

5 April 2000

MEMORANDUM

TO: Members, University Senate

FROM: University Senate Council

RE: **AGENDA ITEM:** University Senate Meeting, Monday, 10 April 2000 at 3:00 p.m. in the W.T. Young Auditorium, first floor. Amended LCC Transition Team Rules Changes.

Background:

The ad hoc Senate Committee on the Lexington Community College transition recommends the following changes in the University Senate Rules to make them apply both to the main campus and to Lexington Community College. If approved, these changes would delete sections IV, V, and VI of the Lexington Community College Rules which were added to the Senate Rules, Section X, on April 7, 1998.

The earlier circulated errata sheet, accepted by the University Senate on 6 March 2000, has been incorporated into this document; several other changes have been proposed, considered, and accepted (or not) by LCC, by David Durant as Chair of the Transition Team, and by the Senate Council. Those that were accepted are incorporated into this copy. The proposed changes are attached.

Proposals [add bolded sections; delete portions marked with strikeovers]

2.1.0 UNIVERSITY CALENDAR

2.1.1 POLICY GUIDELINES

- A The academic year shall consist of two semesters each including 15 weeks and a minimum of an eight-week summer session with the Fall Semester beginning in time to permit completion prior to the Christmas holidays.
- B The eight-week summer session will be scheduled so that classes begin in early June. (US: 3/20/95)
- C An additional four-week summer term between the close of Spring Semester and the opening of the eight-week summer term shall be provided.
- D National holidays occurring during the period when classes are normally in session which shall be treated as academic holidays are Labor Day, Thanksgiving Day, Martin Luther King Birthday, Memorial Day, Independence Day and Election Day in presidential years. When Independence Day falls on Saturday or Sunday the preceding Friday or the following Monday shall be an academic holiday. (US: 4/25/88)
- E The Friday and Saturday after Thanksgiving Day shall be declared academic holidays.

- F The tenth week of the spring semester shall be utilized each year as the spring vacation period. (US: 4/25/88)
- G All grades shall be due in the Registrar's Office three (3) days after the final examination is administered. (See Section V., 1.6.)
- H Due to special scheduling problems in the Colleges of Medicine, Dentistry and Law, special calendars may be adopted for these Colleges. They shall prepare calendars at least three years in advance, forwarding them to the Registrar to be presented to the University Senate Council, along with the University calendar, for approval. Such calendars shall conform with the University calendar as nearly as possible.
- I The College of Pharmacy shall offer a 15-week summer semester.
- J The first Friday of October is designated as a mid-term reading day. No classes will be held. (US: 12/11/95)
- K. Two alternate six-week sessions may be provided. The first alternate six-week session would begin approximately at the same time as the four-week session; the end of the second six-week session would coincide as closely as possible to the end of the eight-week summer session.**

Rationale: Lexington Community College now has 6 week sessions, which it wishes to retain. UK may want to take advantage of this variant, as well.

3.1.3 REMEDIAL COURSES

All remedial courses created by the University Senate shall be designated with the letter R following the course designation and number. No course designated with an R shall receive credit towards a ~~bachelor's~~ degree at the University of Kentucky. (US: 3/7/88)

Rationale: To include Associate as well as Bachelor's degrees.

3.2.0 PROCEDURES FOR PROCESSING ACADEMIC PROGRAMS AND CHANGES

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

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

• • •

- B The College faculty makes its recommendations to the Dean **or the LCC President** who signs the proposal and forwards it to the Council(s) of the Senate, supplying the information required, and at the same time circulating a description of these recommendations to the Deans, Department Chairsmen ~~or~~ **Division Heads** and members of the University Senate. In the case of Deans and Department Chairsmen ~~or~~ **Division Heads**, these notices shall be posted in a central location where all faculty may see and have opportunity to raise objections in the allotted time.
 - 1. All programs recommended by the colleges of the Medical Center shall be forwarded to the ACMC for action first.
 - 2. All programs or changes in programs leading to the undergraduate or professional degree (except those in the College of Law or the colleges of the Medical Center) shall be forwarded to the Undergraduate Council first.

3. All new graduate programs or changes in graduate programs (except for the colleges of the Medical Center) shall be forwarded to the Graduate Council for action first.
4. **All programs or changes in programs leading to an Associate Degree at Lexington Community College shall be forwarded first to the Lexington Community College Academic Council for action.**

...

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

1. The Undergraduate Council will make the final decision on all new courses or changes in courses numbered 001-499 (**except for courses designed exclusively for Lexington Community College with Lexington Community College prefixes but including 400G-499G**), subject to appeal to the Senate through the Senate Council. The Undergraduate Council will have courses numbered 500-599 routed to it in the usual manner, but will only recommend on these and forward them to the Graduate Council for consideration (see paragraph 9 below). In addition, it will make the final decision on all courses numbered 800-999 originating outside the colleges of the Medical Center and the College of Law, subject to appeal to the Senate through the Senate Council.

...

4. The Lexington Community College Academic Council will make the final decision on courses numbered 001-299 designed exclusively for Lexington Community College with Lexington Community College prefixes.

[renumber subsequent paragraphs]

...

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

If a course has not been taught in the classroom, by extension or correspondence, within a four-year period, the Registrar shall remove the description of the course from the University *Bulletin*. A course so removed from the *Bulletin* shall remain in the University course file for an additional four years (unless the college requests its removal). During the additional four year period, the college may offer the course and, if it is taught, the Registrar shall restore its description to the University *Bulletin*. If it is not taught within the four year period, the course shall be removed from the University course file. (US: 2/10/86)

...

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

4.1.0 APPLICATION FOR ADMISSION AND READMISSION

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

. . .

- B This requirement shall not apply to University students taking summer work elsewhere who are enrolled in the University for the preceding spring and following fall semesters, except that these students must submit to the Registrar's Office official transcripts of such summer work; ~~nor shall it apply to University students enrolling only in one or more sessions of consecutive summers.~~

. . .

F Transfer Students

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

. . .

4.2.1.2 Admission to Advanced Standing

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

4.2.6 RULES RELATING TO ADMISSION TO LEXINGTON COMMUNITY COLLEGE

[Note: The following section will be renumbered when codified.]

1.0 Admission or Readmission

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

For admission to the College, an applicant must file an application for admission and submit a completed entering student survey. Applicants subject to the precollege curriculum must also submit a high school transcript and, if applicable, a passing GED official score report. Degree-seeking students who are excluded from the precollege curriculum requirements are those twenty-five (25) years of age or older prior to the first day of classes, those entering the community college with 24 or more semester credit hours applicable toward a degree with a grade point average (GPA) of at least 2.0 on a 4.0 scale, and active duty military personnel, their spouses and dependents. Health forms may be required of all students, and other supporting documents may be required under the provisions of IV 2.0. These documents must be submitted prior to the first day of classes of the semester, intersession or summer session for which the student plans to enroll. The President of Lexington Community College, with the approval of the Chancellor for the Lexington Campus, may establish an earlier date. Except for non-resident aliens, the President of the College may waive the requirement that supporting documents be filed prior to the first day of classes.

