; 2/13/2006]

### **1.1.2 DEFINITIONS**

#### **1.1.2.1 Faculty Employees**

University employees who (1) have tenure, or (2) hold an academic rank of either Instructor, Assistant Professor, Associate Professor, Professor; Librarian IV, III, II, I; Lecturer, or Senior Lecturer, and whose primary [i.e., more than fifty percent (50%)] assignments are in teaching, research, and/or public service, are defined as having the employment status of “faculty” employee, as distinguished from “staff” employee (*Human Resources Policies and Procedures Administrative Regulation 4.0(1)*; [GR VII.D](#)). An individual who is a member of the employment group “faculty” is for the purposes of these *University Senate Rules* hereafter referred to as a “faculty member” or “faculty employee,” as appropriate to the context.

#### **1.1.2.2 Members of Faculties of Colleges, Schools, Departments, Graduate Centers, and the Libraries**

All regular full-time faculty employees with their primary appointment in the educational unit, and having the rank of Assistant Professor, Associate Professor or Professor in the Regular, Special, or Extension title series, or the rank of Librarian III, II or I in the Librarian title series, are voting members of the faculty body of the respective educational unit. The above College Faculty may extend College Faculty membership, with the privilege to participate in college-level votes, to Clinical Title Series or Lecturer Series faculty employees, whose primary appointment is in the college. In addition, the above College Faculty may extend College Faculty membership, with or without the privilege to participate in college-level votes, to Research Title Series faculty employees or to other eligible faculty employees, whose primary appointment is in the college. ([GR VII.E.2-6](#); [AR 2:5](#), 2:6, 2:9).

#### **1.1.2.3 Members of the University Faculty**

The governance body referred to by state law (KRS 164.240; KRS 164.131(3)) as “the faculty of the University” is designated hereafter as the “University Faculty.” The faculty employees who are “members of University Faculty” are collectively those faculty employees that are regular, full-time

members of the faculties of all the colleges (including the Graduate School and the Libraries). The President, deans, associate deans and assistant deans of colleges, by virtue of their office, are also members of the faculties of colleges and hence are also members of the University Faculty (GR VII.E.3.A; GR III.B.2).

#### 1.1.2.4 Educational Policies

Policies concerning the following: academic conditions and requirements for admission, attendance and graduation; curricula; course offerings; course evaluation; student advising; undergraduate, graduate and research programs; professional programs; and academic service functions centered in an educational unit. (GR III; GR VII.E.3-5; AR 1:4.VI)

### 1.2. FUNCTIONS & COMPOSITION OF THE UNIVERSITY SENATE

#### 1.2.1 FUNCTIONS OF THE UNIVERSITY SENATE

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

1. to determine the broad academic policies of the University, including the similar academic policies that may be made necessary by governmental or accreditation agencies, and to make rules to implement these policies (SR 3-10);
2. to approve for submission to the Board of Trustees all proposals for the establishment or closure of degree-granting academic programs, and to make all other decisions on the academic status or content of academic programs (SR 3; SR 4.2 ); [SC: 4/5/2010]
3. make final decisions for the University on curricula and courses, certificates and diplomas offered at the University (SR 3.1.1, SR 4.2, SR 5.5.3) [SC: 4/5/2010]
4. to adopt policies for the University calendar and establish the annual calendar upon recommendation by the Associate Provost for Enrollment Management (SR 2);
5. to recommend to the President and Provost on the establishment, alteration, abolition, and reporting relationships of educational units in the University (SR 3.3);
6. to advise the President or the President's designated officer on the planning of physical facilities and personnel and other resources when these may affect the attainment of the educational objectives of the University (SR 1);

7. to advise the President or the President's designated officer through appropriate committees on criteria, policies and procedures for performance review, appointments, promotions, reappointments, granting of tenure and benefits to faculty (SR 1);
8. to prescribe the conditions for admission (SR 4.1, SR 4.2), and the conditions for degrees other than Honorary Degrees pursuant to KRS 164.240 (SR 3.1.3;5.5.2.2 );
9. to recommend to the Board of Trustees all graduating candidates that have been approved for degrees pursuant to KRS 164.240 (SR 1.4);
10. to periodically review and recommend to the Board of Trustees conditions that it may prescribe for the award of Honorary Degrees pursuant to KRS 164.240 (SR 5.5.2.3, SR 5.5.2.4); and
11. to recommend to the Board of Trustees candidates to whom it may confer Honorary Degrees pursuant to KRS 164.240 (SR 5.5.2.1).

## 1.2.2 COMPOSITION

As specified in the *Governing Regulations*, GR IV.A, the Senate shall be composed of (1) elected voting representatives of the University Faculty, emeriti faculty, and students, and (2) *ex officio* voting and nonvoting members. [US: 10/12/81 and BoT: 4/6/82; US: 3/20/89 and BoT: 8/22/89; US: 3/9/98 and BoT: 4/7/98; US: 10/12/98 and BoT: 3/2/99; US: 12/3/2001 and BoT: 1/22/2002]

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

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

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

The procedures for election of University Faculty representatives to the Senate and Senate Council shall be in accordance with the *Governing Regulations* and *Administrative Regulations*, and as prescribed in these *University Senate Rules* (GR IV.A). For the purpose of college-level elections of eligible faculty employees as representatives of the respective college faculty body, AR 3:2 is here interpreted to allow voting by, but not election of, faculty employees on phased retirement.

### 1.2.2.1 Elected Faculty Membership



### 1.2.2.1.1 Apportionment

The 94 elected faculty seats shall be apportioned each spring among the colleges and the University Libraries according to the following two equally weighted factors based on data for the preceding fall semester: (1) the number of the following individuals, all of whom shall be considered "faculty" for purposes of this Rule: (a) full-time tenure/tenure track faculty (Regular, Special, Extension, Librarian Title Series) with the rank of assistant professor or higher (b) full-time non-tenure track faculty (Clinical, Research Title Series) with the rank of assistant professor or higher, and (c) full-time Lecturer Series and Instructor rank faculty; and (2) the number of full time students enrolled in the college, computed so that students enrolled in the Graduate School shall be assigned to the college in which they are pursuing their studies. [US: 10/12/81 and BoT: 4/6/82; BoT: 12/11/84; US: 10/11/99; BoT: 1/22/2002]

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

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

where Fu and Su are respectively the number of eligible faculty and the number of eligible students in the unit, and Fe and Se are the total eligible faculty and students, respectively, in all units.

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

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

The seats are assigned based on the above priority values until all seats are allocated. In case of a tie in granting the last seat, the college with smaller number of allocated seats up to that point is awarded the seat. Any further tie is resolved by a random draw. (For an example of this calculation method, see Appendix [SR 10.1](#).)

- \* For purposes of apportionment, Senate election procedures do not unseat currently elected senators during their term. Instead, the total number of elected faculty senator seats shall be increased above 94. However, if a Senate seat from that College is vacated during that term, that seat will not be refilled. [SREC: 3/22/2017]

### 1.2.2.1.2 Election

The respective faculties of each college (including the Graduate School and Libraries as equivalent to colleges; GR VII.C.2) represented in the Senate shall conduct elections for vacancies in the second semester of the academic year, with the representatives elected taking office on August 16 of the following academic year. The election shall be conducted by secret

ballot by a procedure approved by the College faculty. This election process will ensure that all faculty eligible to serve have the opportunity to be nominated or self-nominate. A copy of these procedures, that include any college policy under which faculty employees have been extended voting privileges for senator elections by the authorized college faculty body, shall be submitted to the Senate Council Office (SR [1.3.1.3.1](#), item 5), together with the names of the elected Faculty Senators whom the college faculty proposes for seating in the Senate. After reviewing the respective college procedures, and the respective rosters supplied by each dean (SR [1.3.1.3.1](#), item 7(c)) of the members of respective college faculty body (i) eligible for election and (ii) eligible to vote, the Senate Rules and Elections Committee shall certify to the Senate Council the list of newly elected Faculty Senators. If the Senate Rules and Elections Committee identifies a matter of noncompliance a college's election process, it shall contact the dean of the college with that information. [US: 10/8/2001; US: 2/3/2003; US: 3/9/2015]

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

### 1.2.2.1.3 Terms

Each elected faculty representative in the Senate shall serve for a term of three years beginning on August 16 following their election. The terms of the representatives of each college (or subunit within a college, as may be organized within the college election pursuant to the approved Rules of the college faculty) should be staggered so that one-third of them will be elected at each election. The faculty of the college represented, may, for any election, specify that a number of representatives be elected for two-year terms. If such action is taken, the dean of the college involved shall notify the Secretary of the Senate of such intent in advance of the upcoming election. When more than one number is to be elected from a college (or subunit within a college), those receiving the greater number of votes will serve three-year terms and those elected receiving the lesser number of votes will serve two-year terms. Each elected representative shall be eligible for reelection for a second consecutive term, but ineligible for further reelection until one year has elapsed. [US: 4/23/2001; BoT: 1/22/2002]

- \* A term is defined as a three-year period, so an individual's ineligibility after a "second consecutive term" means after that individual has served two consecutive three-year

terms; serving part of a term does not count as having served one of the two consecutive three-year terms. [SREC: 3/19/2012]

#### **1.2.2.1.4 Vacancy**

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

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

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

If a senator vacates a seat twice in a three-year period, then that person is ineligible to serve in the Senate for three years following the second vacancy. [US: 10/11/2010]

The Secretary of the Senate shall maintain attendance records and shall notify the dean of the college when an elected faculty representative of that college has been absent without explanation from three meetings of the Senate during any one academic year. [US: 3/12/79; US: 10/8/2001]

#### **1.2.2.1.5 Senate Council members as members of the Senate**

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

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

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

Martin-Gatton Agriculture, Food and Environment; Arts and Sciences; Business and Economics; Communication and Information; Dentistry; Design; Education; Engineering; Fine Arts; Health Sciences; Rosenberg Law; Medicine; Nursing; Pharmacy; Public Health; Social Work; and the Graduate School, for graduate students in educational units that are homed therein. (Other graduate students and students in the Lewis Honors College participate in the elections of their home colleges.). [SREC: 4/1/2019]

#### **1.2.2.2.1 Eligibility**

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

#### **1.2.2.2.2 Election**

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

#### **1.2.2.2.3 Terms and Vacancies**

Each elected student member shall serve for a term of one year and shall be eligible for reelection as long as the student remains a full-time undergraduate, graduate, or professional student. If a student should at any time become ineligible to serve (e.g., by relinquishing his or her position as a full-time student, being placed on academic probation or violating the Senate attendance rules), the Dean of the college represented shall declare a vacancy and designate that member from the eligible student body who at the last election received the next highest vote to serve for the duration of the elected student member's ineligibility. The Secretary of the Senate shall maintain attendance records and shall notify the Dean of the college represented when the elected student representative of that college has been absent without explanation from three meetings of the Senate during the academic year. A student member shall become ineligible to serve in the University Senate on removal from the Student Senate. [US: 10/8/79; BoT: 1/22/2002]

##### **1.2.2.2.3.1 Substitution process**

In the event that (i) the elected college or Graduate School representative is enrolled in a University course held at the same time as a University Senate meeting and cannot attend the University Senate meetings or (ii) a college or the Graduate School does not elect a representative during the preceding spring Student Government elections, the following substitution process shall apply. [US: 12/3/2001; BoT: 1/22/2002]

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

#### **1.2.2.3.2 Term**

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

Newly elected student members of the Senate shall take their seats at the first meeting of the Senate in the fall, or any special meeting called after the end of the spring semester.

#### **1.2.2.3 Emeriti Faculty Membership**

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

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

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

In academic years beginning with an odd number, the *ex officio* voting members shall be the following: Provost, student member of the Board of Trustees, two (2) faculty members of the Board of Trustees, Associate Provost for Faculty Affairs, Dean of the Graduate School, and deans of the Colleges of Martin-Gatton Agriculture, Food and Environment; Arts and Sciences;

Business and Economics; Fine Arts; Lewis Honors, Medicine; Nursing; Public Health; and Pharmacy. The University Senate may recommend to the Board of Trustees changes to the above list of *ex officio* voting members and determines *ex officio* nonvoting membership, below, as necessary. [US: 10/12/81 and BoT: 4/6/82; US: 11/10/86; US: 4/13/87 and BoT: 9/15/87; US: 10/12/98 and BoT: 3/2/99; BoT: 9/18/2001; US: 9/9/02; SC: 4/5/2010; US: 11/13/2017]

### **1.2.2.5 Ex Officio Membership: Nonvoting**

The *ex officio* nonvoting membership shall include the President, all other vice presidents, Assistant Provost for Enrollment Management, the Associate Provost for Student and Academic Life, the Academic Ombud, the Chair of the Staff Senate, and the chairs of the University Senate Committees, including University Senate Advisory Committees. All officials mentioned in the preceding paragraph who are not voting *ex officio* members in any year shall be considered nonvoting *ex officio* members. Other *ex officio* nonvoting members may be added by the University Senate Council for the purpose of supplying information and viewpoints on problems considered by the Senate (GR IV.A). *Ex officio* nonvoting members shall enjoy all privileges of the elected membership except the right to vote. [US: 10/12/81 and BoT: 4/6/82; US: 12/10/84 and BoT: 4/1/86; US: 10/14/85 and BoT: 4/1/86; US: 11/10/86 and BoT: 1/20/87; BoT: 9/18/2001; US: 9/9/2002; US: 11/13/2017]

## **1.2.3 MEETINGS**

### **1.2.3.1 Scheduling**

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

### **1.2.3.2 Attendees**

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

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

### **1.2.3.3 Agendas and Action Items**

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

The Senate Council shall prepare agendas for regular Senate meetings. Any student, faculty member or administrator may present a written recommendation for Senate action to the Senate Council. The Senate Council may refer it to committee or act on it itself. If referred to committee, the committee shall approve, disapprove, or modify the recommendation. The original recommendation with committee action shall be forwarded to the Senate Council. The recommendation shall be placed on the Senate agenda unless both the committee and the Senate Council determine otherwise. If the Senate Council acts on the recommendation without sending it to committee, it can decide not to place the matter on the agenda. In this situation, the recommendation may be introduced on the Senate floor if its initiator obtains either the signature of ten (10) Senators, or a petition approved by a corresponding percentage of the members of the University Faculty in the case of matters for which the elected University Faculty Senators are responsible. The agenda plus all recommendations for Senate action shall be posted on the University Senate's website and circulated by e-mail to all members of the University Senate and to administrative offices that are concerned with academic affairs at least six (6) days prior to regular Senate meetings. For special meetings, as much notice as practical shall be given. (See SR [1.3.1](#)) [US: 4/12/2004]

- \* The 'ten senators rule' means that if the Senate Council receives a recommendation supported by a petition signed by ten senators, then the Senate Council shall arrange for the recommendation to be placed on the next Senate agenda [SREC: 3/27/2019]

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

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

No motion may be laid on the table indefinitely.

Every policy decision or change to Senate Rules that is proposed for University Senate action shall specify an effective date. [US: 4/23/2018]

If an effective date for a change to Senate Rules is not specified in a motion approved by the University Senate, then the Senate Council Chair shall choose the earliest effective date as the Chair deems practicable after consultation with the originating unit, and they shall promptly report that decision with a brief rationale to the Senate Council. [US: 4/23/2018]

If an effective date of a policy decision not involving Senate Rules was not specified in the motion approved by the University Senate or Senate Council, then the policy decision takes effect immediately. [US: 4/23/2018]

#### **1.2.3.4 Minutes**

Copies of approved minutes of the University Senate shall be made available on a campuswide basis electronically not later than the end of the next meeting of the Senate. The official minutes of record shall be maintained on the Senate's website. A copy of the documentation supporting each action item voted upon shall be appended to and thereby maintained with the official copy of the minutes of record. Upon request, written copies of the minutes will be made available by the Secretary of the Senate. Detailed records of electronic votes taken at meetings of the University Senate are available upon request by contacting the Office of the Senate Council. [US: 11/8/93; US: 9/14/2015; KRS 61.835]

#### **1.2.3.5 Quorum**

Forty-five (45) voting members of the Senate shall constitute a quorum for the transaction of business that is delegated by the Board of Trustees to the total Senate membership. For those actions reserved by state law (KRS 164.240) to the University Faculty, thirty-three (33) elected faculty representatives in the Senate shall constitute a quorum for the action. [US: 10/12/81; 2/13/06]

#### **1.2.3.6 Proxy Rule**

There shall be no voting by proxy.

#### **1.2.3.7 Roll Call**

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

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

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



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

The President of the University is the Chair of the University Senate and its presiding officer, except as they may delegate this function.

#### 1.2.4.2 Senate Council Chair

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

#### 1.2.4.3 Secretary

The Secretary shall be the Vice-Chair of the Senate Council, as provided in SR **1.3.1.3.2** ("Officers"). [US: 4/10/2000]

#### 1.2.4.4 Parliamentarian

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

#### 1.2.4.5 Sergeant at Arms

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

### 1.2.5 FUNCTIONS OF OFFICERS OF THE SENATE

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

The Chair of the University Senate:

1. Shall be the Presiding Officer at meetings of the Senate except as they may have delegated this function to the Senate Council Chair. (GR IV.B)
2. May call special meetings of the University Senate or be asked to address the University Senate. (GR III)
3. Is responsible for fostering and promoting instruction, research, and service as the primary functions of the University. In this connection the President may make policy recommendations to the Board of Trustees and the University Senate, which are

recognized as the primary educational policy-forming agencies of the University. (GR III)

4. Is responsible for enforcement of the *University Senate Rules*. (GR III)
5. May under extraordinary circumstances, and with written justification to the University Senate through the University Senate Council, suspend a University Senate rule in a particular case. However, under no circumstances may the Senate Chair or the Senate Council Chair waive a rule concerning conditions for admission (SR 4.1, 4.2), or a rule concerning the number of credits or quality points required for graduation (SR 3; SR 4.2) that is established by the elected representatives of the University Faculty pursuant to KRS 164.240. (GR III; GR IV.C.8)
6. May be called upon to represent the University Senate; is responsible to transmit to the Board all formal communications and viewpoints from the University Senate, including any minority opinions, and the President's own recommendations for action. (GR III, GR IV.B)
7. The President, as Chair of the University Senate, may establish and appoint academic committees to advise the President in this capacity. (GR IV.B)

#### 1.2.5.2 Secretary

1. Make the minutes available to members and the University community; a copy of the audio recordings of the meetings shall be available to any interested member. [US: 10/12/98; SREC codification: 10/23/2000]
2. Maintain an official roll of Senate members;
3. Maintain attendance records of Senate meetings and to notify deans of colleges when an elected representative who has been absent without explanation from three meetings of the Senate during any one academic year must be replaced;
4. Be responsible for providing notice and agenda of special meetings of the University Senate. (GR IV.B)
5. Preside over meetings of the University Senate in the absence of the Senate Council Chair and the President of the University. [US: 4/14/2003]

#### 1.2.5.3 Parliamentarian

The parliamentarian shall advise the Presiding Officer on parliamentary procedures.

#### 1.2.5.4 Sergeant at Arms

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

### **1.3. COUNCILS OF THE SENATE**

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

#### **1.3.1 UNIVERSITY SENATE COUNCIL**

##### **1.3.1.1 Purposes and Functions of the Senate Council**

The University Senate Council is charged with providing leadership to enable the Senate to perform effectively its primary role of formulating and implementing educational policies of the University as described in the Governing Regulations. The Board of Trustees in its Governing Regulations has also delegated responsibility to the Senate Council to act on behalf of the University Senate in particular advisory roles (GR II.A.(2).(c); GR VIII.B).

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

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

1. Study and report or recommend to the Senate on any matter of concern to the Senate.
2. Receive, consider and recommend action on Senate Committee reports and on reports and recommendations from educational units. The Senate Council may recommend approval or disapproval or may present the matter to the Senate without recommendation.
3. Appoint the Standing Committees of the Senate, Special Committees that it finds to be essential for the performance of Senate or Senate Council functions, and other committees as designated by the Senate.
4. Advise the President on the appointment of the Senate Advisory Committees and other on academic committees that the President may appoint in the capacity as Chair of the Senate.

5. Advise the Provost on the appointment of search committees for the appointment of deans of colleges, the Graduate School and the Libraries.
6. Plan the agenda of the Senate. Distribute notices of regular Senate meetings at least six (6) days prior to meetings with agenda and recommendations for Senate action to members of the University Senate and to administrative offices that are concerned with academic affairs, and of special meetings as directed.
7. Act for the Senate on all matters involving changes to academic programs, degrees, and curricula, subject to the requirements of reporting and the power of the Senate to reverse the Senate Council on these matters.
8. Act on other matters referred to it by the Senate with the responsibility and authority delegated to it by the Senate.
9. Act for the Senate in emergency situations, reporting such actions, with justification, to the Senate at its next regular meeting.
10. Advise the President on all matters relative to the welfare of the University which the President brings to it or which it proposes for consideration. In addition, the Senate Council shall invite the President annually to inform the Senate concerning general academic policies and budgetary priorities.
11. The Senate Council shall include solicitation to the elected college faculty councils (GR VII.E.2, 3), or similar elected college faculty bodies, to participate in nominating potential members of Area Committees, and other academic advisory committees, for submission to the President (GR IV.B).
12. To maintain a record of additions to or modifications of the *Rules* between periodic revisions and update the web-posted Senate *Rules* at least annually.

### 1.3.1.2 Composition

The Senate Council shall be composed of elected voting representatives (GR IV.A) and *ex officio* members as follows: The voting elected membership shall be nine (9) members elected by and from the 94 elected faculty representatives in the University Senate, and two (2) members elected by and from the newly elected student representatives in the University Senate.

- \* When one of the 9 voting faculty elected to a three-year term in the Senate Council becomes elected as Faculty Trustee, the person retains the status as one of the 9 voting faculty members of the Senate Council until the three-year term on the Senate Council ends. Upon the end of the term, the person then acquires the status of *ex officio* nonvoting Faculty Trustee member of the Senate Council. [SREC: 5/13/2016]

The *ex officio* voting member shall be the President of the Student Government Association, and the *ex officio* nonvoting members shall be the faculty members of the Board of Trustees, if they are not elected members of the Senate Council, and the immediate past chair of the Senate Council, if his or her term on the Senate Council has expired. For purposes of this rule, the phrase “immediate past chair of the Senate Council” means the person who served as chair of the Senate Council during the preceding year.

- \* When the term of a Senate Council Chair has ended, the person acquires the status of nonvoting ‘past chair’ member of the Senate Council, regardless of whether the person has been appointed to an administrative position or administrative assignment that makes the person ineligible for election to the University Senate. [SREC: 5/13/2016]

Six elected members shall constitute a quorum for the transaction of business. [US: 10/10/77; US: 10/12/98] If the elected faculty representatives to the Senate Council are to perform a statutory action (KRS 164.240) on behalf of the elected faculty representatives of the Senate (GR IV.A,B), then five of those nine members shall constitute a quorum (KRS 446.050).

- \* “Elected members” means any members who are not *ex officio* members. [SREC: 11/20/2006]

### **1.3.1.2.1 Elected faculty membership**

#### **1.3.1.2.1.1 Eligibility for membership**

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

#### **1.3.1.2.1.2 Terms**

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

### **1.3.1.2.1.3 Election**

Voting shall be conducted by electronic secret ballot or paper secret ballot if electronic election is not feasible. Three (3) elected faculty representatives in the University Senate shall be elected annually during the fall semester to serve on the Senate Council. The Chair of the Senate Rules and Elections Committee or that person's designee shall preside over the election as the election official and shall remind the voters that election to the Senate Council confers eligibility for election to Senate Council Chair the following year. [US: 1/18/88; 10/8/2012; 2/12/2018]

#### **1.3.1.2.1.3.1 Nominating round**

In the nominating round, elected Faculty Senators may nominate up to three (3) eligible Senators from the roster of the eligible persons as certified by the election official. The name of the eligible Faculty Senators who have been nominated and have indicated to the election official their willingness to serve will appear on the ballot. [US: 2/12/2018]

If ten (10) or fewer total nominees are willing to serve, and there are no more than twice the number of names from any one college as could potentially be elected from that college, elections shall proceed directly to the Final Voting Round described in SR [1.3.1.2.1.3.3](#) below. Otherwise, elections shall include a Preliminary Voting Round described in SR [1.3.1.2.1.3.2](#) below. [US: 2/12/2018]

If three (3) or fewer total nominees are willing to serve, additional solicitations shall be made in an effort to increase the number of nominees. [US: 2/12/2018]

#### **1.3.1.2.1.3.2 Preliminary voting round**

[US: 2/12/2018]

On this first ballot, elected Faculty Senators may rank order up to three (3) candidates from the list of eligible persons as certified by the election official. Rank orders will be used to resolve ties. The six (6) candidates with the largest number of total votes, including those ranking the candidate first, second, or third shall become candidates in the Final Voting Round, except that there must not be more than twice the number of names from any one college as could potentially be elected from that college. Ties will be resolved as follows:

1. The higher ranking goes to the candidate with the larger number of first-choice votes;
2. If there are still ties, the higher ranking goes to the candidate with the larger number of second-choice votes;
3. If there are still ties, the higher ranking goes to the candidate with the larger number of third-choice votes;

4. If there are still ties, the ranking will be determined by random draw.

#### **1.3.1.2.1.3.3 Final voting round.**

On this final ballot, elected Faculty Senators may rank order up to three (3) candidates from the list of the eligible persons as certified by the election official. The candidates will then be ranked according to the procedure listed in subsection (b) above. The three (3) candidates with the highest rank shall be elected except that no more than three (3) of the nine elected faculty members of the Senate Council shall be from any one college. [US: 2/12/2018]

#### **1.3.1.2.1.3.4 Election results.**

The three highest-ranked candidates under [1.3.1.2.1.3.3](#) above are elected.

#### **1.3.1.2.1.3.5 In case of future vacancies**

The remaining candidates will be considered in the order so ranked in case of future vacancies on the Senate Council. Ties will be resolved in a fashion similar to the procedure in SR [1.3.1.2.1.3.2](#) above. [US: 2/12/2018]

#### **1.3.1.2.1.4 Vacancies.**

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

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

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

#### **1.3.1.2.2 Elected student membership**

##### **1.3.1.2.2.1 Terms.**

The two elected student members of the Senate Council and the President of the Student Government Association shall serve terms of one (1) year commencing July 1 following their election and continuing until their successors are elected and certified. [US: 10/12/98]

**1.3.1.2.2.2 Election.**

The two (2) elected student members of the Senate Council shall be chosen annually in the second semester of the academic year. As soon as possible after the election of the student members of the University Senate during the second semester, the President of the Student Government Association shall assemble these persons to elect the student members of the Senate Council by majority vote. [US: 10/12/98]

**1.3.1.2.2.3 Vacancies.**

If at any time during the term of a student member of the Senate Council they should become ineligible for membership in the Senate, their position on the Council shall be declared vacant. The President of the Student Government Association shall then assemble the student members of the University Senate to elect their successor.

**1.3.1.2.3 Attendance**

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

**1.3.1.3 Officers of the Senate Council**

[US: 9/8/97]

**1.3.1.3.1 Senate Council Chair**

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

The Chair of the Senate's Rules and Elections Committee (SREC) or that person's designee shall preside over the election. In the November preceding the academic year during which the Senate Council Chair shall serve, the elected faculty senators will be asked to nominate current elected faculty members of the Senate Council to serve as Senate Council Chair. The SREC Chair or that person's designee will ascertain willingness of these nominees to serve. [US: 2/12/2018]

If there is only one nominee who agrees to serve, then the election shall be declared completed and this person shall be the Senate Council Chair-elect, and the University Senate so notified. [US: 2/12/2018]



Should more than one nominee be willing to serve if elected, the nominees will be offered an opportunity to provide an up to 200-word election statement, and that statement will be distributed to the elected faculty senators at least two weeks before the election. The elected faculty senators will be solicited by email to express their opinions of the nominees to the Senate Council. The Senate Council will consider this feedback in electing the next Senate Council Chair in the December preceding the June 1 start date.

The Senate Council must elect the Chair by a simple majority. If the Senate Council is not able to elect the Chair by a simple majority by the end of December, then the elected faculty senators shall elect the Chair by plurality from those nominated through the above process at the next regularly scheduled Senate meeting. If there is still a tie, the Chair shall be determined by random draw. [US: 2/12/2018]

When the person chosen is not the incumbent Chair, they shall be known as the Chair-elect. The Senate Council Chair is always a voting member of the Senate Council, within the provisions of the *Robert's Rules of Order, Newly Revised*. The Senate Council Chair:

1. Will exercise preparatory administrative functions as Chair that are attendant to the effective conduct Senate and Senate Council meetings, including the authority to call special meetings of the Senate Council (KRS 61.823.2);
2. As the 'department head' of the Senate Council Office, has certain general supervisory responsibilities for managing the budget, inventory, and personnel functions of the Senate Council Office (UK Business Procedures Manual; EVPFA Inventory Policies; Human Resources Policy and Procedure Administrative Regulation 61.2; KRS 61.030);
3. Performs as the Presiding Officer of the Senate Council meetings except as they may delegate that function to the Vice Chair of the Senate Council; as Presiding Officer possesses attendant responsibilities and authority pursuant to Open Meetings Law (KRS 61.846(1));
4. Has general supervisory responsibility for: the preparation of minutes of Senate Council meetings pursuant to KRS 61.835; the distribution of these minutes to Senate Council members; the maintenance of official minutes of the Senate Council meetings pursuant to statutory UK Records schedule (KRS 171.420; President's memo 1/25/95); public accession to these minutes pursuant to the Open Meetings law (KRS 61.846(1)); and for the safe transfer of the records of the Senate Council Office to their successor (KRS 57.360);
5. Has general supervisory responsibility for the maintenance of copies of procedures for election of Faculty Senators, as approved and submitted by college faculties (as per SR [1.2.2.1](#));
6. Has general supervisory responsibility for maintenance an official file of the educational unit "Rules" (including rules for unit-level membership/voting privileges) and committee

structure for educational policy-making, as established by the respective faculties of each educational unit, being consistent with the *University Senate Rules*. As each is received upon approval by the Provost (GR VII.E.1-6), the Rules documents in this file will be maintained in a format accessible as needed by members of the Senate Council and Senate Committees;

7. Has general supervisory responsibility for the maintenance a roster of those faculty employees in each college who are
  - a. full-time faculty employees at each rank in each respective title series (used for apportionment of seats of elected Faculty Senators (SR 1.2.2.1.1)),
  - b. eligible to be elected as Faculty Trustees, and those eligible to vote in Faculty Trustee elections (i.e., those members of the college faculty bodies who are full-time faculty employees with academic rank at or above Assistant Professor (or Librarian III) (SR 1.5.2); and
  - c. eligible to be elected as Faculty Senators (i.e., full-time faculty employees in the Regular, Special, Extension or Librarian Title Series, at or above the rank of Assistant Professor (or Librarian III), and those eligible to vote in college election of Faculty Senators (i.e., those eligible to serve plus those other full-time faculty who have been conferred with privileges to vote in the college senator elections (GR VII.E.2, 3) [SR 1.2.2.1.2],
  - d. these rosters being obtained from the deans of the respective colleges (GR II.B.2.b assigns responsibility for these elections to the University Senate);
8. Annually reports to the Chair of the Senate the attendance records of *ex officio* voting members;
9. Is responsible for the assembly of the Ombud search committee with the composition specified in the *University Senate Rules* (SR 6.2.3);
10. Will make the final decision for the Senate on matters of minor course changes, as these changes are defined in the *University Senate Rules* (SR 3.2.4.3.6);
11. Advises the chairs of Senate standing committees on the appointment of ad hoc advisory committees to the standing committees (SR 1.4.1);
12. Utilizes regular communication and information sharing with elected college faculty councils, or similar elected college faculty bodies, to increase the effectiveness of educational policy-making by the University Senate and the College Faculties;

13. May be directed by the Senate Council to represent that body on a particular matter to the President, or to another administrative officer, to the Board of Trustees, or to another University (or external) entity;
14. Serves in a variety of ad hoc circumstances as a voice for the University Faculty, in different fora before organizations and groups on campus;
15. Is periodically invited by the President or other University administrators to serve on University-level committees of diverse composition, so as to advocate for the Senate or Senate Council in the formulation of administrative policy on issues;

#### **1.3.1.3.2 Senate Council Vice-Chair**

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

1. Preside at any meeting of the Senate or the Senate Council at which the respective Chair so delegates or at which the Chair is not present, and may be delegated by the Presiding Officer to introduce the Senate Council motions and resolutions at Senate meetings. To facilitate the Vice-Chair's readiness to assume these responsibilities, the Senate Council Chair will keep the Vice-Chair generally apprised of important events that relate to Senate/Senate Council function.
2. Become chair of the Senate Council for the remainder of the chair's term if for any reason the chair is no longer able to serve in that capacity.
3. Serve as Secretary of the Senate including review of the Senate minutes prior to their distribution to senators. [US: 4/10/2000; 2/12/2018]
4. Serve on the Senate Reinstatement Committee if a subset of Senate Council is so constituted per SR [1.4.2.10](#). [US: 2/12/2018]
5. Serve on the Committee on Committees. [US: 2/12/2018]
6. Oversee the Senate Council's survey of faculty in regard to the President's annual performance evaluation. [US: 2/12/2018]
7. Oversee the Outstanding Senator Award process. [US: 2/12/2018]

#### **1.3.1.3.3 Chair-elect**

The Chair-elect or a Chair reelected to a second term shall take office as Chair on the following June 1st and serve through May 31st of the next year. A member of the Senate Council is not eligible while on sabbatical for election as Chair-elect but a person who has replaced the member on sabbatical on the Council is eligible to be elected as Chair-elect. The Senate Council Chair-elect will be given the opportunity to shadow the current Senate Council Chair during the six months preceding the Senate Council Chair-elect assuming the office. [US: 10/8/2012]

#### **1.3.1.3.4 Conditions of Senate Council officership**

##### **1.3.1.3.4.1 Vice-Chair's Senate Council term ending December 31st**

An incumbent Vice-Chair whose term as an elected member of the Senate Council expires on December 31st shall continue in office and serve as a nonvoting member of the Senate Council until the following May 31st. However, if at a meeting of the Senate or Senate Council the Vice-Chair is acting as Presiding Officer in place of a nonattending Chair, then at that meeting the Vice-Chair possesses the same voting status as the Chair. An incumbent Vice-Chair whose elected term on the Senate Council expires on December 31st shall be eligible to be named Chair-elect at the meeting that December to choose the next Chair.

##### **1.3.1.3.4.2 Vacancy**

If for any reason the office of the Vice-Chair should become vacant, the Senate Council shall act as soon as possible to elect a replacement. [US: 10/12/81; US: 9/8/97]

##### **1.3.1.3.4.3 Senate Council members whose Senate terms have expired**

Officers of the Senate Council will remain members of the Senate Council for the duration of their terms of office even if their terms as Senators may have expired. In this eventuality, they will not be counted as part of their educational units in the election of representatives to the Senate or to the Senate Council, thereby expanding the normal size of both those bodies. [US: 10/12/81; US: 9/8/97; GR IV.B]

\* Under this rule, because the Senate Council Chair-elect is an officer of the Senate Council (SR 1.3.1.3.3), if the individual's regular three-year term on the Senate Council has ended on December 31, the Senate Council Chair-elect shall be a nonvoting member of the Senate Council for the portion of their term of office as Senate Council Chair-elect that runs from January 1 – May 31. [SREC: 12/17/2013]

##### **1.3.1.3.5 Senate Council Office Staff**

An Administrative Assistant, employed by and responsible to the Senate Council, shall carry out the routine and continuing activities which are essential to the functioning of the Senate Council. [US: 10/12/81; US: 9/8/97]

An assistant, employed by and responsible to the Senate Council, shall carry out the routine and continuing activities essential to the functioning of the University Senate such as scheduling meeting rooms; taking minutes, word processing and distributing Senate agenda, memos and other correspondence; assisting the Chair of the Rules and Elections Committee in conducting nominations and elections; and other activities. [US: 4/10/2000]

### **1.3.2 UNIVERSITY SENATE ACADEMIC COUNCILS**

[US: 12/12/2022]

#### **1.3.2.1 General Policies for Academic Councils**

##### **1.3.2.1.1 Composition**

The membership and specific election processes of the academic councils are described in their respective sections (SR 1.3.3.3 for Graduate Council (GC), SR 1.3.4.2 for Undergraduate Council (UC), and SR 1.3.5.2 for Health Care Colleges Council (HCCC)).

##### **1.3.2.1.1.1 Elected Faculty Members**

Pursuant to *Administrative Regulations* on tenure-ineligible title series and on faculty members with certain administrative appointments, the following terms apply.

- (1) Regular, full-time faculty employees in a tenure-ineligible series are not eligible for regularly assigned university-level service activities (including the Senate), except that the tenured/tenure-track faculty of a college may allow a tenure-ineligible series to be eligible to vote for representation, and stand for election, specifically to the University Senate, by extending College Faculty membership to Lecturer Series or Clinical Title Series (to be documented in the College Rules; see AR 2.5, AR 2.6, AR 2.9 for more details). [SREC: 4/15/2011]
- (2) Tenured faculty employees who have been appointed to an administrative position at or above the level of department chair are not eligible to participate in the election of faculty representatives, or serve as one of the elected faculty representatives, to faculty governance bodies above the college level (e.g., Board of Trustees, University Senate, Graduate Council, Undergraduate Council, and Health Care Colleges Council) (see HRPP 4.0; GR II.B.2.b.(2)).

##### **1.3.2.1.1.2 Ex Officio Members**

Ex officio members shall be nominated by the office they represent. Ex officio members may be voting or nonvoting, but the position is nonvoting unless indicated otherwise.

##### **1.3.2.1.1.3 Student Members**

Student members shall be nominated by the Student Government Association.

**1.3.2.1.1.4 Terms**

All terms begin on August 16 and expire on August 15. Members shall serve until the expiration of their terms or until their successors have been named.

The terms of elected faculty members shall be three (3) years, with elections being conducted so that the terms will be staggered. Each elected faculty member shall be eligible for reelection for a second consecutive term, but ineligible for further membership until one year has elapsed.

The terms of appointed members and student members shall be one (1) year. Appointed members may serve two consecutive terms but are ineligible for reappointment for a third appointed term until one year has lapsed.

The terms for student members are generally one academic year, although if they remain eligible they may serve additional terms.

**1.3.2.1.1.5 Elections**

Colleges shall hold secret ballot elections for membership on the academic councils during the spring semester.

Elections for academic council membership shall take place during the spring semester prior to the beginning of the member's term. Voting shall be conducted by electronic secret ballot or paper secret ballot if electronic election is not feasible.

**1.3.2.1.1.6 Vacancies**

Upon resignation of any elected faculty member or when such a member is no longer eligible to be a member of the academic council (e.g., resignation, leave of absence, assumption of administrative title, loss of status as a faculty employee), a vacancy shall be declared by the chair of the academic council.

The chair of the academic council shall fill the vacancy with the elected alternate or the eligible candidate who at the most recent election ranked the highest without being elected and who is eligible and willing to serve. The academic council chair shall inform the Senate Council office of the change in membership. If there is no such individual, the chair of the academic council shall, after consulting with the Senate Council Chair and the Senate Rules and Elections Committee (SREC), appoint an eligible member who fulfills the requirements of the vacant seat. The term of appointment shall be for the remainder of the unexpired term and the partial term does not count toward the new member's limit of two consecutive terms

**1.3.2.2 Responsibilities**

Academic councils are expected to meet at least monthly and shall record minutes of actions taken at all meetings. These minutes shall be available no later than one week after the end of the next meeting. A majority of the voting members shall constitute a quorum for the transaction of business unless indicated otherwise.

### 1.3.2.3 Procedures

An academic council shall act on proposals through established Senate processes (SR 3.1 and SR 3.2) in either of the following ways;

1. Forward a positive recommendation to the next procedural Senate level that is prescribed in SR 3:1 or SR 3.2; or
2. Forward a negative recommendation to the Senate Council.

If an academic council submits a negative recommendation to Senate Council, then the Senate Council shall:

- i) Forward the proposal to the next prescribed procedural level as described in SR 3.1 and SR 3.2, or
- ii) Return the proposal to the academic council with particular instructions, or
- iii) Decide based on the merit of the proposal that the proposal is not appropriate for Senate action and report the same to Senate at its next meeting.

### 1.3.3 GRADUATE COUNCIL (GC)

See SR 1.3.2 for general policies related to Senate's academic councils.

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

##### 1.3.3.1.1 Role of the Graduate Faculty

The Graduate Faculty shall make recommendations to the University Senate on

1. academic matters that require University Senate approval, including graduate courses and programs and graduate program reviews (GR VII.C.4; GR VII.E.1) and
2. conditions of merit and circumstance for Honorary Degrees.

The Graduate Faculty may perform the above functions directly, through the Graduate Council, or through committees that it or the University Senate may establish. Councils of the Graduate School may be appointed by the Dean of the Graduate School or elected, as prescribed by the *Rules of the Graduate Faculty* and approved by the University Senate. The Graduate Council shall have the authority and responsibilities delegated to it by the Dean of the Graduate School, by the Graduate Faculty in the *Rules of the Graduate Faculty*, and by the *University Senate Rules*. (GR VII.E).

### 1.3.3.1.2 Graduate Faculty membership

Upon the recommendation of the members of the graduate faculty of a program, and transmitted through the Director of Graduate Studies, the Graduate Council will review, and the Graduate Dean will then render final action on, nominees for Graduate Faculty membership (GR VII.A.3.a). Associate and other classes of members in the Graduate Faculty (including but not limited to Directors of Graduate Studies [US: 4/21/52]), may be appointed by the Dean of the Graduate School, with appropriate duties and privileges, as provided by the *Rules of the Graduate Faculty* and as approved by the University Senate (GR VII.E.1.B).

On recommendation of the Director of Graduate Studies and with the approval of the Dean of the Graduate School, persons who normally do not hold academic appointment in the University, but who have demonstrated an interest in collaborative participation in its graduate programs, may be appointed as Auxiliary Graduate Faculty Members. They should hold the terminal academic degree in the field and possess a record of research or creative experience that would warrant their inclusion on advisory committees to assist graduate students in conducting research. [US: 12/13/54; US: 09/08/86]

The Director of Graduate Studies serves as program advisor to each student until the student has a thesis or dissertation director. [US: 04/21/52]

Graduate courses should be taught by Graduate Faculty members. If a program needs to assign a person without a terminal degree to teach a graduate level course, they must first petition the Dean of the Graduate School, explaining the unique circumstances and qualifications supporting this assignment. [US: 12/13/54]

The President, the Vice President for Research, the Provost, and the Dean of the Graduate School shall be *ex officio* nonvoting members of all committees of the Graduate School. [US: 04/21/52]

### 1.3.3.2 Charge

The GC shall meet on the call of the Graduate Dean, or upon written request of five (5) members of the GC. The charge to the GC is not intended to prevent a faculty member from presenting a recommendation or request directly to the Graduate Faculty.

#### 1.3.3.2.1 Courses, Programs, and Other Proposals

GC shall consider all proposed new courses and changes in courses that may be used for credit toward a graduate degree, including providing recommendations to the Undergraduate Council for courses numbered 400G-499G. [US: 10/11/99] GC shall consider all proposed new graduate programs and changes in graduate programs, and degree titles (for both graduate program degrees and Honorary Degrees). (See SR **3.1.3**). The GC may also be directed by the



Senate Council to review any proposal relevant to its charge. See SR 1.3.2.3 for academic council procedures. [US: 10/11/99; 12/12/2022]

#### **1.3.3.2.2 Review of Other Graduate Programmatic activities**

The GC shall periodically review and report to the Graduate Faculty and Senate on the effectiveness of the educational policies of the Graduate School in relation to the education and training of postdoctoral scholars/fellows, and in relation to postbaccalaureate students. [US: 12/12/2022]

#### **1.3.3.2.3 Honorary degrees**

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

#### **1.3.3.2.4 Extent of Authority**

The GC does not have any final decision-making authority, except as related to individual student situations and as described in SR 3.1.1.4.1.1, 3.1.1.4.2.1, and 3.1.1.4.2.2. [US: 12/12/2022]

#### **1.3.3.3 Membership**

The GC will examine its membership annually at its last meeting of the academic year. [US: 4/12/2004; 3/20/2023]

##### **1.3.3.3.1 Voting Elected Faculty Members**

[US: 12/12/2022; 3/20/2023]

The composition of voting elected faculty members of the GC shall be allotted in four steps.

##### **1.3.3.3.1.1 First Step in Determining Seat Apportionment**

[US: 3/20/2023]

For each college that offers at least one doctoral or master's degree, the calculation below shall be made.

$2 \times (\text{doctoral enrollment}) + (\text{master's enrollment}) + (\text{number of graduate faculty}) = \text{college total}$

For the purposes of the above calculation:

- "Enrollment" means the number of full-time doctoral or master's students enrolled in a college.

- The enrollment data will be a three-year rolling average of those data drawn, annually each fall by the University for reporting to the Council on Postsecondary Education.
- Students enrolled as 'en passant' master's students within a doctoral program are counted only as doctoral students.
- Students on official leave of absence and not enrolled in a course are not counted.
- "Full-time" includes enrollment in 0.0 credit hour courses that confer full-time enrollment (e.g., master's students enrolled in XXX 748).
- "Doctoral" program does not include the current six professional practice doctorates at the University (see SR 9.24).
- The "Specialist" degree (College of Education) counts as a master's degree.

#### **1.3.3.3.1.2 Second Step in Determining Seat Apportionment**

Sum totals of eligible colleges to yield an "overall total." [US: 3/20/2023]

#### **1.3.3.3.1.3 Third Step in Determining Seat Apportionment**

For each eligible college, determine the college total as a percentage of the overall total. [US: 3/20/2023]

#### **1.3.3.3.1.4 Fourth Step in Determining Seat Apportionment**

[US: 3/20/2023]

Using each eligible college's "percentage" as calculated above, apportion membership positions to the colleges as described below.

- Up to 7.5%, the college receives 1 GC position, except that a college with 0.0% does not receive a GC position
- 7.6% - 12.5%, the college receives 2 GC positions
- 12.6% - 17.5%, the college receives 3 GC positions
- 17.6% - 22.5%, the college receives 4 GC positions
- 22.6% and up, the college receives 5 GC positions

If, after these calculations, a college will receive fewer seats than in the previous year, a current GC member will not be unseated during their term. However, if a GC seat from that college is vacated during that term, that seat will not be refilled.

#### **1.3.3.3.2 Voting Appointed Members**

There shall be two voting members appointed from the Graduate Faculty by the Dean. [US: 12/12/2022]

#### **1.3.3.3.3 Voting Student Members**

There shall be two voting graduate student members (see SR 1.3.2.1.1.3). [US: 3/20/2023]

#### 1.3.3.3.4 Other Voting Members

The GC shall also have liaisons from the other two academic councils and the Senate Council, who will serve as voting members.

- The GC chair shall contact the Undergraduate Council (UC) and request the UC identify a member of that council to serve as a voting member of the GC.
- The GC chair shall contact the Health Care Colleges Council (HCCC) and request the HCCC identify a member of that council to serve as a voting member of the GC.
- The GC chair shall contact the Senate Council and request the SC identify an individual to serve as the liaison from the Senate Council to serve as a voting member of the GC. The liaison from the Senate Council is not necessarily from within the Senate Council's membership.

#### 1.3.3.3.5 Nonvoting Ex Officio Members

Graduate School associate deans are nonvoting ex officio members of the GC. [US: 9/11/2023]

#### 1.3.3.4 Election

Only regular ("full") members of the Graduate Faculty shall be eligible to serve on the GC and to vote in the GC election. Graduate Faculty members with administrative titles above that of department chair or who do not possess an employment status of a full-time faculty member are not eligible (see SR [1.2.2.1.2](#)). In addition, no department shall have more than one Graduate Faculty member on the GC, at any one time. [US: 11/11/85; 12/12/2022]

Each college will be responsible for administering the election procedure but the Senate Rules and Elections Committee (SREC) will certify all aspects of the election, including voting procedures, number of open seats, and eligible membership. The Dean's Office of each college will prepare the lists of faculty members eligible to vote and those eligible to serve. For each college where there is an election to be held, the college Dean's office will send a list of those eligible to be elected to each person eligible to vote, who will be invited to nominate an eligible person for the GC by a letter. In addition, in each department (or college) that has a graduate program, the chair (or dean) and the director of graduate studies will each be urged to submit a nomination by letter. The college Dean's office shall check on the willingness of persons to serve and will get a very brief biographical statement from each person nominated. If fewer than three persons are nominated and are willing to serve from any college, the college Dean's office shall call a brief meeting of the directors of graduate study for the purpose of nominating additional persons to make a total of three. (In the event that more than one person was to be elected from the unit, this group would meet if necessary to pick nominees equal to three times the number to be elected.) [US: 1/18/88; 3/20/2023]

Once the nomination process has been completed, ballots will be sent out containing the names of all those nominated. Each person must vote for as many candidates as there are

vacancies to be filled or their ballot will be disqualified. The person or persons receiving the largest number of votes will be elected. [US: 1/18/88]

If the election process described above does not secure the election of a member to a position, that seat will be declared vacant by the college dean and shall be handled in as per SR 1.3.2.1.1.6. [US: 3/20/2023]

#### **1.3.4 UNDERGRADUATE COUNCIL (UC)**

See SR 1.3.2 for general policies related to Senate's academic councils.

##### **1.3.4.1 Charge**

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

##### **1.3.4.1.1 Courses, Programs, and Other Proposals**

The UC shall consider proposals for all courses numbered 100-499G and provide recommendations to the Graduate Council recommendations for all courses numbered 500-599. [US: 10/11/99]

It shall consider all proposed new undergraduate programs, changes in undergraduate programs, including degree titles, from all colleges offering an undergraduate degree. Further, it shall consider all changes in the University requirements. The UC may also be directed by the Senate Council to review any proposal relevant to its charge. See SR 1.3.2.3 for academic council procedures.

The UC shall also establish procedures and guidelines regarding the Graduation Composition and Communication Requirement (GCCR), as well as make recommendations regarding all GCCR-related proposals. [US: 3/20/2023]

##### **1.3.4.1.2 Extent of Authority**

The UC has final decision-making authority regarding the addition of new high school sites to an in-effect, Senate-approved dual credit arrangement.

##### **1.3.4.2 Composition**

##### **1.3.4.2.1 Chair**

A tenured faculty member well-versed in curricular matters shall be appointed by the Senate Council to chair the UC. [US: 11/13/2017]

##### **1.3.4.2.2 Voting Faculty Members**

The UC shall consist of fifteen regular full-time faculty members elected by and from the faculties of colleges or parts of colleges offering an undergraduate degree, or Honors College

program credential as described below (See SR 1.3.4.2.1) [US: 10/12/81; US:4/9/84; US: 4/14/86; US: 10/12/87]

- One member from the Martin-Gatton College of Agriculture, Food and Environment;
- One member from the combined areas of Humanities and Social Sciences in the College of Arts and Sciences;
- One member from the areas of Natural Sciences and Mathematics area in the College of Arts and Sciences;
- One member from the Gatton College of Business and Economics;
- One member from the College of Communication and Information;
- One member from the College of Design;
- One member from the College of Education;
- One member from the Stanley and Karen Pigman College of Engineering;
- One member from the College of Fine Arts;
- One member from the Graduate School;
- One member from the College of Health Sciences
- One member from the Lewis Honors College;
- One member from the College of Nursing
- One member from the College of Public Health; and
- One member from the College of Social Work.

#### **1.3.4.2.3 Voting Student Members**

There shall be two voting student members, who are from the colleges from which elected faculty members are elected.

#### **1.3.4.2.4 Other Voting Members**

The UC shall have liaisons from the other two academic councils and the Senate Council, who will serve as voting members.

- The UC chair shall contact the Graduate Council (GC) and request the GC identify a member of that council to serve as a voting member of the UC.
- The UC chair shall contact the Health Care Colleges Council (HCCC) and request the HCCC identify a member of that council to serve as a voting member of the UC.
- The UC chair shall contact the Senate Council (SC) and request the SC identify an individual to serve as the liaison from the that council to serve as a voting member of the GC. The liaison from the SC is not necessarily from within the SC's membership.

[US: 10/12/81; US: 4/9/84; US: 4/14/86; US: 10/12/87]

#### **1.3.4.2.5 Nonvoting Ex Officio Members**

The chair of the UC shall appoint a nonvoting *ex officio* member with expertise in the area of student registration and recordkeeping (i.e. Registrar). [US: 4/14/97; 9/11/2023]

#### **1.3.4.3 Election**

Members of faculties of those colleges listed in SR [1.3.4.2.2](#) who are eligible to vote for and be elected to the University Senate shall be eligible to serve in and vote for all elected members of the UC. [US: 10/12/87; 1/18/88; 10/8/2001; 4/23/2001]

Individual colleges shall be responsible for administering their own elections. The Senate's Rules and Elections Committee (SREC) will certify all aspects of the election, including voting procedures, number of open seats, and eligible membership.

Colleges shall will particularly solicit nominations from department Chairs and Directors of Undergraduate Studies and ensure those on the ballot are willing to serve. The person receiving the highest number of votes for a given vacancy will be elected. Ties will be decided by lot. The SREC will certify all election results, [US: 10/8/2001; US: 11/13/2017]

#### **1.3.5 HEALTH CARE COLLEGES COUNCIL (HCCC)**

[US: 5/9/2005]

See SR 1.3.2 for general policies related to Senate's academic councils.

The HCCC shall meet upon the call of the HCCC chair. Six elected members or their alternates with a voting status for the purposes of the meeting shall constitute a quorum for the transaction of business.

#### **1.3.5.1 Charge**

The HCCC shall be responsible to the University Senate concerning academic matters related to the six health-care-related colleges: Dentistry, Health Sciences, Medicine, Nursing, Pharmacy, and Public Health.

#### **1.3.5.1.1 Courses, Programs, and Other Proposals**

It shall consider, (i) all proposed new courses and changes in courses offered in a professional health care program (SR [3.2.4.3.2.1.1](#)), or (ii) undergraduate or graduate courses that involve students in health care practices that originate from a college represented on the HCC Council.

It shall consider all proposals for new academic professional programs, changes in academic professional programs, changes in professional degrees or degree titles, changes in the admission or graduation requirements, and other academic issues concerning professional health care programs that originate from a college represented on the HCCC. During review, it shall ensure that the development of new programs is accompanied by appropriate modification or discontinuation of old programs or courses in accordance with the *University Senate Rules*. The HCCC may also be directed by the Senate Council to review any proposal relevant to its charge. See SR 1.3.2 for academic council procedures.

#### **1.3.5.1.2 Extent of authority**

The HCCC does not have any final decision-making authority.

### **1.3.5.2 Composition**

#### **1.3.5.2.1 Chair**

On a rotating three-year basis, an associate dean from one of the health care colleges shall be appointed by the Senate Council to serve as chair of the HCCC. The order of rotation is as follows: Dentistry, Health Sciences, Medicine, Nursing, Pharmacy, and Public Health.

#### **1.3.5.2.2 Voting Regular Members and Alternates**

To be eligible for election, HCCC shall consist of the voting regular members and alternate members described below. The elected faculty representatives shall be elected by the faculty of each college. There shall be two regular members and two alternate members, with staggered terms, from each of the colleges listed below.

- College of Dentistry;
- College of Health Sciences;
- College of Medicine;
- College of Nursing;
- College of Pharmacy; and

- College of Public Health.

Those eligible for election are regular, full-time faculty members of one of the six specified college faculties and shall be limited to those college faculty members who are eligible to be elected to the University Senate (see SR [1.2.2.1.2](#)). In addition, they must have been members of a college faculty of one of the represented colleges in a full-time academic rank for a period of at least two years.

Alternate members shall be notified of all meetings and shall have the privilege of attending all meetings; they shall not vote, however, unless they are serving in place of regular members. The alternates shall receive copies of minutes and other materials distributed to the HCCC. When a regular member must be absent from a meeting, either alternate from their college can be designated by the HCCC chair to serve as the voting member during that particular meeting.

#### **1.3.5.2.3 Other Voting Members**

The HCCC shall also have liaisons from the other two academic councils and the Senate Council, who will serve as voting members.

- The HCCC chair shall contact the Graduate Council (GC) and request the GC identify a member of that council to serve as a voting member of the HCCC.
- The HCCC chair shall contact the Undergraduate Council (UC) and request the UC identify a member of that council to serve as a voting member of the HCCC.
- The HCCC chair shall contact the Senate Council (SC) and request the SC identify an individual to serve as the liaison from the that council to serve as a voting member of the HCCC. The liaison from the SC is not necessarily from within the SC's membership.

#### **1.3.5.3 Election**

Colleges must elect both a regular member and an alternate. The Senate Rules and Elections Committee (SREC) will certify all aspects of the election, including voting procedures, number of open seats, and eligible membership.

### **1.4. UNIVERSITY FACULTY SENATORS**

The body that is the elected University Faculty Senators ([GR II B.5.b](#); [GR IV.A](#)), has through its election by and from the University Faculty the representative authority to perform particular functions that, by law (KRS 164.240), are reserved to the University Faculty ([GR II.B.5.b](#); [GR IV.B](#)). These functions are as specified in SR 1.2.1 items 8–11 and SR [5.5](#). Recommendations from this body to the Board of Trustees will be submitted through the Chair of the Senate (the University President) ([GR IV](#)), who is also member of the University Faculty ([GR III.A.2](#)). The body that is comprised of University Faculty Senators is also the body authorized to vote for and



elect nine (9) persons of its membership as representatives to the Senate Council (SR [1.3.1.2.1](#)).

In situations where the Board of Trustees or University President seeks the opinion of a directly elected University-level faculty body on a matter, as is sought from the elected Student Government Association concerning student opinion, or as is sought from the elected Staff Senate concerning staff opinion, the Senate Council Chair will solicit and transmit the opinion of the elected University Faculty Senators. If conditions preclude obtaining the opinion of the elected University Faculty Senators on the matter, the Senate Council Chair shall solicit and transmit the opinion of the Faculty Senators elected to the Senate Council. The body that is comprised of the University Faculty Senate Council Members is also the body authorized in certain situations to fill vacancies that arise in its membership (SR [1.3.1.2.1.4](#)).

#### **1.4.1 STRUCTURE OF UNIVERSITY SENATE COMMITTEES**

[US: 2/13/89, US: 2/3/2003; 5/2/2022]

##### **1.4.1.1 Types of Senate Committees**

The University Senate may perform its functions directly, through the Senate Council, through the standing committees, or special committees of the Senate. The Senate may also establish advisory committees and may delegate any of its authority or responsibility to the Graduate School or the faculties of Colleges, Schools, Departments, Centers and Institutes. (GR IV.B).

For courses homed outside of a college, the Senate designates the different faculty committees that are responsible for each of those courses in a relationship similar to the responsibility of an educational unit faculty for a course. Those committees shall annually report to the Senate Council on the academic status and operation of their courses.

The University Senate shall have three types of committees.

1. Standing committees of the Senate responsible only to that body;\*
2. Special committees (hereafter referred to as ad hoc committees); and
3. Advisory committees responsible in an advisory capacity to the President and/or other administrative officers and to the Senate.

