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28 August 2000

TO: Members, University Senate

FROM: University Senate Council

RE: <u>AGENDA ITEM</u>: University Senate Meeting, Monday 11 September 2000
        Proposal to amend University Senate Rules – Section IV – Admission and Readmission
        guidelines for the following programs in Lexington Community College: Computer
        Information Systems (new), Nursing, Dental Hygiene, and Radiography.

<u>Proposals</u>:

Add the following to the <u>University Senate Rules</u>, Section IV

IV 2.2.7 <u>Computer Information Systems Program</u>

Enrollment in the Computer Information Systems Program may be limited because of available
laboratory facilities, faculty and financial resources at the community college.

Admission Guidelines

Admission to the Computer Information Systems 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. 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 Computer Information Systems Program.

Selection of students for the Computer Information Systems 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:

- Director of Admissions or director's designee (ex-officio)
- Computer Information Systems Program Coordinator (ex-officio)
- Four Computer Information Systems Faculty Members (appointed by the President)
- Two Members-At-Large (appointed by the President)

Terms for the four Computer Information Systems faculty members and the two members-at-large
are for two-year terms and are to be staggered.

In order to be considered for admission to the Computer Information Systems program, each
applicant must be admitted to Lexington Community College and file a letter of intent with the
Computer Information Systems Program Coordinator. For admission in the summer or fall
semester classes, the letter of intent must be filed by March 1 and for the spring semester class by
October 1.   Exceptions to the March 1 and October 1 dates can only be granted by the President

of Lexington Community College after consultation with the Computer Information Systems Program Coordinator.

Admission Requirements

In order to be considered for admission to the program, a student must:
1. Successfully complete CIS105, CIS110, CIS120, and CIS130. "Successful completion" is defined as:
   - earning a "C" grade or better in the course,
   - passing the exam for credit for a course, or
   - transferring credit from an accredited institution and earning at least a 2.0 on a 4.0 scale for the course.

2. Complete MA108R with a "C" grade or better, or have a math ACTE score of at least 18 and have completed two years of high school algebra, or have completed the Math Placement Test with a resulting score indicating preparedness for MA109; or successful completion of MA109 or higher-level MA course.

3. Complete the orientation program for Computer Information Systems.

4. Attend a pre-admission conference with the program coordinator or the coordinator's designee.

Preference

1. Preference may be given to applicants who have demonstrated exceptional ability in CIS105, CIS110, CIS120, and CIS130.

2. Preference will be given to Kentucky residents.

Program Probation and Suspension

1. A student admitted to the program with a 2.0 or above GPA for all CIS and CS courses is in good standing with the program.

2. A student in good standing with the program whose GPA for all CIS and CS courses drops below 2.0 is placed on program probation.

3. A student on program probation whose GPA for all CIS and CS courses rises to 2.0 or above returns to good standing with the program.

4. A student on program probation whose GPA for all CIS and CS courses drops an additional 0.5 points while on program probation is placed on program suspension and may not continue studies in the Computer Information Systems program. Likewise, a student on program probation whose GPA for all CIS and CS courses drops below 1.0 is placed on program suspension and may not continue studies in the Computer Information Systems program.

5. In order to resume studies in the Computer Information Systems program, a student on program suspension must apply and be accepted for program suspension readmission.

Program Suspension Readmission

1. In order to be considered for program suspension readmission by the Computer Information Systems Admissions Committee, the applicant:
   a. Must submit a written request to the Computer Information Systems Program Coordinator.
   b. Must meet current guidelines for admission.
   c. Must submit a letter of recommendation from a Computer Information Systems faculty member.

2. Requests for program suspension readmission will be placed in the same pool as new requests for admission to the program and receive no preferential treatment.

3. A student readmitted after program suspension returns with program probation status.

4. A student may be readmitted after program suspension to the Associate Degree Computer Information Systems Program one time. The Computer Information Systems Admissions Committee may recommend readmission a second time, if a student furnishes sufficient evidence of remedial study, additional preparation, or resolution of factors contributing to unsuccessful course completion.

Other Readmission

1. If a student admitted to the Computer Information Systems Program does not attend Lexington Community College during a regular fall or spring semester, the student must submit a written request for readmission to the CIS program to the Computer Information Systems Coordinator. The student must also be readmitted to the college.

2. If a student does not attend LCC for two or more consecutive regular semesters, the student must reapply for admission to the CIS program.

Graduation Requirements

1. Non-general education course credits more than 10 years old cannot be used to meet graduation requirements.

2. Only CIS and CS courses in which a student earned a "C" or higher (or "Pass" for Pass/Fail courses) may be used to meet graduation requirements.

Transition Issues

1. All students who have declared Computer Information Systems as their major before the first day of classes of the Fall 2000 term will be admitted to the program on that date. All students who maintain continuous enrollment may choose to remain under the catalog in effect at the time of their initial enrollment.