Every non-resident alien applicant whose native language is other than English is required to take the Test of English as a Foreign Language (TOEFL) prior to approval for admission. A score of 500 or higher on the TOEFL or an average score of 81 or higher in English Language Skills on the Michigan Test is required for admission, provided that either is obtained within the previous 18 months prior to the first day of classes of the semester for

which the applicant is applying. Resident aliens may be requested to take the TOEFL or Michigan Test for guidance purposes. A non-resident alien must also submit the results of the American College Test (ACT), the Career-Planning Program (CPP), Computerized Placement Test (CPT), Advising Student Success Equity Technology (ASSET), or the Computer-Adaptive Placement Assessment and Support Services System (COMPASS) in accordance with the policies of the Council on Postsecondary Education.

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

1.1 Readmission After Two or More Years (Bankruptcy)

- a. A student who has been admitted or readmitted after having remained out of both the Lexington Community College and the University System for a period of two (2) or more years, and who has completed at least twelve (12) credit hours in courses numbered 100 or above with a grade point average of 2.0 or better after admission or readmission, may choose to have none of the course work attempted in the Community College System and the University System prior to the interruption included in the computation of the student's grade point average. The calculation of the grade point average after the student declares bankruptcy begins with the semester of admission or readmission.
- b. A student who has elected not to count past work in the computation of his or her grade point average may be permitted by the President of LCC to receive credit for those selected courses in which credit was earned with a grade of A, B, C, D, or P, prior to admission or readmission, without including those grades in the computation of the student's grade point average.

2.0 Admission Requirements

2.1 Admission to Lexington Community College

2.11 Admission as a First-Time Freshman

2.111 Resident students: Kentucky residents who have not previously attended college are eligible for admission to Lexington Community College with degree status provided they have graduated from high school, secured the GED certificate or are eligible to take the GED and:

- a. they file an application for admission by the proper deadline;
- b. they submit the results of the ACT, the CPP, ASSET, COMPASS, or CPT in accordance with the policies of the Council on Postsecondary Education.

A high school transcript or passing GED official score report may be required.

Precollege Curriculum

Degree-seeking students who are subject to the precollege curriculum requirements must correct any deficiencies prior to completing twenty-four (24) credit hours of degree credit at the community college. A degree-seeking student failing to correct deficiencies shall be prohibited from enrolling in additional degree credit courses until the deficiencies have been corrected. Students scoring at or above the

60th percentile on the mathematics or English portions of the ACT, or approved equivalent scores on the GED, CPP, CPT, SAT, ASSET, or COMPASS tests, shall be considered as having demonstrated proficiency in the respective subject. Students who have earned a GED subject score at the 60th percentile or above meet the precollege curriculum requirement for that subject area. Students matriculating from a non-accredited high school shall have their transcripts reviewed under the same criteria as other students entering under the precollege curriculum policy.

A waiver of a required precollege curriculum course may be justified if a handicapping condition and its impact on completing the course in question is verified by the college president (or designee) and if another course in a closely related area is substituted for the course that cannot be completed.

The precollege curriculum requirements as they appear in the "Guidelines for Undergraduate Admission to the State-Supported Institutions of Higher Education in Kentucky" (13 KAR 2:020, Section 4) are as follows:

English	4 Units	English I, II, III, and IV
Mathematics	3 Units	Algebra I, Algebra II, Geometry or Integrated Math I, Integrated Math II, Integrated Math III or Any three course combination of Algebra I and II, Geometry and Integrated Math I, II, III as long as the course sequence reflects an increasing level of complexity.
Science	2 Units	Biology I, and Chemistry I or Physics I or Principles of Technology (At least one (1) of the science courses must be a laboratory course.)
Social Studies	2 Units	World Civilization, and U.S. History or AP American History

11 Units out of 20 Total Units

2.112 Non-Resident Students

Applicants who are not residents of the Commonwealth of Kentucky must meet the conditions set forth for the admission of resident applicants, except that they are not required to meet the World Civilization requirement of the precollege curriculum. In addition, they must obtain the approval of the President of the community college and meet at least one of the following conditions in order to be admitted:

- a. graduate in the top 50 percent of their high school class;
- b. score in the 50th percentile (composite) or above for all students taking the ACT nationally;

- c. demonstrate through other accepted measures the ability to pursue the college academic program without substantial remedial aid.

2.113 High School Students

2.1131 Waiver of Condition of High School Graduation

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

1. The applicant must have completed the junior year of high school with a B average or better.
2. The applicant must submit the following:
 - a. Application form
 - b. ACT scores
 - c. Written recommendations from the high school principal and a guidance counselor including certification of the eligibility requirements listed in 2.1131 (1).
3. The maximum number of courses that may be completed by a high school student under Section IV, 2.1131 is two (2) in any term.
4. Exceptions to these guidelines must be approved by the Community College President (or designee) and documented in the student's record.

2.1132 Dual Credit Guidelines (Council on Postsecondary Education, January 11, 1988)

1. Definition.

Dual credit exists when both a high school and a college/university award credit to a high school student for the same course taught on a high school campus.

2. Admissions Standards

- a. Recommendation of high school subject area teacher or other appropriate high school official.
- b. Certification by high school guidance counselor that student is pursuing the pre-college curriculum.
- c. Dual Credit enrollment is restricted to high school seniors.
- d. A composite ACT score that exceeds the national mean and a minimum score at the 60th percentile (national) on the discipline area of the ACT and a minimum of 3.25 high school grade point standing on all courses completed at the 9th grade level and higher.

or

A composite ACT score that exceeds the national mean and a minimum score at the 70th percentile (national) on the discipline area of the ACT and a minimum of 3.0

high school grade point standing on all courses completed at the 9th grade level and higher.

- e. SAT scores may be substituted for the ACT as shown below:
 - 1. A total SAT score above the national mean to be computed by adding the national mean scores on the verbal and math components of the SAT. (To be substituted for the ACT composite score.)
 - OR
 - 2. A minimum score of the 70th percentile (national) on the verbal subscore of the SAT to enroll in dual credit courses in English (or one of the language arts) or a minimum score of the 70th percentile (national) on the math subscore of the SAT to enroll in dual credit courses in math and sciences. (To be substituted for the ACT area scores.)
 - 3. The maximum number of dual credit courses that may be completed by a high school student is four, with no more than two courses in a single discipline.

2.1133 Maximum Course Load for High School Students

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

2.12 Admission of Students with Previous College Work

An applicant with previous college work seeking admission with degree status must submit an official transcript(s) of all previous college work. A transfer student also is subject to the precollege curriculum requirements unless at least one of the following criteria is met:

- a. The student is twenty-five (25) years of age or older prior to the first day of classes;
- b. The student is entering the community college with 24 or more semester credit hours applicable toward a degree with a grade point average (GPA) of at least 2.0 on a 4.0 scale.