\* The Senate may charge standing committees to advise the Senate and/or perform delegated Senate decision-making responsibilities. (SREC 02/15/2024)

Committees are composed of elected faculty senators and other members of the University Senate, as well as students, faculty who are not senators, and administrative staff. All student members of Senate committees are assumed to be recommended by the Student Government Association unless indicated otherwise.

The Senate Council has the responsibility to identify and, as appropriate, mitigate potentially problematic power dynamics and conflicts of interest in committees (e.g., a committee member who has an official reporting relationship to another committee member, or committee members in close familial relationships). [US: 9/11/2023]

#### **1.4.1.1.1 Standing Committees**

The Senate Council shall determine the chair and number of members for each standing committee, within the specifications of the Senate for a particular committee. The terms of office for elected faculty senators on standing committees shall generally be for three years. Terms of office for student members and nonsenators shall be for one year. Terms begin on August 16 of each year. The Senate Council shall compose standing committees so that terms are staggered to provide approximately a one-third change in membership each year.

##### **1.4.1.1.1.1 Composition**

Unless described otherwise in a committee's description, the committee chair and at least one-half of the members of the committee shall be elected faculty senators.

##### **1.4.1.1.1.1.1 Membership Requirements**

Pursuant to Administrative Regulations on tenure-ineligible title series and on faculty members with certain administrative appointments, the following terms apply.

- (1) Tenured faculty employees who have been appointed to an administrative position at or above the level of department chair are not eligible to participate in the election of faculty representatives, or serve as the elected faculty representative, to faculty governance bodies above the college level (e.g., Board of Trustees, University Senate, Graduate Council, Undergraduate Council, and Health Care Colleges Council) (see HRPP 4.0; GR11.B.2.b.(2)); and
- (2) Regular, full-time faculty employees in a tenure-ineligible series are not eligible for regularly assigned university-level service activities (including the Senate), except that the tenured/tenure-track faculty of a college may allow a tenure-ineligible series to be eligible to vote for representation, and stand for election, specifically to the University Senate, by extending College Faculty membership to that faculty series (to be documented in the College Rules; see AR 2.5, AR 2.6, AR 2.9 for more details). [SREC: 4/15/2011]

##### **1.4.1.1.1.1.2 Emeritus Faculty**

Emeritus faculty are eligible for appointment to Senate committees as long as other committee-specific requirements for committee composition are also met. [SREC: 2/5/2020]

##### **1.4.1.1.1.1.3 Ex Officio Members**

Ex officio members are appointed by the Senate Council to represent a particular office or area to enhance the effectiveness of the committee's deliberations. Ex officio members shall be

nominated by the President or the President's designee unless otherwise indicated. [US: 9/11/2023]

Ex officio members may be voting or nonvoting, but the position is nonvoting unless indicated otherwise.

#### **1.4.1.1.1.4 Student Members**

Student members shall be nominated by the Student Government Association.

#### **1.4.1.1.2 Advisory Committees**

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

#### **1.4.1.1.3 Special ("Ad Hoc") Committees**

Prior to its own action on an issue, the Senate Council normally shall refer all issues to appropriate standing committees unless an issue arises that is not clearly within the jurisdiction of one of the committees, or unless an issue demands such immediate attention that the appropriate committee, in the view of its chair, would be unable to report on it in due time. If either of these two situations arise, the Senate Council may appoint an ad hoc committee to address academic and other issues facing the University. These committees expire not later than one year after their appointment unless the Senate Council acts to renew the committee's charge for another year. [US: 10/12/81] [4/14/86]

#### **1.4.1.2 Vacancies**

Appointments to fill committee vacancies shall be made in the same manner as appointments for regular terms. Members shall serve until the expiration of their terms or their successors are appointed.

#### **1.4.1.3 Procedures**

Acting within their charges, Senate committees shall review and report to the Senate Council upon issues that bear on the functions of the Senate prior to their submission to the Senate.

A Senate committee shall act on proposals through established Senate processes (SR 3.1 and SR 3.2) in either of the following ways;

1. Forward a positive recommendation to the next procedural Senate level that is prescribed in SR 3:1 or SR 3.2; or
2. Forward a negative recommendation to the Senate Council.

If the committee submits a negative recommendation to Senate Council, then the Senate Council shall:

- i) Forward the proposal to the next prescribed procedural level as described in SR 3.1 and SR 3.2, or
- ii) Return the proposal to the committee with particular instructions, or
- iii) Decide based on the merits of the proposal that the proposal is not appropriate for Senate action and report the same to Senate at its next meeting.

Unless otherwise specified, items for potential consideration by University Senate committees, which are suggested by other than the Senate or Senate Council, reach the respective committees through the office of the Senate Council.

#### **1.4.1.3.1 Subcommittees**

The chairs of Senate standing committees may appoint ad hoc subcommittees but must select their members in consultation with the Chair of the Senate Council. Such a subcommittee must be chaired by a member of the parent committee and the Senate Council shall determine the chair. [US: 9/11/2023]

#### **1.4.1.3.2 Reporting to the Senate**

Standing committees of the Senate shall have the privilege of presenting reports to the Senate, subsequent to review by the Senate Council. If the Senate Council fails to present a committee report for action during three regular Senate meetings after it has been submitted to the Senate Council, the committee may bring its report directly to the floor for action by the Senate at any subsequent meeting, provided that the report has been appropriately circulated in advance. In such circumstance, the committee chair must submit a formal request to the Senate Council office at least two weeks prior to the Senate meeting to request that the item be placed on that Senate meeting's agenda.

#### **1.4.1.3.3 Recordkeeping**

Standing, ad hoc and advisory committees shall record minutes of actions taken at all meetings. These minutes shall be available not later than one week after the end of the next meeting. The committee chair shall be responsible for forwarding copies of the minutes to the Senate Council at the end of each academic year. These minutes may be in addition to or may substitute for the committee's annual report, at the discretion of the Senate Council. Committees that did not meet or conduct any business during the academic year shall forward to the Senate Council a report to that effect. [US: 2/3/2003]

### **1.4.2 LIST OF STANDING COMMITTEES**

#### **1.4.2.1 Senate Nominating Committee (SNC)**

**1.4.2.1.1 Charge**

The SNC is responsible for topics related to nominations for committee membership. Specifically, the SNC shall review and offer recommendations on: requests for faculty representatives, considering all aspects of a nominee (race, gender, ethnicity, unit affiliation, discipline, tenure status, rank, administrative position, previous service to the Senate, etc.) and the purpose of the committee for which the nominee was requested; policies to promote diverse memberships; and any other similar topic assigned to it.

**1.4.2.1.1.1 Extent of Authority**

The SNC does not have any final decision-making authority.

**1.4.2.1.2 Composition**

The SNC shall be composed of a sufficient number of elected faculty senators to conduct business. (see SR 1.4.1.1.2)

**1.4.2.1.3 Senate Calendar Committee (SCC)****1.4.2.1.3.1 Charge**

The SCC is responsible for topics related to the Academic Calendar. Specifically, the SCC shall review and offer recommendations for action on: the Academic Calendars submitted by the Registrar ([see SR 2](#)); program- and course- specific requests for calendars that deviate from the Academic Calendar; issues related to closures, academic holidays, and waivers for academic holidays; and any other similar topic assigned to it.

**1.4.2.1.3.1.1 Extent of Authority**

The SCC does not have any final decision-making authority.

**1.4.2.1.3.2 Composition**

The SCC shall be composed of voting faculty members, a voting student member, and ex officio nonvoting members.

**1.4.2.1.3.2.1 Chair**

The chair shall be one of the voting faculty members.

**1.4.2.1.3.2.2 Voting Faculty Membership**

The SCC shall be composed of a sufficient number of elected faculty senators to conduct business.

**1.4.2.1.3.2.3 Voting Student Members**

There shall be one student member.

**1.4.2.1.3.2.4 Nonvoting Ex Officio Members**

[US: 9/11/2023]

There shall be two nonvoting ex officio members.

A representative of the Provost's area that is responsible for preparing academic calendars, nominated by the Provost; and

A representative of the President nominated by the President.

#### **1.4.2.1.4 Senate Faculty Affairs Committee (SFAC)**

##### **1.4.2.1.4.1 Charge**

The SFAC is responsible for topics and policies related to faculty employment and promotion of the vitality of the University's faculty. Specifically, the SFAC shall review and recommend action on issues related to: performance reviews and standards for evaluation; promotion and tenure; employee benefits; work-life matters; recruitment and retention; issues raised by the Senate Advisory Committee on Privilege and Tenure; and any other similar topic assigned to it.

##### **1.4.2.1.4.1.1 Extent of Authority**

The SFAC does not have any final decision-making authority.

##### **1.4.2.1.4.2 Composition**

The SFAC shall be composed of voting faculty members and nonvoting ex officio members.

##### **1.4.2.1.4.2.1 Chair**

The chair shall be one of the voting faculty members.

##### **1.4.2.1.4.2.2 Voting Faculty Members**

The SFAC shall be composed of a sufficient number of elected faculty senators to conduct business.

##### **1.4.2.1.4.2.3 Nonvoting Ex Officio Members**

There shall be two nonvoting ex officio members:

- A representative of the Provost nominated by the Provost; and
- A representative of the President nominated by the President.

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

##### **1.4.2.2.1 Charge**

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

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

#### **1.4.2.2.1.1 Extent of Authority**

The SREC has final decision-making authority regarding: codifying, making editorial changes in, and interpreting the Senate Rules, at the direction of or with the approval of either the Senate Council or the Senate; evaluating and revising any section of the *Rules* where necessary to eliminate inconsistencies, clarify confusing statements, and note omissions; and certifying faculty eligibility in elections.

#### **1.4.2.2.2 Composition**

The SREC shall be composed of a sufficient number of elected faculty senators to conduct business. (see SR 1.4.1.1.1)

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

[US: 9/11/2023]

##### **1.4.2.3.1 Overall Charge**

The SAASC is broadly charged with making recommendations related to admissions, academic standards, progression, and graduation requirements. The SAASC shall be comprised of two permanent subcommittees, the Admissions Subcommittee and the Academic Standards Subcommittee. Recommendations must move forward to Senate through the committee as a whole, not directly from a subcommittee.

##### **1.4.2.3.1.1 Admissions Subcommittee Charge**

[US: 9/11/2023]

1. Making recommendations establishing the University's admissions policies and admissions management system (SR 4), including selective admissions, ACT/SAT test score equivalencies, and deadlines for admissions;
2. Establishing automatic admissions criteria and the parameters through which applicants who have not met the automatic admissions criteria may be admitted;
3. Submitting an annual report recommending admissions levels, considering constraints such as faculty-to-student ratio and capacity for serving students, as well as recommending circumstances under which admissions should be closed, such as when the desired class size has been reached;
4. Serving as an appeals board for applicants for admission whose applications were rejected (SR 4.2.1.2.1.2). (The SAASC's decision under this appeal stage constitutes the final University decision on the application.);

5. Recommending appropriate cut-off scores for the CLEP, AP, PEP and IB examinations (SR 5.2.1.1); and
6. Reviewing proposals and making recommendations related to program-related admissions and University-level admissions policies.

#### **1.4.2.3.1.2 Academic Standards Subcommittee Charge**

[US: 9/11/2023]

The Academic Standards Subcommittee shall be charged with making recommendations related to academic standards, progression requirements, and graduation requirements. The Academic Standards Subcommittee is specifically charged with the following:

1. Making recommendations regarding grading rules.
2. Reviewing and recommending policies related to college-level requirements.
3. Reviewing and recommending policies related to granting academic credit, graduation requirements, and probation and suspension.
4. Reviewing and recommending conditions of merit and circumstance for graduation requirements, degree honors conferred upon graduating students, and honorary degrees.

#### **1.4.2.3.2 Extent of Authority**

The SAASC has final decision-making authority regarding individual student admissions appeals if an application is rejected.

#### **1.4.2.3.3 Composition**

The SAASC and its subcommittees shall be composed of a sufficient number of elected faculty senators to conduct business (see SR 1.4.1.1.1.1) and two ex officio members.

##### **1.4.2.3.3.1 Nonvoting Ex Officio Members**

There shall be two nonvoting ex officio members:

- A representative with responsibilities related to enrollment management
- A representative with responsibilities related to strategic planning

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

##### **1.4.2.4.1 Charge**

The SAFC is charged with the responsibility of providing information and recommendations about the alteration, construction, and allocation of all property and physical facilities that may affect the educational objectives of the University. In this regard, it shall be concerned about



such matters as classrooms, buildings and grounds, shops and other such real property, audio-visual and television equipment, computers, duplication and printing facilities, vehicle pools, and scientific and musical instruments. The SAFC shall act in these ways:

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

#### **1.4.2.4.1.1 Extent of Authority**

The SAFC does not have any final decision-making authority.

#### **1.4.2.4.2 Composition**

The SAASC shall be composed of a sufficient number of elected faculty senators to conduct business. (see SR 1.4.1.1.1)

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

##### **1.4.2.5.1 Charge**

The SLC is charged with the responsibility for recommending to the University Senate policies to promote the educational interests of the University as a whole with respect to the Libraries, the faculty body of which is equivalent to the faculty of a college (GR VII.C.2). The SLC is responsible for consultation and advising with faculty of the Libraries or the Dean of Libraries, on such matters as are referred to it by the by the Libraries faculty, by the Dean, or by other University personnel, which pertain to improving the effectiveness of the Libraries as a part of the broad academic program of the University.

##### **1.4.2.5.1.1 Extent of Authority**

The SLC does not have any final decision-making authority.

##### **1.4.2.5.2 Composition**

The SLC shall be composed of a sufficient number of elected faculty senators to conduct business. (see SR 1.4.1.1.1)

#### **1.4.2.6 Senate Research and Graduate Education Committee (SRGEC)**

The SRGEC shall be responsible for reviewing University research policies and their implementation. It shall also be responsible for reviewing graduate education policies and their implementation. In addition, it shall make recommendations to the University Senate regarding those policies and the priorities for them. [US: 9/9/2013]

\* Graduate education includes postdoctoral scholars and postdoctoral fellows [SREC: 12/17/2013].

#### **1.4.2.7 Senate Academic Programs Committee (SAPC)**

##### **1.4.2.7.1 Charge**

The SAPC is charged with recommending action to the Senate on all new academic programs and significant program changes ([SR 3.1.4.1.3](#)). Specifically, the SAPC shall review the academic excellence, need, impact, and desirability of the academic program. In recommending approval of a program, the SAPC may recommend a priority to indicate its importance and the immediacy with which it should be implemented. [US: 2/12/2018]

It is the policy of the University Senate to adopt and utilize the definitions of the Council on Postsecondary Education that distinguish different types of degree programs. [US: 2/12/2018]

##### **1.4.2.7.1.1 Extent of Authority**

The SAPC does not have any final decision-making authority.

##### **1.4.2.7.2 Composition**

The SAPC shall be composed of a sufficient number of elected faculty senators to conduct business. (see SR 1.4.1.1.1)

#### **1.4.2.8 Senate Academic Planning and Priorities Committee (SAPPC)**

##### **1.4.2.8.1 Charge**

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

1. Identify major academic problems likely to be faced by the University in the foreseeable future;
2. Formulate and recommend to the Senate plausible academic goals for the institution;
3. Develop procedures and criteria for recommending academic priorities;
4. Recommend to the Senate institutional policies that recognize academic priorities and goals, as well as assess the progress of the institution toward its goals and report periodically to the Senate;
5. Recommend to the Senate a means for increasing the University's effectiveness in establishing and implementing its academic policies; and

6. Serve the Senate and the administration as a source of faculty information and opinion concerning academic planning and priorities. [US: 4/10/89]

#### **1.4.2.8.1.1 Extent of Authority**

The SAPPC does not have any final decision-making authority.

#### **1.4.2.8.2 Composition**

The SAPPC shall be composed of a sufficient number of elected faculty senators to conduct business. (see SR 1.4.1.1.1)

### **1.4.2.9 Senate Academic Organization and Structure Committee (SAOSC)**

#### **1.4.2.9.1 Charge**

The SAOSC is charged to:

1. Review and recommend Senate action priorities on all proposals for new educational units (colleges, schools, departments, graduate centers, multidisciplinary research centers and institutes; interdisciplinary instructional programs)
2. Review and recommend Senate action on all proposals for abolishment or merger of existing educational units;
3. Review and recommend Senate action on all proposals for major changes in organization and structure of educational units;
4. Make appropriate recommendations to the University Senate (and through the Senate to the President and/or Provost) regarding creation, abolition or alterations in organization or structure, or reporting relationships, of educational units throughout the University.
5. Study and report to the Senate on matters pertaining to faculty size and strength, and student enrollment. [US: 3/12/84]
6. Review and recommend Senate action on proposals including suspension of admissions, significant reduction and closure of a degree or certificate program, and other similar matters;

#### **1.4.2.9.1.1 Extent of Authority**

The SAOSC does not have any final decision-making authority.

#### **1.4.2.9.2 Composition**

The SAOSC shall be composed of a sufficient number of elected faculty senators to conduct business. (see SR 1.4.1.1.1)

### **1.4.2.10 Senate Reinstatement Committee (SRIC)**

**1.4.2.10.1 Charge**

The SRIC is a permanent subcommittee of the Senate Council. It makes final decisions on cases of students who have been academically suspended from the University a second time, whose readmission is dependent on the recommendation of the dean of the college in which the student plans to enroll and who have petitioned the Senate Council for readmission as per SR [5.4.1.2](#).

**1.4.2.10.1.1 Extent of Authority**

The SRIC has final decision-making authority regarding whether or not to readmit a student who has been academically suspended twice from the University.

**1.4.2.10.2 Composition**

The SRIC shall consist of two voting faculty members and one voting student member.

The composition is as described in 1.4.2.10.2.1, 1.4.2.10.2.2 and 1.4.2.10.2.3 unless the Senate Council votes to name a different specific subset of not less than three of its members to constitute the committee. If the Senate Council seeks to designate not more than one student member of the Senate Council as an SRIC member, but no student Senate Council member is available, then a student member shall be nominated to the Senate Council by the Student Government Association.

**1.4.2.10.2.1 Chair**

The SRIC is chaired by the Senate Council Chair.

**1.4.2.10.2.2 Voting Members**

The voting faculty members are the SC Chair and SC Vice Chair.

**1.4.2.10.2.3 Voting Student Member**

The voting student member is the Student Government Association President.

**1.4.2.11 Senate Committee on Committees (SCoC)****1.4.2.11.1 Charge**

The SCoC provides current Senate committee chairs with information and guidance regarding best practices for committee chairs. The SCoC shall meet in the spring semester to review committee activities for the past year and shall report on these activities to the SC prior to the end of the academic year. [US: 10/9/2017]

**1.4.2.11.1.1 Extent of Authority**

The SCoC does not have any final decision-making authority.

**1.4.2.11.2 Composition**

The SCoC shall be composed of the Senate Council Vice Chair and the members described in 1.4.2.11.2.1, 1.4.2.11.2.2, and 1.4.2.11.2.3, below.

**1.4.2.11.2.1 Chair**

The Senate Council Vice Chair shall chair the SCoC.

**1.4.2.11.2.2 Voting Faculty Membership**

The voting members of the SCoC are the chairs of Senate's standing committees, the chairs of Senate's advisory committees, and the Senate Council Chair

**1.4.2.11.2.3 Nonvoting Ex Officio Membership**

The immediate past chairs of Senate standing, advisory, and ad hoc committees shall serve as nonvoting ex officio members. (For purposes of this rule, the phrase "immediate past chair" means the person who served as chair of the committee during the preceding year.) [US: 9/11/2023]

**1.4.2.12 Senate Committee on Appointment, Promotion and Tenure (SeCAPT)****1.4.2.12.1 Charge**

The SeCAPT is responsible for advising the Senate Council on policy matters pertaining to appointment, promotion, and tenure. [SREC: 1/31/2017]

**1.4.2.12.1.1 Extent of Authority**

The SeCAPT does not have any final decision-making authority.

**1.4.2.12.2 Composition**

The SeCAPT is not required to be chaired by an elected faculty senator or composed of more than one-half of members who are elected faculty senators.

**1.4.2.12.2.1 Voting Faculty Members**

The SeCAPT is composed of the chairs of Academic Area Advisory Committees.

**1.4.2.13 Senate Committee on Distance Learning and eLearning (SCDLeL)**

[US: 12/9/2013; US: 12/12/2016]

**1.4.2.13.1 Charge**

The SCDLeL shall identify, assess and address issues related to distance learning and eLearning and make recommendations to the University Senate for policies. Specifically, activities of the SCDLeL shall include the following areas:

1. Identify issues related to distance learning and eLearning and recommend policies.
2. Monitor and respond to the University Senate concerning SACSCOC, state and federal regulations related to distance learning and eLearning.
3. Recommend strategies for dissemination of distance learning and eLearning issues and policies.

4. Recommend strategies for effective implementation of distance learning and eLearning.
5. Collaborate with other UK groups/committees on issues related to distance learning and eLearning as appropriate.

#### **1.4.2.13.2 Extent of Authority**

The SCDLeL does not have any final decision-making authority.

#### **1.4.2.13.3 Composition**

The SCDLeL is not required to be chaired by an elected faculty senator nor is it required to be composed of more than one-half of members who are elected faculty senators.

##### **1.4.2.13.3.1 Chair**

The chair shall be one of the voting faculty members.

##### **1.4.2.13.3.2 Voting Faculty Members**

The SCDLeL shall be composed of a sufficient number of elected faculty senators to conduct business. (see SR 1.4.1.1.2) The voting faculty membership of the committee shall be generally representative of the colleges with active distance learning or eLearning programs.

##### **1.4.2.13.3.3 Voting Student Members**

[US: 9/11/2023]

There shall be two voting student members who must be enrolled in online courses or have experience with online courses.

- One undergraduate student; and one graduate student.

##### **1.4.2.13.3.4 Nonvoting Ex Officio Members**

There shall be four ex officio nonvoting members:

- A representative with expertise in the area of enhancing learning and teaching;
- A representative with expertise in the area of distance learning programs;
- A representative with expertise in the area of information technology; and
- A representative with expertise in the area of accessibility issues.

NOTE: For the purposes of this rule, the following two definitions shall apply:

Distance Learning – A formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous.

eLearning – A broad combination of processes, content, and infrastructure to use computers and networks to scale or improve one or more significant parts of a learning value chain, including management and delivery.

#### **1.4.2.14 Senate Institutional Finances and Resources Allocation Committee (SIFRAC)**

[US: 2/8/2010]

The SIFRAC is a joint endeavor of the Staff Senate and University Senate.

##### **1.4.2.14.1 Charge**

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

The SIFRAC shall analyze public budget documents and published reports about financial and other trends. It shall routinely solicit an informational session by a University financial officer on annual budget proposals and prospective intra-academic year budget cuts or modifications prior to their submission on the Board of Trustees.

SIFRAC may receive specified directions from the University Senate and Staff Senate chairs jointly on items relative to the current fiscal situation.

SIFRAC shall meet at least once a semester with the University officer responsible for planning, budgeting and policy, and it shall meet as many times as deemed necessary by SIFRAC.

SIFRAC shall submit an annual report. Minority reports are also acceptable.

##### **1.4.2.14.1.1 Extent of Authority**

The SIFRAC does not have any final decision-making authority.

##### **1.4.2.14.2 Composition**

The SIFRAC is not required to be chaired by an elected faculty senator nor is it required to be composed of more than one-half of members who are elected faculty senators. Members optimally shall have financial and budgetary expertise relevant to University finances.

##### **1.4.2.14.2.1 Chair**

A Staff Senate member will preside as chair.

##### **1.4.2.14.2.2 Voting Faculty Members**

The committee shall include three voting faculty members.

**1.4.2.14.2.3 Voting Staff Members**

The committee shall include three voting staff members identified by the Staff Senate, in addition to the chair.

**1.4.2.14.3 Report**

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

**1.4.2.15 Senate UK Core Education Committee (SUKCEC)**

[US: 2/3/86; 4/14/86; 10/12/87; 4/23/2001; 5/6/2013; [US: 11/13/2017; 2/10/2020; 5/2/2022] “Program” refers to the UK Core (general education) program. SUKCEC shall also have a permanent subcommittee that renders decisions on UK Core course substitutions.

**1.4.2.15.1 Charge to SUKCEC****1.4.2.15.2 Functions**

[US: 11/13/2017; 5/2/2022]

The SUKCEC shall exercise the following functions:

1. It shall recommend to the Senate Council procedures and guidelines for designing and submitting course proposals for implementing the program.
2. It shall recommend to the Senate Council policies by which courses may receive UK Core designation.
3. If called upon by Senate to do, it shall also broadly communicate these policies to all undergraduate colleges. (see SR [9.34](#))
4. It shall recommend to the Senate Council all courses which are proposed to the University Senate to fulfill the program requirements.
5. It shall maintain long-term oversight of the program, including periodic course review and program assessment to ensure that the program fulfills the learning outcomes.
6. It shall recommend to the Senate Council the deletion of courses (or pairs of courses) from the program that no longer seem appropriate to the program, and recommend to colleges or departments, through the Chair, such changes concerning teaching and content as it deems necessary or appropriate.
7. It shall continue to work to enhance the program and assert the program's centrality to the undergraduate curriculum through involvement in university-wide planning and policy discussions related to the program.



8. Upon the recommendation of the Undergraduate Council or upon its own initiative, it shall develop and propose to the Undergraduate Council changes in the structure of the program or in the requirements necessary to complete the program
9. It shall report individual cases of temporary waivers of or temporary substitutions for program requirements to the Undergraduate Council.
10. It shall set policies for the granting of credit to transfer students for courses taken which are equivalent to those in the program and it shall communicate these policies to all undergraduate colleges ([SR 9.34](#)) on campus.
11. It shall develop, maintain, and make available to others a database of optional course substitutions for each of the UK Core areas, more specifically the areas of Quantitative Foundations (QF) and Statistical Inference Reasoning (SIR) that have been approved by the UK Core Course Substitution Subcommittee (see SR 1.4.2.15.3.5). This list may include courses that have a pre-requisite or are limited to a particular major; these courses would be restricted to students who meet these requirements.
12. At the beginning of each academic year, the SUKCEC will contact Associate Deans to solicit suggestions for acceptable courses that may be considered for Core substitution.

#### **1.4.2.15.2.1 Waivers**

##### **1.4.2.15.2.1.1 Waivers for Particular Categories of Students**

SUKCEC shall make recommendations to the Senate Council (SC) concerning all waivers of or substitutions for program requirements for particular categories of students. The SC's approval of temporary waivers of, or substitutions for, program requirements for particular categories of students shall be final.

##### **1.4.2.15.2.2 Extent of Authority**

The SUKCEC has final decision-making authority regarding individual student appeals if a request for a UK Core course substitution is denied by the UCCSS.

#### **1.4.2.15.3 Composition**

The SUKCEC is not required to be chaired by an elected faculty senator nor is it required to be composed of more than one-half of members who are elected faculty senators.

##### **1.4.2.15.3.1 Chair**

The SUKCEC chair shall be a tenured faculty member appointed by the Senate Council. The chair is a voting member however the chair shall not have a vote except in cases of ties.

**1.4.2.15.3.2 Voting Faculty Members**

The University Faculty members on the UKCEC shall be appointed by the Senate Council after a campuswide solicitation of nominations from the University Faculty. The UKCEC shall be composed of twelve voting members.

The composition of the appointed faculty membership of the UKCEC is as follows:

- One member from the College of Arts & Sciences for the area of Composition and Communication;
- One member from the College of Communication and Information for the area of Composition and Communication;
- One member from the area of Intellectual Inquiry – Arts & Creativity;
- One member from the area of Intellectual Inquiry – Humanities;
- One member from the area of Intellectual Inquiry – Natural/Physical/Mathematical Sciences;
- One member from the area of Intellectual Inquiry – Social Sciences;
- One member from the area of Citizenship – Community, Culture and Citizenship in the USA;
- One member from the area of Citizenship – Global Dynamics;
- One member from the area of Statistical Inferential Reasoning; and
- One member from the area of Quantitative Foundations.

**1.4.2.15.3.3 Voting Student Members**

There shall be two voting student members.

**1.4.2.15.3.4 Nonvoting Ex Officio Members**

There shall be five nonvoting ex officio members:

- A representative with expertise in the area of assessment;
- A representative with expertise in the area of student registration and recordkeeping (i.e. Registrar);
- A representative from University Libraries; and

- A representative with expertise in the area of enhancing learning and teaching.

#### **1.4.2.15.3.5 UK Core Course Substitution Subcommittee (UCCSS)**

##### **1.4.2.15.3.5.1 Charge**

[US: 10/9/2023]

The UCCSS is responsible for the following:

1. Evaluating the Senate policy and procedures (GR III. A. 6, para. 1) related to UK Core course substitutions.
2. Determining whether, as a matter of educational policy (GR IV.C), a specific course substitution would fundamentally alter the nature of the course or the UK Core requirement.
3. Determining whether an existing course or courses are the most educationally appropriate as a reasonable accommodation. The Disability Resource Center retains the final authority to determine if a course substitution is a reasonable accommodation, but the UCCSS has the sole authority to determine if a course substitution fundamentally alters the nature of the UK Core requirement. A determination that the requested accommodation would be a fundamental alternation necessarily leads to a determination that the requested accommodation is unreasonable.

The UCCSS shall review the SUKCEC database of optional course substitutions for each of the UK Core areas annually, or more often as needed, and determine if any changes are warranted.

##### **1.4.2.15.3.5.2 Extent of Authority**

[US: 10/9/2023]

The UCCSS has final decision-making authority regarding approving a non-UK Core course to fulfill a UK Core requirement when the Disability Resource Center has indicated that a course substitution is a reasonable accommodation.

##### **1.4.2.15.3.5.3 Composition**

[US: 10/9/2023]

There shall be three voting members of the USSCC, although exact membership of the subcommittee varies depending on the Core area requirement for which a student is requesting a course substitution.

The voting members are as follows:

- Core area expert from SUKCEC, who serves as the chair of the UCCSS;
- Disability Resource Center (DRC) Director or designee; and
- Chair of the SUKCEC

The DRC Director is responsible for training subcommittee members as needed, including providing Office of Civil Rights-based rubrics for the UCCSS to consider when reaching its decisions and explaining its rationale.

The DRC is responsible for maintaining all records related to the processes and procedures. At the end of each academic year, the DRC will provide the University Senate with demographic data on students who requested Core course substitutions.

#### **1.4.2.16 Senate Retroactive Withdrawal Appeals Committee (SRWAC)**

[US: 12/8/97; 4/13/2020; 12/14/2020]

##### **1.4.2.16.1 Charge**

The Committee shall decide all student requests for retroactive withdrawals as provided by SR [5.1.7.5](#).

##### **1.4.2.16.1.1 Extent of Authority**

The SRWAC has final decision-making authority regarding all student requests for retroactive withdrawals except in matters of cases of violation of student academic rights, which may be appealed to the UAB. (See SR 5.1.7.5.2.3)

##### **1.4.2.16.2 Composition**

The SRWAC is not required to be chaired by an elected faculty senator nor is it required to be composed of more than one-half of members who are elected faculty senators. The SRWAC shall be composed of voting faculty membership, voting student membership, and ex officio nonvoting membership. When possible, at least one member shall have a medical background.

##### **1.4.2.16.2.1 Chair**

The chair shall be one of the voting faculty members.

##### **1.4.2.16.2.2 Voting Faculty Members**

There shall be four members of the University Faculty plus a sufficient number of alternates in case a regular member cannot attend.

##### **1.4.2.16.2.3 Voting Student Members**

There shall be one voting student member.

##### **1.4.2.16.2.4 Nonvoting Ex Officio Members**

[US: 9/11/2023]

There shall be five ex officio nonvoting members:

- A representative with expertise in the area of employment equity;
- A representative with expertise in the area of counseling and testing;
- A representative with expertise in the area of disability resources for students;
- A professional advisor employed by UK from the Advising Network, nominated by the Advising Network; and

- A college-based representative from the University Committee on Advising Leaders, nominated by the University Committee on Advising Leaders

#### **1.4.2.17 Senate Academic Advising Committee (SacAC)**

[US: 4/10/2000; 11/13/2017; 4/13/2020]

##### **1.4.2.17.1 Charge**

The committee shall:

1. Regularly review the effectiveness and accountability of academic advising throughout the University
2. Recommend standards for the quality of academic advising
3. Make recommendations regarding academic advising
4. Review and recommend proposals regarding academic advising. [4/10/2000]

##### **1.4.2.17.1.1 Extent of Authority**

The SACAC does not have any final decision-making authority.

##### **1.4.2.17.2 Composition**

The SAAC is not required to be chaired by an elected faculty senator nor is it required to be composed of more than one-half of members who are elected faculty senators. The SACAC shall be composed of voting faculty members, voting student members, and ex officio nonvoting members.

##### **1.4.2.17.2.1 Chair**

The chair shall be one of the voting faculty members.

##### **1.4.2.17.2.2 Voting Faculty Members**

There shall be three elected faculty members from the University Senate who are currently advising students.

##### **1.4.2.17.3 Voting Student Members**

There shall be three voting student members. [US: 2/13/2023]

##### **1.4.2.17.4 Nonvoting Ex Officio Voting Members**

[US: 9/11/2023]

There shall be four nonvoting ex officio members:

- Three professional advisors employed by UK from the Advising Network, nominated by the Advising Network ;

- One college-based representative from the University Committee on Advising Leadership, nominated by the University Committee on Advising Leadership.

#### **1.4.2.18 Senate Technology Committee (STC)**

[US: 2/11/2019]

##### **1.4.2.18.1 Charge**

The STC is broadly concerned with all issues related to information technology (IT) at UK. The STC's responsibilities include, but are not limited to:

1. Recommend channels of communication between faculty/students and UK Information Technology Services (ITS) and other administrative units concerning University technology infrastructures, services, policies, and procedures.
2. If called upon by Senate to do so, review proposals from ITS, and other administrative units, regarding University technology infrastructure, services, policies, and procedures and make recommendations concerning endorsement and/or change.
3. Bring proposals and recommendations concerning any technology issue that may affect the educational objectives and mission of the University (GR IV.C.6) or concerning the application of technology to policy or procedure for faculty personnel matters (GR IV.C.7).
4. Review and make recommendations concerning any matter in which the proposed application of technology constitutes an educational policy issue (GR IV.C.1), when the Senate Council determines that responsibility for the particular matter is not charged to any other Senate committee.

##### **1.4.2.18.1.1 Extent of Authority**

The STC does not have any final decision-making authority.

##### **1.4.2.18.2 Composition**

The STC is not required to be chaired by an elected faculty senator nor is it required to be composed of more than one-half of members who are elected faculty senators. The STC shall be composed of voting faculty members, voting student members, and ex officio nonvoting members.

##### **1.4.2.18.2.1 Chair**

The STC chair must be one of the six appointed University Faculty members.

**1.4.2.18.2.2 Voting Faculty Membership**

There shall be six members of the University Faculty with a broad range of technological expertise and experience who are broadly representative of the University

**1.4.2.18.2.3 Voting Student Membership**

There shall be one student member.

**1.4.2.18.2.4 Nonvoting Ex Officio Membership**

[US: 9/11/2023]

There shall be two nonvoting ex officio members:

- A representative from the area of information technology; and
- The chair of the Senate Committee on Distance Learning and eLearning (SCDLeL).

**1.4.2.19 Senate Committee on Disability Accommodation and Compliance (SeCDAC)**

[US: 12/10/2012]

**1.4.2.19.1 Charge**

The SeCDAC is responsible for recommending educational policy within general guidelines established by the University Senate. Specifically, the SeCDAC is charged to:

1. Recommend educational policies and implementation practices that appropriately address the accommodations standards stipulated in the Americans with Disabilities Act (ADA) Law and Sections 504/508 of the Rehabilitation Act of 1973 for students who have documented disabilities.
2. Recommend solutions for issues reported by faculty members or the DRC pertaining to the implementation of educational policies as they relate to practices for disability accommodation and regulatory compliance.
3. Monitor the alignment between the University Senate's educational policies and Federal compliance and accommodation regulations, and recommend educational policy revisions, as warranted.

**1.4.2.19.1.1 Extent of Authority**

The SeCDAC does not have any final decision-making authority.

**1.4.2.19.2 Composition**

The SeCDAC is not required to be chaired by an elected faculty senator nor is it required to be composed of more than one-half of members who are elected faculty senators. The SACDAC shall be composed of voting faculty members, ex officio voting members, and ex officio nonvoting members.

**1.4.2.19.2.1 Chair**

The SeCDAC shall be chaired by one of the four appointed University Faculty members.

**1.4.2.19.2.2 Voting Faculty Members**

There shall be four voting faculty members.

**1.4.2.19.2.3 Nonvoting Ex Officio Membership**

There shall be four nonvoting ex officio members:

- The Academic Ombud;
- A representative with expertise in the area of enhancing learning and teaching,
- A representative with expertise in the area of disability resources ; and
- A representative with expertise in the area of diversity and inclusivity.

**1.4.2.20 Senate Committee on Diversity and Inclusion (SCDI)**

[US: 2/12/2018]

**1.4.2.20.1 Charge**

The SCDI is charged with: promoting diversity among senators, in particular representation of underrepresented minorities; working with senior leadership to disseminate best practices for recruiting and retaining faculty of color and other underrepresented groups; and addressing other issues around diversity and inclusion as they arise.

**1.4.2.20.1.1 Extent of Authority**

The SCDI does not have any final decision-making authority.

**1.4.2.20.2 Composition**

The SCDI is not required to be chaired by an elected faculty senator or composed of more than one-half of members who are elected faculty senators. The SCDI shall be composed of voting faculty members, voting student members, and ex officio nonvoting members.

**1.4.2.20.2.1 Chair**

The SCDI shall be chaired by one of the six University Faculty members.

**1.4.2.20.2.2 Voting Faculty Members**

There shall be six voting University Faculty members.

**1.4.2.20.2.3 Voting Student Members**

There shall be two voting student members.



**1.4.2.20.2.4 Nonvoting Ex Officio Members**

[US: 9/11/2023]

There shall be two nonvoting ex officio members:

- Two representatives with expertise in, and responsibilities pertaining to, diversity and inclusivity

**1.4.2.21 Lewis Honors College Faculty**

[US: 12/10/2012; 5/6/2019]

Pursuant to GR VII.E.2.c, the University Senate may delegate respective authorities to the Honors College Faculty or the Honors College Faculty Council concerning the curricular requirements leading to the Honors credential.

**1.4.2.21.1 Charge to Lewis Honors College Faculty**

[US; 5/6/2019]

The Honors College Faculty, or as delegated to the Lewis Honors College Council, shall exercise the following functions:

1. It has jurisdiction over the educational policies of the Honors College (GR VII.E.2), including such matters as academic requirements, curricula, and course offerings in the HON series. It also has approval of honors sections of departmental courses, undergraduate research, and service-learning courses, and academic policy components of the residential community associated with the Honors College. Following the policies and principles in the Governing Regulations and the University Senate Rules, it shall make recommendations to the University Senate on educational matters that require the approval of that body (GR VII.E.2).
2. It shall approve (or not), or as it delegates shall supervise the approval of, all sections of existing courses which are proposed by colleges, departments, schools, or other units to fulfill the Honors curricular requirements. On behalf of the Lewis Honors College Faculty, the associate dean of the Lewis Honors College shall send the list of approved sections to the University Registrar's Office for inclusion in the Schedule of Classes.
3. It shall establish, or as it delegates shall supervise the approval of, a process to approve faculty to teach Honors courses or departmental honors sections (Honors courses taught by other units).
4. It shall establish, or as it delegates shall supervise the establishment of, guidelines for the Honors College Course Agreement between an individual Honors College student and an individual faculty person that will be used when a student wishes to complete for Honors credit an undergraduate course that has not been designated as an Honors

course (i.e., those not designated as HON courses or as “H” designated sections of regular undergraduate courses).

5. It shall, through the dean of the Lewis Honors College, report periodically to the University Senate concerning the activities of the Honors College, including the teaching and content of all courses and sections selected to fulfill the Honors curricular requirements.
6. It shall consider and propose improvements which will enhance the Honors curriculum and its impact on the undergraduate curriculum.
7. Upon the recommendation of the dean of the Honors College, or upon its own initiative, it shall consider and propose necessary changes in the educational structure of the college or in its academic requirements.
8. It shall set, or as it delegates shall supervise the setting of, policies for the granting of credit to transfer students for courses taken which are equivalent to those in the Honors curriculum and it shall communicate these policies to all colleges of the University.

#### **1.4.2.21.2 Extent of Authority**

Within the University Senate Rules, the Lewis Honors College Faculty has similar decision-making authority for educational unit courses and programs as do other unit or program faculty.

#### **1.4.2.21.3 Jurisdiction**

The Honors College is an educational unit, where completion of the Honors curriculum leads to an academic graduation credential of University Honors.

Subject to the *University Senate Rules*, educational policy concerning the Honors curriculum is decided, or recommended to the University Senate, by procedures determined by the Honors Faculty in the approved Lewis Honors College Faculty Rules. The Lewis Honors College Faculty Rules may delegate to the Lewis Honors College Council decisions concerning Lewis Honors College educational policies. (GR VII.E.2) [US: 5/6/2019]

#### **1.4.2.21.4 Composition**

The Lewis Honors College faculty is not required to be chaired by an elected faculty senator or composed of more than one-half of members who are elected faculty senators. Membership of the Lewis Honors College Faculty is prescribed by GR VII.E.2.a. Membership of the Lewis Honors College Council is as prescribed in the approved Lewis Honors College Faculty Rules (GR VII.E.2.b).

#### **1.4.2.21.5 Unit faculty rules for educational policy-making**

Pursuant to *Governing Regulations* VII.E.2.c, the Lewis Honors College Faculty shall provide in the Lewis Honors College Faculty Rules document its procedures for the above processes in educational policy-making.

### 1.4.3 SENATE ADVISORY COMMITTEES

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

##### 1.4.3.1.1 Committee Membership

The committee will be comprised of ten tenured faculty members of the rank of Professor or Librarian I with expertise encompassing the areas of the committee's charge. The committee membership will be structured in the following way: four Regular Title Series; two Special Title Series (clinical areas); two Special Title Series (nonclinical areas); one Librarian Title Series; one Extension Title Series. For each given case, the committee Chair will identify a minimum of five members to participate in the hearing, deliberation, and disposition of the case, with the goal that in cases involving faculty at least one member will be in the same title series as the heard petitioner, and that cases will be heard during the summer as well as during the academic year. Members of this academic advisory committee are appointed by the President, as Chair of the University Senate, from nominations submitted by the Senate Council of full-time tenured faculty employees who do not occupy a position of administrative academic supervision over faculty personnel. [9/11/2023]

##### 1.4.3.1.2 Committee Charge

###### 1.4.3.1.2.1 Scope of committee jurisdiction

Except for cases of dismissal for cause (subsection 1.4.4.2.2.1, below), the SACPT is to consider whether

1. violation of procedures (as established by University-level regulations/policies, or by the college, or by the department faculty; GR VII.E.2-5; GR VII.F.2.b-e),
2. violation of privilege, or
3. violation of academic freedom,

have affected the outcome of decisions made in the processes of faculty reappointment, terminal reappointment, non-renewal of appointment, promotion and/or tenure. Cases of complaint on the substantive merit of administrative decisions in these faculty personnel processes are instead to be submitted through established administrative channels as prescribed by GR I.F.

Similarly, the SACPT does not consider complaints relating to the substantive merit of administrative decisions on salary, faculty performance review, distribution of effort, allocation of resources, etc. (for which the administrative appeal procedure of GR I.F is applicable). However, *if* an issue instead involves violation of established procedure, violation of privilege or violation of academic freedom, *and if* the petitioner *both* (i) exhausts the process of GR I.F through the level of the Provost and the issue remains unresolved and (ii) satisfies the burden of making a *prima facie* case to the SACPT that the particular violation of procedure, privilege or academic freedom is of such a nature as to potentially significantly impinge on the petitioner's

reappointment, terminal reappointment, non-renewal of appointment, promotion and/or tenure, *then* the SACPT may elect to consider the case.

- \* As long as the faculty employee follows the process prescribed in the above paragraph of SR 1.4.4.2.2.1, the SACPT gains jurisdiction to elect to consider allegations that “the particular violation...is of such a nature as to potentially significantly impinge on the petitioner’s...tenure.” [SREC: 2/8/2019]

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

#### **1.4.3.1.2.2 Specific areas of committee charge**

The Committee is charged with giving consideration to the following matters as referred to it by the President, by any University faculty employee, or by certain University staff employees of educational units in the following situations.

##### **1.4.3.1.2.2.1 Dismissal from employment**

The Committee may consider dismissals from employment (GR X.B.1.f) that involve:

1. cases of termination of appointment for cause of a tenured faculty member arising from allegation of incompetency, neglect of or refusal to perform their duty, or for immoral conduct (KRS 164.230);
2. cases of dismissal of an employee for cause during a limited appointment, arising from allegation of incompetency, neglect of or refusal to perform their duty, or for immoral conduct (KRS 164.230; GR X.B.1.f);
3. cases of termination of a tenure appointment or the dismissal of a person prior to expiration of a non-tenure appointment because of a financial emergency (GR X.B.1.f).

As prescribed by GR X.B.1.f.2, the SACPT shall make an informal investigation. The petitioner shall be afforded an opportunity to be heard by the SACPT, for the purpose of attempting to effect a resolution mutually agreeable to the President and the faculty employee. In the case that such a resolution is not obtained, the SACPT shall recommend to the President whether, in its opinion, dismissal proceedings should be undertaken. The subsequent disposition of the matter by the President shall be as prescribed in GR X.B.1.e.

##### **1.4.3.1.2.2.2 Violation of academic freedom or insufficient notice of nonrenewal**

The Committee may consider certain cases of allegation of violation of academic freedom or insufficient notice of non-renewal that involve:

1. cases of allegation by a faculty member on a non-tenure appointment that a decision for non-reappointment violates their academic freedom as a faculty member (GR X.B.1.g);
2. cases of allegation by a University administrator holding academic rank, or by a postdoctoral scholar, postdoctoral fellow, resident, clinical fellow, teaching assistant, or research assistant that a decision to terminate his or her appointment to his or her administrative post, or not to reappoint him or her, violates their academic freedom (GR X.B.1.h; GR X.D; AR 5:4; AR 5.5);
3. cases of non-renewal of a faculty employee's probationary appointment with less advance notice than specified by the Governing Regulations (GR X.B.1.e);

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

#### **1.4.3.1.2.2.3 Other alleged violations**

The Committee may consider allegations of violation of established procedure, academic privilege and/or academic freedom that involve:

1. a faculty employee's terminal reappointment, promotion and/or tenure (AR 2:1)
2. cases of allegation by a faculty member on a non-tenured appointment that a decision for nonreappointment violates either GR I.D.f.a or GR X.A.1 dealing with certain discriminatory practices.

#### **1.4.3.1.2.2.4 Procedures**

The petitioner must submit to the Chair of the SACPT a letter initiating the appeal within 60 days, and the appeal and supporting documentation within 75 days, after written notification by the dean of a final decision of nonrenewal, terminal reappointment or disapproval of promotion and/or tenure.

The SACPT may extend the 75-day deadline by majority vote.

The function of the committee in all such cases is to first exercise informal vetting processes to attempt to effect a resolution that makes a formal recommendation to the President for action unnecessary. In cases where such an informal resolution is not obtained, the committee will exercise formal processes of investigation, including affording to the petitioner an opportunity to appear before the SACPT. With copy to the petitioner, the SACPT will submit to the President its analysis of the alleged violations and will recommend to the President what commensurate

remedial action, if any, ought to be taken. The President, or upon the President's delegation the Provost, shall notify the petitioning faculty employee and the SACPT in writing of the President's decision.

#### **1.4.3.1.2.3 Interpretation of policies**

The SACPT may, upon request, advise individual faculty members, the President, the Provost or educational unit chief administrative officers on the interpretation of University regulations on faculty appointment, reappointment, promotion, tenure, privilege and academic freedom, with copies of the interpretation being sent to the University Senate Council, the President, the Provost and as applicable, the chair of the department, and the dean.

#### **1.4.3.1.2.4 Issues of privilege as scholars**

The SACPT also may consider allegations by faculty members who believe that their privilege as scholars has been abridged or abused. Faculty members should address statements to the chair of the SACPT setting forth in detail the reasons why they believe their privilege has been abridged or abused. The SACPT will review the statement and determine whether conditions warrant further investigation. Upon investigation the SACPT will make recommendations to the faculty member and file a copy with the President and the Provost. Recommendations may be made also to the President with a copy sent to the faculty member and Provost.

#### **1.4.3.1.2.5 Recommendations on policies**

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

#### **1.4.3.1.2.6 Reports and records**

At the end of each academic year the SACPT will provide to the Senate Council a generalized report of the issues and resolutions of the cases filed with it that year, including any consequent recommendations of the SACPT for action by the Senate or Senate Council. At the conclusion of the committee's disposition of each case, or collectively at the end of the academic year, for purposes of records retention, the Chair of the committee shall forward to the University President's Office the case documents filed to the committee, any other official evidentiary documents generated by the committee, and the record of the committee's disposition of the case if the latter has not already been submitted to the President.

#### **1.4.3.1.2.7 Rights of petitioner**

The right of a faculty employee to file with the SACPT Chair a request for a hearing pursuant to SR [1.4.3.1.2.2.1-3](#) and [1.4.3.1.2.4](#) shall not be impeded. The investigatory hearing process exercised by the SACPT shall include the rights prescribed in SR [1.4.3.2.2](#). [US: 2/8/2016]

- \* The Senate Rules reserve to the course instructor the authority to make those course educational policies not prescribed by the unit Faculty or (higher college/Senate) bodies. If a faculty employee believes that a unit Faculty or higher faculty body, or an administrator, has made a policy that abridges that course instructor's prerogatives

(academic freedom) to make course educational policy, the individual may bring that complaint to the Senate Advisory Committee on Privilege and Tenure. [SREC: 9/2009]

- \* If a grade originally submitted to the Registrar by the Instructor of Record becomes improperly changed in a context that the Instructor of Record believes is a violation of his or her academic privilege, the Instructor of Record has the right to lodge a complaint with the Senate Advisory Committee on Privilege and Tenure ("SACPT"; SR **1.4.3.1**). If the committee finds in favor of the Instructor of Record, the committee is authorized to recommend to the President that the President direct the Registrar to change the grade back to the grade originally submitted by the Instructor of Record. [SREC: 9/12/11]
- \* The "written comments" on course evaluations are not to be made available by the University to third parties. In addition, the University Senate's policy for release of numerical course ratings only applies to undergraduate courses. [SREC: 11/10/11]

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

#### **1.4.3.2.1 Composition and Jurisdiction**

The University Senate Hearing Panel consisting of fifteen (15) tenured full Professor or Librarian I faculty members shall be appointed for staggered three-year terms by the President from a list of nominees recommended by the Senate Council. From this panel an ad hoc Hearing Committee shall be chosen to hear a case arising from

1. dismissal of a faculty member with continuous tenure; or
2. dismissal of a non-tenured faculty member before the end of that person's specified term of appointment; or
3. allegation of the violation of the academic freedom of a non-tenured faculty member, an administrator, or of a terminated postdoctoral scholar, postdoctoral fellow, resident, clinical fellow, teaching assistant, or research assistant (GR X.D; AR 5:4; AR 5.5).

The Hearing Committee shall consist of five members chosen by lot from the USHP. Members shall remove themselves from a case, either at the request of a party, or on their own initiative if they deem themselves disqualified for reason of bias or conflict of interest. Each party shall have a maximum of two challenges without stated cause. If the panel should be exhausted before an acceptable committee has been obtained, five supplementary members shall be appointed to the panel by the same procedure from which members of the committee may be selected. The committee shall select its own chair.

- \* For SREC interpretation of SR 1.4.4.3.1, see SREC minutes from June 11, 2018. (available [HERE](#)). [SREC: 6/11/2018]

#### **1.4.3.2.2 Procedures**

The committee will conduct the hearing and report its findings as described in GR X.B.1.f. 2. In addition, the committee will adhere to the following procedures:

1. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration will, in so far as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.
2. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear, but the committee determines that the interests of justice require admission of that person's statement, the committee will identify the witness, disclose the statement of that witness and if possible provide for interrogatories.
3. The hearing committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
4. The hearing committee will grant adjournments to enable either party to investigate evidence as to whether a valid claim of surprise is made.
5. The findings of fact and the decisions will be based solely on the hearing record.
6. Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or the administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Trustees.

#### **1.4.4 AD HOC COMMITTEES**

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

#### **1.5. ELECTION PROCEDURES FOR CERTAIN ELECTIVE BODIES**

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



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

### **1.5.1.1 Committee Composition**

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

### **1.5.1.2 Election Procedures**

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

#### **1.5.1.2.1 Nominating Round**

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

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

#### **1.5.1.2.2 Voting Round**

The eligible voters are the full-time members of the University Faculty who are eligible to vote in their respective college election of faculty members to the University Senate. Each voter must rank order exactly three (3) candidates from the list of the six (6) nominees on the voting ballot.

Failure to rank order exactly three (3) different candidates will disqualify the ballot. References in sections (3), (4), and (5) below to “ballots” refers only to those ballots certified as countable.

#### **1.5.1.2.3 Tabulation Round(s)**

First, the total number of eligible ballots is determined.

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

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

#### **1.5.1.2.4 Sequential Run-off**

If fewer than three (3) candidates are elected pursuant to section (3) above, then the following run-off tabulation will be followed: On each ballot, the name(s) of the elected candidate(s) will be removed, and the ballots re-tabulated according to the rankings of the remaining candidates on each of them. Any candidate who is allocated at least one-third ( $1/3$ ) of the total number of ballots after this re-tabulation shall be declared elected.

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

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

#### **1.5.1.2.5 Runners-Up**

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

**1.5.1.2.6 Vacancies**

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

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

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

[See US: 10/12/88; US: 10/8/2001; US: 12/8/05; BoT: 6/2005]

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

\* For the purposes of election of Faculty Trustees, AR 3:2 is here interpreted to allow voting by, but not election of, faculty employees on phased retirement. [SREC: 12/17/13].

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

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

**1.5.2.1 Nominations**

The Chair of the Senate Rules and Elections Committee shall solicit nominations by a method calculated to provide reasonable notice to the eligible faculty (and to the unit administrators for the purpose of assisting dissemination of this notice to the faculty). Nomination forms shall be

submitted to the Chair of the Senate Rule and Election Committee in writing or by fax, and must contain the names and signatures of ten (10) or more nominators on the same form, all of whom must be eligible to vote. Forms may be provided for this purpose. The nomination form shall indicate that the nominee is willing to serve if elected and that the nominee is qualified to serve.

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

If three (3) or fewer persons are nominated there shall be only one (1) ballot as indicated below (see "The Final Ballot") However if only one (1) person is nominated, the nomination period shall be extended by one (1) week with notification to all eligible faculty voters. If no other nominations are put forward at this point, the sole nominee shall be declared elected.

#### **1.5.2.2 The preliminary ballot (if necessary)**

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

#### **1.5.2.3 The final ballot**

The final ballot shall contain a brief biographical sketch submitted by each of the candidates and may contain a brief statement by each candidate. Each voter shall indicate a first and may indicate a second choice. All of the first-choice ballots will be counted, and any candidate who receives a majority of votes will be elected. If no one receives a majority, a determination shall be made between the two (2) candidates with the largest number of first choice votes in the following manner: The second-choice votes on the ballots whose first choice candidate or candidates have been eliminated will be added to the first choice votes received by the top two (2) candidates, and the person with the larger number of total votes will be elected. (In the event of a tie at that stage, the candidate with the larger number of first choice votes will be elected.

And in the event of a tie in the first and second choice votes, the tie will be resolved by a random draw after notifying the top two candidates.) [Revised: 10/1/80; Senate Rules Committee; US: 1/18/88; US: 10/12/98; US: 10/8/2001]

**1.5.2.4 Election Problems**

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

## Section 2. Rules Relating to the Academic University Calendar

The University Senate shall adopt policies for the University Calendar. The Registrar shall implement these policies and shall submit to the Senate Council a calendar three years in advance of fall registration, based upon SR 2.1 and 2.2 below. Upon approval by the Senate Council, the proposed calendar will be provided to the University Senate. If at least three Senators object to the proposed calendar within ten (10) days of circulation, then it shall be placed on the Senate agenda for action. In the absence of such objection, the calendar approved by the Senate Council shall be adopted. [US: 9/13/76]

### 2.1. CALENDAR POLICIES

#### 2.1.1 ORGANIZATION OF ACADEMIC YEAR

[US: 2/11/2019]

The academic year shall consist of a Spring Semester and a Fall Semester, each lasting 15 instructional weeks, a twelve-week Summer Session, and a Winter Intersession.

In the *University Senate Rules*, the word “term” in reference to the academic University Calendar means collectively both the Spring and Fall Semesters, the Winter Intersession, and the Summer Session.

All grades for each course shall be due in the Office of the Registrar three (3) days after the final examination is administered for that course. (See SR [5.1.5](#))

#### 2.1.2 TIMING OF TERMS

##### 2.1.2.1 Fall Semester

[US: 2/11/2019]

The fall semester shall begin in time to permit completion prior to the official late-December holiday break.

When Labor Day falls on September 1 or 2, classes will start on the Monday before Labor Day. When Labor Day falls on September 3, 4, 5, 6, or 7, classes will start on the Monday 14 days before Labor Day. The last day of classes will be on a Wednesday, followed by two Reading Days (SR 5.2.5.6). Final examinations will run for four days, Monday through Thursday, with the fifth day (Friday) to be available for scheduling of final exams for students with conflicts (SR

5.2.5.7.5.2). Final examinations for weekend classes will be administered the weekend before this five-day period. [US: 12/10/84; 3/20/95; 4/9/2001; 2/11/2019; 2/8/2021]

**2.1.2.2 Spring Semester**

Spring Semester classes will begin on the Monday that falls between January 7 and January 13 (inclusive) following New Year’s Day, approximately 24 days after conclusion of final examinations for the Fall Semester. The final day of Spring Semester classes will be a Wednesday, followed by two Reading Days (SR 5.2.5.6). Final examinations will run for four days, Monday through Thursday, with the fifth day (Friday) to be available for scheduling of final exams for students with conflicts (SR 5.2.5.7.5.2). Final examinations for weekend classes will be administered the weekend before this five-day period. [US: 3/20/95; 4/9/2001; 2/11/2019; 2/8/2021; 3/20/2023]

**2.1.2.3 Summer Session**

The Summer Session will be scheduled so that classes begin on a Monday, as set forth in a structural calendar, and will last for twelve weeks. [US: 3/20/95; 2/11/2019; 3/20/2023]

**2.1.2.4 Winter Intersession**

The Winter Intersession shall begin the Monday following the end of the Fall Semester and end with final exams on the Friday before the start of the Spring Semester. [US: 4/9/2007; 2/11/2019; 3/20/2023].