2. In addition to the Director of Admissions or director's designee and the Computer Information Systems Program Coordinator, the Computer Information Systems Admissions Committee for the 2000-2001 academic year will be composed of two Computer Information Systems faculty members serving two-year terms, two Computer Information Systems faculty members serving one-year terms, one member-at-large serving a two-year term, and one member-at-large serving a one-year term. New members of the committee appointed for 2001-2002 and thereafter will serve two-year terms.

The proposal has been reviewed and is recommended for approval by the Senate's Committee on Admissions and Academic Standards and the University Senate Council.

Implementation Date: To be effective for admission into the CIS program after August 23, 2000 and applied to the selection of the class beginning in Spring 2001.

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

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Add bolded sections; delete strikethroughs; see also "current" and "recommended" sections:

Section IV 2.2.X Dental Hygiene Program

A. 2.2XX System *(College)* Guidelines

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 transcripts 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 *(Hygiene Observation/Work)* Experience form.

This date may be extended by ~~a~~ *(the)* college due to unusual circumstances.

Recommended Guidelines

2.2XX <u>College Guidelines</u>

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:

6.   Official high school transcripts or GED results.
7.   ACT scores for all applicants.
8.   Lexington Community College Application.
9.   Transcripts of all post-secondary education.
10. Dental Hygiene Observation/Work Experience form.

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

<u>Rationale</u>:
These editorial changes reflect the current status of the College. First, the College is no longer a part of the defunct University of Kentucky Community College System. Second, the College no longer accepts the CCP in lieu of the ACT. Last, the Dental Experience form is actually entitled the Dental Hygiene Observation/Work Experience form.

B.   Current <u>Preference</u> Categories

1.   Preference ~~may~~ (***will***) be given to candidates who have an enhanced ACT score of ~~19~~ *(21)* or above ~~or the equivalent on the CPP~~.
2.   Preference ~~may~~ (***will***) be given to candidates who have achieved a grade point average of ~~2.0~~ (***3.0***) or better in post-secondary education ~~or training~~ (on 12 or more college credits) (***Students with college credit must have at least a 2.0 grade point average to be considered for admission.***)
3.   Preference ~~may~~ (***will***) be given to applicants ~~with 24 hours~~ (***who submit evidence***) of work and/or observation experience in a dental environment.
4.   Preference ~~may~~ (***will***) be given to applicants who have completed, in the approved curriculum, ~~anatomy and~~ (***anatomy,***) physiology, microbiology, and(***/or***) chemistry coursework with a ~~"C"~~ (***"B"***) or better.
5.   Preference will be given to Kentucky residents.
6.   ~~A conference with a dental hygiene faculty member is required prior to enrolling in the program.~~

Recommended <u>Preference</u> Categories
1.   Preference will be given to candidates who have an enhanced ACT score of 21 or above.
2.   Preference will be given to candidates who have achieved a grade point average of 3.0 or better in post-secondary education (on 12 or more college credits). Students with college credit must have at least a 2.0 grade point average to be considered for admission.
3.   Preference will be given to applicants who submit evidence of work and/or observation experience in a dental environment.
4.   Preference will be given to applicants who have completed, in the approved curriculum, anatomy, physiology, microbiology, and/or chemistry coursework with a "B" or better.
5.   Preference will be given to Kentucky residents.

<u>Rationale</u>:
These changes better reflect the Dental Hygiene Program "Rolling Admissions" category, as well as the ranking and selection of candidates.

C. Current <u>Readmission</u> Guidelines:

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 session or the 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 (***provide significant evidence which suggests the potential for future success in the program by***):
      a) ~~Submit~~ (***submitting***) 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.~~ (***unusual circumstances, remedial study and/or additional preparation.***)
      b) ~~Meet~~ (***meeting***) current guidelines for admission to the College and the Dental Hygiene Program.
5.   ~~If more than three years have elapsed since initial enrollment in the program, the applicant will be counseled to enter the appropriate Dental Hygiene courses.~~ **Readmission may be contingent upon the candidate's agreeing to audit previously completed course work.**
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.~~

Recommended Readmission Guidelines:
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 session or the 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 provide significant evidence which suggests the potential for future success in the program by:
      a) Submitting 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, unusual circumstances, remedial study and/or additional preparation.
      b) Meeting current guidelines for admission to the College and the Dental Hygiene Program.
5.   Readmission may be contingent upon the candidate's agreeing to audit previously completed course work.

Rationale:
      These changes would better reflect the process we currently use to evaluate, recommend and counsel readmission candidates.

Implementation Date: To be published in the fall of 2000 to apply for selection of the Class beginning in the summer of 2001.

The proposal has been reviewed and is recommended for approval by the Senate's Committee on Admissions and Academic Standards and the University Senate Council.