A waiver of a required precollege curriculum course may be justified if a handicapping condition and its impact on completing the course in question is verified by the college President (or designee) and if another course in a closely related area is substituted for the course that cannot be completed.

A transfer student who is subject to the precollege curriculum must submit a high school transcript and, if applicable, a passing GED official score report, and must correct any precollege curriculum deficiencies within the first twenty-four (24) credit hours of degree credit taken at the community college.

Grades, credits, quality points and academic status from courses taken at other community colleges in the University of Kentucky Community College System or the University System are transferred when the student enrolls.

Degree credit work taken at a fully accredited college or university outside of the University of Kentucky is recognized credit hour for credit hour. Quarter hours are recognized as two-thirds (2/3) of a semester hour. In order to be classified as fully accredited, a college or university must be a member of a regional accrediting association. Advance standing from a nonaccredited college or university may be obtained by special subject examinations or may be validated by completion of twelve (12) credit hours, excluding courses numbered less than 100, with a grade point of at least 2.0. Coursework from a nonaccredited institution will not satisfy general education block transfer certification requirements.

The President of Lexington Community College is authorized to establish with fully accredited colleges and universities a reciprocal agreement whereby grades received as well as credit earned at a previous institution shall be recognized by the Lexington Community College.

2.121 Admission of Second Chance Students

If an applicant for admission from outside the Lexington Community College has less than a C average in all previous college work, the applicant may be considered for admission on probation provided the applicant:

- a. has been out of college for at least one semester, or
- b. will succeed in the opinion of the President of the College.

2.13 Admission as a Non-Degree Student

Persons who desire instruction without wishing to become degree candidates may be admitted as non-degree students. Non-degree students are exempt from the precollege curriculum requirements; however, such students must present satisfactory evidence that they are prepared to take the work desired. Before enrolling in a particular course, such a student must obtain the permission of the instructor and the President of the College. The degree-seeking status of students declaring themselves as "non-degree" will be subject to review and reclassification by the Dean of Student Affairs (or designee) in accordance with policies established at Lexington Community College.

Non-degree students may become degree students after meeting regular admission requirements; however, work taken as a non-degree student will not in itself qualify a person for admission as a degree student. Credit in degree courses earned before a student meets admission requirements will be counted toward a degree.

2.14 Admission as a Transient Student

A student may be admitted as a transient or visiting student. Such students are not subject to the precollege curriculum requirements; however, the student's parent college must certify that the student is eligible to enroll at that institution. Admission as a transient or visiting student is good only for the semester or session for which the student applies.

2.2 Admission to and Retention in Technical Programs

Admission to the College does not guarantee admission to any Associate in Applied Science Degree program. Admission to these degree programs is dependent upon the availability of resources for implementation of quality instruction, and the number of students admitted may be limited by these considerations. If, due to the

availability of resources, it becomes necessary for the President to limit enrollment, the following procedures will apply:

- 1. Guidelines for the limitation of enrollment will be prepared by the program coordinator in consultation with the faculty of the program and once established shall be periodically reviewed.**
 - a. Guidelines shall contain a clear, concise statement of all special tests, examinations, and requirements that are used in the selection process along with an identification of the minimum acceptable score on any such tests, examinations and requirements.**
 - b. Guidelines shall contain a clear, concise statement of priorities assigned to any of the above items in selecting students for admission to a program.**
 - c. If an admissions committee is used in the selection of students for admission to a program, the composition of the admissions committee shall be specified in the guidelines. Such a committee shall be advisory to the President of the College or the President's designee.**
 - d. If a program has no special requirements other than those for admission to the college, this should be so stated.**
- 2. Upon approval of the proposed guidelines by the faculty of the division and of the college, the guidelines have been submitted to the Senate of the University System through the Rules Committee for approval:**
- 3. In no event shall the establishment of admission guidelines for the limitation of enrollment be viewed as an attempt to eliminate from consideration students who are educationally not prepared for admission. It shall be the responsibility of the college to counsel and assist such students in the elimination of such deficiencies so as to qualify for entrance into a program.**
- 4. College retention guidelines or any special requirements which would limit continuation in the program of students such as the minimum grade of "C" in certain courses currently used in the Nursing, Nuclear Medicine Technology, Dental Hygiene, Dental Laboratory Technology, Radiography, and Respiratory Care programs shall be clearly identified and a rationale for such requirements shall be provided at the time the proposal is initially submitted to the Lexington Community College Academic Council. For programs which have already been approved by the Community College Council, such special requirements or additions must have approval, prior to implementation, by the Rules Committee. (See V, 4.21)**
- 5. Each student must show evidence that he or she has professional liability insurance (in an amount to be determined by Lexington Community College) when he or she enrolls in any health related program course requiring patient/client contact.**
- 6. An occupational program with special admission guidelines may reserve a designated number of admission slots to serve qualified students from outside the normal service area to serve the Commonwealth. If a sufficient number of qualified applicants does not apply, the college may fill these slots from the service area. Since the purpose of this rule is to serve the manpower needs of the underserved areas of Kentucky, a statement of intent to return to the home community will be required.**
- 7. After admission and prior to enrollment in an allied health, environmental science or nursing program, each student must show evidence that he/she:**
 - a. has received Hepatitis B vaccination, or**

- b. is in the process of receiving the Hepatitis B vaccine series.
A signed declination form must be submitted if a student chooses not to receive the Hepatitis B vaccination.

2.21 Dental Hygiene Program

2.211 Guidelines

Enrollment in the Dental Hygiene Program may be limited because of available resources within the community and the college.

Technical Standards

Health care delivery can be characterized as the application of specific knowledge to skillful performance. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

1. Sufficient visual acuity, such as is needed in the preparation and administration of therapeutic agents and for the observation necessary for patient periodontal assessment as in taking vital signs.
2. Sufficient auditory perception to interpret verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as the stethoscope.
3. Sufficient gross and fine motor coordination to perform the delicate manual intraoral operations required of dental personnel, such as is needed in the scaling of teeth.
4. Sufficient verbal and non-verbal communication skills (speech, reading, and writing), such as are needed in classroom and clinical settings to interact with patients and professional personnel.
5. Sufficient intellectual and emotional functions to plan and implement care for individuals, such as are required in developing a dental hygiene treatment plan.

Selection of students for the program will be made by the President of the College or the President's designee after considering the recommendations of the Admissions Committee. Suggested membership for this committee is as follows:

Program Coordinator
Admission Officer
Division Chair
Dental Hygiene Faculty Member
Faculty Member At-Large
Counselor

Admission to the Dental Hygiene Program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, sex, marital status, beliefs, age, national origin, sexual orientation, or mental or physical disability. Applicants must complete and submit the items listed below to the Admissions Office by March 1:

1. Official high school transcript or GED results.
2. ACT or CPP scores for all applicants.
3. Lexington Community College Application.
4. Transcripts of all post-secondary education.

5. Dental experience form.

This date may be extended by the college due to unusual circumstances.

