

- Item B:** Inclusion of Graduate School Rules into the Senate Academic Rules
- Item C:** Modification of the University Senate Rules (S and UN Grades)
- Item D:** Graduate Council recommendation on codifying a dual degree rule
- Item E:** Graduate Certificate Rules

Item B

University Senate Rules: Graduate School Additions/Modifications (add underlined sections; delete strikeouts)

4.2.5 GRADUATE SCHOOL

All students expecting graduate credit must be enrolled in the Graduate School. Students seeking admission to the University of Kentucky Graduate School must hold a baccalaureate degree from a fully accredited institution of higher learning. All applicants for admission to a graduate degree program must have an undergraduate grade point standing of at least 2.75, and a graduate grade point standing (if applicable) of at least 3.0 on a basis of 4.0. Furthermore, all applicants must submit scores on the verbal, quantitative and analytical portions of the aptitude section of the Graduate Record Examination (GRE). This rule may be waived in individual cases upon recommendation of the Director of Graduate Studies in the individual department or program. However, in cases where waivers are granted, the GRE scores must be submitted before the end of the first semester of graduate study. Individual programs may require the advanced portion of the GRE. A student with a grade point average of less than 2.75, or a graduate of a non-accredited institution, may be admitted or provisionally admitted, only after the (GRE) and other evidence acceptable to the program and the Dean of the Graduate School is submitted indicating that the student is capable of doing satisfactory graduate work. Individual programs may establish higher requirements. US: 10/12/98)

Applicants who are neither U.S. citizens nor Permanent Residents must hold a four-year Bachelor's degree and rank in the top quarter of their class. Applicants whose native language is not English must meet the English proficiency requirement by presenting a minimum score of 550 on the Test of English as a Foreign Language (TOEFL); the equivalent score on the computer-based version of the TOEFL is 213.

Former University of Kentucky graduate students in good standing are eligible for readmission within one academic year. Otherwise, readmission is contingent on the approval of the student's program.

4.2.5.1 Provisional Graduate Student

A student who wishes to pursue a higher degree, but who, for one or more of the reasons listed below, is temporarily ineligible for regular admission status may be recommended by the Director of Graduate Studies as a provisional student:

A Missing transcripts or other requirements for admission such as letters of recommendation.

B Temporary waiver of the Graduate Record Examination.

C Deficiencies determined by the programs.

D Temporary ineligibility for regular admission status because program only reviews applications once a year.

E Graduating University of Kentucky seniors lacking no more than six hours for graduation; the consent of the college dean and the Dean of the Graduate School and the approval of the Director of Graduate Studies are necessary. Such students may take no more than 12 credit hours and must complete the undergraduate degree during the semester in which they enroll in the provisional status. (See also Section IV., 4.2.5.4)

Provisional status will be allowed for a maximum of one semester or for the time required to complete 12 hours of work. After this time the student's performance will be reviewed, and within 30 days after the beginning of the semester immediately following and on the recommendation of the Director of Graduate Studies he or she will either be given regular status or removed from provisional status.

4.2.5.1 Post-baccalaureate Students

~~Students who hold a baccalaureate degree and who wish to take graduate courses with no intention of pursuing a higher degree in a program may apply for admission as a post-baccalaureate student. A post-baccalaureate student may take an unlimited number of courses. If the student later decides to work toward a degree, only nine hours of credit earned with a grade of A or B may be transferred into a program with the approval of the Director of Graduate Studies and the Dean of the Graduate School.~~

Students who hold a baccalaureate degree from a fully accredited institution and who wish to pursue graduate study without a degree objective may apply for admission as post-baccalaureate graduate students. The Graduate School for admission to post-baccalaureate status requires an overall undergraduate grade point average of 2.5 or better and 3.0 on all

previous graduate work. A post-baccalaureate student who later wishes to apply to enter a degree-granting graduate program must have a 3.0 or better grade point average on all course work, graduate or undergraduate, attempted as a post-baccalaureate. Only nine hours, or 25 percent of the semester hours required for the degree concerned (whichever is greater), with a grade of A or B may be transferred into a program with the approval of the Director of Graduate Studies and the Dean of the Graduate School. The time limit for the intended degree will begin from the term of the first course transferred. Permission to enter any graduate class as a post-baccalaureate student will be granted only if the student meets the prerequisites and if space is available.