**2.1.2.5 Summary**

When Labor Day is on...	Fall semester begins on...	Spring semester begins on....	Summer Session NOT in a leap year begins on...	Summer session in a leap year begins on...
September 1	August 25	January 12	May 18	May 17
September 2	August 26	January 13	May 19	May 18
September 3	August 20	January 7	May 13	May 12
September 4	August 21	January 8	May 14	May 13
September 5	August 22	January 9	May 15	May 14
September 6	August 23	January 10	May 16	May 15
September 7	August 24	January 11	May 17	May 16

Note: All of the dates in this table are Mondays

### **2.1.3 ACADEMIC HOLIDAYS**

“Academic Holiday” means that neither classes are held, nor are assignments made due, on the academic holiday. If an instructor has made an assignment due on an academic holiday, then it actually is not due until classes begin after the end of the academic holiday. [SREC: 11/22/2012; US: 2/11/2019]

Official University holidays as established by the President in Human Resources Policies and Procedures #83 that shall be treated as academic holidays are Labor Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Day, New Year’s Day, Martin Luther King Jr.’s birthday, Memorial Day, Juneteenth, Independence Day, and Election Day in presidential election years. When Christmas Day, New Year’s Day, Independence Day, or Juneteenth falls on Saturday or Sunday, the preceding Friday or the following Monday shall be an academic holiday. [US: 4/25/88; 2/11/2019; SC: 10/26/2020; US: 3/20/2023]

The Wednesday immediately before Thanksgiving Day is designated as the Thanksgiving Break, which is an academic holiday. The Saturday immediately following Thanksgiving Day is designated as an academic holiday. [US: 12/11/95; 5/7/2007; 2/11/2019; 9/13/2021]

The Monday and Tuesday that begin the tenth week from the start of the University Calendar fall semester are designated the Fall Break, which is an academic holiday. [US: 4/23/2018; 2/11/2019; 2/8/2021]

The tenth week of the Spring Semester shall be utilized each year as the Spring Break, which is an academic holiday. [US: 4/25/88]

### **2.1.4 SPECIAL CALENDARS FOR PARTICULAR COLLEGES**

Due to special scheduling considerations in the Colleges of Medicine, Pharmacy, and Dentistry and the University of Kentucky J. David Rosenberg College of Law, special calendars may be adopted for these colleges. These colleges shall prepare calendars at least three years in advance, forwarding them to the Registrar to be presented to the University Senate Council, along with the University Calendar, for processing as per SR 2. Such calendars shall conform with the University Calendar as nearly as possible. [US: 4/9/2001]

The College of Pharmacy may offer a 15-week Summer Semester.

## **2.2. DEVIATION FROM APPROVED CALENDAR**

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



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

### **2.3. CALENDAR POLICY REVIEW**

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

## Section 3. Programs, Courses, and Curriculum Procedures

### 3.1. PROGRAMS

#### 3.1.1 FACULTY OF RECORD

##### 3.1.1.1 Definition

The University of Kentucky Governing Regulations (GR VII.E.1-5) and the University Senate Rules (SR 1.1.2.2) provide that every new or existing educational program must have associated with it a voting faculty body that is or will be responsible for the educational content of the program. This governing faculty body (referred to here for Senate purposes as “Faculty of Record”) may delegate or withdraw its status and responsibilities as the Faculty of Record to a subcommittee of itself or to a faculty committee under its jurisdiction. For the purposes of SR 3.1.3, an educational program may be a degree, certificate, badge or academic honor. See also SR 3.2.4.3.1 concerning Faculty of Record for courses. [US: 11/13/2023]

##### 3.1.1.2 Membership

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

In those infrequent cases where a program is expressly homed outside of a college, a Senate-approved faculty body shall serve as the Faculty of Record and a Provost-appointed officer shall serve as dean of the program. (See this [web page](#)).

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

#### 3.1.2 DEFINITION OF “PROGRAM”

A program is a series of courses that culminate in conferral of a credential, which could be described as a “program,” whether or not the credential has the same name as a currently transcribed UK credential (degree, certificate, badge, honor, or other credential(s)) as

determined by Senate. A program may be credit-bearing or non-credit-bearing, although only credit-bearing programs are recorded on an academic transcript. [US: 5/1/2023]

### **3.1.2.1 Credit-Bearing Programs**

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

### **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

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

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

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

#### General Requirements for Graduation All Graduate Degree Programs

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

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

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

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

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

The dean is charged with overseeing the educational work of the college and its efficient conduct and management in all matters not specifically charged elsewhere. The dean is

responsible for the implementation of the curricula of the college, for ensuring through the faculty the quality of instruction given therein [GR.VII.F2.c].

### **3.1.3.1 Undergraduate Degree Programs**

Every undergraduate degree program shall include four divisions or components:

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

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

#### **3.1.3.1.1 Residence requirements**

For an undergraduate degree,

1. at least 25% of the minimum credit hours required for the degree\*,
2. not less than 30 credit hours, [US: 9/10/12]\*\* and
3. a minimum of thirty (30) of the last thirty-six (36) credit hours \*\*

presented for the degree must be taken from the University.

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

\*\* Courses taken through the UK International Center and through the National Student Exchange are considered as courses taken at UK for purposes of both [Rule 3.1.3.1.1](#) and [Rule 5.5.2.2](#) (2) and (3)'s residency requirement and for graduates to be conferred commencement honors at the time of award of their degrees under Senate Rules 5.5.2.2 <insert link>. [SREC: 2/14/01 and 5/31/05]

Any request by veterans or by other students for a waiver of requirement (2) or (3) must be presented for approval to the dean of the student's college. Students who wish to satisfy the above requirement with credit earned through such methods as independent study by correspondence, special examination, CLEP, and other methods which limit the opportunity for

active exchange between students and instructors must have the prior approval of their department chair and college dean. At the end of each academic year the dean of each college shall report to the Senate Council, through the University Registrar, the number of waivers granted in the categories of (2) or (3) above, and for each waiver granted the extent of departure that was approved from the given credit hour requirement in (2) or (3) [US: 9/10/12].

### 3.1.3.1.2 UK Core requirements

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

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

#### I. Intellectual Inquiry

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

#### II. Written, Oral and Visual Communication

- |                                     |         |
|-------------------------------------|---------|
| A. Composition and Communication I  | 3 hours |
| B. Composition and Communication II | 3 hours |

#### III. Quantitative Reasoning

- |                                      |         |
|--------------------------------------|---------|
| A. Quantitative Foundations          | 3 hours |
| B. Statistical Inferential Reasoning | 3 hours |

#### IV. Citizenship

- |  |         |
|--|---------|
| A. Community, Culture and Citizenship in the USA | 3 hours |
| B. Global Dynamics                               | 3 hours |

UK Core Credit-Hour Total*	30 hours
----------------------------	----------

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

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

#### **3.1.3.1.2.1.1 Determination of Disability**

[US: 10/9/2023]

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

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

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

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

#### **3.1.3.1.2.1.2 Process**

[US: 10/9/2023]

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

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

1. The UCCSS will review submitted course syllabi against relevant Core area rubrics to assess academic appropriateness. If needed, the UCCSS can consult with any individual(s) who may assist them in their deliberations, so long as the student remains de-identified.
2. The UCCSS has the sole authority to: make the initial decision as it relates to UK Core requirements on the educational appropriateness of a course proposed for Core substitution; and whether any course substitution meets the academic standards of the UK Core requirement to ensure the substitution does not fundamentally alter the UK Core requirement.

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

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

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

#### **3.1.3.1.3 Foreign language**

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

#### **3.1.3.1.4 Electives**

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

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

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

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



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

course

### **3.1.3.1.5.1 Requirements**

#### **3.1.3.1.5.1.1 Components of the GCCR**

[US: 3/20/2023]

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

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

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

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

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

The GCCR may be satisfied via either a single GCCR intensive course or a series of GCCR intensive assignments in a series of courses. Program faculty may specify that a course offered by another undergraduate program fulfills the GCCR if the faculty in the second undergraduate program so agree. [US: 3/20/2023]

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

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

### **3.1.3.1.5.2 Assessment**

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

### **3.1.3.2 Undergraduate Certificate Programs**

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

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

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

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

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

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

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

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

### **3.1.3.3 Badges**

[US: 12/12/2022]

A badge program (either credit bearing or non-credit bearing) consists of two or more courses, but no more than four courses, which collectively provide one or more defined skill sets or competencies that can be useful to students/learner and employers. The credit-bearing badge credentials will appear through the Registrar on a student's University transcript; non-credit-bearing badges will not appear on the transcript. The non-credit bearing badge and their non-credit bearing courses, delegated by the Senate Rules to the local jurisdiction of a college faculty body (or its Senate-approved equivalent), will be officially attested by the signature of dean of the college (or dean equivalent) (See SR 3.2.4.3; 3.2.4.3.2.1.5).

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

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

At a minimum, a proposal for a badge will include the following information: badge name; description; audience served; learning objectives; and assessment plan. Badges require the approval of the unit faculty ("program faculty") and that unit's respective college-level faculty body. For badges homed outside of a college, the review by an academic council will serve as the college-level faculty body review. For all badges, the approval process will follow the guidance laid out in SR 3.1.5.3.3.3.1 ("Other Changes").

The Senate procedures for non-credit-bearing certificates and honors are the same as for badges [US: 5/1/2023].

#### **3.1.3.4 Graduate Degree Programs**

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

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

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

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

#### **3.1.3.4.1 Graduate Research Doctoral Degrees**

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

##### **3.1.3.4.1.1 Graduate Doctoral Residence and Time Limits**

###### **Prequalifying Residence**

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

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

###### **Prequalifying Time Limit**

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

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

###### **Postqualifying Residence**

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

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

### **Postqualifying Time Limit**

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

#### **3.1.3.4.1.2 Foreign language requirement**

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

#### **3.1.3.4.1.3 Course work requirements**

The nature of doctoral coursework other than generally required enrollment in XXX-767 (SR [3.1.1.3.1.1](#)) is determined by the student's advisory committee. [US: 04/21/52]

#### **3.1.3.4.1.4 Assessment of good progress for doctoral students**

The Graduate Faculty of each doctoral program is required to define good progress toward completion of the doctoral degree. This information should be included in the program's Graduate Student Handbook (it is recommended that the consequences of lack of good progress are also included in the handbook). Each doctoral student's progress toward the degree will be reviewed (at least) annually by either the Graduate Faculty in the program, the doctoral advisory committee, or the graduate education committee. Students will be informed in writing of the results of that meeting by the Director of Graduate Studies or the chair or their designee. [US: 04/11/05]

#### **3.1.3.4.1.5 Qualifying examination**

A qualifying examination consisting of both written and oral components is required of all doctoral students. Its purpose is to verify that students have sufficient understanding of and competence in their fields to become candidates for the degree. In most programs, the advisory committee prepares and administers an individual qualifying examination; typically, that committee also judges the results of the examination. A majority vote of the core of the advisory committee is required for successful completion of the qualifying examination. The examination is usually given after four semesters of graduate work or the equivalent, and after fulfillment of pre-qualifying residency. [US: 04/21/52]

SI and UI grades must be removed prior to the qualifying exam, and can only be changed to regular letter grades. [US: 4/10/06; SR [5.1.2](#)]

The results of the examination must be reported by the Director of Graduate Studies to the Graduate School within 10 days of its conclusion. [US: 04/21/52]

If the result is failure, the advisory committee determines [GB 1979] the conditions to be met before another examination may be given. A second examination must be taken within one year [GB 1979] after the first examination. A third examination is not permitted. [US: 04/21/52] [SREC (GF 5/1/78)]

#### **3.1.3.4.1.6 The dissertation**

Each doctoral graduate student must present a dissertation which represents the culmination of a major research project. The dissertation must be a well-reasoned, original contribution to knowledge in the field of study and should provide evidence of high scholarly achievement. Dissertations must be prepared in conformity with the instructions published by the Graduate School. Dissertations must be prepared in conformity with the instructions published by the Graduate School. [US: 04/21/52]

#### **3.1.3.4.1.7 Final examination**

The Final Examination includes a defense of the dissertation and may be as comprehensive in the major and minor areas as the advisory committee chooses to make it. It is conducted by an expanded advisory committee chaired by the Director of Graduate Studies or someone designated by the Director. The Dean of the Graduate School and the President of the University are *ex officio* members of all final examination committees. The examination is a public event and its scheduling is published and announced beforehand. Any member of the University community may attend. [US: 4/21/52]

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

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

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

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

### **3.1.3.4.2 Graduate research master's degree**

#### **3.1.3.4.2.1 Residence**

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

#### Time Limit

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

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

#### **3.1.3.4.2.2 Course work requirements**

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

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

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

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

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

The student will not be required to repeat a course which the student has completed satisfactorily at another approved institution. [US: 04/21/52]. Candidates for the master's degree must have a major area (defined usually as an academic department) and must take at least two-thirds of the course work in this area. The other one-third may be taken in

this area or in related graduate areas, except as may be approved otherwise for specific programs. When the establishment of major topics seems to require it, the Graduate Council may, on recommendation of the appropriate Director of Graduate Studies, authorize courses taught outside the major to count toward the major [US: 04/21/52].

#### **3.1.3.4.2.3 Thesis/Nonthesis options**

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

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

#### **3.1.3.4.2.4 Final examination**

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

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

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

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

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

#### **3.1.3.5 Graduate Certificate Programs**



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

Graduate certificates shall be approved by the same process as are programs (see SR [3.1.2.6.1](#)) except that the following are not required: (a) posting and approval by the Council on Postsecondary Education, and (b) approval by the University Board of Trustees.

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

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

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

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

### **3.1.3.6 Professional Degree Programs**

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

#### **3.1.3.6.1 Doctoral Degree – Professional Practice**

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

#### **3.1.3.6.2 Professional Master's Degree**

A professional master's degree program consists of two years of nonthesis academic training in a concentrated science, mathematics, technology or other area and contains a professional component that may include internships and cross-training in business, management, regulatory affairs, computer applications, and communications. The program is designed with the input of one or more employers. The educational content of these programs is as distinct from a graduate research/scholarship master's as are professional practice doctoral degrees (SR [9.14.2](#)) distinct from research/scholarship doctorates. [US: 3/19/2018].

#### **3.1.3.7 Professional Certificate Programs**

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

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

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

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

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

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

\* See Appendix SR 10.2 for the SREC interpretation of the Senate Rules on counting courses toward multiple degrees.

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

## **3.1.4 PROGRESSIVE RIGOR OF ACADEMIC PROGRAMS**

[US: 12/17/12]

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

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

### **3.1.4.1 Undergraduate Council**

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

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

#### **3.1.4.2 Graduate Council**

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

#### **3.1.4.3 Health Care Colleges Council**

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

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

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

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

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

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

The faculties of educational units or graduate programs initiate proposals for new academic programs and for changes in existing academic programs. Such proposals shall be processed as provided in SR [3.1.5](#).

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

### 3.1.5.1 Definitions

#### 3.1.5.1.1 Initiation of proposals

The faculties of educational units or graduate programs initiate proposals for new academic programs and for changes in existing academic programs. Such proposals shall be processed as provided in SR **3.1.5**. Proposals for significant reduction to or closure of academic programs shall also include the considerations prescribed in SR 3.3. [US: 4/23/2018]

#### 3.1.5.1.2 Changes

Changes to an academic program include changes to:

1. the requirements for admission,
2. the specific courses, the number of credit hours, or other requirements, for a certificate, degree, or the Honors program credential,
3. a major, minor, area, core, or track within an undergraduate degree,
4. a core or concentration within a master's degree (either a research /scholarship master's degree or a professional master's degree) [US:3/19/2018],
5. a core or specialization within a doctoral degree (either a research/scholarship doctorate, a professional practice doctoral degree, or an advanced practice doctorate),
6. change in mode of delivery (e.g., to a distance learning or correspondence format), because it may be that the nature of the educational material is such that it cannot be delivered in distance learning form without being a substantive change in content,
7. the title of a certificate, degree, major, minor, area, core, track, concentration or specialization,
8. changes in probation and suspension procedures and policies [SREC: 1/30/2018]

The establishment of a joint degree offering with another institution is considered as an academic program change for the purposes of SR **3.1.5**.

Programs or curricula leading to academic credentials other than a degree, certificate, badge, or the Honors College program curriculum (SR 3.1.2.1.2; SR 3.3.3), are not subject to SR 3.1.5, but are under the educational policies of the respective college faculty or its Senate-approved equivalent (SR 1.1.2.4; SR 1.4.1.1, para. 1). [US: 5/1/2023]

#### 3.1.5.1.3 Minor Program Change

[US: 10/9/2017; 2/12/24]

**3.1.5.1.3.1 Procedure**

If a proposed program change meets the criteria of a minor program change, below, then the dean of the college shall forward the program 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 program change and approves it, 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 does not meet the criteria for a minor program change or does not approve the change, the Chair of the Senate Council shall disapprove and stop the proposal.

**3.1.5.1.3.2 Definition**

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

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

**3.1.5.1.4 Regular Program Change**

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

**3.1.5.1.5 Significant Program Changes**

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

1. changes to academic content of the program (GR IV.C.2) that carry a significant impact (e.g., curricula) on the home unit or another educational unit; or

2. significant impact on the character or the purpose of the program (e.g., addition of a track, concentration, or specialization in a degree program).

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

- New degree
- New certificate
- Addition of online delivery for part or all of a degree, certificate or minor
- Change to admissions, progression, and graduation requirements for a degree, 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 educational unit, including name changes, and any type of proposal involving a Senate Rule change is also categorized as a significant change.

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

### **3.1.5.2 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 the Senate [web site](#) and shall be used to initiate proposals under SR [3.1.5](#).

### **3.1.5.3 Procedures to be Used**

#### **3.1.5.3.1 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 **3.1.5**. 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]
- \* This rule does not have the intent or effect of prohibiting any college from seeking and utilizing the opinion of any willing academic council of the Senate before the proposal is submitted to the first officially required academic council of review. [SREC: 8/21/2014]

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

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

#### **3.1.5.3.1.1 Undergraduate and professional certificates or degrees**

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

The dean shall include a statement of administrative feasibility for new certificate and degree programs and for certificate and degree programs with a significant change (SR 3.1.5.1.3). [US: 4/23/2018]

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

degree programs with a significant change, or concerning for new certificates or certificates with a significant change (SR 3.1.5.1.3). [US: 4/23/2018]

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

#### **3.1.5.3.1.2 Graduate certificates or degrees**

In the case of proposals for graduate certificates or degrees, a proposal approved by the Faculty of the graduate program shall be forwarded by the Director of Graduate Studies to the dean of the college that contains the home educational unit of the graduate program. If so prescribed by the College Rules, the proposal may be reviewed by, and advisory opinion added by, faculty committees/councils of that college and by the dean of that college. The dean shall include a statement of administrative feasibility for new certificate and degree programs or for certificate and degree programs with a significant change (SR 3.1.5.1.3). [US: 4/23/2018]

For graduate degree programs and certificates that report to an office outside of a college, the Office of the Provost shall provide a statement of administrative feasibility for new degree programs, for degree programs with a significant change, or concerning for new certificates or certificates with a significant change (SR 3.1.5.1.3). [US: 4/23/2018]

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

#### **3.1.5.3.1.3 UK Core program**

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

#### **3.1.5.3.1.4 Badges**

[US: 12/12/2022]

For every badge, the college faculty body (or responsible Senate-approved faculty body if initiated outside of a college) reviews the badge proposal and either recommends approval to the Senate Council or makes the final decision to stop the proposal. For badges homed outside a college, the initiators will submit the proposal to the Senate Council office that will then identify appropriate academic council to serve as the college-level faculty body review.



**3.1.5.3.1.5 University Scholars Program (USP)**

Graduate program faculty have the authority through the University Scholars Program (USP) to accept into their graduate program current undergraduates in a related but not necessarily same field whose performance in appropriate coursework in their major, minor, or certificate is indicative of sufficient promise to ensure academic integrity and rigor or both degrees. [US: 4/10/2023; US; 4/8/24]

**3.1.5.3.2 Approval by Academic Council**

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

**3.1.5.3.2.1 Jurisdiction.**

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

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

**3.1.5.3.2.1.1 Health Care Colleges Council (HCCC)**

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

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

**3.1.5.3.2.1.2 Undergraduate Council**

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

**3.1.5.3.2.1.3 Graduate Council**

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

**3.1.5.3.2.2 Action by Academic Council**

Within 30 days of initial receipt of the proposal, the academic council(s) will take action on the proposal or notify the college as to the status and reason for delay. The academic council will evaluate the proposal for compliance with rules and regulations, and for its academic merit. When the academic council has acted on a proposal, the chair of the academic council, or their designee, shall forward its evaluation and recommendation to the Senate Council. If the

academic council submits a negative recommendation on the proposal, the chair of the academic council shall notify the college at that time. [US: 5/7/2012]

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

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

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

#### **3.1.5.3.2.3 Review by Senate Council Office**

The Senate Council Office shall review proposals for certificates, degrees, badges, the University Honors credential for compliance with current rules and regulations.

##### **3.1.5.3.2.3.1 New Certificates and Degrees**

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

##### **3.1.5.3.2.3.2 Changes to Existing Certificates and Degrees**

Except for program change proposals from the College of Law (SC 11/11/2014) or program proposals for "significant reduction" of a program (SR 3.1.5.1.1) , the Senate Council Office shall forward these proposals to the Senate Academic Programs Committee (SAPC, SR 1.4.2.7) if the proposal has been deemed by the college faculty or an academic council as a significant change concerning

- i. admission requirements and grading rules,
- ii. standards for granting academic credit,
- iii. probation and suspension procedures,
- iv. degree and graduation requirements, or

- v. otherwise involve changes deemed significant pursuant to SR 3.1.5.1.3.

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

#### **3.1.5.3.2.3.3 Online Delivery for New and Existing Certificates and Degrees**

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

#### **3.1.5.3.2.3.4 Badges**

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

#### **3.1.5.3.3 Final University Approval**

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

##### **3.1.5.3.3.1 New certificates and degrees**

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

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

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

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

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

##### **3.1.5.3.3.2 Changes to existing certificates and degrees**

**3.1.5.3.3.2.1 Substantive changes as per SACSCOC**

Program changes that the Office of Strategic Planning and Institutional Effectiveness has administratively noted in proposal documentation to be “substantive changes” per SACSCOC (AR 1:5), but which do not otherwise meet the definition for significant change (SR **3.1.5.1.3**), shall be processed by the Senate in a manner to meet any special accreditation requirements that become prescribed in AR 1:5 (GR IV.C.1). [US: 4/23/2018]

**3.1.5.3.3.2.2 Significant reduction**

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

**3.1.5.3.3.3 Use of Senate Courses in Professional Residency/Fellowship**

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

**3.1.5.3.3.3.1 Other Changes**

A proposal submitted by an academic council (or by SUKCEC per SR 3.1.5.3.1.3) to the Senate Council office that has not been identified as a significant change by one of the lower levels of review or Senate Council Office (SR 3.1.5.1.3), or that does not meet the definition of a minor program change (SR 3.1.3.3.4), shall proceed directly to 10-day post (SR **3.1.5.3.3.3.2**) unless the Senate Council decides to place the proposal on the University Senate agenda for Senate action. The Senate shall take final University action to either (1) approve the proposal, or (2) disapprove and stop action on that proposal. The Senate Council office shall circulate reports of these decisions to the Provost, Registrar and other appropriate entities. [US: 4/23/2018]

**3.1.5.3.3.3.2 Ten-Day Posting**

The Senate Council Office shall post the types of program proposals listed below on the corresponding Senate website for ten business days, thereby providing University-wide notice. [US: 5/7/2012; 2/12/2024]

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

**3.1.5.3.3.3.3 Objections**

During the 10-day posting period, any University Faculty member can raise an objection to a posted proposal through a member of the University Senate. If a Senator raises an objection in writing to the Senate Council and the objection is not resolved, then the Senator may have the issue placed on the agenda of the next regular Senate Council meeting by having five Senators submit an objection to the Senate Council Office. If the Senate Council deems the objection has

merit, then it will place the item on the Senate agenda. The Senate shall be informed about the nature of the objection by information included with the proposal packet. Formal action by the University Senate on the proposal is final Senate action. The Senate Council shall circulate reports of these decisions to the Provost, Registrar and other appropriate entities. [US: 5/7/2012]

#### **3.1.5.3.3.4 Final approval**

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

#### **3.1.5.3.3.4 Changes to the structure of UK Core.**

In the case of proposals involving significant changes (SR 3.1.5.1.3) in the nature of UK Core, if the Senate Council approves the proposed changes, the Senate Council shall put the proposal on the Senate agenda for action. [US: 5/7/2012]

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

#### **3.1.6.1 Undergraduate Certificates and Degree Programs**

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

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

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

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

#### **3.1.6.2 Graduate Certificates and Degree Programs**

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

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

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

### **3.1.6.3 Professional Certificate and Degree Programs**

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

## **3.2. COURSES**

### **3.2.1 DEFINITION OF “COURSE”**

[US: 5/1/2023]

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

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

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

#### **3.2.1.1 Credit-Bearing Courses**

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

#### **3.2.1.2 Non-Credit-Bearing Courses**

[US: 5/1/2023]

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

When overseen by the college faculty of an educational unit (or other Senate-approved faculty body), as delegated by the Senate per SR [3.2.4.1](#), non-credit-bearing courses do not require approval beyond the educational unit, notwithstanding any other college- or department-level rule requirements.

### 3.2.2 REGULAR AND SUBSTANTIVE INTERACTION

All credit-bearing courses must support regular and substantive interaction (RSI) between the students and the instructor, regardless of the course's delivery mode (e.g., in-person, hybrid, or online). (See also [6.1.1](#)) [US: 12/13/2022]

### 3.2.3 COURSE NUMBERING SYSTEM

#### 3.2.3.1 Standard Numbering System

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

001-099	No credit, non-degree and/or developmental <u>courses</u> ; [US: 9/10/2001]
100-199	Freshmen-level <u>course</u> ; undergraduate credit only; [US: 11/14/2016]
200-299	Sophomore-level <u>course</u> ; undergraduate credit only; [US: 11/14/2016]
300-399	Junior-level <u>course</u> ; undergraduate credit only; [US: 11/14/2016]
400-499	Advanced junior- and senior-level <u>course</u> ; undergraduate credit only;
400G-499G	Senior and first-year graduate-level <u>course</u> ; graduate credit for non-majors only; [US: 11/14/2016]
500-599	First-year graduate-level <u>course</u> ; undergraduate and graduate credit; [US: 11/14/2016]
600-799	Upper graduate-level <u>course</u> ; open only to graduate students; [US: 11/14/2016]
800-999	Professional <u>programs</u> <u>course</u> ; open only to students enrolled in professional degree <u>programs</u> (see SR 9.25). [US: 2/13/2012; 11/14/2016; 3/19/2018]

### **3.2.3.2 Exceptions**

Exceptions to the requirements for admission to courses may be made as follows [US: 11/14/2016; US: 5/6/24]:

#### **3.2.3.2.1 Waiver of a Course Prerequisite**

##### **3.2.3.2.1.1 Authority to Waive a Course Prerequisite**

The description of a course that is approved by the University Senate may indicate one or more prerequisites. Such prerequisites indicate that the faculty body that is responsible for the course (SR 3.2.4.3.1) has decided that students must have certain background knowledge to be successful in the course. The Senate has established this rule to ensure that a course prerequisite is waived only when appropriate and as authorized by the faculty body that is responsible for the course.

##### **3.2.3.2.1.2 Superseding Senate Policies Regarding Waiver of Prerequisites**

If another Senate rule, such as SR 3.2.3.2 (access to 600- and 700-level courses by undergrad students), SR 4.2.1.4.2 (access to courses by non-degree students), SR 4.2.2.2.5 (access to courses by post-baccalaureate students), SR 5.1.3 (access to P/F courses), or SR 10.3.1.2.5 (access to certain Health Sciences courses) applies to the student's situation, then the procedures described in that rule shall supersede this one.

##### **3.2.3.2.1.3 Establishment of Policies Regarding Waivers of Prerequisites**

The faculty body that is responsible for a course or a group of courses shall establish policies regarding the granting of waivers of prerequisites for those courses. The policies shall address the following considerations:

1. How the student requests a waiver, such as a web form or email;
2. To whom the request should be directed;
3. The person or faculty group (the "authority") who makes the final decision on the waiver request; and,
4. The specific factors, if any, to be followed by the authority in deciding on the waiver request.

These policies shall be posted in a prominent place (e.g., a departmental Web site) that students who are not yet enrolled in the course can easily find and access. If no such policy is adopted and posted by the appropriate faculty body, then the prerequisites in the course description approved by the Senate shall apply.

##### **3.2.3.2.1.4 Report a Decision**

The authority shall inform the student of the authority's decision and a brief explanation of its rationale, with copy to the chair of the faculty body that is responsible for the course.

If the authority has decided to grant the request for a waiver, the authority shall convey that decision to the person designated by the aforementioned faculty body to communicate with the Registrar, and that person shall in turn convey the decision to the Registrar by a procedure specified by the Registrar.



The Registrar shall enroll the student in the course in question only if the faculty and staff involved in the decision follow the procedures specified by the Registrar.

### **3.2.3.2.2 Admission of Senior Undergraduates to Courses Numbered Between 600 and 799**

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

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

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

#### **3.2.3.3.1 395 Independent Work or Independent Study**

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

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

##### **3.2.3.3.2.1 Definitions**

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

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

##### **3.2.3.3.2.1.1 Community-based learning experiences**

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

##### **3.2.3.3.2.1.2 Service-learning.**

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

**3.2.3.3.2.1.3 Outreach.**

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

**3.2.3.3.2.1.4 Civic engagement.**

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

**3.2.3.3.2.2 Reserved numbers for courses****3.2.3.3.2.2.1 396 University experiential education****3.2.3.3.2.2.2 399 Departmental field based experiential education**

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

**3.2.3.3.3 CONS 599**

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

**3.2.3.3.4 748 Master's Thesis Research**

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

**3.2.3.3.5 749 Dissertation Research**

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

**3.2.3.3.6 767 Dissertation residency credit**

Residency credit for dissertation research after the qualifying examination. Students may register for this course after passing the qualifying examination. A minimum of two semesters are required as well as continuous enrollment (Fall and Spring) until the dissertation is completed and defended. (2 credit hours). [US: 2/13/2012, US: 3/18/24]

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

#### **3.2.3.3.6.1 757 Qualifying exam residency credit**

Residency credit for preparing and taking the qualifying examination. Students may register for one semester of this course in anticipation of completing the qualifying examination during the semester. The course is not repeatable and is not required. (2 credit hours, counts as full-time enrollment). [US: 3/18/24]

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

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

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

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

#### **3.2.3.3.9 770–779 Seminar courses**

#### **3.2.3.3.10 790–799 Research courses**

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

[US:3/19/2018]

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

[US:3/19/2018]

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

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

##### **3.2.3.3.13.1 PD 099**

Reserved for enrollment of Postdoctoral Scholars and Postdoctoral Fellows

##### **3.2.3.3.13.2 MC 800**

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

#### **3.2.3.4 Remedial Courses**

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

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

Combined instruction of graduate and undergraduate students in 400G and 500-level courses must be structured to ensure appropriate attention to both groups, and a corresponding differentiation in expectations. This differentiation is to be accomplished by (i) the completion of additional or distinct assignments by the enrolled graduate students that are consistent with graduate-level scholarship; and/or (ii) the establishment of different grading criteria in the course for graduate versus undergraduate students, reflecting a higher standard for graduate students. The grading scale for both graduate and undergraduate students must be clearly stated in the syllabus. [US: 5/5/2003]

[See **6.1.2.1** on documenting this information in a course syllabus.]

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

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

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

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

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

**3.2.4.1 Definitions**

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

If changes to a course are being proposed as a part of a new academic program or change to an academic program, then those course changes shall be incorporated into the proposal for academic program change that is processed pursuant to SR [3.1.5](#).

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

A change in course content that does not affect (i) use of the course to satisfy program requirements; (ii) course number; (iii) course credit hours; or (iv) course title, is not considered as a change to an academic program and shall be processed according to SR [3.2.4.3.6](#)

In the course change procedures prescribed in SR [3.2.4](#), the “Dean” of courses homed outside of a college is the officer appointed by the Provost, with concurrence of the Senate, to act in the prescribed manner. For these courses, the faculty body responsible for the course content,

learning objectives, etc. and for taking the educational policy actions below, in the role of a department faculty or graduate faculty, is the committee approved by the Senate to act as such for the respective course. [US: 5/2/2022]

### **3.2.4.1.1 Minor Course Change**

[US: 10/11/1999; 2/12/24]

#### **3.2.4.1.1.1 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: 2/12/24]

**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.

**3.2.4.3 Procedures to be Used**

[US: 5/7/2012]

**Courses** that cannot be used toward a credit-bearing program If a proposed course cannot be used toward a credit-bearing program (SR 3.1.2), , then final approval of the course is conducted pursuant to the Rules of the College of the originating educational unit and does not require approval above the level of the College. The College Rules may further delegate responsibility to department or program faculties (GR VII.E.1-6). If the originating educational unit is not administratively housed in a college, then the department chair or director shall forward the proposal to the appropriate Academic Council, pursuant to SR 3.2.4.3.2.1 below.

[US: 9/9/2013]

**3.2.4.3.1 Approval by the Faculty of Record**

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

**3.2.4.3.1.1 Initial action**

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

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. [US: 11/13/2023]

The department chair/director shall forward the proposal to the College Faculty, in a manner prescribed by the College Faculty Rules. The chair/director's transmittal attests thereby that the proposal has been approved in accordance with the Rules of the Faculty of the originating unit.

The department chair/director may include a separate opinion on the academic merits or on the administrative feasibility of the proposal.

- \* For the purposes of this rule and graduate courses, “The Faculty of the originating educational unit” means the members of the graduate faculty of the program. [SREC: 10/25/2012]
- \* This rule does not have the intent or effect of prohibiting any college from seeking and utilizing the opinion of any willing academic council of the Senate before the proposal is submitted to the first officially required academic council of review [SREC: 12/17/2013].

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

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

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

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

#### **3.2.4.3.1.3 Proposals for graduate courses**

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

**3.2.4.3.1.4 UK Core Courses**

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

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

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

**3.2.4.3.2 Approval by Academic Council**

[US: 10/11/99]

**3.2.4.3.2.1 Jurisdiction**

The dean shall forward the proposal to the appropriate academic council as provided below. Responsibility for recommendations on new courses, changes in courses and deletion of courses (except for minor course changes as defined in SR [3.2.4.3.6](#), below), shall be vested in the appropriate academic council as follows, except where provided otherwise. [US: 5/7/2012]

After the College of Law faculty approves, pursuant to its established Rules, a proposal concerning a new course or a change to a course, the College submits the proposal directly to the Senate Council for ten-day posting (SR [3.2.4.3.3.1](#)).

**3.2.4.3.2.1.1 Health Care College Council**

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

**3.2.4.3.2.1.2 Undergraduate Council**

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

**3.2.4.3.2.1.3 Graduate Council**

The Graduate Council evaluates and makes recommendations on all proposals concerning courses which may be used for credit toward a graduate certificate, degree, or badge. The chair



of the Graduate Council shall forward to the Undergraduate Council recommendations on courses numbered 400 – 499G or on changing a course number 500 – 599 to a course numbered 400 – 499.

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

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

#### **3.2.4.3.2.1.5 Action by a council**

Recommendations on proposals by an academic council and the UK Core Education Committee shall be forwarded by the chair of the council or committee to the Senate Council. (Exception: In the case of a proposed course homed outside the college that will not be recorded on UK transcripts and cannot be used toward a Senate-approved degree or certificate, the approval of the academic council is final (SR [3.2.1.2](#)).

#### **3.2.4.3.2.1.6 Effect of course change on an academic program**

If, in the judgment of an academic council a proposal concerning a course should be accompanied by a program change, then the chair of the academic council shall return the proposal to the college for processing with a program change (SR [3.1.3](#) ).

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

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

##### **3.2.4.3.3.1 10-Day Posting**

Course proposals submitted from the academic councils (SR [3.2.4.3.1.1.5](#)) or the Senate Council (SR [3.2.3.3.3.1.7](#)) or the Rosenberg College of Law (SR [3.2.4.3.3](#)) shall be posted by the Senate Council Office to the corresponding Senate website for ten business days, thereby providing University-wide notice [US: 5/7/2012]

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

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

**3.2.4.3.3 Final approval**

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

**3.2.4.3.4 Cross-listing**

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

**3.2.4.3.5 Replaced courses**

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

**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]

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

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

### 3.3. CREATION, CONSOLIDATION, CHANGE, TRANSFER, CLOSURE, ABOLITION, OR SIGNIFICANT REDUCTION OF ACADEMIC PROGRAMS AND EDUCATIONAL UNITS

[US: 11/10/2003]

#### 3.3.1 ROLE OF THE UNIVERSITY SENATE

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

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

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

#### 3.3.2 PROCEDURES REGARDING SUCH CHANGES IN AN ACADEMIC PROGRAM OR EDUCATIONAL UNIT

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

##### 3.3.2.1 University Senate Review Submission Procedure

###### 3.3.2.1.1 Initiation of Proposals

Proposals initiated by the faculty or other academic administrators of the academic program or educational unit shall follow the procedures established in the *University Senate Rules* and those established by that unit and those established by the college. Proposals are required to include evidence of compliance with existing unit procedures for (a) faculty approval of

proposals for significant reduction to or closure of an academic program, or for (b) faculty advisement on proposed changes to academic organization. The proposal must be submitted to the Senate within 12 months of when the faculty of record approved the proposal. [US: 2/12/24].

### **3.3.2.1.2 Administrative consultation with faculty on academic organization or infrastructural issues**

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

### **3.3.2.1.3 Definition of significant reduction of an academic program or educational unit**

A significant reduction is one that 1) involves a curricular impact on a unit or a program offered 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: 2/12/24]

### **3.3.2.1.4 Two types of Suspension of Admissions**

#### **3.3.2.1.4.1 Temporary (Non-significant) Suspension of Admissions**

[US: 2/12/24]

It is not a significant reduction if the unit faculty requests to temporarily suspend admissions into a Senate-approved academic program for up to one academic year 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. [US: 2/12/24]

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

[US: 2/12/24]

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: 2/12/24]

It is a significant reduction if a unit faculty 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.

### **3.3.2.1.4.2.1 Processing Request for Permanent (Significant) Suspension of Admissions** [US: 2/12/24]

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, 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](#).

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.

### **3.3.2.1.5 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;
4. The importance of the program to the state or region in terms of its geologic, geographic, environmental, or other natural resources;
5. The relationship of the academic program and the work done therein to some essential program or function performed at this institution;
6. The current student demand and projected enrollment in the subject matter taught in the program or unit;
7. The current and predicted comparative cost analysis/effectiveness of the program;
8. The duplication of work performed in the academic program by work done in other programs or departments at other public institutions of higher education elsewhere within the Commonwealth of Kentucky; and
9. The academic policies of the program faculty that are made necessary by, or in response, to requirements of governmental or accrediting bodies (GR IV.C.1).

#### **3.3.2.2.1.2 Academic infrastructural considerations**

1. The current and proposed structural organization of the unit.
2. How the structural change involves other units and fits with department, college, and/or university objectives and priorities.

3. How this structural change affects the position of the unit relative to state and benchmark institutions, and to SACS/CPE/professional accrediting bodies (GR IV.C.1).
4. How the new structure will be evaluated as meeting (or not) the objectives for forming the new structure, including the timing of key events.
5. How the new structure will impact plans for student recruitment, enrollment, education, and competitiveness.
6. The qualifications of the key unit personnel, and where appropriate the processes for searching for an interim leader or unit chair/director.
7. The faculty/staff to be associated with the unit, allocation of DOE for unit activities, tenured/tenure eligibility, joint faculty, voting rights in policy-making, etc.

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

Before the respective committee completes its report and recommendations, it shall examine any program or unit review report prepared within the previous 3 years; if no such report exists, the Senate Council will request that the Provost conduct a review of the academic program or educational unit as expeditiously as appropriate (not to exceed 6 months, excluding summer). The committee will ensure that at least one open forum was conducted by the proposing unit, at which any employee or student affected or concerned about the proposed action was permitted to make written submissions or oral presentations. These open session(s) should be for the purpose of obtaining information, not as an adversarial or adjudicatory process. [US: 2/12/24]

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

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

#### **3.3.2.2.4 Completion of review and recommendations**

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

#### **3.3.2.2.5 Final steps**

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

### **3.3.2.3 Procedures Following University Senate Review**

**3.3.2.3.1 Proposals concerning changes to academic programs**

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

**3.3.2.3.2 Proposals concerning academic organization**

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

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

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

**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: 2/12/24]

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 the department chair and dean of the need for the unit to submit an official closure request, which will be processed via a 10-day post, as described in SR 3.2.4.3.3.

**3.3.3 PROCEDURES REGARDING SUCH CHANGES IN OTHER EDUCATIONAL UNITS (E.G. MULTIDISCIPLINARY RESEARCH CENTERS OR INSTITUTES; INTERDISCIPLINARY INSTRUCTIONAL PROGRAMS)**

"Other educational units" include those that are engaged in multidisciplinary research or interdisciplinary instruction, whether or not such programs lead to a degree or are ones in which work done by students is awarded academic credit. Examples include non-credit bearing multidisciplinary research programs conducted at centers or institutes, or a transcribed

academic credential (e.g. an Honor) that is not a certificate or degree. Proposals concerning these programs will follow the procedures outlined above as appropriate. [SC: 3/26/2018]

## Section 4. Rules Relating to Admission to the University

### 4.1. APPLICATION FOR ADMISSION AND READMISSION

All applicants meeting the appropriate academic requirements shall be considered equally for admission to the University or to any college or academic program regardless of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with the University policy concerning smoking. [US: 2/14/77] All applicants for admission to the University, and all University students who have not been enrolled for one or more semesters (except for students described in the next paragraph), must submit to the office responsible for undergraduate admissions an official application for admission and supporting documents as described below. The Senate Rules are the source of any and all policies that may be replicated in the University Catalogs. The University adheres to admissions policies promulgated by the Council on Postsecondary Education (CPE). [US: 5/3/2021; 3/20/2023]

Eligibility for admission is housed within the individual colleges. In compliance with the Senate Rules, the implementation of admissions policies established by individual colleges is managed by the appropriate offices responsible for admissions. [US: 3/20/2023]

Degree-seeking students who have not been enrolled for up to two semesters (excluding summer) and have not earned college credits since the last enrollment at UK have the option of completing a condensed readmission application. [US: 5/3/2021; 3/20/2023]

1. Applications for admission and supporting documents must be submitted by the deadlines published in the University Calendar. However, this requirement shall not apply to University students taking summer work elsewhere who are enrolled in the University for the preceding spring and following fall semesters, except that these students must submit to the University Registrar's Office official transcripts of such summer work; [US: 4/10/2000]
2. The colleges with professional programs, with the approval of the Director of Admissions, may set deadlines earlier than those set generally for the University.
3. Applications for admission or readmission must be supported by official transcripts of all college work attempted elsewhere.
4. Every student whose first language is other than English and who is not a citizen of the United States [RC/transmittal: 12/9/87] is required to take the Test of English as a Foreign Language (TOEFL) prior to approval for admission. This test may be waived for such students who can present an official transcript of satisfactory work taken at an

accredited American college, or a college in another country where English is the primary language of instruction.

5. All students who present one or more units in a foreign language for entrance to the University are required to take a placement test to determine the course level at which they should begin their study of the language in the University. A student who has credit for three units of a foreign language in high school may not receive degree credit for the first year of that language in the University. Further, a student who has credit for two units of a foreign language in high school may not receive degree credit for the first semester of that language in the University.

## 4.2. ADMISSION REQUIREMENTS

### 4.2.1 UNDERGRADUATE PROGRAMS

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

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

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

The Senate's Admissions and Academic Standards Committee shall review the undergraduate admissions policy and all associated academic standards each academic year.

- \* The status of a student being 'undeclared major' or 'non-degree-seeking' in a college is a Provost-level administrative matter and does not require the approval of the Senate, except insofar as a college may have adopted additional admissions criteria. [SREC: 1/5/2016]

Some undergraduate programs have adopted more rigorous admissions policies. These policies can be found in SR **10.4**.

Pursuant to 13 KAR 2:020, applicants to public institutions must meet the established college admission or academic readiness indicators established by the Council on Postsecondary Education (CPE). Students who do not meet the established CPE related thresholds in the

area(s) of reading, writing, or math are placed in the Academic Preparedness and Placement Program (APP). [more information about the APP will be added at a later date] [US: 3/20/2023]

#### **4.2.1.1 Annual Reporting**

The chief enrollment officer shall provide an annual update to the Senate at the end of each admissions cycle, as well as preview the upcoming enrollment cycle. [US: 3/20/2023]

#### **4.2.1.2 Basic Lower Division Selective Admissions**

[US: 11/12/90; US: 4/14/97; 11/13/2017]

##### **4.2.1.2.1 Admissions Decisions**

The Senate's Admissions and Academic Standards Committee (SAASC), a standing committee of the University Senate (SR [1.4.2.3](#)), will recommend any changes to the admissions criteria for entry to the University, via the program change approval process prescribed in SR [3.1.5](#). [US: 3/20/2023]

##### **4.2.1.2.1.1 Automatic admissions criteria**

The Admissions Management System will use the automatic admissions criteria established by the Senate. The University will publish the range of ACT and SAT scores, and grade point averages, which secured admission in the previous year's freshman class.

The automatic admissions criteria will include not only high school grade point average (HSGPA), SAT, and ACT composite score, but class rank, degree of difficulty of courses, and ACT subsection scores, or any other criteria or characteristics that provide insight into an applicant's potential for academic success at the University. However, students with either an ACT score below 18 or an HSGPA which is less than 2.0 will be automatically denied admission and may be admitted only through the exceptions procedures.

Students who meet the established admissions criteria will be admitted. [US: 3/20/2023]

##### **4.2.1.2.1.2 Exceptions procedures**

The external procedure is for those students whose applications for admission have been rejected under the automatic admissions criteria. Students who do not meet the automatic admissions criteria will be reviewed holistically and the results will provide a preliminary decision for the (non-selective) colleges identified by the student, to make final admissions decisions. The holistic review process is a review of materials provided by the admissions candidate, inclusive of high school performance as evidenced through the GPA, grade trends, strength of curriculum, test scores, involvement, leadership, and responses to any required essay. The applicant may identify up to three colleges that do not have selective admissions requirements that the applicant wishes to enroll in. The applicant's full admissions file, as well as the results of the holistic review, will be shared with these colleges. Those colleges will make the final decision on whether to admit or deny the applicant. [US: 3/20/2023]

#### 4.2.1.2.1.3 Deadlines

Admissions deadlines are established by the Senate and published online by the University office responsible for undergraduate admissions. The Senate Admissions and Academic Standards Committee (SAAC) may recommend changes to deadlines to the Senate. [US: 11/13/2017; 3/20/2023]

These deadlines apply to both transfers and entering students. Applications received after the deadline for full consideration may be rejected even if they demonstrate better qualifications than some already admitted.

An exemption from the August document submission deadline may be granted to non-degree-seeking students who enroll for no more than eight (8) credits.

#### 4.2.1.2.2 Precollege curriculum

[US: 3/21/83; 11/10/86; 11/12/90; SC 10/15/2001]

##### 4.2.1.2.2.1 Requirements

To be admitted to the University, an applicant must meet Kentucky's graduation requirements as laid out in 704 KAR 3:305. [US: 3/20/2023]

English/Language Arts – 4 credits required  
English I, II, III, IV (or AP English)

Science – 3 credits required  
Credits to include life science, physical science, and earth/space science (at least one lab course)

Mathematics – 3 credits required  
Algebra I, Algebra II, Geometry  
(see note below on substitutions)

Social Studies – 3 credits required  
From U.S. History, Economics, Government, World Geography and World Civilization

Health – ½ credit required

Physical Education – ½ credit required

History and Appreciation of Visual, Performing Arts – 1 credit required  
History and Appreciation of Visual and Performing Arts or another arts course that incorporates such content.

Electives – 7 credits required

Total credits: 22

15 required credits; 7 elective credits

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

The University recommends that high school students complete at least two years of a foreign language. [US: 3/20/2023]

#### **4.2.1.2.3 High school nongraduates**

The University office responsible for undergraduate admissions may also consider students who have not graduated from high school but can demonstrate through ACT scores, unweighted high school GPA, and other evidence that they are prepared to do the work required.

These students are considered on a case-by-case basis. No student may continue to enroll as a non-degree-seeking student after earning 24 credit hours in this status without the special permission of the dean of the college in which the student is registered. (See SR [4.2.1.4.2](#)) [US: 3/20/2023]

The condition of graduation from high school may be waived for superior students with appropriate recommendations from their high school counselors or teachers. The University office responsible for undergraduate admissions shall recommend academic criteria for admission under these conditions, which are subject to approval by the Senate. Students who have not graduated from high school or have not received a GED will not be eligible for Title IV funds.

#### **4.2.1.2.4 Prospective student athletes receiving athletics-related aid**

Student athletes, as identified by a designee within the Department of Athletics, who do not meet established standards for automatic acceptance but do meet Southeastern Athletic Conference (SEC) and National Collegiate Athletic Association (NCAA) academic requirements for freshman eligibility shall be eligible for admission. Student-athletes who do not meet SEC and NCAA academic requirements for freshman eligibility may be admitted only through the provisions of SR [4.2.1.2.1.2](#), above. [US: 3/21/83 & BoT: 5/3/83; US: 4/28/86; 11/12/90; 10/11/93; 3/20/2023]

**4.2.1.2.5 Transfer students**

Students at other colleges or universities will be permitted to transfer to the University if they meet one of the criteria below. [US: 4/10/2000]

Students who have completed 24 credit hours or more and achieved a higher education GPA of 2.00 or higher are admissible to the University. Admissibility to particular colleges and programs is prescribed by SR 4.2.1 [US: 3/11/85; SREC: 11/20/87; 3/20/2023]

Students who have completed 23 credit hours or fewer must meet both freshman and transfer admissibility requirements to gain admission to the University. The University office responsible for undergraduate admissions will review both final high school cumulative GPA and postsecondary GPA in order to make a decision about admission. Admissibility to particular colleges and programs is prescribed by SR 4.2.1. [US: 3/11/85; 3/20/2023]

**4.2.1.2.6 International students**

Undergraduate international student applicants with a TOEFL score of at least 527 (paper-based) or 71 (internet-based) may be admitted. Corresponding scores on IELTS or other approved measures of English proficiency shall also serve as evidence of English proficiency for admission purposes.

An applicant with an English proficiency exam score below the acceptable levels may be admitted if other factors such as previous academic record, interviews and other English tests indicate that the applicant will be academically successful. Decisions concerning admission of applicants with scores below these levels shall be made by the office responsible for undergraduate admissions. International students who are otherwise admissible, but who have not yet demonstrated English proficiency, may be conditionally admitted. They will be invited to enroll in the University's Center for English as a Second Language (CESL), for instruction and, upon demonstrating evidence of English proficiency as defined by CESL, they will be admitted as full-time degree-seeking students. In the absence of conditional admission, admission to the programs administered by CESL does not guarantee future admission to the University. [US: 3/21/83; BoT: 5/3/83; US: 2/10/2014; 3/20/2023]

Students enrolled in Level 5 or Level 6 of CESL coursework may, upon meeting criteria set forth by the CESL program, enroll for one semester as non-degree-seeking students in a pre-matriculation bridge program (half-time enrollment in non-credit CESL coursework and 6-8 hours of credit-bearing undergraduate coursework), constituting full-time enrollment in English preparation for immigration purposes. Completion of the bridge program with grades of A or B in all classes will constitute demonstration of English proficiency for full admission to the University; however, some UK academic colleges and/or majors may require a TOEFL/IELTS score for admission to their programs. [US: 2/10/2014]

**4.2.1.3 Admission to Advanced Standing**

[SREC: 6/8/2006]



Applicants for admission must present evidence that they are in good standing in every respect in the institution they last attended. At no time shall college or university records be disregarded to admit applicants solely on the basis of their high school records. Credit hours for courses accepted from two-year colleges shall be limited to a maximum of 67 semester hours, except for the programs listed below.

1. Students in the RN-BSN (Registered Nurse to Bachelor of Science in Nursing) program, for whom the limit shall be a maximum of 90 semester hours. Applicants must have maintained a grade point average (GPA) of 2.0 or an average of C in all previous course work. [US: 12/13/82; US: 5/7/2012]
2. Students in the MLT to MLS (medical laboratory technician to medical laboratory scientist) track, of the Medical Laboratory Science program, for whom the limit shall be a maximum of 80 semester hours. [US: 3/10/2014]

All collegiate level work taken at an accredited college or university is recognized credit hour for credit hour except that the dean of a college may require validation by appropriate means of course equivalencies or applicability toward degree requirements for more specialized courses. In order to be classified as accredited, a college or university must be a member of one of the six accrediting associations formally classified as "regional": Middle State Commission on Higher Education; Northwest Commission of Colleges and Universities; Higher Learning Commission; New England Commission of Higher Education; Southern Association of Colleges and Schools; and Western Association of Schools and Colleges.. Advanced standing from an unaccredited US college or university may be obtained by special subject examinations. [US: 12/13/82; US: 2/11/91; 3/20/2023]

#### **4.2.1.4 Non-degree-seeking Students**

[US: 10/11/93]

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

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

Most non-degree-seeking students are considered "Lifelong Learners" and include the following groups: Donovan Scholars, students who have already earned degrees and non-traditional students who wish to begin their studies as non-degree-seeking students in order to be considered for degree-seeking status later. Other students eligible to enter the University in a

non-degree status include visiting students from other colleges and universities, high school students seeking dual enrollment, and other students in special circumstances as determined by the chief enrollment officer. [US: 10/11/93; 12/10/2018]

#### **4.2.1.4.1 Rules governing admission of non-degree-seeking students**

[US: 10/11/93]

To be admitted as a non-degree-seeking student, an applicant must meet the following criteria: the high school class of a non-degree applicant must have graduated at least two years prior to the applicant's anticipated semester of enrollment unless:

1. The applicant will be on active military duty during their tenure as a non-degree-seeking student or the applicant has been admitted by exception according to SR [4.2.1.2.1](#); [US: 10/11/93]
2. The applicant is a visiting student or;
3. The applicant is seeking high school dual enrollment or;
4. The applicant possesses a bachelor's degree; or
5. The applicant is enrolling in the University's Comprehensive Transition and Postsecondary (CTP) program. [US: 5/2/2022]

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

Former University of Kentucky degree-seeking students generally will not be enrolled as non-degree-seeking students without having earned an undergraduate degree. [US: 10/11/93; 12/10/2018]

University of Kentucky students under academic or disciplinary suspension at any higher education institution may not be enrolled as non-degree-seeking students. [US: 10/11/93 4/13/98; 12/10/2018]

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

Applicants are strongly encouraged to submit transcripts of prior colleges at the time of application in order to facilitate advising about appropriate coursework. [US: 10/11/93; 4/13/98; 12/0/2018]

International students applying as non-degree-seeking students whose primary physical residence will be UK, will apply using the same application process as those who are degree-seeking. [US: 12/10/2018]

There are three types of non-degree students at the University. The first two types, visiting and high school dual enrollment students, are degree-seeking at other institutions. The third type is not seeking a degree from any institution at the time of enrollment. [US: 12/10/2018]

#### **4.2.1.4.1.1 Visiting students**

A visiting student is a student that is currently enrolled at another institution of higher education who intends to earn credit at UK that will be applied to degree requirements at his or her home institution. Visiting students must meet the same admission requirements as regular transfer students. Applicants will be asked to self-certify that they are in good standing at their home institution and have a minimum 2.00 GPA at the time of application. [US: 12/10/2018]

#### **4.2.1.4.1.2 High school students seeking dual enrollment**

Students currently enrolled in high school who desire to enroll in courses at UK must submit a high school transcript, ACT or SAT scores and provide a signature from a high school counselor or principal. Students must have a minimum 2.00 GPA and must meet the Council on Postsecondary Education college readiness indicators. [US: 12/10/2018; 3/20/2023]

#### **4.2.1.4.1.3 Other non-degree students**

These students are not currently enrolled in a degree program at a high school, college or university, but wish to take undergraduate coursework at the University without pursuing a formal degree. Applicants will be asked to self-certify that they have obtained a high school diploma, GED, meet the Kentucky Council on Postsecondary Education college readiness indicators, or are applying to participate in the University of Kentucky Comprehensive Transition and Postsecondary program. Students wishing to change to degree-seeking status at the University after enrolling as a non-degree student must apply using the same application process as those who are degree-seeking. [US: 12/10/2018; US: 5/2/2022]

#### **4.2.1.4.2 Rules governing enrollment of non-degree-seeking students**

[US: 10/11/93]

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

Non-degree students (except Donovan Scholars) who complete nine credit hours or more with less than a 2.00 GPA will not be allowed to continue enrollment. [US: 12/10/2018]

No student may continue to enroll as a non-degree-seeking student after earning 24 semester hours in this status without the special permission of the dean of the college in which the student is registered.

Credit earned as a non-degree-seeking student will be evaluated for applicability toward a degree by the dean of the college in which the student will be enrolled. Successful completion of course work as a non-degree-seeking student does not ensure admission as a degree-seeking student. No graduate or professional credit is awarded for courses taken while a student is enrolled as an undergraduate non-degree-seeking student. [US: 3/12/84; 10/11/93; 4/13/98: 11/13/2017]

#### **4.2.1.4.3 Changing Status from non-degree to degree-seeking**

[US: 10/11/93; 3/20/2023]

Applicants who have earned fewer than 24 semester credit hours at the University must meet the University's standards for automatic admission as first-time freshmen. Students who have earned 24 semester hours at UK may apply for degree-seeking status and will be considered as transfer students for admission purposes. [US: 10/11/93; US: 4/13/98; 3/20/2023]

High school students who have enrolled continuously at the University and who have earned more than 24 semester credit hours in total in the course of a UK dual credit program (including credit for prior assessment) will be considered as first-time freshmen when first changing their status from non-degree- to degree-seeking. [US: 3/19/2012; 3/20/2023]

#### **4.2.1.5 Admission as an Auditor**

By payment of the required fees, any person may be admitted to a class or classes as an auditor. An individual who is admitted to the University as an auditor may not change from audit to credit. A student regularly enrolled in any college must apply to the dean of the college in which the student is registered in order to be an auditor. An individual not enrolled in any college must apply for admission to audit

## **4.2.2 GRADUATE SCHOOL**

### **4.2.2.1 Regular Graduate Student Admission**

#### **4.2.2.1.1 Admission requirements**

Students applying for regular admission to the University of Kentucky Graduate School must meet all of the following requirements, except where otherwise provided under SR 4.2.2.2.

1. hold a baccalaureate degree from an accredited institution of higher learning.
2. an undergraduate grade point average (GPA) of at least 2.75 on a 4.0 scale, [US: 2/13/2023]
3. a graduate grade point average (GPA) (if applicable) of at least 3.0 on a 4.0 scale, on all graduate work. [US: 20/13/2023]

4. only if a program requires them (see SR [4.2.2.2.3](#)), submission of scores on the verbal, quantitative and analytical portions of the aptitude section of the Graduate Record Examination (GRE) or scores from the Graduate Management Admission Test (GMAT). The advanced portion of the GRE may be required by individual programs. [US: 2/13/2023]
5. has been accepted by the graduate program to which the individual has applied.