Preference:

- 1. May be given to applicants with an "enhanced" ACT composite score of 19 or above or the equivalent on the CPP.**
- 2. May be given to students who achieve a GPA of 2.0 or better in post-secondary education or training.**
- 3. May be given to applicants with 24 hours of work and/or observation experience in a dental environment.**
- 4. May be given to applicants who have completed, in the approved curriculum, anatomy and physiology, microbiology, and chemistry coursework with a grade of "C" or better.**
- 5. Will be given to Kentucky residents.**

A conference with a dental hygiene faculty member is required prior to enrolling in the program.

Readmission

- 1. A student who withdraws from or earns a grade lower than a "C" in one of the approved science courses and/or in a dental hygiene course will be dropped from the dental hygiene program.**
- 2. Applicants who wish to apply for readmission should do so prior to March 1, if planning to enroll for the summer/fall semester or October 1, if planning to enroll in the spring semester.**
- 3. Readmission to the Dental Hygiene Program will be dependent upon available resources.**
- 4. In order to be considered for readmission by the Admissions Committee, the applicant must:**
 - a. Submit a written request to the Dental Hygiene Program Coordinator presenting evidence to justify readmission. This may include letters of recommendation from previous faculty/coordinator, additional course work, work experience, etc.**
 - b. Meet current guidelines for admission to the college and the Dental Hygiene Program.**
- 5. If more than three (3) years have elapsed since initial enrollment in the Program, the applicant will be counseled to enter appropriate dental hygiene courses.**
- 6. A student may be readmitted to the Dental Hygiene Program a maximum of three times provided that he/she can furnish evidence of unusual circumstances, remedial study, or additional preparation.**

Transfer

- 1. Applicants who wish to transfer from one Dental Hygiene Program to another, the latter being a program offered by the Community College System, must meet all admission requirements of the receiving institution, must apply at least two months prior to the expected date of enrollment, and must notify the Coordinator of the admitting program in writing, stating anticipated entry date, and reason for transfer.**

2. Acceptance of any transfer student will be dependent upon available resources.

2.22 Dental Laboratory Technology Program

Technical Standards

Dental Laboratory Technicians fabricate custom-made prostheses designed to meet each patient's specific needs. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants must possess:

1. Sufficient visual acuity, such as is needed in the fabrication of small, highly-detailed dental prostheses.
2. Sufficient gross and fine motor coordination to safely manipulate equipment required in the fabrication of dental prostheses.
3. Sufficient intellectual and emotional functions to develop and fabricate dental prostheses as prescribed by the dentist.
4. Sufficient verbal and non-verbal communication skills (speech, reading, and writing), such as are needed to interact with professional personnel.

Admission

Enrollment is limited because of available facilities, faculty and financial resources. Selection of students for the Dental Laboratory Program will be made by the President of the College or the President's designee after considering the recommendations of the Admissions Committee. Suggested membership for this committee would be as follows:

Division Chairperson
Dental Laboratory Coordinator
Dental Laboratory Faculty Member
Counselor
Admissions Officer
General Education Faculty Member]

Admission to the Dental Laboratory Technology Program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, sex, marital status, beliefs, age, national origin, sexual orientation, or mental or physical disability. Each applicant must submit the following data by March 1: (Qualified applicants may be considered and admitted prior to March 1, and, at the President's discretion, applicants may submit data and be considered for admission after March 1.)

1. Application for admission to L.C.C.
2. An official high school transcript or results of the GED.
3. Results of the ACT.
4. An official transcript of all post-secondary education attempted.
5. Results of a Dental Dexterity Assessment

Preference:

1. May be given to applicants who score 4 or above on a Dental Dexterity Assessment.
2. May be given to applicants with an "enhanced" ACT composite score of 19 or above.
3. Preference will be given to Kentucky residents.
4. May be given to applicants having a GPA of 2.0 or higher (4.0 scale) on all college work.

Readmission

1. A student who withdraws from or earns lower than a grade of C in a Dental Laboratory Technology course will be dropped from the Associate Degree Dental Laboratory Technology program.
2. Applicants who wish to apply for readmission must do so two months prior to anticipated enrollment for the subsequent fall or spring semesters.
3. Readmission to the Dental Laboratory Technology program is dependent upon available resources.
4. In order to be considered for readmission the applicant must:
 - a. Submit a written request to the Dental Laboratory Technology Program Coordinator including information to justify readmission.
 - b. Submit a written recommendation from a faculty member of the program addressed to the Dental Laboratory Technology Admissions Committee supporting the student's readmission to the program.
 - c. Meet current guidelines for admission.

2.23 Nuclear Medicine Technology

Enrollment is limited because of available facilities, faculty, and financial resources.

Technical Standards

Nuclear Medicine involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nuclear medicine technology. Therefore, in order to be successful in the program, all applicants should possess:

1. Sufficient visual acuity such as needed in the accurate preparation and administration of radiopharmaceuticals and for the observation necessary for patient assessment and care.
2. Sufficient auditory perception to receive verbal communication from patients and members of the health care team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, intravenous infusion pumps, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills related to the performance of nuclear medicine technology, such as manipulating equipment, as well as positioning, transporting, and imaging patients.
4. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs

promptly and effectively, as may be necessary in the patient's/client's interest.

5. Sufficient intellectual and emotional function to plan and implement care of individuals.

Admission

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to the College or to any academic program thereof regardless of economic or social status, and will not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or mental or physical disability.

Selection of the students for the nuclear medicine technology program will be made by the President of the College or the President's designee after considering the recommendations of the admissions committee. Membership for this committee would be as follows:

- Division Chairperson
- Nuclear Medicine Technology Program Coordinator
- Nuclear Medicine Technology Faculty Member
- Counselor
- Admissions Officer
- General education faculty member

Each applicant must submit the following data by March 1 (at the President's discretion, qualified applicants may be considered after March 1):

1. Application for admission to Lexington Community College.
2. An official high school transcript or result of the GED.
3. Results of the ACT (if less than 12 credits of college work have been completed. The courses must be numbered 100 or higher excluding remedial courses.).
4. An official transcript of all post-secondary education attempted.
5. Attendance at an advising conference or interview.
6. Documentation of eight (8) clock hours of observation in a nuclear medicine department.

Preference:

1. Will be given to Kentucky residents.
2. May be given to qualified applicants with an "enhanced" ACT composite score of 19 or above, or with a 2.5 GPA or above (4.0 scale) on all college work consisting of at least 12 semester credit hours of courses numbered 100 or above in the approved curriculum.
3. May be given to qualified applicants of under-represented student populations in accordance with equity policies of the University of Kentucky and Lexington Community College.
4. May be given to qualified applicants who have completed the required mathematics course and the required biological and physical science courses or equivalent courses with a grade of C or better.]

Rolling Admission

An applicant may be admitted to the nuclear medicine technology program prior to the March 1 deadline if the following criteria are met:

1. A complete application is submitted to the college by January 15.
2. A GPA of 3.0 or better (4.0 scale) on 12 semester hours of college credit for courses numbered 100 or above applicable to the nuclear medicine technology curriculum.
3. An "enhanced" ACT composite score of 21 or above.
4. Completion of the required mathematics course and the biological science courses or equivalent courses is documented with a 3.0 or better (4.0 scale) for each course.