4.2.5.2 Regular Graduate Student

Satisfied all requirements for admission and accepted by the program. (US:2/12/79)

4.2.5.4 Combined Bachelors/Masters Degree Program - University Scholars

Admissions

Applications to the University Scholars Program will follow current procedures and rules for admission with the following additions: [US: 4/14/97]

A The program is open to undergraduates with senior standing who have completed at least 90 hours of course work and should have satisfied all university studies requirements. Application to the program should be at the end of the student's junior year.

B The master's program should be in the field of the undergraduate major.

C The undergraduate grade point average (UGPA) should be greater than or equal to 3.5 in the student's major and 3.2 overall.

D Application to the program will follow the current procedures for application to the Graduate School, subject to the above conditions. The Graduate Dean or his/her appointee will make admission decisions. (See Section V., 5.2.2 and 5.4.1.6)(US: 9/13/82; US 4/14/97)

Degree Requirements: The total number of credit hours completed for the combined program may be twelve (12) fewer than the total required for both the bachelor's and master's degrees. Requirements for the bachelor's degree will be unaffected. [US: 4/14/97]

4.2.5.6 Visiting Students

Students who are enrolled in a graduate program at another institution and plan to attend the University of Kentucky as Visiting Graduate Students need not submit transcripts. Students must, however, demonstrate that they are in good standing at their home institution when filing an application. Visiting Student admission is for one semester only and credit earned in that status is not applicable to a University of Kentucky degree.

5.1.3 COURSES TAKEN ON A PASS-FAIL BASIS

Graduate students may not take graduate courses (400G-799) Pass/Fail.

REPEAT OPTION, SCHOLASTIC PROBATION, SUSPENSION AND REINSTATEMENT

5.3.4 The Graduate School

5.3.4.1 Repeat Option

A graduate student may repeat a graduate course and count only the second grade as part of the graduate grade point average, which may be exercised at any time prior to completion of the degree program. This action will be initiated by petition of the Director of Graduate Studies to the Graduate Dean, and may be done only once in a particular degree program or in post-baccalaureate status.

5.3.4.2 Scholastic Probation and Dismissal

When graduate students have completed 12 or more semester hours of graduate course work with a cumulative grade point average of less than 3.0, they will be placed on scholastic probation. Students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a cumulative 3.0 average. If probation is not removed, the student will be dismissed from the Graduate School. Students who have been dismissed from the Graduate School for this reason may apply for readmission to the Graduate School after two semesters or one semester and the eight-week summer term. Readmitted students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a cumulative 3.0 average. Only the Graduate Dean can make exceptions to this policy. Students placed on scholastic probation are not eligible for fellowships or for tuition scholarships.

5.3.4.3 Termination

The Dean of the Graduate School may terminate a graduate student's enrollment in a particular program for the following reasons:

1. Scholastic probation for three enrolled semesters.
2. Having failed twice the final examination for the master's degree or the doctoral qualifying examination.
3. In cases where the student's Advisory Committee recommends termination after the qualifying examination has been passed, the Graduate Faculty in that program will meet to vote on the recommendation. When the Graduate Faculty of that program concurs and the student dissents, the student will have an opportunity to meet with the Graduate Faculty of the program, after which a second vote will be taken and a final recommendation will be made to the Dean of the Graduate School.

5.4.0 DEGREES, HONORS, AND GRADUATION

5.4.1.6 Concurrent Enrollment in Graduate Programs

Concurrent enrollment for degree purposes in more than one graduate program is permitted only with the approval of the student's Graduate Advisor(s), Directors of Graduate Studies in the programs, and the Dean of the Graduate School. No more than nine hours of course work may be common to concurrent degree programs.

