

University Senate Agendas, 2014-2015

All meetings are from 3:00 - 5:00 pm in the Auditorium of W. T. Young Library
unless otherwise noted.

Monday, December 8, 2014

1. Minutes from November 10, 2014 and Announcements
2. Officer and Other Reports
 - a. Chair
 - b. Vice Chair
 - c. Parliamentarian
 - d. Trustees
3. Degree Recipients
 - a. Honorary Degree Nominees - Interim Graduate School Dean Susan Carvalho
 - b. December 2014 *In Memoriam* Posthumous Degree Candidate
 - c. December 2014 Degree List (separate handout)
4. Committee Reports
 - a. Senate's Academic Planning and Priorities Committee (SAPPC) - Wally Ferrier, Chair
 - i. Update on Committee Activities
 - b. Senate's Admissions and Academic Standards Committee (SAASC) - Greg Graf, Chair
 - i. Masters Final Examination Enrollment Policy
 - c. Senate's Academic Organization and Structure Committee (SAOSC) - Ernie Bailey, Chair
 - i. Proposed New Department of Integrated Strategic Communications (ISC) and Move of BA/BS in ISC to the Proposed New Department of ISC
 - d. Senate's Academic Programs Committee (SAPC) - Margaret Schroeder, Chair
 - i. Proposed New Graduate Certificate in Inclusive Education

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5. Proposed Change to *Senate Rules 5.1.2.1.D* ("Limitation on Pass/fail Units Creditable for College of Law Students") and *Senate Rules 5.3.3.1.C* ("Limitation on Pass/fail Units Creditable for College of Law")
6. University Calendars
 - a. 2015 - 2016 Calendar
 - b. 2017 - 2018 Calendar, Tentative
 - c. 2015 - 2016 Dentistry
 - d. 2017 - 2018 Dentistry, Tentative
 - e. 2015 - 2016 Law
 - f. 2016 Summer I (four-week) Law
 - g. 2016 Summer Law
 - h. 2017 - 2018 Law, Tentative
 - i. 2018 Summer I (four-week) Law, Tentative
 - j. 2018 Summer Law, Tentative
 - k. 2015 - 2016 Medicine
 - l. 2017 - 2018 Medicine, Tentative
 - m. 2015 - 2016 Pharmacy
 - n. 2017 - 2018 Pharmacy, Tentative
 - o. 2015 - 2016 Winter Intersession
 - p. 2017 - 2018 Winter Intersession, Tentative
7. Proposed Revision to *Governing Regulations X* ("Employment") & *Governing Regulations XIV* ("Ethical Principles and Code of Conduct") - Marcy Deaton, Associate General Counsel
 - a. *Governing Regulations X*

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b. Governing Regulations XIV

8. University Appeals Board Report for 2011-12, 2012-13, 2013-14 and Trends - Joe Fink, UAB
Chair
9. UK's Learning Management System (LMS)- Patsy Carruthers, Director of Academic
Technologies (15 minutes)
10. Proposed Changes to the UK Retirement Plan - Joey Payne, Chief Benefits Officer (15
minutes)
11. Other Business (Time Permitting)

1. Next Meeting: February 9, 2014

University Senate
November 10, 2014

The University Senate met in regular session at 3 pm on Monday, November 10, 2014 in the Auditorium of W. T. Young Library. Below is a record of what transpired. All votes were taken via electronic voting devices unless indicated otherwise; specific voting information can be requested from the Office of the Senate Council.

Senate Council (SC) Chair Andrew Hippisley called the University Senate (Senate) meeting to order at 3:01 pm. The Chair reminded senators to sign in and pick up their voting devices.

1. Minutes from October 13, 2014 and Announcements

The Chair said that no corrections to the Senate minutes from October 13, 2014 were received by 9 am on Friday. There being **no objections**, the minutes from October 13, 2014 were **approved** as distributed by **unanimous consent**.

There were a few announcements.

- The Senate's new parliamentarian is Kate Seago (LI).
- The purpose of the "Other Business" agenda item is to make the Senate agenda a bit more body driven. During "Other Business," senators are welcome to suggest issues the Senate should discuss. There should be no motions made during "Other Business" to ensure proper advance notice is given of formal Senate actions.
- The SC identified nominees for the 2014-15 Periodic Program Reviews for the Colleges of Business and Economics, Medicine, Engineering, and Law.
- The SC identified nominees for the 2014-15 Summative Reviews for Deans Mark Kornbluh, David Brennen, Dan O'Hair, and Mary John O'Hair.
- The SC identified Bruce O'Hara (AS/Biology) as the SC-appointed nominee to serve on the (2015) Thursday Football Committee.
- The SC identified Brad Lee (AG/Plant and Soil Sciences) as the SC-appointed nominee to serve on UK's Dining Oversight Committee.

2. Officer and Other Reports

a. Chair

The Chair explained to senators the charge and composition of the SC's ad hoc Committee on the University Calendar. The Committee on the University Calendar is charged to review the 2012 ad hoc Committee on Calendars report; present SC with recommendations about the 2012 ad hoc committee's report, including limitations, prioritizations, and implementation plans; create and suggest alternatives, if appropriate, to the recommendations from the 2012 ad hoc committee; and liaise with the Senate's Academic Planning and Priorities Committee (SAPPC) to coordinate the SAPPC's review of standardized meeting patterns and any intersections with issues discussed by the new Committee on the University Calendar.

The membership of the Committee on the University Calendar is: Sharon Lock (chair, Senate's Dist. & e-Learning Committee); Kevin Real (SAPPC); Margaret Bausch (2012 ad hoc calendar committee chair); Christian Oberst (SC student member); Miko McFarland (International Center – informational resource); and David Timoney (Registrar's office – informational resource).

Next the Chair told senators about the SC's ad hoc Committee to Review the UK Confucius Institute (UKCI). The committee is charged to: review the agreement, budget, and activities of the UKCI; review national media articles and the AAUP statement [American Association of University Professors];

interview UKCI Director Dr. Huajing Maske and Associate Provost for Internationalization Susan Carvalho; conduct any other inquiries they deem relevant; and present findings to SC and then to the full Senate, including deans and the Provost.

The membership of the Committee to Review the UK Confucius Institute is: Wally Ferrier, chair (SAPPC chair); Katherine McCormick (highly focused on global activities); Ernie Bailey (Senate's Academic Organization and Structure Committee chair); Ernie Yanarella (instrumental in developing UK Core Global Dynamics); Anna Brzyski (address UKCI parameters and contributions); Liang Luo (from Chinese Studies program); and Ashley Zepeda (student senator, International Studies major). The Chair said he was particularly pleased to have one of the Senate's student senators, who is majoring in International Studies, as part of the committee.

Moving on to formal actions on behalf of the Senate, the Chair explained that the SC approved non-standard calendars for EDP 665, EDP 670, EDC 610, and EDC 730. The SC also approved a waiver of *Senate Rules* 5.2.4.8.1 ("Final Examinations") for CHE 232-001. Finally, the SC officially recognized the transfer of the MS Physical Therapy and BS and MS in Communication Sciences and Disorders from the Department of Clinical Sciences to the Department of Rehabilitation Sciences in the College of Health Sciences. According to the rules in effect when the Department of Rehabilitation Sciences was created in 2000, the three degree programs should have been administratively moved when the new department was established.

b. Vice Chair

Vice Chair Christ said she had nothing to report.

c. Parliamentarian

Kate Seago, Senate parliamentarian, introduced herself to senators. She offered a few slides to senators regarding the role of the parliamentarian (advise the presiding officer on matters of parliamentary procedure); she clarified that her role was to be more concerned with rules and less concerned with the content of discussion. Seago explained that the Senate followed parliamentary procedure (from Robert's Rules of Order: Newly Revised) except where the *Senate Rules* and regulations state otherwise. Any faculty member including emeritus faculty may serve as the University Senate Parliamentarian, which is appointed by the SC. The parliamentarian position has no official term limits. Seago commented that she was a firm believer in term limits, however, and said she looked forward to meeting her replacement in three years.

Seago said that any member of the Senate can indicate to the Chair they wish to raise a Point of Order, which would be a question or concern about whether the rules of Senate or Robert's Rules are being followed. Points of Order should be raised as soon as someone has a concern and should be resolved before business continues. She said that if a senator raised a point of order, she would confer with the Chair and then make her decision.

The Chair reminded those present that guests are always welcome at Senate meetings, but speaking rights belong primarily to senators; guests speak at the discretion of the Chair, the presiding officer. He asked guests to please let members of the body speak first.

d. Trustee

Grossman reported that Wilson apologized for missing the Senate meeting – he had a family commitment to attend to. Grossman said that the Board of Trustees (Board) met in October for a retreat and a Board meeting the following day; the Board discussed UK's research enterprise and the directions in which it might go. Grossman offered a recap of that day's discussion items and read the Board's research resolution to senators.

PRINCIPLES FOR THE RESEARCH ENTERPRISE

Recommendation: Recognizing the essential nature and value of all scholarly and creative activity undertaken at a comprehensive, land-grant institution, the University's mission and the current financial environment compel a focus on research areas where:

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1. the needs of Kentuckians and the Commonwealth are most pressing; and
2. the University can continue to compete successfully for external research support.

The President is directed to take steps necessary to achieve these goals and grow the University's research enterprise by:

1. Aligning resource commitments to optimize efficiency and facilitate faculty, student and staff success;
2. Recruiting and retaining world-class scholars and research teams;
3. Strengthening the commitment to interdisciplinary exploration; and
4. Confirming and detailing the critical need for additional research infrastructure.

Grossman related, -as well as his exhortation to President Eli Capilouto that research is more than health research and involves many other types of creativity, including writing books and producing musicals.

3. Health and Safety Implementation Plan - Vice President for Student Affairs Robert Mock (10 minutes, followed by Q&A)

Vice President for Student Affairs Dr. Robert Mock gave senators a 10-minute presentation on UK's Health and Safety Implementation Plan. Guest Mock emphasized that the plan involved a multi-pronged approach involving a revised Code of Student Conduct, a new alcohol policy, a public reporting link for on- and off-campus concerns, and expansion of UK's Employer Assisted Housing Program. During the course of his presentation he reiterated that there was no formal implementation date set yet, although the intent is for an effective date at some point during spring 2015. Mock spoke for about 10 minutes, after which he took questions from senators.

Prats asked how new and current students will know about changes, such as revisions to the Student Code of Conduct. Mock replied that the short answer was that representatives from UK's Public Relations office attend all the implementation committee meetings. The plan is for several layers of communication via several modalities (including social media), as well as announcements during new student orientation and messages to current students. Prats also wondered how UK would treat an underage student at an event where alcohol is served. Mock replied that the idea is to allow non-legal individuals to attend, but only legal drinkers will have an armband or wristband indicating they can be served alcoholic beverages. The intent is to help underage students understand how to drink safely.

Grossman asked for more information about the new requirement that a sexual assault victim be informed of the outcome of a case, particularly any punishment for the perpetrator. Mock explained that in cases of sexual assault, the victim will be informed of the outcome of the case including any punishment meted out to the perpetrator. In response to a follow-up question from Grossman, Mock clarified that both victims and perpetrators still have freedom of speech regarding outcomes – information about a personal event is that person's event and can be talked about with others if the individual so desires.

Swanson asked if there were resources, such as a counselor or attorney, available for victims of sexual assault; he was concerned that cases involving student athlete perpetrators could involve a lot of advocacy on behalf of the student athlete, leaving the victim without assistance. Mock explained that UK's Violence Intervention and Prevention Center (VIP Center) participates in almost every sexual assault incident, on behalf of victims. Mock emphasized that only 10% of those assaulted or raped actually come forward; but when they do come forward, UK has staff who help the victim move through the process of making the report, as well as help with living issues. If someone has been assaulted or raped, there may be fears and other concerns that limit a person's ability to function well. Mock said the VIP Center staff spend time with victims and help get them to a point where they can live and function without the continuing horror of the event impacting the person forever. He added that the services are free and without charge.

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Due to the time, the Chair said that he needed to stop the question and answer session. In response to the Chair, Mock said senators were welcome to email him with additional questions. Mock volunteered to return to the Senate in the future; he also said he was happy to attend departmental or college-level meetings to share this information with smaller groups.

4. Committee Reports

a. Spring 2014 and Summer 2014 Report from Senate's Advisory Committee on Privilege and Tenure (SACPT) - Stephen Testa, Past Chair

Guest Stephen Testa (AS/Chemistry) presented senators with the report from the Senate's Advisory Committee on Privilege and Tenure (SACPT) for spring and summer 2014. At the end of his comments he reminded senators that the recommendations from the SACPT were given to President Eli Capilouto, who has since formed an ad hoc committee on faculty performance evaluations and the Family Medical Leave Act. The Chair commented that the composition of the committee was announced to the Senate earlier in the year; there are two or three faculty serving on it. There were no questions from senators.

b. Senate's Academic Organization and Structure Committee (SAOSC) - Ernie Bailey, Chair

i. Proposed New Department of Toxicology and Cancer Biology

Bailey, chair of the Senate's Academic Organization and Structure Committee (SAOSC), said the recommendation from the SAOSC was that the Senate **move** to endorse the change in the name and organizational structure of the Graduate Center for Toxicology to the Department of Toxicology and Cancer Biology. Bailey explained the proposal. The Chair stated that because the motion came from committee, no **second** was needed.

Tagavi **moved** to amend the motion to include an effective date of January 1, 2015. Wood **seconded**. After additional discussion, a **vote** was taken and the motion **passed** with 42 in favor, 31 opposed, and seven abstaining. There were a few additional comments.

A **vote** was taken on the amended **motion** that the Senate to endorse the change in the name and organizational structure of the Graduate Center for Toxicology to the Department of Toxicology and Cancer Biology, effective January 1, 2015. The motion **passed** with 80 in favor and one abstaining.

c. Senate's Academic Programs Committee (SAPC) - Margaret Schroeder, Chair

i. Proposed New Graduate Certificate in Health Coaching

Schroeder, chair of the Senate's Academic Programs Committee (SAPC), said the recommendation from the SAPC was that the Senate **move** to approve the establishment of a new Graduate Certificate in Health Coaching, in the Department of Kinesiology and Health Promotion within the College of Education. Schroeder explained the proposal. The Chair stated that because the motion came from committee, no **second** was needed.

In response to Wood, Schroeder clarified that the faculty responsible for the proposed new Graduate Certificate in Health Coaching are the graduate faculty of the Department of Kinesiology and Health Promotion. There being no further discussion, a **vote** was taken and the motion **passed** with 76 in favor, one opposed and 3 abstaining.

ii. Proposed New BA/BS in Modern and Classical Languages, Literatures and Cultures

Schroeder said that the recommendation from the SAPC was that the Senate **move** to approve, for submission to the Board of Trustees, the establishment of a new BA/BS in Modern and Classical Languages, Literatures and Cultures, in the Department of Modern and Classical Languages, Literatures and Cultures, within the College of Arts and Sciences. Schroeder explained the proposal. The Chair stated that because the motion came from committee, no **second** was needed.

Guest Jeanmarie Rouhier-Willoughby, chair of the Department of Modern and Classical Languages, Literatures and Cultures (MCLLC), responded to questions from Dietz and Grossman by explaining that the difference between the BA in MCLCCL and the BS in MCLLC involved the College of Arts and Sciences' requirements for a bachelor of science degree. Vasconez asked about the degrees offered by the Department of MCLLC. Schroeder explained that the department offered bachelor's degrees in

Classics, Chinese Studies, French and Francophone Studies, German, Japan Studies and Russian Studies. Rouhier-Willoughby added that track for Islamic and Arabic Studies was currently a minor only, but it would have its own track in the proposed new program. Existing majors will be dropped with a teach-out plan for students in progress after the proposed new BA/BS in Modern and Classical Languages, Literatures and Cultures with tracks is implemented.

Firey asked about the impact of the change on students who may want to go into graduate programs for specific languages. Rouhier-Willoughby said that the tracks reflect the current language concentrations; students would take the same number of hours under the new major in a language as they currently do in the existing language majors. There being no additional discussion, a **vote** was taken and the motion **passed** with 77 in favor, one opposed and one abstaining.

5. Motion to Amend Something Previously Adopted (May 2014 Degree List): Rescind Double Major and Bestow Dual Degree

The Chair explained that it was relatively common for the Senate Council office to get a request from a college dean's office to add a student to a certain degree list, apologizing for an administrative error that kept the student from being on the degree list. In these cases, the student is retroactively added to the degree list, on behalf of the Senate. The current situation, however, was a different sort of administrative error.

The student, referred to as SM-99, expected a BS in Accounting and a BS in Economics, but ended up on the May 2014 degree list with a BS Accounting and a double major in Economics. The college contacted the Senate Council office and acknowledged administrative error and asked that the situation be fixed so the student receives, via the May 2014 degree list, separate bachelor's degrees in accounting and economics. The corollary to that is taking away SM-99's BS Accounting with a double major in Economics. The Chair acknowledged that rescinding a degree did sound terrifying, but that it was necessarily connected to granting upon the student the dual degrees to which the student was entitled. The Chair said that the Senate would need to take formal parliamentary action by amending something previously adopted. If the motion is approved, it will go to the Board of Trustees for action at its December 2014 meeting.

The Chair explained that the appropriate motion was that the that the Senate amend the May 2014 degree list adopted at the May 5, 2014 Senate meeting by rescinding the BS in Accounting with a second major in Economics for student SM-99, and in its place granting upon SM-99 a BS in Accounting and a BS in Economics. Grossman **moved** the motion and Anderson **seconded**. The Chair confirmed for Hulse that the degrees were in the Gatton College of Business and Economics, and confirmed for Grossman that the Board would need to act on the issue, too.

Wood **moved** to amend the motion to clarify exactly what the Senate and Board will do. Wood's amended motion was that the Senate approve the retroactive addition of the requesting student to the May 2014 degree list for the degree of BS in Economics; furthermore the Senate recommends to the Board that the BS Accounting with a double major in Accounting and Economics be rescinded and the degrees of BS in Accounting and BS in Economics be conferred as of May 2014. Debski **seconded**. The Chair asked for comments on the amendment.

Christ spoke against the amendment on the grounds that SC took the Parliamentarian's advice on the formal process to change a previous action via one motion. Anderson spoke against the amendment – she said the original motion was clearer. Grossman also spoke against the amendment, saying the extra language was unnecessary. Blonder spoke in favor of explicitly separating the two Senate and Board actions. She asked if this would set a precedent. The Chair replied that it seemed dramatic, but that rescinding the degree was a strict corollary to awarding to the student the degrees to which he was entitled. The Chair confirmed for Grossman that the student had completed all the credits necessary for two separate degrees. There were additional comments.

Grossman asked the Parliamentarian if it was acceptable to amend Wood's amendment; Seago suggested that the Senate vote on Wood's amendment, first. There was additional discussion about the

amendment. Lee **called the question**. A **vote** was taken and the motion to call the question **passed** in a show of hands with none opposed. A **vote** was taken on the amended motion (that the Senate approve the retroactive addition of the requesting student to the May 2014 degree list for the degree of BS in Economics; furthermore the Senate recommends to the Board that the BS Accounting with a double major in Accounting and Economics be rescinded and the degrees of BS in Accounting and BS in Economics be conferred as of May 2014) and the motion **failed** with 16 in favor, 45 against, and seven abstaining.

The Chair said that discussion would return to the main motion. Hulse offered a **friendly amendment** to change the Economics degree type from "BS" to "BSBE," which was the correct Economics degree offered by the Gatton College of Business and Economics. There being no further discussion, the Chair noted that only elected faculty senators could participate in the **vote** on the motion that the that the Senate amend the May 2014 degree list adopted at the May 5, 2014 Senate meeting by rescinding the BS in Accounting with a second major in Economics for student SM-99, and in its place granting upon SM-99 a BS in Accounting and a BSBE in Economics. The motion **passed** with 58 in favor, four opposed and one abstaining.

6. Other Business

The Chair asked if any senator had other business to discuss. O'Connor said she asked colleagues about what the Senate should look at during the year. O'Connor's colleagues asked that she raise the issue of student course evaluations (conducted online) sometimes being submitted by only two or three students. O'Connor clarified that she would like the Senate to help faculty find ways to incentivize students to fill out online course evaluations. The Chair noted that there was a committee reviewing the matter of teacher-course evaluations and said he could send the issue to them for consideration. O'Connor said that it was fine for the committee to review it, but that the problem needed to be addressed quickly. O'Connor went on to say that escalating administrative positions (compared to numbers of faculty positions) was another concern raised by her colleagues.

There being no further comments for other business, the Chair solicited a motion to adjourn. Fiedler **moved** to adjourn and McGillis **seconded**. Senators voted with their feet and the meeting was adjourned at 4:45 pm.

Respectfully submitted by Alice Christ,
University Senate Secretary

Invited guests present: Robert Mock, Jeanmarie Rouhier-Willoughby Stephen Testa, and Mary Vore.

Absences: Adams, Anderson, Arthur*, Birdwhistell, Blackwell, Brennen, Brion*, Browning, Campbell*, Cassis, Clark, Cox, de Beer, Doolen*, El-Mallakh, Ferrier, Fox, Grace, Griffith*, Gross, Healy*, Ingram*, Jackson, J., Jennes, Jong*, Kennedy*, Kornbluh, Kraemer, Lauersdorf*, Lewis, Martin, A., McCormick, McManus, O'Hair, D.*, Pienkowski, Prather, Profitt, Richey, Royse, Sanderson, Sekulic*, Smyth*, Steiner, Stewart*, Tick, Tracy, Turner*, Vosevich, Walz, Watt*, Webb, Wilhelm, Wilson, J. *, Wilson, M. *, Witt, Yost*, and Zepeda*.

Prepared by Sheila Brothers on Tuesday, November 11, 2014.

* Denotes an explained absence.

Brothers, Sheila C

From: Graf, Gregory A
Sent: Sunday, November 16, 2014 12:45 PM
To: Brothers, Sheila C
Cc: ganpathymurthy@gmail.com; Prats, Armando; Schultz, Robert; Scott, Leslie K; Yost, Scott A; Liu, Chunming; Provost, University of Kentucky; Witt, Don; Jackson, Brian A
Subject: RE: New Cmte Item (SAASC)_Masters Final Examination Enrollment Policy
Attachments: Master's final examination enrollment-proposal.pdf

This item has been reviewed by the SAASC. The SAASC is supportive of the proposal with a minor modification to the language that is agreeable to Dr. Jackson.

It is ready for Senate Council review.

GA Graf
UK Pharm Sci

From: Brothers, Sheila C
Sent: Friday, September 26, 2014 4:04 PM
To: Graf, Gregory A
Cc: ganpathymurthy@gmail.com; Prats, Armando; Schultz, Robert; Scott, Leslie K; Yost, Scott A; Liu, Chunming; Provost, University of Kentucky; Witt, Don; Jackson, Brian A
Subject: New Cmte Item (SAASC)_Masters Final Examination Enrollment Policy

Good afternoon, Greg. There is a new item ready for review by the Senate's Admissions and Academic Standards Committee (SAASC). This involves a proposal from the Graduate School to require that master's students enroll in the term in which they take the final examination and graduate.

The proposal is attached here and can also be found at http://www.uky.edu/Faculty/Senate/committees_councils/standing_committees/admissions_academic_standards.htm.

Brian Jackson is your contact person for this proposal.

This is tentatively scheduled to be reviewed by the SC on Monday, October 20, and by the Senate on Monday, November 10. Therefore, I'll need the results of your committee's deliberations by Tuesday, October 14. If this proposal requires a longer review period, please let me know and I will adjust the agenda scheduling.

If you have any questions or requests, please don't hesitate to let me know.

Thank you,
Sheila

Sheila Brothers
Staff Representative to the Board of Trustees
Office of the Senate Council
203E Main Building, -0032
Phone (859) 257-5872
<http://www.uky.edu/faculty/senate>

TO: Lee Blonder, Chair of Senate Council

FROM: Jeannine Blackwell, Chair of Graduate Council

RE: Proposed change in policy for final examination enrollment policy for master's students

DATE: March 7, 2014

The Graduate Council has approved a proposed change policy for master's students to require enrollment in the term in which they take the final examination and graduate. This proposal was introduced as a discussion item at Graduate Council in late fall, and circulated in draft form to all Directors of Graduate Schools and College Associate Deans of Research/Graduate Studies for comment. After incorporating suggestions and amendments from these stakeholders, the proposal was brought for discussion and final vote at Graduate Council on March 6, 2014.

We ask that University senate approve this change in enrollment policy for final examinations for all master's students.

POLICY PROPOSAL: Enrollment Policy for Master's Students

PROPOSAL

Under the current rules master's students are not required to be enrolled in the semester in which they take the final examination. While most plan A (thesis) students remain enrolled in XXX-768/748 through to the defense and most Plan B (non-thesis) students finish their degrees in the last semester of structured coursework a significant number do not stay enrolled and return to ask for final examinations at later dates. We propose requiring all master's students to be enrolled at UK during the term in which they take the final examination.

1. Upon completion of required coursework, all Plan A (thesis) students must maintain continuous enrollment in and XXX 768 and/or XXX 748 (zero credit, has no charge). If they do not stay continuously enrolled, they must reapply to the Graduate School and the program, be accepted, and enroll in a one-credit course, in order to sit for the final examination.
2. Plan B (non-thesis) students must maintain continuous enrollment and be enrolled in the semester in which they take the final examination. If they are not enrolled they must reapply to the Graduate School and the program, be accepted, and enroll in an XXX-748-equivalent zero credit course*, in order to sit for the final examination.
3. To date students have been registered in XXX 748 by the Graduate School upon recommendation from the Director of Graduate Studies. As part of the proposal students will be responsible for self-registration in this course similar to student post-qualifying registration in XXX-767.

*XXX-748 is a course designed only for Plan A (thesis) students; an equivalent course for Plan B students will be developed.

RATIONALE

While most master's students are enrolled either in thesis residency credit courses or in formal coursework at the time of the final examination, a significant number of students have no enrollment activity at this time. While permitted under the existing policy, this lack of enrollment causes several problems. For example:

1. The university has an inaccurate count of master's students still active in master's degree programs.
2. Faculty members do not always know if students are planning on finishing the degree or if they have dropped out.
3. Faculty members and departments have no current contact information for these students.
4. Non-enrolled students still utilize faculty advising time (thesis evaluation; committee consultation etc.). This faculty work should be reflected in enrollment.
5. Lack of enrollment prevents a student from submitting an on-line Application for Degree and an on-line Request for a Final Master's Examination, necessitating time-consuming manual processing.

To address these problems, we propose a solution that incentivizes students to maintain continuous enrollment through to the final examination. If students do not stay enrolled (and have not made

appropriate use of the Leave of Absence policy), 1) they must reapply for admission to the Graduate School and to the program and 2) if accepted and if all coursework requirements have been met, these students must enroll in XXX-748 or equivalent (zero credit), in order to sit for the final examination.



November 11, 2014

Andrew Hippisley
Chair, University of Kentucky Senate Council

Dear Dr. Hippisley,

The Senate Academic Organization and Structure Committee (SAOSC) met Monday, November 10, 2014 from 10AM to 11AM in room 118 MH Gluck Equine Research Center. The following committee members were present and constituted a quorum for the committee: Ernie Bailey, Todd Porter, Melina Wilson, Michael Kilgore and Devanathan Sudharshan, Al Cross, Lisa Vaillancourt. Dr. Beth Barnes joined us to discuss the proposal under consideration.

The main purpose for the meeting was to discuss the proposal prepared by Dr. Beth Barnes to create a Department of Integrated Strategic Communication in the College of Communication and Information that would be responsible for the BS/BA degree program of Integrated Strategic Communication. Currently, the degree program is offered by faculty in the School of Journalism and Telecommunications (SJAT) housed in the College of Communication and Information. The change would be effected by moving the faculty and the degree programs from the School into the newly formed department.

Dr. Barnes explained the current structure of the SJAT and the reasons for making the changes. The School houses three degree programs: Journalism, Media Arts and Integrated Strategic Communication (ISC). Other units in the college include the Department of Communications and the School of Library and Information Science. SJAT focuses on professional aspects of communication, namely news reporting, strategic communication and electronic media policy and production.

Dr. Barnes noted that the three programs in SJAT have become very independent, each with their own faculty and course offerings. There is no core SJAT curriculum for any of the three majors. Each program is administered by a faculty coordinator. The three programs are strong with 498 students enrolled in ISC, 252 in Journalism and 135 in Media Arts with 13 faculty in ISC, 9 faculty in Journalism and 6 faculty for Media Arts (based on list in proposal).

The reasons for making the change are a) elevate the profile of the program, b) create better career path and recruitment options for faculty, c) increase the focus of faculty meetings on the topics related to this particular program.