Enrollment

If not completed previous to admission to the nuclear medicine technology program, the student must complete the required mathematics and science courses that are prerequisite to the first NMT course with a grade of C or better.

Retention

A student who withdraws from or earns lower than a grade of C in a course with the prefix NMT will not be permitted to continue in the nuclear medicine technology program.

A student must earn a grade of C or better in each required science course in the curriculum in order to remain enrolled in the program.

Readmission

The process regarding application for readmission to the nuclear medicine technology program is as follows:

1. Students who wish to apply for readmission to the program must do so prior to March 1 if planning to enroll in the subsequent year.
2. Readmission to the nuclear medicine technology program will be dependent upon available resources.
3. In order to be considered for readmission by the program admissions committee, the student must:
 - a. Update information in the admission office file prior to March 1;
 - b. Submit a written request to the program coordinator including information to justify readmission; and]
 - c. Submit a written recommendation from a faculty member of the program addressed to the program admissions committee supporting the student's readmission to the program.
4. If three (3) years or more have elapsed since the initial enrollment in the program, the student must repeat the technical courses of the curriculum or successfully complete special examinations for those courses for which examinations are available.
5. A student may be readmitted to the nuclear medicine technology program two times. The program

admissions committee may recommend readmission a third time if a student can furnish evidence of unusual circumstances, remedial study or additional preparation.

6. Application for readmission is not a guarantee of readmission to the program.]

2.24 Nursing Program

Enrollment in the Associate Degree Nursing Program may be limited because of available laboratory facilities in the community, as well as limited faculty and financial resources at the community college.

Technical Standards

Nursing at the technical level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. All students should possess:

1. Sufficient visual acuity, such as is needed in preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
2. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, Doptones, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs.
4. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest.
5. Sufficient intellectual and emotional functions to plan and implement care for individuals.

Admission to the Associate Degree Nursing Program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, sex, marital status, beliefs, age, national origin, sexual orientation or mental or physical disability (refer to Technical Standards Section). In addition to the other qualifications, the college will, in compliance with University regulations and in the manner and to the extent permitted by law, endeavor to recruit students who add to the diversity of the student population in the Associate Degree Nursing Program.

Selection of students for the Associate Degree Nursing Program will be made by the President of the College or the President's designee after considering the recommendations of an Admissions Committee which is to be appointed for this purpose. Membership on this committee shall be from the college as follows:

**Admissions Officer
Associate Degree Nursing Program Coordinator
Two Associate Degree Nursing Faculty Members
Three Members-At-Large, i.e., Development Studies
Counselors, General Studies Faculty**

Terms for the two Associate Degree Nursing faculty members and the three members-at-large are for two year terms and are to be staggered.

In order to be considered for admission to the Associate Degree Nursing program, each applicant must submit the following credentials for the fall semester class by March 1 and for the spring semester class, if applicable, by October 1 preceding the date the applicant plans to enroll. Exceptions to the March 1 and the July 1 dates can only be granted by the President of the College after consultation with the Associate Degree Nursing Program Coordinator.

- 1. Application for admission to the college.**
- 2. Official high school transcript indicating that the applicant has or will complete an approved four-year high school course of study or a GED certificate.**
- 3. Transcripts of all post-secondary education or training.**
- 4. Results of the ACT or National League for Nursing Pre-Admission Examination RN (NLN)**

A pre-admission conference with the Coordinator or the Coordinator's designee is required prior to an applicant's consideration by the Associate Degree Nursing Admissions Committee.

Preference:

- 1. May be given to candidates who demonstrate above average standing in high school or on the General Education Development Examination (GED).**
- 2. May be given to applicants with an "enhanced" ACT composite score of 22 or above or score at the 50th percentile or above on the NLN.**
- 3. May be given to applicants who have completed 12 or more credit hours in the approved curriculum with a cumulative GPA of 3.0 or better from any regionally accredited college.**
- 4. Will be given to Kentucky residents and applicants within the Community College service area.**

Readmission

- 1. In order to be considered for readmission by the Nursing Admissions Committee, the applicant:**
 - a. Must submit a written request to the Nursing Coordinator.**
 - b. Must meet current guidelines for admission.**
 - c. May be required to have a Nursing faculty member submit a letter of recommendation.**
- 2. A student may be readmitted to the Associate Degree Nursing Program one time. The Nursing Admissions Committee may recommend readmission a second time, if a student furnishes sufficient evidence of remedial study, additional preparation or**

resolution of factors contributing to unsuccessful course completion.

3. If more than three years have elapsed since initial enrollment in any registered Nursing program, an applicant must repeat all nursing courses.

Transfer

1. Applicants who wish to transfer from another community college Nursing Program or other nursing programs must:
 - a. Meet all admission requirements of the receiving institution.
 - b. notify the Coordinator of the Associate Degree Nursing Program in writing, stating anticipated entry date and reason for transfer, and
 - c. have a faculty member from the program previously attended submit a letter of recommendation to the receiving institution.
2. If more than three years have elapsed since initial enrollment in any registered Nursing program, an applicant must repeat all nursing courses.

2.25 Radiography Program

Enrollment in the Radiography program may be limited because of available laboratory facilities in the community, as well as limited faculty and financial resources.

Technical Standards

Radiography involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of radiological technical functions. Therefore, all applicants should possess:

1. Sufficient visual acuity, such as is needed in the accurate preparation and administration of contrast media and for the observation necessary for patient assessment and nursing care.
2. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, intravenous infusion pumps, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, positioning and lifting patients required in meeting health needs related to radiologic technology.
4. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's/client's interest.
5. Sufficient intellectual and emotional functions to plan and implement care for individuals.

Selection of students for the program will be made by the President of the College or the President's designee after considering the recommendation of the Admissions Committee.

Membership on this committee would be as follows:

**Radiography Program Coordinator
Radiography Faculty Member
Division Chairperson
Admissions Officer or Dean of Student Affairs
Counselor**

Each applicant must submit the following credentials by March 1 in order to be considered by the committee:

- 1. Application for admission to the college.**
- 2. Official high school transcript indicating that the applicant has completed an approved 4-year high school curriculum or the GED Certificate.**
- 3. Transcripts of all post-secondary education or training.**
- 4. American College Test (ACT) or Career Planning Program (CPP) score reports.**
- 5. A statement verifying at least a four-hour observation/work experience in a Radiology Department must be completed and returned to the community college records office.**

Admission to the Radiography program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, religion, sex, marital status, beliefs, age, national origin or physical or mental disability.

Preference:

- 1. May be given to applicants with an "enhanced" ACT composite score of 21 or above; or the low number of the estimated ACT composite range reported on the CPP of 19 or above.**
- 2. May be given to applicants who have a cumulative GPA of 2.5 or better (4 point scale) in 12 hours of college credits applicable to the radiography program.**
- 3. May be given to applicants who have completed the biological and physical sciences and mathematics courses listed in the radiography curriculum with a grade of "C" or better.**
- 4. May be given to applicants who have satisfied the precollege curriculum.**
- 5. Will be given to Kentucky residents.**

An interview or pre-admission conference may be required prior to admission to the radiography program.