5.4.3.5 REQUIREMENTS FOR GRADUATION: GRADUATE DEGREES

5.4.3.5.1 Minimum Graduate Grade Point Average

An overall average of B (3.0) on all graduate work in the program must be attained before an advanced degree may be awarded. Graduate-level courses (numbers 400G-799) are computed in the graduate grade-point average, with the exception of 400G courses in the student's program.

5.4.3.5.2 Transfer of Graduate Credits

With the approval of the student's adviser or major professor, the Director of Graduate Studies, and the Dean of the Graduate School, a maximum of nine semester hours or twenty-five percent of the semester hours required for the degree concerned (exclusive of residence or thesis credit) whichever is greater, of regular graduate course credits, completed at an accredited university and earned prior to admission to a given graduate degree program, may be credited toward the minimum requirements of the Master's or Specialist degree in that graduate program provided that the grades earned were A or B. In

no case will independent work, research, thesis, or dissertation credit completed as part of degree requirements for one program be considered to satisfy requirements of a subsequent master's program.

5.4.3.5.3 Final Examination for Master's and Specialist Degrees

A Final Examination (oral and/or written) is given to all candidates for master's and specialist degrees not later than eight days before the last day of classes of the semester in which the degree is to be awarded. The Dean of the Graduate School schedules the examination. The examining committee consists of at least three qualified faculty recommended by the Director of Graduate Studies and appointed by the Dean of the Graduate School. At least one member must be a full member of the Graduate Faculty and one other must hold at least an associate appointment. If the candidate fails the final examination, the committee may recommend to the Dean of the Graduate School the conditions under which a second examination may be administered. Insofar as it is practicable, the same examining committee gives this examination. In all decisions the majority opinion of the committee prevails. If the committee is evenly divided, the candidate fails. A third examination is not allowed.

5.4.3.5.4 Doctoral Residency Requirements

Completion of the doctorate requires a minimum of three years of full-time graduate residency or the equivalent in combined full-time and part-time study. In unusual cases, approval of a program of study involving less time may be secured from the Dean of the Graduate School. On the recommendation of the Director of Graduate Studies, and with the concurrence of the Dean of the Graduate School, successful completion of a master's degree may be considered the equivalent of the first year of the three years of work toward the doctorate. The approved models for satisfying the doctoral residency requirements are published in the Graduate Bulletin.

5.4.3.5.5 Doctoral Qualifying Examination

A qualifying examination consisting of both written and oral components is required of all doctoral students. In most programs, an individual qualifying examination is prepared and administered by the advisory committee. The advisory committee is appointed by the Dean of the Graduate School upon consultation with the Director of Graduate Studies, and has a core of four members. This core consists of the major professor as chair, two other members from the major area, and at least one representative from any minor area(s). At least one representative must be from outside the academic program (department). All members of the core must be members of the Graduate Faculty of the University of

Kentucky and three (including the major professor) must possess full Graduate Faculty status. Additional graduate faculty members may serve as voting members of the advisory committee.

A majority vote of the advisory committee is required for successful completion of the qualifying examination. The qualifying examination must be scheduled through the Director of Graduate Studies and approved two weeks in advance by the Graduate School. The Director of Graduate Studies to the Graduate School must report the results of the examination within 10 days of its conclusion. If the result is failure, the advisory committee determines the conditions to be met before another examination may be given. The minimum time between examinations is four months. A second examination must be taken within one year after the first examination. A third examination is not permitted.

5.4.3.5.6 The Doctoral Dissertation

Each doctoral student must present a dissertation which represents the culmination of a major research project. The dissertation must be a well-reasoned, original contribution to knowledge in the field of study and should provide evidence of high scholarly achievement. A majority of the advisory committee core members must indicate that the form and substance of the dissertation are adequate to justify the scheduling of the final examination. The style and form of the dissertation must be in conformity with the instructions prepared by the Graduate School.