The tenured faculty in SJAT met and voted on the proposal. The vote was 6-2 in favor from ISC, 5-4 opposed from Journalism, and 4-0 in favor from Media Arts. When the college voted, the tally was 26-7 in support of the proposal. Dr. Barnes was asked about the votes in opposition to the proposal, especially those from within the ISC program. Dr. Barnes reported that opposition to the change was based on a) concerns about the new budget model and a desire to delay change until there was certainty and b) a concern that the School would be diminished in influence because of the decreased size. She

Veterinary Science
College of Agriculture
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also reported that the two ISC faculty who voted in opposition to the change indicated that they would move with the program to the new department if the proposal was successful.

Dr. Barnes was asked how the change might adversely affect the programs remaining in SJAT. She indicated that the programs were administered independently and there should be no adverse effect. They would still be in the same College. Furthermore, the physical location of faculty offices would not change so collaborations based on physical proximity should not change.

Dr. Barnes was also asked about the financial impact of the change. She indicated that the staff support for SJAT would continue to serve the new department as well. There was no plan to hire new staff. There were some concerns on part of the SAOSC that this would not be tenable in the long term and Dr. Barnes noted that there were also concerns on part of the staff about increases in work due to two reporting lines. At the same time the dean is supportive of the change and this would entail assistance as needed in the future.

The committee voted unanimously to send the proposal to the University of Kentucky Senate Council with a recommendation for endorsement.

Respectfully and on behalf of the SAOSC,

Ernest Bailey, PhD
Professor
Chair of SAOC

COVER PAGE FOR CHANGES TO ACADEMIC ORGANIZATION OR STRUCTURE OF AN EDUCATIONAL UNIT

The Senate’s Academic Organization and Structure Committee (SAOSC) is tasked by the University Senate with the review of proposals to change academic organization or structure. The information needed by the SAOSC for the review of such proposals is set forth in *Senate Rules 3.4.2.A.5*¹.

The SAOSC has developed a set of guidelines (from the *Senate Rules*) that are intended to ease the task of proposal submission (available at <http://www.uky.edu/Faculty/Senate/forms.htm>). As proposal omissions usually cause a delay in the review process, the individual(s) responsible for the proposal is (are) urged to familiarize themselves with these guidelines before submitting their proposals for review. In particular, the individual responsible for the proposal must fill out Sections I, II and III of this form, as well as include statements and documentation that provide a full accounting of the items a - i, below.

- a. Disposition of faculty, staff and resources (financial and physical);
- b. Willingness of the donating units to release faculty lines for transfer to a different educational unit;
- c. Consultation with the faculty of the unit to which the faculty lines are proposed to be transferred;
- d. Consultation with the faculty of educational unit that will be significantly reduced;
- e. Summary of votes and viewpoints (including dissents) of unit faculty and department/college committees;
- f. Ballots, votes expressing support for or against the proposal by unit faculty and staff and committees;
- g. Letters of support or opposition from appropriate faculty and/or administrators; and
- h. Letters of support from outside the University.

Section I – General Information about Proposal

One- to two-sentence description of change:	Remove the Integrated Strategic Communication sequence from the School of Journalism and Telecommunications to become a stand-alone department that would house the BA/BS Integrated Strategic Communication degree program. The School would then consist of the BA/BS Journalism and BA/BS Media Arts and Studies degree programs.				
Contact person name:	Beth E. Barnes	Phone:	257-4275	Email:	bbarnes@email.uky.edu
Administrative position (dean, chair, director, etc.):	Director, School of Journalism and Telecommunications				

Section II – Educational Unit(s) Potentially Impacted by Proposal

Check all that apply and name the specific unit(s).	
<input type="checkbox"/>	Department of: _____
<input checked="" type="checkbox"/>	School of: Journalism and Telecommunications
<input checked="" type="checkbox"/>	College of: Communication and Information
<input type="checkbox"/>	Graduate Center for: _____
<input type="checkbox"/>	Interdisciplinary Instructional Program: _____
<input type="checkbox"/>	Multidisciplinary Research Center/Institute: _____

Section III – Type of Proposal

¹ Items a-i are derived from *Senate Rules 3.4.2.A.5*. The Senate Rules in their entirety are available at http://www.uky.edu/Faculty/Senate/rules_regulations/index.htm.)

COVER PAGE FOR CHANGES TO ACADEMIC ORGANIZATION OR STRUCTURE OF AN EDUCATIONAL UNIT

Check all that apply.	
A. Changes	
<input type="checkbox"/>	Change to the name of an educational unit.
<input checked="" type="checkbox"/>	Change to the type of educational unit (e.g., from department to school).
B. Other types of proposals	
<input checked="" type="checkbox"/>	Creation of a new educational unit.
<input type="checkbox"/>	Consolidation of multiple educational units.
<input checked="" type="checkbox"/>	Transfer of an academic program to a different educational unit.
<input type="checkbox"/>	Transfer of an educational unit to a different reporting unit.
<input type="checkbox"/>	Significant reduction of an educational unit.
<input type="checkbox"/>	Discontinuation, suspension or closure of an educational unit.
<input type="checkbox"/>	Other (Give a one- or two-sentence description below; a complete description will be in the proposal).

Section IV is for internal use/guidance.

Section IV – Guidance for SAOSC, Senate Council and University Senate

SAOSC Review of Type A Proposals (Changes to Type of, or to Name of, an Educational Unit)

- ✓ SAOSC review of proposal.
- ✓ SAOSC recommendation for an additional or joint review by other Senate committee(s) (e.g. Senate's Academic Programs Committee).

SAOSC Review of Type B Proposals (All Other Changes)

- ✓ SAOSC review of proposal.
- ✓ SAOSC recommendation for an additional or joint review by other Senate committee(s) (e.g. Senate's Academic Programs Committee).
- ✓ SAOSC review of proposals for creation, consolidation, transfer, closure, discontinuation, or significant reduction and educational unit, or transfer of an academic program to a different educational unit (attach documentation).
- ✓ Program review in past three years (attach documentation).
- ✓ Request to Provost for new program review (attach documentation).
- ✓ Open hearing (attach documentation).
 - SAOSC information must be shared with unit 10 days prior to hearing.
 - Open hearing procedures disseminated.

Voting by SAOSC, Senate Council and University Senate

- ✓ Endorse (or do not endorse) the academic organization, reporting, infrastructure, etc.
 - This vote is taken by the SAOSC, SC and Senate for every SAOSC proposal.
- ✓ Approve (or do not approve) the academic status or content of academic program.

Proposal from College of Communication and Information to restructure the School of Journalism and Telecommunications by making the Integrated Strategic Communication program a standalone department and moving the BA/BS Integrated Strategic Communication undergraduate degree program out of the School of Journalism and Telecommunications into that department. The School would then consist of the Journalism and Media Arts and Studies programs and the BA/BS Journalism and BA/BS Media Arts and Studies undergraduate degree programs. As detailed below, School faculty voted 14 to seven in favor of the change; College faculty voted 26 to seven in favor of the change.

What is the impetus for the proposed change?

Significant growth in both faculty and student numbers in the School of Journalism and Telecommunications has made the historical structure unwieldy, resulting in particular in reduced services for faculty members.

Since 2003, the School has grown from 14 tenured and tenure-track faculty to 23 tenured and tenure-track faculty and 2 full-time lecturers. There are 13 faculty members in Integrated Strategic Communication (two tenured full professors, including the current director of the School; seven tenured associate professors; two assistant professors; two lecturers); nine faculty members in Journalism (one tenured full professor and eight tenured associate professors); and six faculty members in Media Arts and Studies (one tenured full professor, three tenured associate professors, one tenure-track associate professor and one tenure-track assistant professor). Each of these fields has its own scholarly and creative tradition, and faculty research and creative activity in each of the three areas varies widely. This range of activity makes it challenging for both the director and the School Promotion and Tenure Committee to effectively evaluate and mentor faculty development.

At the same time, the three programs that comprise the School have become increasingly independent of one another with regard to curriculum. Unlike most peer programs, there is no core curriculum within the School taken by students in all three degree programs (BA/BS Integrated Strategic Communication, BA/BS Journalism, BA/BS Media Arts and Studies). There is one elective course (ISC/JOU/MAS 319, World Media Systems) cross-listed across all three programs and an additional course cross-listed between JOU and MAS that is required for JOU but an elective for MAS. A new Journalism curriculum was put in place in Fall 2013; one effect of the curriculum changes has been to greatly reduce the number of elective seats in Journalism courses available to students majoring in either Integrated Strategic Communication or Media Arts and Studies. Concurrently, growth in Media Arts and Studies enrollment has limited elective seats in those courses for Integrated Strategic Communication and Journalism majors. Whereas in the past, many Integrated Strategic Communication majors, in particular, would take courses in the other two majors to fulfill upper-division elective requirements, that is becoming much less common.

The current structure of the School developed in part because the three programs were distinct from other areas in the College due to a strong professional orientation. That shared orientation remains the case, but does not require grouping under a School umbrella to be sustained. A change in structure was first proposed in 2009, but tabled by the faculty. With a change in director imminent (the current

director's term ends June 30, 2015, following the completion of three four-year terms by the incumbent), and with the change in the Journalism curriculum, continued growth in student numbers in both Integrated Strategic Communication and Media Arts and Studies and expansion of faculty numbers, the possibility of restructuring was raised again in Fall 2013. The School's faculty spent the fall semester and much of the spring semester debating pros and cons and ultimately voted in favor of making the Integrated Strategic Communication program (the largest program in the School and the College in terms of undergraduate majors) a standalone department and moving the BA/BS Integrated Strategic Communication degree into that department. The faculty of the College also voted in favor of this change in April 2014.

Those in favor in the School believe that establishment of Integrated Strategic Communication as a department will improve faculty governance, provide more focused and appropriate support for faculty members, and further strengthen the identity of the Integrated Strategic Communication program within the College and on campus. Students and alumni of the School already identify with their program of study rather than the School as an entity; this proposed restructuring will also serve to further strengthen that identification.

What are the benefits and weaknesses of the proposed unit with specific emphasis on the academic merits for the proposed change?

Two documents are included with this proposal. One is a report to the faculty of the School prepared by an ad hoc committee appointed in Fall 2013 to explore the benefits and disadvantages of the proposed restructuring. That group recommended against restructuring, and their report discusses the disadvantages they saw in making a change. The report was discussed at several subsequent faculty meetings. The second document was prepared by the group of Integrated Strategic Communication faculty members in favor of the change, in part as a response to the report of the ad hoc committee. It articulates a number of reasons in support of creating a separate department from a faculty perspective.

The key benefits are those described above, namely better support and mentoring for faculty due to more focused programs, a stronger identity for the Integrated Strategic Communication program within the College and on campus, and a structure more appropriate given the size of the unit. The key weaknesses that emerged in the ad hoc committee report and during faculty discussions are potential loss of synergy between the three programs that now constitute the School and possible hurdles to students in any one of the majors being able to take courses in the other two majors. Some faculty members also felt that the uncertainties created by a new budget model and new strategic plan at the University level made this a poor time to make a structural change.

It should be noted that an ideal structure might be three discrete departments but still under the umbrella of the School, that is, three department chairs reporting to a School director who would in turn report to the college's Dean. However, in exploring this possibility with higher administration at the University, we were told that such a structure is not allowed under UK's regulations. (The only exception is the structure of the School of Human Environmental Sciences in the College of Agriculture,

Food and Environment; we were told that is a special case resulting from that unit's previous status as a college.) With that configuration not being an option, a majority of the School's faculty members feel that restructuring into a standalone Department of Integrated Strategic Communication and a reconstituted School of Journalism and Telecommunications is the next best option.

Describe the organization of the current structure and how the proposed structure will be different and better. Current and proposed organizational charts are often helpful in illustrating reporting lines.

In the current structure, the School of Journalism and Telecommunications is headed by a Director who reports directly to the Dean of the College of Communication and Information. The Director is appointed to a four-year term and may serve up to three consecutive terms. The Director is evaluated by the faculty every two years in an evaluative process conducted by the School's Promotion and Tenure Committee.

There are three undergraduate majors or sequences in the School: BA/BS Integrated Strategic Communication (2013-14 enrollment = 498), BA/BS Journalism (2013-14 enrollment = 252) and BA/BS Media Arts and Studies (2013-14 enrollment = 135). Each major is headed by a tenured faculty member who serves as sequence coordinator. Per the rules of the faculty, the sequence coordinators are appointed by and serve at the pleasure of the director. Sequence coordinators are responsible, along with the other faculty members teaching in the program, for all curricular decisions. The Journalism sequence coordinator also oversees the Journalism Studies minor; the Media Arts and Studies sequence coordinator oversees the minor in that area. There is no minor in Integrated Strategic Communication. Sequence coordinators in the School do not receive a stipend and do not get a course release; in years when there are merit raises, their service is recognized through a salary increase from a pool of funds allocated at the discretion of the director.

The School's Promotion and Tenure Committee is comprised of all tenured faculty in the School. They conduct reviews of tenure-track faculty at the two, four and six year points per University regulations. All merit reviews are conducted by the Director. The current Director is a member of the Integrated Strategic Communication faculty; all previous Directors of the School have been Journalism faculty members.

At the College level, the Director represents all three of the School's programs on the College leadership team. The School's faculty members annually elect two representatives to serve on the College's Faculty Council. (The Faculty Council also has two representatives from the Department of Communication and two representatives from the School of Library and Information Science.)

As noted above, the other units in the College of Communication and Information are the Department of Communication, which offers the undergraduate degree program and minor in Communication, and the School of Library and Information Science, which offers the undergraduate degree program in Information Communication Technology, the minor in Information Studies, and the master's degree

program in Library Science. The School of Library and Information Science also houses the Division of Instructional Communication and Research, which offers courses in instructional communication, including the University's Composition and Communication core. The Department and the two Schools together participate in the Graduate Program in Communication, a master's and doctoral program.

Under the proposed restructuring, the School of Journalism and Telecommunications would be made up of the BA/BS Journalism and BA/BS Media Arts and Studies programs with their respective minors. The School would still be headed by a Director reporting to the Dean, and each of the two sequences would still have a sequence coordinator. The reconfigured School would elect two representatives to the College Faculty Council, and would have a Promotion and Tenure Committee made up of all tenured faculty in the Journalism and Media Arts and Studies programs (13 people at current numbers). The Director would conduct merit reviews for all Journalism and Media Arts and Studies faculty members (15 people at current numbers).

The Department of Integrated Strategic Communication would be headed by a Department Chair who would report to the Dean. The Department would elect two representatives to the College Faculty Council; it would have a Promotion and Tenure Committee made up of all tenured ISC faculty (9 people at current numbers). The Department Chair would conduct all merit reviews for ISC faculty (13 people at current numbers). The department would be home to the BA/BS Integrated Strategic Communication program.

The structure of the College of Communication and Information would then be two Departments headed by Department Chairs, two Schools headed by Directors, and the College-wide Graduate Program in Communication, which is administered by an Associate Dean. (The College also has Associate Deans for Research and Undergraduate Studies and a Senior Associate Dean who is responsible for a range of administrative issues.)

How does the change fit with department, college, and /or university objectives and priorities?

Like many units on campus, the College and School are in the process of completing their 2014-20 strategic plan. Those plans include the university's goals. The goals most relevant to this proposed restructuring are:

Goal #5: Foster a positive work environment for faculty and staff.

- As noted earlier, one benefit of the proposed change will be to narrow the focus of both the unit administrators and the respective Promotion and Tenure committees to one program (in the case of the proposed Department) or two programs (in the case of the reconfigured School) rather than three programs as is the case now. This should improve faculty mentoring and development.

- As expressed in the support document from those ISC faculty members in favor of the change, another benefit will be a much stronger internal and external identity for the ISC program, which will improve faculty morale.

Goal #1: Create a vibrant undergraduate learning community.

- Although the BA/BS ISC program has not had difficulty attracting students, status as a standalone department would bring greater visibility to the program and enhance student identification with the program.

Goal #3: Cultivate a robust research and creative environment.

- The improved faculty mentoring and development described under Goal #5 above should result in increased research and creative productivity among both the faculty members in the new Department and the faculty members in the reconstituted School.

How does this change better position the proposers relative to state and national peers, as well as University Benchmark Institutions? How does the change help UK meet the Top 20 Goal?

The School of Journalism and Telecommunications tends to define peers at both the state and national levels as other units where all or part of the degree programs are also accredited by the Accrediting Council on Education in Journalism and Mass Communication. From a structural point of view, our peer programs are other journalism and mass communication units within colleges of communication.

Of the benchmark institutions identified by UK's Review Committee, Michigan State, Florida, Missouri and North Carolina at Chapel Hill all have ACEJMC-accredited programs located within a communication college. In all four cases, the structure within those colleges is disciplinary departments headed by department chairs who report to the college dean. The proposed change would make our structure (and that of the College) more similar to the benchmark programs.

The enhanced faculty mentoring and development and subsequent strengthening of faculty research and creative activity would further strengthen the College of Communication and Information's record of scholarship.

In Kentucky, there are two other programs with ACEJMC accreditation, Western Kentucky University and Murray State University. The School of Journalism and Broadcasting at WKU is a unit within the Potter College of Arts & Letters. That school offers six undergraduate majors, each of which is headed by a faculty coordinator reporting to a director. The Journalism and Mass Communications Department at Murray State is a unit within the College of Business. It offers five undergraduate majors, each overseen by a faculty head who reports to the department chair. Neither of these programs is located within a communication college.

Who are the key personnel associated with the proposed unit? Provide qualifications of these personnel in a brief form. A complete curriculum vitae for each person is not needed, although pertinent information in a tabular format is helpful.

The people who would make up the proposed Department of Integrated Strategic Communication and teach in the BA/BS Integrated Strategic Communication program are:

Full Professors: Dr. Chike Anyaegbunam, Dr. Beth Barnes

Associate Professors: Prof. Dennis Altman, Dr. Alyssa Eckman, Dr. Phillip Hutchison, Dr. Bobi Ivanov, Dr. Mark Stuhlfaut, Dr. Scott Whitlow, Dr. Chan Yun Yoo

Assistant Professors: Dr. Tae Hyun Baek, Dr. Adriane Grumbein

Lecturers: Dr. Hyun Ju Jeong, Mr. David Stephenson

The people who would make up the reconstituted School of Journalism and Telecommunications and teach in the BA/BS Journalism and BA/BS Media Arts and Studies programs are:

Full Professors: Dr. Richard Labunski, Dr. Thomas Lindlof

Associate Professors: Dr. Deborah Chung, Prof. John Clark, Prof. Melvin Coffee, Prof. Alvin Cross, Dr. J. Michael Farrell, Dr. James Hertog, Dr. Yung Soo Kim, Dr. Kimberly Parker (untenured), Prof. Elizabeth Ryan, Prof. Leland Ryan, Dr. Zixue Tai, Prof. Kathleen Urch

Assistant Professor: Dr. Kyra Hunting

See attached for a table showing additional information on these faculty members.

Discuss leadership and selection process for appointing a chair, a director, or interim leader and search process, etc.

Dr. Barnes is the current director of the School, but would not be the chair of the proposed department. The chair will be selected by the Dean of the College, H. Dan O’Hair, who will determine whether that appointment will be internal or external. Dr. Eckman is the current sequence coordinator.

The selection and evaluation process for the department chair will follow university regulations, with selection by the dean in consultation with faculty in the unit. Unit faculty will also periodically evaluate the chair; specifics of that process will be developed as part of the rules of the department and will likely be similar to those already in place for the evaluation of the director of the school.

A search for the next director of the School is currently in the preliminary stages. Obviously, the specific nature of the job is dependent on whether or not the proposed restructuring is approved. Depending on how quickly that process moves, an interim director may need to be appointed when Dr. Barnes’ term ends on June 30, 2015, although it is hoped that it will be possible to have a new director for the school and a department chair for the proposed department in place by that date. The current search committee is made up of faculty members and students from the Journalism and Media Arts and Studies programs and School alumni. The search committee is co-chaired by Dean Terry Birdwhistell from UK Libraries and Dr. Thomas Lindlof, a full professor in Media Arts and Studies.

What is the function of the faculty/staff associated with the proposed change and how is that relationship defined? Discuss DOE, adjunct, full-time, voting rights, etc.

No faculty DOEs will change as a result of the proposed restructuring, other than that of whoever is appointed chair of the Integrated Strategic Communication department if that person is chosen from current faculty. That person's DOE will obviously have an administrative component. In general, regular-title faculty members have a DOE of 45% instruction and advising, 45% research and 10% service; there are six regular-title faculty members in ISC, five of whom are tenured associate professors and one of whom is a tenure-track assistant professor. Special-title faculty members have a DOE of 70% instruction and advising, 15-20% research and creative activity and 10-15% service; there are five special-title faculty members in ISC, two of whom are tenured full professors, two of whom are tenured associate professors and one of whom is a tenure-track assistant professor. All full-time tenured and tenure-track faculty members have full voting rights. There are two lecturers; one has a DOE that is 100% instruction. The other has a DOE that is 62.5 percent instruction, 20 percent service to the Kentucky Kernel and 17.5 percent service to the dean's office. Both lecturers also have full voting rights.

The number of adjunct faculty varies from semester to semester but is typically no more than one or two, each teaching one course. Adjunct faculty do not have voting rights.

Under current plans, staff personnel would be shared with the School of Journalism and Telecommunications. (The College is centralizing a number of staff responsibilities, and this approach would be in keeping with College practice.) There are three full-time staff members. One is the budget assistant, one is in student services and the third is the technology coordinator. Under the restructuring, each would have shared reporting lines to the Director of the School and the Integrated Strategic Communication Department Chair.

Will the proposed change involve multiple schools or colleges?

No; the proposed change only affects the College of Communication and Information.

If the proposed change will involve transferring personnel from one unit to another, provide evidence that the donor unit is willing and able to release the personnel.

The only transfer of personnel is from the School of Journalism and Telecommunications to the proposed Department of Integrated Strategic Communication. The eight tenured and tenure-track faculty members in ISC as of Spring 2014 voted six to two in favor of the change. The two faculty members who voted against the change have agreed to move to the new department if formed. The lecturer who was part of the faculty in 2013-14 did not vote, but has also agreed to move. The two new assistant professors and the new lecturer were informed of the discussions underway during their interview process and agreed to be part of the new department should it be approved.

What is the arrangement of faculty associated with the proposed change and how is that relationship defined? Discuss faculty DOE and status as adjunct, tenure track or tenured. Describe the level of faculty input in the policy-making process including voting rights and advisory.

The title status, rank and voting status of the faculty members who would be associated with the new department has been discussed above. All of the tenured and tenure-track faculty members who were in place in Spring 2014 took part in discussions and the vote on the proposed change. The two new assistant professors and one new lecturer (August 2014 start dates) who would move into the proposed department were informed of the possibility of restructuring during the interview process and indicated they were willing to be part of the proposed department.

Discuss any implications of the proposal for accreditation by SACS and/or other organizations.

The proposed change should not affect SACS accreditation; there are already separate assessment plans for each of the three majors in the School. At present, the entire School of Journalism and Telecommunications is accredited by the Accrediting Council on Education in Journalism and Mass Communication. The School's faculty decided in Fall 2013 that only the Journalism program would be put up for re-accreditation in the next cycle (taking place in 2014-15); however, status as a separate department would not prevent the Integrated Strategic Communication program from again seeking ACEJMC accreditation in the future should the program faculty deem that desirable.

What is the timeline for key events in the proposed change? Student enrollments, graduates, moved programs, closed courses, new faculty and staff hires, etc.

The only key event associated with this proposal would be the appointment of a department chair, either internally or through an external search, whichever the dean deems desirable. Ideally, the search, whether internal or external, would take place during Spring 2015 and the chair would take office as of July 1, 2015. There is no impact on student enrollments from the proposal (students are already tied to the degree program itself), no courses will be closed, and no new faculty and staff hires are anticipated as a result of this change, with the possible exception of a department chair.

If the proposed department is approved, the faculty members would need to develop departmental rules, an effort that would be led by the new chair. In the meantime, the faculty would be guided by the rules of the College of Communication and Information; they would likely also use the existing rules for the School of Journalism and Telecommunications as a guide in the interim.

Proposals involving degree changes and students: The only change would be to move the existing BA/BS Integrated Strategic Communication program from the School of Journalism and Telecommunications to the new Department of Integrated Strategic Communication.

The committee will likely want to see evidence of adequate financial viability for the proposed unit to be successful. A general description of the new costs and funding should be provided. A letter from the Provost, Dean, and other relevant administrators may affirm commitment to provide financial resources as appropriate. An exhaustive budget is not expected.

As noted earlier, the term of the current director of the School of Journalism and Telecommunications ends on June 30, 2015. It has already been agreed by the Provost and Dean that an outside search will be conducted and that search is in the preliminary stages. Should the proposed restructuring be approved, the reduced duties of the new Director of the School combined with a stipend for a 12-month Chair of the new department (both positions are 12-month positions) should roughly equate to what a Director of the school in its current structure would be paid. In other words, there should be no additional cost to the College and University under the proposal beyond what has already been committed to for a new Director.

The proposal should document any faculty votes and departmental or school committee votes as appropriate leading up to this point in the process. A Chair or Dean may appropriately summarize supporting and opposing viewpoints expressed during faculty discussions. The committee will want to see evidence of academic merit and support from key parties. Letters of support (or opposition) are encouraged from the relevant senior faculty and administrators. Relevant faculty and administrators include those in units directly involved in the proposed change (including existing units from which a new unit may be formed).

Two votes were taken by the faculty members in the School of Journalism and Telecommunications during Spring 2014. The first was a vote within each of the three sequences, taken to determine if there was sufficient support for the proposed change to merit continuing discussions. In that vote, Integrated Strategic Communication faculty members voted six to two in favor of the proposed change. Journalism faculty members voted five to four in opposition to the proposed change. Media Arts and Studies faculty members voted four to zero in favor of the proposed change. (The current director of the School did not vote in this round.)

The second vote was taken on March 27, 2014 at a meeting of the full faculty of the School of Journalism and Telecommunications. That vote, conducted by anonymous written ballot, was 14 in favor and seven opposed to the proposed change. The current director voted in this round; one Media Arts and Studies faculty member, who was on sabbatical, did not vote.

Following this vote, the School's Director reported the results to the Dean of the College, with a request that the issue be brought before the full College at its April 2014 meeting. That meeting was held on April 23. The vote was 26 in favor of the restructuring and seven opposed to the proposed change.

During the discussion at that meeting, an additional issue was raised by faculty members from the Department of Communication as to whether having a second department within the College with the

word “communication” in the name would be confusing. The School Director and another ISC faculty member both gave explanations as to why the Integrated Strategic Communication name is appropriate and noted that it has been the name of the degree program for quite some time. The School Director also provided examples of other colleges in the nation with communication in their name that also have more than one unit with the word communication in its title. It was also noted that the College of Health Sciences includes the Communication Sciences and Disorders program, so there is already another program on campus with the word communication in its name.

Indication of how the new structure will be evaluated as to how it is or not meeting the objectives for forming the new structure. Timing of key events is helpful.

The two most important indicators of whether the new structure is beneficial or harmful would be retention of faculty members and student enrollment and retention. The current School of Journalism and Telecommunications enjoys very strong faculty retention. A tenured or tenure-track faculty member has not left the School for any reason other than retirement or death since 2003. If faculty members were to start leaving either the reconstituted School or the proposed Department, that might indicate dissatisfaction with the new structure and should prompt a thorough review by the College.

Similarly, the School’s record of student recruitment, retention and graduation is on a par with other programs in the College. Should any of those indicators begin to slip following the restructuring, that too would be cause for review.

Letters of support from outside the University may be helpful in understanding why this change helps people beyond the University.

The proposed change is expected to have largely internal benefits, particularly to faculty members in the units, and to students.

The Case for ISC as a Department

Impetuses—The following considerations or causes provide a foundation for separating the ISC major from the School of Journalism and Telecommunications:

1. ISC is now the largest program, measured by the number of students in a major, not only in the School of Journalism and Telecommunications but also in the College of Communication and Information.
2. ISC will soon have the largest number of faculty members in a sub-unit of the School of Journalism and Telecommunications with the addition of two new full-time lines and the splitting of a lecture line with MAS.
3. The School of Journalism and Telecommunications does not have a common core curriculum that encompasses all three units, so it functions as an amalgamation of three distinct components. This tripartite structure runs counter to the notion that the fields are converging.
4. The three units in the School of Journalism and Telecommunications do not hold any common activities for students of its three units.
5. Journalism and ISC have separate strategic interests, professional trajectories, and missions. Journalism is based upon the goal of objectivity in communication and on the function of delivering news and information-centered products, while integrated strategic communication is based upon the presumption of subjectivity and achieving an outcome that primarily takes a commercial point of view.
6. The school recently dropped the requirement for ISC and MAS to undergo a renewal of their accreditation processes by the Accrediting Council on Education in Journalism and Mass Communication (ACEJMC). Now, only the journalism unit needs to operate as a program that is accredited by an outside agency.
7. The ISC unit, despite being the largest program in the college and school, has no representation on the College faculty council. Dr. Eckman, an ISC associate professor, represents the School of Journalism and Telecommunications.
8. The current JAT director has had to divide time and attention between journalism, ISC, media arts and studies, school administrative duties, college administrative duties, and international projects. The school will begin searching for a new director within the next year. A dual mission presents a difficult challenge to find one person who could strongly represent and relate to all three of the school's units.
9. The ISC unit is not represented in the name of the School of Journalism and Telecommunications, and consequently, it does not have any identity within the college and greater university. Simply renaming the school, such as the School of

Journalism, Strategic Communications, and Media Studies, would not only be cumbersome, but it would also maintain the perception of the school as primarily serving journalism. Renaming the school with some broader name, such as the School of Media, may not serve the interests of journalism, MAS, or ISC.