[US: 4/21/52; 10/10/74; 2/12/79; 10/12/98]]

#### **4.2.2.1.2 Transfer of course credit hours**

Upon request of the DGS, a total of 9 hours (or 25% of regular course degree requirements) may be transferred into a master's degree program. [US: 04/11/83]

#### **4.2.2.2 Exceptions to Regular Graduate Admission Requirements**

##### **4.2.2.2.1 International applicants**

International applicants are required to have (1) a completed baccalaureate degree (see SR 4.2.2.2.2) and (2) demonstrate English proficiency. One of the methods below can be used to demonstrate this proficiency. [US: 4/41/52; 11/12/18; 4/6/20; 2/13/2023]

1. An awarded degree from a fully accredited US institution (bachelors, masters or doctoral degree)
2. Official, valid scores from an English Language Proficiency Test approved by Graduate Council, sent directly to the University of Kentucky Graduate School
3. Statement on the official transcript or an attestation letter sent directly from the registrar of the degree-granting institution confirming that English was the language of instruction

##### **4.2.2.2.2 Cooperative education arrangements**

In the case of students applying for admission to the Graduate School under the auspices of an approved, in-force cooperative education agreement with a US or international partner institution, the requirement of having a completed baccalaureate degree may be temporarily waived for up to 12 months from the date of enrollment, or the number of months stated in the cooperative agreement; no graduate degree will be awarded until a bachelor's degree from a accredited institution of higher learning has been awarded. Such cooperative education agreements shall consider the following criteria regarding the potential benefit for UK and the US or international partner institution: congruence with the academic, research, service priorities, and plans of the University as well as the Department and College proposing the agreement; congruence with the University's mission; anticipated benefits to students, faculty members, the University, and university stakeholders; evidence of institutional quality including, for example, reputation, international/national ranking, and accreditation status. [US: 11/12/2018]

The Provost's Office shall ensure that approval procedures for cooperative education agreements, including approval by the faculty of the affected degree program(s), are created, maintained, and published in accordance with the considerations listed above. Biennially, a representative from the Provost's Office shall prepare a report for the Senate on new cooperative education agreements and how they are in compliance with the criteria identified in this section of the Senate Rules. [US: 11/12/2018; 9/11/2023]

#### **4.2.2.2.3 Exceptions to GRE requirement**

1. For Fall 2024 admissions and beyond, GRE/GMAT scores are not required for admission to the Graduate School. However, individual programs that find these scores useful for their admission decisions may maintain GRE/GMAT scores as a requirement for their program. All programs that require GRE/GMAT scores as of May 1, 2023 will maintain this requirement. [US: 10/12/98; 2/9/04; 2/13/2023]
2. Programs that wish to change their GRE/GMAT requirement must do so via the Senate approval process [US: 2/13/2023]

#### **4.2.2.2.4 Conditional graduate student admissions**

[US: 4/21/52; 2/12/79; 2/14/05; 2/13/2023]

A student who wishes to pursue a higher degree, but who, for one or more of the reasons listed below, is temporarily ineligible for regular admission status may be recommended by the Director of Graduate Studies as a conditional student:

A. Both domestic and international students may be admitted "conditionally":

1. Until receipt of a final undergraduate transcript showing an awarded Bachelor's degree. [US: 2/13/2023]
2. Until receipt of official GRE/GMAT scores for programs that have this as an admission requirement. [US: 2/13/2023]
3. Until a student with a grade point average of less than 2.75, or a graduate of a non-accredited institution, provides evidence acceptable to the program and the Dean of the Graduate School indicating that the student is capable of doing satisfactory graduate work. Individual programs may establish higher requirements. [US: 10/12/98; 2/13/2023]

These requirements will be monitored by the Graduate School and must be met prior to the date set for priority registration during the first semester of enrollment. Students will not be allowed to priority register if these requirements are not met. (The specific registration dates for their semester of entry and the consequences of failure to meet these requirements will be *clearly* spelled out in their acceptance letter).

B. Programs will have the option to recommend that both domestic and international students will be admitted “conditionally” for:

1. Deficiencies determined by the programs, such as taking specific required undergraduate courses
2. Review by the program upon completion of a specified number of hours of coursework.

Approval to proceed with the doctoral qualifying examination or the master’s final examination will not be granted to students remaining in conditional status.

#### C. Graduating Seniors/Part-time Graduate Students

Graduating University of Kentucky seniors lacking no more than six hours for graduation, but who otherwise meet admission requirements, may be admitted into the Graduate School in “conditional status.” In this case, the consent of the college dean and the Dean of the Graduate School and the approval of the Director of Graduate Studies are necessary. Such students may take no more than 12 credit hours and must complete the undergraduate degree during the semester in which they enroll in the conditional status. (See also SR [4.2.2.2.6](#))

##### **4.2.2.2.5 Postbaccalaureate student**

Students who hold a baccalaureate degree and who wish to take graduate courses without enrollment in a graduate degree program or graduate certificate program may apply for admission as a postbaccalaureate student. [US: 5/4/2020]

A postbaccalaureate student may take an unlimited number of graduate-level courses. If the student later decides to work toward a graduate degree, the courses and number of UK graduate credit hours eligible for transfer will be determined by the Director of Graduate Studies and subsequently approved by the Dean of the Graduate School. Only courses assigned a grade of B or better can be transferred. Courses must have been taken no more than 10 years (master’s/specialist) or 8 years (doctoral) prior to the semester the transfer is requested. [US: 5/4/2020]

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

##### **4.2.2.2.6 University Scholars Program (USP)**

[US: 12/8/2008]

###### **4.2.2.2.6.1 Admissions to University Scholars Program (USP)**

Applications to the University Scholars Program (USP) will follow current procedures and rules for admission to the Graduate School with the following additions: [US: 4/14/97; 4/10/2023, 4/8/24]

1. The graduate program faculty concur the undergraduate has received appropriate preparation in their major, minor, or certificate from a related but not necessarily the same field.
2. The program is open to undergraduates with senior standing who have completed at least 90 hours of course work and should have satisfied all UK Core requirements. Application to the program should be at the end of the student's junior year.
3. For Master's programs, the undergraduate grade point average (GPA) (UGPA) should be greater than or equal to 3.0 in the student's major and overall. For doctoral programs, the UGPA should be greater than or equal to 3.5 in the student's major and 3.2 overall.
4. Application to the USP will follow the current procedures for application to the Graduate School, subject to the above conditions. Admission decisions will be made by the Graduate Dean or their appointee. (See SR [3.1.3.8](#)) [US: 9/13/82; US: 4/14/97]

#### **4.2.2.2.7 Postdoctoral scholar or postdoctoral fellow**

University educational policies concerning postdoctoral scholars and postdoctoral fellows (SR [1.3.3.2.2](#)), who are enrolled in PD 099 (SR [3.2.1.3.13.1](#)), are supervised through the Dean of the Graduate School (SR [6.4.4.2](#)), including the handling of academic offenses in which case the Rules of the Graduate School shall apply (SR [6.4.2.3](#)).

#### **4.2.3 ADMISSION TO DUAL DEGREE PROGRAMS**

[US: 1/14/2002]

Admission to dual degree programs (i.e. programs leading to more than one degree) requires separate admission to each program.

Students who do not complete all requirements of the dual degree program are not entitled to the benefits of the dual degree program and must independently satisfy the requirements for the individual degrees.

Application should ordinarily be made after the completion of **at least** 90 undergraduate hours in the case of dual degree programs in which one of the programs is in the Graduate School. Exceptions to the 90-hour **minimum** requirement, to be considered in rare cases, require the approval of the Director of Graduate Studies, and the Dean of the Graduate School. [SREC: 8/18/2006]



#### **4.2.4 ADMISSION TO UNDERGRADUATE CERTIFICATE PROGRAMS**

Undergraduate certificate programs are open to those who are enrolled as (a) undergraduates, or (b) postbaccalaureate (non-degree) students, or (c) graduate or professional students. Individual undergraduate certificate programs may set reasonable admissions requirements or restrictions. These requirements may include completion of an undergraduate degree from an accredited institution prior to admission into the program. [US: 2/14/2011; 4/22/2019; 5/4/2020]

#### **4.2.5 ADMISSION TO GRADUATE CERTIFICATE PROGRAMS**

Graduate certificate programs are open to those who are enrolled as postbaccalaureate (non-degree) students; graduate students; or professional students who have been enrolled in the Graduate School for the purpose of admission to a graduate certificate program. The requirements for admission to a certificate program may include prior completion of a master's or doctoral degree from an accredited institution, but in no case will be less than the requirements for postbaccalaureate admission to the Graduate School. [US: 1/14/2002; 5/4/2020]

#### **4.2.6 ADMISSION TO PROFESSIONAL CERTIFICATE PROGRAMS**

Admission criteria are typically different than that of the Graduate School, and are administered in relation to the particular administrative structure and housing of the program. [US: 3/19/18]

### **4.3. REGISTRATION AND ASSIGNMENT TO CLASSES**

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

#### **4.3.1 LATE REGISTRATION**

[US: 2/12/2001]

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

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

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

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

At the end of the term, the instructor must report a final grade on all names appearing on the official class roll, except that students who have never attended class and who have not officially withdrawn shall be reported NOT IN CLASS. These names so designated will be deleted from the official roll by the Registrar. It is the responsibility of the instructor in each class to certify that the final roll is correct. (See Section 5)

#### **4.3.3 REPEATED REGISTRATION IN A COURSE**

The Chair of a department may refuse to allow a student to register in a course a third time. If a student withdraws from a course for an urgent non-academic reason, that course registration shall not count as a course registration under this provision. [US: 3/18/96]

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

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

## Section 5. Rules Relating to Attending the University

### 5.1. GRADING SYSTEMS

#### 5.1.1 GENERAL GRADING SYSTEM

Some colleges and programs have adopted different grading systems. These policies can be found in SR [10.3](#)

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

- A Represents an exceptionally high achievement as a result of aptitude, effort and intellectual initiative. It is valued at four (4) quality points for each credit hour. [US: 9/10/2001]
- B Represents a high achievement as a result of ability and effort. It is valued at three (3) quality points for each credit hour. [US: 9/10/2001]
- C Represents satisfactory achievement for undergraduates; represents unsatisfactory achievement for graduate students and is the minimum passing grade for which credit is conferred. It is valued at two (2) quality points for each credit hour. [US: 9/10/01; US: 4/8/2002]
- D Represents unsatisfactory achievement for undergraduates and is the minimum grade for which credit is conferred; the grade is not to be used for graduate students, It is valued at one (1) quality point for each credit hour. [US: 9/10/01; US: 4/8/2002]
- E Represents unsatisfactory performance and failure in the course. It is valued at zero (0) quality points and zero (0) credit hours. [US: 9/10/2001]
- P Represents a passing grade in a course taken on a Pass/fail basis. It may also be assigned by the University Appeals Board in cases involving a violation of student academic rights. Credit hours successfully completed under this grade will count towards graduation but will not be used in calculating grade point averages (GPA). [US: 9/20/93] (See Section V, [5.1.3](#) and Section VI, [6.5.1.3](#))
- F Represents failure in a course taken on a Pass/fail basis. It is valued at zero (0) quality points and zero (0) credit hours. [US: 9/20/93]
- AU Represents a completion of a course attended on an audit basis. It is valued at zero (0) quality points and zero (0) credit hours. [US: 9/20/93]

- CR CR (Credit) designator for AP or CLEP or bypass work to reflect that credit is granted for a course [US: 3/10/97]
- I Incomplete--See this Section, [5.1.2](#), *Further explanation of Certain Grades*
- IP Represents satisfactory work in progress in courses carrying no academic credit. It is valued at zero (0) quality points and zero (0) credit hours. [US: 10/11/93]
- N Represents a temporary grade to be submitted for students who have been entered by the Registrar into official class rolls, but have never attended class and who have not officially withdrawn. The Registrar shall remove their names from the official class roll and the student's enrollment in the class shall not be recorded in the student's official academic record. (As a temporary mark, "N" carries no credit hours or quality points.) [US: 9/20/93]
- S Represents a final grade in courses carrying no academic credit or in courses used for residency credit or dissertation/thesis credit. It is valued at zero (0) quality points and zero (0) credit hours. [US: 10/11/93; US: 1/14/02; US: 4/10/2006]
- SI Represents an interim grade in credit-bearing seminars, independent work courses, or research courses if these courses extend beyond the normal limits of a semester or summer session. This grade signifies that both the quality and the quantity of the student's academic work were satisfactory during the applicable term. All SI grades must be replaced by a regular final letter grade prior to the Qualifying Examination or Final Examination for doctoral students or prior to graduation in all other cases (see Section [5.1.2.3](#)). As a temporary mark, SI carries no credit hours or quality points. [US: 4/10/06; 5/3/2010]
- UI Represents an interim grade in credit-bearing seminars, independent work courses, or research courses if these courses extend beyond the normal limits of a semester or summer session. This grade signifies that the quality of the student's academic work was unsatisfactory during the applicable term. All UI grades must be replaced by a regular final letter grade prior to the Qualifying Examination or Final Examination for doctoral students or prior to graduation in all other cases (see Section [5.1.2.3](#)). As a temporary mark, UI carries no credit hours or quality points. [US: 5/3/2010]
- UN Represents a final grade in courses carrying no academic credit or in courses used for residency credit or dissertation/thesis credit, for which a student has done unsatisfactory work or has failed to do a reasonable amount of work. It is valued at zero (0) quality points and zero (0) credit hours. [US: 1/14/02; US: 4/10/2006]
- XE Represents failure in a course due to an academic offense. It is valued at zero (0) quality points and zero (0) credit hours. . The repeat option may not be exercised for any course in which the grade of XE was received. A grade of XE normally may not be changed to a

W by retroactive withdrawal, except upon appeal to the University Appeals Board as prescribed by *University Senate Rules*.

- XF Represents failure in a course taken on a pass–fail basis due to an academic offense. It is valued at zero (0) quality points and zero (0) credit hours. The repeat option may not be exercised for any course in which the grade of XF was received. A grade of XF may not be changed to a W by retroactive withdrawal, except upon appeal to the University Appeals Board as prescribed by University Senate Rules.
- W Denotes withdrawal from class. It may also be assigned by the University Appeals Board in cases involving a violation of student academic rights. It is valued at zero (0) quality points and zero (0) credit hours. [US: 9/10/79; US: 10/11/93]
- Z Reenrollment recommended (development courses only). It has no value in computing grade point average (GPA). [US: 4/10/2000]

## 5.1.2 FURTHER EXPLANATION OF CERTAIN GRADES

### 5.1.2.1 Grade E

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

### 5.1.2.2 Grade I

[US: 9/14/87; US: 10/11/93; US: 12/8/97; US: 5/6/2013]

The grade I means that part of the regularly assigned work of the course remains undone. It shall be conferred only when there is a reasonable possibility that the student can complete the work within the allowable period of time for removal of an I grade and that a passing grade will result from completion of the work. Except under exceptional circumstances, the student shall initiate the request for the I grade. An I grade shall not be conferred when the student's reason for incompleteness is unsatisfactory to the Instructor of Record. A grade of I must be replaced by a regular final letter grade not later than 12 months from the end of the academic term in which the I grade was awarded or prior to the student's graduation, whichever occurs first. The Registrar's Office shall provide notification to the Instructor of Record at least two months prior to expiration of the allowable period. The Instructor of Record can extend the allowable period for up to an additional 12 months by completing a grade assignment form. If the Instructor of Record is not available, the department chair or dean of the college in which the course is offered may complete a grade assignment form to extend the allowable period for up to 12 months. In the event the grade of I is not replaced by a regular final letter grade within the

allowable period, the Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's GPA accordingly. In the event that an I becomes an E, the Instructor of Record may submit a grade assignment form to replace the E within 12 months from the time the E was assigned. A graduate who had an I grade on his or her academic record at the time of graduation (and which grade was subsequently changed to an E by the Registrar) may be allowed a maximum of 12 months following the end of the academic term in which the course was taken to satisfactorily complete the course and receive a grade change.

Each department is responsible for recording information for each incomplete, specifying:

1. The student name and student number;
2. The course and section number, hours of credit, semester, year, Instructor of Record;
3. The work to be completed and basis for grading;
4. The time frame for completing the incomplete (not exceeding 12 months); and
5. Documentation that the student has been advised of the conditions for removing the incomplete.

This information shall be filed with the department chair or chair's designee. It is preferable that the information be signed and dated both by the student and the Instructor of Record. A standard form is available in a PDF form at the University Senate website, but each department is welcome to create its own form and scheme for recording this information. [US: 5/6/2013]

The Instructor of Record shall provide a complete copy of this record to the student and the department chair at the time the I grade is reported. The term "student" in this context excludes only students in the Graduate School and the Colleges of Medicine and Dentistry. [US: 9/14/87; US: 2/11/91]

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

A grade of I (Incomplete) may be awarded to a graduate student if a part of the work of a course remains undone and there is a reasonable possibility that a passing grade will result from completion of the work. All Incompletes (I grades) must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the I grade was awarded or prior to the student's graduation, whichever occurs first. If an I grade has not been replaced within the allowable period, the Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's grade-point average accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School on recommendation of the Director of Graduate Studies in the student's program.

Instructors of Record who assign an I grade should file with the student's Director of Graduate Studies information which includes 1) the name of the student, 2) the course number and hours

of credit, 3) the semester and year of enrollment, 4) specific information on the work to be completed before a final grade can be assigned, and 5) the time frame in which the specific requirements are to be met (not to exceed 12 months). Graduate students are urged to consult with their Director of Graduate Studies concerning procedures relative to the awarding of “I” grades and the conditions under which they may be removed in that particular program.

### **5.1.2.3 Grade SI**

A grade of SI is an interim grade in credit-bearing seminars, independent work courses, or research courses if these courses extend beyond the normal limits of a semester or summer session. All SI grades must be replaced by a regular final letter grade prior to the Qualifying Examination or Final Examination for doctoral students or prior to graduation in all other cases. [US: 1/14/02; US: 4/10/2006]

### **5.1.2.4 Grade IP**

The grade IP may be recorded for students in zero-credit courses of research, independent work, or seminar-type, if at the end of a semester the student, because of the nature or size of the project, has been unable to complete the course. The project must be substantially continuous in its progress. When the work is completed, a final grade will be substituted for the IP. This grade may not be conferred on a student who has done unsatisfactory work or to one who has failed to do a reasonable amount of work. [US: 10/11/93]

### **5.1.2.5 Grade W**

The grade W shall be conferred on students who officially withdraw from a class or classes under conditions described in Section 5.1.7.2 through 5.1.7.5. The University Appeals Board may also assign this grade. See also Section 6.5.1.3.2. [US: 10/8/79; US: 10/11/93; US: 1/14/2002]

### **5.1.2.6 Grade Z**

The grade Z means that the student has made significant progress but needs and deserves more time to achieve a passing level. The student should reenroll in the course in order to continue advancement to a level of competence set for the course. Reenroll grades may be assigned only for development courses numbered 000-099. [US: 4/10/2000]

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

Undergraduate students above the freshman level and not on academic probation may select a maximum of four (4) elective courses, with certain restrictions, to be taken on a pass/fail basis. Students in the Honors curricular program above the freshman level may, with advance written approval of the associate dean of the Honors College, select additional elective courses to be

taken on a pass/fail basis. Credit hours successfully completed under this option shall count toward graduation but shall not be used in calculating GPA. [US: 5/6/2019]

Courses taken on a pass/fail basis (including transfer courses) shall be limited to those considered as elective in the student's program and such other courses or types of courses as might be specifically approved by the Senate Council for a college or department. Prerequisites for such courses may be waived with the consent of the Instructor of Record. Students are expected to participate fully in these courses and to take all examinations. Any student may change his or her grading option (pass/fail to letter grade or letter grade to pass/fail; credit to audit or audit to credit) within three (3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer session or other courses of less than a full semester's duration). After such time, a student may not change his or her grading option without the express approval of the student's academic dean or the dean's designee. The waiver and the rationale for the waiver must be documented in the student's record in the college. [US: 12/11/2000]

Courses offered only on pass/fail shall not be included in the maximum number of elective courses which a student may take under these provisions. (See SR [5.2.1.2.2.6](#) on special examination for procedures on pass/fail available under that option.)

The Instructor of Record shall not be notified by the Office of the University Registrar or by any other office of the University of those students who are taking the course pass/fail. However, if an Instructor of Record is also the student's designated academic advisor, then the Instructor of Record shall have access to a student's pass/fail status in a course for the purpose of advising the student. The Instructor of Record shall submit a regular letter grade to the Registrar's Office which will take the appropriate action to change the grade into pass/fail grading track for records. Neither a grade of P nor a grade of F shall be taken into consideration in calculating a student's GPA, except as provided in SR 10.4.1.1. [US: 9/13/76; 9/10/2018]

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

A student pursuing a second bachelor's degree under Rule [5.5.1.3](#) is not entitled to take additional courses on a pass/fail basis except as the associate dean of the Honors College might permit. [SREC: 5/15/2007; US: 5/6/2019]

#### **5.1.4 AUDIT**

Students who register for an audit do so for reasons other than fulfilling explicit requirements. They must come to individual agreements with the instructor as to what responsibilities they will be expected to perform. Normally, students who audit would be expected to do the readings and attend class; they may be required to enter more fully into the class work. In any case, they will receive no credit hours or grades. Any change from audit to credit or credit to audit by a student



regularly enrolled in a college must be accomplished within three (3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer session or other courses of less than a full semester's duration). No credit can be conferred for a class audited nor is a student permitted to take an examination for credit, except for the special examinations described in **5.2.1.2**.

A student who initially enrolls in a class as an auditor must attend at least 80% of the classes in the course (excluding excused absences). If a student changes their enrollment from credit to audit, they must attend at least 80% of the remaining classes (excluding excused absences). If an auditor fails to attend the requisite number of classes, the Instructor of Record may request that the Dean of the instructor's college award the grade of W for that course and the Dean shall report the grade to the Registrar. For situations in which both the course and Instructor of Record are homed outside of a college, the Dean is the officer appointed by the Provost, with concurrence of the Senate, to act as the responsible Dean of the course. No instructor is authorized to admit anyone as an auditor to any of their classes unless the auditor has registered as such. [US: 10/11/76; 12/10/90; 9/20/93; 4/10/2000; 5/2/2022]

## **5.1.5 FINAL GRADES**

### **5.1.5.1 Procedure for Reporting Final Grades**

The final grades shall be filed with the Registrar within 72 hours after the final examination is administered but in no case later than the date announced in the official University Calendar. Grades and credit obtained by special examination shall be reported in accordance with SR 5.2.1.2. [US: 9/20/93; US: 10/8/2007]

### **5.1.5.2 Temporary Notations**

#### **5.1.5.2.1 Course in progress notation: ---**

This grade appears in a grade report prepared during the academic term in which the student is enrolled in the course. It is to be replaced by a final grade pursuant to SR **5.1.5.1**. The Registrar shall notify all unit or program heads at the end of each semester, regarding "Course in Progress" notations (---) in all courses offered by that unit or program. The unit or program head shall have six weeks from the date of notification by the Registrar to assign a grade in the course. If no change is made by the unit or program head, the "Course in Progress" notation (---) will be replaced with a "Missing Grade" notation (\*\*\*) , with further changes made pursuant to SR 5.1.5.2.2. [US: 10/8/2007]

#### **5.1.5.2.2 Missing grade notation: \*\*\***

This grade appears in a grade report when no grade has been reported to the Registrar either under SR **5.1.5.1** or SR **5.1.5.2.1**. The Registrar shall notify all unit or program heads at the end of academic term regarding all "Missing Grade" notations (\*\*\*) in all courses offered by that unit

or program. If a Missing Grade notation can be replaced with a grade, it should be done as promptly as possible. [US: 10/8/2007]

### 5.1.5.2.3 Procedures for changing temporary notations

The unit or program head will consult, if possible, with the Instructor of Record for the course when assigning a grade under this rule. The Registrar shall notify the student at the student's address of record of any assignment of a grade under this rule. Appeals shall be taken to the Academic Ombud. [US: 10/8/2007]

### 5.1.6 CHANGING GRADES

An Instructor of Record may change a mark once it has been reported to the Registrar's Office only if (1) the change is made within one year of the date of the original grade and (2) only in the case the original grade was in error. Reports of all such grade changes shall be sent to the Registrar's Office with a copy to the dean of the college in which the instructor is assigned. For situations in which both the course and Instructor of Record are homed outside of a college, the Dean is the officer appointed by the Provost, with concurrence of the Senate, to act as the responsible Dean of the course. The Instructor of Record may also recommend to their department chair the changing of a grade for any reason other than an error, and the grade shall be changed if the department chair approves. In every such approval, a report of the grade change shall be sent to the Registrar's Office by the department chair with a copy to the Instructor of Record and dean of the college involved. There shall be only one grade change per student per course pursuant to this rule. In special circumstances, an instructor may request a waiver of the one-year window from the Registrar's office. However, no waiver can be granted after 4 years from the time the grade was issued and prior to degree conferral. [US: 5/2/2022; 5/6/2024]

- \* The Instructor of Record for the course is authorized to make the final decision to change a grade in cases of an error (e.g., miscalculation of the grade, or errant entry of the wrong grade). In other cases, an instructor of record is authorized to initiate and make a grade change only if the department chair agrees to the change. (The department chair's role in this case is only to agree or not to the change, not to make the change independent of the Instructor of Record.) [SREC: 4/14/2006]
- \* If a change is made to an originally submitted grade that is not a change authorized under SR 5.1.6, that action does not prevent the Instructor of Record from correcting that improperly changed grade to the originally submitted grade, and this correction does not count as the one allowed grade change under SR 5.1.6. If, on the other hand, the Instructor of Record (and, if necessary under SR 5.1.6, the department chair) changes the improperly changed grade to a grade other than the one originally submitted, then this change does count as the one allowed grade change under SR 5.1.6. [SREC: 9/22/11]

- \* Pursuant to 6.5.1.3, when a grade change may be warranted but the Instructor of Record is no longer available, the UAB would ascertain whether the present grade ought be changed and if possible determine and direct the appropriate specific grade. [SREC: 3/10/2021]

However, in the case of a violation of student academic rights, the University Appeals Board may change a grade to P or W or, if such a determination can be made, to an appropriate letter grade. (See SR [6.5.1.2](#).) (See SR [5.1.2.2](#) for the procedures for recording and changing an I grade.) [SREC: 11/20/87]

Graduate and professional schools may have individual rules on this matter so long as they are not inconsistent with these rules.

- \* It is a violation of SR [5.1.5](#) and SR 5.1.6 for a department chair (or any other administrator) to change the Instructor of Record to a different person after the final course grades have been formally submitted to the Registrar, for any reason, including so that the new Instructor of Record can then change any of the final course grades. A department chair (or any other administrator) is authorized to change a final course grade without the concurrence of the Instructor of Record who entered that grade only when the chair is changing the temporary transcript notation of (1) 'course in progress' or (2) 'missing grade' to a final grade (SR [5.1.5](#)). Under SR 5.1.6, if a student claims that a change of an already submitted final course grade is warranted, and the Instructor of Record who entered that grade is unwilling to change it, then the proper resolution is for the student to lodge a grade appeal with the University Appeals Board. [SREC: 8/21/2014]

## 5.1.7 WITHDRAWAL AND REMOVAL: TIME PERIODS AND GRADES

### 5.1.7.1 Unilateral Removal for Failure to Attend a Course

If from the first day of classes to the last day to add a class, inclusive, students neither show evidence of participation in the course nor notify the Instructor of Record of their intent to complete the course, the Instructor of Record may report these students to the Registrar who shall remove the students from the class role and who shall inform such students that they have been removed. The students will have no record of the class appear on their transcripts. [US: 12/12/77; 9/20/93; 2/11/2019]

### 5.1.7.2 Unilateral Withdrawals

[US: 5/7/2007]

#### 5.1.7.2.1 Time Period

Any student may withdraw from any class (except for those used to meet the Writing Requirement) during the withdrawal period which is defined as the period up through 70% of the way into the term. [SC: 10/7/2019]

### **5.1.7.2.2 Grade received**

#### **5.1.7.2.2.1 No record**

Students who withdraw within three (3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer session or other courses of less than a full semester's duration) will have no record of the class appear on their transcripts. Such withdrawal is also known as “dropping a course.” [SREC: 11/20/87]

#### **5.1.7.2.2.2 Grade of W**

Students who withdraw during the remaining portion of the withdrawal period will receive the grade of W which will appear on their transcripts. [US: 9/12/94]

### **5.1.7.3 Permissive Withdrawals**

[US: 5/7/2007]

A student may withdraw from a class, or from the University, after the withdrawal period in SR [5.1.7.2.1](#) but through the last day of classes for the academic term upon approval by the dean of the student's college of a petition certifying urgent non-academic reasons including but not limited to:

1. Illness or injury of the student;
  2. Serious: personal or family problems;
  3. Serious financial difficulties; or
  4. Having excused absences for the dates and times associated with more than one-fifth of the required interactions in a course, pursuant to SR 5.2.5.2. [SREC: 11/20/87; US: 2/12/2018]
- \* The “last day of classes” refers to the date (given on the Registrar’s website), which was approved by the University Senate, not the last day that an individual class met. [SREC: 5/13/2016]
- \* “Required interactions” (as used in SR [5.1.7.3](#), SR [5.2.5.2](#), and SR [9.1](#)) are interactions that, if not completed at or by their specified date and time, would penalize a student in a course. Interactions may include, but are not limited to, student engagement with other

students (e.g., participating in an in-class or online discussion), engagement with the instructor (e.g., attending class), or engagement with an instructor's proxy (e.g., attending a guest lecture or uploading a file to the course management system). [US: 2/12/2018]

Before acting on such a petition, the dean will consult with the Instructor of Record of the class. The dean may not delegate the authority to approve or deny a petition to withdraw to the University Registrar or to any other agency external to their college. If such a petition is approved by the dean of the student's college, the dean shall inform in writing the Instructor of Record of the class of their action, and the student shall be assigned a grade of "W." [US: 9/10/79; revised US: 4/11/83]

#### **5.1.7.4 Credit for Students Who Withdraw to Enter Military Service**

Students who withdraw (and within ten (10) days enter the Armed Services either mandatorily or voluntarily) after completing the twelfth week of the semester, the ninth week of the summer session, or later, shall be entitled to receive full credit and residence for the course. The grade report shall be that attained in the course up to the time of withdrawal. If, with the credit and residence time granted, the student has fulfilled all requirements for a degree, the student shall be recommended for that degree by the University Senate. If a comprehensive course examination is required for graduation, this requirement shall be waived. [US: 9/20/93]

#### **5.1.7.5 Retroactive Withdrawal**

Withdrawals initiated after the last day of classes for the semester are governed by this rule. [US: 12/8/97; US: 4/12/99]

##### **5.1.7.5.1 Requirements**

Typically, a student may withdraw from a given semester only if the withdrawal is from all classes. Advisors should discourage the submission of requests for partial withdrawals. In the exceptional circumstance that a student submits a request for a partial retroactive withdrawal, the criteria to grant such an unusual request shall be higher than for a more ordinary full withdrawal. For a request for partial withdrawal to be facially sustainable, the student statement must clearly explain why the circumstances that merit the withdrawal were limited to only a few courses [US: 12/14/2020]

- \* If a student submits a request to the Senate's Retroactive Withdrawal Appeals Committee (SRWAC) for retroactive withdrawal from a single course, and that request is denied by the SRWAC, the student retains a standing to then submit a different request to the SRWAC for retroactive withdrawal from all classes. The act of submission of the second request does not constitute an improper 'appeal' to the SRWAC of the SRWAC's prior decision. [SREC: 6/8/2006]

A grade assigned as a result of an academic offence may be changed to a W only by a petition to the University Appeals Board and only after a retroactive withdrawal for the semester in which the grade was assigned is granted. In evaluating such a petition, the student must demonstrate that the hardships enumerated in item (4) below also resulted in the academic offense in a manner that the student's culpability is severely diminished as a result. [US: 4/10/2006; SC: 2/24/2020]

The SRWAC may consider petitions to withdraw only from a semester in which all grades are final. It may not consider withdrawal from a course for which the current grade is an I, or otherwise incomplete. Students with I grades for courses in the semester for which they are seeking a retroactive withdrawal should work with faculty members to change the I grade to a letter grade before seeking the retroactive withdrawal. [US: 12/14/2020]

Requests for retroactive withdrawals shall be made of the Dean of the college in which the student was enrolled at the time the classes were taken. Students classified as Undeclared at the time the classes were taken may request a retroactive withdrawal of the Dean of their current College, the College where they last attended, or the College where they plan to attend. The complete request shall be made before a student has graduated and not later than two calendar years from the last day of classes for the semester for which the withdrawal is requested. The fully complete request shall be submitted using the University Senate Retroactive Withdrawal Application, which includes a form on which an instructor can offer feedback, along with the documentation required by the University Senate as described on that [form](#). [US: 4/9/07; 5/7/2007; 12/14/2020]

\* "Two calendar years" means two consecutive periods of 365 days (or 366 if leap year) from the last day of classes for the semester for which the withdrawal is requested. [SREC: 5/19/2009]

Retroactive withdrawals may be granted only when the student has demonstrated satisfactory evidence that the student has incurred:

1. a serious injury or illness;
2. serious personal or family problems;
3. serious financial difficulties; or
4. permanent disability verified by the Disability Resource Center and diagnosed after the semester for which the withdrawal is requested.

Retroactive withdrawal from a class in which an XE or XF has been imposed shall not be granted.

#### **5.1.7.5.2 Procedure**

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

#### **5.1.7.5.2.1 Effect of a hold**

The presence of a hold on a student's record shall have no effect on the submission, receipt, transmission, or review of an appeal for a retroactive withdrawal. [US: 5/7/2007]

#### **5.1.7.5.2.2 Action by the Dean**

The Dean shall recommend approval or disapproval of the request and shall forward the recommendation to the SRWAC, normally within 30 days of receipt of the petition and all supporting documentation. It is within the purview of the Dean to waive the requirement that a student must submit an Instructor Feedback Form(s) for reasons such as unavailability of the instructor or hardship on the student. If the Dean waives the submission of the Instructor Feedback Form(s), the justification must be included in the Dean's letter recommending approval or disapproval of the retroactive withdrawal appeal. [US: 5/7/07; US: 5/8/2008]

#### **5.1.7.5.2.3 Action by the SRWAC**

The SRWAC shall rule on the request, normally 30 days from receipt of the petition and all supporting documentation from the Dean. Students shall have the right to appear in person before the Committee to present their requests and shall have the right to be represented by an attorney or other designated individual. If the SRWAC votes to approve the student's request based on its review of the file, then the student's personal appearance shall be unnecessary. [US: 12/14/2020]

The SRWAC shall forward all approved requests to the Office of University Registrar for implementation.

The SRWAC shall forward a copy of its decision - whether the request was approved or not - to the Dean of the student's current college and to the Dean of the College in which the student was enrolled at the time of the retroactive withdrawal, if different from the current college. The Dean of the student's current college shall notify the student and Instructors of Record of the SRWAC's decision.

- \* There is no provision in the retroactive withdrawal process prescribed in the Senate Rules for a dean to block, overturn, or appeal a SRWAC decision. [SREC: 4/14/2006]
- \* There is no 'cause of action' within the Senate Rules for appeal of the SRWAC's decision to either an administrator or to another University committee, except if the student attempts to make a case that the SRWAC's actions had constituted a violation of the academic "rights" of the student. In such a case, the cognizant entity to receive and

entertain such an appeal is the University Appeals Board (see SR [6.5.1.2](#)). [SREC: 4/14/2006]

### **5.1.8 GRADE POINT AVERAGE (GPA)**

GPA is the ratio of the number of quality points gained to the number of credit hours (whether earned or not) in courses for which the grades of A, B, C, D, or E were conferred, excluding grades in developmental or remedial courses. [US: 3/9/98; US: 4/10/2000; US: 9/10/2001]

See SR 5.3.1 (“Prohibition of Duplicate Credit for Undergraduate and Graduate Students”) for information about repeating a course.

Credit hours are considered as earned only if a grade of A, B, C, D, P or S was conferred.

### **5.1.9 NOT IN CLASS**

Students who have been entered by the Registrar into the official class roll, but have never attended class, and who have not officially withdrawn, shall be reported NOT IN CLASS. The names of such students shall be deleted from the official roll by the Registrar. (See SR [4.3.2](#) and SR [5.2.5.4](#).)

## **5.2. CREDIT, CLASSIFICATION, ACADEMIC STANDARDS, LOADS**

### **5.2.1 CREDIT HOURS**

Course proposals shall use the Senate-approved policy for determining meeting times and number of credit hours for each course. Exceptions, based on academic merit, may be made by the University Senate upon the recommendation of the appropriate academic council. Equivalencies on the grid will be reviewed annually by the University Senate. [US: 5/7/2012]

\* Appendix SR 10.6 contains the equivalency grid.

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

Credit for short courses of less than eight weeks shall be limited to no more than one credit hour per week.

#### **5.2.1.1 Accelerated Programs**



The College Board College-Level Examination Program (CLEP) Subject and General Examinations, the College Board Advanced Placement (AP) Examinations, the American College Testing Program Proficiency Examination Program (PEP) Subject Examinations, International Baccalaureate (IB) Program Examinations, and courses evaluated by the American Council on Education for which credit recommendations are made under the National College Credit Recommendation Service (NCCRS) are recognized as appropriate credit for meeting degree requirements [US: 10/14/2002]. College Faculties and/or department Faculties representing the discipline, as designated by the Senate's Admissions and Academic Standards Committee (SAASC), shall determine and publish appropriate cut-off scores for the CLEP, AP, PEP and IB examinations and report them to the Office of Admissions and Registrar. [US: 9/13/82; US: 10/14/2002] No AP, CLEP or IB credit hours shall be letter graded. Rather, all such earned credit hours shall be shown on the student's academic record as course credit (CR). (See also SR 5.1.3.) [US: 4/25/88, 3/9/98; 11/13/2017]

No more than half of the credit toward an undergraduate degree may be earned by any combination of CLEP Examinations, PEP Examinations, NCCRS courses, Special Departmental Examinations, Advance Placement Examinations, and IB Examinations. [US: 9/13/83]

### **5.2.1.2 Credit by Special Examination**

#### **5.2.1.2.1 Entrance examination**

An individual educational unit may require, in addition to the freshman classification test, with the approval of the Senate, entrance or classification tests to be taken by its applicants for admission to its programs.

#### **5.2.1.2.2 Special examination**

Any full-time or part-time student enrolled in the University, and in good academic standing, shall have the right to request a special examination for credit in any course offered, regardless of whether the student has audited the course, is currently enrolled in it, or has studied for it independently.

##### **5.2.1.2.2.1 Application for a special examination**

Application for a special examination must be made in writing. Undergraduates will address requests to the chair of the department in which the course is given, or to the office of the educational unit responsible; graduate students, to the Director of Graduate Studies in the department in which the course is given. Approval of requests from undergraduate students rests with the department chair; from graduate students, with the Dean of the Graduate School acting upon recommendation of the Director of Graduate Studies.

##### **5.2.1.2.2.2 Basis for denying the application**

The request for special examination may be denied by the department chair or the office of the educational unit responsible, or the Dean of the Graduate School acting upon the recommendation of the Director of Graduate Studies, if it is decided that the student has not furnished evidence that the student is reasonably prepared to take the examination, or that the course is of such a nature that credit by examination is inappropriate. (The fact that a student has failed the course within the last semester may be regarded as evidence that the student is unprepared to take a special examination.)

#### **5.2.1.2.2.3 Scheduling the examination**

The examiner designated by the educational unit may schedule the examination at their convenience, but must offer it within a reasonable time after the student has submitted their request.

#### **5.2.1.2.2.4 Reporting the grade**

The examiner shall inform the Registrar of the student's grade in the course. A student currently enrolled in the course who successfully completes a special examination shall be formally removed from the official roll by the Registrar, unless the student is dissatisfied with the results, in which case they may continue in the course and be graded in the usual manner. The examiner then may or may not include the results of the special examination in computing the final grade. [US: 9/20/93]

#### **5.2.1.2.2.5 Calculation of residence credits and load**

Credit earned by special examination may be counted as residence credit by the dean of the student's college. The limits on maximum loads are waived in cases where the excess is due to special examination credits.

#### **5.2.1.2.2.6 Taking the special examination on a Pass/fail basis**

The student, with the educational administrator's consent, may take the special examination on a Pass/fail basis, including any course not otherwise available under the Pass/fail option. Credit derived in this manner shall not reduce the number of courses permitted under the Pass/fail rules. (See SR 5.1.3.) [US: 4/10/2000]

#### **5.2.1.3 Credit for Work Done by Correspondence**

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

No credit will be conferred in the Graduate School or in the professional colleges for courses done by correspondence.

## 5.2.2 STUDENT LOAD

With the exceptions noted below, the maximum load to be carried during any semester by an undergraduate student (including courses taken on an audit basis) shall be 19 credit hours. [US: 10/11/93]

The maximum allowable load to be carried during any summer term/session for undergraduate students (including residence, correspondence or audit courses) shall be nine (9) credit hours in the eight-week summer session and four (4) credits in the four-week term, but under no circumstances no more than 13 credits during the summer term and summer session.

Students may be enrolled in a maximum of nine credit hours of classes meeting concurrently during an eight-week summer session. For this purpose, a course meeting for a four-week period during the eight-week session must be counted double. Thus, a student may enroll in two consecutive four-week (three credit hour) classes plus one eight-week class, or as many as three eight week (three credit hour) classes. A student would not, however, be able to enroll in two four-week (three credit hour) classes meeting concurrently. A student may be enrolled in a maximum of seven credit hours for a six-week summer term. [US: 10/11/93; US: 4/10/2000]

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

A student on academic probation shall take no more than fifteen (15) credit hours in a semester, three (3) credit hours in a four-week term, or seven (7) credit hours in a six or eight-week session. This rule may be waived by special permission from the student's academic dean or the dean's designee. The waiver and the rationale for the waiver must be documented in the student's record maintained by the college. [US: 12/11/2000]

Students in the University Scholars Program shall not take more than 16 credit hours per semester. Permission to exceed that number is subject to approval by the Director of Graduate Studies and Dean of the Graduate School. (See SR [5.5.1.4](#) and SR [4.2.2.6](#)) [US: 9/13/82]

The professional colleges and the Graduate School may set lower maximum loads which are consistent with their degree requirements.

The maximum allowable load to be carried during any summer session for graduate students shall be nine (9) credit hours in the eight-week summer session and four (4) credit hours in the four-week term. The maximum load for graduate students in any combination of the four- and eight-week sessions/terms shall be twelve (12) credit hours.

A student may be registered simultaneously at the University of Kentucky and at another institution only with the approval of the dean of the college in which the student is registered at the University of Kentucky, the credit hours obtained at the other institution being considered a

part of the student's maximum load. If the simultaneous registration has not been authorized, the transfer of credit from the other institution may be denied. [US: 10/11/93]

### 5.2.3 CLASSIFICATION

Any undergraduate student shall be classified by the Registrar as a freshman if fewer than 30 hours have been completed; as sophomore upon completion of 30 credit hours, as a junior upon completion of 60 credit hours, and as a senior upon completion of 90 credit hours.

Credit granted by examinations, as prescribed in these Rules, shall count in determining a student's classification.

### 5.2.4 REQUIREMENT OF UNDERGRADUATES TO CHOOSE A MAJOR

[US: 10/12/98]

#### 5.2.4.1 Students who have not chosen a major

Students at the University who have not chosen a major or been admitted to a selective admissions college and who have earned at least 45 credit hours should meet regularly with an advisor who will help the student to choose a major or seek admission to a selective admissions college.

Students at the University who have not chosen a major or been admitted to a selective admissions college and who have earned at least 60 credit hours will not be permitted to register for classes, except registration will be permitted for the following students if they have earned no more than 75 credit hours:

1. Students lacking specific courses to gain admission to a college or to declare a particular major who have a written commitment from the college of their choice to accept them upon successful completion of specified courses.
2. Students who have been dropped from a college for academic reasons, or who have been readmitted or transferred to the University.

This rule may be waived by the dean of the college in which the student is currently enrolled or into which the student wishes to transfer or be readmitted.

#### 5.2.4.2 Change of Major and Transfer Between Colleges

Students eligible to attend the University may change major or transfer from one college to another, including professional colleges, at any time, except for the period in the spring and fall semesters beginning four weeks prior to the start of priority registration and running through the last day of secondary registration windows (as determined by the Registrar). In every instance

the entrance requirements of the major and/or of the college to which the student is transferring must be satisfied, except as provided in SR **5.4.1.4** [US: 4/14/86, 4/14/2003]

## **5.2.5 ACADEMIC STANDARDS**

### **5.2.5.1 Attendance and Completion of Assignments**

For each course in which the student is enrolled, the student shall be expected to carry out all required work including laboratories and studios, and to take all examinations at the class period designated by the instructor.

Each instructor shall determine their policy regarding completion of assigned work, attendance in class, absences at announced or unannounced examinations, and excused absences in excess of one-fifth of class contact hours (see SR **5.2.5.2** below). This policy shall be presented in writing to each class at its first or second meeting. Students' failure to comply with the announced policy may result in appropriate reductions in grade as determined by the Instructor of Record. [US: 11/11/85; US: 2/9/87]

- \* It is compliant with the Senate Rules for an Instructor of Record to have a policy (stated in the syllabus) not to return exams (and other graded material) to the possession of students, as long as the Instructor of Record provides reasonable access of students to their exams (and other graded material) during at least one regularly scheduled class meeting. [SREC: 1/23/2012]

[See 6.1.2.1 on documenting this information in a course syllabus.]

### **5.2.5.2 Excused Absences**

[US: 11/11/85; 2/9/87; 4/12/2004]

A student shall not be penalized for an excused absence.

#### **5.2.5.2.1 Acceptable excuses**

The following are defined as excused absences:

1. Significant illness of the student or serious illness of a member of the student's household (permanent or campus) or immediate family. This includes excusing a student from required interactions if the student has been directed to quarantine by the University, a medical professional, public health professional, or government official. The Instructor of Record shall have the right to request appropriate verification. [US: 9/13/2021]

The term "significant illness" includes mental as well as physical illness. The standard of

verification for “significant illness” that an instructor requires shall be equally stringent for physical and mental illness. For example, if a note from University Health Services that the illness of the student is “significant” is considered to be acceptable verification, then a note from the Counseling and Testing Center or the VIP Center that the illness of the student is “significant” shall likewise be considered to be acceptable verification. [SREC 9/9/20; US: 9/13/2021]

2. The death of a member of the student's household (permanent or campus) or immediate family. The Instructor of Record shall have the right to request appropriate verification. For the purpose of this rule, immediate family is defined as spouse or child or parent (guardian) or sibling (all of the previous include steps, halves and in-laws of the same relationship); and grandchild or grandparent.
3. Trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, including club sports registered with the university as well as varsity sports. When feasible, the student must notify the Instructor of Record **prior to** the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors of Record may request formal notification from appropriate university personnel to document the student's participation in such trips.
4. Major Religious Holidays. Students are responsible for notifying the Instructor of Record **in writing** of anticipated absences due to their observance of such holidays. Faculty shall give students the opportunity to make up work (typically, exams or assignments) when students notify them that religious observances prevent the students from doing their work at its scheduled time. Faculty should indicate in their syllabus how much advance notice they require from a student requesting an accommodation. Faculty shall use their judgment as to whether the observance in question is important enough to warrant an accommodation, although the presumption should be in favor of a student's request. The Offices of Institutional Diversity, the Dean of Students, and the Ombud are available for consultation. [US: 2/14/11]
5. Interviews for full-time job opportunities after graduation and interviews for graduate or professional school. The student must notify the Instructor of Record prior to the occurrence of such absences. Instructors of Record have the right to request appropriate verification. [US:3/20/2017]
  - \* “Appropriate verification” may include evidence that the student had little or no control over the date and time of the interview and that the student is not able to reschedule the interview to a nonconflicting time reasonably close to the originally scheduled time. [SREC: 4/1/2017]
  - \* Programs with learning activities mandated by accreditation or licensure agencies may establish, as a matter of policy, educational consequences for students who have so many excused absences that they cannot complete the mandated

learning activities. Pursuant to SR [6.1.1](#), the published program policies and individual course syllabi must describe these consequences, which may include the student being moved to a different graduation cohort. [SREC: 2/5/2020]

6. Any other circumstances which the Instructor of Record finds reasonable cause for absence. [US: 4/23/90]
7. When there is an unscheduled closing (see [SR 9.36](#)), all in-person activities during the closure time are cancelled. Asynchronous activities may be held; asynchronous activities may replace a scheduled synchronous activity if they can be completed in the same amount of time. Synchronous activities may be held only within the scheduled time slot and only if the instructor also provides an asynchronous option that can be completed in the same amount of time. Asynchronous activities may be attended or performed at a time of the student's choosing, subject to reasonable constraints. [US: 5/2/2022]

[See 6.1.2.1 on documenting this information in a course syllabus.]

#### **5.2.5.2.2 Making up graded work**

Except where prior notification is required in SR [5.2.5.2.1. item 3](#), students missing any graded work due to an excused absence bear the responsibility of informing the Instructor of Record about their excused absence within one week following the period of the excused absence, and of making up the missed work. The Instructor of Record shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred. [US: 11/10/85 and SREC: 11/20/87; 8/9/2019]

- \* The instructor shall provide the student with an opportunity to make up the graded work (e.g., quiz, exam, homework, etc.) and may not simply calculate the student's grade on the basis of the other course requirements, unless the student agrees in writing. [SREC: 8/20/1987; US: 2/8/2016]

For students who add a class after the first day of classes and miss graded work, the instructor shall provide the student with an opportunity to make up the graded work (quiz, exam, homework, etc.). The instructor may not simply calculate the student's grade on the basis of the other course requirements, unless the student agrees in writing. [US: 4/13/2020]

[See [6.1.2.1](#) on documenting this information in a course syllabus.]

#### **5.2.5.2.3 Effect of absences on graded interactions with other students**

If the course syllabus does not require students to interact with other students, an instructor, or an instructor's proxy, and if such interactions are not a criterion for a grade in the course, then

the Instructor of Record shall not take any account of a student's excused or unexcused absence from such interactions when assigning a grade. [US: 2/8/2016; 2/12/2018]

If the course syllabus requires students to interact with other students, an instructor, or an instructor's proxy or if such required interactions are a criterion for a grade in the course, the following rules apply:

#### **5.2.5.2.3.1 Excused absences from required interactions**

If a student has excused absences for the dates and times associated with more than one-fifth of the required interactions for a course, the student shall have the right to receive a "W", or the Instructor of Record may award an "I" for the course if the student declines to receive a "W" [US: 2/9/1987; SREC: 11/20/1987; US: 2/8/2016; 2/12/2018].

- \* "Required interactions" (as used in SR [5.1.7.3](#), SR [5.2.5.2](#), and SR [9.1](#)) are interactions that, if not completed at or by their specified date and time, would penalize a student in a course. Interactions may include, but are not limited to, student engagement with other students (e.g., participating in an in-class or online discussion), engagement with the instructor (e.g., attending class), or engagement with an instructor's proxy (e.g., attending a guest lecture or uploading a file to the course management system) [US: 2/12/2018].

#### **5.2.5.2.3.2 Excused absences for military duties**

[SC: 3/30/2020]

If a student is required to be absent for one-fifth or less of the required course interactions (e.g., class meetings) due to military duties, the following procedure shall apply:

1. Once a student is aware of a call to duty, the student shall provide a copy of the military orders to the Director of the Veterans Resource Center. The student shall also provide the Director with a list of their courses and instructors.
2. The Director will verify the orders with the appropriate military authority, and on behalf of the military student, notify each Instructor of Record via Department Letterhead as to the known extent of the absence.
3. The Instructor of Record shall not penalize the student's absence in any way and shall provide accommodations and timeframes so that the student can make up missed assignments, quizzes, and tests in a mutually agreed upon manner.

#### **5.2.5.2.3.3 Unexcused absences**

The Instructor of Record shall define any course policy relating to unexcused absences in the course syllabus. If a policy is not stated in the course syllabus or the policy does not allow for a



penalty to the student, the Instructor of Record shall not penalize the student for any unexcused absences. [US: 2/8/2016]

- \* With respect to nonattendance for reason of an employment-related schedule conflict, the student who is a UK employee has exactly the same standing as a student who is working for some other employer. [SREC: 9/17/2012]

### **5.2.5.3 Acceptable Standards in Written English in All Courses**

A student's writing in all courses is expected to meet acceptable standards in written English.

Any instructor who finds that the written work of any student does not meet college-level standards may require the work to be revised to reflect competency and resubmitted. Instructors of Record may include the quality of writing as a factor in the student's grade.

### **5.2.5.4 Unsatisfactory Scholarship and Attendance**

A student who is doing unsatisfactory work or who is irregular in attendance (when required — see SR [5.2.5.1](#)) in any course shall be reported to the dean of the college in which the student is registered. The student shall be under the special supervision of their dean. If, after a suitable length of time, it becomes apparent that no improvement is being made, the dean may drop the student from the course, reporting the action to the Registrar and to the Instructor of Record. (See SR [4.3.2](#) and SR [5.2.5.1](#).)

### **5.2.5.5 Participation in Intercollegiate Athletics**

The University accepts the eligibility rules for intercollegiate athletics as set up by the Southeastern Conference, National Collegiate Athletics Association, Region II, the Association of Intercollegiate Athletics for Women, and the Kentucky Women's Intercollegiate Conference. [US: 4/4/76]

### **5.2.5.6 Prep Days and Reading Days**

[US: 4/10/06; 4/13/2009; 2/8/2021; 2/12/24; SC: 4/18/2022; SREC: 11/10/2022]

Prep Days and Reading Days are designed to help students prepare for their final examinations. Certain instructional activities are restricted on Prep Days, and additional restrictions apply to Reading Days. There shall be no required interactions (SR 9.1) on Reading Days. [US: 2/8/2021]

This rule (SR 5.2.5.6) does not apply to courses in professional programs in colleges that have University Senate approval to follow a nonstandard calendar, as authorized in [SR 2.1.4](#). [SREC: 3/15/2012; 8/9/2019; SC: 4/18/2022]

#### **5.2.5.6.1 Timing of Prep Days and Reading Days**

For courses spanning the normal durations of Fall Semester and Spring Semester, Prep Days are the last three days of instruction (Monday, Tuesday, and Wednesday) and before the start of the Final Examination Period (see SR 5.2.5.7.1). The third Prep Day (Wednesday) is when

classes end (see SR [2.1.2.1](#)). For such courses, Reading Days are the two days (Thursday and Friday) after the Prep Days before the start of the Final Examination Period (see SR 5.2.5.7.1)

For “compressed” courses spanning less than the normal durations of Fall Semester and Spring Semester, and for all courses in Summer Session and Winter Intersession, the last day of class before the course’s final examination shall be a Prep Day. For such courses, there shall be no Reading Days.

#### **5.2.5.6.2 Examinations and Quizzes**

[SC: 4/18/2022]

Instructors must not schedule examinations or quizzes, including final examinations, on Prep Days or Reading Days, with the following exceptions:

1. Instructors are permitted to schedule oral/listening examinations and lab practical exams on Prep Days during a semester, provided such examinations are scheduled in the syllabus AND the course has no final examination (or assignment that acts as a final examination).
2. Instructors are permitted to schedule make-up examinations or make-up quizzes anytime, including, if the affected students agree to it, on Reading Days (see SR [5.2.5.2.2](#) and [5.2.5.6](#)). Instructors may distribute take-home examinations, but students shall not be required to return the completed examination before the regularly scheduled examination period for that course.

#### **5.2.5.6.3 Class Participation and Attendance Grades**

Instructors are permitted to grade student participation and require attendance on Prep Days, but not on Reading Days. [SC: 4/18/2022]

#### **5.2.5.6.4 Homework**

Instructors are permitted to collect regularly assigned homework for a grade on Prep Days, but not on Reading Days, provided the homework was scheduled in the syllabus. However, instructors may collect make-up homework on Reading Days if the affected student agrees to it. (see SR [5.2.5.2.2](#) and [5.2.5.6](#)) [SC: 4/18/2022]

#### **5.2.5.6.5 Projects, Papers, and Presentations**

Instructors are permitted to collect projects, papers, and presentations on Prep Days, but not on Reading Days, provided such assignments were scheduled in the syllabus AND the course has no final examination (or assignment that acts as a final examination). [SC: 4/18/2022]

#### **5.2.5.6.6 Make-Up Assignments**

Instructors are permitted to schedule make-up assignments that replace, substitute for, or satisfy earlier required interactions anytime (see SR [5.2.5.2.2](#)), including, if the affected students agree to it, on Reading Days. [SC: 4/18/2022]

**5.2.5.6.7 Review Sessions**

Instructors are permitted to offer review sessions at any time on Prep Days or Reading Days as long as attendance is not required and the instructor does not discuss or provide new material. [SC: 4/18/2022]

[See 6.1.2.1 on documenting this information in a course syllabus.]

**5.2.5.7 Finals Week**

[US: 5/1/2023]

**5.2.5.7.1 Scheduling of exams by the Registrar**

The Registrar shall schedule two-hour periods for final examinations for courses offered during the fall and spring semesters (known as "Finals Week"). The faculties of colleges that have Senate approval for their own special calendars may instruct the Registrar to schedule final examination periods of a different length. The Registrar shall schedule spring and fall semester final examination periods during the last Monday through Thursday of the semester. The last Friday of the semester will be set aside for final examinations rescheduled in accordance with SR [5.2.5.7.5](#).

For the fall and spring semesters only, the examination period shall be immediately preceded by two study days (i.e. "Reading Days") and a weekend during which no required interactions will be scheduled other than final examinations for weekend classes, which shall be administered during this weekend. [US: 4/9/2001; 10/10/11; 2/8/2021]

The Registrar shall schedule final examinations for courses offered during the summer session and winter intersession for the time of the last scheduled class period. [US: 10/11/11]

**5.2.5.7.2 Homework During Finals Week**

Instructors are not permitted to assign homework during Finals Week, nor are they permitted to make any homework assignments due during Finals Week. However, instructors may collect make-up homework after the last day of classes. [US: 5/1/2023]

**5.2.5.7.3 Administering final examinations during the assigned time**

If an instructor is administering a final examination, and the instructor is requiring students to take the exam in a particular place at a particular time, then they must administer the exam during the examination period scheduled by the Registrar. [US: 10/10/11]

An instructor may allow students less than the full period scheduled by the Registrar to complete the final examination, but the instructor must inform the students at least two weeks before the start of the examination how much time they will have to complete the examination (one week in advance for winter intersession and summer session). [US: 10/10/11]

**5.2.5.7.4 Take-home final examinations**

In cases of take-home final examinations, students shall not be required to return the completed examination before the end of the regularly scheduled examination period. [US: 4/28/86; 10/10/11]

**5.2.5.7.5 Administering final examinations during a time other than the assigned time**

Final examinations may be given at times other than the regularly scheduled time in the following instances.