5.4.3.5.7 Final Examination for Doctoral Degrees

The Final Examination includes a defense of the dissertation and may be as comprehensive in the major and minor areas as the advisory committee chooses to make it. The examination is a public event and its scheduling is published and announced beforehand. Any member of the University community may attend. At least 30 days prior to the final examination, following notification by the major professor that the dissertation has been distributed to members of the advisory committee, the Director of Graduate Studies will advise The Graduate School of the intent to examine. At this time the Graduate Dean appoints an Outside Examiner as a core member of the advisory committee.

The Graduate School must designate the specific time and date of the examination at least two weeks prior to the actual examination. The final examination must take place no later than eight days prior to the last day of classes of the semester in which the student expects to graduate. Final examinations must take place while the University is officially in session. They may not be scheduled during the periods between semesters or between the end of the eight-week summer session and the beginning of the fall semester.

In all decisions, the majority opinion of the Graduate Faculty members of the advisory committee prevails. If the advisory committee is evenly divided, the candidate fails. In the event of failure, the advisory committee recommends to the Dean of the Graduate School conditions under which the candidate may be re-examined, if re-examination is deemed appropriate. When conditions set by the Dean of the Graduate School have been met, the candidate may be re-examined. Should any vacancies on the Committee occur between the two examinations, the Dean of the Graduate School shall appoint replacements. A third examination is not permitted. After the final examination is passed, the final copy of the dissertation is prepared. Final copies are then submitted to the Graduate School along with the signatures of the Major Professor and the Director of Graduate Studies. The dissertation in its final form must be received in the Graduate School within 60 days of the final examination. If this deadline is not met, the candidate must undergo a second examination.

5.4.3.5.8 Time Limits for Graduate Degrees

Master's/Specialist Degrees:

Activities used to satisfy degree requirements must be completed within eight years preceding the proposed date of graduation. The Graduate Council only upon written recommendation by the appropriate Director of Graduate Studies will consider extensions of time. No activity completed more than 12 calendar years preceding the proposed graduation date will be considered for graduation.

Doctoral Degrees:

All degree requirements for the doctorate must be completed within five years following the semester or summer session in which the candidate successfully completes the qualifying examination. In the event that all degree requirements are not met during the five-year period, the Graduate Council may grant degree candidates who provide evidence of the likelihood of completing the degree during an extension of time such an extension. Requests will be considered only upon written recommendation of the appropriate Director of Graduate Studies after the candidate has again successfully completed the qualifying examination process as currently administered by the program. (Note: Failure to pass the re-examination will result in the termination of degree candidacy; a second re-examination is not permitted.) An extension of no more than five years may be granted.

Rationale for Graduate School Rules

The rules of the graduate school need to be included in the Senate rules. Some of the rules have been included, while other rules have not been included. Graduate Dean Doug Kalika

worked with *George Blandford*, chair of the Senate Committee on Admissions and Academic Standards, and *Brad Canon*, chair of the Senate Rules Committee, to draft a proposal to make the appropriate Graduate School rules part of the Senate rules. The proposal, which comes with the recommendation of the Graduate School, the Senate Committee on Admissions and Academic Standards, and the Senate Council does not substantially change the Graduate School rules.

Item C

5.1.1 THE MARKING SYSTEM (add underlined sections; delete strikeouts)

S Represents the final grade in courses carrying no academic credit ~~in, and for~~ graduate residence courses or as an interim grade in specific types of courses listed in Section 5.1.3.3. It is valued at zero (0) grade points and zero (0) credit hours.

UN Represents the final grade in courses carrying no academic credit, ~~in for~~ graduate residence courses, or as an interim grade in specific types of courses listed in Section 5.1.3.4. It is valued at zero (0) grade points and zero (0) credit hours.

Z Reenrollment recommended (development courses only). It has no value in computing grade point average. (US 4/10/00)

5.1.3.3 Grade S: ~~Grade S may be recorded as a permanent mark in courses carrying no academic credit.~~ A grade of S may be recorded in credit-bearing seminars, independent work courses, or research courses if these courses extend beyond the normal limits of a semester or summer term. This grade may not be given to a student who has done unsatisfactory work or to one who has failed to do a reasonable amount of work. All S grades must be replaced by a regular final letter grade prior to the Qualifying or Final Examination for doctoral students or prior to graduation in all other cases, except for those given for graduate residence credit or in courses that carry no credit. Grade S may be recorded as a permanent mark only in courses carrying no academic credit or in graduate residence courses.