10. Monthly faculty meetings are inefficient because many topics are discussed that don't concern the entire faculty.
11. Situating ISC within the school hampers the prestige and marketability of the program at the national level within the academy of advertising and strategic communications.
12. The ISC program is discussing a restructuring of its required coursework that would allow its students to have more flexibility in taking ISC courses.

Benefits—The restructuring of the school's units into two divisions would have the following benefits:

1. The new department and the school would be better structured and freer to focus on their distinct educational missions, which would allow them to better serve each unit's students. For example, ISC students could minor in Journalism or Media Arts and Studies. Likewise, Journalism and Media Art and Studies students could minor in ISC.
2. In regards to the coming changes in the school's leadership, both Journalism and Media Arts and Studies programs and the ISC program deserve leaders who are outstanding in their respective fields. JOU/MAS and ISC would be in a better position to attract top candidates if the units were separated. Each unit's leader would then be in the best position to focus exclusively on the needs and the vision of what each unit wants to become. A chairperson, who is exclusively focused on ISC, would be more beneficial to students in the major, as would a director who is exclusively focused on JOU and MAS. The ISC chair also would have the time to build stronger relationships with the local Lexington marketing community, the academy of the field on a national level, alumni, and prospective students.
3. The increased number of ISC faculty members (10 plus a part-time lecturer), in addition to the return of Dr. Barnes to full-time teaching status as a special-title professor, will allow the ISC faculty to develop a broader and deeper curriculum.
4. ISC students and faculty would have a sense of identity, which would facilitate a greater sense of pride and community.
5. The new department would have a distinct and visible identity within the University of Kentucky, which would make it more noticeable to prospective students A high-school student or UK underclass student interested in marketing communications, strategic communications, advertising, public relations, and

- interactive or social media should be more attracted to ISC if it has its own identity, than if it were in the School of Journalism and Telecommunications.
7. New faculty positions under the new identity and structure of a department would be more attractive to potential candidates in strategic communications and related fields.
 8. The restructuring would benefit the School of Journalism and Telecommunications in that it could keep its name and image intact as the School of Journalism and Media (a name only used here as an example with the expectation that the school would update its name to reflect the name change of the Media Arts and Studies unit). The school's identity is important to maintain for its accreditation and for its relationships with students, former students and alumni.
 9. The new department and the existing school would each have two dedicated seats on the College faculty council to ensure their voices are heard on issues at the college level. The increased representation would benefit both units by their working together on mutual-interest issues.
 10. Standards to assess faculty productivity and to evaluate achievements for promotion and tenure would be clearer. At the present, each unit's faculty cannot accurately and fairly evaluate the other two units' candidates due to different standards and separate bodies of knowledge.
 11. The new department and the existing consolidated school would be well positioned to implement the new budget model and accounting system.
 12. A separate Department of Integrated Strategic Communications would enhance the standing of its program within the American Academy of Advertising, the Public Relations Society of America, and other academic and professional organizations.
 13. A separate department would enable ISC and School faculties to more efficiently conduct their meetings.

Issues

1. The new and shifting budgeting method of the university has been brought up as a reason to not split or to delay splitting. While the effect of the budget model cannot be denied, we should operate from a vision of what would be best for our students, school and the ISC major, because if we don't propose a plan, then the budget will never be there for it. If the college and university accept the plan to form a separate ISC department, then the college would have to create a budget to support the structure. The point is that we need to think strategically, and then develop the financial plan to make it a reality, not vice versa.

2. The access of ISC students to journalism and media-art-and-studies classes as electives also has been mentioned as a reason not to split ISC from the school, because at some future time, it may not be in the best interests of these programs to accept ISC students. It is hoped that this is not the case because the JOU and MAS programs offer valuable courses that enhance the education of ISC students. ISC and the school should continue work together, as they do with other departments. Under the new budget model, it would be in the best interests of each unit to accept each other's students.
3. The restructuring would need approval of the ISC faculty, the School of Journalism and Telecommunications' faculty, the dean of the College of Communication and Information, the college's faculty council, and higher levels of the university.
4. A new chair position would have to be created, and an internal search would have to be conducted.
5. Support staff would have to be considered.
6. ISC students would still benefit from taking a number of JOU and MAS courses to the extent possible. Cross-curricular opportunities for students could be maintained by retaining JOU and MAS courses as qualifying electives for ISC majors. The department and the school would need to reach an agreement about keeping a number of seats open in the secondary registration window. If not, the ISC department would have to make other arrangements to cover selected subjects.
7. Although large numbers of ISC students have prevented JOU and MAS students from taking ISC courses, it would be fair and beneficial if similar cross-curricular opportunities existed for them as well, and this goal is worth working toward.
8. New office arrangements would have to be made, and a departmental office would have to be created, which may be achieved over time.
9. A new web site for the department would need to be developed, and the School of Journalism and Telecommunications web site would have to be revised.
10. Rules of conduct would have to be written for the ISC department, and the rules of conduct for the School of Journalism and Telecommunications would need to be revised.



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September 9, 2014

Andrew Hippisley, Chair
University Senate
University of Kentucky

Dear Dr. Hippisley:

I want to add my support for the proposal by the School of Journalism and Telecommunication to separate the Integrated Strategic Communication sequence from the school in order for it to become a stand-alone department. The details for support of the request are found within the proposal and I will not reiterate those in my letter. I do think it is worth pointing out that the issue of establishing a new department has been discussed and debated for over five years and I feel certain that everyone in the college has had ample opportunity to express their feelings.

I was personally agnostic about the separation during the deliberation process, hoping that due diligence would prevail without a hint of moral suasion from the dean's office. However, now that the school and college voted affirmatively to establish this new department I am convinced it is the right move, and I am enthusiastically supportive.

The dean's office stands ready to provide all financial and leadership support should the remaining university levels of approval follow the same course as the school and college.

Please contact me with any questions.
Sincerely,

A handwritten signature in black ink that reads "H. Dan O'Hair". The signature is written in a cursive, slightly slanted style.

H. Dan O'Hair
Dean and Professor



**School of Journalism and
Telecommunications**

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MEMORANDUM

TO: Dr. Beth Barnes, Director
School of Journalism and Telecommunications

From: JAT Restructuring Feasibility Study Ad Hoc Committee
Chike Anyaegbunam, Committee Chair
Alyssa Eckman
Buck Ryan
Scoobie Ryan
Mark Stuhlfaut
Zixue Tai

Date: December 14, 2013

RE: JAT Restructuring Feasibility Study Report

After considerable deliberation and discussion in three two-hour meetings, the Ad Hoc Committee has unanimously concluded that the school's majors, faculty and students would strongly benefit from maintaining the school's current structure but with a new vision for the future.

In our deliberations, we considered input from committee members from all the school's majors, pertaining to the current structure of the school versus the division of the school into a Department of Integrated Strategic Communication and a school comprised of the Journalism and Media Arts and Studies programs. We consulted with a member of one of the committees that developed the new University financial model. We also consulted with one of the architects of the Restructuring and Departmentalization of Gatton College's School of Management. Finally, our conclusion recognizes that the current structure of the school is similar to the structures at universities with a similar mission, including some of our benchmark schools.

The committee also considered the following emergent issues inherent in restructuring the school:

- The financial implications of restructuring/departmentalization of the school amidst the uncertainty surrounding the new university financial model;
- Possible inability of the "new department and school" to survive without major debilitating cuts in an adverse economic/resource-poor environment caused by a drop in State funding for UK;
- The possible negative impact of splitting up a school that already has the potential of thriving and even assuming a leadership position in an ever-changing US and global

- media environment;
- Possible negative impacts of a split on our students, especially ISC students, who might no longer be guaranteed timely graduation because they might not have access to classes in the proposed separate School of Journalism;
- Urgent need for a more aggressive and proactive role for the school in developing courses for the new core requirements for UK undergraduate and honors curricula;
- The lack of a common core, as a reason to divide the school and as a deficiency to remedy should the school remain intact;
- The perceived need, as expressed by some ISC faculty members, for greater recognition of the ISC program both within the School and College;
- The disadvantages the school suffers at the college level in the Faculty Council;
- The impending change in leadership due to the expiration of the current director's term;
- The need to search for a new director who would support and champion the implementation of a new vision for the school;
- The outdated image evident in the school's current name;
- The image that the school projects to Lexington and Kentucky, and the greater educational, academic, and professional communities;
- Possible alumni opposition to the split, which might affect their continued support to the "new department and school";

After due consideration of issues above, the committee wishes to make the following recommendations:

- Put the issue of restructuring the school to school-wide vote as was done in the now defunct School of Management in the Gatton College;
- Discern the true feelings of the school's faculty pertaining to issues of governance and sense of direction, job satisfaction, relations with other units in the College and in the university;
- Further integrate the school's curriculum across all three majors in all possible areas. This includes creating cross-listed courses intended for all students in the School;
- Develop new courses that serve the core requirements for students in the School as well as university-wide. This should include new courses that fit the pressing needs in various areas under the new UK core;
- Encourage school faculty participation in the Honors Program;
- Develop a united vision for the new and improved School that positions it as a cutting-edge institution in our ever-changing media environment. Vision 2000 plan is a good model. The plan created the Media Center the Future, which was designed to support teaching, research and creative activity, and public service;
- Develop a strategic plan and budget based on a new school vision;
- Search for a new director, who has the capacity to implement the new vision for the school's future;
- Change the name of the school to reflect its broad mission and majors;
- Request a change in the college rules to ask for representation on faculty council to be based on major not on unit. Communication Department offers one major. The School offers three and the rules have not been overhauled in over a decade.

Brothers, Sheila C

From: O'Hair, Dan
Sent: Wednesday, October 08, 2014 7:19 AM
To: Brothers, Sheila C
Cc: Bailey, Ernest
Subject: FW: Additional Information for Proposal to Create an Independent Department - Integrated Strategic Communications

Hi Sheila, I sent this email to Ernie Bailey but since he has not yet received the proposal from you he and I both thought it best to send to you first for inclusion in the file.

Thanks, Dan

Dan O'Hair, Ph.D.
Dean & Professor
College of Communication and Information
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Lexington, Kentucky 40506
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From: <O'Hair>, Dan O'Hair <ohair@uky.edu>
Date: Tuesday, October 7, 2014 5:49 PM
To: "Bailey, Ernest" <ebailey@email.uky.edu>
Subject: Additional Information for Proposal to Create an Independent Department - Integrated Strategic Communications

Dear Ernie, I am emailing to provide a bit more information regarding the proposal at SAOSC to separate Integrated Strategic Communication from the School of Journalism and Telecommunication and make it an independent department.

A faculty member raised an issue about whether a quorum was reached for the College Assembly in which the motion was introduced and voted on. Our College Rules state that a quorum is 60% of the voting members. At the time, the College had 59 voting members and 44 voting members attended the assembly (75%). So, a quorum was reached. The rules (3.6.5) also state that "all matters require the approval of a majority of voting members present." The hand-counted vote (by two people who agreed) was 26-7 in favor of the motion to separate ISC from JAT. So, a majority was reached.

A faculty member has subsequently argued that the college rules (3.6.2) stipulate that "matters affecting educational policy shall require approval of two-thirds of the voting members present." This faculty member, who was not present at the College Assembly, cites minutes from the assembly that I found the motion being discussed to be a significant educational issue. I do not remember saying that, nor did I ever believe the issue to be one of educational policy. The rules (2.1) explicitly state that "educational policies are defined as the development of guidelines, rules or criteria on such matters as academic requirements, curricula, class schedules, undergraduate and graduate programs, professional programs, service functions, academic advising, and the evaluation of courses and teaching." In accordance with this college rule I have held that the motion to separate ISC from JAT was a organizational issue not one of educational policy. Nevertheless, I asked our Faculty Council, the Executive Committee of the Assembly (Rule 5.2), yesterday to think this issue through. After deliberation the Faculty Council voted 5-0-0 that this was not an educational policy issue and confirmed the majority vote of the College Assembly in April.

I would appreciate you including this email in your committee's deliberations.

Thanks, Dan

H. Dan O'Hair, Ph.D.
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College of Communication and Information
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Brothers, Sheila C

From: Schroeder, Margaret [m.mohr@uky.edu]
Sent: Wednesday, October 29, 2014 10:19 AM
To: Brothers, Sheila C
Subject: Graduate Certificate in Inclusive Education
Attachments: Proposal of Grad Certificate in Inclusive Education (3).docx

Graduate certificate in Inclusive Education

This is a recommendation that the University Senate approve the establishment of a new graduate certificate: Inclusive Education, in the Department of Early Childhood, Special Education, and Rehabilitation Counseling within the College of Education.

Hi Sheila-

The SAPC met Monday and passed the Graduate Certificate in Inclusive Education unanimously. Please find the updated version of the proposal attached here.

Please let me know if you need anything else.

Best-
Margaret

Margaret J. Mohr-Schroeder, PhD | Associate Professor of Mathematics Education | Secondary Mathematics Program
Chair | [Department of STEM Education](#) | [University of Kentucky](#) | www.margaretmohrschroeder.com



Graduate Certificate in Inclusive Education

(CIP Code: 13.1001, Special Education)

1. Introduction

The Department of Early Childhood, Special Education, and Rehabilitation Counseling (EDSRC) at the University of Kentucky proposes a five-course (15-hour) certificate in Inclusive Education. The certificate includes existing courses and is designed to be taken by non-special education majors. The certificate responds to the critical and growing need for general education teachers to have adequate support in serving the students with disabilities in their classrooms.

1.1 Need

Teachers and leaders in US schools continually report a need for more support in the inclusion of students with disabilities. Although most general education teachers do receive some coursework in the area of disability or special education, many new teachers report a need for additional competencies to successfully include and teach students with disabilities in their classrooms.

Unlike US schools, most international schools do not have the special education staff to fully support effective inclusive education. With on average fewer than six hours of disability-related coursework in their personnel preparation programs, most general educators are not adequately prepared to be confident and competent in effectively including students with disabilities in their classrooms. Support in the area of inclusive education is sorely needed in international schools.

Because of this focus on inclusion in the US and abroad, there is a clear opportunity to market a certificate to general education teachers in the area of inclusion. Although there are universities that offer coursework in special education at a distance to international schools, there is a need for a ***cohesive program of courses*** with a ***solid reputation for quality special education preparation*** that can be ***offered and administered on a global scale***.

1.1a Outcome

The projected outcome of this certificate is that general educators who participate will have a cohesive program that leads to competencies in including students with disabilities in their classrooms. Specifically, general education teachers will understand the implications of a variety of disabilities on the educational experience, have beginning strategies they can use in their classrooms to provide intervention and support, and have the skills needed to team with specialists to deliver high-quality differentiated education to students with disabilities. The outcome for students with disabilities is the ability to be included in general education classes with the greatest access to the general curriculum possible.

1.2 Content

The purpose of this graduate-level certificate is to prepare general educators, educational leaders, and other school personnel (e.g., counselors) with the competencies needed to team with specialists to design and deliver effective accommodations, modifications, and interventions within general education settings. The University of Kentucky is nationally recognized for its work in special education, its faculty are leading scholars, and its EDSRC department offers a fitting and capable academic home that is committed to this certificate. In order to maximize the reach of this certificate, the coursework will be delivered via distance learning and hybrid formats. The five, existing certificate courses include EDS 600, EDS/IEC 546, EDS 547, EDS 516, and EDS/IEC 522. Additionally, the culminating experience for this certificate will include a service-learning component in which teams of teachers deliver support to other educators on inclusive practices.

2. Details

2.1 Admission Requirements

A pre-requisite to admission to the Inclusive Education certificate is admission to the University of Kentucky Graduate School. This requires evidence of an awarded baccalaureate degree from an accredited institution of higher learning. In addition to full admission to any existing graduate program, Graduate School admission status may be post-baccalaureate or non-degree.

2.2 Faculty of Record

The faculty of record for the certificate is identical to the Special Education (EDS) graduate program faculty. In the event, a faculty member is unable to teach a course and/or participate in the certificate, the certificate graduate program faculty, with approval of EDSRC faculty by a majority vote, will select a new faculty member to replace that person.

Faculty Member	Graduate Faculty Status	Responsibilities
Dr. Lee Ann Jung	Full Graduate Faculty: IEC (primary), EDS (secondary)	Direct the Certificate; Enter SACS data for the certificate; teach coursework; convene certificate graduate program faculty meetings
Dr. Alan Allday	Full Graduate Faculty: EDS	Teach coursework; participate in certificate graduate program faculty meetings/decisions
Dr. Melinda Ault	Part Time Graduate Faculty: EDS	Teach coursework; participate in certificate graduate program faculty meetings
Dr. Amy Spriggs	Part Time Graduate Faculty: EDS	Teach coursework; participate in certificate graduate program faculty meetings/decisions
Robert McKenzie	Full Graduate Faculty: EDS	Participate in certificate graduate program faculty meetings

Margaret Bausch	Full Graduate Faculty: EDS	Participate in certificate graduate program faculty meetings/decisions
Jennifer Grisham-Brown	Full Graduate Faculty; IEC (primary), EDS (secondary)	Teach coursework; participate in certificate graduate program faculty meetings/decisions
Brian Bottge	Full Graduate Faculty: EDS	Participate in certificate graduate program faculty meetings/decisions
Justin Lane	Part Time Graduate Faculty: EDS	Participate in certificate graduate program faculty meetings/decisions
Sarah Flanagan	Part Time Graduate Faculty: EDS	Participate in certificate graduate program faculty meetings/decisions

The certificate in inclusive education will not require additional resources. The coursework includes existing courses taught by the EDSRC faculty. In addition to the current rotation of courses, EDSRC plans to partner with colleagues abroad to offer portions of coursework on site or in hybrid formats for international schools. In the event that a school abroad wants a course to be offered on site, faculty will either travel to the location, or we will identify an appropriate part-time faculty member.

2.3 Administration

The certificate will be administered by the Special Education (EDS) program in the Department of Early Childhood, Special Education, and Rehabilitation Counseling (EDSRC). The director of the certificate program will be Lee Ann Jung. The certificate graduate program faculty (faculty of record) will include all graduate faculty members within the EDS program. Decisions related to the certificate will be made based on a majority vote made by the certificate graduate program faculty (faculty of record). Certificate check sheets will be approved by Lee Ann Jung.

2.4 Division of Labor

Courses will be taught by EDSRC faculty as part of the distribution of effort in teaching. Special offerings of the courses may be offered for schools abroad during summer or winter intersession at the faculty members' discretion.

2.5 Resources

The certificate in Inclusive Education will not require additional resources.

2.6 Curriculum Design

The certificate is designed to be flexible, with students' being able to enter during any semester, ideally with EDS 600. Taking one course per semester, the students will complete the certificate in approximately 18 months.

The following includes the university description of each course, a rationale for including each in the certificate:

Courses:

EDS 600 Survey of Special Education

Description: A survey of current status of the field of special education. Emphasis is on analysis of the major research literature pertaining to exceptional children and their education.

Rationale: This introductory course is a necessary foundation on disability.

EDS 547 Collaboration and Inclusion in School and Community Settings

Description: This course will focus on inclusion of students with moderate to severe disabilities in all aspects of school and community life, with special consideration given to the individual student planning variables that must be addressed in meeting the needs of each school-age student and for preparing students to function as fully and independently in their communities as possible. The course is designed to meet the needs of those pursuing certification in Moderate and Severe Disabilities and pursuing degrees in Elementary and Secondary Education, Vocational Rehabilitation, School Psychology, Social Work, Physical Therapy, Communication Disorders, and related disciplines.

Rationale: This course, designed for general education teachers, provides participants with the basic methods of effectively including students with disabilities in general education classrooms.

EDS 546 or IEC 546 Transdisciplinary Services

Description: This course will focus on issues related to teaming across multiple disciplines to serve students with disabilities. Professionals will discuss pertinent information related to planning for this population of students, particularly in the areas of communication, physical management, health, sensory input, and vitality. Students will utilize information obtained to plan for a student with multiple disabilities. Strategies presented for planning will include transdisciplinary assessment, person centered planning, and activity-based instruction.

Rationale: This course provides participants with the skills needed to work together as a team across multiple disciplines (e.g., general education teacher, special education teacher, speech and language pathologist) to design accommodations, modifications, and intervention strategies that fit the needs of the student and the unique design of the student's general education classroom. General education teachers will gain the skills of implementing specially-designed interventions in the context of their everyday classroom routines.

EDS 516 Principles of Behavior Management and Instruction

Description: Basic principles of applied behavior analysis and modification, which employ social learning theory and operant conditioning models, are taught. Emphasis is placed on designing individualized learning environments, selecting and implementing behavior management strategies, writing behavior objectives, and performing task analyses.

Rationale: This course provides the foundations of using behavioral principles in the general education classroom. The skills learned in this class are evidence-based methods for supporting both academic and behavioral interventions for all students. Although all students in a class can benefit from well-designed interventions that are informed by behavioral principles, this course provides the most fundamental methods of intervening in ways that lead to positive outcomes for students who have disabilities.

EDS 522 or IEC 522 Children and Families

Description: The purpose of this course is to provide students with information related to working with children with and without disabilities and their families. This course will focus both on presenting new information and providing opportunities for students to practice skills necessary for working with families.

Rationale: This course provides teachers with skills in teaming with families. Teachers learn to design high-quality IEPs and intervention plans with families and to consult with families to implement intervention in everyday routines and settings.

2.7 Assessment

Certificate assessment will be conducted by the certificate graduate program faculty. Certificate graduate program faculty will meet at least four times per year to review the data collected and make decisions on certificate improvement. We will collect data on student recruitment, enrollment, and retention in the certificate, student satisfaction, student performance, and outcomes on inclusion in schools where students teach. If the certificate is not meeting a target, the certificate graduate program faculty will use the data to make systematic certificate improvements. The following is an outline of the certificate assessment plan:

	Measure	Data Source	Target
Recruitment	Number of recruitment activities	Recruitment Log	At least 3 recruitment events at major conferences per year.
Enrollment	Number of students enrolled in the certificate	Graduate School Database	At least 10 new students recruited each year.
Retention	Percentage of students retained	Graduate School Database	At least 90% of enrolled students retained to completion.

Student Satisfaction	Student evaluation of courses	College of Education Course Evaluations	Students rate items for courses in the certificate on average as at least 3.0 out of 4.0 on course evaluations.
Student Performance	Student grades	UK Transcripts/APEX	Students maintain at least a 3.0 cumulative GPA in the certificate.
	Student samples of work	COE Student Portfolio	Certificate graduate program faculty review of student portfolios are scored at least 3 (out of 4), indicating students mastered the learning targets for the courses.
Inclusion Outcomes	Improvement of inclusion within schools	School Questionnaire	Schools where students teach (when applicable) indicate that as a result of the certificate inclusion efforts have improved. Examples of improvement include a) increased number of students with disabilities enrolled or retained in the school, b) a greater extent of inclusive services offered by the school, c) changes in policy or school materials that support inclusive education, or d) qualitative data from the school on teacher competence or confidence including students with disabilities.

3.0 Course Outline

See attached course syllabi:

EDS 600

EDS or IEC 546

EDS 547

EDS 516

EDS or IEC 522

3.1 Potential Impact

This project will prepare teachers to more successfully include students with disabilities in their courses. The potential impact is that students with disabilities will have improved access to the general education curriculum and have improved college and career readiness. For international educators who participate, the certificate has the potential to impact local schools abroad by improving their inclusive efforts.

EDSRC Faculty Meeting Minutes

November 5, 2013

222 TEB – 12:30 PM

At 12:30 p.m., Dr. Jennifer Grisham-Brown called to order the department's faculty meeting in the absence of Dr. Belva Collins, Chair who was attending the TED Conference.

Faculty present: Ackerman, Allday, Ault, Bottge, Crystal, Feist-Price, Flanagan, Fleming, Grisham-Brown, Harley, Jung, Kleinert, Rogers & Spriggs

Faculty absent: Abner, Beach, Bishop, Bausch, Brostek-Lee, Collins, Hall, McCormick, Sheppard-Jones & McKenzie

Approval of minutes: Spriggs made the motion to accept the minutes from October 1, 2013, Kleinert seconded the motion.

ANNOUNCEMENTS: Dee will be scanning your equipment in your office beginning today.

Program Items:

- I. DGS items – Crystal
 - A. Sandra Vance, was our guest from the Graduate School announcing that thesis and dissertations are now mandatory to be submitted electronically. Paper copies are no longer accepted. The directions are located on the Graduate School website. Although formatting remains the same, the file is saved to PDF format then uploaded to the Graduate School. Student support will be available in the William T. Young Library. There is also an ETD approval form that replaced the DGS signature (see attachment). Vance stated that 3 staff are available to check thesis/dissertation for proper submission within 48 hours. The student will receive an email notifying them if it has been accepted or if any changes need to be made. If not accepted, student will make the corrections and submit the file again electronically in PDF format. Vance also announced that Cleo Price & Jonathan Garrett have scheduled an information workshop on November 14th at 2:00 in the William T. Young Library if you would like to attend. Deadline for submission of thesis/dissertation to receive a December degree is December 1, 2013.
 - B. Faculty discussion on whether or not they want to be listed for thesis and dissertation supervision in summer (pink sheets will be necessary for those who will do this) – Crystal – if you have anyone that will be working on their thesis over the summer months, please let him know so you can be reimbursed for your time. A pink sheet will need to be submitted in order

to add the course. This past summer was the first time payment was made available through Shapiro's office. Grisham-Brown stated that she used hers for travel.

- C. Formatting requirements for theses and dissertations – how can we support our students to do this in a timely fashion without scaring master's students from our programs? (e.g., workshops on graphing/formatting, EDS 634, doc students/staff, task analyses, templates) (*See above – Sandra Vance, today's guest from the Graduate School*).
- II. IEC items – Grisham-Brown stated that an architect had been chosen and a group will meet to discuss how it is going to be set up and include a new partnership with Vision Impairment Preschool in Louisville. We are interested in including all children with/without disabilities. Meeting will be held on November 11, 2013 from 2:00 – 5:00 PM in the Peterson Service Bldg. You are welcome to come and provide your input.
- III. EDS items
 - A. Update on undergraduate redesign – Allday and Spriggs – N/A
 - B. Update on VI program – Lee and Abner – N/A
 - C. Discussion on creation of a minor in Special Ed on “Differentiated Instruction” for other programs (e.g., undergrad secondary certificate programs) – Issue to discuss: This will generate revenue but who will be responsible for admitting and monitoring progress of students for SACS? Which courses should be included Spriggs stated that courses cannot be TEP-restricted courses. Kleinert stated that the 5 courses chosen were excellent and Spriggs stated that EDS 546 would be changing back to working with professionals/lifespans. Ault asked what would this do to our enrollment increase since currently 70 students are in EDS 546? Bottge asked what should our mission be for the Undergraduate Secondary Certificate Program? Grisham-Brown stated to increase student enrollment. Spriggs questioned if we redesign coursework, how do we get more teachers to help and Bottge stated we need to negotiate with the Dean about additional resources.

Jung – Graduate Certificate in Inclusive Education (Draft handout distributed) give your feedback to Collins and Jung. Kleinert stated this was a good idea and a tremendous need. We would be able to see what we are currently generating, then go to the Dean to negotiate. Crystal stated that the Dean will be sending out a college report about the 8 million dollar deficit but will not be broken down by individual departments. The College of Social Work is the only one ahead. Jung asked for a motion to propose the Graduate Certificate in Inclusive

Education as a 15 credit hour in Special Education pending feedback.
Allday seconded the motion, all voted yes.

- D. Participation in IHDI certificate on universal design – Kleinert stated for better accessibility, map kept up-to-date on website and teaching communication skills. A small group which included Collins and Baird and support of 10 additional colleges. The undergraduate certificate would be placed in HDI, be available to the entire university and include 9-12 hours of coursework. HDI would probably not receive any money from student's tuition but a good recruiting tool and course would have an HDI prefix.
- IV. RC items – Harley stated that the dual certificate has been sent to Courses & Curricula Committee for approval. This was revised and required for the Rehabilitation Counseling Accreditation related to Counsel Licensure in Rehabilitation.