**5.2.5.7.5.1 Conflicts affecting faculty**

In the case of conflicts or undue hardship for an individual instructor, a final examination may be rescheduled at another time during the final examination period upon the recommendation of the chair of the department and with the concurrence of the dean of the college. For situations in which both the course and Instructor of Record are homed outside of a college, the concurrence shall be sought from the officer appointed by the Provost, with approval of the Senate, to act as the responsible Dean of the course. [US: 4/28/86; 5/2/2022]

**5.2.5.7.5.2 Conflicts affecting students**

Any student with more than two final examinations scheduled on any one date shall be entitled to have the examination for the class with the highest course number rescheduled at another time during the final examination period. In case this highest number is shared by more than one course, the one whose departmental prefix is first alphabetically will be rescheduled. The option to reschedule must be exercised in writing to the appropriate Instructor of Record or their designee at least two weeks prior to the last class meeting. [US: 4/28/86; 4/11/2022]

If a conflict is created by rescheduling of an examination, the student shall be entitled to take the rescheduled examination at another time during the final examination period. [US: 4/28/86]

Any student whose name is on the approved degree list who has a conflict between a final exam scheduled by the Registrar and a University-sanctioned commencement ceremony may reschedule their final examination for another time, agreed to by the Instructor of Record, during the final examination period. The notice to reschedule must be given to the class instructor no later than two weeks prior to the scheduled examination. [US: 9/15/2015]

In the case of undue hardship for an individual student, a final examination may be rescheduled by the instructor.

- \* The SREC interprets that the 'more than two final exams in one day/reschedule' provisions of SR [5.2.5.7](#) apply only to courses for which the Registrar has published a schedule for the final examination, including distance learning courses for which the Registrar has published a final exam schedule. The provisions do not apply, for example, when students have three final exams in one day at the eight-week point of a regular semester. [SREC: 3/15/2012]

**5.2.5.8 Final Examinations Scheduled for the Same Time**

A student for whom two examinations have been scheduled for the same time shall be entitled to have the examination for the class with the higher course number rescheduled. In case both classes have the same number, the one whose departmental prefix is alphabetically first will be rescheduled. This rescheduling must be requested of the appropriate instructor in writing at least two weeks prior to the scheduled examination. [US: 4/14/80; 10/11/93; 4/11/2022]

**5.2.5.9 Common Examinations**

[US: 10/11/93]

If a student has a course scheduled at the same time as a common exam and the student has given written notice of the conflict to the instructor at least two weeks prior to the common exam, the student shall be entitled to an excused absence from the conflicting common examination. [US: 4/9/90]

Departments electing to give exams, other than final exams, in a course to all sections of the course at a common time shall be required to do the following:

1. List the days of the month, week and the time at which the exam will be given in the official Schedule of Classes. [US: 1/12/90]
2. Provide an opportunity for students missing such exams with an excused absence to make up the missed work.

Departments must adopt at least one of the following policies for administering common examinations or some alternate arrangement to be approved by the dean of the college in which the course is given:

1. Provide a prime-time course section that does not participate in the common examinations.
2. Give two examinations at widely disparate times. [US: 9/13/82; 2/12/90; 2/14/94]

A student enrolled in a course where a common exam is scheduled may also enroll in a class scheduled in the time slot of the common exam.

- \* Any department giving a common examination must give a make-up exam or develop some other arrangement for students with excused absences to gain credit as if they had taken the common exam; a department may not apply a "drop the lowest score" policy to common exams missed with an excused absence. [SREC: 11/24/82; upheld by US: 2/13/83]

The Faculty of a college may adopt "alternative examination" rules that differ from the above and Senate approval for such is not required so long as the college rules are more lenient than the Senate's.

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

#### **5.2.5.10 Policies Regarding Other Examinations**

Policies regarding examinations other than the scheduling of final examinations in university courses will be set by the instructor of the course and/or by the department offering the course. These policies will be communicated in writing to students during the first or second meeting of the class each semester.

Exams other than final exams must be given during a regular scheduled class meeting time unless approved by the department chair or a common exam has been scheduled for all sections of the course. [US: 9/13/82]

#### **5.2.5.11 Language Limitations for Foreign Students**

Students whose first language is other than English and who have had formal instruction in schools of their own country shall not be permitted to take elementary, intermediate or conversation courses or examinations for credit in that language.

### **5.3. DUPLICATE CREDIT AND REPEAT OPTION**

#### **5.3.1 PROHIBITION OF DUPLICATE CREDIT FOR UNDERGRADUATE AND GRADUATE STUDENTS**

[US: 10/8/07; 12/10/2012]

A student may earn credit hours and associated quality points for a course only once unless the course is designated as repeatable. A student who nonetheless has enrolled more than once for the same nonrepeatable course will be awarded credit hours and associated quality points only for the first time the course is completed during the student’s academic career, regardless of the source (e.g. transfer, A.P., etc.) unless the student properly exercises the Repeat Option under SR **5.3.2**.

- \* The dean of a student’s college may elect to count the grades of subsequent attempts for selective admission purposes only, and not for calculating the grade point average (GPA) for graduation or any other purpose.
- \* The Graduate Faculty Rules, as codified in the Graduate Catalog, concerning the repeat option are in force and must be applied by the Registrar to all students enrolled in

particular graduate degree program, or while in postbaccalaureate status. [SREC: 10/25/2012]

## 5.3.2 REPEAT OPTION

### 5.3.2.1 Undergraduate Students

[US: 11/14/83; US: 4/13/87; US: 11/14/88; US: 4/23/90; US: 9/20/93 US: 4/11/94; US: 12/11/95; US: 2/9/98]

A student shall have the option to repeat once as many as three different completed courses (including special exams as provided in SR [5.2.1.2](#)) with only the grade, credit hours and quality points for the second completion used in computing the student's academic standing and credit for graduation. The limit of three repeat options holds for a student's entire undergraduate career (including when academic bankruptcy is exercised as per SR [5.4.1.4](#)), no matter how many degrees or programs are attempted. A student may not use the repeat option when retaking a course on a pass/fail basis if the course was originally taken for a letter grade. A student may use a repeat option when repeating a course for a letter grade if the course was originally taken pass/fail. [US: 5/4/2020]

A student exercising the repeat option must consult the student's advisor and must notify the Office of the Registrar. A student may exercise the repeat option at any time prior to graduation. [US: 4/11/94; US: 11/12/2007; 5/2/2022]

If a student officially withdraws from the second attempt, then the grade, credit hours and quality points for the first completion shall constitute the grade in that course for official purposes. Permission to attempt again the same course may only granted by the Instructor of Record and the dean of the college in which the student is enrolled (see SR [4.3.3](#)). [US: 4/11/94]

The repeat option may be exercised only the second time a student takes a course for a letter grade, not a subsequent time (excluding audits). [US: 2/14/94]

The repeat option shall not be exercised for any course in which the grade of XE or XF was received.

- \* The Senate Rules do not prohibit a student from using a cheating grade of E or XE in a repeat option exercise to apply in place of a regular E that was conferred the first time the course was taken. [SREC: 1/16/2006]
- \* Any course taken by an undergraduate student prior to an awarded degree cannot be changed by the repeat option process after the award of the degree; however, that

student may in a subsequent nondegree status use the repeat option on a course that was taken after the prior degree was awarded. [SREC: 10/1/2012]

- \* The repeat option does not allow for the original grade of a repeated course to be removed from the transcript, but rather only allows for removal of that original grade from the calculation of the GPA. [SREC: 12/22/2016]
- \* When a student is concurrently enrolled in two undergraduate degree programs, and then graduates one of the programs, any course taken prior to that graduation cannot later have the “repeat option” applied to that course, even if that course was not applied to that first degree. [SREC: 10/14/2019]

### 5.3.2.2 Graduate students

An enrolled graduate student may exercise the repeat option on a graduate course prior to graduation, but not afterwards, and count only the second grade as part of the graduate GPA. This action will be initiated by petition of the Director of Graduate Studies to the Dean of the Graduate School, and may be used only once in a particular degree program or in postbaccalaureate status. [US: 9/14/1981; 2/13/2023]

- \* An enrolled graduate student may exercise the repeat option prior to graduation, but not afterwards. [SREC: 12/8/2022]

## 5.4. SCHOLASTIC PROBATION, SUSPENSION AND REINSTATEMENT

### 5.4.1 POLICIES FOR UNDERGRADUATE STUDENTS

[US: 3/20/95; US: 4/23/2001]

[Specific colleges and programs may have adopted policies more stringent than the ones here. See SR [10.5](#).]

#### 5.4.1.1 Academic Probation Policies

Students are placed on probation if:

1. Their cumulative Grade Point Average (GPA) falls below 2.0. Students on probation for this reason who achieve a cumulative 2.0 GPA or higher shall be removed from probation.
2. They have two consecutive UK academic terms with term GPAs below 2.0 regardless of their cumulative GPA. Students who achieve a 2.0 or better in the next term and have a cumulative GPA of 2.0 or higher will be removed from probation.



If the student has completed all the academic and procedural requirements for the degree while still maintaining an overall GPA of 2.0 or higher (or the minimum GPA established by a specific college), the degree shall be awarded and the student placed in good standing.

The Summer Session is subject to the same probation and suspension provisions as Spring and Fall.

#### **5.4.1.2 Academic Suspension Policies**

[US: 3/20/95; US: 4/23/2001; US: 4/8/2002]

Students are academically suspended if:

1. They fail to earn a 2.0 term GPA for any term while on academic probation;
2. They have three consecutive UK terms in which their cumulative GPA remains below 2.0; or
3. Their GPA is below 0.6 after their first term, if the semester's GPA is based on at least 9 hours of grades A, B, C, D or E.

Notwithstanding the provisions of [SR 5.4.1.1](#), in the case of a student eligible for suspension, the dean of the student's college may continue a student on academic probation if the individual case so justifies, with notification to the Director of Undergraduate Studies.

A student academically suspended from the University may not enroll in any courses offered by the University, nor take any examination for University credit while on academic suspension. [US: 4/10/2000; US: 4/23/2001]

A student academically suspended from the University a second time shall not be readmitted to the University except in unusual circumstances and then only upon recommendation of the dean of the college in which the student plans to enroll and approval of the University Senate Council.

Once reported to the Registrar, an academic suspension may be rescinded by the dean only in the event of an error in the determination of the student's eligibility for suspension, an official grade change that alters the student's suspension eligibility, or exceptional circumstances. [US: 10/16/89; US: 4/23/2001]

#### **5.4.1.3 Reinstatement**

After they have remained out of the University for at least two terms, not including the Winter Intersession, students who have been academically suspended from the University may only be reinstated by the dean of the college in which they plan to enroll when they present evidence that they are capable of performing at the level required to prevent being suspended a second time. The deadline for students to schedule an appointment for reinstatement in all colleges is

May 15 for the fall semester, October 1 for the spring semester, and March 1 for the summer session. The student needs to complete the reinstatement appointment and the dean needs to make a decision about reinstatement, prior to the stated readmission application deadline. Reinstated students must meet admissions criteria to be eligible for readmission to the University. [US: 10/11/93; US: 2/14/2005; 3/8/2021]

Students who have been academically suspended shall, upon reinstatement, be placed on scholastic probation and be subject to final academic suspension from the University if:

1. They acquire any additional deficit during any semester or session while on academic probation (SR [SR 5.4.1.1](#)).
2. They have failed to meet the requirements for removal from academic probation by the end of the third semester following their reinstatement (SR [SR 5.4.1.1](#)).

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

Students should refer to SR [5.4.1.4](#) for information on the academic bankruptcy rule that applies to students who are readmitted after an interruption of two or more years. [SREC: 11/20/87]

#### **5.4.1.4 Readmission After Two or More Years (Academic Bankruptcy)**

[US: 10/11/93]

Undergraduate students who have been readmitted through the usual channels after an interruption of two or more continuous years, and who have completed at least one semester or at least 12 hours with a GPA of 2.0 or better, beginning with the semester of readmission, may choose to have none of their previous University course work counted toward graduation and in the computation of their GPAs. The Rules Committee holds that enrollment for a semester, when terminated by a withdrawal before completion of the semester (grades all Ws) in the two years preceding readmission, is not an interruption. Under this circumstance, a student **cannot** invoke the academic bankruptcy rule. [US: 4/12/82]

- \* The 12-hour requirement of this rule must be met by enrolling in courses offered by the University. The courses must be taken after the student has been readmitted. The courses may be regular University courses or independent study (provided the course is offered by the University). [SREC: 10/17/2007]

In addition, the dean of the student's college may permit such a readmitted student who has elected not to count past work, to receive credit for selected courses without including those grades in the computation of the student's GPA (cumulate or otherwise). [US: 4/12/82]

Part-time as well as full-time students can take advantage of the academic bankruptcy rule.

Students need not have been originally suspended from the University to qualify for this option.

In calculating the 2.0 GPA, a student must have taken all of the 12 hours necessary to apply for bankruptcy for a letter grade. Course numbers ending with a suffix of R, if taken for a letter grade, shall count toward the 12-hour minimum of eligibility for bankruptcy under this rule.

\* Letter grade means a grade of A, B, C, D, E or XE. [SREC: 10/17/2007]

If a student has completed a bachelor's degree and reenrolls, they may not apply the academic bankruptcy rule to courses taken for the degree already completed. [SREC: 11/12/84; SREC: 4/10/2000]

The Academic Bankruptcy option may be used only once.

\* The above Academic Bankruptcy procedure must be exercised while the person is a readmitted undergraduate student. [SREC: 1/21/2010]

#### **5.4.1.5 Suspended Students Transferring Between Colleges and Programs**

A student suspended from a college or program may transfer to another college or program which has a 2.0 grade point average (GPA) admission requirement for transfer students, even if the student has a GPA lower than 2.0, provided the student is not subject to the provisions for suspension from the University (SR **5.4.1.2**). However, the student must meet all other admission criteria established by the college or program (see SR **5.2.4.2**). If the student would have been placed on academic probation by the college to which the student is transferring had they been previously enrolled in that college, then the college may place the student on probation at the time of admission. [US: 4/14/86]

### **5.4.2 POLICIES FOR GRADUATE STUDENTS**

#### **5.4.2.1 Scholastic Probation Policies**

<sup>1</sup>When students have completed 12 or more semester hours of graduate course work with a cumulative GPA of less than 3.00, they will be placed on scholastic probation. Students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA. [US: 11/08/76]

Students placed on scholastic probation may not sit for doctoral qualifying or final examinations, or master's final examinations. [SREC 9/10/20]

#### **5.4.2.2 Scholastic Suspension Policies**

<sup>1</sup>If scholastic probation is not removed, students will be dismissed from the Graduate School. [US: 11/08/76]

The Dean of the Graduate School may terminate enrollment in a particular program for the following reasons:

- Scholastic probation for three enrolled semesters
- Having failed twice the final examination for the master's or doctoral degree or the qualifying examination

In cases where the student's Advisory Committee recommends termination after the qualifying examination has been passed, the Graduate Faculty in that program will meet to vote on the recommendation. When the Graduate Faculty of that program concurs and the student dissents, the student will have an opportunity to meet with the Graduate Faculty of the program, after which a second vote will be taken and a final recommendation will be made to the Dean of the Graduate School. [US: 09/11/78]

Each program sets specific requirements and standards of performance, evaluative procedures and criteria, and procedures for terminations. The student should be informed of these by the Director of Graduate Studies of the program. [US: 09/11/78]

#### **5.4.2.3 Readmission**

<sup>1</sup>Students who have been dismissed from the Graduate School for the reason of scholastic probation may apply to the program for readmission after two semesters or one semester and the summer session. [US: 11/08/76].

If they are accepted by the program, admitted students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA. [SREC 9/10/20]

<sup>1</sup>Exceptions to this policy can be made only by the Dean of the Graduate School. [US: 11/08/76]

### **5.5. DEGREES, HONORS, GRADUATION**

Commencement convocations shall be held in December and in May of each academic year. [US: 2/14/11]

#### **5.5.1 DEGREES**

##### **5.5.1.1 Application for Degrees**

[US: 3/17/08; US: 12/9/2013]

#### **5.5.1.1.1 Undergraduate degrees**

To be eligible for an undergraduate degree, a student must file an application with the dean of the college from which the undergraduate degree is to be awarded. The University Registrar will recommend appropriate deadlines for Senate Council approval. The dates will be included in the academic calendar. Upon Senate approval of the academic calendar, the University Registrar will publicize the deadlines. [US: 11/12/18; 2/10/2020]

#### **5.5.1.1.2 Graduate degrees**

To be eligible for a graduate degree, a student must file an application to graduate with the Graduate School. The University Registrar will recommend appropriate deadlines for Senate Council approval. The dates will be included in the academic calendar. Upon Senate approval of the academic calendar, the University Registrar will publicize the deadlines. [US: 11/12/18; 2/10/2020]

#### **5.5.1.1.3 Professional degrees**

Application deadlines for professional degrees will be identified by the respective College Faculty, in accordance with external accreditation requirements (SR [1.2.1.1](#)), and submitted to the University Registrar for inclusion in the University Academic Calendar to be approved by the University Senate. [US: 2/10/2020]

#### **5.5.1.1.4 Late addition to degree list**

[US: 11/11/2013]

##### **5.5.1.1.4.1 Approval of late addition to degree list**

The elected Faculty Senators approve the candidates for academic degrees to be submitted to the Board of Trustees (GR II.E.2.b.(4); GR IV.A). Effective processing of applications for degrees requires responsible compliance with the calendar deadlines established by the University Senate and that these deadlines be clearly communicated to all students. A student who has not submitted by the respective deadline an application to graduate in December, May or August will not be included on the degree list approved by the elected Faculty Senators for submission to the Board of Trustees, except as provided below.

In each case below, the elected faculty representatives on the Senate Council (SC) will make the final decision on whether to grant the petition to add the student to the degree list and, if necessary due to time limitations, act for the University Senate to approve the degree list itself (SR [1.3.1.2](#)). If a decision is necessary on a petition concerning a degree list (i) for which the SC will not meet again prior to Senate action or (ii) that has already been approved by the

University Senate (or by SC on the Senate's behalf) and the SC will not meet again prior to the scheduled Board of Trustees action on the list, then the SC Chair can decide whether the petition will be granted and if favorable add the student to the degree list that will then be acted upon.

#### **5.5.1.1.4.2 Omission due to administrative error**

In cases where failure to be on the degree list is due to administrative error, the petitioning student will be added to the degree list. Petitions for late addition to a degree list must be submitted to the Senate Council Office and must include documentation from the office of the dean of the college clearly stating the nature and circumstances of the administrative error.

#### **5.5.1.1.4.3 Demonstration of extraordinary hardship**

In cases where failure to be included on the degree list is not due to administrative error, a hardship petition may be submitted to the Senate Council Office. A hardship petition must include the information below and must be submitted as a complete packet through the office of the dean with the approval of the academic director of the degree program. Petition packets that do not include all information specified below will be denied. Submission of a complete hardship petition does not guarantee that the request for exception will be granted. The hardship petition must be submitted to the Senate Council by the Dean's Office no later than four business days prior to the scheduled date of action of the Board of Trustees on the degree list in question. (For the schedule of meetings of the Board of Trustees, visit the Board of Trustees website at [http://www.uky.edu/Trustees/.](http://www.uky.edu/Trustees/))

1. A one-page, signed statement from the student specifying the exact nature of the extraordinary hardship that will occur due to failure to be included on the degree list in question;
2. Documentation, including contact information, for verification of the facts presented in (1) above;
3. Letter of support from the academic director of the degree program, co-signed by the dean that includes the student's name, UKID, major and degree.
4. A description from the student describing the circumstances that prevented the student from applying prior to the established deadline. (Failure to be aware of the deadline is not an acceptable excuse).

\* **Posthumous Award of Earned Degrees.** Under the policies of the *University Senate Rules*, a deceased student who has been determined by the unit faculty, dean and Registrar to have satisfied the established degree requirements will be recommended by the University Senate to the Board of Trustees for award of the degree. The transcript

shows the posthumous award. The diploma is exactly the same as for nonposthumous award of earned degrees. [SREC: 8/9/2013]

### **5.5.1.2 Double Major**

[US: 4/10/89]

An undergraduate student earns a double major when the student completes all university college, and departmental requirements in one department--the Primary Major--and all departmental requirements in a second department--the Secondary Major. If there is a generic relationship, work in the Primary Major may be applicable to the Secondary Major. The student must indicate his or her double major to the Registrar and to the student records office in his or her college(s). They must have an advisor in each major. The student who completes the requirements for a double major receives a degree from the college of his or her Primary Major and has the successful completion of the Secondary Major entered on his or her transcript. A Secondary Major may be completed after the degree for the Primary Major has been awarded. A double major does not result in an additional degree. The Rules Committee has held that a secondary major from another college must fulfill only the departmental requirements for a major and is not expected to meet the college requirements as well. In addition, the pre-major requirements are considered to be a part of the major requirements for purposes of the rule and must be fulfilled by secondary majors. [US: 3/8/82; 4/10/89]

### **5.5.1.3 Additional Bachelor's Degrees**

[US: 9/13/2010]

A student is eligible to qualify for additional bachelor's degrees in different majors. The student must complete all university, college, and departmental requirements for all degrees. Courses taken towards fulfilling one degree may also count towards fulfilling parallel requirements in another degree, but the student must complete at least 24 additional hours for each degree. The student may elect to receive the degrees simultaneously if college and departmental degree requirements can be met simultaneously. [US: 3/8/82; 4/10/89; US: 9/13/2010]

### **5.5.1.4 Concurrent Enrollment in Graduate Programs**

A student may receive two graduate degrees. However, concurrent enrollment in two or more graduate degrees at the same time is not permitted, unless approved by the Graduate Advisor(s), the Directors of Graduate Studies in the programs, and the Dean of the Graduate School. This rule does not prohibit a student from receiving both a bachelor's degree and an advanced degree in the same field at the same time. [US: 3/8/82; US: 9/10/84]

### **5.5.1.5 Master's Degree Following Doctorate**

Subsequent to the receipt of a doctoral degree, a student is not eligible to receive a master's degree based on the work which led to the doctorate. [US: 9/10/84]

#### **5.5.1.6 Faculty Employees as Candidates for Degrees**

Faculty employees having a rank higher than that of Instructor may not be considered as candidates for degrees in the discipline in which they are employed and hold academic rank.

Faculty employees pursuing degrees above the master's degree at the University may not hold more than a half time work assignment either during the two full-time, consecutive resident semesters preceding qualifying examinations or during the two semesters of full-time dissertation study immediately following the qualifying examination. [US: 5/6/85; BoT: 9/17/85]

### **5.5.2 GRADUATION AND COMMENCEMENT HONORS**

(These rules are established by and may only be amended by the elected Faculty Senators in the University Senate.)

#### **5.5.2.1 Authority**

Pursuant to KRS 164.240, the University Faculty is assigned by law the authority to recommend to the Board of Trustees those conditions of merit and circumstance that the Board may establish relating to certain honors associated with degrees. Pursuant to KRS 164.240, the University Faculty is also assigned the authority to recommend to the Board of Trustees those persons upon whom the Board may confer these honors. For the purposes of these *University Senate Rules*, and within the meaning of KRS 164.240, such honors conferred to students upon their graduation are referred to as “degree honors,” while such awards to others are referred to as “Honorary Degrees” (capitalized).

The Board of Trustees has delegated to the body the “University Faculty,” the Board’s final approval authority in the establishment of conditions of merit and circumstance for “degree honors” as well as its final authority to confer such honors, within the framework of the University Senate. [BoT: 12/10/1917] The Board of Trustees has specifically identified the elected Faculty Senators (as the representatives of the University Faculty) as being the body authorized to act for the University Faculty in making final policy and decisions concerning “degree honors.” [BoT: 6/10/2005; GR IV.A,C]

With respect to “Honorary Degrees,” the Board of Trustees has reserved its statutory authority to make final approval of conditions of merit and circumstance for, as well as final approval of the award of, such degrees, with the *proviso* that as per KRS 164.240, its final action on either conditions or nominees is contingent upon the recommendation by the elected Faculty Senators in the University Senate. [BoT: 6/10/2005; GR IV.A,C]



### 5.5.2.2 Conditions of Merit and Circumstance for Degree Honors

#### 5.5.2.2.1 Undergraduate “University Honors”

Students shall be graduated "Summa Cum Laude" who attain a grade point average (GPA) of 3.8 or higher for at least three years of work at the University of Kentucky (excepting correspondence study). [US: 10/11/94; US: 4/11/94]

Students shall be graduated "Magna Cum Laude" who attain a grade point average (GPA) of 3.6 or higher for at least three years of work at the University of Kentucky (excepting correspondence study). [US: 4/11/94]

Students shall be graduated "Cum Laude" who attain a grade point average (GPA) of 3.4 to 3.6 for at least three years of work at the University of Kentucky (excepting correspondence study). [US: 4/11/94]

Students with a minimum of two but less than three years of work at the University shall receive the appropriate commencement honors if they attain a grade point average (GPA) of 0.2 greater than the above. The transcript shall show these credentials as “University Honors.” [US: 12/13/2021]

- \* Courses taken under the Study Abroad and National Exchange Student programs (and for which students pay their tuition to the University of Kentucky) are considered as courses taken at UK for purposes of both the residency requirement of SR **3.1.1.1** and for graduates to be conferred commencement honors at the time of award of their degrees under SR 5.5.2.2. [SREC: 2/14/01; SREC: 5/31/2005]
- \* A student who has invoked the academic bankruptcy rule (SR **5.4.1.5**) during their University career shall be considered, for the purposes of commencement honors, as having attended the University only for those hours earned subsequent to readmission. [SREC: 6/21/83]
- \* A student need not be enrolled full-time to fulfill the years of work necessary to receive commencement honors. Two years of work means 60 credit hours; three years means 90 credits. [SREC: 5/8/85]
- \* Under this rule, the cumulative GPA is used to test for qualification for graduation honors, and the minimum number of credit hours that must be included in that GPA calculation (i.e. quality hours) is 90 hours. [SREC: 2/24/2006; 9/9/2019; US: 12/13/2021]
- \* A student does not have to be a full-time student to be eligible for qualifying for graduation honors. [SREC: 2/24/2006]

### **5.5.2.2.2 Honors related to undergraduate degrees and professional degrees**

#### **5.5.2.2.2.1 General policies**

The bachelor's degree with honors in a student's major (also known as “departmental honors”) or a degree with honors from a professional college will be conferred upon a student whom the faculty of the student's department, or college in the case of a professional college, and the dean of the student's college recommend receive the degree. A student may be required to complete work in addition to that required for the bachelor's or professional degree to receive a degree with honors. [US: 12/13/82]

For bachelor's degrees, the transcript will show the honor(s) as being associated with the respective program major at the department level. For professional degrees, the transcript will show the honor(s) as being associated with the respective program at the college level. [SREC 3/21/2022]

The degree with honors from a professional college shall be based solely upon work done in the professional college. (see [SR 9.24](#))

#### **5.5.2.2.2.2 Degree Honors in the JD Program (University of Kentucky J. David Rosenberg College of Law)**

The Rosenberg College of Law awards Latin Honors as follows:

Students with a grade point average (GPA) of 3.8 or higher will be graduated “Summa Cum Laude.”

Students with a grade point average (GPA) of 3.6 or higher will be graduated “Magna Cum Laude.”

Students with a grade point average (GPA) of 3.4 or higher will be graduated “Cum Laude.”

Latin Honors will be awarded regardless of the number of graded credit hours (i.e. quality hours) earned by the student. [US: 12/13/2021]

#### **5.5.2.2.2.3 Degree Honors in the PharmD Program (College of Pharmacy)**

The Doctor of Pharmacy program awards Latin Honors as follows:

Students with a grade point average (GPA) of 3.8 or higher will be graduated “Summa Cum Laude.”

Students with a grade point average (GPA) of 3.6 or higher will be graduated “Magna Cum Laude.”

Students with a grade point average (GPA) of 3.4 or higher will be graduated “Cum Laude.”

Latin honors will be awarded regardless of the number of graded credit hours (i.e., quality hours) earned by the student. [US: 12/13/2021]

#### **5.5.2.2.4 Degree Honors in the DMD Program (College of Dentistry)**

The graduation honors are "With High Distinction" and "With Distinction". Students are chosen according to their class rank when they apply for a May degree. The top 12% of the class receives "With High Distinction;" the next 8% receives "With Distinction." [SREC: 3/11/2022]

#### **5.5.2.2.5 Lewis Honors College**

The bachelor's degree with University Honors (SR [5.5.2.2.1](#)) will be conferred by the Lewis Honors College. After a student has completed all of the requirements for graduation, the bachelor's degree with University Honors in a student's major or minor will be conferred upon the successful completion of the Lewis Honors College curriculum, in conjunction with departmental approval of the student's thesis. College approval is required when the major or minor is not from a department but from a college. [US: 5/6/2019]

### **5.5.2.3 Conditions of Circumstance for Honorary Degrees**

#### **5.5.2.3.1 Role of the University Joint Committee on Honorary Degrees (UJCHD)**

The elected Faculty Senators in the University Senate here opt to incorporate by reference the composition and charge to the University Joint Committee on Honorary Degrees as described in [AR 11:4](#). Using the conditions of merit for Honorary Degrees specified SR [5.5.2.4](#) below, the UJCHD develops recommendations on nominees for Honorary Degrees. The UJCHD submits its recommendations to the elected faculty senators in the University Senate.

The UJCHD may submit to the elected Faculty Senators, through the elected Faculty representatives to the Senate Council, policy recommendations concerning conditions of merit and circumstance for the award of Honorary Degrees.

- \* The prerogative of the elected Faculty Senators to “opt” to utilize the charge to and composition of the University Joint Committee on Honorary Degrees described in the cited Administrative Regulation connotes that changes in the charge or composition specified in the regulation are made only with the concurrence of the elected Faculty Senators. [SREC: 8/2009]

#### **5.5.2.3.2 Role of the Elected Faculty Senators in the University Senate**

##### **5.5.2.3.2.1 Senators may choose to award no honorary degrees**

Within the framework of a University Senate meeting, and prior to consideration of any specific nominations, the elected Faculty Senators may exercise its option to decide that no nominees for honorary degrees will be recommended to the Board of Trustees that academic year.

#### **5.5.2.3.2 Senate consideration of UJCHD recommendations**

If the elected Faculty Senators do not opt for the above outcome (SR [5.4.2.3.2.1](#)), then the elected Faculty Senators shall consider the UJCHD recommendations concerning:

1. the qualifications of the submitted nominees;
2. the appropriateness of the recommended honorary degree title for each;
3. the alternative occasion on which the degree is recommended to be conferred (if not at either the December or May Commencement); and
4. any other recommendations of the committee for departure from the conditions of circumstance specified herein.

#### **5.5.2.3.3 Senate vote**

The respective recommendation for each nominee shall be considered and voted on individually by the elected Faculty Senators. The elected Faculty Senators may in addition approve, or may modify, the recommendation on the degree title or other circumstance of award of the degree. Those nominees, degree titles, and circumstances of award that are approved by the elected Faculty Senators shall be forwarded through the Chair of the Senate (the President) to the Board of Trustees for final action. Prior to the vote by the elected faculty Senators, the Chair of the Senate (or that Chair's designee), may address the University Senate as to the qualifications of a particular nominee or as to exceptions to the conditions of circumstance.

#### **5.5.2.3.4 Right of Senate to nominate candidates not recommended by UJCHD**

Under extraordinary circumstances, and with written justification to the Board of Trustees through the Chair of the Senate, the elected faculty representatives in the University Senate may through a deliberative process commensurate to the circumstance recommend for an honorary degree a person not among the nominees recommended by UJCHD. This option is not dependent upon the exercise of SR [5.5.2.3.2.2](#), above.

#### **5.5.2.3.3 Circumstances for award of honorary degrees**

The number of honorary degrees awarded during any academic year shall be limited to five, with no more than four at any single Commencement. [US: 2/14/11]

The honoree must be present to receive the honorary degree.

The honorary degree shall be conferred at either the December or May regular university commencement ceremony, unless otherwise approved by the elected Faculty Senators pursuant to SR 5.5.2.3.2.2, item 3. [US: 2/14/11]

#### **5.5.2.3.4 Titles of honorary degrees**

The titles and definitions approved by the elected Faculty Senators for Honorary Degrees are:

**Honorary Doctor of Arts**

To recognize extraordinary accomplishments in the creative arts, fine arts, performing arts, or related fields

**Honorary Doctor of Laws**

To recognize extraordinary accomplishments in law, politics, governance, diplomacy, or related fields

**Honorary Doctor of Science**

To recognize extraordinary accomplishments in scientific fields

**Honorary Doctor of Engineering**

To recognize extraordinary accomplishments in engineering, design, technology, or related fields

**Honorary Doctor of Humanities**

To recognize extraordinary accomplishments in the humanities

**Honorary Doctor of Humane Letters**

To recognize extraordinary contributions to philanthropy, human development, education, or societal well-being

#### **5.5.2.4 Conditions of Merit for Honorary Degrees**

##### **5.5.2.4.1 Principles**

In awarding Honorary Degrees, the University accomplishes several purposes: It pays tribute to those whose life and work exemplify professional, intellectual, or artistic achievement. It recognizes and appreciates those who have made significant contributions to society, the state, and the University. It highlights the diverse ways in which such contributions can be made. And it sends a message that principles, values, and contributions are important. Well-chosen honorees affirm and dignify the University's own achievements and priorities.

Honorary degrees may be conferred upon those who have achieved distinction through outstanding intellectual or creative achievements, or through outstanding leadership in education, business, public service or other appropriate sectors of society.

#### **5.5.2.4.2 Conditions**

The honorary degree shall be awarded to recognize only exceptional accomplishments as outlined in the above principles. The nominee's special achievement or contribution to society shall be the fundamental consideration and shall be evaluated without regard to the nominee's attainment of influential position or financial status.

The nominee shall have gained distinction worthy of recognition extending well beyond their own field of endeavor and geographical area of activity.

Although it is recognized that it is desirable for the nominee to have a tie to the University or the Commonwealth of Kentucky, such a connection shall not be a requirement.

As long as the nominee clearly meets the criteria, their selection shall not be affected by the number of previous similar honors received.

Former faculty and staff of the University shall meet the same criteria as other nominees; current faculty and staff are not eligible.

Elected or appointed officials of the Commonwealth of Kentucky shall not be eligible as honorary degree candidates during their terms of office.

### **5.5.3 DIPLOMAS**

Diplomas may be issued at a December or May Commencement Convocation. They may be issued by the University Registrar at other times when the degrees have been recommended by the University Senate and approved by the Board of Trustees.

#### **5.5.3.1 Diplomas Issued to Graduated Students**

[US: 2/13/2006]

Pursuant to delegation from the Board of Trustees, the University Senate establishes final policy on the informational content to be included on diplomas (GR IV.C. 3). Diplomas attesting the award of degrees and honors may be issued at a December or May Commencement Convocation. They may be issued by the University Registrar at other times when the degrees have been recommended by the University Faculty through the elected faculty senators in University Senate and approved by the Board of Trustees (KRS 164.240; GR IV.A). [US: 2/14/11]

Diplomas shall display the name of the University, the title of the degree and the name of the major being conferred, the authority under which the indicated degree is being conferred, and signatures representing that authority (i.e., the degree program faculty being represented by the signature of the dean of the college that is academically responsible for the degree, the University Senate being represented by the signature of the President who is Chair of the University Senate, the Board of Trustees being represented by the signature of the Chair of the Board, and the Registrar's signature representing the University's certification that the individual has satisfactorily completed all requirements for the degree). [US: 11/13/2017]

Each college dean shall attest to the Registrar the names of graduates in their college who have met the conditions for the "degree honors" prescribed above in SR **5.5.2.2**. The Registrar shall ascertain the names of graduates who have met the conditions for the Honors graduation credential (SR **5.5.2.2**). The honors specified in SR 5.5.2.2 shall be displayed on the diploma, along with the signatures of the attesting college dean and Registrar. [US: 5/6/2019]

Upon the recommendation of the elected faculty Senators in the University Senate, the Board of Trustees may award, and prescribe conditions for, new categories of academic honors that are conferred only upon final Board action (pursuant to KRS 164.240 and GR IV.A).

- \* The elected University Faculty Senators control the qualifications that enable students prospectively graduating in a given semester to be included on the list received from the University Registrar, for the vote of the elected Faculty Senators, on whether to approve recommending those graduates to the Board of Trustees for conferral of a degree. The current requirements for eligibility of prospectively graduating students for inclusion on the list for conferral of a Ph.D. are that, by a stated deadline during that semester, the respective Director of Graduate Studies attests in writing to the Graduate School that: the graduate student (a) was not in a conditional status, (b) had no "I" and "S" grades in credit-bearing courses, (c) had passed the qualifying examination, (d) has a reasonable prospect for successful defense and submission of a dissertation for that semester's graduation, and (e) had met all other requirements of the individual's graduate program for the degree. [SREC: 8/2009]

### **5.5.3.2 Diplomas Issued to Recipients of Honorary Degrees**

[US: 2/13/2006]

Diplomas attesting to the award of an Honorary Degree shall include the name of the University, the date of the award of the degree and its title, that the authority under which the Honorary Degree is being conferred is that of the "Board of Trustees" and the "University Faculty", and signatures representing that authority (i.e., the University Faculty being represented by the signature of the President who is Chair of the University Senate, and the Board of Trustees being represented by the signature of the Chair of the Board).

### **5.5.3.3 In Memoriam Degrees**

[US: 2/10/2014, 2/9/2015]

#### **5.5.3.3.1 Purpose**

Pursuant to Senate Rule **5.5.3.1**, Senate seeks to provide the families of deceased students who had not completed requirements for a degree with a meaningful acknowledgment of the achievements and legacy of the student and, at the same time, uphold academic and institutional integrity. To meet these goals, the UK Board of Trustees has established a new category and title of Honorary Degree (Board of Trustees ASACR 1, April 1, 2014), *In Memoriam* Posthumous Degree (hereafter *In Memoriam* degree), to be conferred posthumously upon final action by the Board of Trustees.

#### **5.5.3.3.2 Conditions for conferral of *In Memoriam* degrees**

##### **5.5.3.3.2.1 Eligibility**

An *In Memoriam* degree allows for recognition of a student's connection to the University regardless of their progress toward completion of degree requirements. Undergraduate, graduate, and professional students who were registered in a degree program at the time of their death, but did not complete degree requirements, are eligible for an *In Memoriam* degree.

##### **5.5.3.3.2.2 Procedures**

A proposal for conferral of an *In Memoriam* degree shall be initiated and processed as follows:

###### **5.5.3.3.2.2.1 Initiation and role of the Dean**

Upon being made aware of the deceased student by either the family or chair of the student's home department, the Dean's Office of the student's college shall consult with the student's degree program, the Dean of Students Office, the Senate Council office, and the Office of the Registrar to review the student's academic and disciplinary record, to confirm that, at the time of death, the student was in a UK degree-seeking status, and the student was in good academic standing.

###### **5.5.3.3.2.2.2 Role of the Registrar**

The Dean's Office shall forward the request for an *In Memoriam* degree to the Office of the University Registrar. The University Registrar shall process the request and place the deceased student's name on an *In Memoriam* degree list for Senate action.

###### **5.5.3.3.2.2.3 Senate action**



In the likely event that the elected Faculty Senators approve the recommendation of each *In Memoriam* degree along with other degrees, the Senate Council office shall forward the recommendation to the University President for transmittal to the Board of Trustees for final action. In the rare event that the elected Faculty Senators do not approve the recommendation of the *In Memoriam* degree candidate, the elected Faculty Senators will provide, through the Senate Council, a written justification of the disapproval to the President (Chair of the Senate)

#### **5.5.3.3.2.2.4 Diploma**

Upon final approval by the Board of Trustees, the University Registrar shall prepare an *In Memoriam* degree diploma for the student's family. The diploma document for this honorary degree title will be structured the same as for other honorary degrees (SR [5.5.3.2](#)).

## Section 6. Student Academic Affairs

### 6.1. ACADEMIC RIGHTS OF STUDENTS

#### 6.1.1 REGULAR AND SUBSTANTIVE INTERACTION

Courses satisfy the requirement for regular and substantive interaction when course participants meet regularly as prescribed in SR 10.6, and the Instructor of Record substantively interacts with students in at least two of the following ways: provides direct instruction; assesses students' learning; provides information or responds to students' questions; and facilitates student discussions. Some exceptions allowed as per SACSCOC. See also [SR 3.2.2](#). [US: 12/13/2022]

#### 6.1.2 THE COURSE SYLLABI

All students must be informed in writing of the course content and other matters listed in this rule (SR 6.1.2) at no cost to the student. Students have the right to be informed in writing (in the course syllabus) about the nature of the course, including the content, the activities to be evaluated, and the grading practice to be followed. The course syllabus shall provide information to students regarding any factors used in determining grades (e.g. absences, required interactions, and late assignments). Syllabi may be posted electronically but must be shared with students by the third day of the fall and spring semesters, or, for compressed courses and courses in the summer session and winter intersession, by the first day of the course. Electronically posted syllabi must remain available to students for the entire term. [US: 2/11/80; SREC: 11/20/87; US: 02/08/2021]

Course syllabi must address a series of required components (listed below) and include Academic Policy Statements (see SR 9.2). Syllabi for undergraduate and graduate courses must also include rules regarding academic offenses for undergraduate and graduate students. (There may be additional rules for professional courses and programs). [US: 2/8/2021]

The following sections of the Senate Rules describe required components of a syllabus: SR 3.2.3.5 (expectations of graduate students and differentiation from undergraduate students); SR 5.2.5.1 (policy on return of assignments); SR 5.2.5.2.1 (acceptable documentation for excused absences); SR 5.2.5.2.2 (making up graded work for excused absences); SR 5.2.5.6 (Prep Week and Reading Days); and SR 6.1.4.1 (midterm grades for undergraduate students). [US: 2/8/2021]

##### 6.1.2.1 Required Syllabi Components

[US: 2/8/2021; US 3/18/24]

1. Full and accurate title of course, corresponding to the title in the official University Catalogs.
2. Course prefix, course number, and course section number.
3. Instructor name, office location, office phone number including area code, and campus email address.
4. Office hours (days, times, location) or how to make appointment. For distance-learning courses, provide virtual office hours, preferred method of communications, and maximum timeframe for responding to student communications.
5. Course description corresponding generally to the description in the official University Catalogs.
6. Required materials for the course, e.g. textbooks, required readings/films, etc.
7. Associated expenses other than “required materials,” such as the cost of a field trip, proctoring fees, or polling software devices, if applicable.
8. Skill/Technology requirements, if applicable. If specific technical/digital literacy skills or software are required, the syllabus must describe these.
9. Student learning outcomes.
10. Descriptive list of activities, exams, and grading scheme. The syllabus must include language that describes to students how their grades will be calculated. As applicable, include the following: a list of activities with enough description for students to understand the course requirements; the factors used in determining grades (e.g., absences, required interactions, or late assignments); and due dates (if applicable, include a caveat that due dates can be changed and explain under what circumstances they can be changed).
11. Mechanics of submissions, if applicable. The syllabus must explain if assignments must be submitted via a certain method (e.g., via email or a specific software program or file type).
12. Policy on return of assignments, if applicable. See SR 5.2.5.1.
13. Grading scale (undergraduate, graduate, etc.). See SR 3.2.3.5.
14. For 400G- and 500-level courses, expectations of graduate students and differentiation from undergraduate students. See SR 3.2.3.5.
15. Midterm grades, if undergraduate students are enrolled in the course. See SR 6.1.4.1 and the University Calendar.
16. Submission of late assignments and late policies. The syllabus should explain if late assignments are accepted for unexcused absences and if there are penalties or time limits regarding work submitted after the due date. (Per SR 5.2.5.2.2, within some guidelines, late assignments must always be accepted for excused absences.) See SR 5.2.5.2.2.
17. Permissible assignments that are due during Prep Week. See SR 5.2.5.6.
18. Tentative course schedule. At a minimum include due dates of major assignments and exams. More detailed information must also be provided, either within the syllabus or located on another platform, such as a Learning Management System (e.g., Canvas).
19. Course activities outside of regularly scheduled class-required interactions, if applicable. These include special events, field trips, and required synchronous meetings for distance learning courses.

20. URL/hyperlink to, or copy and paste of, [Academic Policy Statements](#). See SR 6.1.2.2.
21. Attendance policy for course, if applicable. (Per SR 5.2.5.2.3.1, unless an attendance policy is described in the syllabus, students cannot be penalized for lack of attendance.) See SR 5.2.5.2.3, SR 5.2.5.2.3.1, and SR 5.2.5.2.3.2.
22. Acceptable documentation for excused absences (e.g., a letter from an institution or medical provider, or published information). See SR 5.2.5.2.1.
23. Policy for absences due to major religious holidays, if applicable. See SR 5.2.5.2.1.
24. Resources. If applicable, the syllabus should describe special resources that may be useful to students, such as UK's distance learning library services, the Hub, proctoring information, etc.
25. Policy on diversity, equity, and inclusion. Instructors must include a URL to or text of a statement on diversity, equity, and inclusion approved by a relevant faculty body. The Senate Council-approved on diversity, equity, and inclusion or any other equivalent faculty body-approved statement will meet this requirement. (<https://www.uky.edu/universitysenate/syllabus-dei>)
26. Specific resources related to where students can receive mental health services from 988 and current triage and mental health resources.

### 6.1.2.2 Academic Policy Statements

[US: 2/8/2021]

Academic Policy Statements are applicable to all courses, such as policies on excused absences, religious observances, accommodations due to disability, and non-discrimination and Title IX requirements. Instructors may either insert the full narrative of the Academic Policy Statements into a syllabus or include the URL/hyperlink to the Academic Policy Statements web page (<https://universitysenate.uky.edu/standard-academic-policy-statements>)

[See 6.1.2.1 on documenting this information in a course syllabus.]

### 6.1.2.3 Rules Regarding Academic Offenses

[US: 2/8/2021]

Instructors for courses with undergraduate and graduate students must either insert the full language of the *Senate Rules* on academic offenses (SR [6.3.1](#), "Plagiarism," and SR [6.3.2](#), "Cheating," and SR [6.3.3](#), "Falsification or Misuse of Academic Records") in a syllabus or include the URL/hyperlink to the web page with this language.

Instructors for professional courses and programs must describe applicable academic offense policies within their syllabi or include a URL/hyperlink to a web page with that information.

[See SR 6.1.2.1 on documenting this information in a course syllabus.]

**6.1.2.4 Resources Available to Students**

[US: 2/8/2021]

Instructors are encouraged to provide students with a list of available [resources](#).

**6.1.2.5 Optional Information for Syllabi**

[US: 2/8/2021]

As non-required information that instructors may opt to include in a course, the following items may also be included: if required by an accrediting agency, course goals or objectives (in addition to student learning outcomes, or SLOs); classroom behavior policies; course material copyright statement; or classroom recording policy. [This](#) page has some sample language.

**6.1.3 CONTRARY OPINION**

A student has the right to take reasoned exception to the data or views offered in the classroom without being penalized.

**6.1.4 ACADEMIC EVALUATION**

[US: 12/5/83]

**6.1.4.1 Midterm Grade Reports to Undergraduate Students**

All teachers must inform the undergraduate students in their courses of their current progress based on the criteria in the syllabus before the following dates: [US: 2/14/94; 4/10/2000; 2/27/2008]

1. the end of the Monday following the end of the ninth week for the fall or spring semester; [US: 3/20/2017]
2. the third day of the fifth week for the eight-week summer term;
3. the second day of the third week for the four-week summer term.

[See 6.1.2.1 on documenting this information in a course syllabus.]

**6.1.4.2 Right to Receive Fair and Just Grades**

Students have the right to receive grades based only upon fair and just evaluation of their performance in a course as measured by the standards announced by their instructor(s) in the written course syllabus at the first class meeting.

\* To “receive grades” means “to be graded.” [SREC: 2/17/2016]

#### **6.1.4.3 Right to Receive Fair and Just Evaluation of Performance in a Program**

Students have the right to receive a fair and just academic evaluation of their performance in a program. In addition to the student's overall academic record, evaluation may include the assessment of such activities as research and/or laboratory performance, qualifying examinations, professional board examinations, studio work or performance activities, behavior in professional situations, or interviews to determine continuation in a program. The program faculty and/or relevant administrative officer must inform the student as to which activities will be included in the academic assessment no later than the beginning of the activity to be evaluated.

#### **6.1.4.4 Improper Bases of Evaluation**

Evaluations determined by anything other than a good faith judgment based on explicit statements of the above standards are improper. Among irrelevant considerations are, as per GR XIV.B.1\_(5/18/2015) race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking, being an applicant for or in the service of the United States Uniformed Services or any activities outside the classroom that are unrelated to the course work or program requirements. [US: 2/11/85; 10/12/98]

#### **6.1.4.5 Sexual Harassment**

One form of sex discrimination is sexual harassment. It is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of an intimidating, hostile, or offensive nature, when submission to such conduct is made either explicitly or implicitly a term or condition of the student's status in a course, program, or activity, as a basis for academic or other decisions affecting such student, or substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive working or academic environment. [US:4/11/83]

### **6.1.5 ACADEMIC RECORDS**

Students have the right to have their academic records kept separate and confidential unless they consent in writing to have them revealed. However, the Registrar or the Registrar's designee may disclose a student's academic record without that student's consent if the

information is required by authorized University personnel for official use, such as advising students, writing recommendations, or selecting candidates for honorary organizations.

#### **6.1.6 EVALUATION OF STUDENT CHARACTER AND ABILITY**

Students have the right to have their character and ability evaluated only by individuals with a personal knowledge of them, and upon request, to be informed that such evaluations have been or will be made. Records containing information about a student's character and ability shall indicate when the information was provided, by whom, and the position of this individual.

#### **6.1.7 STUDENT PARTICIPATION IN ACADEMIC AFFAIRS**

Pursuant to GR VII.E.3.c, the faculty of each college within the University and the faculty of the Graduate School shall establish some form of Student Advisory Council (SAC) to represent student opinion to the college faculty and administration on educational policy matters pertinent to that college or school. [US: 4/10/2000]

The form for each SAC, as well as the areas of responsibility, shall be determined by the faculty of the college or school (GR VII.E.3.c and prescribed in its college Rules document (GR VII.E.3.b)). Students themselves shall be responsible for the selection of SAC members by democratic process. Each Student Advisory Council shall keep records of its proceedings. The dean of each college or school shall forward the college faculty Rules on form and of areas of responsibility of the college's SAC to the Provost. Pursuant to GR VII.E.3.b, these college Rules documents are filed with the Senate Council Office by the Provost when approved as being consistent with the *University Senate Rules*, which the Senate Council will confirm or otherwise be available to assist the Provost in making such determination.

Pursuant to GR VII.E.3.a, the faculty of each college or school may extend membership in the college faculty body, with or without voting privileges, to a student recommended by the college's Student Advisory Council, who may also be extended the privilege to vote with the college's faculty council or equivalent body on academic affairs. On matters that reach the University Senate or Senate Council for its action, for which the *University Senate Rules* require prior voting action by a college faculty or faculty council, that prior college faculty voting exercise shall provide for the inclusion of the vote of the above student representative. [US: 4/10/2000]

#### **6.1.8 ATTENDANCE AND PARTICIPATION DURING APPEAL**

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

Those students who have patient contact in clinical practicum courses will not be able to continue patient contact in the courses during an appeal, if the appeal relates to clinical

competence in regard to performance. Insofar as practicable, such appeals shall be expedited. [US: 4/25/88; US: 4/10/2000]

Attendance and participation may be limited

1. when outside agencies are used as part of the student's educational experience. In this situation, precedence will be given to the terms of any agreement(s) which have been negotiated between the University and the agency.
2. when patient/client contact is involved in the student's educational experience. In this situation, only patient/client contact will be limited or excluded at the discretion of program faculty. [US: 4/10/2000]

## 6.2. THE ACADEMIC OMBUD

The Academic Ombud is the officer of the University charged with consideration of student grievances in connection with academic affairs. [US: 4/10/2000]

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

#### 6.2.1.1 Functions

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

Students who wish to appeal a finding of an academic offense (see SR 6.3), a penalty for an academic offense, a grade in a course, or an action in any other academic matter must confer with the Academic Ombud before they can appeal to the University Appeals Board. The procedure for appealing a finding of or a penalty for an academic offense is outlined in SR [6.4.5](#); the procedure for appealing a grade or another academic action is outlined below. In cases of academic offenses, the Ombud's office shall notify the appropriate parties (as described in SR [6.4.5](#)) if a student fails to exercise his or her right of appeal within the allotted time. [US: 9/12/11]

#### 6.2.1.2 Jurisdiction

The authority of the Academic Ombud is restricted to issues of an academic nature involving students on the one hand and faculty or administrative staff on the other, explicitly governed by Sections 4, 5, 6, 7 of the *University Senate Rules*. However, the Ombud may refer issues falling outside their jurisdiction to appropriate offices charged with the responsibility for dealing with them, [in areas such as student affairs or institutional equity](#) . [SREC: 11/20/87]



When a problem falls partly within the Ombud's jurisdiction and partly within the jurisdiction of some other office, the Ombud shall cooperate with the relevant other office in seeking a solution. However, the Ombud's authority in effecting a solution shall extend only to those aspects of the issue falling within the jurisdiction of that office as defined in the *University Senate Rules*.

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

### **6.2.1.3 Decision to Accept a Case**

When an issue to be resolved is brought to the Academic Ombud, the Ombud shall first determine if the issue falls within his or her jurisdiction, as defined by the *University Senate Rules*. If it does not, the Ombud shall refer the person presenting the issue to the proper authority to deal with it. If the issue does fall within his or her jurisdiction, the Ombud shall determine if efforts have been made to adjudicate the issue through normal channels and procedures. Where such channels and procedures exist and have not been utilized, the Ombud shall recommend their use, unless there is compelling evidence that they will not effectively resolve the issue.

The Academic Ombud shall investigate each issue falling within the Ombud's jurisdiction to determine:

1. whether it contains merit;
2. whether it is deserving of extended attention; and
3. the priority of attention which it should be accorded by the Ombud's office.

The Academic Ombud shall notify the student directly that an issue does not contain merit. The student then has the right to appeal within 30 days to the University Appeals Board. Upon receipt of the written appeal, the chair of the Appeals Board shall notify the Academic Ombud to forward all reports and evidence concerning the case. The Appeals Board may then by majority vote agree to hear the student's case or to allow the Academic Ombud's decision to be final.

### **6.2.1.4 Statute of Limitations**

The Academic Ombud is empowered to hear only those grievances directed to their attention within 180 days subsequent to the conclusion of the academic term in which the problem occurred. However, the Ombud may agree to hear a grievance otherwise barred by the Statute of Limitations in those instances where (1) the Ombud believes that extreme hardship including but not limited to illness, injury, and serious financial or personal problems gave rise to the

delay, (2) an administrative error has occurred, or (3) all parties to the dispute agree to proceed. [US: 2/11/80; US: 4/10/2000; US 3/18/24]

#### **6.2.1.5 Procedures**

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

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

#### **6.2.1.6 Liaison**

The Academic Ombud shall maintain close liaison with the University officers in the area of student affairs and the area of institutional equity and other such officials who have responsibility and concern for the academic governance of students. However, the Ombud shall not violate the rights of students or other parties involved in cases brought to the Ombud through the disclosure of any information communicated in confidence.

#### **6.2.1.7 Records and Reports**

The Academic Ombud shall retain a record of all cases which are accepted. In cases involving discrimination (including sexual harassment), a summary of the case shall be sent to the Associate Vice President for Institutional Equity. [US: 4/11/83] The Ombud shall review all files at the end of the term of office and should destroy any file of a case which has been resolved which is five years of age or older. If not destroyed, then all names should be removed. The decision not to destroy a file ought to be based on criteria such as resolution which might serve as a precedent for similar cases in the future. All unresolved cases which are more than one year old and which were never forwarded to the Appeals Board shall be destroyed. The Ombud shall present annually a report of activities to the University Senate, the Student Government Association and the Provost of the University and may offer recommendations for changes in rules, practices or procedures to the end of achieving more harmonious and effective governance of student academic affairs. [US: 2/14/94] (See SR **6.4.8.**)

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

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

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

As established by the *University Senate Rules*, the Academic Ombud must be a tenured member of the University Faculty or a member of the emeriti faculty. [US: 4/9/90] Beyond this the qualifications should be those which will permit the Academic Ombud to perform the functions of the office with fairness, discretion and efficiency. It is important that the person be regarded by students as one who is genuinely interested in their welfare and sympathetic to their problems. It is equally important that the person be temperate in judgment, judicious in action, and persistent in seeking to achieve prompt and equitable solutions to the problems which are brought to the Ombud. Frequently the success of the Ombud depends upon their ability to utilize informal channels of communication and action; therefore, that person should be one able to develop and maintain cordial personal relations with a wide variety of students, faculty and members of the administrative staff. Above all, the person must be one of unquestionable integrity and resolute commitment to justice.

## **6.2.3 SELECTION PROCEDURE**

### **6.2.3.1 Search Committee**

The Chair of the Senate Council, with the advice of the Senate Council members, shall appoint a Search Committee consisting of the following members: 1) two University Faculty members; 2) three students, two undergraduates and one a graduate or professional student, chosen by the Student Government Association; and 3) a member designated by the Provost who shall serve as Chair of the Search Committee. Committee members shall be broadly representative of the University community. [US: 4/10/2000]

The Search Committee shall solicit nominations from students, faculty and administrators, and shall nominate no more than three candidates to the Provost [US: 4/10/2000]

### **6.2.3.2 In Case of Office Being Vacated**

Should the office of the Academic Ombud be vacated prior to the expiration of the normal term of office, a new appointment shall be made to fill the unexpired term using the same procedures as described above. [US: 4/10/2000]

### **6.2.3.3 Reappointment**

The Academic Ombud may be reappointed to a second term without reference to the above selection procedures if the affected Ombud, the Provost, and the Senate Council all concur. Reappointment to a third term shall go through the normal search process as outlined above. [US: 4/12/2004]

#### **6.2.4 CONDITIONS OF EMPLOYMENT**

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

The regular academic duties shall be reduced during each Ombud's period in office, normally by one-half; but the exact proportion may be more or less, as agreed upon by each Ombud and their department chair.

The portion of service devoted to the duties of Academic Ombud shall be separately evaluated from their other academic duties for purposes of merit evaluation by the Provost and shall be proportionately weighed in assigning an over-all merit rating.

The conditions of employment will be negotiated through the Office of the Provost or through other channels designated by the Provost.

#### **6.3. ACADEMIC OFFENSES: DEFINITIONS**

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

##### **6.3.1 PLAGIARISM**

[US: 3/9/2015; US: 2/8/2016]

All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as their own, whoever that other person may be, except under

specific circumstances (e.g. Writing Center review, peer review) allowed by the Instructor of Record or that person's designee. Plagiarism may also include double submission, self-plagiarism, or unauthorized resubmission of one's own work, as defined by the instructor.