Readmission

- 1. A student who withdraws from or earns lower than a grade of C in any course with the prefix RAD will be dropped from the Radiography program.**
- 2. The process regarding application for readmission to the program is as follows:**

- a. Students who wish to apply for readmission to the program must do so three (3) months prior to the expected date of enrollment.
- b. Readmission to the Radiography program will be dependent on available resources.
- c. In order to be considered for readmission by the Radiography Admissions Committee, the student must:
 - i) update information in the admission office file three (3) months prior to expected date of enrollment;
 - ii) submit a written request to the Radiography Program Coordinator including information to justify readmission; and
 - iii) submit a written recommendation from a faculty member of the program addressed to the Radiography Admissions Committee.
- d. If three (3) years or more have elapsed since the initial enrollment in the program, the student must repeat the technical courses of the curriculum.
- e. A student may be readmitted to the Radiography program two times. The Radiography Admission Committee may recommend readmission a third time, if a student can furnish evidence of unusual circumstances, remedial study or additional preparation.
- f. Application is not a guarantee of readmission to the program.

Transfer

1. Applicants who wish to transfer from another community college Radiography Program or other radiography programs must:
 - a. Meet all admission requirements of the receiving institution.
 - b. Apply at least three months prior to the expected date of enrollment.
 - c. Notify the Coordinator of the Radiography Program in writing, stating anticipated entry date and reason for transfer.
 - d. Have a faculty member from the program previously attended submit a letter of recommendation to the receiving institution.
 - e. Submit an official transcript for evaluation by the admissions committee.
2. If more than three years have elapsed since initial enrollment in a radiography program, the entire sequence of radiography courses must be repeated.
3. Acceptance of any transfer student will be dependent upon available resources.

Rolling Admissions

An applicant may be admitted to the radiography program prior to the March 1 deadline date if the following criteria are met:

1. Complete application is submitted to the college by January 15.
2. The applicant has a GPA of 3.0 or better on 12 hours of college credit applicable to the Radiography curriculum.
3. The ACT composite standard score or the low number of the range reported on the CPP is 21 or above.
4. The Applicant has successfully completed BSL 110 and BSL 111 or equivalent.

2.26 Respiratory Care Program

Enrollment in the Respiratory Care Program may be limited because of available facilities within the community and the college.

Technical Standards

The respiratory therapist specializes in the application of scientific knowledge and theory to practical clinical problems of respiratory care as outlined in a description of the occupation found in the guidelines and essentials of the accredited educational program for the respiratory therapist. Therefore, in order to be successful in the program, a candidate should possess:

1. Sufficient tactile and visual acuity, such as is needed in the accurate monitoring of life support systems and for the observation necessary for patient assessment.
2. Sufficient auditory perception to receive verbal communication from patients and members of the health care team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, inhalators and fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement respiratory therapy skills including the manipulation of equipment to meet health needs.
4. Sufficient communication skills (verbal, non-verbal, and written) to interact with individuals and to communicate their needs promptly and effectively.
5. Sufficient intellectual and emotional functions to plan and implement respiratory care.

Admission to the Respiratory Care Program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, sex, marital status, beliefs, age, national origin, sexual orientation, or mental or physical disability. Selection of students for the Respiratory Care Program will be made by the President of Lexington Community College or the President's designee after considering the

recommendations of the Admissions Committee. Suggested membership is:

- 1. Respiratory Care Program Coordinator**
- 2. Admissions Officer**
- 3. Counselor**
- 4. Medical Director of Program**
- 5. General Studies Faculty member**
- 6. Respiratory Care Faculty Member**

Each applicant must submit the following data no later than March 1:

- 1. Application for admission to L.C.C.**
- 2. An official high school transcript or results of the Test of General Educational Development (GED).**
- 3. Results of American College Test (ACT).**
- 4. An official transcript of all post-secondary education attempted.**
- 5. Statement of work experience pertaining to Respiratory Care Technology and/or observation in this area.**
- 6. Attendance at a mandatory pre-admission conference**

Preference

- 1. May be given to applicants who have a cumulative grade point average of 2.5 (4.0 scale) or better in 12 or more semester credit hours from any accredited college.**
- 2. May be given to applicants with an "enhanced" ACT composite score of 21 or above.**
- 3. May be given to applicants with health related work experience.**
- 4. May be given to Kentucky residents.**
- 5. Others meeting minimum criteria will be placed on an alternate list. Those applicants remaining on the alternate list must update their application to be eligible for the next class.**

Rolling Admission

Those applicants who have an enhanced composite ACT score of 24 and at least a cumulative grade point average of 3.0 (on a 4.0 scale) on 24 or more college hours may be informed of immediate admission. Admission will be contingent upon a conference with the Program Coordinator.

Readmission

A student who withdraws from or earns lower than a grade of "C" in a Respiratory Care Course will be dropped from the Associate Degree Respiratory Care Program. Students who have withdrawn or have not been retained in the program may reapply by the following process:

1. Application for readmission should be made by the established college program deadline.
2. Readmission to the Respiratory Care Program will be dependent on available resources.
3. In order to be considered for readmission by the Respiratory Care Admissions Committee, the applicant must:
 - a. submit a written request to the program coordinator presenting evidence to justify readmission.
 - b. meet current admissions guidelines.
4. If more than three (3) years have lapsed since initial enrollment in the program, the applicant must successfully complete available special exams or repeat the Respiratory Care courses. The student will be evaluated and may be required to demonstrate competencies prior to re-entering clinical practice if a year or more has lapsed since their last formal clinical practice.

5.1.0 GRADES AND MARKING SYSTEMS

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

Rationale: to specify that this is not intended to invent a new, official, midterm grade.

5.1.1 The Marking System

...

Z Reenrollment recommended (development courses only). It has no value in computing grade point average.

5.1.3 Explanation of Certain Grades

...

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

5.1.4 COURSES TAKEN ON A PASS-FAIL BASIS

...

Courses taken on a Pass-Fail basis shall be limited to those considered as elective in the student's program and such other courses or types of courses as might be specifically approved by the Senate Council for a college or department. Prerequisites for such courses may be ignored at the student's own hazard. Students are expected to participate fully in these courses and to take all examinations as though they were enrolled on a regular basis. Students may not change from a pass-fail basis nor from a regular basis to a pass-fail basis after the last day to drop a course without a grade in any given term. **within three**

(3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer term or other courses of less than a full semester's duration).

...

A student may take only two elective courses on a pass fail basis at Lexington Community College.