Committee Items

- V. Courses and Curriculum – Bausch – N/A
- VI. Library committee – Rogers – N/A
- VII. Faculty Council – Crystal – send any information you would like brought up in the Faculty Council meetings. Flanagan stated the Dropbox should be updated before the night before a meeting. Grisham-Brown suggested the folders be dated.
- VIII. Technology Committee – Spriggs – since we ran short on time, Spriggs send an email to everyone at 3:30 PM on November 5th. Please send Spriggs your feedback, thoughts/opinions/etc. (see below)

The technology committee met and a few things came from that:

- * **IF YOU HAVE ANY TECHNOLOGY PROBLEMS, PLEASE PUT A TICKET IN WITH THE HELP DESK OR CONTACT TRACY. SOMETIMES THEY DON'T KNOW THAT WE ARE HAVING ISSUES (E.G., APPARENTLY THERE WAS A PROBLEM WITH ADOBE CONNECT ITSELF AND SEVERAL OF US WERE STRUGGLING WITH THE TECHNOLOGY THINKING IT WAS USER ERROR)**
- * **THERE ARE SEVERAL DL GRANTS THAT ARE AVAILABLE (YOU ALL RECEIVED AN E-MAIL ABOUT THIS EARLIER IN THE SEMESTER). IF YOU ARE INTERESTED IN OBTAINING MONIES, PLEASE CONSIDER APPLYING FOR THEM. YOU CAN APPLY FOR MORE THAN ONE; YOU DON'T HAVE TO ASK FOR THE ENTIRE AMOUNT (THEY ARE WORKING TO FIND OUT IF WE WOULD RECEIVE THE MONEY AS SUMMER MONEY OR OVERLOAD)**
- * **YOU CAN TAKE A LARGE LECTURE CLASS AND PUT IT ON-LINE**

- * We could consider trying to put EDS 375 on-line with meaningful activities with one of these grants
- * You can attend a short course they way you teach DL to get that experience
- * You can develop or take an existing program and make it "on-line"
- * There was also talk from the dean about going to a 1-device (e.g., all students being required to have an iPad). The committee has an opinion, but wanted to get yours.

IX. Other Committees – N/A

Department Items – Old Business

- X. Status of search for EDS Assistant/Associate Professor in ABA – Allday & Ault – currently has 2 applicants and is advertised in the Chronicle. If you know of anyone that would be interested, please let them know.

Department Items – New Business

- XI. Date for holiday lunch and holiday gift project – Scheduled the Holiday Party for December 17, 2013. Grisham-Brown will get the name of a family from the Early Childhood Lab. Bowling also announced that if anyone was interested in a donation to Arbor Youth Services, 640 W. Third St., Lexington, Ky. Dr. Don Cross is on the board. The website for more information can be found at <http://arborky.org/get-involved/donate/>

Due to our guest Jerome Farley – presentation of Outlook & Lync, the following will be tabled to our December Faculty meeting. Mr. Farley demonstrated how to use Lync with Outlook in sharing desktop, scheduling meetings and conference calls. He will be glad to assist anyone. Bowling can also send you the PowerPoint presentation electronically if you did not receive a copy.

Meeting was adjourned at 3:30.

Tabled to the December 2 faculty meeting:

- XII. Adjuncts – should adjunct faculty be invited and expected to attend meetings? Should they be listed as absent on minutes if they do not attend? Adjuncts include Baird, Beach, Hall, Kleinert, and Sheppard-Jones. The policy is that all faculty who teach 600 level courses should be department adjuncts. – Kleinert stated that he is a voting member. Spriggs stated to invite them and send them copy of the minutes but do not require them to attend the meetings. Rogers stated that Beach

had a full time job and wouldn't be able to attend. *Harley stated it was a voting issue and we should table it for our December faculty meeting as well as the following:*

- XIII. Discuss for GASC and EDS program faculties – should we drop the GRE requirement for the master's degree (Teacher Leader) since all teachers must take the PRAXIS. Since the Graduate School has not GRE cut-off, should we just look at PRAXIS scores and UG GPA to save money for students and possibly increase enrollments?*

- XIV. Performance evaluation training – All faculty who supervise staff on grant projects must take the training on the online staff performance evaluation system. All project staff also must be trained to use the system. This needs to happen before Dec. 1. Contact Bill Verbal for training.*

5.1.2 EXCEPTIONS TO THE GRADING SYSTEM

5.1.2.1 College of Law

A. The College of Law uses a special letter grading system in which the following grades are conferred with the respective quality point values indicated:

A+	4.3	B+	3.3	C+	2.3	D+	1.3	E=0
A	4.0	B	3.0	C	2.0	D	1.0	
A-	3.7	B-	2.7	C-	1.7	D-	0.7	

B. A student's academic grade record is expressed as a grade point average computed by multiplying the semester hours of credit for each course by the quality point value of the grade received in the course. These products are added together, and the sum is divided by the total semester hours attempted. The grade point average thus derived is the basis for each student's academic status as indicated in the published rules and policies of the College of Law Faculty.

C. Selected College of Law courses are graded on a Pass/Fail basis, and law students enrolled in graduate courses for which the College of Law grants credit toward graduation are treated by the College of Law as Pass/Fail courses. A failing grade (F) in any Pass/Fail course in the College of Law or any graduate course in which a student in the College of Law enrolls for credit toward graduation from the College of Law will be taken into account at a quality point value of zero (0) in computing the student's grade point average. [US: 4/12/93]

D. Limitation on Pass/fail Units Creditable for College of Law Students [US: 4/12/93]

In determining the number of hours credited toward the requirement for the J.D. degree:

1. No more than 6 hours of graduate courses outside of the College of Law, ~~graded on a pass/fail basis,~~ shall be counted. All such courses must be approved by the faculty in advance. The College of Law will assign a grade of P if a student receives an "A" or "B" in the course; the College of Law will assign an "E" if the student receives a C, D, or E.

2. No more than 69 hours of courses in the College of Law that are offered ~~only~~ on a pass/~~f~~-fail basis, shall be counted.

3. No more than 912 of the total number of pass/~~f~~-fail credit hours, whether earned ~~for graduate courses~~ under 1. (above) or ~~for College of Law courses offered only on a pass/fail basis~~ under 2. (above) shall be counted.

4. No more than one graduate course outside the College of Law, graded on a pass/fail basis, may be credited in any one semester.

Students in joint degree programs may only take up to sixnine pass/~~f~~-fail course credit hours in the College of Law-law school courses and may take no courses outside the College of Law for credit toward the J.D. ~~other than pursuant to the applicable joint degree program.~~

5.3.3 ATTENDANCE AND ACADEMIC DISCIPLINE IN THE PROFESSIONAL COLLEGES

NOTE: All students in the professional colleges are subject to the rights, rules and regulations governing University of Kentucky students in all matters not specifically covered in the these rules.

5.3.3.1 College of Law

A. Exclusion for Poor Scholarship and Readmission

- 1.** All students in the College of Law must maintain a satisfactory cumulative GPA, and failure to do so will result in the student being dropped from the college for poor scholarship. Any student who earns a GPA below 1.5 for his or her first semester of law study may be suspended by the Dean on recommendation of the Law Faculty Academic Status Committee for poor scholarship. Any student who fails to earn a 2.0 cumulative grade point average at the end of the first two semesters will automatically be suspended for poor scholarship. In addition, any student whose cumulative GPA falls below a 2.0 at the end of any subsequent semester will also be suspended from the college. [US: 10/11/82]
- 2.** Any student who earns a grade of E in a required course must reregister for the course and complete all requirements thereof. When such a required course is retaken or when a student elects to repeat an elective course in which the student has earned a failing grade, both the initial and subsequent grade will be reflected on the student's record and counted in the computation of class standing, subject to readmission standards below.
- 3.** Any student dropped for poor scholarship may petition the Law Faculty Academic Status Committee for readmission. A recommendation to the Dean for readmission is within the discretion of the Academic Status Committee; however, in most cases, the following policies will guide the Committee: a student suspended after the first semester will be required to petition the full Law Faculty for readmission; in the case of students suspended at the end of the second semester, a student with a cumulative GPA of 1.90 and above will normally be readmitted, a student with a cumulative GPA of 1.70 to 1.89 may be readmitted but will be carefully scrutinized, and a student with a cumulative GPA below 1.70 will normally not be readmitted; any student dropped at the end of the third semester or thereafter will be subject to case-by-case analysis.
- 4.** Any student who is readmitted after being dropped at the end of the second semester and who fails to raise his or her cumulative GPA to 2.0 by the end of the third semester will be readmitted again at that time only if he or she has made material progress toward raising his or her cumulative GPA to 2.0. Material progress at a minimum shall mean obtaining a 2.0 GPA for the semester. Moreover, such a student must raise his or her cumulative GPA to 2.0 by the end of the fourth semester. In addition to the foregoing academic standards for readmission, the Academic Progress Committee may impose additional academic standards in individual cases, and in any case may impose other reasonable conditions of readmission including, but not limited to, limitation of outside work, specification of schedule of study (including specification of particular courses and limitation of hours), and the limitation of extracurricular activities.

The Academic Progress Committee with the approval of the full Law Faculty may also require the repetition of courses either with or without substitution of the grades earned in the courses retaken. Failure to comply with the requirements and conditions of readmission will result in the student being suspended again from the College of Law, in which case he or she will not be readmitted without approval of the University Senate Council upon the recommendation of the Dean following action by the full Law Faculty. Any student aggrieved at any time by recommendation of the Academic Status Committee may petition the full Law Faculty for review. [US: 12/4/89; US: 4/12/93]

5. For purposes of the above rules, a student who is required by the Academic Status Committee to repeat fourteen (14) or more hours of the freshman curriculum in his or her third and fourth semester will be considered as enrolled in his or her first and second semesters.

6. A student who has once been suspended for poor scholarship and who fails to have a 2.0 cumulative GPA at the end of the semester or summer session in which he or she completes the 90th hour of course work will not be allowed to graduate from the College of Law. Such student will not be allowed to enroll in additional hours of course work in an attempt to achieve a 2.0 cumulative GPA. [US: 11/8/76; SC transmittal: 3/14/91]

B. Withdrawal and Readmission [US: 4/12/93]

1. First-year students are expected to complete their first year of law study without interruption. If a student withdraws from the college and University during his or her first year of law study, readmission is not automatic. If a student withdraws during the first semester of law study, application for readmission will be referred to the Admissions Committee; if a first-year student withdraws during the second semester, application for readmission will be referred to the Academic Status Committee; provided that in either of the above withdrawal situations, the Dean's designee may grant a special leave of absence for the balance of the academic year for reasons relating to extended illness or equivalent distress.

2. After completion of all required first-year courses, a student who withdraws from the College of Law and the University is subject to the rules stated herein regarding readmission after a leave of absence and grades for students who withdraw. To officially withdraw from the College of Law, a student must obtain from Registrar's Office to obtain a withdrawal card; this card must be signed by the Dean of the College of Law or the Dean's designee. If a student plans to complete a semester, but not reenroll for the subsequent semester, he or she must give the Dean's designee written notice of such intention.

3. If a student withdraws from the college and University or does not continue enrollment **and** has complied with paragraph B.2 of this rule, the student will routinely be readmitted to the college provided that the student is in good standing and the absence was not longer than two semesters plus one summer term. No student will be readmitted pursuant to this paragraph more than one time.

4. A student who intends to remain away from the college for more than 2 semesters plus one summer term must request permission for a Leave of Absence.

These requests are not routinely granted and will be referred to the Academic Status Committee for recommendation to the Dean.

5. Readmission for students who are not entitled to readmission pursuant to paragraphs B.1-B.4 of this rule is not automatic. Applications for such readmission will be referred to the Academic Status Committee for a recommendation to the Dean. The Academic Status Committee may consider all relevant facts and circumstances, including the length of time out of the college and reasons for the absence. The Academic Status Committee and Dean will normally not approve readmission for any student who has been away from the college for six regular semesters. Reasonable conditions, including the repetition of courses for no credit, may be imposed if readmission is approved.

6. A second-year student, a third-year student, or a first-year student with special permission of the Dean's designee may withdraw from any course or seminar within the first half of a semester or summer session. To withdraw from a course or seminar within the first half of a semester or summer session, the student must submit a completed course withdrawal card to the Dean's designee. A student may withdraw from a course or seminar during the last half of a semester or summer session only on a petition certifying reasons relating to extended illness or equivalent distress. This petition must be approved by the instructor and the Dean's designate.

C. Limitation on Pass/fail Units Creditable for College of Law Students [US: 4/12/93]

~~See Section 5.2.2.1.D for limitations on pass/fail units creditable for College of Law students. In determining the number of hours credited toward the requirement for the J.D. degree:~~

~~1. No more than 6 hours of graduate courses outside of the College of Law, graded on a pass-fail basis, shall be counted. All such courses must be approved by the faculty in advance. A grade of "A" or "B" will be necessary in order to receive a College of Law passing grade.~~

~~2. No more than 9 hours of courses in the College of Law that are offered on a pass-fail basis shall be counted.~~

~~3. No more than 12 of the total number of pass-fail credit hours, whether earned under 1. (above) or under 2. (above) shall be counted.~~

~~4. No more than one graduate course outside the College of Law, graded on a pass-fail basis, may be credited in any one semester.~~

~~Students in joint degree programs may only take up to nine pass-fail course credit hours in the College of Law and may take no courses outside the College of Law for credit toward the J.D. otherwise than pursuant to the applicable joint degree program.~~

UNIVERSITY CALENDAR
10-30-12 Version

2015 Fall Semester

December 1 2014	Monday - Early action deadline for freshmen who are applying for Fall 2015
February 1	Sunday - Deadline for submission of all application materials, College of Medicine, for the 2015 Fall Semester
February 1	Sunday - Deadline for submission of all application materials for the School of Interior Design
February 15	Sunday - Regular decision deadline for freshman applicants. Applicants for the 2015 Fall Semester by this date who meet selective admission criteria will be offered general admission; applicants after this date or deferred decision candidates will be considered on a space-available basis only
February 15	Sunday - Priority filing deadline for the 2015-2016 academic year for financial aid for entering freshmen
February 28	Saturday - Last day for filing an application for an August 2015 undergraduate degree online in myUK.
March 1	Sunday - Deadline for all applicants to the College of Architecture
March 15	Sunday - Priority filing deadline for the 2015-2016 academic year for financial aid for continuing and transfer students
March 15	Sunday - Deadline for international applications to be submitted to The Graduate School for the 2015 Fall Semester
April 1	Wednesday - Deadline for NAAB Architecture transfer applicants
April 15	Wednesday - Deadline for applying with college deans for reinstatement after a second academic suspension for the 2015 Fall Semester
May 1	Friday - Enrollment deposit due for freshmen entering in Fall 2015
May 15	Friday - Deadline for students to schedule an appointment for reinstatement in all colleges for the 2015 fall semester
May 15	Friday - Deadline for undergraduate international applicants to submit 2015 Fall Semester application
June 15	Monday - Earliest date to submit application for regular and Early Decision Program admission, College of Medicine, for the 2016 Fall Semester
June 15- July 16	Monday through Thursday - "see blue" U Orientation for new freshmen, transfers, and readmitted students enrolling for the 2015 Fall Semester
June 20- September 20	Saturday through Sunday - Approved time period to apply online in myUK for a December 2015 degree from the Graduate School
June 30	Tuesday - Last day for filing an application for a December 2015 undergraduate degree online in myUK
July 17	Friday - Deadline for applying for admission to the Graduate School for the 2015 Fall Semester.
July 17- August 15	Friday through Saturday - Add/Drop for registered Students
August 1	Saturday - Final deadline for submission of all required documents to the Office of Admissions for undergraduate admission, excluding freshman for the 2015 Fall Semester, who will be considered on a space-available basis.
August 1	Saturday - Deadline for application for Early Decision Program, College of Medicine, for the 2016 Fall Semester

UNIVERSITY CALENDAR
10-30-12 Version

2015 Fall Semester

August 5	Wednesday - Last day for students in the Employee Educational Program registered through Aug. 5 to submit EEP form to Human Resource Services to confirm 2015 registration and tuition waiver
August 18-24	Tuesday through Monday - Registration for new program graduate students
August 18-24	Tuesday through Monday - Fall registration for new undergraduate and new program graduate students who entered the University in either the 2015 Four-Week Intercession or Eight-Week Summer Session
August 20-24	Thursday through Monday - Fall registration for new post-baccalaureate students admitted for the Four-Week Intercession, Eight-Week Summer Session or Fall Semester
August 21	Friday - "see blue" U Orientation and Registration for new international students who have been cleared for admission but did not priority register
August 21-29	Friday through Saturday - K week for all new undergraduate students
August 22	Saturday - Payment deadline of registration fees and/or housing and dining fees-if total amount due is not paid as indicated on the account statement, a late payment fee of 1.25% of the amount past due will be assessed
August 24	Monday - "see blue" U Orientation and Registration for new freshmen and transfer students who have been cleared for admission but did not priority register including registration for Evening and Weekend
August 24-25	Monday and Tuesday - Opening-of-term add/drop for registered students
August 24-28	Monday through Friday - Approved time period for students to change academic majors (note: please check with college for admission deadline)
August 25	Tuesday - Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees
August 25	Tuesday - "see blue" U Orientation and Registration for readmission and non-degree students who have been cleared for admission but did not priority register including registration for Evening and Weekend
August 26	Wednesday - First day of classes
August 26-September 1	Wednesday through Tuesday - Late registration for returning students who did not priority register and new applicants cleared late for admission. A late fee is assessed students who register late
September 1	Tuesday - Last day to add a class for the 2015 Fall Semester
September 1	Tuesday - Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund

UNIVERSITY CALENDAR
10-30-12 Version

2015 Fall Semester

September 1 Tuesday - Last day for students in the Employee Educational Program who registered and/or changed schedules after Aug. 5 to submit EEP form to Human Resource Services to confirm 2015 Fall Semester registration and tuition waiver

September 7 Monday - Labor Day - Academic Holiday

September 16 Wednesday - Last day to drop a course without it appearing on the student's transcript

September 16 Wednesday - Last day to change grading option (pass/fail to letter grade or letter grade to pass/fail; credit to audit or audit to credit)

September 20 Sunday - Last day for doctoral candidates for a December degree to submit a Notification of Intent to schedule a final examination in The Graduate School

September 20 Sunday - Last day to apply for fall (December) 2015 Degree (in The Graduate School)

September 23 Wednesday - Last day to officially withdraw from the University or reduce course load and receive a 50 percent refund

September 24 Thursday - Deadline for submission of application and all required documents to the Office of Undergraduate Admission and University Registrar for change of residency status for 2015 Fall Semester

October 12- Monday through Friday - Midterm Grading window is open.
October 23 The mid-term grading window will close at midnight on October 23.

October 15 Thursday - Deadline for submission of application and all required documents to the Office of Admissions for undergraduate applicants planning to attend November "see blue" U Orientation (including registration for spring classes)

October 19 Monday - Midterm of 2015 Fall Semester

October 20- Tuesday through Monday - Approved time period for
November 2 students to change academic majors (note: please check with college for admission deadline)

November 2 Monday - Deadline for completed AMCAS application, College of Medicine, for the 2016 Fall Semester

November 2- Monday through Tuesday - Priority registration for the
November 24 2016 Spring Semester

November 13 Friday - Last day to withdraw from the University or reduce course load. Students can withdraw or reduce course load after this date only for "urgent non-academic reasons."

November 12 Thursday - Last day candidates for the December 2015 degree can schedule a final examination in the Graduate School

November 20 Friday - 2016 Spring Semester "see blue" U Orientation for new and readmitted undergraduate students

November 25-28 Wednesday through Saturday - Thanksgiving - Academic Holidays

UNIVERSITY CALENDAR
10-30-12 Version

2015 Fall Semester

November 30 Monday - Last day for filing an application for a May 2016 undergraduate degree online in myUK

December 1 Tuesday - Deadline for submission of application and receipt of all materials for admission, readmission or transfer to the College of Law for the 2016 Spring Semester

December 2- Wednesday through Monday - Add/Drop for registered
December 21 students for the 2016 Spring Semester

December 3 Thursday - Last day candidates for a December 2015 graduate degree can sit for a final examination

December 7 Monday - Deadline for applying for admission to The Graduate School for the 2016 Spring Semester

December 7- Monday through Monday - Final Grading window is open. The
December 21 final deadline for submission of grades online in the grading portal is midnight, Dec. 21

December 9 Wednesday - Last day for students in the Employee Program registered through December 9 to submit EEP form to Human Resource Services to confirm 2015 Spring Semester registration and tuition waiver

December 11 Friday - Last day of classes

December 11 Friday - Last day for candidates for December 2015 degree to submit thesis/dissertation for formal review to The Graduate School

December 14-18 Monday through Friday - Final Examinations

December 18 Friday - End of 2015 Fall Semester

December 18 Friday- Last day for candidates for a December 2015 degree to have a thesis/dissertation accepted by The Graduate School

December 18 Friday - December Commencement

SUMMARY OF TEACHING DAYS, FALL SEMESTER 2015

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Teaching Days
August	1	-	1	1	1	1	August 5
September	3	5	5	4	4	4	September 25
October	4	4	4	5	5	5	October 27
November	5	4	3	3	3	3	November 21
December	1	2	2	2	2	1	December 10
Totals	14	15	15	15	15	14	88

UNIVERSITY CALENDAR
10-30-2012 Version

2016 Spring Semester

February 15 2015	Sunday - Priority filing deadline for the 2015-2016 academic year for financial aid for entering freshman
February 28 2015	Saturday - Last day for filing an application for an August 2015 undergraduate degree online in myUK
March 15 2015	Sunday - Priority filing deadline for the 2015-2016 academic year for financial aid for continuing and transfer students
August 15 2015	Saturday - Deadline for international applications to be submitted to The Graduate School for the 2016 Spring Semester
September 15 2015	Tuesday - Deadline for applying with college deans for reinstatement after a second academic suspension for the 2016 Spring Semester
September 20- February 20	Sunday through Saturday - Approved time period to apply in myUK for a May 2016 degree from the Graduate School
October 1 2015	Thursday - Deadline for students to schedule an appointment for reinstatement in all colleges for the 2016 spring semester
October 15 2015	Thursday - Deadline for submission of application and all required documents to the Office of Admissions for undergraduate applicants planning to attend November "see blue" U Orientation (including registration for spring classes)
October 15 2015	Thursday - Deadline for undergraduate international applicants to submit 2016 Spring Semester application
November 20 2015	Friday - "see blue" U Orientation for freshmen, transfer, readmission students admitted for spring 2016
November 30 2015	Monday - Last day for filing an application for a May 2016 undergraduate degree online in myUK
December 1 2015	Tuesday - Final deadline for submission of application and all required documents to the Office of Admissions for undergraduate admission for the 2016 Spring Semester.
December 2- December 21 2015	Wednesday through Monday - Add/Drop for registered students for the 2016 Spring Semester
December 7 2015	Monday - Deadline for applying for admission to the Graduate School for the 2016 Spring Semester.
December 9 2015	Wednesday - Last day for students in the Employee Educational Program registered through December 9 to submit EEP form to Human Resource Services to confirm 2016 Spring Semester registration and tuition waiver
January 6-11	Wednesday through Monday - Registration for new program graduate students
January 7-11	Thursday through Monday - Registration for new post-baccalaureate students
January 8	Friday - International Student "see blue" U Orientation

UNIVERSITY CALENDAR
10-30-2012 Version

2016 Spring Semester

January 11 Monday - "see blue" U Orientation and Registration for new freshman and transfer students who have been cleared for admission but did not priority register including registration for Evening and Weekend

January 11-12 Monday and Tuesday - Opening-of-term add/drop for registered students

January 12 Tuesday - Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees

January 12 Tuesday - "see blue" U Orientation and Registration for readmission and non-degree students including registration for Evening and Weekend

January 13 Wednesday - First day of classes

January 13-20 Wednesday through Wednesday - Late registration for returning students who did not priority register and new applicants cleared late for admission. A late fee is assessed students who register late.

January 18 Monday - Martin Luther King Birthday - Academic Holiday

January 20 Wednesday - Last day to add a class for the 2016 Spring Semester

January 20 Wednesday - Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund

January 20 Wednesday - Last day for students in the Employee Educational Program who registered and/or changed schedules after December 10 to submit EEP form to Human Resource Services to confirm 2016 Spring Semester registration and tuition waiver

January 22 Friday - Payment deadline of registration fees and/or housing and dining fees-if total amount due is not paid as indicated on the account statement, a late payment fee of 1.25% of the amount past due will be assessed

February 1 Monday - Deadline for international applications to be submitted to The Graduate School for the 2016 Fall Semester

February 1 Monday - Preferred deadline for submitting application for admission to the College of Dentistry for the 2016 Fall Semester

February 3 Wednesday - Last day to drop a course without it appearing on the student's transcript

February 3 Wednesday - Last day to change grading option (pass/fail to letter grade or letter grade to pass/fail; credit to audit or audit to credit)

February 10 Wednesday - Last day to officially withdraw from the University or reduce course load and receive a 50 percent refund

February 11 Thursday - Deadline for submission of application and all required documents to the Office of Undergraduate Admission and University Registrar for change of residency status for 2016 Spring Semester

UNIVERSITY CALENDAR
10-30-2012 Version

2016 Spring Semester

February 20 Saturday - Last day for doctoral candidates for a May 2016 degree to submit a Notification of Intent to schedule a final examination in The Graduate School

February 20 Saturday - Last day to apply for May 2016 degree (in The Graduate School) online in myUK

February 28 Sunday - Last day for filing an application for an August 2016 undergraduate degree online in myUK

February 29- March 11 Monday through Friday - Midterm Grading window is open. The midterm grading window will close at midnight on March 11.

February 29- April 20 Monday through Wednesday - Students are prohibited from changing academic major

March 1 Tuesday - Last day for submission of application for admission to the College of Law for the 2016 Fall Semester

March 7 Monday - Midterm of 2016 Spring Semester

March 14-19 Monday through Saturday - Spring Vacation - Academic Holidays

March 28- April 19 Monday through Tuesday - Priority registration for the 2016 Fall Semester and both 2016 Summer Sessions

April 7 Thursday - Last day for candidates for a May 2016 degree to schedule a final examination in the Graduate School

April 1 Friday - Last day to withdraw from the University or reduce course load. Students can withdraw or reduce course load after this date only for "urgent non-academic reasons."

April 8 Friday - Deadline for applying for admission to the Graduate School for the 2016 Four-Week Summer Session.