Students may discuss assignments among themselves or with an instructor or tutor, except where prohibited by the Instructor of Record (e.g. individual take-home exams). However, the actual work must be done by the student, and the student alone, unless collaboration is allowed by the Instructor of Record (e.g. group projects). When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how they have employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these *Rules* shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.

### **6.3.2 CHEATING**

Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the University Appeals Board. [US: 12/12/2005]

### **6.3.3 FALSIFICATION OR MISUSE OF ACADEMIC RECORDS**

[US: 3/20/89; US: 4/10/2000]

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

## 6.4. DISPOSITION OF CASES OF ACADEMIC OFFENSES

[US: 3/10/86; US: 3/7/88; US: 12/12/2005]

These rules govern the prosecution of academic offenses defined in SR 6.3. The rules in this SR 6.4 are binding upon all persons and groups mentioned in these rules. Instructors who impose penalties for academic offenses without following these rules are violating the due-process rights of students. Instructors, administrators, and the Appeals Board do not have the authority to impose penalties less than the minimum prescribed by these rules. Deadlines may be extended by mutual agreement of the involved parties.

If the academic offense involves research and/or extramural funding, the administrative regulation for handling the offense is outlined in Administrative Regulation 7:2. [US: 2/10/97]

### 6.4.1 DEFINITIONS

[US: 3/9/2015]

For purposes of this SR 6.4:

1. The terms "chair," "dean," and "Provost" include their designees.
2. "Chair" includes directors of programs and deans of colleges or schools without a departmental structure.
3. "XE" and "XF" are grades indicating failure due to an academic offense, as defined in SR 5.1.1. The grades shall be so recorded on a student's transcript distinct from any other grade of E or F and shall not be changed to a W by retroactive withdrawal, pursuant to SR [5.1.7.5](#), or removed from a student's GPA calculation by the Repeat Option otherwise provided in SR [5.3.2](#).
4. "Notice" shall be sent to a student in writing by both regular mail and email to the student's addresses as they appear in the Registrar's records. The University is not responsible for a student's failure to maintain current addresses in the Registrar's records. Instructors are also encouraged to give notice to the student in person when feasible.

Any notice of a finding or penalty shall include the name and ID number of the student, the college in which the student is enrolled, the course and section in which the offense occurred, the date and nature of the offense, the penalty that is being imposed or recommended, and any right that the student may have to appeal the finding or penalty.

5. "Suspension" means forced withdrawal from the University for a specified period of time, including exclusion from classes, termination of student status, and termination of all related privileges and activities.
6. "Dismissal" means termination of student status subject to the student's readmission as specified in SR [6.4.7.2](#).
7. "Expulsion" means permanent termination of student status. It is to be invoked only in unusual circumstances and when the offense committed is of such serious nature as to raise the question of the student's fitness to remain a member of the academic community.
8. "Days" refers to working days.
9. "Instructor" refers to the classroom instructor.
10. The preponderance of the evidence standard shall be the "Standard of Proof" applied by each decision maker when determining whether a student has committed an academic offense. [US: 3/21/2016]

## **6.4.2 JURISDICTION**

### **6.4.2.1 Instructor Not Faculty Employee**

If an instructor is not a faculty employee (for example, the instructor is a teaching assistant), then the Instructor of Record shall normally assume the role of the instructor. However, with the agreement of the responsible Instructor of Record, the chair may decide either to allow the actual instructor to retain this role or to ask another employee who is directly involved with the course (for example, a course coordinator) to assume this role. In any case, the actual instructor should retain an important consultative role and shall participate in all University Appeals Board meetings as far as possible. [US:3/9/2015]

### **6.4.2.2 Responsible Chair and Dean**

In general, the prefix of the course in which a student is enrolled determines which chair and dean are responsible for handling a case of an academic offense alleged to have been committed by that student in that course. However:

1. If the chair is also the instructor, then the dean of the chair's college shall assign the chair's role to an associate dean.
2. If the responsible dean is also the instructor, then the dean shall assign their responsibility for the case to an associate dean.

3. If the Provost is also the instructor, then the Provost shall assign their responsibility for the case to an associate provost.
4. If a student in postbaccalaureate status, a student enrolled in a program or curriculum of the Graduate School, or a postdoctoral scholar or fellow is suspected of committing an academic offense in a course, the responsible dean shall be the dean of the Graduate School.
5. When a student enrolled in a program that has instituted an honor code, pursuant to SR 6.6, is suspected of committing an offense in any course, the offense shall be prosecuted and the penalty shall be imposed according to the rules of the student's program's honor code. Conversely, a student who is not enrolled in a program that has instituted an honor code shall be prosecuted only under the rules in this SR 6.4. If a student is concurrently enrolled in a professional program governed by an honor code and a program of the Graduate School, the rules of the professional program shall take precedence.
6. If the course is homed outside of a college, then the responsible dean is the officer appointed by the Provost, with concurrence of the Senate, to act as the responsible Dean of the course. [US: 5/2/2022]

#### **6.4.2.3 Role of the Dean of the Graduate School**

If an academic offense is alleged to have occurred outside of a course in work that is related to fulfilling requirements of a program or curriculum of the Graduate School (for example, a master's examination, doctoral qualifying examination, master's thesis, doctoral dissertation, or formally submitted dissertation proposal), or if an academic offense is alleged to have been committed by a postdoctoral scholar or fellow outside of a course, the offense shall be considered to have occurred in the Graduate School, and the rules of the Graduate School regarding academic offenses shall apply.

#### **6.4.2.4 Students Not in a College or Who Have Not Matriculated at UK**

In the cases of students who have not registered in a college or are not matriculated at the University, the Provost shall assign a dean of a college to handle the case. [US: 11/13/2017]

- \* SR 6.4.2.4 does not apply to students who have registered in a college in an 'undeclared major' or 'non-degree-seeking' status. [SREC: 1/5/2016]

### **6.4.3 INITIATING A COMPLAINT**

#### **6.4.3.1 Instructor Suspects an Offense in the Course**



An instructor who suspects that a student has committed an academic offense in a course taught by that instructor shall consult with the chair as soon as practical after the instructor develops the suspicion. Prior to consultation with the chair, the instructor may take action to prove or detect an academic offense or preserve evidence of same. In taking such action, the instructor should minimize disruption and embarrassment to the student(s).

#### **6.4.3.2 Another Party Suspects an Offense in a Course**

If any person other than the instructor suspects that a student has committed an academic offense in a course in which the student is enrolled, that person should turn the evidence over to the instructor, who shall proceed as outlined in SR [6.4.4.1](#).

#### **6.4.3.3 Suspected Offense Outside of Any Course in Which the Suspected Student is Enrolled**

If any person suspects that a student has committed an academic offense, either with respect to a course in which the student is not enrolled, or in academic work outside of a course (for example, an honors project or dissertation, a graduate examination, a thesis or dissertation, or a formally submitted thesis or dissertation proposal), that person should inform the dean of the student's college, who shall proceed as outlined in SR [6.4.4.2.1.3](#).

#### **6.4.3.4 Suspected Falsification or Misuse of Academic Records**

If any person suspects that a student has falsified, attempted to falsify, or otherwise misused academic records, that person should inform the Registrar, who shall proceed as outlined in SR [6.4.4.4](#).

### **6.4.4 INITIAL DETERMINATION**

#### **6.4.4.1 By the Instructor and Chair**

##### **6.4.4.1.1 Allegation; opportunity of student to respond**

The instructor and chair shall review the evidence of an academic offense, and the instructor shall decide whether the evidence warrants an allegation of an academic offense. If so, the student shall be notified of the allegation and invited to meet with the instructor and chair to discuss the allegation and to state his or her case. The instructor and chair must make a reasonable effort to meet with the student within 10 days after receiving the evidence. The instructor and chair shall set a deadline for the student to respond to the invitation to the meeting, but the deadline shall be no fewer than 7 days after the invitation is issued. The instructor and chair must make a reasonable effort to schedule a meeting with the student as soon as possible after the evidence is received. [US: 3/9/2015; US: 3/21/2016]

#### 6.4.4.1.2 Finding

The instructor shall consider the evidence and the student's response and shall decide, based on the standard of proof, whether the student committed an academic offense. Any such finding shall be made within 7 days after the meeting with the student, unless the student consents in writing to an extension of this time. However, if the student fails to respond to the invitation to meet within the deadline or fails to attend a meeting that was agreed upon by all parties, the instructor may make a finding immediately thereafter. [US: 3/21/2016]

If the instructor finds the student did not commit an academic offense, the instructor shall so notify the student.

If, in the judgment of the instructor, an action that can be construed as an academic offense is so slight or inconsequential that it does not warrant even the minimum penalty of zero on the assignment, then the instructor should not treat the action as an academic offense, but simply as an ordinary error that may earn the student a lower grade on the assignment. The instructor shall notify the student of such a determination.

On the other hand, if the instructor finds the student committed an academic offense, the chair shall ask the Registrar whether there are any prior offenses or letters of warning in the student's record. The chair shall inform the instructor whether such is the case. The chair shall also ask the Registrar to place a hold on the student's enrollment in the course. If the student has already dropped or withdrawn from the course, the Registrar shall reinstate the student.

#### 6.4.4.1.3 Penalties

If the student has previously received a penalty for an offense at least as severe as an E or F in a course, the chair shall inform the responsible dean, who shall determine an appropriate penalty pursuant to SR [6.4.4.2.1.2](#).

Otherwise, if the student has previously received a letter of warning, the Instructor of Record must assign a grade of E or F for the course. If the offense is particularly egregious, and if the chair approves, the instructor may also forward the case to the responsible dean with a recommendation for a penalty of XE or XF or a more severe penalty, pursuant to SR [6.4.4.2.1.1](#).

Otherwise, if there are no prior offenses or letters of warning in the student's record, the instructor must award a grade of zero for the assignment on which the offense occurred. The instructor may also choose to impose one of the following additional penalties after consulting with the chair:

1. require the student to perform extra academic work (failure to complete the extra work should result in a grade of E or F for the course);

2. notify the Instructor of Record to reduce the final grade in the course by a specified number of levels;
3. notify the Instructor of Record to assign a grade of E or F, as appropriate, for the course;
4. if the offense is particularly egregious, and if the chair approves, forward the case to the responsible dean with a recommendation for a penalty of a grade of XE or XF in the course or a more severe penalty, pursuant to SR [6.4.4.2.1.1](#).

If the instructor chooses to impose a penalty less than an E or F in the course, then the offense shall be considered a "minor offense." Generally, an offense that required significant premeditation should not be treated as a minor offense.

#### **6.4.4.1.4 Notice of penalty**

The instructor shall notify the student of the finding of an offense and the penalty as soon as possible after the penalty has been determined. The chair shall also inform the Academic Ombud of the finding and penalty.

#### **6.4.4.1.5 Right of appeal**

A student has the right to appeal any finding of an academic offense or a penalty to the University Appeals Board through the office of the Academic Ombud, pursuant to SR 6.4.5 below.

#### **6.4.4.1.6 Right to drop or withdraw from a course**

A student who has committed an academic offense in a course shall not be permitted to drop or withdraw from the course under any circumstances.

#### **6.4.4.1.7 Warning letter in case of a minor offense**

If the student fails to appeal the finding of a minor offense within the time limit specified in SR [6.4.5.2.2](#), or if the Appeals Board upholds the finding, the instructor shall write a letter of warning to be placed in the student's record. The letter shall state the circumstances surrounding the minor offense and shall warn the student that any offenses in the future will be penalized with at least an E or F in the course. The instructor shall send copies of the letter to the student and the Registrar, and the Registrar shall place the letter in the student's record, pursuant to SR [6.4.8.1.1](#).

#### **6.4.4.2 By the Dean**

#### **6.4.4.2.1 Cases requiring action by a Dean**

A dean may be required to take action in a case of an academic offense in the following circumstances:

##### **6.4.4.2.1.1 Penalty of at least XE or XF recommended for first offense**

An instructor of a course offered by the dean's college recommends a penalty of a grade of XE or XF or a more severe penalty, pursuant to SR [6.4.4.1.3](#), for an offense committed by a student who has not committed any previous offense or who has received only a letter of warning. In this case, the dean has two options.

1. The dean may return the case to the instructor and require the instructor to notify the Instructor of Record to impose a penalty no more severe than a grade of E or F in the course. In this case, the instructor shall notify the student and the chair shall notify the Academic Ombud of the new penalty, pursuant to SR [6.4.4.1.4](#).
2. The dean may impose a penalty of XE or XF in the course and may forward the case to the Provost, recommending a penalty of suspension, dismissal, expulsion, or revocation of a degree. In this case, the student has the right to appeal the penalty, pursuant to SR [6.4.5](#) below.

##### **6.4.4.2.1.2 Penalty of at least E or F recommended for at least second offense**

A student is found to have committed an offense in a course offered by the dean's college, the student has previously received a penalty for an offense at least as severe as an E or F in a course, and the matter has been referred to the dean pursuant to SR [6.4.4.1.3](#) above. The dean shall impose a grade of XE or XF in the course and forward the case to the Provost, recommending either the minimum penalty of suspension or a harsher penalty of dismissal, expulsion, or revocation of a degree. The student has the right to appeal a recommended penalty of dismissal, expulsion, or revocation of a degree, pursuant to SR [6.4.5](#) below.

##### **6.4.4.2.1.3 Offense committed outside of a course**

A student enrolled in the dean's college is accused of an offense, either with respect to a course in which the student is not enrolled, or in academic work outside of a course (for example, an honors project or dissertation, a graduate examination, a thesis or dissertation, or a formally submitted thesis or dissertation proposal). In this case, the procedure outlined in SR [6.4.4.1.1](#), SR [6.4.4.1.2](#), and SR [6.4.4.1.4](#) above shall be followed, except that the dean assumes the roles of both instructor and chair. If the dean finds the student committed the offense, based on the standard of proof, the dean shall either decline to impose a penalty or shall forward the case to the Provost recommending a penalty of suspension, dismissal, expulsion, or revocation of a degree. The student has the right to appeal any

finding, even if no penalty is imposed, and any recommended penalty, pursuant to SR [6.4.5](#) below. [US: 3/21/2016]

#### **6.4.4.2.1.4 Concurrent offenses**

The Registrar notifies the dean that an inquiry was made about prior offenses of a student in the dean's college after a chronologically prior offense by that student had occurred but before the prior offense had been noted in the student's permanent record, pursuant to SR [6.4.8.3](#). If the inquiry was made with regard to an offense that the student was later found not to have committed, the dean shall take no action. Otherwise, if the chronologically subsequent offense occurred in a course, the dean shall impose a grade of E or F or XE or XF in that course. If the student has already been permitted to drop or withdraw from that course, the Registrar shall reenroll the student in it. The dean may also forward the case to the Provost, recommending a penalty of suspension, dismissal, expulsion, or revocation of a degree. If the chronologically prior offense received a penalty of at least an E or F in the course, the dean shall impose a grade of XE or XF in the course and must forward the case to the Provost, recommending a penalty at least as severe as suspension. In that case, the student has the right to appeal a recommended penalty of dismissal, expulsion, or revocation of a degree, pursuant to SR [6.4.5](#) below. Otherwise, the student may appeal a recommended penalty of XE or XF or a more severe penalty.

#### **6.4.4.2.2 Notice**

Notice of any finding of an offense (even if no penalty is imposed) or intended action shall immediately be sent by the dean of the college to the student, with copies to the instructor and chair (if the offense was related to a course) and the Academic Ombud. If a penalty of suspension, dismissal, expulsion, or revocation of a degree is imposed or recommended, the Provost shall also be notified.

#### **6.4.4.2.3 In case of appeal**

After the student is notified of a finding or action and advised of any right of appeal, the dean shall wait until the time specified in SR [6.4.5.2.2](#) has expired before taking any action. If the student exercises the right of appeal, the dean shall take no action until the University Appeals Board makes a determination on the case.

#### **6.4.4.2.4 Right to drop or withdraw from a course**

A student who has committed an academic offense in a course shall not be permitted to drop or withdraw from the course under any circumstances, except as specified in SR [5.1.7.5.1](#). [SC: 2/24/2020]

#### **6.4.4.2.5 Conditions for readmittance after dismissal**

If a dean recommends a penalty of dismissal, the dean may suggest conditions under which the University Appeals Board and the Provost should consider approving a student's petition to be readmitted. The dean shall notify the student of any such conditions.

#### **6.4.4.3 By the Dean of Students**

When a violation of the Code of Student Conduct, Part I, Article II, Section 8, and a violation of Part II, Selected Rules of the University Senate Governing Academic Relationships, Section on Academic Offenses and Procedures, has allegedly been committed in the same set of circumstances or facts, the Dean of Students shall first consult with the dean of the college where the offense occurred. They shall determine whether the Dean of Students, the dean of the college where the offense occurred, the dean of the Graduate School, or all three will investigate and pursue the case in accordance with appropriate procedures and authorities as set forth in Part I or Part II of Student Rights and Responsibilities.

#### **6.4.4.4 By the Registrar**

##### **6.4.4.4.1 Allegation; opportunity of student to respond**

If evidence of possible falsification or misuse of academic records comes to the attention of the Registrar, the Registrar shall review the evidence and shall decide whether it warrants an allegation. If so, the student shall be invited to meet with the Registrar to discuss the allegation and to state their case. The Registrar shall set a deadline for the student to respond to the invitation to the meeting, but the deadline shall be no fewer than 7 days after the invitation is issued. The Registrar shall make a reasonable effort to schedule a meeting with the student as soon as possible after the evidence is received.

##### **6.4.4.4.2 Finding**

The Registrar shall consider the evidence and the student's response and shall decide whether the student committed the alleged offense, based on the standard of proof. Any such finding shall be made within 7 days after the meeting with the student, unless the student consents in writing to an extension of this time. However, if the student fails to respond to the invitation to meet within the deadline or fails to attend a meeting that was agreed upon by all parties, the Registrar may make a finding immediately thereafter. [US: 3/21/2016]

##### **6.4.4.4.3 Penalty and right of appeal**

If the Registrar finds the student committed the alleged offense, the Registrar shall decide either to impose no penalty or to recommend a specific penalty of suspension, dismissal, expulsion, or revocation of a degree to the Provost. The student has the right to appeal a finding that an offense has occurred and any recommended penalty, pursuant to SR 6.4.5 below.

#### **6.4.4.4 Notice**

If the Registrar finds the student did not commit the offense, the Registrar shall so notify the student. If the Registrar finds the student committed the offense, the Registrar shall notify the student and the Academic Ombud of the finding and any recommended penalty (even if none). If a penalty of suspension, dismissal, expulsion, or revocation of a degree is recommended, the Provost shall also be notified.

#### **6.4.4.5 Conditions for Readmittance After Dismissal**

If the Registrar recommends a penalty of dismissal, the Registrar may suggest conditions under which the University Appeals Board and the Provost should consider approving a student's petition to be readmitted. The Registrar shall notify the student of any such conditions.

### **6.4.5 APPEALS**

#### **6.4.5.1 Preliminary Consideration by the Academic Ombud**

##### **6.4.5.1.1 Informal Resolution**

If a student wishes to contest the finding of an offense or a penalty, the student must approach the Academic Ombud within ten days after being officially notified of them, pursuant to SR [6.4.4.1.4](#), SR [6.4.4.2.2](#), or SR [6.4.4.4.4](#). The Academic Ombud shall attempt to resolve the case to the satisfaction of all involved parties within 20 days of receiving the student's written request.

##### **6.4.5.1.2 Merit of appeal of penalty for minor offense**

If the student does not dispute the finding of a minor offense (as defined in SR [6.4.4.1.3](#)), but the student desires to appeal the penalty on the basis that it is unduly harsh, the Academic Ombud shall decide whether the appeal has merit, based on the standard of proof. In making such a decision, the Academic Ombud should proceed with deference to the instructor's traditional autonomy and authority over the course. [US: 3/21/2016]

##### **6.4.5.1.3 Notice**

If the Academic Ombud fails to resolve the case to the satisfaction of all involved parties, or if the Academic Ombud makes a decision on the merit of an appeal of a minor penalty, the parties shall be so notified.

#### **6.4.5.2 Appeal to the Appeals Board**

#### **6.4.5.2.1 Jurisdiction**

The student shall be given the opportunity to appeal any finding of an academic offense to the University Appeals Board. A student may also appeal the severity of a penalty to the Board only if:

1. the offense is the student's first; or
2. the offense occurred in a course, the penalty is at least as severe as XE or XF, and the student has previously received only a letter of warning; or
3. the offense occurred outside of a course, and the penalty is at least as severe as suspension; or
4. the penalty is dismissal, expulsion, or revocation of a degree for any offense.

#### **6.4.5.2.2 Time for filing appeal**

The appeal must be filed in writing with the Appeals Board within ten days after the date that the Academic Ombud notifies the student that the case cannot be resolved without recourse to the Appeals Board. The student shall have the right of class participation and attendance during the consideration of any appeal. The student shall have the rights set out in Section 2.3 of the Code of Student Conduct. (Student Rights and Responsibilities, Part I)

#### **6.4.5.2.3 Hearing; notice**

The hearing officer of the University Appeals Board shall schedule a hearing in any case arising under this SR 6.4, to begin within twenty days of the receipt of the appeal from the student, unless the student consents to an extension of time for the hearing. The hearing officer shall notify the student, the complainant, and the Academic Ombud of the time and date of the hearing. The student may withdraw the appeal at any time. If the student desires only to appeal a penalty received for a minor offense (as defined in SR [6.4.4.1.3](#)), and the Ombud has found that the appeal has insufficient merit, the Appeals Board may refuse to hear the appeal by majority vote.

#### **6.4.5.2.4 Scope of review**

##### **6.4.5.2.4.1 Violation**

The Appeals Board shall sit as a fact-finding body and determine whether or not the student cheated, plagiarized, or falsified or misused academic records from such evidence as is brought before the Board (including testimony under oath, written statements, exhibits, and a view of the classroom where the cheating occurred if this be an issue). The Board may call witnesses on its



own initiative and may continue the hearing for this purpose. The Board shall find the student did not commit the offense unless a majority of members present decides otherwise, based on the standard of proof, and given the evidence provided. [US: 3/21/2016]

#### **6.4.5.2.4.2 Penalty**

If the student is permitted to appeal the penalty that is being imposed for the offense, the Appeals Board shall also judge whether the penalty is inappropriately harsh. The Board may reduce the penalty, subject to the following limitations:

1. If the offense occurred in a course in which the student was not enrolled, or if the offense was with regard to falsification or misuse of academic records, or the offense occurred in academic work outside of a course (for example, an honors project or dissertation, a graduate examination, a thesis or dissertation, or a formally submitted thesis or dissertation proposal), the Board may choose either to void the recommended penalty or to reduce it to one no less severe than suspension.
2. If the offense is the student's first, the Board may reduce the penalty to any one mentioned in this SR 6.4.
3. If the offense is the student's second, and the first offense was a minor one (as defined in SR [6.4.4.1.3](#)), then the Board may reduce the penalty for the second offense to one no less severe than a grade of E or F in the course in which the offense occurred.
4. If none of the conditions in (1-3) are met, the Board may reduce the penalty to one no less severe than suspension.

#### **6.4.5.2.5 Determination and notice**

The Appeals Board shall seek to render a decision as soon as is reasonably possible so that the student may plan his or her further academic work. The hearing officer of the Board shall notify the student, the complainants (instructor and chair, responsible dean, or Registrar), and the Academic Ombud of the Board's decision within five days. If a penalty at least as severe as suspension was originally recommended for the offense, even if it has been reduced by the Board, the hearing officer shall also notify the Provost. In addition:

1. If the Board finds that a student committed the academic offense of which the student was accused, then the hearing officer shall also notify the instructor and chair (if the offense was related to a course), the responsible dean, and the dean of the student's college. In addition, if the Board is supporting or recommending a penalty less severe than suspension, or such a penalty has not been appealed, the hearing officer shall also notify the Registrar; in the case of international students, the Director of International Student Affairs; and, if the offense also involves a violation of the Code of Student Conduct, the Dean of Students.

2. If the Board finds that a student did not commit the academic offense of which the student was accused, and a penalty at least as severe as XE or XF was to be imposed for the alleged offense, the hearing officer shall also notify the responsible dean. If the alleged offense occurred in a course in which the student was registered, and if the allegation was lodged on or before the last day of regularly scheduled classes, then the student shall be permitted to withdraw from the course at any time until and including the last day of regularly scheduled classes for that semester, or up to five days after the Appeals Board has made its decision, whichever is later. If the allegation was lodged before the deadline for dropping courses had passed, the student shall be permitted to drop the course within the same time limitations.
3. If the Appeals Board finds a student did not commit an offense or reduces a recommended penalty, the Chair of the Appeals Board shall provide a rationale of the Appeals Board's decision to the complainant (instructor, dean, or Registrar) in a timely fashion if the complainant so requests. The rationale may be provided verbally or in writing, at the discretion of the Chair of the Appeals Board.

#### **6.4.5.2.6 Implementation of penalty**

If the Appeals Board decides a penalty no more severe than a grade of E or F in the course in which the offense occurred, the instructor, or as appropriate the Instructor of Record, shall implement such a penalty. If the Appeals Board decides a penalty of XE or XF, the responsible dean shall implement that penalty. If the Appeals Board recommends a penalty of suspension, dismissal, expulsion, or revocation of a degree, the case shall be forwarded to the Provost, who shall take further action pursuant to SR [6.4.6](#).

#### **6.4.5.2.7 Conditions for readmittance after dismissal**

If the Appeals Board recommends or supports a penalty of dismissal, the Board may specify conditions under which it would consider approving a student's petition to be readmitted. The hearing officer shall notify the student of any such conditions.

#### **6.4.5.3 Failure to Appeal**

If a student fails to approach the Ombud within the time specified in SR [6.4.5.1.1](#), or if an appeal is not filed within the time specified in SR [6.4.5.2.2](#), the Academic Ombud shall so notify the student, the instructor and chair (if the offense was related to a course), the responsible dean, and the dean of the student's college of the finding, penalty, and failure to appeal. If a penalty less severe than suspension was recommended, the Academic Ombud shall also notify the Registrar; in the case of international students, the Director of International Student Affairs; and, if the offense also involves a violation of the Code of Student Conduct, the Dean of Students. On the other hand, if a dean or the Registrar recommended a penalty at least as severe as suspension, the Academic Ombud shall notify the Provost.

## **6.4.6 ACTION BY THE PROVOST**

### **6.4.6.1 Upon Receipt of Recommendation**

If the Provost receives a recommendation from a dean or the Registrar to suspend, dismiss, expel, or revoke a degree of a student, then the Provost shall wait until receiving notice from the Academic Ombud or the hearing officer of the University Appeals Board that the finding of an offense stands and that a penalty at least as severe as suspension is being recommended or supported by the Board.

### **6.4.6.2 Imposition of Penalty**

The Provost may implement the recommended penalty or a less severe one, subject to the following limitations:

1. If the offense occurred in a course in which the student was not enrolled, or if the offense was with regard to falsification or misuse of academic records, the Provost may implement either no penalty or a penalty at least as severe as suspension.
2. If the offense was the student's first or second, and it occurred in a course in which the student was enrolled, the Provost shall implement a penalty at least as severe as a grade of XE or XF in the course in which the offense occurred.
3. Otherwise, the Provost shall implement a penalty at least as severe as suspension.

### **6.4.6.3 Conditions for Readmittance After Dismissal**

If the Provost decides to dismiss the student, the Provost may specify conditions under which the Provost would consider approving a student's petition to be readmitted. The Provost shall notify the student of any such conditions.

### **6.4.6.4 Notice**

Notice of action taken by the Provost (even if no penalty is imposed) shall be provided to the student, with copies to the instructor and chair (if the offense was related to a course), the responsible dean, the dean of the student's college, the Registrar, and the Academic Ombud. If a penalty was recommended by the University Appeals Board, a copy shall be sent to the chair of the University Appeals Board. In the case of international students, a copy shall be sent to the Director of International Student Affairs. If the student is suspended, dismissed, or expelled, or the student's degree is revoked, a copy shall be sent to the Dean of Students.

## **6.4.7 FURTHER PROCEDURES IN CASES OF SUSPENSION, DISMISSAL OR EXPULSION**

### 6.4.7.1 Suspension

If a student while on suspension violates any of the terms set forth in the nature of suspension, they shall be subject to further discipline in the form of dismissal. The penalty of suspension shall normally apply to semesters (or other academic terms as appropriate) following imposition of the penalty by the Provost. With the consent of the student and the dean of the college that offers the course in which the offense occurred, the Provost may fix an earlier date for suspension. In any case in which the suspension is imposed by the last day to drop a course, it shall apply to that semester, and the student shall be afforded a full refund of tuition. In case of any student who is graduating, the suspension shall apply to the final semester before scheduled graduation.

- \* The “last day to drop a course” means “the last day to withdraw from a course and not have it appear on the transcript.” [SREC: 3/2/2018]

### 6.4.7.2 Dismissal

A student may be readmitted to the University only with the specified approval of the University Appeals Board and the Provost. They must be satisfied that the student has met any conditions that were specified by the University Appeals Board at the time of dismissal, pursuant to SR [6.4.5.2.7](#). Before making their decision, they should also consider whether the student has met conditions that were specified by the dean, the Registrar, or the Provost, pursuant to SR [6.4.4.2.5](#), SR [6.4.4.5](#), or SR [6.4.6.3](#).

### 6.4.7.3 Expulsion

Expelled students shall not be readmitted except upon proving to the University Appeals Board that the findings of fact which formed the basis of the action were clearly erroneous.

## 6.4.8 RECORDKEEPING AND REPORTING

### 6.4.8.1 Recordkeeping

#### 6.4.8.1.1 In case of minor offense

When the Registrar receives a copy of a letter of warning from an instructor to a student, pursuant to SR [6.4.4.1.7](#), the Registrar shall place the instructor's letter of warning in the student's record. If the student commits no offenses subsequently, then, after the student graduates, the Registrar shall reveal the existence of the offense to parties outside the University only under the following circumstances:

1. when a court-ordered subpoena seeks a student's entire academic record (not just the transcript), or when it specifically seeks the record of a student's academic offenses;

2. when the student has authorized the release of his or her record to a third party, and that party requests either a student's entire academic record (not just the transcript) or specifically the record of a student's academic offenses.

#### **6.4.8.1.2 In case of other offenses**

The Registrar shall record the following information in the student's permanent academic record after notification from the Academic Ombud or the Appeals Board that a student is not appealing a finding of an offense or has lost an appeal of such a finding: 1) name of student; 2) student identification number; 3) student's college; 4) course name and number and section number, if applicable; 5) approximate date of offense; 6) brief description of offense; 7) penalty imposed; and 8) date of imposition of penalty.

#### **6.4.8.2 Right to Drop or Withdraw**

If the Appeals Board finds a student did not commit an offense in a course, the student shall be permitted to withdraw from the course within five days after being notified of the finding. The student shall be permitted to drop the course if the initial allegation was made before the deadline for dropping a course had passed.

The Registrar shall not permit a student who has been found to have committed an academic offense in a course to drop or withdraw from it.

#### **6.4.8.3 Concurrent Offenses**

There may be a lag between when an offense is committed and when it is recorded by the Registrar or when a letter of warning is received. If another offense by the same student is committed during this time, the existence of the first offense or letter of warning may not be considered when the penalty for the second offense is determined. As a result, when recording an offense or placing a letter of warning in a student's record, the Registrar shall determine whether any inquiries about prior offenses or letters of warning have been made subsequent to the date of the offense now being recorded or the date of the incident that provoked the letter of warning. If such is the case, the Registrar shall notify the dean of the student's college, who shall proceed as described in SR [6.4.4.2.1.4](#).

#### **6.4.8.4 Access to Information**

Information regarding the academic offense other than the fact and academic calendar term of any mandatory restriction on the student's eligibility for continued enrollment may be released only with the written consent of the student, or in response to an inquiry from a chair of a department at the University, a dean of the University, the Provost, or the Academic Ombud of the University, consistent with the University's Family Educational Rights and Privacy Act policy. A record shall be maintained by the Registrar of every instance in which information is released under this provision.

#### 6.4.8.5 Transcript Notation

The fact that suspension, dismissal, or expulsion occurred because of an academic offense shall be indicated on all transcripts permanently.

### 6.5. UNIVERSITY APPEALS BOARD

#### 6.5.1 FUNCTIONS OF THE UNIVERSITY APPEALS BOARD

##### 6.5.1.1 Cases of Academic Offenses

See SR 6.4.5, above [US: 3/10/86; US: 12/12/2005].

##### 6.5.1.2 Cases of Grade Appeal – Role of Academic Ombud

See SR 6.2.1, above [US: 9/12/11].

##### 6.5.1.3 Cases of Student Academic Rights

[US: 12/8/86]

- \* Pursuant to GR XI.C.4, in an appeal concerning student academic rights, the UAB has original jurisdiction to determine facts and then render a decision that applies the law of the Senate Rules. Pursuant to GR XI.C.4, when the Senate Rules limit the dispositional remedies available to the UAB in specific factual circumstances, then the UAB in such cases can only choose remedies from those prescribed by the Senate Rules. [SREC: 1/25/2014]

After hearing a case involving a violation of student academic rights as set forth herein (SR 6.1), the Appeals Board may select from the following remedies:

1. The Appeals Board may direct that a student be informed about the content, grading standards, and procedures of a course when a violation of the pertinent rules ([SR 6.1.2](#)) has been proved.
2. When an academic evaluation based upon anything other than a good-faith judgment of a student has been proved, the Board may direct that a student's grade in a course ([SR 6.1.4.3](#)) be changed to a W (Withdrawal) or a P (Passing, credit toward graduation but not toward grade point average (GPA)), or, if such determination can be made, to an appropriate letter grade. (See [SR 5.1.2](#).) If the Appeals Board awards a student a P in the course, it shall appear on his or her record regardless of the fact that the student's

college or academic unit does not normally recognize P grades. The educational unit must accept that course just as if the student had passed the course in the normal manner, except that the P grade is not used in calculating the student's GPA. [SREC: 11/20/87]

- \* The University Senate has decided that it is reasonable for the UAB to change a course grade ONLY if the UAB first makes an official determination that the course grade was based on other than “good-faith judgment.” [SREC: 1/25/2014]
  - \* A faculty employee whose career is potentially harmed by an allegedly errant UAB factual determination that the Instructor made other than a “good-faith judgment” has recourse to the Senate Advisory Committee on Privilege and Tenure (SACPT, SR [1.4.3.1](#)), because the SACPT is charged to consider the circumstances from a perspective different from the charge to the UAB. [SREC: 1/25/2014]
3. The Appeals Board may take any reasonable action calculated to guarantee other student academic rights stated in the Senate Rules.
- \* The qualification “other” here has the effect that SR [6.5.1.3](#), item 3 only applies to situations different from the specific factual circumstances that apply to SR 6.5.1.3, item 2 [SREC: 1/25/2014]
  - \* In its procedures for hearing cases and in its disposition of cases, the University Appeals Board must operate within the parameters established by the *Governing Regulations* and the *University Senate Rules* ([GR XI.F, G](#); SR [6.5.2.4](#)). These include the procedural parameters that a **student can cause** a case of **grievance of** violation of academic rights (SR [6.1](#)) to reach to and be decided by the UAB (SR [6.5.1.2](#)) only by the student having first lodged (SR [6.2.1](#)) and processed (SR [6.2.1.3](#), SR [6.2.1.5](#)) the grievance with the Academic Ombud. [SREC: 9/22/11]
  - \* Academic appeals by students enrolled in clinical residency or clinical fellow program are governed by [AR 5:5](#), except, if the student is enrolled in and appealing a grade or academic matter in a Senate-approved course, then the appeal is governed by the *University Senate Rules*.

## 6.5.2 COMPOSITION OF THE UNIVERSITY APPEALS BOARD

The University Appeals Board shall be composed of a membership of faculty and students as prescribed by [GR XI.C](#). All members of the Appeals Board shall be expected to meet within 48 hours after notice from the chair. [US: 4/10/2000]

### 6.5.2.1 The Hearing Officer

The Hearing Officer shall be the chair of the Appeals Board (GR XI). The Hearing Officer shall be a person with training in the law appointed by the President of the University for a one-year term, beginning September 1 and ending on August 31. The Hearing Officer shall convene and preside at all meetings of the Appeals Board.

When the Appeals Board is exercising original jurisdiction, all questions of law, either substantive or procedural, and all procedural questions shall be addressed to and ruled upon by the Hearing Officer. If the Hearing Officer is not present for any case, the President shall appoint a temporary substitute, as per GR XI.C. The Hearing Officer does not participate in the Board's deliberations and has no power to cast a tie breaking vote.

#### **6.5.2.2 The Student Membership**

Governing Regulations XI.E.2 describes the student membership. [US: 4/10/2000; 12/12/2022]

#### **6.5.2.3 The Faculty Membership**

The faculty members shall be broadly representative of the University community and shall be appointed to staggered, three-year terms by the President of the University upon the recommendation of the University Senate Council. All terms shall begin on September 1 and end on August 31. [US: 4/10/2000]

#### **6.5.2.4 Other Procedural Rules**

Normally nine members, exclusive of the Hearing Officer, shall sit to decide a case. A quorum for the conduct of business will be eight members including the Hearing Officer, not less than five of whom, exclusive of the Hearing Officer, shall be faculty members. The Appeals Board shall establish such procedural rules, not inconsistent with the provisions of *University Senate Rules*. A decision of the Appeals Board is null and void when the Board is constituted in violation of SR 6.5.2.4 and when the improper constitution is likely to have affected the case's outcome, in the opinion of the University Appeals Board. When a student claims a violation of their rights, a tie vote sustains the action being appealed. [US: 4/10/2000]

### **6.6. HONOR CODE**

Any school, college, or program may establish, with the approval of the Senate, an honor code or comparable system governed by the students with approval by and/or appeal to the faculty of such a college. When such an honor code or comparable system has been established by a college, the code shall apply, and the procedures for disposition of cases of academic offenses described in SR **6.4** shall not apply, only to suspected offenses by students enrolled in that school, college, or program, regardless of whether the offenses are committed in courses offered by the same or a different college.



An honor code that applies to students enrolled in a program or curriculum of the Graduate School must be approved by the Graduate Faculty and the dean of the Graduate School.

A student found guilty of committing an offense subject to an honor code may appeal that finding through the Academic Ombud to the Appeals Board. The Appeals Board, however, shall not normally sit as a de novo fact finding body, but shall limit its review to ensuring that the college's academic honors board or committee adequately followed its own written procedures in determining guilt or innocence and that the finding of guilt is supported by the preponderance of evidence. If the honor code is not student governed, as determined by the Senate during the approval process of the honor code, the affected student reserves the right to appeal the case to the Appeals Board and be heard de novo. [US: 2/13/95, US: 2/10/2003]

However, if the Board, by the majority of those present, believes the student's rights under the *University Senate Rules* and the applicable rules of the academic unit governing academic relationships have been substantially violated, the Board may conduct a de novo hearing on the issue of guilt. [US: 2/13/95]

If the Board, by majority of those present, believes the findings or determination of the honor council or committee are not supported by the preponderance of the evidence, the Board may reverse the finding of guilt and there shall be no further proceedings in the case. [US: 2/13/95]

College academic honor councils or committees shall maintain a verbatim record of their proceedings to ensure that the Appeals Board is able to perform this function. [US: 2/13/95]

The punishment meted out to a student governed by such a system shall be as designated thereby except that actual suspension, dismissal or expulsion shall be imposed only with the recommendation of the dean of the college and upon approval by the President of the University. [US: 2/13/95]

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

Note: The Senate recognizes that the College of Law Honor Code is not student governed. [US: 2/10/2003]

## Section 7. Code of Faculty Responsibilities

### 7.1. APPLICABILITY

This Code shall apply to all faculty employees of the University, and to those students or other persons that have academic instructional assignments.

### 7.2. RESPONSIBILITIES

The individuals to whom this code is applicable are subject to the following specific responsibilities which can be enforced under this Code.

#### 7.2.1 GENERAL RELATIONS

Respect the rights of all campus members to pursue their academic and administrative activities.

Respect the rights of all campus members to free and orderly expression.

Act with propriety in all dealings with members of the University community.

Respect the right of any member of the University community to privacy, including privacy of desk, carrel, and office space, and refrain from improper or false disclosure of such member's social or political views or activities. (It is not improper for a faculty member to make a disclosure upon request of a person entitled to such information.)

Respect the rights of all campus members to be given fair treatment and to be judged on a basis other than race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking. Sexual harassment is considered by the University to be one form of sexual discrimination. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature constitute sexual harassment when submission to such conduct is:

1. is made explicitly or implicitly a term or condition of an individual's employment, promotion, or academic standing;
2. is a basis for employment, promotion, or academic decisions;
3. substantially interferes with an individual's work or academic performance; or
4. creates an intimidating, hostile, or offensive academic environment. [US: 4/11/83]

Use the property of the University in accordance with the official rules.

Comply with the Governing Regulations, the Administrative Regulations, and the *University Senate Rules*.

Engage in consulting outside the University assignment only in accordance with the established provisions.

State, when speaking as a private person and the institutional affiliation is mentioned, that they do not speak for the University.

### 7.2.2 STUDENT RELATIONS

Uphold the student academic rights as set forth in the *University Senate Rules* (see SR 6.1).

Present the subject matter of a course as announced and approved by the faculty in accordance with the procedures set forth by the University Senate, and to avoid the persistent intrusion of material which has no relation to the subject.

Meet classes as scheduled in accordance with University regulations. (Absences caused by illness or emergencies are clearly excusable; absence owing to attendance at scholarly meetings, occasional professional service, pedagogical experimentation, and the like, are exceptions which should be approved by the department chair and, where appropriate, substitution or reschedulings should be arranged.)

Be available to students for advising and other conferences, preferably by posting office hours and/or by allowing students to arrange for appointments at other mutually convenient times.

Arrange for appropriate interaction and communication with graduate students in the direction of their theses.

Make available to students all papers, quizzes and examinations within a reasonable period of time. (Students and instructors may contact the UK Office of eLearning for advice about sharing student records remotely and securely.) If any of the records mentioned above are not returned to the students, they shall be retained by the instructor until one year subsequent to the conclusion of the academic term in which the problem occurred. In addition, student records and grading policy procedures including roll books, syllabi and attendance records (if applicable) --or copies of this information--shall be on file with the instructor or the department office whenever the instructor will no longer be available. [US: 10/16/89; 11/9/2015]

\* In accordance with FERPA requirements any student (including postdoctoral scholars/fellow; and clinical residents/fellows) must be allowed to inspect and review any educational record pertaining to that student. Private notes written by an instructor that are not shared with any other person nor placed in the student's file are not educational records within the meaning of SR 7.2.2. [SREC: 11/19/2015]

Give final examinations in accordance with procedures approved in SR [5.2.5.7](#).

Inform students when their individual or collective efforts are to be used for professional or personal advancement of a faculty member, or when the student(s) is (are) to be used as research subject(s), and in either case, to ensure that the student may elect not to participate without prejudice to his or her academic standing; and to recognize appropriately any significant contribution by the student(s).

Know the academic requirements and the various degree programs of the University affecting students whom they advise.

### **7.3. ENFORCEMENT**

Any member of the University community (faculty, staff member, or student) with a complaint about an alleged violation of these responsibilities shall process it through the following prescribed channels. The process should begin with discussion with the person accused of the violation, although a student is not required to discuss their complaint with the faculty member before seeking mediation by the Ombud. If a satisfactory solution between the parties cannot be accomplished, then the accused's immediate supervisor or, if the complainant is a student, the Academic Ombud shall be asked to mediate. If such mediation proves unsuccessful then the matter shall be forwarded to the accused's next administrative supervisory level with a written report concerning the matter with copies of the report to the parties involved. This process of mediation and report shall follow normal supervisory reporting channels up to and including the dean of the college to which the person accused of a violation is assigned.

If the academic offense involves research and/or extramural funding the administrative rule for handling the offense is outlined in [AR 7:1](#).

## **Section 8. Rules Relating to Schedule of Classes and the Catalogs**

### **8.1. CHANGES IN THE SCHEDULE OF CLASSES**

Any deviation from the published schedule of classes must be authorized by the dean of the college in which the change is to be made upon recommendation of the department chair. The dean shall report the change to the Registrar, who is responsible for publication of the class schedules. If the course is homed outside of a college, then the responsible dean is the officer appointed by the Provost, with concurrence of the Senate, to act as the responsible Dean of the course. [US: 4/11/2022; 5/2/2022]

### **8.2. CATALOGS**

With respect to fees, curricula, specific requirements for degrees, and other matters not covered in the *Governing Regulations*, the *Administrative Regulations* or the *University Senate Rules*, the Undergraduate Catalog and the Graduate Catalog shall govern. Collectively, the Undergraduate Catalog and Graduate Catalog are referred to as “the University Catalogs.”

## Section 9. Glossary of Terms

### 9.1. ABSENCE

Failure to participate in a required interaction at or by a specified date and time. (See SR [5.2.5.1](#) and SR [5.2.5.2](#).) [US: 2/12/2018]

- \* “Required interactions” (SR [5.1.7.3](#), SR [5.2.5.2](#), and SR [9.1](#)) are interactions that, if not completed at or by their specified date and time, would penalize a student in a course. Interactions may include, but are not limited to, student engagement with other students (e.g., participating in an in-class or online discussion), engagement with the instructor (e.g., attending class), or engagement with an instructor’s proxy (e.g., attending a guest lecture or uploading a file to the course management system). [US: 2/12/2018]

### 9.2. ACADEMIC POLICY STATEMENTS

Statements that are applicable to all courses, such as policies on excused absences, religious observances, accommodations due to disability, non-discrimination and Title IX requirements, and academic integrity

[See 6.1.2.1 on documenting this information in a course syllabus.]

### 9.3. ACCREDITATION

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

### 9.4. ADMINISTRATIVE REGULATIONS (AR)

*Administrative Regulations* are issued by the President to “provide interpretation and implementation of University-wide policies set forth by the Board of Trustees in these Governing Regulations and the Minutes of the Board of Trustees. Administrative Regulations promote the responsible and efficient administration of the University and the accomplishment of its goals.” (see GR XIII.B.2). References to *Administrative Regulations* are abbreviated with “AR.”

**9.5. AUDITOR**

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

**9.6. BADGE**

A badge program (either credit bearing or non-credit bearing) consists of two or more courses, but no more than four courses, which collectively provide one or more defined skill sets or competencies that can be useful to students/learner and employers. [US: 12/12/2022]

**9.7. CLASSIFICATION**

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

**9.8. COURSE**

A course is a unit of educational content with paced delivery to enrolled learners, which includes required interactions with the supervising credentialed instructor during a fixed period of time and that culminates in the instructor's assessment of the learner's attainment of specific learning outcomes. Courses may be credit-bearing courses or non-credit-bearing. [US: 5/1/2023]

**9.9. EXCUSED ABSENCE**

An absence that occurs for one of several approved reasons (SR 5.2.5.2.1) for which the student shall not be penalized (SR 5.2.5.2), provided the student supplies timely notification (SR 5.2.5.2.2) and appropriate verification (SR 5.2.5.2.1) to the Instructor of Record (SR 6.1.1.1).

**9.10. FREE ELECTIVE**

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

**9.11. FINAL EXAMINATION**

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

**9.12. FINALS WEEK**

For spring and fall semester, the period during the last Monday through Thursday of the semester, which is immediately preceded by two study days (i.e. "Reading Days") and a weekend (see SR 5.2.5.7.1). [US: 5/1/2023]

**9.13. FULL-TIME UNDERGRADUATE STUDENT**

For fee payment purposes, an undergraduate student who is carrying a minimum of 12 credit hours during a semester or the summer session

**9.14. GOVERNING REGULATIONS (GR)**

The *Governing Regulations* describe the composition, powers, and duties of the Board of Trustees of the University, within the limits set by the Federal and State Constitutions and the federal and state laws, and delineate the duties of the President and responsibilities of the University Senate, Staff Senate, Student Government Association, the educational units and their administrative officers. References to *Governing Regulations* are abbreviated with "GR." (see GR II)

**9.15. GRADUATION COMPOSITION AND COMMUNICATION REQUIREMENT (GCCR)**

The Graduation Composition and Communication Requirement (GCCR) is an advanced course or series of courses that provide undergraduate students in undergraduate programs an intensive opportunity for a discipline-specific focus on composition and communication. This requirement is distinct from the UK Core Composition and Communication I and II requirements. [US: 3/20/2023]

**9.16. GRADE POINT AVERAGE (GPA)**

See SR 5.1.8. The grade point average (GPA) is the ratio of the number of quality points gained to the number of credit hours (whether earned or not) in courses for which the grades of A, B, C, D, or E were conferred, excluding grades in developmental or remedial courses. [US: 3/9/98; US: 4/10/2000; US: 9/10/2001]

Credit hours are considered as earned only if a grade of A, B, C, D, P or S was conferred. [SREC: 12/8/2022]

**9.17. GRADE POINTS**

Same as "quality points" (SR 9.27). [SREC: 12/8/2022]

**9.18. GRADUATE SCHOOL**

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



**9.19. MAJOR**

A major is a primary area of study defined by a set of courses and/or credit-hour requirements within specified disciplines. Within degree programs, majors may be further defined by requirements in an area of emphasis, also known as a track (undergraduate), concentration (Master's) or specialization (doctoral). [US: 10/14/2002; 05.27.2012]

**9.20. MASTER'S DEGREE**

A master's degree is an award that requires the successful completion of an academic program of at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate, or professional level. One type of master's degree, that includes the Master of Arts and Master of Science, is awarded for advanced scholarship, whereas a second type of master's degree is awarded for completion of a professional program (definition accords with U.S. Dept. of Education, SACSCOC and KY CPE, see also 9.25.1). [US: 3/19/2018]

**9.21. FIRST LANGUAGE**

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

**9.22. ONLINE PROGRAM DELIVERY**

A formal policy designation attached to a Senate-approved degree program, certificate program, major, minor, track, concentration, or specialization that recognizes: (1) all of the associated instructional content is delivered fully online, and (2) the relevant faculty bodies support such designation. [US: 11/8/2021]

Some non-instructional program requirements (e.g., orientation and testing) may or may not be in-person. Online instruction is instruction via internet, satellite or wireless communication, and audio and video conferencing. [US: 11/8/2021]

**9.23. PREP DAYS AND READING DAYS**

These are designed to help students prepare for their final exams, so certain instructional activities are restricted. Details appear in SR 5.2.5.6. [US: 2/12/24]

**9.24. PROFESSIONAL COLLEGE**

The Colleges that home professional practice doctoral degrees (currently Law, Medicine, Dentistry, Nursing, Health Sciences, and Pharmacy). The colleges other than Law comprise the "Health Care Colleges." [US: 3/19/2018]

## 9.25. PROFESSIONAL DEGREE

### 9.25.1 PROFESSIONAL MASTER'S DEGREE

A professional master's degree program consists of two years of nonthesis academic training in a concentrated science, mathematics, technology or other area and contains a professional component that may include internships and cross-training in business, management, regulatory affairs, computer applications, and communications. The program is designed with the input of one or more employers. The educational content of these programs is as distinct from a graduate research/scholarship master's as are professional practice doctorates (SR 9.20.2; 9.24.2) distinct from research/scholarship doctorates. [US: 3/19/2018]

### 9.25.2 PROFESSIONAL PRACTICE DOCTORAL DEGREE

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

## 9.26. PROGRAM

A program is a series of courses that culminate in conferral of a credential, which could be described as a "program," whether or not the credential has the same name as a currently transcribed UK credential (degree, certificate, badge, honor, or other credential(s)) as determined by Senate. [US: 5/1/2023]

### 9.26.1 ACADEMIC PROGRAM

The requirements leading to a degree or diploma.

\* Academic activities are currently defined by AR 1:4.VI as "including those involving the degree and certificate programs, curriculum, instruction, research, service, extension, and outreach activities".

## 9.27. QUALITY POINTS

The numerical values of letter grades (SR 5.1.1 and SR 10.4), used to calculate a GPA (SR 5.1.8). [SREC: 12/8/2022]

## 9.28. RESIDENCE REQUIREMENT

A requirement for a degree which specifies the minimum period during which one must be registered in order to qualify for a degree. Residence is intended to provide an adequate

contact with the University and its faculty for each student who is awarded a degree. (See SR [3.1.3](#))

### **9.29. REGULAR AND SUBSTANTIVE INTERACTIONS**

All credit-bearing courses must support regular and substantive interaction (RSI) between the students and the instructor, regardless of the course's delivery mode (e.g., in-person, hybrid, or online). Courses satisfy this requirement when course participants meet regularly as prescribed in SR 10.6, and the Instructor of Record substantively interacts with students in at least two of the following ways: provides direct instruction; assesses students' learning; provides information or responds to students' questions; and facilitates student discussions. Some exceptions allowed as per SACSCOC. [US: 12/13/2022]

### **9.30. SPECIAL EXAMINATION**

An examination taken for credit for material mastered outside class.

### **9.31. SUPPORTIVE ELECTIVE**

Designates those areas within program requirements that are not specific requirements. The student may select from courses within the limits established by the major department and University requirements.

### **9.32. TERM**

In reference to the academic University Calendar, "term" means collectively both Spring and Fall Semesters, the Winter Intersession and the Summer Session. [US: 2/11/2019]

### **9.33. UNDERGRADUATE COLLEGE**

A college that awards a bachelor's degree or an undergraduate University Honor.

### **9.34. UNIVERSITY SCHOLARS PROGRAM (USP)**

The University Scholars Program allows a student to apply up to 12 credit hours used for one undergraduate degree towards one graduate degree. (see SR 3.1.3.8) [US: 4/10/2023]

### **9.35. UNSCHEDULED CAMPUS CLOSING**

Defined as a period when the campus is closed for part or all of a day. [US: 5/2/2022] (see SR 5.2.5.2.1)

## Section 10. Appendices

### 10.1. UNIVERSITY SENATE APPORTIONMENT EXAMPLE

Example: we have 10 seats to be allocated to the following three colleges:

College A with the population index of 0.2

College B with the population index of 0.3

College C with the population index of 0.5

College	Iu = Index	n	Priority value = $Pu / \sqrt{n(n-1)}$
A	0.2	1	Large
A	0.2	2	0.141421
A	0.2	3	0.081650
A	0.2	4	0.057735
A	0.2	5	0.044721
B	0.3	1	Large
B	0.3	2	0.212132
B	0.3	3	0.122474
B	0.3	4	0.086603
B	0.3	5	0.067082
B	0.3	6	0.054772
C	0.5	1	Large
C	0.5	2	0.353553
C	0.5	3	0.204124
C	0.5	4	0.144338
C	0.5	5	0.111803
C	0.5	6	0.091287
C	0.5	7	0.077152
C	0.5	8	0.066815

Shown below are the same data as above sorted according to the priority values. In addition, the awarded seats are determined and shown:

College	lu = Index	n	Priority value = $Pu / \sqrt{n(n-1)}$	awarded seat #
A	0.2	1	Large	1
B	0.3	1	Large	2
C	0.5	1	Large	3
C	0.5	2	0.353553	4
B	0.3	2	0.212132	5
C	0.5	3	0.204124	6
C	0.5	4	0.144338	7
A	0.2	2	0.141421	8
B	0.3	3	0.122474	9
C	0.5	5	0.111803	10
C	0.5	6	0.091287	
B	0.3	4	0.086603	
A	0.2	3	0.081650	
C	0.5	7	0.077152	
B	0.3	5	0.067082	
C	0.5	8	0.066815	
A	0.2	4	0.057735	
B	0.3	6	0.054772	
A	0.2	5	0.044721	

College A = 2 seats  
 College B = 3 seats  
 College C = 5 seats

## 10.2. SREC INTERPRETATION OF SENATE RULES ON COUNTING OF A SINGLE COURSE TOWARD MORE THAN ONE DEGREE

[SREC: 6/25/2012]

1. The situations in which the same course can be used by a student for credit for the award of two different degrees (“double dipped”) include, but are not limited to, the following:
  - a. where a course numbered in the 500–700 series is permitted by the University Scholars Program to use for credit for both an undergraduate and a graduate degree
  - b. where permitted by a Senate-approved dual degree program
  - c. where permitted by concurrent or consecutive graduate degree programs at UK
  - d. where a “Plan A” master’s degree has been approved by the Senate to be awarded “en passant” towards a graduate Doctoral degree
  - e. where permitted by a Senate-approved BS or BA/Professional Doctorate combined degree program
2. If none of the situations in 1a–e apply, then a student who has used a 500–900 level course toward an awarded graduate degree or professional doctorate degree cannot subsequently use the same course as credit for the award of an undergraduate degree.
3. If none of the situations in 1a–e apply, and if an undergraduate course has been used by a student for credit towards an awarded undergraduate degree, then that course cannot be subsequently used by that student for credit for the award of a professional degree in a manner that is inconsistent with the SACS requirement that the curriculum of a Professional Doctorate degree must have higher academic stringency than an undergraduate degree.
4.
  - a. If none of the situations in 1a–e apply, then the *University Senate Rules* and Graduate Faculty Rules do not prohibit that a 500–700 level graduate course be used for credit toward the award of a Professional Doctorate degree. However, once a student has used that course for credit for an awarded Professional Doctorate degree, that course cannot then subsequently be used for credit for the award of a graduate degree.
  - b. The *University Senate Rules* do not prohibit a College Faculty from approving that a student who has used 500-700 level graduate course as credit toward an awarded graduate degree, can then use that same course as credit for the award of a Professional Doctorate degree offered by that college, except as otherwise prohibited by the relevant professional accreditation agency.

5.

- a. If none of the situations in 1a–e apply, then an 800–900 level course cannot be used as credit for award of a graduate degree unless expressly so approved in the manner provided by the *University Senate Rules* and Graduate Faculty Rules.
- b. The *University Senate Rules* do not prohibit a College Faculty from approving that a student who has used an 800–900 level as credit for an awarded graduate degree, can then use that same course as credit for a Professional Doctorate degree offered by that college, except as otherwise prohibited by the relevant professional accreditation agency. [SREC: 6/25/2012]

### **10.3. ADMISSIONS REQUIREMENTS FOR PARTICULAR PROGRAMS**

#### **10.3.1 UNDERGRADUATE PROGRAMS**

##### **10.3.1.1 College of Nursing**

[US: 4/12/82; US: 3/10/86; US: 10/14/91; US: 2/13/95; US: 4/10/2000; US: 2/13/2023]

The College of Nursing (CON) enrollment will be composed of four-year students, transfer, registered nurse, second-degree, licensed practical/vocational nurse, medic trained, and dual degree students. Admission to the University does not guarantee admission to the College of Nursing. Preference will be given to Kentucky residents.