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

5.1.3.4.5 Grade IP: The grade IP may be recorded for students in zero-credit courses of research, independent work, or seminar-type, if at the end of a semester the student, because of the nature or size of the project, has been unable to complete the course. The project must be substantially continuous in its progress. When the work is completed, a final

grade will be substituted for the IP. This grade may not be given to a student who has done unsatisfactory work or to one who has failed to do a reasonable amount of work. (US: 10/11/93)

5.1.3.5.6 Grade W: The grade W shall be given to students who officially withdraw from a class or classes under conditions described in Section V., 5.1.8.2 through 5.1.8.4. ~~It may also be assigned by the University Appeals Board~~ The University Appeals Board may also assign it. See also Section VI., 6.5.1.2 (b). (US:10/8/79; US 10/11/93)

5.1.3.6. ~~7~~ 7 Grade Z: The grade Z means that the student has made significant progress but needs and deserves more time to achieve a passing level. The student should re-enroll in the course in order to continue advancement to a level of competence set for the course. Re-enroll grades may be assigned only for development courses numbered 000-099. (US 4/10/00)

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

Rationale for the changes in the marking system

This proposal was developed at the November meeting of the Admissions and Academic Standards Committee. It would accomplish the following: 1) expand the use of the "S" grade so that it may be used as an interim grade for seminars, research courses and the like which extend beyond the normal length of a semester, and as a permanent mark in graduate residence courses ; and 2) create a "UN" grade to serve as an interim grade for courses and seminars extending beyond the normal length of a semester, and to serve as a permanent grade in no credit and graduate residence courses. This proposal comes with the recommendation of the Senate Committee on Admissions and Academic Standards and the Senate Council.

Item D

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

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

Rationale for the dual degree programs rule

This proposal was developed by the Senate Council Chair and Graduate Dean Kalika and comes with the recommendation of Senate Committee on Admissions and Academic Standards and the Senate Council. At present the Senate rules do not include a general provision for dual degree programs although many such programs have been approved and are in operation. The only provision for dual degrees in the Senate rules is the University Scholars rule, a rule which does not fit the dual degree programs which have been approved. This proposal is to acknowledge the existence of dual degree programs and to establish general requirements for such programs.

Item E

Proposed Senate Rule 4.2.8

Graduate Certificates:

- 1) Students who already are or will be enrolled in a graduate degree program, or those who apply for or are enrolled in post-baccalaureate (non-degree) status are eligible for admission to a certificate curriculum. The minimum Graduate School requirements for admission to post-baccalaureate status apply. With the approval of the Dean of the Graduate School, the certificate curriculum may set reasonable admission requirements or restrictions beyond those specified by the Graduate School.

- 2) Graduate certificates shall be approved by the same process as are programs (see Senate Rule 3.2.0) except that the following are not required: a) approval by the Graduate faculty, b) a statement of administrative feasibility; c) posting and approval by the Council on Post-Secondary Education, and d) approval by the University of Kentucky Board of Trustees.

- 3) A graduate certificate must be a minimum of nine graduate credits in length, and should be fewer than 18 graduate credits.

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

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

- 6) Graduate certificate curricula must comply with the "Guidelines for Graduate Certificate Curricula" published by the Graduate School.

Rationale for the graduate certificate rule

This proposal was developed by the Senate Council Chair and Graduate Dean Kalika and comes with the recommendation of Senate Committee on Admissions and Academic Standards and the Senate Council. At present graduate certificates are not mentioned in the Senate rules. Since these certificates are academic in nature (admission, course requirements, notation on student transcripts), new certificates should be approved by the

same processes as are new programs -- with the exceptions noted in the proposed rule. The proposal codifies the Graduate School requirements for certificates.

Implementation: Fall, 2002

Note: If approved, all proposed Rules' changes in Items B, C, D, and E above will be forwarded to the Rules Committee for codification.