April 21 Thursday - Last day for candidates for a May 2016 graduate degree to sit for a final examination

April 25 - May 9 Monday through Monday - Final Grading window is open. The final deadline for submission of grades online in the grading portal is midnight, May 9

April 26- May 2 Tuesday through Monday - Four-Week Intersession registration and add/drop continue for students enrolled in the 2016 Spring Semester

April 26- June 1 Tuesday through Wednesday - Eight-Week Summer Session registration and add/drop continue for students enrolled in the 2016 Spring Semester

April 29 Friday - Last day of classes

April 29 Friday - Last day candidates for May 2016 degree to submit thesis/dissertation for formal review to The Graduate School

May 2-May 6 Monday through Friday - Final Examinations

May 3- June 18 Tuesday through Saturday - Add/Drop for priority registered students for the 2016 Fall Semester

May 6 Friday - End of 2016 Spring Semester

May 6 Friday - Last day for candidates for a May 2016 degree to have a thesis/dissertation accepted by The Graduate School

May 8 Sunday - Commencement

May 9- August 19 Monday through Friday - College of Pharmacy 15-Week Summer Term

SUMMARY OF TEACHING DAYS, SPRING SEMESTER 2016

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Teaching Days	
January	1	2	3	3	3	3	January	15
February	5	4	4	4	4	4	February	25
March	3	4	4	4	3	3	March	21
April	4	4	4	4	5	4	April	25
May	-	-	-	-	-	-	May	-
Totals	13	14	15	15	15	14		86

UNIVERSITY CALENDAR
10-30-2012 Version

2016 Four-Week - First Summer Session

February 20- June 20	Saturday through Monday - Approved time period to apply online in myUK for an August 2016 degree from The Graduate School
February 28	Sunday - Last day for filing an application for an August 2016 undergraduate degree online in myUK
March 15	Tuesday - Priority filing deadline for financial aid for the 4 week and/or the 8 week summer term(s)
April 8	Friday - Deadline for applying for admission to the Graduate School for the 2016 Four-Week Summer Session.
April 15	Friday - Deadline for submission of application and all required documents to the Office of Admissions for undergraduate admission for the 2016 Four-Week Intersession
April 26- May 2	Tuesday through Monday - Four-Week Intersession registration and add/drop continue for students enrolled in the 2016 Spring Semester
May 9	Monday - Beginning of College of Pharmacy 15-week Summer Term
May 9	Monday - "see blue" U Orientation and Registration for new and returning students
May 9	Monday - Deadline for applying for admission to the Graduate School for the 2016 Eight Week Summer Session.
May 10	Tuesday - First day of classes
May 10	Tuesday - Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees
May 10-11	Tuesday through Wednesday - Late registration for returning students not already registered and new applicants cleared late for admission. A late fee is assessed students who register late
May 11	Wednesday - Last day to add a class for the 2016 Four-Week Intersession
May 11	Wednesday - Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund
May 11	Wednesday - Last day for students in the Employee Educational Program to submit EEP form to Human Resource Services for tuition waiver for the 2016 Four-Week Intersession
May 16	Monday - Last day to drop a course without it appearing on the student's transcript

UNIVERSITY CALENDAR
10-30-12 Version

2016 Four-Week - First Summer Session

May 16	Monday - Last day to change grading option (pass/fail to letter grade or letter grade to pass/fail; credit to audit or audit to credit)
May 17	Tuesday - Last day to officially withdraw from the University or reduce course load and receive a 50 percent refund
May 18- June 8	Wednesday through Wednesday - Eight-Week registration and add/drop for students who entered the University in the 2016 Four-Week Intersession
May 22	Sunday - Payment deadline of registration fees and/or housing and dining fees-if total amount due is not paid as indicated on the account statement, a late payment fee of 1.25% of the amount past due will be assessed
May 23	Monday - Midterm of 2016 Four-Week Intersession
May 25	Wednesday - Last day to withdraw from the University or reduce course load. Students can withdraw or reduce course load after this date only for "urgent non-academic reasons."
May 30	Monday - Memorial Day - Academic Holiday
May 30 - June 10	Monday through Friday - Final Grading window is open. The final deadline for submission of grades online in the grading portal is midnight, June 10
June 1	Wednesday - Last day for doctoral candidates for an August degree to submit a Notification of Intent to schedule a final examination in The Graduate School
June 7	Tuesday - Final Examinations
June 7	Tuesday - End of 2016 Four-Week Intersession
June 8	Wednesday - Deadline for submission of application and all required documents to the Office of Undergraduate Admission and University Registrar for change of residency status for the Four-Week and the Eight-Week Summer Sessions

SUMMARY OF TEACHING DAYS, 2015 FOUR-WEEK INTERSESSION

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Teaching Days	
May	2	4	3	3	3	3	May	18
June	1	1	1	1	1	1	June	6
Totals	3	5	4	4	4	4		24

UNIVERSITY CALENDAR
10-30-12 Version

2016 Eight-Week - Second Summer Session

February 28	Sunday - Last day for filing an application for an August 2016 undergraduate degree online in myUK
March 15	Tuesday - Priority filing deadline for financial aid for the 4 week and/or the 8 week summer term(s)
April 8	Friday - Deadline for applying for admission to The Graduate School for the 2016 Four Week Summer Intersession.
April 26- June 1	Tuesday through Wednesday - Eight-Week Summer Session registration and add/drop continue for students enrolled in the 2016 Spring Semester
May 9	Monday - Deadline for applying for admission to the Graduate School for the 2016 Eight Week Summer Session.
May 15	Sunday - Deadline for submission of application and all required documents to the Office of Admissions for undergraduate admission for the 2016 Eight-Week Summer Session.
May 18- June 8	Wednesday through Wednesday - Eight-Week registration and add/drop for students who entered the University in the 2016 Four-Week Intersession
June 8	Wednesday - Deadline for submission of application and all required documents to the Office of Undergraduate Admission and University Registrar for change of residency status for the Eight-Week Summer Session
June 8	Wednesday - "see blue" U Orientation and Registration for new and returning students including registration for Evening and Weekend
June 9	Thursday - First day of classes
June 9	Thursday - Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees
June 9-10	Thursday through Friday - Late registration for returning students not already registered and new applicants cleared late for admission. A late fee is assessed students who register late.

UNIVERSITY CALENDAR
10-30-12 Version

2016 Eight-Week - Second Summer Session

June 10 Friday - Last day to enter an organized class for the 2016 Eight-Week Summer Session

June 10 Friday - Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund

June 10 Friday - Last day for students in the Employee Educational Program to submit EEP form to Human Resource Services for tuition waiver for the 2016 Eight-Week Summer Session

June 13 Monday - Deadline for international applications to be submitted to The Graduate School for the Spring Semester

June 20 Monday - Last day to submit application for degree to receive an August 2016 degree (in The Graduate School)

June 20 Monday - Last day for notification and last day to apply for for August 2016 degree

June 20 Monday - Last day to change grading option (pass/fail to letter grade or letter grade to pass/fail; audit to credit or credit to audit)

June 20 Monday - Last day to drop a course without it appearing on the student's transcript

June 21- July 16 Tuesday through Saturday - Summer "see blue" U Orientations for new freshmen, (transfer) students, auditors, non-degree and readmitted students enrolling for the 2016 Fall Semester

June 22 Wednesday - Payment deadline of registration fees and/or housing and dining fees-if total amount due is not paid as indicated on the account statement, a late payment fee of 1.25% of the amount past due will be assessed

June 23 Thursday - Last day to officially withdraw from the University or reduce course load and receive a 50 percent refund

June 30 Thursday - Last day for filing an application for a December 2016 undergraduate degree online in myUK

July 4 Monday - Independence Day - Academic Holiday

July 7 Thursday - Midterm of 2016 Eight-Week Summer Session

July 7 Thursday - Last day for candidates for an August degree to schedule a final examination in the graduate school

July 13 Wednesday - Last day to withdraw from the University or reduce course load. Students can withdraw or reduce course load after this date only for "urgent non-academic reasons."

July 21 Thursday - Last day for candidates for an August degree to sit for the final examination in the graduate school

July 22 Friday - Deadline for applying for admission to the Graduate School for the 2016 Fall Semester.

July 25 - August 8 Monday through Monday - Final Grading window is open. The final deadline for submission of grades online in the grading portal is midnight, August 10

August 3 Wednesday - Last day for students in the Employee Educational Program registered through August 5 to submit EEP form to Human Resource Services to confirm 2016 Fall Semester registration and tuition waiver

August 4 Thursday - Last day for candidates for an August degree to have a thesis/dissertation approved in The graduate school

August 4 Thursday - Final Examinations

August 4 Thursday - End of 2016 Eight-Week Summer Session

UNIVERSITY CALENDAR
10-30-12 Version

2016 Eight-Week - Second Summer Session

August 20

Saturday - End of College of Pharmacy 15-week Summer Term

SUMMARY OF TEACHING DAYS, 2015 EIGHT-WEEK SUMMER SESSION

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Teaching Days	
June	3	3	3	4	3	3	June	19
July	3	4	4	4	5	5	July	25
August	1	1	1	1	-	-	August	4
Totals	7	8	8	9	8	8		48

UNIVERSITY CALENDAR
10-10-14 Version

2017 Fall Semester

December 1 2016	Thursday - Early action deadline for freshmen applying for Fall 2017
February 1	Wednesday - Deadline for submission of all application materials, College of Medicine, for the 2017 Fall Semester
February 1	Wednesday - Deadline for submission of all application materials for the School of Interiors
February 15	Wednesday - Regular decision deadline for freshman applicants. Applicants for the 2017 Fall Semester by this date who meet selective admission criteria will be offered general admission; applicants after this date or deferred decision candidates will be considered on a space-available basis only
February 15	Wednesday - Priority filing deadline for the 2017-2018 academic year for financial aid for entering freshmen
February 28	Tuesday - Last day for filing an application for an August 2017 undergraduate degree online in myUK.
March 1	Wednesday - Deadline for all applicants to the College of Design
March 15	Wednesday - Priority filing deadline for the 2017-2018 academic year for financial aid for continuing and transfer students
March 15	Wednesday - Deadline for international applications to be submitted to The Graduate School for the 2017 Fall Semester
April 1	Saturday - Deadline for NAAB Architecture transfer applicants
April 15	Saturday - Deadline for applying with college deans for reinstatement after a second academic suspension for the 2017 Fall Semester
May 1	Monday - Enrollment deposite due for freshmen entering in Fall 2017
May 15	Monday - Deadline for students to schedule an appointment for reinstatement in all colleges for the 2017 Fall Semester
May 15	Monday - Deadline for undergraduate international applicants to submit 2017 Fall Semester application
June 15	Thursday - Earliest date to submit application for regular and Early Decision Program admission, College of Medicine, for the 2018 Fall Semester
June 19- July 14	Monday through Friday - "see blue" U Orientation for new freshmen, transfers, and readmitted students enrolling for the 2017 Fall Semester
June 17- September 16	Saturday-Saturday - Approved time period to apply online in myUK for a December 2017 degree from the Graduate School
June 30	Friday - Last day for filing an application for a December 2017 undergraduate degree online in myUK
July 21	Friday - Deadline for applying for admission to the Graduate School for the 2017 Fall Semester.
July 21- August 19	Friday through Saturday - Add/Drop for registered Students
August 1	Tuesday - Final deadline for submission of all required documents to the Office of Admissions for undergraduate admission, excluding freshmen for the 2017 Fall Semester, who will be considered on a space-available basis.
August 1	Tuesday - Deadline for application for Early Decision Program, College of Medicine, for the 2018 Fall Semester

UNIVERSITY CALENDAR
10-10-14 Version

2017 Fall Semester

Aug. 2 Wednesday - Last day for students in the Employee Educational Program registered through Aug. 5 to submit EEP form to Human Resource Services to confirm 2017 registration and tuition waiver

August 15-21 Tuesday through Monday - Registration for new program graduate students

August 15-21 Tuesday through Monday - Fall registration for new undergraduate and new program graduate students who entered the University in either the 2017 Four-Week Intersession or Eight-Week Summer Session

August 17-21 Thursday through Monday - Fall registration for new post-baccalaureate students admitted for the Four-Week Intersession, Eight-Week Summer Session or Fall Semester

August 18 Friday - "see blue" U Orientation and Registration for new international students who have been cleared for admission but did not priority register

August 18-26 Friday through Saturday - K Week for all new undergraduate students

August 22 Tuesday - Payment deadline of registration fees and/or housing and dining fees-if total amount due is not paid as indicated on the account statement, a late payment fee of 1.25% of the amount past due will be assessed

August 21 Monday - "see blue" U Orientation and Registration for new freshmen and transfer students who have been cleared for admission but did not priority register including registration for Evening and Weekend

August 21-22 Monday and Tuesday - Opening-of-term add/drop for registered students

August 21-25 Monday through Friday - Approved time period for students to change academic majors (note: please check with college for admission deadline)

August 22 Tuesday - Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees

August 22 Tuesday - "see blue" U Orientation and Registration for readmission and non-degree students who have been cleared for admission but did not priority register including registration for Evening and Weekend

August 23 Wednesday - First day of classes

August 23-29 Wednesday through Tuesday - Late registration for returning students who did not priority register and new applicants cleared late for admission. A late fee is assessed students who register late

August 29 Tuesday - Last day to add a class for the 2017 Fall Semester

August 29 Tuesday - Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund

UNIVERSITY CALENDAR
10-10-14 Version

2017 Fall Semester

August 29	Tuesday - Last day for students in the Employee Educational Program who registered and/or changed schedules after Aug. 5 to submit EEP form to Human Resource Services to confirm 2017 Fall Semester registration and tuition waiver
September 4	Monday - Labor Day - Academic Holiday
September 13	Wednesday - Last day to drop a course without it appearing on the student's transcript
September 13	Wednesday - Last day to change grading option (pass/fail to letter grade or letter grade to pass/fail; credit to audit or audit to credit)
September 20	Wednesday - Last day for doctoral candidates for a December degree to submit a Notification of Intent to schedule a final examination in The Graduate School
September 20	Wednesday - Last day to apply for fall 2017 graduate school degree
September 20	Wednesday - Last day to officially withdraw from the University or reduce course load and receive a 50 percent refund
September 21	Thursday - Deadline for submission of application and all required documents to the Office of Undergraduate Admission and University Registrar for change of residency status for 2017 Fall Semester
October 9-	Monday through Friday - Midterm Grading window is open.
October 20	The mid-term grading window will close at midnight on October 20.
October 15	Sunday - Deadline for submission of application and all required documents to the Office of Admissions for undergraduate applicants planning to attend November "see blue" U Orientation (including registration for spring classes)
October 16	Monday - Midterm of 2017 Fall Semester
October 17-30	Tuesday through Monday - Approved time period for students to change academic majors (note: please check with college for admission deadline)
October 30	Monday - Deadline for completed AMCAS application, College of Medicine, for the 2017 Fall Semester
October 30-	Monday through Tuesday - Priority registration for the
November 21	2018 Spring Semester
November 10	Friday - Last day to withdraw from the University or reduce course load. Students can withdraw or reduce course load after this date only for "urgent non-academic reasons."
November 9	Thursday - Last day candidates for the December 2017 degree can schedule a final examination in the Graduate School
November 17	Friday - 2018 Spring Semester "see blue" U Orientation for new and readmitted undergraduate students
November 22-25	Wednesday through Saturday - Thanksgiving - Academic Holidays

UNIVERSITY CALENDAR
10-10-14 Version

2017 Fall Semester

November 29- December 18 November 30	Wednesday through Monday - Add/Drop for registered students for the 2018 Spring Semester
December 1	Thursday - Last day for filing an application for a May 2018 undergraduate degree online in myUK
December 1	Friday - Deadline for submission of application and receipt of all materials for admission, readmission or transfer to the College of Law for the 2018 Spring Semester
November 30	Friday - Deadline for submission of application and receipt of all materials for admission, readmission or transfer to the College of Law for the 2018 Spring Semester
November 30	Thursday - Last day candidates for a December 2017 degree can sit for a final examination
December 4	Monday - Deadline for applying for admission to the Graduate School for the 2018 Spring Semester.
December 4- December 18	Monday through Monday - Final Grading window is open. The final deadline for submission of grades online in the grading portal is midnight, December 18
December 6	Wednesday - Last day for students in the Employee Program registered through December 6 to submit EEP form to Human Resource Services to confirm 2018 Spring Semester registration and tuition waiver
December 8	Friday - Last day of classes
December 8	Friday - Last day candidates for December 2017 degree to submit thesis/dissertation for formal review by The Graduate School
December 11-15	Monday through Friday - Final Examinations
December 15	Friday - End of 2017 Fall Semester
December 15	Friday- Last day for candidates for a a Dec 2017 degree to submit a thesis/dissertation to the Graduate School
December 15	Friday - December Commencement
December 18	Monday - Final deadline for submission of grades online in the grading portal is midnight

SUMMARY OF TEACHING DAYS, FALL SEMESTER 2017

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Teaching Days
August	1	1	2	2	1	1	August 8
September	3	4	4	4	5	5	September 25
October	5	5	4	4	4	4	October 26
November	4	4	4	4	3	3	November 22
December	1	1	1	1	2	1	December 7
Totals	14	15	15	15	15	14	88

UNIVERSITY CALENDAR
10-10-14 Version

2018 Spring Semester

February 15 2017	Wednesday - Priority filing deadline for the 2017-2018 academic year for financial aid for entering freshman
February 28 2017	Tuesday - Last day for filing an application for an August 2017 undergraduate degree online in myUK
March 15 2017	Wednesday - Priority filing deadline for the 2017-2018 academic year for financial aid for continuing and transfer students
August 15 2017	Tuesday - Deadline for international applications to be submitted to The Graduate School for the 2018 Spring Semester
September 15 2017	Friday - Deadline for applying with college deans for reinstatement after a second academic suspension for the 2018 Spring Semester
September 17- February 17	Sunday - Friday-Approved time period to apply myUK for a May 2018 degree from the Graduate School
September 29 2017	Friday - Deadline for students to schedule an appointment for reinstatement in all colleges for the 2018 Spring Semester
October 15 2017	Sunday - Deadline for submission of application and all required documents to the Office of Admissions for undergraduate applicants planning to attend November "see blue" U Orientation (including registration for spring classes)
October 15 2017	Sunday - Deadline for undergraduate international applicants to submit 2018 Spring Semester application
November 17 2017	Friday - "see blue" U Orientation for freshmen, transfer, readmission students admitted for spring 2018
November 28 2017	Tuesday - Final deadline for submission of application and all required documents to the Office of Admissions for undergraduate admission for the 2018 Spring Semester.
November 29- December 18 2017	Wednesday through Monday - Add/Drop for registered students for the 2018 Spring Semester
December 1 2017	Friday - Last day for filing an application for a May 2018 undergraduate degree online in myUK
December 4 2017	Monday - Deadline for applying for admission to the Graduate School for the 2018 Spring Semester.
December 6 2017	Wednesday - Last day for students in the Employee Educational Program registered through December 6 to submit EEP form to Human Resource Services to confirm 2018 Spring Semester registration and tuition waiver
January 3-6	Wednesday through Saturday - Opening-of-term add/drop for registered students
January 3-8	Wednesday through Monday - Registration for new program graduate students
January 4-8	Thursday through Monday - Registration for new post-baccalaureate students
January 5	Friday - International Student "see blue" U Orientation

UNIVERSITY CALENDAR
10-10-14 Version

2018 Spring Semester

January 8 Monday - "see blue" U Orientation and Registration for new freshman and transfer students who have been cleared for admission but did not priority register including registration for Evening and Weekend

January 8-9 Monday and Tuesday - Opening-of-term add/drop for registered students

January 9 Tuesday - Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees

January 9 Tuesday - "see blue" U Orientation and Registration for readmission and non-degree students including registration for Evening and Weekend

January 10 Wednesday - First day of classes

January 10-17 Wednesday through Wednesday - Late registration for returning students who did not priority register and new applicants cleared late for admission. A late fee is assessed students who register late.

January 15 Monday - Martin Luther King Birthday - Academic Holiday

January 17 Wednesday - Last day to add a class for the 2018 Spring Semester

January 17 Wednesday - Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund

January 17 Wednesday - Last day for students in the Employee Educational Program who registered and/or changed schedules after December 6 to submit EEP form to Human Resource Services to confirm 2018 Spring Semester registration and tuition waiver

January 22 Monday - Payment deadline of registration fees and/or housing and dining fees-if total amount due is not paid as indicated on the account statement, a late payment fee of 1.25% of the amount past due will be assessed

January 31 Wednesday - Last day to drop a course without it appearing on the student's transcript

January 31 Wednesday - Last day to change grading option (pass/fail to letter grade or letter grade to pass/fail; credit to audit or audit to credit)

February 1 Thursday - Deadline for international applications to be submitted to The Graduate School for the 2018 Fall Semester

February 1 Thursday - Preferred deadline for submitting application for admission to the College of Dentistry for the 2018 Fall Semester

February 7 Wednesday - Last day to officially withdraw from the University or reduce course load and receive a 50 percent refund

February 8 Thursday - Deadline for submission of application and all required documents to the Office of Undergraduate Admission and University Registrar for change of residency status for 2018 Spring Semester

UNIVERSITY CALENDAR
10-10-14 Version

2018 Spring Semester

February 20 Tuesday - Last day for doctoral candidates for a May 2018 degree to submit a Notification of Intent to schedule a final examination in The Graduate School

February 20 Tuesday - Last day to apply for May 2018 degree (graduate school) online in myUK

February 26- March 9 Monday through Friday - Midterm Grading window is open. The mid-term grading window will close at midnight on March 9.

February 26- April 18 Monday through Wednesday - Students are prohibited from changing academic major

February 27 Tuesday - Last day for submission of application for admission to the College of Law for the 2018 Fall Semester

February 28 Wednesday - Last day for filing an application for an August 2018 undergraduate degree online in myUK

March 5 Monday - Midterm of 2018 Spring Semester

March 12-17 Monday through Saturday - Spring Vacation - Academic Holidays

March 26- April 17 Monday through Tuesday - Priority registration for the 2018 Fall Semester and both 2018 Summer Sessions

March 30 Friday - Last day to withdraw from the University or reduce course load. Students can withdraw or reduce course load after this date only for "urgent non-academic reasons."

April 5 Thursday - Last day for candidates for a May 2018 degree to schedule a final examination in The Graduate School

April 6 Friday - Deadline for applying for admission to the Graduate School for the 2018 Four-Week Summer Session.

April 19 Thursday - Last day for candidates for a May 2018 degree to sit for a final examination

April 23 - May 7 Monday through Monday - Final Grading window is open. The final deadline for submission of grades online in the grading portal is midnight, May 7

April 24- April 30 Tuesday through Monday - Four-Week Intersession registration and add/drop continue for students enrolled in the 2018 Spring Semester

April 24- May 30 Tuesday through Wednesday - Eight-Week Summer Session registration and add/drop continue for students enrolled in the 2018 Spring Semester

April 27 Friday - Last day of classes

April 27 Friday - Last day candidates for May 2018 degree to submit thesis/dissertation for formal review to The Graduate School

April 30-May 4 Monday through Friday - Final Examinations

May 1- June 16 Tuesday through Saturday - Add/Drop for priority registered students for the 2018 Fall Semester

May 4 Friday - End of 2018 Spring Semester

May 4 Friday - Last day for candidates for a May 2018 degree to have a thesis/dissertation accepted by The Graduate School

May 5 Saturday - Commencement

May 7 Monday - Final deadline for submission of grades online in the grading portal is midnight

May 7- August 17 Monday through Friday - College of Pharmacy 15-Week Summer Term

UNIVERSITY CALENDAR
10-10-14 Version

2018 Spring Semester

SUMMARY OF TEACHING DAYS, SPRING SEMESTER 2018

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Teaching Days	
January	2	3	4	3	3	3	January	18
February	4	4	4	4	4	4	February	24
March	3	3	3	4	4	4	March	21
April	4	4	4	4	4	3	April	23
May	-	-	-	-	-	-	May	-
Totals	13	14	15	15	15	14		86

UNIVERSITY CALENDAR
10-10-14 Version

2018 Four-Week - First Summer Session

February 17- June 16	Saturday through Saturday - Approved time period to apply online in myUK for an August 2018 degree from the Graduate School application
February 28	Wednesday - Last day for filing an application for an August 2018 undergraduate degree online in myUK
March 15	Thursday - Priority filing deadline for financial aid for the 4 week and/or the 8 week summer term(s)
April 7	Saturday - Deadline for applying for admission to the Graduate School for the 2018 Four-Week Summer Session.
April 15	Sunday - Deadline for submission of application and all required documents to the Office of Admissions for undergraduate admission for the 2018 Four-Week Intersession
April 24- April 30	Tuesday through Monday - Four-Week Intersession registration and add/drop continue for students enrolled in the 2018 Spring Semester
May 7	Monday - Beginning of College of Pharmacy 15-week Summer Term
May 7	Monday - "see blue" U Orientation and Registration for new and returning students
May 7	Monday - Deadline for applying for admission to the Graduate School for the 2018 Eight Week Summer Session.
May 8	Tuesday - First day of classes
May 8	Tuesday - Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees
May 8-9	Tuesday through Wednesday - Late registration for returning students not already registered and new applicants cleared late for admission. A late fee is assessed students who register late
May 9	Wednesday - Last day to add a class for the 2018 Four-Week Intersession
May 9	Wednesday - Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund
May 9	Wednesday - Last day for students in the Employee Educational Program to submit EEP form to Human Resource Services for tuition waiver for the 2018 Four-Week Intersession
May 14	Monday - Last day to drop a course without it appearing on the student's transcript

UNIVERSITY CALENDAR
10-10-14 Version

2018 Four-Week - First Summer Session

May 14	Monday - Last day to change grading option (pass/fail to letter grade or letter grade to pass/fail; credit to audit or audit to credit)
May 15	Tuesday - Last day to officially withdraw from the University or reduce course load and receive a 50 percent refund
May 16- June 6	Wednesday through Wednesday - Eight-Week registration and add/drop for students who entered the University in the 2018 Four-Week Intersession
May 21	Monday - Midterm of 2018 Four-Week Intersession
May 22	Tuesday - Payment deadline of registration fees and/or housing and dining fees-if total amount due is not paid as indicated on the account statement, a late payment fee of 1.25% of the amount past due will be assessed
May 23	Wednesday - Last day to withdraw from the University or reduce course load. Students can withdraw or reduce course load after this date only for "urgent non-academic reasons."
May 28	Monday - Memorial Day - Academic Holiday
May 28 - June 8	Monday through Friday - Final Grading window is open. The final deadline for submission of grades online in the grading portal is midnight, June 8
May 30	Wednesday - Last day for doctoral candidates for an August degree to submit a Notification of Intent to schedule a final examination in The Graduate School
June 5	Tuesday - Final Examinations
June 5	Tuesday - End of 2018 Four-Week Intersession
June 6	Wednesday - Deadline for submission of application and all required documents to the Office of Undergraduate Admission and University Registrar for change of residency status for the Four-Week and the Eight-Week Summer Sessions
June 8	Friday - Final deadline for submission of grades online in the grading portal is midnight

SUMMARY OF TEACHING DAYS, 2018 FOUR-WEEK INTERSESSION

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Teaching Days	
May	2	4	4	4	3	3	May	20
June	1	1	0	0	1	1	June	4
Totals	3	5	4	4	4	4		24

UNIVERSITY CALENDAR
10-10-14 Version

2018 Eight-Week - Second Summer Session

February 28	Wednesday - Last day for filing an application for an August 2018 undergraduate degree online in myUK
March 15	Thursday - Priority filing deadline for financial aid for the 4 week and/or the 8 week summer term(s)
April 6	Friday - Deadline for applying for admission to The Graduate School for the 2018 Four Week Summer Intersession.
April 24- May 30	Tuesday through Wednesday - Eight-Week Summer Session registration and add/drop continue for students enrolled in the 2018 Spring Semester
May 7	Monday - Deadline for applying for admission to the Graduate School for the 2018 Eight Week Summer Session.
May 15	Tuesday - Deadline for submission of application and all required documents to the Office of Admissions for undergraduate admission for the 2018 Eight-Week Summer Session.
May 16- June 6	Wednesday through Wednesday - Eight-Week registration and add/drop for students who entered the University in the 2018 Four-Week Intersession
June 6	Wednesday - Deadline for submission of application and all required documents to the Office of Undergraduate Admission and University Registrar for change of residency status for the Eight-Week Summer Session
June 6	Wednesday - "see blue" U Orientation and Registration for new and returning students including registration for Evening and Weekend
June 7	Thursday - Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees
June 7	Thursday - First day of classes
June 7-8	Thursday through Friday - Late registration for returning students not already registered and new applicants cleared late for admission. A late fee is assessed students who register late.

UNIVERSITY CALENDAR
10-10-14 Version

2018 Eight-Week - Second Summer Session

June 8 Friday - Last day to enter an organized class for the 2018 Eight-Week Summer Session

June 8 Friday - Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund

June 8 Friday - Last day for students in the Employee Educational Program to submit EEP form to Human Resource Services for tuition waiver for the 2018 Eight-Week Summer Session

June 11 Monday - Deadline for international applications to be submitted to The Graduate School for the Spring Semester

June 18 Monday - Last day to change grading option (pass/fail to letter grade or letter grade to pass/fail; audit to credit or credit to audit)

June 18 Monday - Last day to drop a course without it appearing on the student's transcript

June 19- for July 14 Tuesday through Saturday - Summer "see blue" U Orientation new freshmen, (transfer) students, auditors, non-degree and readmitted students enrolling for the 2018 Fall Semester

June 20 Wednesday - Last day to submit application for degree to receive an August degree (in The Graduate School)

June 20 Wednesday - Last day for doctoral candidates for the August 2018 degree to submit a Notification of Intent to schedule a final exam

June 21 Thursday - Last day to officially withdraw from the University or reduce course load and receive a 50 percent refund

June 22 Friday - Payment deadline of registration fees and/or housing and dining fees-if total amount due is not paid as indicated on the account statement, a late payment fee of 1.25% of the amount past due will be assessed

June 30 Saturday - Last day for filing an application for a December 2018 undergraduate degree online in myUK

July 4 Wednesday - Independence Day - Academic Holiday

July 5 Thursday - Midterm of 2018 Eight-Week Summer Session

July 5 Thursday - Last day for candidates for an August degree to schedule a final examination in the graduate school

July 11 Wednesday - Last day to withdraw from the University or reduce course load. Students can withdraw or reduce course load after this date only for "urgent non-academic reasons."

July 19 Thursday - Last day for candidates for an August degree to sit for the final examination in the graduate school

July 20 Friday - Deadline for applying for admission to the Graduate School for the 2018 Fall Semester.