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

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

##### **10.3.1.1.1 Criteria for Admission to the 4-year BSN Program**

[US: 4/13/98; US: 4/10/06; US: 2/8/2010]

###### **10.3.1.1.1.1 Freshman Student**

[US: 5/4/2015; 2/13/2023]

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

1. high school grade point average of 3.40 (unweighted) or above on a 4.0 scale and a minimum of 22 ACT composite (if applying with a test score), and ability to qualify for CHE 103;
2. meeting criteria for selective admission to the University as established by SR 4.2.1.1.1.10 (also see the *Undergraduate Admission* section of the Undergraduate Catalog for more information).

program

###### **10.3.1.1.1.2 Sophomore Student**



Selection for admission to the nursing curriculum will occur at the sophomore level for all students based on the following criteria [US: 5/4/2015]:

1. a minimum cumulative and science grade point average (GPA) of 3.00;
2. a grade of “C” or better in all required prenursing courses;
3. completion of the UK College of Nursing-approved Medicaid Nurse Aid training program; and
4. the Internet-based TOEFL is required of all applicants whose *first or primary language* is other than English with a minimum cumulative TOEFL score of 90 and at least minimum scores of 26 in speaking, 22 in listening, 20 in writing, and 22 in reading.

In addition, any or all of the following information may be requested as part of the admission application:

1. a writing exercise based on criteria established by the CON;
2. two letters of reference from individuals who can assess potential for success (e.g. teacher, employer);
3. an interview with members of the Admissions and Progression Committee, or their designees.

#### **10.3.1.1.2 Criteria for Admission to the 4-year BSN Program for Transfer Students**

[US: 4/13/98; US: 4/10/2000; US: 4/10/2006; US: 5/4/2015; US: 2/13/2023]

1. Transfer students with less than 24 hours of college credit must meet the criteria for entering freshman and have a minimum grade point average (GPA) of 3.00 on all college work attempted as computed by the Office of Admissions.
2. Transfer students with more than 24 hours of college credit must maintain a minimum cumulative grade point average (GPA) of 3.00 on all college work attempted and have a minimum cumulative grade point average (GPA) of 3.00 in science courses as computed by the Office of Admissions;
3. Applicants whose first or primary language is not English must have a minimum TOEFL score of 90, with minimum scores of 26 in speaking, 22 in listening, 20 in writing, and 22 in reading.

All applicants must have grades of “C” or better in all courses required for CON curriculum;

In addition, any or all of the following may be requested as part of the application:

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

#### **10.3.1.1.3 Readmission after suspension**

Students will be eligible to apply for readmission the College of Nursing after suspension from the College when they meet criteria as stated in Section B 1 and 2 of this policy.

#### **10.3.1.1.4 Admission of Registered Nurses to the RN-BSN Track**

[US: 2/13/2023]

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

1. A statement of academic and professional goals;
2. All nursing courses taken in associate degree or diploma programs are considered lower-division courses and are not equivalent to upper-division courses in this program. The applicant must have at least a GPA of 2.5 on a scale of 4.0 in all college course work attempted as computed by the Office of Admissions. Students with a GPA of 2.0 to 2.49 may be provisionally admitted to the RN to BSN track with admission committee approval. With provisional admission, a grade of B or better must be earned in the first and second nursing courses that are completed in sequential blocks. Students will be removed from provisional status to full admission when grade goals for course one and course two are met. Failure to meet provisional admission grade requirements for either of the first two nursing courses will result in removal from the program.

#### **10.3.1.1.4.1 Registered Nurses with an Associate Degree**

The registered nurse with an associate degree in nursing from a college accredited by one of the six regional academic accrediting associations will be considered for admission with a minimum GPA of 2.5 on a scale of 4.0 in all course work attempted as computed by the Office of Admissions. NOTE: RN licensure is required prior to beginning clinical experiences.

#### 10.3.1.1.4.2 Registered Nurses who are Diploma-Prepared Nurses

The registered nurse who is a graduate of a diploma program will be considered for admission after earning a minimum of 60 credits from a regionally accredited college with a 2.5 minimum GPA which include:

English - 6 semester credits  
 Natural Sciences – 6 semester credits  
 Social Sciences – 6 semester credits  
 Humanities – 6 semester credits  
 Nursing\* - 28 semester credits

\*Nursing credits may be earned from regionally accredited colleges by taking the courses or by submission of a portfolio of RN licensure and experience to the RN-BSN Track Coordinator.

#### 10.3.1.1.4.3 Other Registered Nurses

[US: 3/18/2013; 2/13/2023]

Registered nurses who received their nursing education abroad or from an educational institution that is not regionally accredited by have demonstrated passing the appropriate NCLEX exam and are licensed to practice in the state of Kentucky will be considered for admission after earning or transferring in a minimum of 60 college credits with a 2.5 minimum GPA. These courses should include:

English - 6 semester credits  
 Natural Sciences – 6 semester credits  
 Social Sciences – 6 semester credits  
 Humanities – 6 semester credits  
 Nursing\* - 28 semester credits

NOTE: Nursing credits may be earned from regionally accredited colleges by taking the courses or by submission of a portfolio of RN licensure and experience to the RN-BSN Option Coordinator.

#### 10.3.1.1.4.4 Accelerated BSN Admissions

[US: 5/10/2004; 2/13/2023; 10/9/2023]

The opportunity to enroll in the accelerated BSN (ABSBN) is limited to the five categories of students listed below:

- Students who have already earned a bachelor's degree in any major;
- Students who are licensed practical nurses (LPN) or licensed vocational nurses (LVN);

- Students who are veterans of armed services who completed medic training as indicated on a Joint Services Transcript;
- Students who are enrolled in another UK degree program who plan to declare the ABSN as an additional bachelor's degree (SR 5.5.1.3) and,
- Students admitted to and who have successfully completed the program requirements established in an external dual degree agreement between UK College of Nursing and an established institutional partner.

To be successfully admitted into the ABSN, a student must have a minimum cumulative GPA of 2.5 on all college work attempted and a minimum GPA of 2.5 in all science courses. [US: 10/9/2023]

The licensed practical/vocational nurse with an LPN/LVN degree in nursing from a college accredited by one of the six regional academic accrediting associations, who has demonstrated a passing score on the NCLEX-PN exam and holds an unencumbered license to practice in Kentucky will be considered for admission to the ABSN track with a minimum GPA of 2.5 on a scale of 4.0 in all course work attempted as computed by the Office of Admissions.

#### **10.3.1.1.4.5 Application Deadlines**

The application deadlines are:

- 4-year BSN applicants – March 1
- ABSN applicants – March 1 for fall semester, August 15 for spring semester
- Registered nurse applicants – Block I admissions: March 15 for summer semester, July 15 for fall semester, and November 1 for spring semester; Block II admissions: May 26 for summer, September 1 for fall, February 1 for spring

[SC: 4/24/95; US: 4/10/2000; SC: 10/30/06; US: 5/4/2009; US: 10/10/2016; US: 2/13/2023]

#### **10.3.1.2 College of Health Sciences Program**

##### **10.3.1.2.1 Freshman Admission**

Admission to the University does not guarantee admission to the College of Health Sciences. Freshman applicants seeking admission to the College will be admitted if their ACT Composite Score is at or above the 50% on National Norms and if they have a minimum high school grade point average of 2.0. However, students' continuation into the junior year will depend on the criteria in SR 10.3.1.2.2. For additional requirements for freshman admission to Medical Laboratory Science, see SR 10.3.1.2.5. [US: 11/11/2019]

##### **10.3.1.2.2 University of Kentucky Student Admission**

Completion of the required number of hours of academic credit does not guarantee admission to an undergraduate degree program in the College of Health Sciences. Admission to any program is dependent upon the availability of resources for implementation of quality instruction, and the number of students admitted will be limited by these considerations.

Students will be admitted to the professional program on the basis of their University cumulative grade point average (GPA) and other criteria indicating potential for becoming successful health science professionals (e.g., Health Science grade point average (GPA), freshman entrance scores, grades in key courses, references, and personality inventories).

#### **10.3.1.2.3 Transfer Student Admission**

Admission to the University as a transfer student does not guarantee admission to an undergraduate degree program in the College of Health Sciences. In addition to meeting the University's requirements for admissions from a community college or from another institution, and, in addition to the conditions stated in Senate regulations for changing from one University college to another, applicants seeking to transfer to an undergraduate degree program in the College of Health Sciences will be considered on the basis of their cumulative collegiate grade point average (GPA) and the criteria described in SR [10.3.1.2.2](#) above.

#### **10.3.1.2.4 Application Deadlines**

The deadline for application for admission for the fall semester into the Medical Laboratory Sciences, Communications Disorders, Health Administration and Physician Assistant Studies programs is February 1st. The deadline for application for admission in the spring semester for the Medical Laboratory Sciences program is October 1st. [SC: 4/24/95]

#### **10.3.1.2.5 Medical Laboratory Science Admissions Policy**

Incoming freshmen must have satisfied the prerequisites for taking CHE 105 or CHE 109. Students must achieve an overall (cumulative) GPA of 2.5 and successfully pass all prerequisite courses. [US: 11/11/2019]

#### **10.3.1.2.6 Health Science Educator Admissions Policy**

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

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

References from three health professionals. [US: 4/11/83]

#### **10.3.1.3 College of Education**

[US: 4/23/2001]

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

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

#### **10.3.1.3.1 Continuous Assessment in Teacher Education Programs**

A student's progress through all teacher preparation programs is continuously monitored, assessed, and reviewed. In addition to typical evaluation processes that occur as part of their course work and field placements, students will be assessed a minimum of three times during their program by representatives of their respective program faculty.

The three assessments will occur upon entry into the Teacher Education Program, at a midpoint in the program (no later than the semester prior to student teaching), and as students exit the program following student teaching. Assessments will include, but are not limited to: (a) appropriate scores on approved standardized tests, (b) review of grades via inspection of transcript, (c) personal and professional skills assessed during interviews with program faculty, when taking campus based courses, and during field experiences, (d) portfolio documents, and (e) continued adherence to the KY Professional Code of Ethics.

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

#### **10.3.1.3.2 Standards For Admission To A Teacher Education Program**

##### **10.3.1.3.2.1 Prior academic work**

Candidates for admission must have completed at least 60 semester hours, or, if pursuing initial certification as a postbaccalaureate graduate or graduate student, must have earned a bachelor's degree from a regionally accredited institution of higher education.

Candidates for admission must demonstrate academic achievement by earning a minimum overall GPA of 2.50. In addition, postbaccalaureate graduate and graduate level students must demonstrate a minimum 2.50 GPA in the teaching subject matter field(s). Students seeking admission to a master's degree initial certification program must also satisfy UK Graduate School admissions standards.

#### **10.3.1.3.2.2 Ethics and character**

Candidates for admission must certify their knowledge of the Kentucky Professional Code of Ethics and must sign a state mandated character and fitness review.

#### **10.3.1.3.2.3 Letters of recommendation**

Candidates for admission must demonstrate aptitude for teaching by presenting three letters of recommendation from individuals who can attest to the candidate's potential success in teaching.

#### **10.3.1.3.2.4 Admissions Portfolio**

Candidates must present an Admissions Portfolio. Although the contents of the portfolio will vary by program, it will include at least the following: "best piece" sample(s) of writing in the subject matter field(s); evidence of experience with students and/or community; and a written autobiography or resume.

#### **10.3.1.3.2.5 Communication skills**

Candidates for admission must demonstrate an acceptable level of skills in written communication. This will be assessed through an on-demand writing task at the time of the interview. In lieu of an on-demand task, program faculty may require that the candidate demonstrate having earned a minimum grade of 'B' in a college-level written composition course.

Candidates for admission must demonstrate an acceptable level of skills in oral communication. This will be assessed by the program faculty at the time of the admissions interview. In lieu of assessing oral communication skills at the time of the interview, the program faculty may require that students have earned at least a 'B' in a college level public speaking course.

#### **10.3.1.3.2.6 Standardized test scores**

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

- ACT, with minimum composite score of 21.

- SAT, minimum composite score of 990 (combination of Verbal and Quantitative). A minimum grade of 'B' on a college level written composition course must accompany the SAT scores. Composition courses normally used to fulfill this requirement include ENG 101, ENG 102, ENG 105, ENG 305, or an equivalent course from another institution. Advanced Placement English used to fulfill the USP writing requirement may also be used.
- GRE, minimum composite score of 1200 (combination of Verbal, Quantitative, Analytic). A minimum grade of 'B' on a college level written composition course must accompany the SAT scores. Composition courses normally used to fulfill this requirement include ENG 101, ENG 102, ENG 105, ENG 305, or an equivalent course from another institution. Advanced Placement English used to fulfill the USP writing requirement may also be used.
- PRAXIS Core Battery Communication Skills (646 required) and General Knowledge (643 required) tests.
- PRAXIS I Reading Test (173 paper or 320 computer), Mathematics (173 paper, 318 computer), and Writing (172 paper, 318 computer).

Rules which accompany the standardized testing requirements are as follows:

- No standardized test scores older than eight years can be used to meet this requirement.
- GRE scores may be used only by students who hold a bachelor's degree.
- Students may retake subtests in multi-part tests.
- Students seeking entrance to a graduate degree initial certification program must meet both the Graduate School rules regarding the GRE, and College of Education rules for certificate program standardized testing.

#### **10.3.1.3.2.7 Prerequisites**

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

#### **10.3.1.3.3 Retention of Candidates in Teacher Education Programs**

The progress of candidates who have been admitted to a teacher education program is continuously monitored. Some of the items which are monitored are: (a) whether a student continues to earn grades of C or better in professional education classes, (b) whether a student



continues to maintain 2.50 minimum GPAs overall, 2.50 in the professional education component as defined in the student's program description, and 2.50 in all required subject areas, (c) whether a student continues to demonstrate adherence to the EPSB Professional Code of Ethics, and (d) whether adequate progress is being made in building the Working Portfolio.

If problems are identified, program faculty will determine a plan for addressing the problems and implement the plan including feedback and direction to the student.

#### **10.3.1.3.3.1 Working Portfolio**

Prior to the student teaching semester, each candidate will be asked to provide evidence in the form of the Working Portfolio to demonstrate the acquisition of skills related to teaching in the chosen subject field, and to document progress in any identified problem areas. Each candidate's portfolio will be reviewed by the appropriate program faculty, and continued progress through the program will be contingent on the results of this midpoint review.

#### **10.3.1.3.3.2 Student teaching**

Admission to student teaching requires a successful retention review and recommendation by the program faculty that the candidate be allowed to student teach.

All teacher certification candidates are encouraged to complete the required state-mandated examinations prior to beginning student teaching.

#### **10.3.1.3.4 Exit From Teacher Certification Programs**

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

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

The program faculty must certify that a review of the Exit Portfolio and other pertinent documents has demonstrated that the candidate has met all of the Kentucky New Teacher Standards as a prerequisite to recommending the candidate for a teaching license.

Prior to exit from the teacher certification program, candidates must have successfully completed all On-demand Portfolio Tasks required to recommending the candidate for a teaching license.

Prior to exit from the teacher certification program, candidates must have successfully completed all On-demand Portfolio Tasks required by the Kentucky Education Professional Standards Board.

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

### **10.3.1.3.5 State-Mandated Testing and the Kentucky Teacher Internship**

#### **10.3.1.3.5.1 Precondition for granting a certificate**

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

#### **10.3.1.3.5.2 Kentucky licensing**

Upon being recommended by the College of Education for a Kentucky Teaching License (Certificate), a candidate will be issued a Kentucky Letter of Eligibility for the Kentucky Teacher Internship Program. Upon employment in a Kentucky P-12 school, the candidate will receive a one-year license to practice as a fully qualified intern teacher. After successfully completing the internship year, the candidate will be eligible for a regular Kentucky Professional Teaching License (Certificate).

#### **10.3.1.3.5.3 Other states**

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

### **10.3.1.3.6 Admission and Graduation for Secondary Education Students Not Seeking Admission to a Teacher Certification Program**

All students pursuing a secondary education major without teacher certification must be admitted to advanced standing.

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

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

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

### **10.3.1.3.7 Calculation of GPAs for Admission To Initial Certification Programs**

#### **10.3.1.3.7.1 GPA Rules**

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

#### **10.3.1.3.7.2 Determination of GPAs for Admission to Initial Certification Programs**

1. If the initial certification program requires a UK GPA, the GPA would be calculated using the rules of the UK Registrar.
2. If the initial certification program does not require a UK GPA, the required cumulative GPA of at least 2.50 is taken directly from the transcript that shows the award of the bachelor's degree.

3. If an initial program requires review of the graduate GPA, all graduate courses taken on all transcripts are used to calculate the graduate GPA of at least 3.0.
4. Candidates for admission to a postbaccalaureate graduate initial certification program with less than a 2.50 cumulative GPA may establish a UK undergraduate GPA for the purposes of admission to the program. The UK GPA calculated for this purpose must include at least 12 semester hours taken from four sections of the UK University Studies categories and approved course lists.
5. Subject area GPAs are calculated using all courses included on the candidate's approved subject area course listing form.

### **10.3.1.3.8 Human Nutrition and Dietetics Majors**

[US: 2/11/2013]

Admission to the University is sufficient for lower-division admission to the human nutrition & dietetics majors. However, lower-level admission to the majors or any admission to the University does not guarantee upper-division admission to either of the degree programs in the Department of Dietetics & Human Nutrition. In general, admission depends upon the qualifications and preparation of applicants, as well as the availability of resources for maintaining quality instruction.

Upper-division admission into the human nutrition or dietetics degree programs is necessary in order to be granted a baccalaureate degree from the Department of Dietetics & Human Nutrition. Students who have attained a 2.8 or higher grade-point average in the pre-major component required for all students in the Department of Dietetics & Human Nutrition will be assured admission.

To be considered for upper-division admission to either the human nutrition or dietetics undergraduate degree programs, an applicant must fulfill the following requirements:

1. Enrollment in the University. (Students are considered for acceptance by the Department only after acceptance by the University.);
2. Completion of the pre-major component (Pre-major courses include: CHE 105, CHE 107, CHE 111, CHE 113, BIO 148, DHN 212, and DHN 241) required for all students within the Department of Dietetics & Human Nutrition with a minimum pre-major coursework grade-point average of 2.8.\*
3. Submission of an application form to the Department of Dietetics & Human Nutrition Academic Coordinator.

NOTE: A student can repeat a pre-major course to meet this GPA requirement. If a student repeats the course as one of their three University-accepted repeat options only the repeat grade will be factored into the pre-major coursework GPA. If a student repeats the course outside of the University-accepted repeat options, then the course grades will be averaged and then factored into the pre-major coursework GPA.

Applications from students outside the University of Kentucky seeking admission to the Human Nutrition or Dietetics degree programs, whether for upper-division or lower-division status, must be received by the University Admissions Office no later than April 15 (summer session); August 1 (fall semester); and December 1 (spring semester).

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

Lower-division students enrolled in the Department of Dietetics & Human Nutrition should apply for upper-division admission to the Human Nutrition Program or Didactic Program in Dietetics during the semester they are completing the pre-major course work. The application for upper-division admission should be made before the priority registration period for the upcoming semester.

#### Appeal Process

Students with a GPA below 2.8 and who have completed all pre-major requirements may appeal for admission into the human nutrition or dietetic programs. If the Appeals Committee feels that there is persuasive evidence that personal, academic or professional circumstances have affected a student's grades and the student shows promise for successful completion of a degree in the Department of Dietetics & Human Nutrition, acceptance may be granted. Materials and information necessary for the appeals process will be available in the Department of Dietetics and Human Nutrition. The deadline for submission of the appeals is generally 45 days prior to the beginning of the semester; however, appeals materials are not accepted for the summer session.

#### **10.3.1.3.9 Dietetics Program**

(Also known as HES Coordinated Undergraduate Program in Dietetics, Option B of the Professional Dietetics Program)

Admission to the University of transfer students or completion of the sophomore year by continuing students does not guarantee admission to the Coordinated Undergraduate Program. Admission to the program is dependent upon the availability of resources for implementation of quality instruction and the number of students admitted will be limited by these considerations. Students who have completed the required preprofessional courses will be admitted on the basis of their cumulative collegiate grade point average (GPA) and other criteria indicating potential for becoming successful dietitians (e.g., physical acceptability, references and

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

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

### **10.3.1.3.10 Hospitality and Tourism Program**

[US: 12/14/98]

#### **10.3.1.3.10.1 Admission Requirement**

The minimum grade point average (GPA) for entrance of all students into the Hospitality Management and Tourism Program is 2.30.

#### **10.3.1.3.10.2 Progression Requirement**

Students must have completed the following pre-major courses with a “C” grade or better in order to progress to courses which are major requirements: CS 101, ACC 201, ACC 202, ECO 201, ECO 202, HMT 120, HMT 270, HMT 208, NFS 204, NFS 241.

#### **10.3.1.3.10.3 Graduation Requirement**

Students must fulfill all prerequisites and achieve a “C” grade or better in all NFS and HMT courses which are major requirements.

### **10.3.1.4 College of Social Work**

[US: 4/12/99]

Admission to the University is sufficient for admission to the College of Social Work as a pre-major. Social work students receive academic advising from the College of Social Work faculty and must successfully complete the pre-major course requirements before applying to the BASW degree program. The pre-major course requirements are: SW124 and SW222 or SW322; an introductory psychology course; an introductory sociology course; and Bio102 and Bio103 or Bio110.

An application must be filed with the College of Social Work in order for a student to be considered for admission as a major. In general, admission as a major depends upon the qualifications and preparation of the applicant, as well as the availability of resources for maintaining quality instruction.

#### **10.3.1.4.1 Admission Criteria to the Bachelor of Arts in Social Work Degree Program**

In order to be admitted to the BASW degree program as a major, applicants must fulfill the following requirements:

1. Admission to the University (Students are considered for admission by the College only after acceptance by the University);
2. A grade of B or better in SW124 and SW222, or a grade of B or better in SW322, or equivalent;
3. Submission of an application form;
4. Minimum of a 2.5 cumulative grade-point average on all college work attempted as computed by the Registrar's Office;
5. Ability to articulate reasons for choosing social work as a career, as evidenced in an essay.
6. A passing grade in the introductory psychology course, sociology course, and in the required biology courses.

Applications for admission to the College of Social Work must be received by the Records Office of the College of Social Work no later than May 1 for the summer session, August 1 for the fall semester, and December 1 for the spring semester.

Individuals who do not meet the admissions criteria may submit additional materials to the College's Admissions Exceptions Committee. Admission may be granted if there is persuasive evidence of both the capability and motivation to undertake successfully the BASW degree program.

#### **10.3.1.5 Honors Curriculum**

To be admitted to the curricular program that is housed in the Honors College, entering freshmen should generally have a high school grade point average (GPA) of 3.5 or better and a composite ACT score of 28 or better. Students entering the Honors curriculum after the freshman year must have a cumulative University grade point average (GPA) of 3.40 or better. [US: 2/10/79; 3/7/88; 4/8/91; 5/6/2019]

#### **10.3.1.6 Landscape Architecture Program**

[US: 4/10/95]

Admission to the University and the Martin-Gatton College of Agriculture, Food and Environment does not guarantee admission to the Landscape Architecture Program. All applicants must apply to the Landscape Architecture Program Chair. The number of applicants ultimately admitted is determined by the resources available to provide high quality instruction.

Applicants will be reviewed on a comparative basis. Determination of acceptability into the Program is based on the following:

#### **10.3.1.6.1 Entering freshmen**

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

The probability of their success in a professional program in Landscape Architecture shall be predicted by aptitude testing mechanisms. The following are informative tools with reliable forecasts of potential student success: (1) "The Architectural School Aptitude Test" (section II, III, IV, V, and VII); (2) Watson Glaser "Critical Thinking Appraisal"; (3) Differential Aptitude Test "Spatial Relations" and "Abstract Reasoning." The faculty continually appraises reliability of these tests and may substitute others as necessary.

Students are required to submit statements as to their understanding of the profession of Landscape Architecture and reasons for pursuing this career. In cases of tied or very close scores on the above testing, these statements may be used to determine the greater level of potential success or an interview may be required.

#### **10.3.1.6.2 Transfers: Other degree programs**

Applicants from other programs will be evaluated in order of priority on the following criteria:

Candidates must be eligible for admission or readmission to the University according to the specified standards set forth by the University Senate. The Landscape Architecture program will require a minimum of 2.0 grade point average (GPA) (on a 4.0 scale) for eligibility to transfer into the programs. The probability of their success in a professional program in Landscape Architecture shall be predicted by aptitude testing mechanisms. The following are informative tools with reliable forecasts of potential student success: (1) "The Architectural School Aptitude Test" (sections II, III, IV, V, and VII); (2) Watson Glaser "Critical Thinking Appraisal"; (3) Differential Aptitude Test "Spatial Relations" and "Abstract Reasoning." The faculty continually appraises reliability and validity of these tests and may substitute others as necessary.

Students with a background in related design fields may submit available work such as a portfolio or other work examples as an indication of potential success.

Students are required to submit statements as to their understanding of the profession of Landscape Architecture and reasons for pursuing this career. In cases of tied or very close scores on the above testing, these statements may be used to determine the greater level of potential success.

#### **10.3.1.6.3 Transfers: Other Landscape Architecture programs**



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

The student must be eligible for admission into the University according to the standards specified by the University Senate. The Landscape Architecture Program requires a minimum of a 2.0 grade point average (GPA) (on a 4.0 scale) for eligibility to transfer into the program.

A review of the students' portfolios will determine acceptance into the program as well as the level to which they will be accepted.

The combined review of courses completed and the portfolio will determine acceptance into the program as well as the level to which they will be accepted.

### **10.3.1.7 College of Design**

#### **10.3.1.7.1 School of Architecture**

[US: 11/11/91]

Admission to the University does not guarantee admission to the School of Architecture. All applicants seeking admission to the School must make application to the School of Architecture Admissions Committee. Admission is dependent upon the availability of resources for the implementation of adequate instruction; the number of applicants admitted will be limited by this consideration. Applicants will be examined on a comparative and competitive basis.

##### **10.3.1.7.1.1 Beginning freshmen**

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

1. Their potential for general academic achievement indicated by their high school grade point average and freshman entrance examination scores (ACT/SAT). As a rule, the minimum academic standards acceptable to the School of Architecture Admissions Committee will be the same as those determined by the Senate Council to apply to the admission to the University of freshmen students. In the event, however, that the School of Architecture Admissions Committee finds clear indications of probable success in the School of Architecture from its review of the other evidence pertaining to a candidate who would generally be denied admission through failure to meet these minimum criteria, an exception may be made to this rule.
2. The probability of their success in a professional program in architecture as predicted by the Architecture Admission Test.

3. Comparative measures of their aptitude and motivation derived by the School of Architecture Admissions Committee from supplementary tests (e.g., a home project assignment and/or a controlled test taken by the candidate on the same day and at the same place as test in 2 above) and, in certain cases of indecision and circumstances permitting, personal interviews.

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

#### **10.3.1.7.1.2 Transfer Students: Other educational programs**

Applicants seeking to transfer to the School of Architecture from another UK college or from another institution will be considered in order of priority on the basis of the following criteria employed together in combination:

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

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

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

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

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

#### **10.3.1.7.1.3 Transfer Students: from other Architecture programs**

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

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

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

2. A review of their portfolio of work in architecture.
3. Letters of reference from four previous instructors in architecture, and others from teachers, practitioners or related professionals for whom they may have worked.
4. In certain cases of indecision, and circumstances permitting, personal interviews.

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

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

### **10.3.1.7.2 School of Planning / Design / Strategy**

[US: 10/8/90; 5/6/2013]

#### **10.3.1.7.2.1 Admission into the major**

Students who want to major in Interior Design must first be admitted into the School of Interiors: Planning / Design / Strategy.

##### **10.3.1.7.2.1.1 Freshman candidates**

1. File a University application with the Office of Undergraduate Admission and the University Registrar by **February 1** for fall admission in the year which the student wants to begin the program. For fall admission, applicants must register for and take the American College Test (ACT) or Scholastic Aptitude Test (SAT) on or before the December test date.
2. Apply for admission to the School of Interiors: Planning / Design / Strategy using the *Major Admission Application Form*. Requirements are available on the college Web site.
3. Submit an essay as required by the *Major Admission Application Form*. The essay will require applicants to express in both written and visual format the rationale for their interest in the Interior Design profession and what steps they have taken to make an informed decision regarding their choice for a major.
4. The *Major Admission Application Form* with essay must be received on or before **March 1** in the year the student wants to begin the program.

##### **10.3.1.7.2.1.2 Transfer Students without Interiors: Planning / Design / Strategy Credit**

Transfer candidates from educational programs other than interior design will be required to observe the same application process and deadlines as outlined for freshmen. **Please note that the deadline is earlier than that for general admission of transfer students to the University.**

#### **10.3.1.7.2.2 Major admission selection process**

Candidates will be admitted to the major in order of priority based on demonstrated potential for academic achievement at the freshman level as indicated by high school grade-point average, ACT/SAT scores, and the required essay. Additional consideration will be given to

the student's demonstrated participation in extracurricular, service, or work activities that show evidence for potential development of characteristics that will assist them in succeeding in the profession. Acceptance will be on a comparative and competitive basis and limited to the number of students the School of Interiors: Planning / Design / Strategy is able to accommodate in studio. Notification of acceptance in the major will permit registration into the freshman studio, ID 121, fall semester of the same year. Admission will not be deferred.

#### **10.3.1.7.2.3 Transfer students with Design credit**

Students who have university credit in design course work from an accredited professional program (CIDA, NAAB, etc.) who want to transfer into the School of Interiors: Planning / Design / Strategy must make application for admission to the major.

The application process includes:

1. File a University application with the Office of Undergraduate Admission and the University Registrar to be received by **March 1** for fall admission. Request an official transcript of college course work to be received by University of Kentucky Admissions by **April 1**. **Please note that this deadline is earlier than those for application to the University in general.**
2. Submit a portfolio of student work completed in the university from which the student is transferring. If the applicant wants the portfolio returned, the portfolio should be submitted with return packaging and mailing labels provided. The School of Interiors: Planning / Design / Strategy will return the portfolio by C.O.D.
3. The *Transfer Admission Application Form*, portfolio, and transcript should be in one package, submitted no later than **May 1** for fall term admission in the same year.

#### **10.3.1.7.2.4 Transfer admission selection process**

Admission into the Interiors: Planning / Design / Strategy major will be dependent upon the applicant's qualifications and preparation. The indication of general overall academic success (GPA), success in the Major requirements, and probability of success in a professional program as predicted by a review of the work submitted in the portfolio of student work will be evaluated. Since the number of students admitted will be limited, applicants will be examined on a comparative and competitive basis. Candidates will be admitted in order of priority. Admission for a specific semester will not be deferred.

#### **10.3.1.8 Gatton College of Business and Economics**

[US: 9/8/80; US: 4/13/87; US: 11/14/88; US: 9/13/99]

### **10.3.1.8.1 Lower-division enrollment**

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

### **10.3.1.8.2 Direct Admissions**

Direct admission is available for incoming, first-time freshmen meeting the Gatton Direct Admit Program standards. The Gatton College of Business and Economics will annually review and publish the standards by April 1st for the freshmen cohort entering the fall of the following calendar year. Students in the Gatton Direct Admit Program who are in good academic standing with the University are not required to apply for upper-division admission but are required to complete the same degree requirements, including pre-major and college core coursework. [US: 11/9/2020]

### **10.3.1.8.3 Upper-division enrollment**

Upper-division admission into a degree program is necessary in order to be granted a baccalaureate degree from the Gatton College of Business and Economics.

#### **10.3.1.8.3.1 Review of requirements**

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

#### **10.3.1.8.3.2 Applicants from within UK**

Students who have attained a 3.0 or higher cumulative grade-point average overall and in the English/pre-major component required of all students in the Gatton College of Business and Economics and have completed 60 semester hours of college-level credit will be assured admission.

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

1. Enrollment in the University. [US: 4/13/87; 9/13/99; 5/6/2019]
2. A minimum cumulative grade-point average of 3.0 or the current Annual Admission GPA, whichever is lower; [US:4/13/87; 9/13/99; 5/6/2019]
3. Completion of the pre-major component required of all students within the Gatton College of Business and Economics with a minimum cumulative grade point average (GPA) of 3.0 or the minimum current Annual Admission GPA, whichever is lower. [US: 9/13/99; 5/6/2019]
4. Submission of an application. [US: 9/13/99; 5/6/2019]

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

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

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

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

#### **10.3.1.8.3.3 Applicants from outside UK**

Applications from students outside the University of Kentucky seeking admission to the Gatton College of Business and Economics, whether for upper-division or lower-division status, must be received by the University Admissions Office by the approved deadlines

#### **10.3.1.8.3.4 Applicants from non-English speaking countries**

For applicants from non-English speaking countries, see the information on “International Students” in the Undergraduate Admission section of the Undergraduate Catalog. An applicant from a non-English speaking country is required to take the Test of English as a Foreign Language (TOEFL) and must have a minimum score of 550 in order to be considered for admission. (An equivalent score from another English proficiency test similar to TOEFL may be allowed upon request.) [US: 9/13/99; 5/6/2019]

#### **10.3.1.8.3.5 Appeal Process**

Students with a GPA below the Annual Admission GPA and who have completed all pre-major requirements are allowed a maximum of two appeals for admission into the Gatton College of Business and Economics. If the Appeals Committee feels that there is persuasive evidence that personal, academic or professional circumstances have affected a student’s grade and if the Appeals Committee feels that the student shows promise for successful completion of a degree in the Gatton College of Business and Economics, acceptance may be granted. Information about the appeals process is available in the Undergraduate Resource Center of the Gatton College of Business & Economics Building. The deadline for the submission of the appeals is generally 45 days prior to the beginning of the semester; however, appeals materials are not accepted for the 4-week intersession. [US: 9/13/99; 5/6/2019]

#### **10.3.1.8.4 Five-Year Program in Accountancy**

[US: 4/13/87]

Applications for admission into the Five-Year Program in Accountancy must be made during the first four weeks of the semester following the completion of 72 credit hours.

The applicant shall have: (a) completed the university studies component of the curriculum plus: ACC 301 and ACC 324 and (b) earned a GPA of 3.00 overall and 3.25 in Accounting.

An appeals mechanism will be established for those students who do not meet the above criteria but wish to be considered for admission as exceptions to the criteria. A written appeal must be received by an appeals body one month prior to the beginning of the semester for which the student is seeking admission.

#### **10.3.1.8.5 Enrollment in courses numbered 300 or above**

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

1. Upper-division Business and Economics students; [US: 9/13/99]



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

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

### **10.3.1.9 Stanley and Karen Pigman College of Engineering**

[US: 4/25/84; 2/12/96; 5/7/2007 3/19/2018]

Admission to engineering standing in a degree program is necessary in order to continue in upper-level courses and to be granted a baccalaureate degree in engineering or computer science. Specific departmental requirements for admission to engineering standing are noted below and engineering standing applies to a specific program. Hence, receiving engineering standing in one program does not grant engineering standing in another. Students can request admission to engineering standing after completing the required set of pre-major courses in the first three semesters of the published curriculum in their chosen program. In addition to the requirements described below, each program may specify specific procedures for applying for engineering standing, submitting appeals, etc. Students should refer to the departmental handbook or their undergraduate advisor in their program of choice to identify these specific procedures.

For Transfer Students: The same criteria are applied to transfer students with the equivalence of courses reviewed by the Director of Undergraduate Studies. It is important to note if a student receives acceptance of transfer credit for one or more of the below listed courses, the grades earned will be used in the calculation for engineering standing. Transfer students who have not completed all courses listed below may be considered for admission into courses that require engineering standing on a case-by-case basis. [US: 3/19/2018]

#### **10.3.1.9.1 Biomedical Engineering**

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses with at least a 2.5 GPA: BIO 148, BIO 152, BME 201, CHE 105, CIS/WRD 110, CIS/WRD 111, EGR 101, EGR 102, EGR 103, MA 113, MA 114, MA 213, PHY 231, PHY 241, PHY 232, and PHY 242. Completion of BME 201 with a grade of C or better. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses. [US: 4/10/2023]

**10.3.1.9.2 Biosystems Engineering**

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CHE 105, CIS/WRD 110, MA 113, MA 114, MA 213, and PHY 231. Completion of BAE 200 with a grade of C or better. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses. [US: 3/21/2016; 3/19/2018]

**10.3.1.9.3 Chemical Engineering**

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CHE 105, CHE 107, CHE 111, CHE 113, WRD/CIS 110, MA 113, MA 114, MA 213, and PHY 231. Completion of CME 200 with a grade of C or better. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses. [US: 4/12/2010; 3/21/2016; 3/19/2018]

**10.3.1.9.4 Civil Engineering**

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CE 106, CE 211, CHE 105, CHE 107, CIS/WRD 110, EGR\_103, EM 221, MA 113, MA 114, MA 213, PHY 231, and PHY 241 and a C or better in each course. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses. [US: 4/13/98; 11/12/2001; 3/19/2018]

**10.3.1.9.5 Computer Engineering**

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CHE 105, CIS/WRD 110, CS 215, CIS 216, EE/CPE 282, and PHY 231. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses [US: 3/21/2016; 3/19/2018]

**10.3.1.9.6 Computer Science**

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CS 215, CIS 216, CS 275, and MA 114. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses. [US: 3/21/2016; 3/19/2018]

**10.3.1.9.7 Electrical Engineering**

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CIS/WRD

110, CHE 105, CIS 215, EE 211, EE/CPE 282, and PHY 231. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses. [US: 3/21/2016; 3/19/2018]

#### **10.3.1.9.8 Materials Engineering**

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CHE 105, CHE 107, CHE 111, CHE 113, CIS/WRD 110, MA 113, MA 114, MA 213, PHY 231, and PHY 241. Completion of MSE 201 with a grade of C or better. University repeat options may be applied as appropriate. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses. [US: 4/10/2000; 3/21/2016; 3/19/2018]

#### **10.3.1.9.9 Mechanical Engineering**

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CHE 105, CIS/WRD 111, EGR 101, EGR 102, EGR 103, EM 221, MA 113, MA 114, MA 213, PHY 231, PHY 241, PHY 232, and PHY 242 and a C or better in each course. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses. [US: 12/13/1999; 3/21/2016; 3/19/2018]

#### **10.3.1.9.10 Mining Engineering**

A cumulative GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of CIS/WRD 110, CHE 105, MA 113, MA 114, MA 213, and PHY 231. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses. [US: 3/19/2018]

#### **10.3.1.10 School of Music**

[US: 10/12/81]

Admission to the Bachelor of Arts in Music program or to the Bachelor of Music program is granted only after the successful completion of an audition in the student's applied area.

#### **10.3.1.11 College of Communication and Information**

[US: 12/7/87; US: 5/5/2003]

##### **10.3.1.11.1 Admission to the College of Communication and Information Degree Programs**

[US: 5/4/2020]

Admission without provisions to the University is sufficient for lower division admission to the College of Communication and Information. However, lower division admission to the College or any admission to the University does not guarantee upper division admission to one of the degree programs in the College of Communication and Information. In general, admission depends upon the qualifications and preparation of the applicants, as well as the availability of the resources for maintaining quality instruction.

Annually, degree programs in the College of Communication and Information will review the admission requirements and determine the cumulative grade point average (GPA) (Annual Admission GPA), if any, that would be acceptable below the 2.60 standard. The Annual Admission GPA will be no lower than 2.0 (see Appeal Process for special circumstances). This GPA will be made available in the Undergraduate Advising Office of the College of Communication and Information by October 15 of each year. This GPA will be effective the following fall. The GPA would be effective for any student applying for upper division admission to a degree program, regardless of the time of her/his enrollment in the University.

In order to be admitted with upper division major status US: to any of the five undergraduate majors (Communications, Integrated Strategic Communications, Journalism, Media Arts and Studies, or Information Communication Technology) offered by the College of Communication and Information (CI), an applicant must fulfill the following requirements:

1. enrollment in the University (students are considered for acceptance by the College only after acceptance by the University);
2. completion of 30 semester hours of course work;
3. completion of eight UK Core areas including Composition & Communication I and II, Quantitative Foundations, and Statistical Inferential Reasoning (STA 210 or STA 296)
4. minimum 2.60 cumulative grade-point average or the current Annual Admission GPA for the degree program, whichever is lower;
5. completion of appropriate pre-major requirements as stated below for each major:
  - a. Communication—completion of COM 101; COM 252; COM 249, Composition and Communication I and II requirements, with a minimum cumulative GPA of 2.00 or greater in these courses.
  - b. Journalism—completion of JOU 101, JOU 204 (grade counts double) and any political science course with a minimum cumulative GPA of 3.00 or greater in these courses.

- c. Integrated Strategic Communication—completion of PSY 100, ISC 100, ISC 161, and ISC 261 or JOU 204, and STA 210 with a minimum cumulative GPA of 2.50 or greater in ISC 161 and ISC 261 and JOU 204.
  - d. Media Arts and Studies—completion of MAS 101, MAS 201, TEL 201, and a statistics course (e.g. STA 210, STA 296) with a minimum cumulative GPA of 2.00 or greater in these courses.
  - e. Information Communication Technology— completion of ICT 200, ICT 201, and ICT 202 with a minimum cumulative GPA of 2.00 or greater in these courses.
6. submission of an application form.

Students meeting these requirements will be designated as "majors" or as students with upper-division standing in the program to which admission is granted. Any student not meeting one or more of these requirements may be granted "pre-major" status: in one of the majors.

#### **10.3.1.11.1 Admissions policy and process**

Applications from students outside the University seeking admission to the College of Communication and Information, whether for lower-division or upper division status, may apply for admission during the appropriate dates listed in the University calendar. Students enrolled in other UK colleges on campus may apply for admission during the major change windows listed in the University calendar as approved times to change majors. [US: 5/4/2020]

#### **10.3.1.11.2 Appeal process**

Students who do not meet one or more of the requirements for admission, but who feel that this is due to extenuating personal, academic, professional, or intellectual circumstances, must describe these circumstances in detail in a separate letter of appeal. These circumstances will be considered by a committee of the appropriate program. This committee will be appointed by the Chair or Director of the program department or school. The applicant will be informed in writing of the committee's decision, which also will be forwarded to the College's Office of Undergraduate Studies. [US: 5/4/2020]

#### **10.3.1.11.3 Admission to completion programs**

Students applying to the degree completion programs in Information Studies or Communication must also have completed 60 hours at another university or have taken an extended absence (at least one year) from UK before applying to the completion program. [US: 5/4/2020]

#### **10.3.1.11.4 Advising**

All pre-major and major students will be assigned a professional academic advisor. Advisors are available throughout the year. Students must meet with an advisor each semester prior to Priority Registration. [US: 5/4/2020]

**10.3.1.11.2 Enrollment in Upper Division College of Communication and Information Courses**

[US: 4/12/2004]

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

1. majors and minors in a College of Communication and Information (CI) degree program;
2. non-College of Communication and Information (CI) students who are registered for specific programs requiring College of Communication and Information (CI) courses;
3. other students or categories of students with the express permission of the department offering the course (departments may choose to declare certain courses as open enrollment courses).

**10.3.1.12 College of Fine Arts, Arts Administration**

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

1. be enrolled in the University;
2. complete 45 semester hours of course work.
3. have a minimum 2.8 cumulative grade point average (GPA).
4. complete pre-major core requirements (AAD 200 and 202, and one of the following: COM 181, COM 287, TA 225), plus: ACC 201 and ECO 201 with a cumulative grade point average (GPA) of 3.0.
5. submit an application form.

Students meeting these requirements will be accepted as majors in the program. Applications for admission must be submitted before the end of the semester prior to a student taking an upper division Arts Administration course.

Students who want to be a major, but have not met one or more of the above requirements will be designated as "pre-majors." There is no application procedure for students to become Arts Administration pre-majors. Upon their request, pre-majors will be assigned Arts Administration advisors and advising folders will be created for them.

## **10.3.2 PROFESSIONAL PROGRAMS**

### **10.3.2.1 University of Kentucky J. David Rosenberg College of Law** (hereafter: Rosenberg College of Law)

#### **10.3.2.1.1 Requirements**

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

1. The applicant must have a bachelor's degree from an accredited institution. However, if the applicant is a student at the University and is enrolled in an approved Bachelor to Law Undergraduate Education (BLUE) program, the applicant will be considered for admission without having a bachelor's degree at the time of enrollment. [US: 5/4/2015]
2. The applicant must have taken the Law School Admissions Test. [SC: 4/3/98]
3. The applicant must have registered with the Law School Data Assembly Service and furnished the necessary transcripts such registration requires.
4. The applicant must provide at least two (2) letters of recommendation. [US: 11/9/2009]

#### **10.3.2.1.2 Considerations**

The Rosenberg College of Law Admissions Committee considers and makes recommendations to the Dean on an applicant's undergraduate grade record, the Law School Admission Test score, the writing ability score, and other factors indicative of the applicant's aptitude for law study. The Committee examines with particular care the grade average for the most recent semesters of undergraduate study, recommendations of faculty, the nature and difficulty of course work attempted in pre-law study, undergraduate extracurricular activities, and work experience. The Committee also considers postbaccalaureate experiences where such experiences, in the Committee's determination, indicate a development of aptitude for the study of law. The Committee will review the file of an applicant to determine whether personal, academic, professional, or intellectual circumstances tend to discount low academic or LSAT scores and give evidence of both the capability and motivation to do successful law school work. The Committee may also consider factors which bear on the provision of adequate legal services to all segments of Kentucky.

#### **10.3.2.1.3 Statement of Admissions for Application to Transfer**

Applicants for transfer from a law school should present a 2.7 average on at least 25 hours of law school work at a school accredited by the American Bar Association or the Association of American Law Schools. The Admissions Committee will consider and recommend to the Dean

the applicant's law school record as well as all factors the Committee considers in an application for the entering class. [US: 5/2/77]

### **10.3.2.2 College of Pharmacy**

The College offers one professional degree, the Doctor of Pharmacy (PharmD.).

A minimum of 70 semester credit hours of prepharmacy course work is required for admission. The required prepharmacy coursework shall be listed the University Catalog. The number of students admitted to the Doctor of Pharmacy program depends upon the availability of resources such as faculty, clinical facilities and space for implementation of a quality educational program.

Admission to the professional program is competitive. A grade of C or higher is required in all prepharmacy courses. In addition to completing the required prepharmacy course work, prospective students must be selected for and complete a structured interview process. Consideration for admission will be based on a holistic review of the applicant's previous academic record, potential for academic achievement, standardized admission test scores, assessment of communication skills, contribution to diversity, integrity, commitment, motivation, character, maturity and emotional stability. [SC: 5/13/2013; US: 10/14/2019]

### **10.3.2.3 College of Medicine**

Applicants for admission to the College of Medicine M.D. program, in addition to meeting general University requirements, must meet the requirements of the College of Medicine and be accepted by the College of Medicine Admissions Committee. Applicants normally will be required to have taken the MCAT and to have completed a liberal arts degree program in an accredited college of arts and sciences. However, consideration may be given to applicants who have completed only two or three years of college if their academic background and other credentials demonstrate superior ability. The required pre-medicine coursework shall be listed in the Undergraduate Catalog, as approved by the College of Medicine faculty. Consideration for admission will be based on a holistic review of the applicant's previous academic record, potential for academic achievement, standardized admission test scores, assessment of communication skills, contribution to diversity, integrity, commitment, motivation, character, maturity and emotional stability. [US: 10/10/2016]

### **10.3.2.4 College of Dentistry**

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

#### **10.3.2.4.1 Number of Years**

Bachelor's degree desired.



**10.3.2.4.2 Limitations on Junior College Hours:**

60 semester hours maximum.

**10.3.2.4.3 Required Courses**

General Biology with lab*	(2 / 3)
General Chemistry with lab*	(2 / 3)
Organic Chemistry with lab*	(2 / 3)
Physics with lab*	(1 / 2)
Biochemistry	(1 / 2)
Microbiology	(1 / 2)
English Composition with emphasis on Communication Skills*	(2 / 3)

\*or equivalent

**10.3.2.4.4 DAT or Canadian DAT**

Mandatory; scores of 17 or higher preferred.

**10.3.2.4.5 GPA**

3.0 or higher preferred.

**10.3.2.4.6 Suggested Additional Preparation**

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

**10.3.2.4.7 Other Selection Factors**

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

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

## 10.4. EXCEPTIONS TO THE GRADING SYSTEM

### 10.4.1 UNIVERSITY OF KENTUCKY J. DAVID ROSENBERG COLLEGE OF LAW

(hereafter 'Rosenberg College of Law')

#### 10.4.1.1 Grading System

The Rosenberg College of Law uses a special letter grading system in which the following grades are conferred with the respective quality point values indicated:

A+	4.3	B+	3.3	C+	2.3	D+	1.3	E=0
A	4.0	B	3.0	C	2.0	D	1.0	
A-	3.7	B-	2.7	C-	1.7	D-	0.7	

#### 10.4.1.2 Calculation of GPA

A student's academic grade record is expressed as a grade point average (GPA) computed by multiplying the semester hours of credit for each course by the quality point value of the grade received in the course. These products are added together, and the sum is divided by the total semester hours attempted. The grade point average (GPA) thus derived is the basis for each student's academic status as indicated in the published rules and policies of the Rosenberg College of Law Faculty.

#### 10.4.1.3 Pass/Fail Courses

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

#### 10.4.1.4 Limitation on Pass/fail Units Creditable for Rosenberg College of Law Students

[US: 4/12/93; US: 12/8/2014]

In determining the number of hours credited toward the requirement for the J.D. degree:

1. No more than 6 hours of graduate courses outside of the Rosenberg College of Law shall be counted. All such courses must be approved by the faculty in advance. The Rosenberg College of Law will assign a grade of P if a student receives an "A" or "B" in

the course; the Rosenberg College of Law will assign an “E” if the student receives a C, D, or E.

2. No more than 9 hours of courses in the Rosenberg College of Law that are offered on a pass/fail basis shall be counted.
3. No more than 12 of the total number of pass/fail credit hours, whether earned under **1.** (above) or under **2.** (above) shall be counted.
4. No more than one graduate course outside the Rosenberg College of Law, graded on a pass/fail basis, may be credited in any one semester.

Students in joint degree programs may only take up to nine pass/fail course credit hours in the Rosenberg College of Law and may take no courses outside the Rosenberg College of Law for credit toward the J.D.

#### 10.4.2 COLLEGE OF DENTISTRY

[US: 11/8/99]

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

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

- F** Represents an unacceptable level of performance in courses taught on a pass/fail basis. It is not used in GPA calculations.
- I** Incomplete; course objectives have not been completed during the allotted course time due to circumstances usually beyond the student's control. An I grade shall be conferred only when there is a reasonable possibility that a passing grade will result when work is completed. An I must be replaced by another grade within 12 months or before graduation, whichever occurs sooner. After this period, an I grade will automatically convert to an E or an F grade as appropriate.
- W** Withdrawn; this grade will be awarded to a student who withdraws from a course or from the college. It shall be awarded only after recommendation by the Academic Performance Committee and approval by the dean.

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

### 10.4.3 COLLEGE OF MEDICINE

[US: 3/10/86; 5/9/2011; 12/14/2016: 4/23/2018]

All professional program (MD degree) courses in the College of Medicine will determine a level of competency. Students will receive one of the grades below.

- E** Represents failure to achieve competency and unacceptable performance in a pass/fail course.
- P** Represents achievement of competency and a passing grade in a pass/fail course.
- W** Denotes withdrawal from the college or from an elective course. W must be approved or recommended by the Student Progress and Promotion Committee. Withdrawal from a required course is not permitted, except when a student withdraws from the college. A student may withdraw from an elective and the W will remain on the record.
- I** Represents incomplete work at the time grades are submitted for courses. It is conferred only when there is a reasonable possibility that achievement of competency will be demonstrated upon completion of the work. All I grades in required courses must be replaced by a passing grade before a student can be promoted to a subsequent year. If a student later withdraws from the College, an outstanding 'I' grade can revert to a W grade at the discretion of the Student Progress and Promotion Committee.

**10.4.4 COLLEGE OF PHARMACY**

[US: 3/21/11]

Grades in all experiential course work in the professional curriculum (i.e. Introductory Pharmacy Practice Experiences, IPPE I and IPPE II; and Advanced Pharmacy Practice Experiences, APPE) shall be assigned on the following basis:

**PH** Pass with honors. Represents exceptionally high achievement in all course requirements as a result of aptitude, effort and intellectual initiative. Credit hours under this grade will count towards graduation, but will not be used in calculating grade-point averages.

**P** Pass. Represents high achievement as a result of ability and effort and reflects student competence in all course requirements. Credit hours under this grade will count towards graduation, but will not be used in calculating grade-point averages.

**F** Fail. Represents a marginal or unsatisfactory level of achievement in any of the course requirements. Credit hours under this grade will not count towards graduation but will be used in calculating grade-point averages.

**10.4.5 DESIGN & LANDSCAPE ARCHITECTURE**

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

A	4.0	A-	3.7	B	3.0	B+	3.3
B-	2.7	C+	2.3	C	2.0	C-	1.7
D+	1.3	D	1.0	D-	0.7	E	0.0

The use of the plus-minus system does not change any college or university GPA requirement, nor the method by which GPAs are computed, nor the interpretations of other grades awarded, such as F, I, P, W, & S. [US: 9/20/93]

All students enrolled in courses using the plus/minus grading system will have the appropriate point value calculated into their GPA regardless of their college of origin. [US: 3/18/96]

In the Program in Landscape Architecture students must earn a C grade or better in major design studios in order to advance to the next level in the curriculum.



## **10.5. ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL POLICIES FOR PARTICULAR PROGRAMS**

### **10.5.1 UNDERGRADUATE PROGRAMS**

Individual colleges (SR 9.19) may establish policies regarding academic probation and suspension with regard to a student's academic standing within the college in addition to the University-wide policies prescribed in SR 5.4. If a college establishes such a policy, the policy must be approved by the University Senate, and the policy shall be made available in writing to the students. [US: 4/25/84]

#### **10.5.1.1 College of Design**

A student may be placed on probation in the College of Design or suspended from the College of Design, but not necessarily the University, according to the College of Design standards that follow.

A student enrolled in the College of Design who is placed on college probation may continue with studies in the college and university subject to general University regulations concerning academic standing. A student enrolled in the College of Design who is suspended from the college may not take classes offered in the College of Design until reinstated. A student who is suspended from the College of Design may take classes outside the college subject to general University regulations concerning academic standing.

A grade of "C" or higher is required to advance to the next level of studio in the College of Design. A grade below C in an architectural design studio is considered unacceptable for majors in the College of Design. A student who earns a grade below C in a design studio will be placed on College probation. This probation will be removed when the student earns a grade of C or higher in the same studio.

A student will be suspended from the college for:

1. failing to earn a grade of C or higher in a particular architectural design studio for the second time; or
2. failing to earn a grade of C or higher in a particular design studio in its first or second offering after the semester in which the student earned a grade below C in that studio, provided the student remains in the University, except that students are not required to enroll in summer sessions; or
3. failing to earn a grade of C or higher in any design studio while the student is on University probation for two or more consecutive semesters.



Provision 3 does not apply to first year architectural design students.

College of Design rules on probation and suspension may be waived by the Dean of the College of Design under extraordinary circumstances, with notification to the Faculty.

A student who has been suspended from the College of Design may petition the Dean for reinstatement after a period of no less than 12 months.

### **10.5.1.2 College of Health Sciences**

[US: 4/25/84; 12/14/92; 5/5/2014]

The following standards apply to Health Sciences students in professional programs:

#### **10.5.1.2.1 Placement on Probation**

A student will be placed on probation in the professional program when:

1. the semester GPA falls below 2.0 in courses required by the professional program; or,
2. a failing grade is earned in any course required by the professional program.

#### **10.5.1.2.2 Removal from Probation**

A student may satisfy the deficiency warranting probation and will be removed from probation when:

1. in the semester following probation, a 2.0 or above semester GPA is achieved in courses required by the professional program; and
2. a passing grade is earned in any previously failed course required by the professional program.

#### **10.5.1.2.3 Suspension**

A student will be suspended from the professional program when:

1. The student does not earn a 2.0 semester GPA in courses required by the professional program is not earned either at the end of the probationary semester, or in any subsequent semester; or
2. The student fails a course required by the professional program a second time; or

3. The student fails two courses required by the professional program, unless alternative action is recommended by the Program Director and approved by the Dean.

### **10.5.1.3 College of Education**

[US: 3/9/87; US: 11/14/88; US: 9/8/97]

The teacher candidate's progress in a Teacher Education Program is continuously monitored. A student may be placed on probationary status or suspended from the program for failure to make satisfactory progress. Conditions resulting in probation or suspension include the following:

#### **10.5.1.3.1 Retention of Candidates In Teacher Education Programs**

The progress of candidates who have been admitted to a teacher education program is continuously monitored. Some of the items which are monitored are: (a) whether a student has failed to earn a grade of C or better in a professional education class, (b) whether a student has failed to maintain 2.50 minimum GPA's overall and in required subject areas, (c) whether a student has demonstrated continued adherence to the EPSB Professional Code of Ethics, and (d) whether adequate progress is being made in building the Working Portfolio.

If problems are identified, program faculty will determine a plan for addressing the problems and implement the plan including feedback and direction to the student.

#### **10.5.1.3.2 Continuous Assessment In Teacher Education Programs**

A student's progress through all teacher preparation programs is continuously monitored, assessed, and reviewed. In addition to typical evaluation processes that occur as part of their course work and field placements, students will be assessed a minimum of three times during their program by representatives of their respective program faculty.

The three assessments will occur upon entry into the Teacher Education Program, at a midpoint in the program (no later than the semester prior to student teaching), and as students exit the program following student teaching. Assessments will include, but are not limited to: (a) basic skills assessment, (b) review of grades via transcript, (c) personal and professional skills assessed during interviews with program faculty when taking campus based courses, and during field experiences, (d) portfolio documents, and (e) continued adherence to the KY Professional Code of Ethics.

Following admission to a Teacher Education Program, if problems have been identified at any of the assessment points, program faculty will determine a plan for addressing the problems and implement the plan including feedback and direction to the student. In addition, if specific strengths are recognized during these assessments, the student will be commended.

### 10.5.1.3.3 Admission to Student Teaching

Prior to the student teaching semester, each candidate will be asked to provide evidence in the form of the Working Portfolio to demonstrate the acquisition of skills related to teaching in the chosen subject field, and to document progress in any identified problem areas. Each candidate's portfolio will be reviewed by the appropriate program faculty, and continued progress through the program will be contingent on the results of this midpoint review.

Admission to student teaching requires a successful midpoint assessment review and recommendation by the program faculty that the candidate be allowed to student teach.

### 10.5.1.4 College of Nursing

[US: 10/14/91]

The following standards apply to undergraduate students in the nursing program. These standards apply to all undergraduate students unless alternative action is recommended by the Undergraduate Student Admission and Progression Committee and approved by the Dean of the College of Nursing.

(NOTE: In the statements below, the phrase "in the College of Nursing (CON)" refers to courses with an NUR prefix that are specific requirements for the degree of Bachelor of Science in Nursing. The phrase "by the CON" refers to other courses in the student's approved academic plan that do not have the NUR prefix, e.g., ENG, CHE, BIO.)

#### 10.5.1.4.1 Undergraduate Program Probation

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

1. earns a semester GPA less than 2.0 in courses required by the College of Nursing; OR,
2. earns a grade less than a C (2.0) for any course required in the CON (NUR prefix).