5.1.5 AUDIT

Students who register for an audit do so for reasons other than fulfilling explicit requirements. They must come to individual agreements with the instructor as to what responsibilities they will be expected to perform. Normally, students who audit would be expected to do the readings and attend class; they may be required to enter more fully into the class work. In any case, they will receive no credit hours or grades. Any change from audit to credit or credit to audit by a student regularly enrolled in a college must be accomplished ~~by the last date to drop a course without a grade in any given term~~ **within three (3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer term or other courses of less than a full semester's duration).** No credit can be given for a class audited nor is a student permitted to take an examination for credit, except for the special examinations described in 5.2.1.2. A student who initially enrolls in a class as an auditor must attend at least 80% of the classes in the course (excluding excused absences). If a student changes her or his enrollment from credit to audit, s/he must attend at least 80% of the remaining classes (excluding excused absences). If an auditor fails to attend the requisite number of classes, the instructor may request that the Dean of the instructor's college award the grade of W for that course and the Dean shall report the grade to the Registrar. No instructor is authorized to admit anyone as an auditor to any of his/her classes unless the auditor has registered as such. (US:10/11/76; US: 12/10/90; US:9/20/93)

Note: 5.1.7 was removed entirely from this proposal

5.1.9 GRADE POINT AVERAGE

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

5.1.8.2 Any student may withdraw from any class (except for those used to meet the Writing Requirement; see Section V., 5.4.3.1) during the withdrawal period which is defined as the period prior to and including the: (US: 2/12/82; US: 9/12/94)

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

5.1.8.3 Except at Lexington Community College, a student may withdraw from a class during the latter half of the term upon approval by the dean of the student's college of a petition certifying urgent non-academic reasons including but not limited to:

...

Lexington Community College Withdrawal Policy

After the date of mid-term and through the last class of the semester, the Lexington Community College student may officially request the W grade, which may be given at the discretion of the instructor. Each instructor shall state on the syllabus the factors to be used in determining the assignment of a W grade during the discretionary period. An instructor shall not assign a student a W grade for a class unless the student has officially withdrawn from that class in a manner prescribed by the college.

Rationale: Due to Lexington Community College's unique mission within the university, and open door admissions policy, a separate policy regarding student withdrawal from Lexington Community College courses is necessary. The faculty at Lexington Community College value their commitment to offer Lexington Community College students multiple opportunities to succeed even as they maintain quality standards in higher education. A key part of this strategy is the individual faculty member's decision to allow students to remain enrolled in a course beyond the UK midterm cut-off point for withdrawal. Each Lexington Community College syllabus delineates the individual faculty member's withdrawal policy for that class, including specific conditions which limit unrestricted withdrawal. Many Lexington Community College faculty currently choose to allow their students to withdraw after midterm in order to promote prolonged exposure to course content and teacher instruction which would help lead to eventual student mastery of the subject.

5.2.1.1 Accelerated Programs The College Board Level Examination Program Subject and General Examinations, the College Board Advanced Placement Examinations, the American College Testing Program Proficiency Examination Program Subject Examinations, and courses evaluated by the American Council on Education for which credit recommendations are made under the Program on Noncollegiate Sponsored Instruction and courses in the International Baccalaureate Program (Higher Level) are recognized as appropriate credit for meeting degree requirements. Colleges and/or departments in consultation with the Admissions and Registrar's Office shall determine and publish appropriate cut-off scores for the CLEP, AP, and PEP examinations. (US:9/13/82) Students with superior results from their International Baccalaureate Higher Level may be awarded up to six credits by the corresponding department of the University. Scores of 5, 6, and 7 normally are requisite. No AP or CLEP credit hours shall be letter graded. Rather, all such earned credit hours will be shown on the student's academic record as course credit (CR). (See also V - 5.1.4, Rules Committee Interpretation, 1/15/93) (US: 4/25/88; US: 3/9/98)

A. Credit for External Experiences at Lexington Community College

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

- (a) special examinations**
- (b) recognition of collegiate work completed through the United States Armed Forces Institute**
- (c) recognition of service-related experiences at the collegiate-level as recommended by the Commission on Accreditation of Service Experiences;**
- (d) recognition of certain proficiency exams administered by professional certification agencies such as the Certified Professional Secretary Examination;**
- (e) American Institute of Banking Related Experiences;**
- (f) course credit awarded by articulation agreements;**
- (g) Program on non-collegiate sponsored instruction (PONSI).**

A student will be awarded credit for external experiences by the college President (or designee) only if the following criteria are met:

- (a) the student enrolls and earns credit at Lexington Community College; and**
- (b) the student has met precollege curriculum requirements.**

5.2.1.2 Credit by Special Examination

...

- F The student, with the department **or division** chair's consent, may take the special examination on a Pass-Fail basis, including any course not otherwise available under the Pass-Fail option. Credit derived in this manner shall not reduce the number of courses permitted under the Pass-Fail rules. (See Section V., 5.1.4)

5.2.2 STUDENT LOAD

With the exceptions noted below, the maximum load to be carried during any semester by any student in an undergraduate college (including residence and correspondence courses) shall be 19 credit hours. (US: 10/11/93)

...

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 course.** (US: 10/11/93)

5.2.4.2 Excused Absences: (US: 11/11/85; 2/9/87) Lexington Community College has adopted the current Excused Absence policy outlined in Section V of the Senate Rules.

5.2.4.4 Unsatisfactory Scholarship and Attendance A student who is doing unsatisfactory work or who is irregular in attendance (when required--see Section V., 5.2.4.1) in any course shall be reported to the **President of Lexington Community College for Lexington Community College students** or dean of the college in which the student is registered. The student shall be under the special supervision of his/her dean **or President of Lexington Community College**. If, after a suitable length of time, it becomes apparent that no improvement is being made, the dean **or President of Lexington Community College** may drop the student from the course, reporting the action to the Registrar and to the instructor. (See Section IV., 4.3.2 and Section V., 5.2.4.1)

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

...

- * Four-week, **six-week** and eight-week summer sessions are considered one term. Thus, if a student enrolls for both the four-week and eight-week sessions, that

shall be considered one term. If the student enrolls for only one session, whether it be the four-week, **six-week** or the eight-week term, that shall be considered one term. (RC: 12/4/95)

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

. . .

B Students are subject to suspension without a preliminary probationary semester if their GPA is below 0.6 after their first term of full time enrollment in the University System. ~~This provision does not pertain to students who have transferred from the Community College System.~~

. . .

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

Rationale: The addition of probation goes against the current rules on that status, since students on probation may take exams.