July 23- August 6 Monday through Monday - Final Grading window is open. The final deadline for submission of grades online in the grading portal is midnight, August 6

August 2 Thursday - Last day for students in the Employee Educational Program registered through August 2 to submit EEP form to Human Resource Services to confirm 2018 Fall Semester registration and tuition waiver

August 2 Thursday - Last day for candidates for an August degree to submit thesis/dissertation to the graduate school

August 2 Thursday - Final Examinations

August 2 Thursday - End of 2018 Eight-Week Summer Session

August 6 Friday - Final deadline for submission of grades online in the grading portal is midnight

UNIVERSITY CALENDAR
10-10-14 Version

2018 Eight-Week - Second Summer Session

August 18 Saturday - End of College of Pharmacy 15-week Summer Term

SUMMARY OF TEACHING DAYS, 2018 EIGHT-WEEK SUMMER SESSION

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Teaching Days	
June	3	3	3	4	4	4	June	21
July	5	5	3	4	4	4	July	25
August	0	0	1	1	0	0	August	2
Totals	8	8	7	9	8	8		48

**COLLEGE OF DENTISTRY
TENTATIVE ACADEMIC CALENDAR 2015-2016 FOR
DMD, OROFACIAL PAIN, ORTHODONTICS, PEDIATRIC DENTISTRY, AND
PERIODONTICS PROGRAMS**

Fall 2015

June 8 Monday	Academic Year Begins for 4 th Year DMD Students (Externships)
July 1 Wednesday	Academic Year Begins for 1 st Year Periodontics Students
July 1 Wednesday	Pediatric Dental Residency Begins for new 1 st Years and 1 st Years promoted to 2 nd Years
July 1 Wednesday	General Practice Residency Begins
July 4 Friday	Independence Day: Academic Holiday
July 6 Monday	Academic Year Begins for Orofacial Pain Students
July 20 Monday	Academic Year Begins for 2 nd and 3 rd Year Periodontics Students
August 3 Monday	Academic Year Begins for 1 st , 2 nd , and 3 rd Year DMD Students
August 3 Monday	Last day a 1 st , 2 nd , and 3 rd Year DMD student can officially withdraw from the College of Dentistry for a full refund for the current term
August 3 Monday	Clinical Year Begins for 4 th Year DMD Students
	Academic Year Begins for 1 st Year Orthodontics Students, 1 st Years Promoted to 2 nd Year, 2 nd Years Promoted to 3 rd Year
August 10 Monday	Last day a 4 th Year DMD student can officially withdraw from the College of Dentistry for a full refund for the current term
August 10 Monday	Last day a 1 st , 2 nd , and 3 rd Year DMD student can officially withdraw from the College of Dentistry and receive an 80 percent refund for the current term
August 17 Monday	Last day a 4 th Year DMD student can officially withdraw from the College of Dentistry and receive an 80 percent refund for the current term

September 7 Monday	Labor Day: Academic Holiday
September 8 Tuesday	Last day a 1 st , 2 nd , and 3 rd Year DMD student can officially withdraw from the College of Dentistry and receive a 50 percent refund for the current term
September 8 Tuesday	Last day a 4 th Year DMD student can officially withdraw from the College of Dentistry and receive a 50 percent refund for the current term
November 26, 27 Thursday & Friday	Thanksgiving Holidays: Academic Holidays
December (TBD)	Winter Break Begins After Last Class or Clinic for DMD, Orthodontics, and Periodontics Students
December (TBD)	Winter Break Begins for 2 nd Year Pediatric Dentistry Residents
December 18 Friday	Winter Break begins for Orofacial Pain Students
December	1 st Year Pediatric Dentistry Residents May Use Bonus Days for Winter Break if Clinic is Covered Adequately

Spring 2016

January 4 Monday	Classes/Clinics Resume for All Students/Residents: DMD, Orofacial Pain, *Pediatric Dentistry*, Orthodontics, and Periodontics
January 4 Monday	Last day a 1 st , 2 nd , 3 rd , and 4 th year DMD student can officially withdraw from the College of Dentistry for a full refund for the current term
January 11 Monday	Last day a 1 st , 2 nd , 3 rd , and 4 th year DMD student can officially withdraw from the College of Dentistry and receive an 80 percent refund for the current term
January 29 Friday	Last day a DMD student can officially withdraw from the College of Dentistry and receive a 50 percent refund for the current term
January 18, Monday	Martin Luther King, Jr. Birthday Observed: Academic Holiday

April (TBD)	Spring Break for DMD, Orthodontics, and Periodontics Students
(TBD)	Spring Break for Orofacial Pain Students (National Conference)
May 6 Friday	Academic Year Ends for Graduating DMD Students
May 8 Sunday	University Commencement College of Dentistry Hooding Ceremony
May 27 Friday	Academic Year Ends for 3 rd Year Graduating Orthodontics Students
May 30 Monday	Memorial Day: Academic Holiday
June 10 Friday	Academic Year Ends for 3 rd Year DMD Students
June 17 Friday	Academic Year Ends for 2 nd Year DMD Students
June 20 – July 1	Break for 1 st and 2 nd Year Orthodontics Students
June 24 Friday	Academic Year Ends for 1 st Year DMD, Orofacial Pain, 1 st , 2 nd , and 3 rd Year Periodontics Students
June 30 Thursday	Last Day of Residency for 2 nd Year Pediatric Dentistry Residents
June 30 Thursday	Last Day of Residency for General Practice Residents
June 27 – July 8	Break for 2 nd and 3 rd Year Periodontics Students

**COLLEGE OF DENTISTRY
TENTATIVE ACADEMIC CALENDAR 2017-2018 FOR
DMD, OROFACIAL PAIN, ORTHODONTICS, PEDIATRIC DENTISTRY, AND
PERIODONTICS PROGRAMS**

Fall 2017

June 5 Monday (Externships)	Academic Year Begins for 4 th Year DMD Students
July 1 Saturday	Academic Year Begins for 1 st Year Periodontics Students
July 1 Saturday	Pediatric Dentistry Residency begins for new 1 st Years and 1 st Years promoted to 2 nd Year
July 1 Saturday	General Practice Residency Begins
July 4 Tuesday	Independence Day: Academic Holiday
July 10 Monday	Academic Year Begins for Orofacial Pain Students
July 17 Monday	Academic Year Begins for 2 nd and 3 rd Year Periodontics Students
July 31 Monday	Academic Year Begins for 1 st , 2 nd , and 3 rd Year DMD Students
July 31 Monday	Last day a 1 st , 2 nd , 3 rd , and 4 th Year DMD student can officially withdraw from the College of Dentistry for a full refund for the current term
July 31 Monday	Clinical Year Begins for 4 th Year DMD Students Academic Year Begins for 1 st Year Orthodontics Students, 1 st Years Promoted to 2 nd Year, 2 nd Years Promoted to 3 rd Year
August 10 Thursday	Last day a 1 st , 2 nd , 3 rd , and 4 th Year DMD student can officially withdraw from the College of Dentistry and receive an 80 percent refund for the current term
September 4 Monday	Labor Day: Academic Holiday
September 5 Tuesday	Last day a 1 st , 2 nd , 3 rd & 4 th Year DMD student can officially withdraw from the College of Dentistry and receive a 50 percent refund for the current term
November 23, 24 Thursday & Friday	Thanksgiving Holidays: Academic Holidays

December (TBD)	Winter Break Begins for 2 ND Year Pediatric Dental Residents
December (TBD)	Winter Break Begins After Last Class or Clinic for DMD, Orthodontics, and Periodontics Students
<u>Spring 2018</u>	
January 2 Tuesday	Classes/Clinics Resume for All Students/Residents: DMD, Orofacial Pain, *Pediatric Dentistry*, Orthodontics, and Periodontics
January 2 Tuesday	Last day a 1 st , 2 nd , 3 rd , and 4 th year DMD student can officially withdraw from the College of Dentistry for a full refund for the current term
January 8 Monday	Last day a 1 st , 2 nd , 3 rd , and 4 th year DMD student can officially withdraw from the College of Dentistry and receive an 80 percent refund for the current term
January 15 Monday	Martin Luther King, Jr. Birthday Observed: Academic Holiday
January 26 Friday	Last day a DMD student can officially withdraw from the College of Dentistry and receive a 50 percent refund for the current term
April (TBD) Students	Spring Break for DMD, Orthodontics, and Periodontics
(TBD)	Spring Break for Orofacial Pain Students (National Conference)
May 4 Friday	Academic Year Ends for Graduating DMD Students
May 6 Sunday	University Commencement College of Dentistry Hooding Ceremony
May 25 Friday	Academic Year Ends for 3 rd Year Graduating Orthodontics Students
May 28 Monday	Memorial Day: Academic Holiday
June 8 Friday	Academic Year Ends for 3 rd Year DMD Students
June 15 Friday	Academic Year Ends for 2 nd Year DMD Students
June 18 – July 2	Break for 1 st and 2 nd Year Orthodontics Students

June 22 Friday	Academic Year Ends for 1 st Year DMD, Orofacial Pain, 1 st , 2 nd , and 3 rd Year Periodontics Students
June 30 Saturday	Last Day of Residency for 2 nd Year Pediatric Dentistry Residents
June 30 Saturday	Last Day of Residency for General Practice Residents
June 25 – July 6	Break for 2 nd and 3 rd Year Periodontics Students

**UNIVERSITY OF KENTUCKY
COLLEGE OF LAW CALENDAR
FALL 2015**

- **August 22 Payment Deadline for fall 2015 fees**
- **August 25 - Tuesday- Class work begins**
- August 25– Tuesday - Add/Drop
- August 25 - Tuesday - Last day a student may officially drop a course or cancel registration with the university Registrar for a full refund of fees.
- August 26 - Wednesday - Add/Drop
- August 26—Payment deadline of registration fee and/or housing and dining fees if total amount due is not paid as indicated on the account past due will be assessed
- Sept. 1 - Tuesday - Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund
 - September 7 - Monday - Labor Day - Academic Holiday
 - **September 8 Tuesday Monday Classes Meet**
- Sept. 9 - Wednesday - Last day to add a class for the 2015 fall semester

- September 23 - Wednesday - Last day to change grading option (credit to audit or audit to credit)
- September 23 - Wednesday - Last day to drop a course without it appearing on student's transcript
- September 23- Wednesday - Last day to officially withdraw from the University or reduce course schedule and receive a 50% refund
- September 30 - Wednesday - Last day to file an application for a December degree
- Oct 1 - Thursday - Deadline to apply for Kentucky residency for this semester

- **October 14 Tuesday - Last day to withdraw from a course** – Students may withdraw after this date only upon petition to the Dean’s office specifying “reasons relating to extended illness or equivalent distress.”
- **November 2 November 24 - Monday through Tuesday - Priority Registration for the 2016 Spring Semester**

- November 25-28 - Wednesday through Saturday - Thanksgiving Holidays – Academic Holidays

- December 4 - Friday - End of class work
- December 5-7 - Saturday through Monday - Law Examination Reading Period
- December 8-19 - Tuesday through Saturday - Law Final Examination Period
- **December 19- Saturday - End of 2015 Fall Semester**

**UNIVERSITY OF KENTUCKY
COLLEGE OF LAW CALENDAR
2016 SPRING SEMESTER**

- January 11 - Monday - Add/Drop
- **January 11 - Monday - Class work begins**
- January 12 - Tuesday - Add/Drop
- January 12 Tuesday - Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees
- **January. 18 Monday Martin Luther King Birthday Academic Holiday**
- January 20- Wednesday - Last day to add a class for the 2016 Spring Semester
- January 20 Wednesday Last day to officially withdraw from the University or reduce course load and receive an 80% refund.
- January 22 - Friday - Payment deadline of registration fees and/or housing and dining fees – if total amount due is not paid as indicated on the account statement, a late payment fee of 1.25 percent of the amount past due will be assessed
- Feb. 3 Wednesday Last day to drop a course without it appearing on your transcript
- Feb. 3 Wednesday Last day to change grading option (credit to audit or audit to credit)

- February 10 - Wednesday - Last day to officially withdraw from the University or reduce course schedule and receive a 50 percent refund
- February 11 - Thursday - Last day to file an application for a May degree
- **February 29 – Monday – Last day to withdraw from a course** - Students may withdraw after this date only upon petition to the Dean’s office specifying “reasons relating to extended illness or equivalent distress.”

- March 1 - Tuesday - Last day for submission of application for admission for 2016 Fall Semester
- March 14-19 - Monday through Saturday - Spring Vacation - Academic Holidays
- **March 28-April 19 - Monday through Tuesday - Priority Registration for the 2016 Summer Session and 2016 Fall Semester**

- April 22 - Friday - End of class work
- April 23-25 - Saturday through Monday - Law Examination Reading Period
- April 26-May 7 - Tuesday through Saturday - Law Final Examination Period
- May 6 Friday Law Commencement
- **May 7 Saturday End of 2016 Spring Semester**

2016 Four-Week - First Summer Session

-May

- May 3 -May 9 - Tuesday through Monday - add/drop continue for students enrolled in the 2016 Spring Semester
- May 10 - Tuesday - First day of classes
- May 10 - Tuesday - Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees
- May 10-11 - Tuesday through Wednesday - Late registration for returning students not already registered and new applicants cleared late for admission. A late fee is assessed students who register late.
- May 11 - Wednesday - Last day to add a class for the 2016 Four-Week Intersession
- May 11 - Wednesday - Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund
- May 16 - Monday - Last day to drop a course without it appearing on the student's transcript
- May 16 - Monday - Last day to change grading option (pass/fail to letter grade or letter grade to pass/fail; credit to audit or audit to credit)
- May 17 - Tuesday - Last day to officially withdraw from the University or reduce course load and receive a 50 percent refund
- May 22 Last Day to pay 4 week tuition
- May 23 - Monday - Midterm of 2016 Four-Week Intersession
- Monday 30 Monday Memorial Day Academic Holiday
- Tuesday May 24- - Last day to withdraw from the University or reduce course load. Students can withdraw or reduce course load after this date only for "urgent non-academic reasons."

June

- June 3 – Friday End of class work
- June 4-5 Saturday - Sunday Law Examination Reading Period -
June 6-7 Monday – Tuesday Law Final Examination Period–
- June 7 Tuesday End of Four Week Intersession

**UNIVERSITY OF KENTUCKY
COLLEGE OF LAW CALENDAR
2016 SUMMER TERM**

- **June 9 - Thursday - Class work begins**
- June 9 - Thursday - Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees
- June 10 - Friday - Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund
- June 10 - Friday - Last day to enter an organized class for the 2016 eight week summer session
- June 20 - Monday - Last day to change grading option (credit to audit or audit to credit)
- June 20 - Monday - Last day to drop a course without it appearing on student's transcript
- June 23 - Thursday - Last day to officially withdraw from the University or reduce course schedule and receive a 50 percent refund
- June 24- Friday - Last day to file an application for an August degree
- June 22 Payment Deadline

- **July 4 Monday Independence Day Academic Holiday**
- **July 5- Tuesday - Last day to withdraw from a course** – Students may withdraw after this date only upon petition to the Dean’s office specifying “reasons relating to extended illness or equivalent distress.”
- July 29 - Friday - End of class work
- July 30 and 31 Saturday & Sunday - Law Examination Reading Period
- -Aug 1-4 Monday through Thursday Law Final Examination Period
- **August 4 Thursday End of 2016 Summer Session**

**UNIVERSITY OF KENTUCKY
COLLEGE OF LAW CALENDAR
FALL 2017**

- August 22 Payment Deadline for fall 2017 fees
- **August 22 - Tuesday- Class work begins**
- August 22– Tuesday - Add/Drop
- August 22 - Tuesday - Last day a student may officially drop a course or cancel registration with the university Registrar for a full refund of fees.
- August 23 - Wednesday - Add/Drop
 - September 4 - Monday - Labor Day - Academic Holiday
 - Sept. 5 - Tuesday - Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund
 - Sept 5 Tuesday Monday classes meet
 - Sept. 6 - Wednesday - Last day to add a class for the 2016 fall semester
- September 20 - Wednesday - Last day to change grading option (credit to audit or audit to credit)
- September 20 - Wednesday - Last day to drop a course without it appearing on student's transcript
- September 20 Wednesday - Last day to officially withdraw from the University or reduce course schedule and receive a 50% refund
- September 27 - Wednesday - Last day to file an application for a December degree
- Sept 28 - Thursday - Deadline to apply for Kentucky residency for this semester
- **October 10 Tuesday - Last day to withdraw from a course** – Students may withdraw after this date only upon petition to the Dean’s office specifying “reasons relating to extended illness or equivalent distress.”
- **October 30 November 21 - Monday through Tuesday - Priority Registration for the 2018 Spring Semester**
- November 22-25 - Wednesday through Saturday - Thanksgiving Holidays – Academic Holidays
- December 1 - Friday - End of class work
- December 2-4 - Saturday through Monday - Law Examination Reading Period
- December 5-16 - Tuesday through Saturday - Law Final Examination Period
- **December 16- Saturday - End of 2017 Fall Semester**

**UNIVERSITY OF KENTUCKY
COLLEGE OF LAW CALENDAR
2018 SPRING SEMESTER**

- January 8 - Monday - Add/Drop
- **January 8- Monday - Class work begins**
- January 9 - Tuesday - Add/Drop
- January 9 Tuesday - Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees
- **January. 15 Monday Martin Luther King Birthday Academic Holiday**
- January 17- Wednesday - Last day to add a class for the 2017 Spring Semester
- January 17 Wednesday Last day to officially withdraw from the University or reduce course load and receive an 80% refund.
- January 19- Friday - Payment deadline of registration fees
- Jan. 31 Wednesday Last day to drop a course without it appearing on your transcript
- Jan. 31 Wednesday Last day to change grading option (credit to audit or audit to credit)

- February 7 - Wednesday - Last day to officially withdraw from the University or reduce course schedule and receive a 50 percent refund
- February 8- Thursday - Last day to file an application for a May degree
- **February 26 – Monday – Last day to withdraw from a course** - Students may withdraw after this date only upon petition to the Dean’s office specifying “reasons relating to extended illness or equivalent distress.”

- March 1 - Thursday - Last day for submission of application for admission for 2018 Fall Semester
- March 12-17 - Monday through Saturday - Spring Vacation - Academic Holidays
- **March 26-April 17 - Monday through Tuesday - Priority Registration for the 2018 Summer Session and 2018 Fall Semester**

- April 20 - Friday - End of class work
- April 21-23 - Saturday through Monday - Law Examination Reading Period
- April 24-May 5- Tuesday through Saturday - Law Final Examination Period
- May 4 Friday Law Commencement
- **May 5 Saturday End of 2018 Spring Semester**

2018 Four-Week - First Summer Session

-May

- May 1-May 7 - Tuesday through Monday - add/drop continue for students enrolled in the 2018 Spring Semester
- May 8 - Tuesday - First day of classes
- May 8 - Tuesday - Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees
- May 8-9 - Tuesday through Wednesday - Late registration for returning students not already registered and new applicants cleared late for admission. A late fee is assessed students who register late.
- May 9- Wednesday - Last day to add a class for the 2018 Four-Week Intersession
- May 9- Wednesday - Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund
- May 14 - Monday - Last day to drop a course without it appearing on the student's transcript
- May 14 - Monday - Last day to change grading option; credit to audit or audit to credit)
- May 15 - Tuesday - Last day to officially withdraw from the University or reduce course load and receive a 50 percent refund
- May 21 Last Day to pay 4 week tuition
- May 21 - Monday - Midterm of 2018 Four-Week Intersession
- Tuesday May 22- - Last day to withdraw from the University or reduce course load. Students can withdraw or reduce course load after this date only for "urgent non-academic reasons
- Monday 28 Monday Memorial Day Academic Holiday
- Tuesday May 29- - Last day to withdraw from the University or reduce course load. Students can withdraw or reduce course load after this date only for "urgent non-academic reasons."

June

- June 1 – Friday End of class work
- June 2-3 Saturday - Sunday Law Examination Reading Period -
June 4-5 Monday – Tuesday Law Final Examination Period–
June 5 Tuesday End of Four Week Intersession

**UNIVERSITY OF KENTUCKY
COLLEGE OF LAW CALENDAR
2018 SUMMER TERM**

- **June 7 - Thursday - Class work begins**
- June 8- Thursday - Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees
- June 8 - Friday - Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund
- June 8 - Friday - Last day to enter an organized class for the 2018 eight week summer session
- June 18 - Monday - Last day to change grading option (credit to audit or audit to credit)
- June 18 - Monday - Last day to drop a course without it appearing on student's transcript
- June 21 - Thursday - Last day to officially withdraw from the University or reduce course schedule and receive a 50 percent refund
- June 22- Friday - Last day to file an application for an August degree
- June 20 Payment Deadline

- **July 4 Wednesday Independence Day Academic Holiday**
- **July 3- Tuesday- Last day to withdraw from a course** – Students may withdraw after this date only upon petition to the Dean’s office specifying “reasons relating to extended illness or equivalent distress.”
- July 27 - Friday - End of class work
- July 28 and 29 Saturday & Sunday - Law Examination Reading Period
- -July 30 – Aug 2 Monday through Thursday Law Final Examination Period
- **August 2 Thursday End of 2018 Summer Session**

UNIVERSITY OF KENTUCKY
COLLEGE OF MEDICINE
2015-2016 Academic Year

2015 Fall Semester

July 6	Monday – Fourth-year rotations begin
July 6 & 7	Monday & Tuesday – Third-year orientation
July 6	Monday – Last day for third-year and fourth-year students to withdraw from the College of Medicine for a full refund of tuition & fees
July 8	Wednesday – Third-year students begin rotations
July 13	Monday – Last day for third-year and fourth-year students to withdraw from the College of Medicine and receive an 80% refund
July 27	Monday – First-year students begin orientation
July 27	Monday – Last day for first-year students to withdraw from the College of Medicine for a full refund of tuition & fees
August 3	Monday – First-year students begin classes
August 3	Monday – Second-year students begin classes
August 3	Monday – Last day for first-year students to withdraw from the College of Medicine and receive an 80% refund
August 3	Monday – Last day for second-year students to withdraw from the College of Medicine for a full refund of tuition & fees
August 4	Tuesday – Last day for third-year and fourth-year students to withdraw from the College of Medicine and receive an 50% refund
August 10	Monday – Last day for second-year students to withdraw from the College of Medicine and receive an 80% refund
August 22	Saturday – Tuition deadline for all students
August 25	Tuesday – Last day for first-year students to withdraw from the College of Medicine and receive an 50% refund
September 2	Wednesday – Last day for second-year students to withdraw from the College of Medicine and receive an 50% refund
September 7	Monday – First and second-year students – Labor Day Holiday
November 1	Last day for candidates applying to the College of Medicine to submit their application to AMCAS
Nov 25-29	Wednesday-Sunday – First- and second-year students – Thanksgiving Holiday
Nov 25-29	Thursday-Sunday – Third- and fourth-year students – Thanksgiving Holiday
December 19	Saturday – Winter Break begins for first- and second-year students

**UNIVERSITY OF KENTUCKY
COLLEGE OF MEDICINE
2015-2016 Academic Year**

2016 Spring Semester

January 4	Monday – All students return to class
January 4	Monday – Last day to withdraw from the College of Medicine and receive a full refund
January 11	Monday – Last day to withdraw from the College of Medicine and receive an 80% refund
January 15	Last day for candidates applying to the College of Medicine to submit their supplemental application materials
January 18	Monday – First and second year students – Martin Luther King Jr.’s Birthday Holiday
January 22	Friday – Tuition deadline for all students
February 2	Tuesday – Last day to withdraw from the College of Medicine and receive a 50% refund
March 5-13	Saturday-Sunday – Spring Break for first-year students
March 12-20	Monday-Friday – Spring Break for second-year students
May 6	Friday – End of academic year for second-year students
May 13	Friday – End of academic year for fourth-year students
May 14	Saturday – College of Medicine Graduation
May 27	Friday – End of academic year for first-year students
June 17	Friday – End of academic year for third-year students
June 20-24 and 27-28	CPX Exam for Class of 2016
June 30	Monday – Special graduation date

Enrollment Dates 2015-2016

First Year	7/27/15 to 5/27/16	Winter Break	12/19/15 to 1/3/16
Second Year	8/3/15 to 5/6/16	Graduation	5/14/16
Third Year	7/6/15 to 6/17/16		
Fourth Year	7/6/15 to 5/13/16		

First Year 2015-2016

July 27 to 31	Orientation
Aug 3 to Oct 2	Anatomy
Aug 3 to May 27	ICM I
Aug 22	Fall tuition deadline
Sept 7	Labor Day Holiday
Oct 7 to Dec 18	Biochemistry & Genetics
Nov 25 to 29	Thanksgiving Holiday
Dec 19 to Jan 3	Winter Break
Jan 4 to Mar 4	Foundations of Disease and Therapeutics
Jan 18	Martin Luther King, Jr. Day Holiday
Jan 22	Spring tuition deadline
Mar 5 to Mar 13	Spring Break
Mar 14 to May 6	Neurosciences
May 9 to May 27	Behavioral Basis of Medicine

Second Year 2015-2016

Aug 3 to Sept 11	Musculoskeletal & Integumentary Systems
Aug 4 to Apr 29	Introduction to Clinical Medicine II
Sept 14 to Oct 2	Hematologic & Lymphatic Systems
Oct 12 to Nov 13	Endocrine & Reproductive Systems
Nov 16 to Dec 16	Renal & Urinary Systems
Nov 25 to 29	Thanksgiving Holiday
Dec 19 to Jan 3	Winter Break
Jan 4 to Feb 5	Cardiovascular System
Jan 18	Martin Luther King, Jr. Day Holiday
Jan 22	Spring tuition deadline
Feb 8 to Mar 11	Respiratory System
March 12-20	Spring Break
Mar 21 to Apr 15	Gastrointestinal System and Nutrition
Apr 18 to May 6	Multisystem & Integrative Concepts

Third Year 2015-2016

July 6-7	Orientation
July 8 to June 17	Clinical Rotations
July 8 to 31	Block 1
Aug 3 to Aug 28	Block 2
Aug 31 to Sept 25	Block 3
Sept 28 to Oct 23	Block 4
Oct 26 to Nov 20	Block 5
Nov 23 to Dec 18	Block 6
Jan 4 to Jan 29	Block 7
Feb 1 to Feb 26	Block 8
Feb 29 to Mar 25	Block 9
Mar 28 to Apr 22	Block 10
Apr 25 to May 20	Block 11
May 23 to June 17	Block 12
June 20-24 and 27-28:	CPX for the class of 2016

Fourth Year 2015-2016

July 6 to 31	Period 1
Aug 3 to Aug 28	Period 2
Aug 31 to Sept 25	Period 3

Sept 28 to Oct 23	Period 4
Oct 26 to Nov 20	Period 5
Nov 23 to Dec 18	Period 6
Jan 4 to Jan 29	Period 7
Feb 1 to Feb 26	Period 8
Feb 29 to Mar 25	Period 9
Mar 28 to Apr 22	Period 10
May 9 to 13	Intern Prep Week
May 14	Graduation

(revised 10/30/13)

**UNIVERSITY OF KENTUCKY
COLLEGE OF MEDICINE
2017-2018 Academic Year**

2017 Fall Semester

July 5	Wednesday – Fourth-year rotations begin
July 5 & 6	Wednesday & Thursday – Third-year orientation
July 5	Tuesday – Last day for third-year and fourth-year students to withdraw from the College of Medicine for a full refund of tuition & fees
July 7	Friday – Third-year students begin rotations
July 11	Tuesday – Last day for third-year and fourth-year students to withdraw from the College of Medicine and receive an 80% refund
July 24	Monday – First-year students begin orientation
July 24	Monday – Last day for first-year students to withdraw from the College of Medicine for a full refund of tuition & fees
July 31	Monday – First-year students begin classes
July 31	Monday – Second-year students begin classes
July 31	Monday – Last day for first-year students to withdraw from the College of Medicine and receive an 80% refund
July 31	Monday – Last day for second-year students to withdraw from the College of Medicine for a full refund of tuition & fees
August 4	Friday – Last day for third-year and fourth-year students to withdraw from the College of Medicine and receive an 50% refund
August 7	Monday – Last day for second-year students to withdraw from the College of Medicine and receive an 80% refund
August 22	Tuesday – Tuition deadline for all students
August 23	Wednesday – Last day for first-year students to withdraw from the College of Medicine and receive an 50% refund
August 30	Wednesday – Last day for second-year students to withdraw from the College of Medicine and receive an 50% refund
September 4	Monday – First and second-year students – Labor Day Holiday
November 1	Last day for candidates applying to the College of Medicine to submit their application to AMCAS
Nov 22-26	Wednesday-Sunday – First-, and second-year students – Thanksgiving Holiday
Nov 23-26	Thursday-Sunday – Third-, and fourth-year students – Thanksgiving Holiday
December 16	Saturday – Winter Break begins for all students