#### 10.5.1.4.2 Removal from Undergraduate Program Probation

A student shall be removed from probation when the student:

1. in the semester following probation earns a semester GPA of at least 2.0 in courses required by the College of Nursing; an
2. earns at least a grade of C (2.0) in any course required in the CON (NUR prefix) for which the student previously earned a grade below C (2.0).

**10.5.1.4.3 Undergraduate Program Suspension**

[US: 3/18/2019]

A student shall be dismissed (subject to appeal) from the undergraduate nursing program when the student:

1. earns less than a semester GPA of 2.0 in courses required by the CON either at the end of the first probationary period or in any subsequent semester; or
2. For a second time fails to earn a grade of C (2.0) or higher in a completed attempt of a course required in the CON (NUR prefix); or
3. fails to earn a grade of C (2.0) or higher on the first completed attempt of any two courses required in the CON (NUR Prefix); or
4. earns less than a GPA of 1.5 in the courses required by the CON at the end of any semester, except for the first semester at the University, with a preliminary probationary period.

**10.5.1.4.4 Dismissal**

Repeat options are not recognized by the College of Nursing for dismissal decisions based on failure to earn a C (2.0) or higher on the first completed attempt of any two NUR courses. The original grade received in each NUR course will be considered for the dismissal decision regardless of any grades earned in repeated courses. [US: 3/18/2019]

**10.5.1.4.5 Master of Science in Nursing GPA Requirements**

A minimum of 3.0 GPA in all graduate nursing courses is required for graduation, in addition to a cumulative 3.0 GPA over all graduate courses.

**10.5.1.5 Gatton College of Business and Economics****10.5.1.5.1 Program in Accountancy**

[US: 4/13/87]

**10.5.1.5.1.1 Retention Standards**

Students pursuing the Five-Year Professional Program in Accountancy must maintain a 3.00 GPA in all hours attempted throughout the five-year program. If a student's GPA in the hours attempted after admission to the professional program falls below 3.00, the student will be given one semester to bring his or her GPA up to 3.00.

**10.5.1.5.1.2 Graduation Standards**

In order to graduate with an M.S. in the Professional Program in Accountancy, students must have at least a 3.00 GPA in all worked attempted and must have successfully completed a comprehensive final examination.

**10.5.1.5.2 Other programs**

[US: 5/5/2003]

The following rules apply to students in the Gatton College of Business and Economics. Semester refers to any academic term: fall, winter, spring, and summer.

1. No student with a cumulative GPA of less than 2.0 will be enrolled in the Gatton College of Business and Economics. Any student who fails to maintain a cumulative GPA of 2.0 will be suspended from the Gatton College of Business and Economics and will not be readmitted until this GPA is 2.0 or greater. No probationary notice will be given.
2. Any student enrolled in the Gatton College of Business and Economics who achieves a GPA of less than 2.0 in any semester will be placed on probation.
3. Any student on probation who fails to achieve a 2.0 semester GPA will be suspended from the Gatton College of Business and Economics and will not be readmitted until they have obtained a semester GPA of 2.0 or greater for one semester and the student's cumulative GPA is 2.0 or greater.
4. Students who are suspended twice from the Gatton College of Business and Economics will not be readmitted.

**10.5.1.6 Lewis Honors College**

[US: 12/10/2018]

Students in the Lewis Honors College must maintain a cumulative GPA of 3.40 in order to remain in good standing. If a student's cumulative GPA falls below a 3.40, the student will be given one semester to bring their cumulative GPA up to a 3.40 and additional academic advising will be required. If a student falls below a cumulative 3.40 for two semesters in a row they will be dismissed from the Lewis Honors College. Affected students may appeal their dismissal to the Dean of the Lewis Honors College. There will be no impact on scholarships unless otherwise stated in the scholarship contract that they received upon enrollment.

**10.5.2 ATTENDANCE AND ACADEMIC DISCIPLINE IN THE PROFESSIONAL PROGRAMS**

NOTE: All students in the professional programs are subject to the rights, rules and regulations governing University of Kentucky students in all matters not specifically covered in these rules.

**10.5.2.1 University of Kentucky J. David Rosenberg College of Law**  
(hereafter 'Rosenberg College of Law')

[US: 4/13/2020]

**10.5.2.1.1 Probation****10.5.2.1.1.1 Placement on Probation**

A student is placed on probation in any of the following circumstances.

1. After completion of the first semester, the student's grade point average (GPA) is below 2.0.
2. After completion of any other semester, the student's cumulative grade point average (GPA) is below 2.2.

**10.5.2.1.1.2 Consequences of probation**

A student on probation:

1. Must have all course enrollments approved by the Associate Dean for Academic Affairs;
2. May not have outside employment;
3. Must raise his or her grade point average (GPA) as follows:
  - a. In the first following semester to 2.2 for that semester, and, by the end of the second following semester, to a cumulative average of 2.2; or
  - b. If the first following semester is intended to be the student's final semester, to a cumulative average of 2.2 by the end of that semester.
4. Must enroll in and attend all Academic Success classes offered during the period of probation.
5. May not graduate from the College of Law.

**10.5.2.1.1.3 Removal from probation**

A student who meets requirements 1. through 4. of SR [10.5.2.1.1.2](#) shall be removed from probation.

### **10.5.2.1.2 Suspension**

#### **10.5.2.1.2.1 Placement on suspension**

A student is suspended from the College of Law if

1. The student is on probation and fails to meet the requirements 1. through 4. of SR [10.5.2.1.1.2](#) within the time frame provided; or
2. The student's cumulative grade point average (GPA) is below 2.2 at the end of any semester after having been removed from probation under SR [10.5.2.1.1.3](#).

#### **10.5.2.1.2.2 Consequences of suspension**

A student on suspension may neither attend nor graduate from the College of Law.

#### **10.5.2.1.2.3 Removal from suspension**

A student may not be removed from suspension except upon approval of the College of Law faculty (after consideration by the Academic Status Committee) and the Dean. The faculty may impose additional academic standards in individual cases, and in any case may impose other reasonable conditions of readmission including, but not limited to, specification of schedule of study (including specification of particular courses and limitation of hours), and the limitation of extracurricular activities. The faculty may also require the repetition of courses either with or without substitution of the grades awarded in the courses retaken. The student may have an opportunity to be heard at any Committee or faculty meeting hereunder. A student removed from suspension is placed on probation for the student's next semester or summer term but is not thereby subject to subsection [10.5.2.1.2.1\(2\)](#) of this Rule. A student suspended for a second time may not be removed from suspension.

#### **10.5.2.1.3 Repetition of courses**

Any student who receives a grade of E in a required course must reregister for the course and complete all requirements therefor. A student who receives a grade of "D+" or lower in any first-year class must repeat that class until the student receives a grade of "C-" or better. When such a required course is retaken or when a student elects to repeat an elective course in which the student received a failing grade, both the initial and subsequent grade will be reflected on the student's record and counted in the computation of grade point average (GPA) for purposes of this Rule.

### **10.5.2.1.4 Requirements for Graduation**

#### **10.5.2.1.4.1 Juris Doctor degree**

Students admitted to the College of Law are eligible for the degree of Juris Doctor (J.D.) upon completion of a minimum of three academic years (six full time semesters or equivalent) of residence and 90 semester hours of courses in the College of Law with a grade point average (GPA) of at least 2.2.

All courses in the first year of law study are required, as is a course in professional responsibility, an upper division writing course, six upper division substantive courses, and six credit hours of experiential courses.

#### **10.5.2.1.4.2 Upper Division Substantive Courses**

A student must successfully complete Professional Responsibility as well as six of the following courses: Administrative Law, Business Associations, Constitutional Law II, Criminal Procedure, Evidence, Family Law, Secured Transactions, Taxation I, Trusts and Estates.

#### **10.5.2.1.5 Withdrawal and Readmission**

[US: 4/12/93]

##### **10.5.2.1.5.1 Withdrawal during the first year**

First-year students are expected to complete their first year of law study without interruption. If a student withdraws from the college and University during his or her first year of law study, readmission is not automatic. If a student withdraws during the first semester of law study, application for readmission will be referred to the Admissions Committee; if a first-year student withdraws during the second semester, application for readmission will be referred to the Academic Status Committee; provided that in either of the above withdrawal situations, the Dean's designee may grant a special leave of absence for the balance of the academic year for reasons relating to extended illness or equivalent distress.

##### **10.5.2.1.5.2 Withdrawal after the first year**

After completion of all required first-year courses, a student who withdraws from the Rosenberg College of Law and the University is subject to the rules stated herein regarding readmission after a leave of absence and grades for students who withdraw. To officially withdraw from the Rosenberg College of Law, a student must obtain from Registrar's Office to obtain a withdrawal card; this card must be signed by the Dean of the Rosenberg College of Law or the Dean's designee. If a student plans to complete a semester, but not reenroll for the subsequent semester, they must give the Dean's designee written notice of such intention.

##### **10.5.2.1.5.3 Readmission after withdrawal after the first year**

If a student withdraws from the college and University or does not continue enrollment **and** has complied with SR [10.5.2.1.5.2](#), the student will routinely be readmitted to the college provided that the student is in good standing and the absence was not longer than two semesters plus one summer session. No student will be readmitted pursuant to this paragraph more than one time.



**10.5.2.1.5.4 Leave of absence**

A student who intends to remain away from the college for more than 2 semesters plus one summer session must request permission for a Leave of Absence. These requests are not routinely granted and will be referred to the Academic Status Committee for recommendation to the Dean.

**10.5.2.1.5.5 Policies on readmission**

Readmission for students who are not entitled to readmission pursuant to SR [10.5.2.1.5.1–4](#) of this rule is not automatic. Applications for such readmission will be referred to the Academic Status Committee for a recommendation to the Dean. The Academic Status Committee may consider all relevant facts and circumstances, including the length of time out of the college and reasons for the absence. The Academic Status Committee and Dean will normally not approve readmission for any student who has been away from the college for six regular semesters. Reasonable conditions, including the repetition of courses for no credit, may be imposed if readmission is approved.

**10.5.2.1.5.6 Withdrawal from a course**

A second-year student, a third-year student, or a first-year student with special permission of the Dean's designee may withdraw from any course or seminar within the first half of a semester or summer session. To withdraw from a course or seminar within the first half of a semester or summer session, the student must submit a completed course withdrawal card to the Dean's designee. A student may withdraw from a course or seminar during the last half of a semester or summer session only on a petition certifying reasons relating to extended illness or equivalent distress. This petition must be approved by the instructor and the Dean's designate.

**10.5.2.1.6 Limitation on Pass/fail Units Creditable for University of Kentucky J. David Rosenberg College of Law Students**

[US: 4/12/93; US: 3/9/2015]

See SR 10.4.1.4 for limitations on pass/fail units creditable for Rosenberg College of Law students.

**10.5.2.2 College of Pharmacy****10.5.2.2.1 Academic Performance, Progress and Guidelines**

[US: 11/13/95; US: 4/12/2004; 10/14/2019]

The Academic Performance Committee (APC) is charged with monitoring students' progress through the curriculum. The committee regularly reviews (during and at the end of each

semester) the performance of each student, based on course grades and on written comments regarding each student's academic performance and professionalism - - both of which are shared with the student and are part of the student record. The APC for each professional particular year consists of the course coordinators for that academic year, plus a standing core group of faculty. The APC will recommend an action appropriate to the particular student standing and record, i.e., proceed to the next series of courses, promotion to the next year, graduation, probation, probation with remedial action, removal from probation, academic leave, suspension or other action. Recommendations for graduation are made through the Dean for approval by the Faculty. All other recommendations are made to the Dean. Students must be promoted to subsequent year standing by action of the APC. Promotion is not automatic, but must be earned based on appropriate academic and professional performance and satisfactory completion of course work. The APC may also recommend other sanctions, including but not limited to adjustment of academic load, repetition of curriculum segments and referrals to appropriate services. Although the APC considers the overall record of the student in making decisions, the committee will rely on the guiding principles below:

#### **10.5.2.2.2 Academic Policy for Professional Students in the College of Pharmacy**

All students must maintain a minimum Pharmacy GPA of 2.0, pass each Mile Marker exam, take the Pharmacy Curriculum Outcomes Assessment (PCOA), fully participate in the interprofessional Collaboration and Team Skills (iCATS) curriculum and pass each course taken during the time they are students in the College of Pharmacy. This includes all coursework, including PHR and non-PHR electives, which comprise the first through fourth professional years of the Doctor of Pharmacy degree program. Failure to earn a minimum of a "C" in any one course or failure to meet the academic standards outlined above will prompt a review by the APC.

Repeat Options are not recognized by the College of Pharmacy for courses taken by students after enrolling in the College. The original grade received in each course will remain on the transcript, be averaged into the cumulative GPA, and be considered in discussions of probation and suspension regardless of any grades earned in repeated courses. [US: 5/7/2007]

Further:

1. Any student with a GPA less than 2.0 in a single semester or with a cumulative GPA less than 2.0 will be placed on probation or may be suspended from the College.
2. Students who fail to earn a minimum of "C" in any one course may be placed on probation. The APC will determine the remediation required.
3. Students who fail to earn a minimum of "C" in two courses will be placed on probation and remediation may be required. The APC will determine the level of remediation required.

4. Students who fail to earn a minimum of “C” in three or more courses will be suspended from the College of Pharmacy, regardless of GPA.
5. Students who satisfactorily complete the remediation requirements for probation will be removed from probation.
6. Students who are on probation and fail to meet the requirements for remediation or fail to meet the requirements needed to remove them from probation will be suspended.
7. Students eligible for probation on a second occasion may be suspended from the College.

#### **10.5.2.2.3 Probation**

[US: 10/14/2019]

Students who are on academic probation may not:

1. Serve as officers or committee members in any campus: organization.
2. Participate in any University extracurricular activities or in the activities of any University organization if the participation involves the expenditures of any appreciable amount of time.
3. To be employed by the University.

Students on probation may have a restricted academic schedule as dictated by the APC. Students placed on probation must meet the requirements dictated by the APC before being removed from probation. If the student is judged after 2 semesters to be performing satisfactorily by the APC while taking normal academic course loads, their probation status may be revoked.

#### **10.5.2.2.4 Suspension**

[US: 10/14/2019]

Students suspended from the college may petition the APC for reconsideration of their case and for permission to re-take College of Pharmacy courses to correct their academic deficiencies. That permission may or may not be granted by the APC. If a student is allowed to re-take required Doctor of Pharmacy degree courses, and the academic deficiencies have been satisfactorily addressed, these students may re-enter the College of Pharmacy but will do so on probation status.

#### 10.5.2.2.5 Special Considerations

1. Because of the demands of the Doctor of Pharmacy curriculum, students are expected to devote their energies to the academic program. The College and cannot take outside employment or activities into account when scheduling classes, examinations, reviews, field trips or individual course functions or special projects.
2. Due to curricular requirements course functions and/or examinations may occur outside the normal business hours of Monday through Friday, 8 AM to 5 PM.
3. Clinical responsibilities will include evening and weekend work.
4. All College of Pharmacy students are subject to the rights, rules and regulations governing University students in all matters not specifically covered in College of Pharmacy documents.

#### 10.5.2.3 College of Medicine

[US: 3/10/86]

##### 10.5.2.3.1 Assessment of Student Learning

The College of Medicine is charged with the education and training of competent physicians. Competence must be assured not only in the students' fund of knowledge and technical expertise, but also in their standards of personal and professional conduct. Student progress shall be carefully monitored to certify that students have acquired appropriate knowledge, skills, attitudes, and ethical principles. To this end, students are responsible for conforming to all rules and regulations specified by the *Health Care Colleges Code of Student Professional Conduct*, the "Technical Standards" detailed in the *College of Medicine Bulletin*, and the academic standards established in these *University Senate Rules*.

The Student Progress and Promotion Committee (SPPC) is charged with the monitoring of student progress through the curriculum. The SPPC regularly reviews each student's performance and makes recommendations to the Dean on such actions as graduation, promotion, remediation, dismissal and leaves of absence. Final authority on all matters of student progress and promotion is vested in the Dean of the College of Medicine except as otherwise provided below.

Assessment criteria are as follows [US: 4/12/2004; 4/23/2018]:

1. Student work is assessed by the faculty through the assignment of grades upon completion of all required courses and clerkships and the assignment of ratings on specific measures of knowledge, skills, attitudes, and ethical principles.

2. Faculty determine the level of student competence in the course or clerkship for which they are responsible. Within four weeks of the termination of each course, every department shall submit to the Office of Medical Education a grade, and where possible, written comments on each student's performance. The Office of Medical Education will promptly provide every student a copy of this grade.
3. Passing scores are required on the United States Medical Licensure Exam (USMLE) Step 1 examination, USMLE Step 2 CK examination and USMLE Step 2 CS examination. Students have three attempts to pass each part of the examination before dismissal, with appeals. Students are not required to take Step 2 examinations in any particular order.

#### **10.5.2.3.2 Promotion and Retention Criteria**

[US: 12/14/2016; 4/23/2018]

The education of a physician is a complex process, longitudinal in character, with many incremental steps. To assure that students graduating from the College of Medicine have the necessary knowledge, skills, attitudes, and ethical principles essential to professional competence, the following procedures will be used to evaluate and promote students:

##### **10.5.2.3.2.1 General**

At regular intervals the SPPC will review the academic record of each student and make specific recommendations addressing promotion, remediation, or dismissal. Beyond these recommendations, potential actions include but are not limited to the adjustment of academic load, repetition of curriculum segments, and participation in counseling sessions.

Promotion to sequential semesters or years in the curriculum is contingent upon attaining the expected level of performance as prescribed by the Faculty of the College of Medicine.

##### **10.5.2.3.2.2 Failure to achieve competency**

A student failing to achieve competency in any course or clerkship has performed at an unacceptable level. To redress the grade, the SPPC will review both the student's academic record and the recommendations of the Instructor of Record. The SPPC will determine a plan of action which may include remediation, repetition of all or a portion of the course, clerkship, or curriculum year, or dismissal from the College.

##### **10.5.2.3.2.3 Number of repeat attempts allowed**

The Student Progress and Promotion Committee determines how many repeat attempts are allowed. Unlimited opportunity to repeat courses, clerkships or curriculum sequences is neither feasible nor desirable.

#### **10.5.2.3.2.4 Consequences of failing a course or failing to meet competency standards**

Students who fail a course or fail to meet the competency standards for any academic year will be placed on probation and remediation will be required.

1. Students who satisfactorily complete the remediation requirements for probation will be removed from probation.
2. Students who are on probation and fail to meet the remediation requirements will be dismissed from the College of Medicine.
3. Students who are on academic probation may not be allowed to participate in University extracurricular activities, or to serve as officers or committee members in campus organizations.

#### **10.5.2.3.2.5 Dismissal**

Dismissal from the College of Medicine will result when students receive three or more “E” course grades; receive an “E” course grade while on academic probation; or fail any part of the United States Medical Licensing Examination on three attempts.

#### **10.5.2.3.3 Leaves of Absence**

Students are normally expected to complete the curriculum in four consecutive years. Under compelling circumstances, leaves of absence may be approved by the SPPC. The request for a leave of absence must be submitted in writing to the Associate Dean for Medical Education. Return from a leave must be approved by the SPPC, may necessitate an amended curriculum, and is subject to the availability of space in required courses. The following three categories of leave may be recommended by the SPPC and approved by the Dean:

##### **10.5.2.3.3.1 Academic Leave of Absence**

An academic leave of absence is available to a student who wishes to undertake specialized academic pursuits in a defined field of study. Students must be in good academic standing. Approval will not be given for intervals in excess of one year without reapplication.

##### **10.5.2.3.3.2 Personal Leave of Absence**

A personal leave of absence is initiated at the student's request. A student must be in good academic standing. Leaves in this category may range from a number of weeks to a maximum of one year.

#### **10.5.2.3.3.3 Medical Leave of Absence**

Illness can seriously disrupt or impede student progress through the course of study. A student anticipating an absence of ten (10) days or more must secure a medical leave of absence. Application for this type of leave may be requested through the Office of Medical Education and must be accompanied by a letter from the student's attending physician.

##### **10.5.2.3.3.3.1 Procedures for applications for leave and reentry**

Processing and approval of a medical leave by the SPPC may require a review of the student's pertinent medical records by a specially appointed committee of physicians with relevant medical expertise. The length of the medical leave of absence will be determined by the SPPC in consultation with the student, the student's attending physician, and the ad hoc committee of physicians. Request for reentry must be accompanied by a statement from the student's attending physician which addresses the student's ability (mental and physical) to carry a full academic load. At this juncture, the SPPC may again require review of the student's medical records and/or a medical assessment, at the student's expense, by a physician with relevant clinical expertise.

##### **10.5.2.3.3.3.2 Short-term absences**

Absences due to acute illness do not require a medical leave of absence. However, for absences which encompass a major performance examination or more than five days of a clinical clerkship, the student is responsible for notifying the Office of Medical Education as soon as possible. Further, a supporting statement from an attending physician must be filed with the Office of Medical Education prior to returning to class.

#### **10.5.2.3.4 Other Considerations and Restrictions**

##### **10.5.2.3.4.1 Outside employment**

The demands of the study of Medicine consume the entire efforts of medical students. Therefore, upon acceptance to the program of study students are required to sign a statement indicating that they will not have outside employment during the academic year. For the exceptional case, permission may be granted by the SPPC upon petition by the student.

##### **10.5.2.3.4.2 Saturday examinations**

Due to curricular requirements, Saturday examinations are frequently scheduled. Allowances will be made for students who religious beliefs prohibit participation in Saturday examinations.

**10.5.2.3.4.3 Night and weekend work**

Clinical responsibilities during the third and fourth year will necessitate night and week-end work.

**10.5.2.4 College of Dentistry**

[US: 11/8/1999; 2/13/2023]

**10.5.2.4.1 Academic Disciplinary Policy (ADP) Number One – Basis for Academic Discipline**

This policy defines the basis for academic discipline in the D.M.D. program. Disciplinary action for students in the D.M.D. program will be initiated upon unsatisfactory performance. [US: 2/13/2023]

**10.5.2.4.1.1 Methods and Procedures Related to Basis for Academic Discipline**

Requests to alter academic disciplinary action will be made in writing to the Faculty Council. (Refer to the Rules of the Faculty, Section III, 1.1.) [US: 2/13/2023]  
program

**10.5.2.4.2 Academic Disciplinary Policy (ADP) Number Two – Probation**

[US: 2/8/2016; 2/13/2023]

This describes the conditions that will result in a student being placed on probation, the terms of probation, and the conditions for removal from probation.

**10.5.2.4.2.1 Methods and Procedures Related to Probation****10.5.2.4.2.1.1 Placement on Probation**

[US: 2/13/2023]

A student shall be placed on probation immediately after any of the following has occurred:

1. The student has completed any academic year with a grade point average (GPA) for the academic year less than 2.75;
2. The student has received a failing (E or F) final course grade;
3. The student has been placed in a modified curriculum;
4. The student has been reinstated after suspension.



#### **10.5.2.4.2.2 Methods and Procedures Related to Probation**

##### **10.5.2.4.2.2.1 Limitation on the Use of Probation**

The Academic Performance Committee (APC) shall place a student on probation only if, based on the student's performance in the College of Dentistry's course work (including but not limited to grades, attendance, motivation, work ethic, and professionalism), it has determined that the student has the potential of meeting graduation requirements after addressing academic shortcomings and receiving counseling to address issues that may be contributing to the academic problems. Otherwise, the APC shall recommend dismissal from the program. [US: 2/13/2023]

##### **10.5.2.4.2.2.2 Duration of Probation**

[US: 2/13/2023]

The duration of probation shall be established by the APC. The following rules for establishing the minimum duration of probation shall apply:

1. In the case of probation for a yearly GPA less than 2.75, the minimum duration of probation shall be one academic semester following the academic year in which the GPA occurred.
2. In the case of a failing grade, the probation shall begin the day this failing grade is reported to the Office of Academic Affairs and continue for at least one academic semester after the semester in which a passing grade has been achieved.
3. In the case of a student who has been placed in a modified curriculum, the minimum duration of probation shall be the entire period in which a student is enrolled in a modified curriculum and at least one semester after the student has been allowed to resume in the College's regular curriculum.
4. In the case of a student who has been suspended, the minimum duration of probation shall be at least two semesters after the student has been re- admitted after suspension.

##### **10.5.2.4.2.2.3 Terms of Probation**

The terms of probation will be established by the APC. Terms shall include a statement whether the student is eligible to participate in extracurricular College activities (see ADP Policy Number Eight, SR 10.5.2.11) [US: 2/13/2023]

##### **10.5.2.4.2.2.4 Notification of Probation**

Probation begins automatically by the conditions listed in the Policy Statement, not by decision of the APC.

The Associate Dean for Academic Affairs shall notify the student by a letter, within 15 working days of the date when one or more of the above conditions has occurred, with verified receipt of their status, the terms and minimum duration of probation, including the minimum conditions that must be fulfilled before the APC will consider removal from probation. [US: 2/13/2023]

#### **10.5.2.4.2.2.5 Appeals**

The decision to place a student on probation is automatic as stated in these policies. The terms of probation are decisions of the APC. Neither the terms of probation nor probation itself are subject to appeal within the college. [US: 2/13/2023]

#### **10.5.2.4.2.2.6 Removal from Probation**

The student shall be notified by letter with verified receipt from the Associate Dean for Academic Affairs that they have been removed from probation. Notwithstanding anything in the preceding, the APC may at any time elect to remove a student from probation. [US: 2/13/2023]

#### **10.5.2.4.2.2.7 Responsible Agent for Probation**

The Academic Performance Committee is the responsible agent for probation. [US: 2/13/2023]

#### **10.5.2.4.3 Academic Disciplinary Policy (ADP) Number Three – Clinical Sanctions Including Suspension of Clinical Privileges**

This section describes procedures for determining:

1. Whether a student is subject to clinical sanctions including suspension of clinical privileges,
2. Whether sanctions other than suspension of clinical privileges are appropriate, and if so, to determine which sanctions shall be applied,
3. Durations of suspensions of clinical privileges for violations of professional conduct of varying seriousness,
4. Whether a student's problems delivering patient care are due to academic deficiencies, and
5. Deciding, in the cases where academic deficiencies are the problem, whether to address the situation within individual courses or within a modified curriculum. [2/13/2023]

A student shall be subject to clinical sanctions, including suspension of clinical privileges, if the Clinical Performance Committee (CPC) determines that a student has 1) committee violations of professional conduct or 2) endangered or is deemed likely to endanger the safety or well-being of the patient. [2/13/2023]

**10.5.2.4.3.1 Methods and Procedures Related to Clinical Sanctions Including Suspension of Clinical Privileges**

[[US: 2/13/2023]

**10.5.2.4.3.1.1 Initial Determination that a Student May be Subject to Clinical Sanctions**

[US: 2/13/2023]

The CPC shall consider applying sanctions that may include suspension of a student's clinical privileges if 1) one or more member(s) of the clinical faculty are concerned that a student may meet one of the conditions in the Policy Statement or 2) a student has been removed from clinic during a clinic session. In both cases the CPC shall determine as soon as possible whether the student meets one of the conditions of the Policy Statement 10.5.2.6.1. In cases where the student will miss more than one clinic before the CPC can meet, the Dean of Clinical Affairs or a person designated by this Dean shall determine whether the student may return to clinic before the CPC meets.

**10.5.2.4.3.1.2 Sanctions Options**

The CPC may decide that: 1) no further action is warranted (if the student has been suspended from clinic they shall return to clinic without penalty), or 2) suspension of clinical privileges and/or other sanctions are indicated. Sanctions shall include but are not limited to: a report to relevant course directors; an incident report; a letter of record to be placed in the student's file; and/or suspension of clinical privileges for a period of time. [US: 2/13/2023]

**10.5.2.4.3.1.3 Removal from Clinic During a Clinic Session**

A supervising clinical instructor, any Team Leader, the Division Chief for Comprehensive Care, and the Associate Dean of Clinical Affairs each have the authority to temporarily remove a student from clinic if they believe the student fulfills either of the conditions in SR 10.5.2.4.3. [US: 2/13/2023]

**10.5.2.4.3.1.4 Determination that Professional Conduct Has Been Violated**

[US: 2/13/2023]

Professional conduct includes behaviors that range in severity from those that are found only in course syllabi or the College's Clinic Manuals (particularly, the College of Dentistry's Behavioral Standards in Patient Care) to those that are found in the College Code (UKCD Code of Professional and Academic Responsibility) and the HCC Code (Health Care Colleges Code of Student Professional Conduct).

The CPC shall determine whether professional conduct has been violated, and if so, identify the particular violation.

**10.5.2.4.3.1.5 College and HCC Code Violations**

The College Code and the HCC Code are honor and professional codes that include hearing and appeal procedures that are separate from those in these Academic Disciplinary Policies. If

the violation is covered in the College Code, the CPC shall report the infraction to a member of a Code Committee member (College Code, VI.B.2). If the violation is not covered by the College Code, but is covered by the HCC Code, the CPC shall report the violation to the Dean (HCC Code Article 6). The CPC shall continue the suspension of clinical privileges while the appropriate Code Committee or Hearing Committee considers the allegation if it determines that the student is likely to endanger the safety or well-being of patients. [US: 2/13/2023]

#### **10.5.2.4.3.1.6 A Decision that No Violation Has Occurred**

In the event that either the College Code Subcommittee or the HCC Code Hearing Committee decides that a violation has not occurred (a “not guilty” verdict in the case of the College Code), the student’s clinical privileges shall be immediately restored if they had been revoked during deliberations. All records of the allegation shall be removed from student, course, and CPC records. The same procedure shall apply in the case where an alleged violation has been successfully appealed. [US: 2/13/2023]

#### **10.5.2.4.3.1.7 A Decision that a Violation Has Occurred**

In the event a student is found to have committed a violation of professional conduct by the College Code Subcommittee or the HCC Code Hearing Committee, but remains enrolled in the College (i.e., sanctions imposed do not include suspension or dismissal), the CPC shall not impose sanctions in addition to those imposed by the Dean in response to the Subcommittee’s or Hearing Committee’s determination that a violation has occurred. [US: 2/13/2023]

#### **10.5.2.4.3.1.8 Sanctions for Other Violations of Professional Conduct**

If a violation of professional conduct is not included in the College Code or the HCC Code (e.g., it is not in these codes, but is included in, for example, the College’s Behavioral Standards in Patient Care), the CPC shall determine appropriate sanctions based on the particular situation and the seriousness of the violation. (See the Appendix in Student Handbook for a list of suggested sanctions for particular violations.) Repeated violations of professional conduct, and especially, repeated violations of the same standard shall be viewed as aggravating factors and may result in more severe sanctions. Suspension of clinical privileges may be a sanction, especially when the nature of the violation is such that the safety or well-being of patients is a concern. The CPC may impose tasks designed to help the student understand a particular standard of professional conduct (e.g., review of the standards, an essay etc.) as a condition that must be fulfilled before clinical privileges are restored. [US: 2/13/2023]

#### **10.5.2.4.3.1.9 Serious Violations of Professional Conduct**

In cases of serious violations of professional conduct that are not included in the College Code or HCC Code, the CPC may recommend to the Dean that a student be suspended or dismissed. [US: 2/13/2023]

#### **10.5.2.4.3.1.10 Notification of the Student**

The Chair of the CPC shall notify the student of sanctions via a letter with verified receipt. The letter should list all sanctions, the duration of any suspension of clinical privileges, a list of any

tasks that must be completed before clinical privileges are restored, and notification of the student's right to appeal. [US: 2/13/2023]

#### **10.5.2.4.3.1.11 Appeals of Clinical Sanctions Including Suspension of Clinical Privileges**

Appeals of clinical sanctions, including suspension of clinical privileges, shall be conducted as described in ADP Policy Number Seven (SR 10.5.2.10). [US: 2/13/2023]

#### **10.5.2.4.3.1.12 Determination that Academic Deficiencies are Affecting Clinical Performance**

In cases where the CPC concludes that professional conduct has not been violated, it shall determine whether a student lacks skill, knowledge, and judgment to successfully treat patients due to failure to master aspects of the college's academic program. If the weaknesses are not such that they endanger patient safety, the CPC shall refer the weakness to clinical courses directors who will remediate the student as they deem is appropriate. [US: 2/13/2023]

If the CPC concludes the lack of skill, knowledge, and judgment are to the extent that patient safety or well-being is endangered, it shall suspend clinical privileges and recommend to the Academic Performance Committee (APC) that it consider placing the student in a modified curriculum (see ADP Policy Number Four, SR 10.5.2.7) or, as described in Policies Five (SR 10.5.2.8), and Six (SR 10.5.2.9), to suspend or dismiss the student. [US: 2/13/2023]

#### **10.5.2.4.3.1.13 Notification of the Student – Modified Curriculum Due to Clinical Sanctions**

In cases where the CPC recommends the APC consider placing a student in a modified curriculum, student notification shall be by the Associate Dean for Academic Affairs as described in ADP Policy Numbers Four (SR 10.5.2.7), Five (SR 10.5.2.8), and Six (SR 10.5.2.9). [US: 2/13/2023]

#### **10.5.2.4.3.1.14 Appeals – Modified Curriculum Due to Clinical Sanctions**

In cases where the CPC recommends that the APC consider placing a student in a modified curriculum, students should be notified of the right to appeal as described in ADP Policies Four (SR 10.5.2.7), Five (SR 10.5.2.8), and Six (SR 10.5.2.9). Appeals shall be conducted as described in Policy Number Seven (SR 10.5.2.10). [US: 2/13/2023]

#### **10.5.2.4.3.1.15 Responsible Agents for Clinical Sanctions Including Suspension of Clinical Privileges**

The Clinical Performance Committee and Academic Performance Committee are the responsible agents for clinical sanctions including suspension of clinical privileges. [US: 2/13/2023]

#### **10.5.2.4.4 Academic Disciplinary Policy (ADP) Number Four – Modified Curriculum** [US: 2/13/2023]

This policy describes:

1. The conditions that will result in a student being placed in a curriculum designed to remediate poor or failing performance while the student remains enrolled in the College (a “modified curriculum”)
2. The process for requesting an appeal of placement in a modified curriculum, and
3. The method of setting the conditions for allowing the student to resume the College’s regular curriculum after the completion of a modified curriculum.

#### **10.5.2.4.1 Need for Modified Curriculum**

[US: 2/13/2023]

The Academic Performance Committee (APC) shall in the absence of extraordinary circumstances place a student in a modified curriculum, which may include repeating a year of the curriculum, if any of the below conditions are true AND, in judgment of the APC, the student can best be helped by experiences within the College.

1. The student has received, within the last four academic semesters (or, for first-year students, within two semesters), two or more failing (E or F) final course grades
2. The student has received a failing (E or F) final course grade and a yearly grade point average (GPA) for all other courses of less than 2.75
3. The student has received a failing (E or F) final course grade while on probation or
4. The student has failed to meet the terms of probation or
5. When on probation after the first year of the curriculum, the student achieved a cumulative GPA of less than 2.75 at the end of any semester or
6. When on probation after the first year of the curriculum, the student achieved a yearly GPA of less than 2.75 or
7. The student had their clinical privileges suspended by the Clinical Performance Committee and had been recommended by the CPC for a modified curriculum.

If in the judgment of the APC the student can best be helped by experiences exclusively outside the College, the APC shall suspend the student (see ADP Policy Number Five, SR 10.5.2.8). If the student is already in a modified curriculum and one or more of the above triggers occur, the APC shall suspend the student.

#### **10.5.2.4.2 Methods and Procedures Related to Modified Curriculum**

[US: 2/13/2023]

**10.5.2.4.4.2.1 Limitation on the Use of Modified Curriculum**

The APC shall place a student in a modified curriculum only if, based on the student's performance in the College of Dentistry's course work (including, but not limited to grades, attendance, motivation, work ethic, and professionalism), it has determined the student has the potential of meeting graduation requirements after addressing academic shortcomings and receiving counseling to address issues that may be contributing to the academic problems. Otherwise, the student shall be dismissed. [US: 2/13/2023]

**10.5.2.4.4.2.2 Notification of Placement in a Modified Curriculum**

Except under extraordinary circumstances, the Associate Dean for Academic Affairs shall notify the student that they will be placed in a modified curriculum within 15 working days of the date when one or more of the above conditions has occurred by a letter with verified receipt. The student shall be notified of the terms of the modified curriculum including the minimum conditions that must be fulfilled before the APC will consider allowing the student to resume the College's regular curriculum. The letter must include notification of the student's right to appeal and a summary of the procedures for appealing the decision. [US: 2/13/2023]

**10.5.2.4.4.2.3 Terms of the Modified Curriculum**

[US: 2/13/2023]

The APC shall determine: 1) the elements of the modified curriculum, 2) the standards for successful completion of each element of the modified curriculum, and 3) any other conditions to be met before the APC can consider allowing the student to resume the College's regular curriculum. Customized curriculum may include, but not be limited to, retaking: portions of a course, entire courses, portions of an academic year, or the entire academic year. The terms of the modified curriculum must include the maximum time within which the student must complete the modified curriculum.

A modified curriculum must include courses and other experiences within the but may include courses and other experiences offered outside the College. The student shall be on probation while in the modified curriculum. Terms for resuming the regular curriculum shall include passing, with a grade of C or above, all failed courses. The calculation of the student's GPA will include both the original failing grade and the new grade in the course. The student may be required to complete assessments, determined by the APC, of previously passed courses as part of the modified curriculum. This work will not be included in the calculation of the student's GPA.

**10.5.2.4.4.2.4 Appeal of Modified Curriculum**

A student who has been placed in a modified curriculum may request an appeal of this decision. The request must be made in writing to the Dean within five working days of receipt of notification of being placed in a modified curriculum (see Academic Disciplinary Policy Seven, SR 10.5.2.10). [US: 2/13/2023]

**10.5.2.4.4.2.5 Reinstatement into the College's Regular Curriculum Following Completion of a Modified Curriculum**

When the student has completed the elements of the modified curriculum, has demonstrated that they can perform at the level required to graduate from the College, and has met other terms for resumption recommended by the APC, the APC may allow them to resume the College's regular curriculum. Following resumption, the student shall be placed on probation for the entire semester into which they have been placed and will be subject to terms recommended by the APC. The student shall be notified by a letter from the Associate Dean for Academic Affairs that they have been reinstated into the regular curriculum. Notwithstanding anything in the preceding, the APC may at any time reinstate a student into the regular curriculum. [US: 2/13/2023]

**10.5.2.4.4.2.6 Consequences of Failure to Complete a Modified Curriculum**

A student who has not completed the modified curriculum within the maximum time allowed by the APC shall be dismissed and will no longer be eligible for reinstatement. [US: 2/13/2023]

**10.5.2.4.4.2.7 Responsible Agent for Modified Curriculum**

The Academic Performance Committee is the responsible agenda for modified curriculum. [US: 2/13/2023]

**10.5.2.4.5 Academic Disciplinary Policy (ADP) Number Five –Suspension**

[US: 2/8/2016; 2/13/2023]

This policy describes the conditions that will result in a student being suspended from the College and the process for requesting an appeal of the suspension. The Academic Performance Committee (APC) shall in the absence of extraordinary circumstances suspend a student if any of the below conditions are true AND, in judgment of the APC, they are likely to be helped by experiences exclusively outside of the College.

1. The student received, within the last four semester (or, for first-year students, within two semesters) two or more failing (E or F) final course grades
2. The student received a failing (E or F) final course grade and a yearly grade point average (GPA) for all other courses of less than 2.75
3. The student received a failing (E or F) final course grade while on probation
4. The student failed to meet the terms of probation
5. While on probation after the first year of the curriculum, the student achieved a cumulative GPA of less than 2.75 at the end of any semester



6. When on probation after the first year of the curriculum, the student achieved an annual GPA of less than 2.75.
7. The student had already been placed in a modified curriculum and one or more of the above conditions occur

#### **10.5.2.4.5.1 Methods and Procedures Related to Suspensions**

[US: 2/13/2023]

##### **10.5.2.4.5.1.1 Limitation on the Use of Suspension**

The Academic Performance Committee shall suspend a student only if, based on the student's performance in the College of Dentistry's course work (including, but not limited to grades, attendance, motivation, work ethic, and professionalism), it has determined the student has the potential of meeting graduation requirements after addressing academic shortcomings and receiving counseling to address issues that may be contributing to the academic problems. Otherwise the APC shall recommend dismissal. [US: 2/13/2023]

##### **10.5.2.4.5.1.2 Notification of Suspension**

The Associate Dean for Academic Affairs shall notify the student by a letter with verified receipt that they are being suspended. Except under extraordinary circumstances, the student will be notified within 15 working days of the date when one or more of the above conditions has occurred. The terms of suspension will include the minimum conditions that must be fulfilled before the Associate Dean for Academic Affairs will consider reinstatement of the student in the College curriculum. The letter must include notification of the student's right to appeal and a summary of the procedures for appealing the decision. [US: 2/13/2023]

##### **10.5.2.4.5.1.3 Terms of Suspension**

The APC shall recommend to the Dean the terms for consideration of reinstatement following suspension. If the APC determines the student might benefit from additional course work or other remediation experiences available outside the College, it shall specify the particular course work and/or the particular customized experiences the student must complete prior to consideration of reinstatement. Terms for reinstatement shall include grades of C or higher in all courses and evidence of completion of any specially designed curriculum offered outside the College. The terms of suspension must include the maximum time within which the student must gain readmission. [US: 2/13/2023]

##### **10.5.2.4.5.1.4 Appeal of Suspension**

A suspended student may appeal this decision. The appeal request must be made in writing to the Dean within five working days of receipt of notification of suspension (see ADP Number Seven, SR 10.5.2.10) program. [US: 2/13/2023]

#### **10.5.2.4.5.1.5 Reinstatement Following Suspension**

When the student has demonstrated that the student can perform at the level required to graduate from the College, and has met the terms of readmission recommended by the APC, the Dean may readmit the student. However, granting a request for reinstatement is not automatic. Procedures for considering and granting reinstatement can be found in ADP Number Nine, SR 10.5.2.12. [US: 2/13/2023]

#### **10.5.2.4.5.1.6 Consequences of Failure to Gain Reinstatement**

A student who has not been reinstated within the maximum time allowed by the APC shall be dismissed and will no longer be eligible for reinstatement. [US: 2/13/2023]

#### **10.5.2.4.5.1.7 Responsible agent for Suspension**

The Academic Performance Committee is the responsible agent for suspension. [US: 2/13/2023]

#### **10.5.2.4.6 Academic Disciplinary Policy (ADP) Number Six – Dismissal**

[US: 2/8/2016; 2/13/2023]

This policy describes the conditions that will result in a student being dismissed from the College and the process for requesting an appeal of the dismissal.

The Academic Performance Committee (APC) shall in the absence of extraordinary circumstances dismiss a student if any of the conditions below are true.

1. The student failed to meet the terms of a modified curriculum or suspension

The student becomes subject to either a modified curriculum or suspension and has been previously placed in a modified curriculum or suspended

2. The student failed to be reinstated in the regular College curriculum within the maximum time allowed by the APC after being placed on a modified curriculum

3. The student failed to be reinstated to the College within the maximum time allowed by the APC after being suspended
  
4. The student failed to convince the APC, based on the student's performance in the College of Dentistry's course work (including, but not limited to grades, attendance, motivation, work ethic, and professionalism), that the student has the potential of meeting graduation requirements.

A dismissed student shall not be reinstated.

#### **10.5.2.4.6.1 Methods and Procedures Related to Dismissal**

[US: 2/13/2023]

##### **10.5.2.4.6.1.1 Notification of Dismissal**

[US: 2/13/2023]

Except under extraordinary circumstances, the Associate Dean for Academic Affairs shall notify the student that they are being dismissed within 15 working days of the date when one or more of the above conditions has occurred by a letter with verified receipt. The letter must include notification of the student's right to appeal and a summary of the procedures for appealing the decision.

##### **10.5.2.4.6.1.2 Appeal of Dismissal**

A dismissed student may appeal this decision. The appeal request must be made in writing to the Dean within 5 working days of receipt of notification of dismissal (see ADP Number Seven, SR 10.5.2.10 program ). [US: 2/13/2023]

##### **10.5.2.4.6.1.3 Responsible Agent - Dismissal**

The Academic Performance Committee is the responsible agent for dismissal. [US: 2/13/2023]

#### **10.5.2.4.7 Academic Disciplinary Policy (ADP) Number Seven – Appeal Procedures**

[US: 2/13/2023]

This policy defines the procedures by which decisions to impose clinical sanctions, including suspension of clinical privileges, and decisions to suspend, dismiss, or place a student in a modified curriculum can be appealed.

A student for whom clinical sanctions have been imposed, including suspension of clinical privileges or who has been suspended, dismissed, or placed in a modified curriculum may request an appeal of such a decision according to the procedures listed in this policy.

#### **10.5.2.4.7.1 Methods and Procedures Related to Appeal Procedures**

[US: 2/13/2023]

##### **10.5.2.4.7.1.1 Appeal Deadlines**

A meeting to consider the appeal shall be allowed if the Dean receives the appeal within five (5) working days after the date the student receives notice of the clinical sanctions or disciplinary action. This meeting shall occur no later than ten (10) working days following receipt of the written request appealing the decision. [US: 2/13/2023]

##### **10.5.2.4.7.1.2 Grounds for Appeal**

[US: 2/13/2023]

The student shall state in a written request the grounds for requesting a meeting to consider the appeal. Acceptable grounds for appeal include but are not limited to the following:

1. The academic disciplinary action or clinical sanctions were the result of circumstances beyond the student's control.
2. The grounds for clinical sanctions or academic disciplinary action involve circumstances not known by the CPC, APC, or the Dean.

##### **10.5.2.4.7.1.3 Participation in College Activities after Notice of Clinical Sanctions or Placement in a Modified Curriculum, Suspension, or Dismissal**

After receiving notice of such an academic disciplinary action, the student will be ineligible to participate in the College's regular curriculum, including didactic classes, preclinical laboratories, extracurricular activities, and clinics. In the case where the disciplinary action is to place the student in a modified curriculum, the student shall be eligible to participate in activities only to the extent allowed by that curriculum. [US: 2/13/2023]

##### **10.5.2.4.7.1.4 Participation in College Activities During Appeal**

Upon the Dean's receipt of the written appeal and until a decision has been made by the Dean following the meeting, the student will be allowed to continue in College's regular curriculum. The latter includes didactic classes, pre-clinical laboratories, and extracurricular activities. The student shall be allowed to participate in clinics provided, in the judgment of the CPC, the student is able to safely treat patients. [US: 2/13/2023]

##### **10.5.2.4.7.1.5 The Appeals Committee**

The Appeals Committee. Upon receipt of a student's appeal, the Dean shall select three members of the faculty to serve on an Appeals Committee. The following members of the faculty are ineligible to serve: the student's advisor and team leader, any course director who

issued the student a failing grade or was involved in suspending the student's clinical privileges, the members of the CPC that issued the latest clinical sanction, and members of the APC that issued the latest academic disciplinary action. The Dean shall designate one of the Appeals Committee members to serve as Chair. [US: 2/13/2023]

#### **10.5.2.4.7.1.6 Preliminary Meeting of the Appeals Committee**

Prior to the meeting to consider the appeal, the Committee will convene to review the student's records, documents submitted by the APC or CPC (if appropriate), and the appeal materials submitted by the student. [US: 2/13/2023]

#### **10.5.2.4.7.1.7 Appealing Student's Pre-Meeting Rights**

Prior to the meeting to consider the appeal, the appealing student shall be allowed to inspect their academic record and all documents submitted by the APC or the CPC to the Appeals Committee, and shall be entitled to choose a full-time member of the faculty or a fellow student to present supporting statements. [US: 2/13/2023]

#### **10.5.2.4.7.1.8 Persons Allowed to Present Statements at the Meeting**

[US: 2/13/2023]

The following persons shall be allowed to make statements at the meeting:

1. The appealing student.
2. A full-time member of the faculty or a student selected by the appealing student.
3. A member or members of the faculty or others selected by the Appeals Committee who it believes may be able to clarify issues related to the appeal.

#### **10.5.2.4.7.1.9 Attendance during the Appeal Meeting**

[US: 2/13/2023]

During the meeting, the following conditions shall apply:

1. All Appeal Committee members shall be in attendance for the entire duration of the meeting and deliberations. (If a break is needed, the meeting and deliberations will be suspended during that time period.)
2. The appealing student and their representative may be in attendance for the entire duration of the meeting, excluding deliberations.
3. A staff employee shall be present to take minutes of the meeting and deliberations.
4. Persons presenting statements other than the appealing student shall only attend the meeting while they are making their statement.

5. No other persons than those listed above shall be allowed to be present during the meeting.

#### **10.5.2.4.7.1.10 Statements Allowed During the Meeting**

[US: 2/13/2023]

During the meeting, statements that shall be allowed will include but not be limited to:

1. Statements clarifying the procedures to be followed during the appeal meeting.
2. The appealing student's statement of the grounds for their appeal.
3. The statement of the member of the faculty or the student who is supporting the appealing student.
4. Statements from any faculty member or course director whose statement could clarify issues related to the appeal.

#### **10.5.2.4.7.1.11 Transmittal of Appeals Committee's Recommendations to the Dean**

Following completion of deliberations and within 3 working days after the meeting, the committee will render to the Dean a recommendation and rationale for that recommendation. This recommendation is advisory to the Dean. The committee will also render to the Dean the minutes of the appeal proceedings. [US: 2/13/2023]

#### **10.5.2.4.7.1.12 Dean's Decision**

After considering the student's reasons for appealing the APC's disciplinary action (or the CPC's Clinical Sanctions) and the recommendation from the Appeals Committee, the Dean shall decide whether to grant or reject the appeal. The decision shall be communicated to the student by a letter with verified receipt. The decision of the Dean is final for the College. [US: 2/13/2023]

#### **10.5.2.4.7.1.13 Appeals to the Ombud and the University Appeals Board**

If the student wishes to appeal the Dean's decision, further appeal may be directed through the Academic Ombud and the University Appeals Board as described in University Senate Rules 6.2 and 6.5. [US: 2/13/2023]

#### **10.5.2.4.7.1.14 Participation in Student Activities During Appeals to the Ombud and University Appeals Board.**

Should the Ombud recommend that the University Appeals Board hear the student's appeal, the student will be allowed to continue in College's regular curriculum until a final decision is made. These activities shall include didactic classes, pre-clinical laboratories, and extracurricular activities. The student shall be allowed to participate in clinics provided, in the judgment of the CPC, the student is able to safely treat patients. [US: 2/13/2023]

**10.5.2.4.7.1.15 Responsible Agent for Appeals Procedures**

The Dean is the responsible agent for appeals procedures. [US: 2/13/2023]

**10.5.2.4.8 Academic Disciplinary Policy (ADP) Number Eight – Participation in Curricular Privileges or Extracurricular Activities While on Academic Probation**

[US: 2/13/2023]

This policy defines curricular and extracurricular restrictions for students on academic probation. A student who is on a modified curriculum or on academic probation, after being readmitted from suspension, will be excluded from participation in curricular privileges, such as taking a non-required elective course, or extracurricular activities of the College of Dentistry, including:

1. Taking non-required selective courses
2. Serving as an officer or committee member of any College of Dentistry organization or committee
3. Participating in any extracurricular research activities
4. Representing the College of Dentistry in local, state or national extracurricular organizations. if the participation involves the expenditure of an appreciable amount of time.

Participation in these activities will be considered a violation of the terms of probation.

A student who is on probation for any other reason is strongly discouraged to from participating in the above-mentioned activities.

**10.5.2.4.8.1.1 Methods and Procedures Related to Participation in Curricular Privileges or Extracurricular Activities While on Academic Probation**

The APC will include these restrictions in the terms of probation. [US: 2/13/2023]

**10.5.2.4.8.2 Responsible Agent Related to Participation in Curricular Privileges or Extracurricular Activities While on Academic Probation**

The Academic Performance Committee and the Deans for Academic Affairs and Admissions and Student Affairs are the responsible agents related to participation in curricular privileges or extracurricular activities while on academic probation. [US: 2/13/2023]

**10.5.2.4.9 Academic Disciplinary Policy (ADP) Number Nine – Reinstatement Following Academic Suspension**

This policy defines the process for reinstatement following academic suspension. A student on academic suspension may apply for reinstatement under academic probation. [US: 2/13/2023]

**10.5.2.4.9.1 Methods and Procedures Related to Reinstatement Following Academic Suspension**

[US: 2/13/2023]

**10.5.2.4.9.1.1 Requesting Reinstatement**

A student may be considered for reinstatement upon submission of a written request to the Dean. [US: 2/13/2023]

**10.5.2.4.9.1.2 Appointment of Ad Hoc Reinstatement Committee**

The Dean will appoint an Ad Hoc Reinstatement Committee of three (3) members of the full-time faculty to review the case if the student requested reinstatement within the given timeframe. The Dean will appoint one of the faculty members as Chair. [US: 2/13/2023]

**10.5.2.4.9.1.3 Ad Hoc Reinstatement Committee Proceedings**

A meeting to consider the reinstatement shall occur no later than ten (10) working days following receipt of the written request for reinstatement. The Chair will notify the student of the meeting date, time, and place. The student will be given the opportunity to present the basis for requesting the reinstatement. The Reinstatement Committee will be given the opportunity to ask relevant questions of the student. Following deliberations by the Reinstatement Committee, and within three (3) working days after the meeting, the Reinstatement Committee will render to the Dean their recommendations and rationale for that recommendation and the minutes of the Reinstatement Committee proceedings. [US: 2/13/2023]

**10.5.2.4.9.1.4 Role of the Dean**

After reviewing the recommendations of the Reinstatement Committee, the Dean will make a decision and communicate that decision to the student. The decision of the Dean is final for the College. [US: 2/13/2023]

**10.5.2.4.9.1.5 Approval by the Dean**

If reinstated by the Dean, the student will be placed on academic probation for a minimum of two academic semesters. If it is determined that the terms of suspension have not been met, this shall be communicated to the student. The student remains on academic suspension if it is determined that the student may be able to meet the terms of suspension within the remaining timeframe. Otherwise the student will be dismissed from the College. [US: 2/13/2023]

**10.5.2.4.9.1.6 Purview of the Academic Performance Committee**

Other terms of probation may be recommended by the Academic Performance Committee. [US: 2/13/2023]

**10.5.2.4.9.1.7 Responsible Agent for Reinstatement Following Academic Suspension**

The Dean is the responsible agent for reinstatement following academic suspension. [US: 2/13/2023]



**10.6. SENATE-APPROVED POLICY FOR DETERMINING MEETING TIMES AND NUMBER OF CREDIT HOURS FOR COURSES**

[US: 5/7/2012]

Meeting Pattern	Description	Number of Minutes per Semester to Count for One Credit, <u>Direct Contact</u>	Number of Minutes per Semester to Count for One Credit, <u>Other Effort</u>	Explanation	Process for Standard Semester
Clerkship (medical)	An assignment to physician clinical practice for medical students	1 week clerkship = 1 credit		The accrediting body for medical schools, the Liaison Committee for Medical Education (LCME), uses the metric of a minimum number of weeks of instruction for <u>accreditation</u> (130 weeks is the minimum), not a certain number of credit hours.	
Clinical	A <u>course</u> activity in which students, under the supervision of a faculty member, are involved with direct treatment or observation of patients/clients.		2400 – 3200	May vary for undergraduate and graduate.	
Colloquium	A <u>course</u> activity in which students attend a series of lectures delivered by experts in	800	These <u>courses</u> are typically 1 "hour"/week, therefore 1 credit.		Hours of weekly <u>course</u> meetings equal # of credit hours

	the field, but arranged by faculty.				
Discussion	A <u>course</u> activity (generally associated with a lecture <u>course</u> ) in which small groups of students, under the direction of a faculty member, are encouraged to interact and study various aspects of the subject through oral and written communications.	800		Just the same as lecture, because the faculty member is present.	Hours of weekly <u>course</u> meetings equal # of credit hours
Distance Learning	A <u>course</u> using electronic media which have the same learning objectives of traditional face-to-face <u>course</u> types. The delivery is 50% or more via electronic media when the instructor and student are at different locations. The delivery may be synchronous or asynchronous.	800 for direct or asynchronous online/electronic contact, lecture, colloquium, guided independent study and instructor designed projects, discussion, and recitation	800-3200 for clinical, studio, (virtual) laboratory, research, and practicum	E-coursework is comprised of highly structured ongoing, monitored activities designed by the instructor.	To determine a direct contact credit hour, tally student engaged learning time (excluding homework) by adding number of minutes devoted to instruction, online tutorials, discussion, student presentations, and other methods. Divide by 800. Clinical, studio, laboratory, research and practicum credits vary by discipline. In scheduling classes, the Registrar should note that distance learning and hybrid <u>courses</u> do not always have

					the "seat-time" hours of traditional coursework.
Independent Study	A <u>course</u> in which students learn independently, meeting periodically with a faculty member to discuss and report progress; provides the opportunity to study material not normally covered or offered in the regular curriculum or <u>course offerings</u> .	800	800	Typically 1 contact "hour"/week, 2 independent "hours," therefore 3 credits.	
Laboratory	A <u>course</u> activity in which students test, analyze, or demonstrate the applications of ideas, theories, techniques, and/or methods.		1600 - 2400	Hours may vary depending on laboratory requirements.	Divide weekly lab hours by 2 or 3 to calculate credit hours
Lecture	A <u>course</u> activity in which an instructor presents information, typically in oral format, for most of the contact period, with limited to moderate interaction with students in the classroom.	800		Standard lecture pattern	Hours of weekly <u>course</u> meetings equal # of credit hours

Practicum	A required <u>course</u> activity designed to help students integrate classroom learning with actual work experience emphasizing the practical applications of theory; includes non-clinical internships/externships and specifically includes student teaching.	800	1600	The classroom learning is at the 800 rate, and outside work such as teaching is 1600. So a <u>course</u> that meets weekly for 1 "hour" and students work for 4 "hours" counts for 3 credits.	
Recitation	A <u>course</u> activity in which students test, analyze, or demonstrate the applications of ideas, theories, techniques, and/or methods.	800		Typically 1 "hour"/week, therefore 1 credit	
Research	A <u>course</u> in which the principal student activity is to conduct independent investigation under the supervision of a faculty member (pre-qualifying only)	800	800	Same as independent study. If the student meets for one "hour"/week with the faculty member, the student must add 2 "hours" to get 3 credits	
Residency	A <u>course</u> offered exclusively to provide residence credit for a		1600	The student might meet with advisor or not, but is expected to work at least 4	

	graduate or professional degree.			"hours"/week on thesis (for <u>course</u> XX767). The number of credits is stipulated by the <u>course</u> description and is independent of contact hours.	
Seminar	A <u>course</u> activity (generally offered as an independent <u>course</u> ) in which small groups of students, under the direction of a faculty member, engage in the advanced, intensive study of a selected topic(s) through oral and written communications.	800		Typically 1 "hour"/week, therefore 1 credit	
Studio	A <u>course</u> normally associated with visual/creative arts activities that require specialized facilities beyond those of a normal classroom/lab and emphasize individual development through expressive media.	1600	800-1600	In most cases, studio <u>courses</u> require at least two hours of contact with the instructor per credit hour, and an additional 1 to 2 hours of in-studio work by the student.	