5.3.1.5 READMISSION AFTER TWO OR MORE YEARS (ACADEMIC BANKRUPTCY) (US: 10/11/93)

A Undergraduate students who have been readmitted through the usual channels after an interruption of two or more years, and who have completed at least one semester or 12 hours **of courses at or above the 100 level** with a grade point standing of 2.0 or better after readmission may choose to have none of their previous University of Kentucky course work counted toward graduation and toward the computation of their grade point standings. (US:4/12/82)

B In addition, the dean of the student's college **or the President of LCC** may permit such a readmitted student who has elected not to count past work to receive credit for selected courses without including those grades in the computation of the student's grade point standing. (US:4/12/82)

5.4.1.4 Second Bachelor's Degrees

A student is eligible to qualify for a second bachelor's degree in a different major. The student must complete all university, college, and departmental requirements for both degrees. Courses taken towards fulfilling one degree may also count towards fulfilling parallel requirements in the other, but the student must complete a minimum of at least 144 hours for both degrees. The student may elect to receive the degrees simultaneously if college and departmental degree requirements can be met simultaneously. (US:3/8/82; 4/10/89)

Add: Second Associate Degree

A student is eligible to qualify for a second associate degree in a different major. Courses taken towards fulfilling one degree may also count towards fulfilling parallel requirements in the other, but the student must complete a minimum of at least 66 hours for both degrees. The student may elect to receive the degrees simultaneously if degree requirements can be met simultaneously. In no case will a second degree be granted for the completion of a second option in a program. The completion of a second option, however, will be recorded on the transcript.

Re-number accordingly.

Rationale: UK requires 144 hours for two bachelor's degrees and that is the 120- hour minimum plus 10%. Therefore, the 60-hour minimum is required for an associate degree plus 10% to get 66 hours.

5.4.2 COMMENCEMENT HONORS

A Students shall be graduated "Summa Cum Laude" who attain a grade point average of 3.8 or higher for at least three years of work at the University of Kentucky (excepting correspondence study). (US: 10/11/94; US: 4/11/94)

...

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

Add following item H

The **associate** degree with honors from ~~a community college~~ **Lexington Community College** shall be based solely upon work done in the ~~University of Kentucky Community College System~~. **College or the University of Kentucky.**

~~5.21 With High Distinction in the System~~

~~Students who have completed at least forty-eight credit hours of work in the University of Kentucky shall be graduated "With High Distinction" who attain a grade point average of 3.6 or higher based on at least 48 credit hours of work at Lexington Community College or the University of Kentucky. System shall be graduated "With High Distinction" if they attain a grade point average of 3.60 or higher on all work attempted.~~

~~5.22 With Distinction in the System~~

~~Students who have completed at least forty-eight credit hours of work in the University of Kentucky shall be graduated "With Distinction" who attain a grade point average of 3.4 or higher based on at least 48 credit hours of work at Lexington Community College or the University of Kentucky. System shall be graduated "With Distinction" if they obtain a grade point average of 3.40 to 3.59 on all work attempted.~~

Rationale: This would seem to be consistent with the change in 4.2.1.2 so that grades from the CCS will no longer count in the UK GPA.]

Add

5.12 Residence Requirement

Regardless of the time the student has attended Lexington Community College, a minimum of twenty-four credits must be completed within the University of Kentucky, and at least 25 percent of the approved curriculum credits must be completed at the College.

* * * * *

6.1.7 ATTENDANCE AND PARTICIPATION DURING APPEAL

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

Those students who ~~are enrolled in Medical Center Colleges~~ and have patient contact in clinical practicum courses will not be able to continue patient contact in the courses during an appeal, if the appeal relates to

clinical competence in regard to performance. Insofar as practicable, such appeals shall be expedited.
(US: 4/25/88)

Attendance and participation may be limited

- a) **when outside agencies are used as part of the student's educational experience. In this situation, precedence will be given to the terms of any agreement(s) which have been negotiated between the University and the agency.**
- b) **when patient/client contact is involved in the student's educational experience. In this situation, only patient/client contact will be limited or excluded at the discretion of program faculty.**

Rationale: To include requisite Lexington Community College populations.

6.2.0 THE ACADEMIC OMBUD

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

Rationale: to insure cooperation.

6.2.1.4 Statute of Limitations The Academic Ombud is empowered to hear only those grievances directed to his or her attention within ~~365~~ **180** days subsequent to the conclusion of the academic term in which the problem occurred. However, the Ombud may agree to hear a grievance otherwise barred by the Statute of Limitations in those instances where (1) the Ombud believes that extreme hardship including but not limited to illness, injury, and serious financial or personal problems gave rise to the delay or (2) all parties to the dispute agree to proceed. (US:2/11/80)

Rationale: to follow the Lexington Community College shorter terms, since exceptions are allowed.

6.2.1.5 Procedures When the Academic Ombud determines that an issue merits his or her attention, the Ombud shall contact the parties involved to determine the background of the issue and areas of disagreement. With this information in hand, the Ombud shall seek to determine alternative means of achieving an equitable resolution and propose to the conflicting parties those solutions which appear to offer the greatest promise of mutual satisfaction. Normally the investigatory and ~~arbitration~~ **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 ~~arbitration~~ **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.

6.2.1.7 & 6.2.2 Change all instances of Ombud to **Ombuds**.

6.2.3 SELECTION PROCEDURE

A The Chair of the Senate Council, with the advice of the Senate Council members, shall appoint a Search Committee consisting of the following members: 1) ~~a faculty member of the Senate Council~~ **two faculty members**, 2) ~~two three~~ **two three** students, ~~one an undergraduate~~ **two undergraduates** and one a graduate or professional student, chosen by the Student Government Association; and, 3) a member designated by the President of the University who shall serve as Chair of the Search Committee. **Committee members shall be broadly representative of the University community.**

Rationale: To allow wider representation on the search committee, probably drawn both from Lexington Community College and UK.

B The Search Committee shall solicit nominations for the Academic Ombud from students, faculty and administrators, **and shall, for each position, nominate no more than three to the President.**

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

D Should the office of Academic Ombud be vacated prior to the expiration of the normal term of office, a new appointment shall be made to fill the unexpired term using the same procedures as described above.

6.2.4 Change each instance of "the academic Ombud" to "**each Academic Ombud.**"

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

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

Rationale: to follow the present, slightly more encompassing Lexington Community College rules

6.4.0-6.4.11 Replace:
Department Chair with Chair
Dean with Dean of the college or President
of Lexington Community College
University Registrar with Registrar

6.5.2 COMPOSITION OF THE UNIVERSITY APPEALS BOARD

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

Rationale: slightly to enlarge the pool by including the alternates on the board, so as to make setting up appeal boards a bit easier

6.5.2.2 The Student Membership The student membership shall consist of **a four** graduate or professional students, **a four** male undergraduate students and **a four** female undergraduate students. The undergraduate students must be ~~either~~ **sophomores**, juniors or seniors in good academic standing and the graduate or professional students must have been in residence at least one year and be in good standing in their respective colleges. They shall be appointed to one-year terms, subject to reappointment. Their terms shall begin September 1 and end August 31. Members **shall be broadly representative of the University community, including the Medical Center, Lexington Community College, and the Lexington Campus**, and shall be chosen by the President of the University from the recommendations of the legislative branch of the Student Government Association.

Rationale: to allow for the shift from "alternates" and to allow Lexington Community College student participation.

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.

Rationale: to allow Lexington Community College participation.

6.5.2.4 Other Procedural Rules

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

Rationale: to allow for different sets of the newly enlarged Appeals Board to be assigned to a specific Appeals Board.

Note: If approved, the proposed changes will be forwarded to the Rules Committee for codification.