**UNIVERSITY OF KENTUCKY
COLLEGE OF MEDICINE
2017-2018 Academic Year**

2018 Spring Semester

January 2	Tuesday – All students return to class
January 2	Tuesday – Last day to withdraw from the College of Medicine and receive a full refund
January 9	Tuesday – Last day to withdraw from the College of Medicine and receive an 80% refund
January 15	Last day for candidates applying to the College of Medicine to submit their supplemental application materials
January 15	Monday – First- and second-year students – Martin Luther King Jr.’s Birthday Holiday
January 22	Monday – Tuition deadline for all students
January 26	Friday – Last day to withdraw from the College of Medicine and receive a 50% refund
March 5-11	Saturday-Sunday – Spring Break for first-year students
March 12-18	Monday-Sunday – Spring Break for second-year students
May 4	Friday – End of academic year for second-year students
May 11	Friday – End of academic year for fourth-year students
May 12	Saturday – College of Medicine Graduation
May 25	Friday – End of academic year for first-year students
June 15	Friday – End of academic year for third-year students
June 18-22 and 25-27	CPX Exam for Class of 2016
June 30	Monday – Special graduation date

Enrollment Dates 2017-2018

First Year	7/24/17 to 5/25/18	Winter Break	12/16/17 to 1/1/18
Second Year	7/31/17 to 5/4/18	Graduation	5/12/18
Third Year	7/5/17 to 6/15/18		
Fourth Year	7/5/17 to 5/11/18		



**Doctor of Pharmacy Program
PharmD
2015 to 2016
2015 Fall Term**

8/12/2015	Wednesday	Orientation for 1 st Year Professional Students
8/13/2015	Thursday	Orientation for 1 st Year Professional Students
8/14/2015	Friday	Orientation for 1 st Year Professional Students
8/17/2015	Monday	First Day of Classes for 1 st , 2 nd and 3 rd Year Professional Students
9/7/2015	Monday	Labor Day – Academic Holiday
9/11/2015	Friday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
9/12/2015	Saturday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
9/14/2015	Monday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
9/14/2015	Monday	4 th Year Professional Students begin Rotation Block 4 Ends 10/23/15
10/9/2015	Friday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
10/10/2015	Saturday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
10/12/2015	Monday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
11/2/2015	Monday	4 th Year Professional Students begin Rotation Block 5 Ends 12/11/15
11/6/2015	Friday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
11/7/2015	Saturday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
11/9/2015	Monday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
11/25/2015	Wednesday	Thanksgiving - Academic Holiday
11/26/2015	Thursday	Thanksgiving - Academic Holiday
11/27/2015	Friday	Thanksgiving - Academic Holiday
12/4/2015	Friday	Last Day of Classes for 1 st , 2 nd and 3 rd Year Professional Students
12/7/2015	Monday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
12/8/2015	Tuesday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
12/9/2015	Wednesday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
12/10/2015	Thursday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
12/11/2015	Friday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
12/14/2015	Monday	4 th Year Professional Students begin Rotation Block 6 Ends 1/22/16
1/8/2016	Friday	End of Fall Term



**Doctor of Pharmacy Program
PharmD
2015 to 2016
2016 Spring Term**

1/11/2016	Monday	First Day of Classes for 1 st , 2 nd and 3 rd Year Professional Students
1/18/2016	Monday	Martin Luther King, Jr. Birthday – Academic Holiday
2/1/2016	Monday	4 th Year Professional Students begin Rotation Block 7 Ends 3/11/16
2/5/2016	Friday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
2/6/2016	Saturday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
2/8/2016	Monday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
3/4/2016	Friday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
3/5/2016	Saturday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
3/7/2016	Monday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
3/14/2016	Monday	Spring Break - Academic Holiday
3/15/2016	Tuesday	Spring Break - Academic Holiday
3/17/2016	Wednesday	Spring Break - Academic Holiday
3/18/2016	Thursday	Spring Break - Academic Holiday
3/19/2016	Friday	Spring Break - Academic Holiday
3/21/2016	Monday	4 th Year Professional Students begin Rotation Block 8 Ends 4/29/16
4/8/2016	Friday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
4/9/2016	Saturday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
4/11/2016	Monday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
4/29/2016	Friday	Last Day of Classes for 1 st , 2 nd and 3 rd Year Professional Students
5/2/2016	Monday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
5/3/2016	Tuesday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
5/4/2016	Wednesday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
5/5/2016	Thursday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
5/6/2016	Friday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
5/6/2016	Friday	Graduation Ceremony for the Class of 2016
5/7/2016	Saturday	Class of 2016 Graduation
5/9/2016	Monday	4 th Year Professional Students begin Rotation Block 1 Ends 6/17/16
5/9/2016	Monday	1 st and 2 nd Year Professional Students begin Rotation Block A Ends 6/3/16
6/13/2016	Monday	1 st and 2 nd Year Professional Students begin Rotation Block B Ends 7/8/16
6/20/2016	Monday	4 th Year Professional Students begin Rotation Block 2 Ends 7/29/16
7/18/2016	Monday	1 st and 2 nd Year Professional Students begin Rotation Block C Ends 8/12/16
8/8/2016	Monday	4 th Year Professional Students begin Rotation Block 3 Ends 9/16/16
8/12/2016	Friday	End of Spring Term



**Doctor of Pharmacy Program
PharmD
2017 to 2018
TENTATIVE 2017 Fall Term**

8/16/2017	Wednesday	Orientation for 1 st Year Professional Students
8/17/2017	Thursday	Orientation for 1 st Year Professional Students
8/18/2017	Friday	Orientation for 1 st Year Professional Students
8/21/2017	Monday	First Day of Classes for 1 st , 2 nd and 3 rd Year Professional Students
9/4/2017	Monday	Labor Day – Academic Holiday
9/15/2017	Friday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
9/16/2017	Saturday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
9/18/2017	Monday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
9/18/2017	Monday	4 th Year Professional Students begin Rotation Block 4 Ends 10/27/17
10/13/2017	Friday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
10/14/2017	Saturday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
10/16/2017	Monday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
11/10/2017	Friday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
11/11/2017	Saturday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
11/13/2017	Monday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
11/6/2017	Monday	4 th Year Professional Students begin Rotation Block 5 Ends 12/15/17
11/22/2017	Wednesday	Thanksgiving – Academic Holiday
11/23/2017	Thursday	Thanksgiving – Academic Holiday
11/24/2017	Friday	Thanksgiving – Academic Holiday
12/8/2017	Friday	Last Day of Classes for 1 st , 2 nd and 3 rd Year Professional Students
12/11/2017	Monday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
12/12/2017	Tuesday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
12/13/2017	Wednesday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
12/14/2017	Thursday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
12/15/2017	Friday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
12/18/2017	Monday	4 th Year Professional Students begin Rotation Block 6 Ends 1/26/18
1/5/2018	Monday	End of Fall Term



**Doctor of Pharmacy Program
PharmD
2017 to 2018
TENTATIVE 2018 Spring Term**

1/8/2018	Monday	First Day of Classes for 1 st , 2 nd and 3 rd Year Professional Students
1/15/2018	Monday	Martin Luther King, Jr. Birthday – Academic Holiday
1/29/2018	Monday	4 th Year Professional Students begin Rotation Block 7 Ends 3/9/18
2/2/2018	Friday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
2/3/2018	Saturday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
2/5/2018	Monday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
3/2/2018	Friday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
3/3/2018	Saturday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
3/5/2018	Monday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
3/12/2018	Monday	Spring Break - Academic Holiday
3/13/2018	Tuesday	Spring Break - Academic Holiday
3/14/2018	Wednesday	Spring Break - Academic Holiday
3/15/2018	Thursday	Spring Break - Academic Holiday
3/16/2018	Friday	Spring Break - Academic Holiday
3/19/2018	Monday	4 th Year Professional Students begin Rotation Block 8 Ends 4/27/18
4/6/2018	Friday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
4/7/2018	Saturday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
4/9/2018	Monday	Exams for 1 st , 2 nd and 3 rd Year Professional Students
4/27/2018	Friday	Last Day of Classes for 1 st , 2 nd and 3 rd Year Professional Students
4/30/2018	Monday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
5/1/2018	Tuesday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
5/2/2018	Wednesday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
5/3/2018	Thursday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
5/4/2018	Friday	Final Exams for 1 st , 2 nd and 3 rd Year Professional Students
5/4/2018	Friday	Graduation Ceremony for the Class of 2017
5/5/2018	Saturday	Class of 2017 Graduation
5/7/2018	Monday	4 th Year Professional Students begin Rotation Block 1 Ends 6/15/18
5/7/2018	Monday	1 st and 2 nd Year Professional Students begin Rotation Block A Ends 6/1/18
6/11/2018	Monday	1 st and 2 nd Year Professional Students begin Rotation Block B Ends 7/6/18
6/18/2018	Monday	4 th Year Professional Students begin Rotation Block 2 Ends 7/27/18
7/23/2018	Monday	1 st and 2 nd Year Professional Students begin Rotation Block C Ends 8/17/18
8/6/2018	Monday	4 th Year Professional Students begin Rotation Block 3 Ends 9/14/18
8/17/2018	Friday	End of Spring Term

2015-2016 Winter Intersession

- **October 15, 2015** — Thursday — Priority deadline for admission to the Winter Intersession
- **October 26 — November 17, 2015** — Monday through Tuesday — Priority registration for Winter Intersession
- **November 13, 2015** — Friday — Winter Intersession registration for newly-admitted students
- **December 18, 2015** — Friday — Deadline for admission to the Winter Intersession
- **December 18, 2015** — Friday — Last day a student may drop a course or cancel registration with the University Registrar for a full refund of fees
- **December 21, 2015** — Monday — First day of class
- **December 21, 2015** — Monday — Last day to add a class for the 2015-2016 Winter Intersession
- **December 21, 2015** — Monday — Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund
- **December 22, 2015** — Tuesday — Payment deadline of registration fees – if total amount is not paid as indicated on the account statement, a late payment fee of 1.25% of the amount past due will be assessed
- **December 25, 2015 — January 1, 2016** — Friday through Friday — Academic Holidays
- **January 4, 2016** — Tuesday — Last day to officially withdraw from the University or reduce course load and receive a 50 percent refund
- **January 4, 2016** — Tuesday — Last day to drop a course without it appearing on the student's transcript
- **January 4, 2016** — Tuesday — Last day to change a grading option (pass/fail to letter grade or letter grade to pass/fail; credit to audit or audit to credit)
- **January 6, 2016** — Wednesday — Last day to withdraw from the University or reduce course load. Students can withdraw or reduce course load after this date only for urgent non-academic reasons
- **January 12, 2016** — Tuesday — Final Examinations
- **January 12, 2016** — Tuesday — End of 2015-2016 Winter Intersession
- **January 15, 2016** — Friday — Final deadline for submission of grades online in the grading portal is midnight

2017-2018 Winter Intersession-Tentative

- **October 15, 2017** — Sunday — Priority deadline for admission to the Winter Intersession
- **October 30 — November 21, 2017** — Monday through Tuesday — Priority registration for Winter Intersession
- **November 17, 2017** — Friday — Winter Intersession registration for newly-admitted students
- **December 15, 2017** — Friday — Deadline for admission to the Winter Intersession
- **December 15, 2017** — Friday — Last day a student may drop a course or cancel registration with the University Registrar for a full refund of fees
- **December 18, 2017** — Monday — First day of class
- **December 18, 2017** — Monday — Last day to add a class for the 2017-2018 Winter Intersession
- **December 18, 2017** — Monday — Last day to officially withdraw from the University or reduce course load and receive an 80 percent refund
- **December 22, 2017** — Friday — Payment deadline of registration fees – if total amount is not paid as indicated on the account statement, a late payment fee of 1.25% of the amount past due will be assessed
- **December 25, 2017 — January 1, 2018** — Monday through Monday — Academic Holidays
- **January 2, 2018** — Tuesday — Last day to officially withdraw from the University or reduce course load and receive a 50 percent refund
- **January 2, 2018** — Tuesday — Last day to drop a course without it appearing on the student's transcript
- **January 2, 2018** — Tuesday — Last day to change a grading option (pass/fail to letter grade or letter grade to pass/fail; credit to audit or audit to credit)
- **January 3, 2018** — Wednesday — Last day to withdraw from the University or reduce course load. Students can withdraw or reduce course load after this date only for urgent non-academic reasons
- **January 9, 2018** — Tuesday — Final Examinations
- **January 9, 2018** — Tuesday — End of 2017-2018 Winter Intersession
- **January 12, 2018** — Friday — Final deadline for submission of grades online in the grading portal is midnight



UNIVERSITY OF
KENTUCKY[®]
Regulations

Governing Regulation, Part X

Responsible Office: Board of Trustees

Date Effective: ~~DRAFT~~6/14/2013

Supersedes Version: ~~6/11/2013~~
6/14/2011

Governing Regulation, Part X Regulations Affecting Employment

Major Topics

A. [General](#)

1. [Merit as the Basis for Appointment](#)
2. [Employment of Relatives \(Nepotism\)](#)
3. [Intellectual Property](#)
4. [Representation and Attendance at Meetings](#)
5. [Retirement](#)
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B. [Employment of Faculty](#)

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E. [Matters Affecting Faculty and Staff](#)

A. General

1. [Merit as the Basis for Appointment](#)

All appointments shall be made strictly on the basis of merit. An applicant for a position shall not be discriminated against because of economic or social status, race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, Vietnam veteran status, veteran status,

~~uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking, sex, race, ethnic origin, national origin, sexual orientation, color, creed, religion, age, or political belief. Additionally, the University shall not discriminate against any applicant for employment because of Vietnam-era veteran status, disabled veteran status, or physical or mental disability in regard to any position for which the applicant for employment is qualified.~~

2. Employment of Relatives (Nepotism)

- a. Nepotism is generally inconsistent with the University's longstanding policy of making employment decisions based solely on unit needs and individual qualifications, skills, ability, and performance. Nepotism is generally prohibited within the University community. Nepotism means actions by a member of the University community that directly influence, benefit, or detriment the University employment (e.g., hiring, promotion, supervision, evaluation, and determination of salary) of any other University member who is a relative. Relative means a person's father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, daughter-in-law, and step-relatives in the same relationships. Employment includes regular and temporary full- and part-time employment, student employment and work-study, and graduate and other assistant programs.
- b. No member of the Board of Trustees, except those elected to the Board of Trustees as faculty or staff representatives, shall be employed by the University. (KRS 164.131(7)) No relative of a member of the Board of Trustees shall be employed by the University. (KRS 164.225)
- c. No relative of the President or any person reporting directly to the President shall be employed in a position in that person's administrative area, unless approval is granted by the Board of Trustees. Approval by the Board shall only be granted upon a determination that:
 - (1) The employment is in the best interest of the University;
 - (2) The Board has been informed of the selection process and all University regulations and policies regarding hiring and employment qualifications have been followed; and
 - (3) The Board has reviewed and approved a written management plan, including an agreement concerning supervisory and other management arrangements. The management plan shall ensure that employment decisions are made impartially and that neither employee is disadvantaged. The management plan shall ensure that the possibility of nepotism and the appearance of impropriety are eliminated and shall be consistent with *Human Resources Policy and Procedures 19.0, Nepotism*.
- d. In general, no relative of any employee of the University shall be employed in any position in the University over which the related employee exercises supervisory or line authority. In some cases, however, when it is in the best interest of the University, potential conflicts can be managed through prompt disclosure of the relationship and approval by the appropriate senior administrator. Senior administrator means the person reporting directly to the President and having supervisory authority for the area where the conflict or potential conflict exists. Approval by the Senior Administrator shall only be granted upon a determination that:
 - (1) The employment is in the best interest of the University;
 - (2) The Senior Administrator has been informed of the selection process and all University regulations and policies regarding hiring and employment qualifications have been followed; and

(3) The Senior Administrator has reviewed and approved a written management plan, including an agreement concerning supervisory and other management arrangements. The management plan shall ensure that employment decisions are made impartially and that neither employee is disadvantaged. The management plan shall ensure that the possibility of nepotism and the appearance of impropriety are eliminated and shall be consistent with *Human Resources Policy and Procedures 19.0, Nepotism*.

e. The employment of relatives of University employees, as described in this paragraph, whose relationship was not a violation of this section of these *Governing Regulations* prior to its amendment on April 10, 1984, does not constitute a violation of the amended policy provided the relatives are regular employees of the University and remain in the University employment positions which they held on April 10, 1984. However, the transfer of any such employees described in this paragraph (whose employment relationship was not a violation of policy prior to its amendment on April 10, 1984) to any other regular University position shall require approval of the President.

3. Intellectual Property

As a general policy, all intellectual property conceived, first reduced to practice, written, or otherwise produced by faculty members, staff employees, or students of the University using University funds, facilities, or other resources shall be owned and controlled by the University. Any faculty member, staff employee, or student who produces such intellectual property using University funds, facilities, or other resources shall assign personal rights to the property to the University, or its designate, but shall have an interest in and a right to share in any financial returns from the commercialization of the property. Notwithstanding, it is a specific policy of the University that the traditional products of scholarly activity, such as journal articles, textbooks, reviews, monographs, works of art, sculpture, music, and course materials, shall be the unrestricted property of the author. The University shall exert no ownership claim of such works. A Standing Committee on Intellectual Property appointed by the President shall administer the policy and oversee implementation of the procedures, both as detailed in the *Administrative Regulations* on intellectual property (See AR 7:6 and AR 7:7).

4. Representation and Attendance at Meetings

In order that the University may be properly represented at the various gatherings or functions to which it is invited from time to time to participate, the President selects faculty members or staff employees to represent the institution.

In addition, employees are urged to become members and to participate in meetings of international, national, regional, and state and local organizations and associations related to their University employment.

Funds may be available to defray the expenses in whole or in part of those who are authorized to attend meetings by the President or other appropriate administrative officers.

5. Retirement

The University of Kentucky Retirement Plan represents a consolidation of the original Retirement Resolution (April 7, 1964) and its numerous subsequent amendments into a unified statement of University policy and guidelines on retirement of employees. The University of Kentucky Retirement Plan, which has been adopted by the Board of Trustees and may be amended only by that body, is presented in its entirety in the *Administrative Regulations* (See AR 3:1).

6. Social Security

All employees except those in Civil Service are covered by the Old-Age and Survivors Insurance of the

National Social Security Program and are thus eligible for benefits in accordance with the governing legislation. Each eligible employee of the University must, if the employee has not previously done so, secure a Social Security card and supply to the Office of the Treasurer a completed Treasury Form W-4 with the employee's social security number and other information necessary for withholding appropriate contributions.

7. Group Insurance

Regular full-time faculty members and staff employees who are employed by the University are insured under the Basic Life Insurance Program. This insurance may be increased optionally in accordance with and up to the maximum amount contained in the University's contract with the insurer. The premium for the basic insurance is paid by the University, whereas that for the optional increase in insurance is paid by the employee.

In addition, all regular full-time faculty members and staff employees are encouraged to participate in the University's basic health and other insurance programs that also may include coverage for dependents.

8. Workers' Compensation

A University employee sustaining an on-the-job injury to developing a job-related illness is covered by provisions of the Kentucky Workers' Compensation Act.

9. Employee Disability Program

Regular full-time faculty members and staff employees, other than those covered by Civil Service or the Federal Employee Retirement System, are covered by the Long Term Disability Program. Coverage commences after the completion of one (1) year of employment unless the eligible employee, at the time of hire, satisfies the exception condition as outlined in the plan document in which case there is immediate coverage. This program provides income protection through a Long Term Disability Plan. Supplemental Long Term Disability coverage may be offered at the employee's expense.

B. Employment of Faculty

1. Appointment of Faculty

a. Types of Faculty Appointments

Faculty appointments are with educational units and shall be of three basic types: (1) non-tenured appointments; (2) tenured appointments; and (3) post-retirement appointments.

(1) There are two types of non-tenured appointments.

(a) One type of non-tenured appointment is that in which a faculty member is ineligible for tenure as a consequence of having been appointed (1) in the lecturer, research, clinical, adjunct, visiting, or voluntary title series or (2) on a part-time or temporary basis in a title series. An appointment on a temporary basis involves an individual who has assigned duties and responsibilities that shall be completed within one (1) year or less.

(b) A second type of non-tenured appointment is that in which a faculty member is appointed on a full-time, year-to-year basis in the regular, special, extension, or librarian title series. In such an appointment, the faculty member does not have tenure but may be considered for tenure if recommended for such by the appropriate University administrators.

- (2) A tenured appointment is one in which a faculty member is on full-time continuous appointment.

The term "joint appointment" shall apply in any case in which an individual holds two (2) or more intra-University faculty appointments. In such an instance, one of the appointments shall be designated as the primary appointment by the dean of the college if the individual's appointments are associated with educational units in the same college or by the Provost if the appointments are with educational units in different colleges. The constituent appointments relating to a joint appointment may be processed simultaneously or at different times; however, each appointment, reappointment or promotion, shall be processed independently and considered on its own merits. An individual's academic rank, though usually the same, may differ in the constituent appointments. The possibility of tenure applies only to the primary appointment. In case of termination of the non-primary appointment(s) leaving only the primary appointment for a full-time faculty member, the individual's assignment associated with the primary appointment shall become full-time. When an individual under consideration for appointment to an administrative position is also to be considered for a faculty appointment, recommendations of committees on the two respective appointments shall be developed independently on their respective merits, in accordance with the respective established appointment procedures.

- (3) Post-retirement appointments are of two (2) types.

- (a) One type is that in which retired faculty members may be appointed to perform duties for which fee schedules have been established and approved by the Provost.
- (b) A second type of post-retirement appointment may be used in a very limited number of cases, when it is essential to a University program or office or when it is otherwise impossible practicably to fill a position with a fully qualified person. Such a part-time or full-time appointment is restricted to former employees who have elected to retire, requires specific prior approval by the Board of Trustees, and is made for a period not to exceed one (1) year.

More detailed information on the various types of appointments is provided in the *Administrative Regulations* (See AR 2:1 and AR 3:1).

b. Probationary Periods

Probationary periods are applicable to non-tenured appointments of faculty members on a full-time year-to-year basis in the regular, special title, extension, or librarian title series. Such non-tenured appointments may be for one (1) year or for other stated periods, subject to renewal. The total non-tenure period, however, shall not exceed seven (7) years unless one of the following provisions applies: Human Resources Policy and Procedure 88.0 (Family Medical Leave); GR X.B.3(b) (Leave for Duration of an Election or Term of Office); GR X.B.2(d)(v) (Educational Leave); GR X.B.1(c) (Automatic Delay of Probationary Periods); or for other leaves of absence where the University, in granting the leave, and the individual, in accepting it, agree that time spent on the leave of absence shall not count as probationary period service. An individual initially appointed to the rank of full professor may be given non-tenure status for a period not to exceed one (1) year. An individual shall not remain at the rank of instructor in the University for more than three (3) years. If after that period, promotion to a higher rank cannot be justified, the individual's appointment with the University shall not be renewed.

Following appropriate probationary periods not exceeding in duration those described above, all persons of associate professor (or librarian II) or higher rank shall be given tenure or their appointments shall not be renewed; all persons of assistant professor rank (or librarian III) shall be promoted to associate professor (or librarian II) with tenure or their appointments shall not be

renewed. Established appointment, promotion, and review procedures shall be followed in making these decisions.

Probationary periods (or maximum non-tenure periods) are not applicable in cases where faculty members are appointed (1) in the lecturer, research, clinical, adjunct, visiting, or voluntary series of academic ranks and titles, or (2) on a part-time or temporary basis. In all such appointments, faculty members are ineligible for tenure.

c. Delay of Probationary Periods

A probationary regular, special, extension, or librarian title series faculty member who becomes the parent of a child or children by birth, adoption, or guardianship, shall automatically be granted a one-year delay of the probationary period by the dean of the respective college. A faculty member who qualifies for this automatic delay of the probationary period shall submit to his or her department chair a signed and completed Faculty Tenure Delay Form (TDF) and supporting documentation, if required. A faculty member may waive the automatic delay only by completing the waiver section of the TDF. Upon receipt of the TDF, the chair shall prepare and submit to the dean and the Provost a revised Notice of Academic Appointment reflecting the change in probationary dates, along with the completed TDF and supporting documentation.

In addition, a probationary faculty member who assumes significant responsibilities for the care of a relative (see GR X.A.1) or domestic partner may request consideration of a one-year delay of probationary period based on extenuating circumstances. These extenuating circumstances for a delay related to significant care responsibilities must be clearly beyond those experienced by most probationary faculty. Documentation explaining the extenuating circumstance of the care-giving situation shall accompany the request. This request shall be routed through the normal administrative channels and will be considered for approval by the Provost.

This provision is available to all probationary non-tenured faculty upon their official start date and up until the anniversary of their official start date in the year in which their tenure review is scheduled to occur.

Notifications of all delays shall be made by the faculty member to his or her department chair as soon as possible after the qualifying event or circumstances (i.e., birth, adoption, guardianship, or assumption of significant care responsibilities), but in no case later than six (6) months from the time of the qualifying event or circumstances or no later than the last day of the fifth year of the probationary period; whichever comes first.

The delay shall not be granted more than two (2) times within the probationary period of a faculty member. The faculty member shall be reviewed for tenure under the same academic standards as a candidate who has not extended the probationary period and shall not be penalized or adversely affected by the delay of the probationary period. Further, extension years shall not be counted towards sabbatical. A delay of the probationary period in no way limits the right of the University to terminate a probationary appointment prior to the time of the mandatory review for promotion and tenure, should circumstances warrant such action.

d. Appointment Record

The precise terms and conditions, excepting salary, covering each appointment shall be stated in writing on an official appointment record. Notice of reappointment shall be in the possession of the appropriate administrative officers and the appointee at least three (3) months before the renewed appointment begins, when possible, or at the earliest date feasible in view of budget considerations. It shall be the responsibility of the Provost to ensure compliance with this regulation.

e. Notification of Non-Renewal of Appointment: Non-Tenured Appointments

Part-time, visiting, or temporary faculty appointments have explicit one (1) year or less terminal dates that terminate at the expiration of the term without notice.

For those employed year-to-year on a fiscal or academic year basis, notification of non-renewal of appointment at the end of the first year of service shall be given not later than March 1 if the appointment expires at the end of that year or three (3) months in advance if the one-year appointment terminates during the academic year. Notification of non-renewal of appointment at the end of the second year of service shall be given no later than December 15 if the appointment expires at the end of the year or six (6) months in advance if the appointment expires during the year. Notification of non-renewal of appointment after more than two (2) years of service shall be given at least twelve (12) months before expiration of appointment. Non-renewal decisions concerning regular, full-time faculty members shall be reported to the Board of Trustees.

Any related appeal(s) to the Provost concerning procedural matters or privilege and/or to the University Senate Advisory Committee on Privilege and Tenure concerning procedural matters, privilege, or allegations of violation of academic freedom must be initiated in writing by the concerned faculty member within sixty (60) days after being notified in writing by the dean about non-renewal of appointment.

f. Termination of Appointment

(1) Reasons for Termination

Except in cases of financial emergency, the termination of a tenured appointment or the dismissal of a person prior to the expiration of a non-tenured appointment shall be, in accordance with KRS 164.230, only for reasons of incompetence, neglect of or refusal to perform duties, or for immoral conduct.

In a case of termination because of a financial emergency, the faculty member may have the issues reviewed by the University Senate Advisory Committee on Privilege and Tenure with the right of appeal to the President and the Board of Trustees for the University faculty member. The faculty member shall be given notice as soon as possible and never less than twelve (12) months notice. The released faculty member's position shall not be filled by a replacement within a period of two (2) years unless the released faculty member has been offered reappointment and given a reasonable time within which to accept or decline it.

(2) Procedure

Dismissal of a faculty member with tenure or of a non-tenured faculty member before the end of a specified term of appointment shall be preceded by discussions between the faculty member and the appropriate administrative officer or officers looking toward a mutual settlement. In the event of failure to agree upon settlement, the Provost shall be responsible for the preparation of a reasonably detailed statement of charges which shall be furnished to the faculty member and the University Senate Advisory Committee on Privilege and Tenure. The committee shall make an informal investigation for the purpose of attempting to affect a resolution and, in the case of failure, shall recommend to the President whether, in its opinion, dismissal proceedings should be undertaken. Its opinion shall not be binding upon the President.

If the President initiates dismissal proceedings, the concerned individual shall have the right to be heard initially by the University Senate Hearing Panel (Privilege and Tenure).

The faculty member shall be informed in writing by the President regarding specific charges at

least twenty (20) days prior to the hearing. At least seven (7) days prior to the hearing, the faculty member shall answer the charges in writing. The faculty member may waive the hearing. If the faculty member waives the hearing but denies the charges or asserts that the charges do not support a finding of adequate cause, the Hearing Panel shall evaluate all available evidence and base its recommendation upon the evidence in the record.