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

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Add bolded sections; see also "current" and "proposed"

Section IV 2.2.xx Nursing Program

Current:

Preference:
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.

Proposed:

Preference:

3. May be given to applicants who have complete 12 or more credit hours in the approved curriculum with a cumulative GPA of (3.0) <u>2.5</u> or better from any regionally accredited college.

Implementation Date: Effective Summer 2001 Class.

<u>Rationale:</u> The proposed change will better reflect current academic practice.

Requested rule change: Please add two additional rules under #1, and reletter.

                                           Please add new rule as #1 and #5.

<u>Current</u>:

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.

<u>Proposed</u>:

Readmission:
1. <u>A student who withdraws from or earns lower than a grade of C in a math, biological/physical science, or a nursing course will be dropped from the Associate Degree Nursing Program.</u>
2.   In order to be considered for readmission by the Nursing Admissions Committee, the applicant:
    a. <u>Must a</u>pply at least two months prior to the expected date of enrollment.
    b. Must submit a written request to the Nursing Coordinator.
    c. Must meet current guidelines for admission.
    d.   (May be required to have a nursing faculty member submit a letter of recommendation.)
              e. Must provide letters of reference from two faculty members in the semester in which the student withdrew or earned lower than a grade of C in Nursing.
3. 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.
4.   If more than three years have elapsed since initial enrollment in any registered Nursing program, an applicant must repeat all nursing courses.
5. <u>Readmission of any student will be dependent upon available resources.</u>

<u>Implementation Date</u>: Effective Summer 2001 Class.

<u>Rationale</u>:
1. The proposed change is designed to safeguard the academic integrity of the Program.

2. a.The proposed change will allow ample time to consider the applicant and determine feasibility of readmission.

2. d. Recent consultation with legal counsel and Dean of Academic Affairs led to inclusion of proposed change to more closely monitor candidates for readmission.

5. The ability to facilitate students for readmission is dependent upon fiscal resources, clinical opportunities at clinical sites, physical space, and faculty resources.

Transfer

Under 1., add a new rule:

b. Apply at least two months prior to the expected date of enrollment.

Please add this as b. This adds one more rule which will necessitate the order to include a.b.c.d. Rules currently only include a.b.c.

Transfer:

Add:

3.   Acceptance of any transfer student will be dependent upon available resources and whether previous nursing courses are comparable.

This rule will become #3 under the section: Transfer

<u>Current:</u>

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

<u>Proposed</u>:

Transfer
1. Applicants who wish to transfer from one Community College System Nursing Program or other nursing programs must:
   a.   Meet all admission requirements of <u>Lexington Community College</u>.
   b.   Apply at least two months prior to the expected date of enrollment.
   c.   Notify the Coordinator of the Associate Degree Nursing Program in writing, stating anticipated entry date and reason for transfer, and
   d.   Have a faculty member from the program previously attended submit a letter of recommendation to <u>Lexington Community College Coordinator of Nursing.</u>
2.   If more than three years have elapsed since initial enrollment in any registered Nursing program, an applicant must repeat all nursing courses.
3.   Acceptance of any transfer student will be dependent upon available resources and whether previous nursing courses are comparable.

<u>Implementation Date</u>: Effective Summer 2001 Class.

<u>Rationale</u>: The ability to facilitate students for readmission is dependent upon fiscal resources, clinical opportunities at clinical sites, physical space, and faculty resources.

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Add bolded sections; delete strikethroughs

Section IV 2.2.X   <u>Radiography Program</u>

A.
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~~ **submitted to the admissions office**.
6.   **Verification of attendance at a pre-admission conference submitted to the admissions office.**

Implementation date: Summer 2001

<u>Justification</u>:
Career Planning Program (CPP) is no longer accepted. The observation/work experience and pre-admission conference verifications are submitted to the admission office. Item #6 needs to be added.

B.
<u>Preference</u>
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.

6.   ~~An interview or~~ **A** pre-admission conference ~~may~~ **will** be required prior to admission to the radiography program.

<u>Implementation date</u>: Summer 2001

<u>Justification</u>:
The proposed change will reflect the current academic practice.

C.
<u>Transfer</u>
1.   Applicants who wish to transfer from one ~~Community College System~~ **KCTCS** 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.

Implementation date: Summer 2001

Justification:
The Community College System is now the KCTCS.

D.
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.   A complete application is submitted to the college by ~~January~~ **February** 15.

2.   The applicant has a GPA of 3.0 or better on ~~12~~ **15** 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~~ **and MA 109** or equivalent **with a "C" or better**.

Implementation date: Summer 2001

Justification:
The proposed change will make the rolling admissions criteria more closely follow the admissions criteria.

The proposal has been reviewed and is recommended for approval by the Senate's Committee on Admissions and Academic Standards and the University Senate Council.

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

US Agenda Item: LCC Admissions and Readmissions.doc