The Hearing Panel, in consultation with the President and the faculty member, shall exercise its judgment as to whether the hearing shall be public or private. During the proceedings the faculty member shall be permitted to have an academic advisor and a counsel of personal choice. At the request of either party or the Hearing Panel, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer. A full stenographic record of the hearing or hearings shall be taken and made available to the parties concerned. The burden of proof that adequate cause for dismissal shall rest with the institution and shall be satisfied only by clear and convincing evidence in the record considered as a whole. If the faculty member's competence is in question, the testimony should include that of qualified faculty members from this and/or other institutions of higher education.

Upon the conclusion of the hearing, the Hearing Panel shall report to the President that adequate cause for dismissal has or has not been established by the evidence in the record. It may, in addition, recommend that, although adequate cause for dismissal has been established, an academic penalty less than dismissal would be more appropriate, giving supporting reasons for the recommendation. If the President rejects the report, the President shall provide reasons in writing to the Hearing Panel and the faculty member. If the President accepts a report with a decision adverse to the faculty member, the President shall provide an opportunity for response by the faculty member before transmitting the case to the Board of Trustees.

A decision adverse to the faculty member may be made only after an opportunity has been given for an additional hearing before the Board of Trustees as required by KRS 164.230. The Board of Trustees shall either sustain the recommendations of the Hearing Panel and the President or return the proceedings to the President and the committee with specific objections. The Hearing Panel then shall reconsider, taking into account the stated objections and receiving new evidence if necessary. The Board of Trustees shall make the final decision after a study of the Hearing Panel's reconsideration.

(3) Suspension

Until the final decision on termination of an appointment has been reached, the faculty member shall be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to the faculty member or others is threatened by the faculty member's continuance. Before suspending a faculty member, pending an ultimate determination of the individual's status through the hearing procedure, the President shall consult with the University Senate Advisory Committee on Privilege and Tenure. Salary shall be continued during the period of suspension.

g. Academic Freedom of Non-Tenured Faculty

If faculty members on non-tenured appointments or faculty members on post-retirement appointments allege that decisions not to reappoint them were caused by considerations violating academic freedom, or that they were given less advance notice than required in these *Governing Regulations*, they must present their allegations in writing to the University Senate Advisory Committee on Privilege and Tenure within sixty (60) days after being notified in writing by their respective deans of the decisions not to reappoint. Allegations so presented shall be given preliminary consideration by the University Senate Advisory Committee on Privilege and Tenure, which shall attempt to settle the matter by informal methods. The allegations shall be

accompanied by statements that aggrieved faculty members agree to the presentation, for the consideration of the committee, of such reasons and evidence as the University may allege in support of its decisions. If the difficulty is unresolved at this stage and if the committee so recommends, the procedures set forth in *GR X.B(f)* shall be applied, except that the faculty members making the complaints are responsible for stating the grounds upon which they base their allegations and the burden of proof shall rest upon them. If *prima facie* cases are established via these procedures in favor of the faculty members, it becomes incumbent upon the persons who made the decisions not to reappoint, or who provided insufficient notice, to present evidence in support of those decisions.

h. Resignation

Notice of resignation should be given early enough to reduce serious inconvenience to the University. If faculty members desire to terminate existing appointments or to decline renewals in the absence of notices of non-renewal, they shall give written notice of no less than three (3) months if their rank is instructor or assistant professor, and no less than four (4) months if their rank is higher, before the end of their duties during the academic year (exclusive of a summer session) or thirty (30) days after receiving notification of the terms of their appointments for the coming year, whichever date occurs later. However, they may request in writing a waiver of this requirement in cases of hardship or in situations where they would otherwise be denied substantial professional advancement. Resignations of regular, full-time faculty members shall be reported to the Board of Trustees.

(1) Administrative Personnel

Administrative personnel who hold academic rank are subject to the foregoing regulations in their capacity as faculty members. Those administrative personnel (holding academic rank) who allege that considerations violative of academic freedom significantly contributed to decisions to terminate their appointments to administrative posts or not to reappoint them shall be entitled to the same procedures as those for non-tenured faculty who have alleged violation of academic freedom.

(2) Change of Assignment

When it is in the best interests of the institution, and if the professional status of a faculty member is not seriously jeopardized thereby, a change in the duties assigned to an individual may be made without such a change of assignment being regarded as a violation of the individual's tenure rights.

2. Conditions of Employment

a. Terms of Assignment

Academic assignments are made on academic year (nine-month), ten-month, eleven-month, and twelve-month bases.

b. Vacation Leave

All full-time faculty members on a ten-month, eleven-month, or twelve-month assignment basis shall be entitled to twenty-two (22) working days of vacation leave with pay per assignment period. With prior administrative approval, faculty members may take vacation leave at appropriate times during the period in which they are eligible to take such leave; however, each faculty member shall be in actual attendance at least until after Commencement and until all reports have been made, and at least three (3) days prior to the first day of registration for the fall semester, unless for special reason leave is approved. Vacation leave shall be taken in the assignment period in which

it is earned, or the vacation leave shall be forfeited. Exceptions may be granted in accordance with *Administrative Regulations* (See AR 3:6, Section VI.B).

Additional detailed information on faculty vacation leave is provided in the *Administrative Regulations* (See AR 3:6).

c. Professional Practices

(1) General Policies

During their annual assignment period (whether academic year, ten months, eleven months, or twelve months) faculty members are expected to serve the University full-time. It is expected that they will be interested primarily in the work of their particular educational unit, giving their chief effort to the promotion of its needs.

A faculty member shall, under certain conditions, be permitted to engage, as an expert, in professional employment (consulting or professional practice) outside the University for pay. In general, any outside employment demanding more than purely spare-time effort must be substantially justified in terms of the contribution its performance can bring to the faculty member's pursuit of instruction, research, and service. Conditions under which such employment may be undertaken are as follows:

- (a) Such employment shall not interfere with the fundamental responsibility of the faculty member to meet regularly assigned duties and inherent obligations to instruction, research, and service, including being regularly available to students and colleagues, which are normally expected of a full-time faculty member and for which the faculty member receives compensation from the University.
- (b) Such employment requires prior approval in writing by the appropriate University official.
- (c) All proposals to undertake outside employment shall be made in writing to the chairs whose recommendations shall be forwarded to the respective deans and thence, unless specified otherwise in the *Administrative Regulations* (See AR 3:9), to the Provost for final action. Such proposals shall indicate the nature of the work to be performed, the estimated amount of time involved, the duration of the employment, and the scale of compensation. These proposals shall become a matter of record by the Provost who shall transmit quarterly to the President full information about those that have received approval and those that have been denied. The President, in turn, shall report periodically to the Board of Trustees.

Whenever a proposal by a faculty member is disapproved by an official of the University, it is the obligation of that official to provide the faculty member, upon request, with an oral statement of the reasons for the decision.

Requests shall be specific. Approvals shall not be granted for blanket authorizations to consult or to engage in professional practice.

- (d) Such employment shall be governed by time limitations stated in the *Administrative Regulations* (See AR 3:9) and the provisions of Ethical Principles and Code of Conduct (See GR I-D).
- (e) Such employment must avoid creating a conflict of interest. Each faculty member shall be expected to exercise sound judgment in requesting approval of outside employment, keeping in mind with utmost care the matter of conflict of interest.

While it is not possible to anticipate every factual situation which might give rise to a conflict

of interest, such a conflict of interest does arise within the meaning of this regulation when a faculty member represents the legal interests of another party against the University or when a faculty member engages in litigation on behalf of another party against the University. Interpretations as to conflicts of interest in particular factual situations are to be made by the President with the proviso that an adverse decision can be appealed to the Executive Committee of the Board of Trustees.

(f) Service Plans (AR 3:14)

Documents detailing the administration Services Plans approved by the Board of Trustees appear as a part of the *Administrative Regulations* 3:14.

d. Leaves of Absence

(1) Sabbatical Leave

The purpose of sabbatical leave is to provide opportunities for study, research, creative effort, improvement of instructional or public service capabilities and methods, and related travel in order that the quality of each recipient's service to the University may be enhanced.

Faculty members who have full-time tenured appointments in the regular, special title, extension, or librarian series with the rank of assistant professor (or librarian III) or higher, are eligible for sabbatical leaves after six (6) years of continuous service in the rank of instructor (or librarian III) or higher at the University, or for sabbatical leaves under a different option after three (3) years of continuous service. All such sabbatical leaves shall be approved by the President or the President's designee.

After six (6) years of continuous eligible service, a faculty member may apply for one (1) year's sabbatical leave (academic year for appointees on academic year, ten-month, or eleven-month assignments) at one-half salary or six (6) months' sabbatical leave (academic semester for appointees on academic year, ten-month, or eleven-month assignments) at full salary. After three (3) years of continuous eligible service, an appointee may apply for six (6) months' sabbatical leave (academic semester for appointees on academic year, ten-month, or eleven-month assignments) at one-half salary. Normally "continuous service" is interrupted by a sabbatical leave; that is, no service prior to a sabbatical leave may be credited toward eligibility for future sabbatical leave. However, in the event that it becomes necessary for an individual to postpone a sabbatical leave at the request of and/or for the benefit of the University or one of its educational units, the period of postponement shall be counted as part of the six (6) years of service necessary for the individual to again become eligible for sabbatical leave. The request for and/or agreement that the sabbatical leave be postponed shall be made in writing by the dean, and be approved by the Provost. The request or agreement shall specify the period of postponement and the reason for it. In no case shall cumulative sabbatical leave be granted for a single period longer than one (1) full year at full salary.

Sabbatical leave shall not be used as a means of augmenting personal income. A recipient may not accept gainful employment during a sabbatical leave (for an individual on an academic year assignment basis, this does not include the period of May 16 through August 15; for an individual on a ten-month or eleven-month assignment basis, this does not include the period of vacation and the one (1) or two (2) months outside the assignment period each fiscal year; for an individual on a twelve-month assignment basis, this does not include the one-month vacation period) except as follows:

A fellowship, grant-in-aid, or government-sponsored exchange lectureship may be accepted for the period of the leave if acceptance shall promote the purpose of the leave and is approved by the President or the President's designee.

For those on one-year sabbatical leave, additional salary not to exceed one-half of the regular academic salary may be accepted for (1) work performed during the sabbatical leave on research projects administered by the University with funds from government or private grants or contracts when the terms of the grant or contract authorize the usage of such funds, and when the work to be performed is significantly related to the studies planned for the leave; (2) work on a research grant at another university; (3) research work in a government laboratory; or (4) work as a research professor or associate in another university. Any such arrangements pursuant to this paragraph must be approved by the President or the President's designee.

In neither of the above instances shall a recipient's total income attributable to a sabbatical leave project exceed the individual's regular academic salary. Sabbatical leave shall be granted with the understanding that the recipient, following the sabbatical leave, will continue service at the University for at least one (1) academic year.

(2) Temporary Disability Leave

Temporary Disability Leave (TDL) may be granted to faculty members by the Provost. Eligible faculty members who are totally disabled are entitled to six (6) months' TDL with pay. TDL with pay for more than six (6) months requires approval by the Board of Trustees.

(3) Leaves With Pay

Upon the recommendation of the appropriate administrative officers and approval of the Provost, a faculty member may be granted leave of absence with pay for a period not to exceed thirty (30) days for the purpose of permitting an appointee to attend a professional meeting, serve temporarily with an outside agency, serve in the military forces of the United States, or for other good cause. Such leaves of absence with pay for more than thirty (30) days require approval of the Board of Trustees.

(4) Leaves Without Pay

Upon the recommendation of the appropriate administrative officers and approval of the Provost, a member of the faculty may be given a leave of absence without pay. Ordinarily such leave shall not be granted for a period in excess of one year (12 months). However, such leave may be extended on application and approval by the appropriate administrative officers. The best interests of the University shall be a major consideration in granting an extension of any such leave. Leaves of absence without pay are not normally credited toward eligibility for sabbatical leave. However, exception may be made when the leave enhances the value of the individual to the University, e.g., a leave to accept a fellowship or a grant, service for professional organizations, etc. In no case shall the leave of absence without pay be considered as an interruption of continuous service.

(5) Educational Leave

To pursue an advanced degree at the University of Kentucky in accordance with these *Governing Regulations*, Part X.C.6, faculty members may request half-time or more leave, with proportional reduction in salary. If such educational leave for faculty development is recommended by the dean and approved by the Provost, the faculty members shall be entitled to normal faculty benefits and privileges during the period of temporary change in status. Although a period of educational leave shall not be credited toward eligibility for sabbatical leave, it shall not be considered as an interruption of continuous service. Also, for non-tenured faculty members, such a period of educational leave shall not be counted as probationary period service.

(6) Scholarly Fellowship Leave

To accept a scholarly fellowship which allows a faculty member to pursue a program of research, and which the funding agency will not process through the University, faculty members may request leave with partial pay. If such leave is recommended by the dean and approved by the Provost, the faculty member shall be entitled to normal faculty benefits and privileges during the period of temporary change in status. Time spent on scholarly fellowship leave shall apply toward eligibility for sabbatical leave and count as probationary period service unless the University in granting the leave and the individual accepting it agree to the contrary.

(7) Entrepreneurial Leave

The University encourages faculty employees to engage in entrepreneurial activities and strives to support the efforts of faculty who wish to commercialize their discoveries. Therefore, the pursuit of entrepreneurial endeavors is a valid reason for application for a faculty leave of absence.

The request for entrepreneurial leave, submitted by the faculty person to his or her unit administrator, shall be accompanied by a completed and signed "Entrepreneurial Leave" form and all attachments. The period of the leave shall not normally exceed one academic year. However, the leave may be extended for a second and final year by the Provost upon the recommendation of the dean. The Entrepreneurial Leave form enumerates additional terms and conditions of such leaves. The unit administrator shall review the proposal and forward the materials to the dean of the college along with their recommendation. The dean shall forward his or her recommendation to the Provost for approval. Entrepreneurial Leaves shall be reported to the Board of Trustees.

Time spent on entrepreneurial leave shall not apply toward eligibility for sabbatical leave or count as probationary period service unless the University in granting the leave and the individual accepting it agree to the contrary. Time spent on entrepreneurial leave shall not otherwise be considered as an interruption of continuous service.

3. Miscellaneous

a. Faculty Members as Candidates for Degrees

Faculty members having a rank higher than that of instructor may not be considered as candidates for degrees in the discipline in which they are employed and hold academic rank. Faculty members pursuing degrees above the master's degree at the University of Kentucky may not hold more than a half-time work assignment either during the two (2) full-time, consecutive resident semesters preceding the qualifying examination or during the two semesters of full-time dissertation study immediately following the qualifying examination.

b. Faculty Members as Scholars and Citizens

It is the policy of the University to maintain and encourage, within the law, full freedom of inquiry, discourse, instruction, research, service, and publication and to protect members of the faculty against influences, from inside or outside the University, which would restrict them in the exercise of these freedoms in their areas of scholarly interest. Faculty members shall be permitted and encouraged to investigate any theory, challenge any premise, engage in political and social debate, and to express their dissent, without jeopardy to their academic careers, provided their behavior is not in violation of the law and does not interfere with the normal operation of the educational programs of the University.

Like other citizens, faculty members are free to engage in political activities so far as they are able to do so within the law consistent with their obligations as teachers and scholars. When necessary, leaves of absence without pay may be given for the duration of an election campaign or

a term of office, provided that there has been timely application for leave and that the requested leave is limited to a reasonable period of time. The terms of a leave of absence for this purpose shall be set forth in writing. The leave shall not affect unfavorably the tenure status of a faculty member, except that the time spent on such leave from academic duties shall not count as probationary service unless agreed to otherwise.

Elective and appointive part-time services on boards and commissions to which faculty members are prepared to provide exceptional amounts of time shall be governed by policies on professional practice (See GR X.C.3).

C. Employment of Staff Employees

The *Human Resources Policy and Procedures Administrative Regulations* are applicable to staff employees. The *Human Resources Policy and Procedures Administrative Regulations* are promulgated by the President pursuant to delegation of the Board of Trustees.

1. Post-Retirement Employment

- a. A post-retirement appointment may be used in a very limited number of cases, when it is essential to a University program or office or when it is otherwise impossible practicably to fill a position with a fully qualified person. Such a part-time or full-time appointment is restricted to former staff employees who have elected to retire, requires specific prior approval by the Board of Trustees, and is made for a period not to exceed one (1) year.
- b. A retiree may be employed as a temporary employee to perform duties for which fee schedules have been established and approved by the Provost or the Executive Vice President for Finance and Administration.

2. Emeritus Ranks

Emeritus ranks for retired staff employees and the rights of holders of emeritus titles are established by the President after consultation with the Staff Senate Executive Committee.

D. Opportunity for Hearing

In no case shall an appointment of a postdoctoral scholar, postdoctoral fellow, resident, clinical fellow, teaching assistant, or research assistant be terminated before the end of the period of appointment without the individual being provided an opportunity to be heard before the University Senate Advisory Committee on Privilege and Tenure. Such employees who have established a *prima facie* case to the satisfaction of the committee that a consideration violating academic freedom significantly contributed to the individual's termination, shall be given a written statement of reasons by those responsible for the termination and an opportunity to be heard by the University Senate Hearing Panel of the Privilege and Tenure Committee.

E. Matters Affecting Faculty and Staff

The *Human Resources Policy and Procedures Administrative Regulations* on Benefits are applicable to faculty members and staff employees. All other *Human Resources Policy and Procedures Administrative Regulations* are applicable to faculty members to the extent that there are no other applicable policies for faculty members on the subject matter.

References and Related Materials

Kentucky Workers' Compensation Act

KRS 164.230, Removal of professors, officers and employees

GR Part I, The University of Kentucky (Definition)

AR 2:1, Procedures for Faculty Appointment, Reappointment, Promotion, and the Granting of Tenure

AR 3:1, University of Kentucky Retirement Plan

AR 3:6, Faculty Assignment and Vacation Leave Policy

AR 3:9, Consulting and other Overload Employment

AR 3:14, Practice Plans for Health Science Colleges and University Health Services (and College Addenda)

AR 7:6, Intellectual Properties Policy and Procedures

AR 7:7, Intellectual Properties Committee

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For questions, contact: [Office of Legal Counsel](#)



UNIVERSITY OF
KENTUCKY[®]
Regulations

Governing Regulation, Part XIV

Responsible Office: Board of Trustees

Effective: DRAFT **6/11/2013**

Supersedes Version: **6/11/2013 New GR**

Governing Regulation, Part XIV Ethical Principles and Code of Conduct

Major Topics

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- B. [Code of Conduct](#)
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Introduction

The University of Kentucky Ethical Principles and Code of Conduct document the University's expectations of responsibility and integrity by its members.

A. Ethical Principles

Exemplary ethical conduct is critically important in our relationships with colleagues, trustees, students, volunteers, contractors, and the public. This statement reflects the values of the University approved by the Board of Trustees on January 27, 2004 and modified on March 27, 2012.

1. The following core values guide our decisions and behavior:

- Integrity;
- Excellence;
- Mutual respect and human dignity;
- Diversity and inclusion;
- Academic freedom;
- Personal and institutional responsibility and accountability;
- Shared governance;
- A sense of community;
- Work-life sensitivity;
- Civic engagement; and
- Social responsibility.

2. Each member of the University must endeavor to:

- Promote the best interests of the University of Kentucky;
- Foster the Vision, Mission, and Values of the University;
- Preserve the public's respect and confidence in the University of Kentucky;
- Exhibit personal integrity, honesty, and responsibility in all actions;
- Provide an environment of mutual respect, impartiality, and collaboration;
- Maintain confidentiality in all matters deemed confidential;
- Assure independence of judgment free from conflicting interests;
- Ensure that relationships that constitute or could be perceived as conflicts of interest are fully and properly disclosed and University guidelines are followed;
- Comply with the policies and procedures of the University of Kentucky and applicable state and federal laws and regulations; and
- Demonstrate stewardship of University property and resources.

B. Code of Conduct

Those acting on behalf of the University of Kentucky have a duty to conduct themselves in a manner that will maintain the public's trust in the integrity of the University and to act compatibly with their obligation to the University. The Code of Conduct establishes guidelines for professional conduct for University members, including trustees, executive officers, faculty, staff, and other individuals employed by the University, those using University resources or facilities, and volunteers and representatives acting as agents of the University (collectively "University members"). The conduct of students is addressed in the Student Rights and Responsibilities.

The Code of Conduct is intended to determine what conduct is expected and to help individuals to determine behaviors that should be avoided. Employees are strongly urged to consult with their supervisor to review and evaluate specific situations. Violations of this code will be subject to appropriate sanctions. In addition to the Code, University members are subject to all University regulations, policies, and state and federal law. As applicable, University members shall comply with:

- Federal laws, regulations, and policies;
- Kentucky Revised Statutes (KRS) and Kentucky Administrative Regulations (KAR);
- University and unit-level policies and procedures including, but not limited to, the *Governing Regulations (GR)*, *Administrative Regulations (AR)*, *Human Resources Policy and Procedure Manual (HRP&P)*, the *Business Procedures Manual (BPM)*, and *University Senate Rules*;
- Contract, grant, and donor stipulations;
- Accreditation requirements; and
- Generally accepted accounting principles.

While this Code of Conduct provides expectations and interpretation, additional guidance is found in other official University policy documents, such as the *Governing Regulations*, *Administrative Regulations*, *Human Resources Policies and Procedures*, *University Senate Rules*, and *Business Procedures Manual*.

1. Nondiscrimination Policy

The University of Kentucky complies with the federal and state constitutions, and all applicable federal and state laws, regarding nondiscrimination. The University provides equal opportunities for all qualified persons in educational programs and activities, admission, financial aid, and employment, without regard for economic or social status, and does not discriminate on the basis of race, color, national origin, ethnic origin, religion, creed, age, disability, Vietnam veteran status, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking.

~~Equal opportunities shall be provided for all persons throughout the University in recruitment, appointment, promotion, payment, training, and other employment and education practices without regard for economic or social status, race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, marital status, or age. The University does not discriminate on the basis of uniform service, veteran status, or physical or mental disability when an individual otherwise meets the minimum qualifications for application or participation.~~

All University members are expected to comply with the institution's nondiscrimination policy. The President is responsible for the development of an affirmative action plan by which full implementation of this policy shall be effected in the University. (See AR 6:1 and HRP&P 2.0.)

2. Confidentiality of Information

University members are entrusted with personal and institutional information that should be treated with confidentiality and used only for conducting University business. Respect for individual and institutional privacy requires the exercise of care and judgment. Unless required or permitted by law or University regulations, personal and official information provided by and about faculty, staff and students must not be given to third parties without the consent of the individuals concerned. When doubt exists regarding the confidentiality of information, University members should presume information is confidential until determined otherwise.

3. Use of the University's Name

University members have a public association with the University, but are also private citizens, thus

care must be taken to appropriately differentiate between the two roles. University members may not use or allow the use of the name of the University or identify themselves as employees of the University of Kentucky in the public promotion or advertising of commercial products without prior written approval. Individuals writing or speaking publicly in a professional or expert capacity may identify themselves by their relationship with the University, but if so identified then in all instances where the individual might give even the appearance of speaking on behalf of the University, care must be taken to emphasize that any views expressed are their own and are not representative of the University of Kentucky. University members are encouraged to contribute to public debate as citizens. In instances where University members comment publicly as part of their official University duties, they should do so using University stationery and e-mail accounts; when commenting as citizens, University members must use personal stationery and personal e-mail accounts.

4. Civic Responsibility of the Individual

In their roles as citizens, staff employees and faculty members have the same freedoms as other citizens, without institutional censorship or discipline, although they should be mindful that accuracy, forthrightness, and dignity befit their association with the University. When staff employees or faculty members speak or write as citizens, they should indicate that they are not speaking for the University.

5. Discrimination and Harassment

To foster an environment of respect for the dignity and worth of all members of the University community, the University is committed to maintain a work-learning environment free of prohibited discrimination and harassment, which includes sexual and other forms of harassment. The policy of the University of Kentucky, approved by the Board of Trustees, prohibits discrimination and harassment of or by students, faculty, and staff and assures that complaints of discrimination and harassment shall be treated and investigated with full regard for the University's due process requirements. In addition, allegations of discrimination and harassment by customers, visitors, contractors and employees of contractors will be investigated, and appropriate action shall be taken. The University policy and procedures on discrimination and harassment can be found in AR 6:1.

6. Personal Relationships

The quality of decisions may be affected when those making decisions have personal relationships with those who are the subjects and possible beneficiaries of these decisions. The critical concern is that personal relationships, whether positive or negative, should not inappropriately or unfairly affect decisions. Conflicts of interest may arise when people are involved in making decisions affecting any members of their families, relatives, or those with whom they have or have had intimate relationships. Decisions affecting present or former business partners should also be avoided. Individuals with personal relationships should excuse themselves from such decision-making. In many cases, potential conflicts can be managed by candid but discreet disclosure of those relationships.

The University strongly urges those individuals in positions of authority not to engage in conduct of an amorous or sexual nature with a person they are, or are likely in the future to be, in a position of evaluating. The existence of a power differential may restrict the less powerful individual's freedom to participate willingly in the relationship. If one of the parties in an apparently welcomed amorous or sexual relationship has the responsibility for evaluating the performance of the other person, the relationship must be reported to the dean, department chair or supervisor so that suitable arrangements can be made for an objective evaluation of the student or employee. (See AR 6:1)

7. Employment of Relatives (Nepotism)

This nepotism policy reflects the realities of today's multi-professional, dual-career families in a manner that addresses nepotism concerns but does not inhibit the ability of the University to

hire the best qualified individuals. Nepotism is generally inconsistent with the University's longstanding policy of making employment decisions based solely on unit needs and individual qualifications, skills, ability, and performance.

Nepotism is generally prohibited within the University community. Nepotism means actions by a member of the University community that shall directly influence, benefit, or cause detriment to the University employment (e.g., hiring, promotion, supervision, evaluation, and determination of salary) of any other member who is a relative. Relative means a person's father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, daughter-in-law, and step-relatives in the same relationships.

The employment of relatives within the University is not precluded, as long as the employment is in compliance with all University policies regarding employment qualifications, performance, promotion, and management of situations where nepotism, or the appearance of nepotism, is possible. See *Governing Regulation X, Regulations Affecting Employment, and Human Resources Policy and Procedure 19.0, Nepotism*, for additional University policies and procedures related to nepotism and the appropriate management of situations involving the employment of relatives within the University.

8. Intellectual Property

University members should be responsible stewards of University resources. All intellectual property conceived, first reduced to practice, written, or otherwise produced by faculty, staff, or students of the University of Kentucky using University funds, facilities, or other resources shall be owned and controlled by the University. Any member of the faculty or staff of the University who produces such intellectual property using University funds, facilities, or other resources shall assign personal rights to the property to the University, or its designate. The traditional products of scholarly activity which have customarily been considered the unrestricted property of the originator, such as journal articles, textbooks, reviews and monographs, and which have been created without involving a material use of University resources, shall be the unrestricted property of the author. (See AR 7:6)

9. Conflict of Commitment

Decisions and the judgment upon which the decisions are based must be independent from conflicting interests and must hold the best interest of the University of Kentucky foremost. Conflicts of commitment relate to an individual's distribution of effort between University appointment and outside activities. The University of Kentucky permits external employment or self-employment in an employee's profession or specialty (with the exception of employees participating in a practice plan) where there is not a conflict of interest or commitment. Faculty and professional administrative employees are expected to devote their primary professional loyalty, time, and energy to University of Kentucky teaching, research and service endeavors; activities outside the University must be conducted without detracting from these primary commitments. A conflict of commitment generally occurs when the pursuit of outside activities interferes with obligations to students, to colleagues and to the missions of the University. These conflicts may become apparent in regular performance reviews, in connection with annual salary decisions and scheduled reviews incident to promotion, reappointment or tenure decisions and shall be addressed by the appropriate department head. The University policy and procedures on outside consulting can be found in AR 3:9.

A staff employee may be employed outside the University when the employment does not constitute a conflict with University interests and when the hours of outside employment do not coincide or conflict with hours of scheduled work or affect the employee's ability to perform satisfactorily. A staff employee may also perform outside employment while on vacation, holiday, or special leave as long as the outside employment does not constitute a conflict of interest. Adherence with this policy is the

responsibility of the staff employee who seeks outside employment; however, it is recommended the employee advise his or her department head of the outside employment.

10. Conflict of Interest

The public's respect and confidence in the University of Kentucky must be preserved. Confidence in the University of Kentucky is put at risk when the conduct of University members does, or may reasonably appear to, involve a conflict between private interests and obligations to the University. All University members shall avoid conduct that might in any way lead members of the general public to conclude that he or she is using an official position to further professional or private interests or the interests of any members of his or her family. In conducting or participating in any transaction, full disclosure of any real or perceived conflict with personal interests and removal from further participation in such matters is required.

AR 7:2, Research Conflict of Interest and Financial Disclosure Policy, sets forth specific relationships and activities that pose a potential conflict of interest for faculty, staff, and students involved in research and related activities. The University recognizes that actual or potential conflicts of interest may occur in the normal conduct of research and other activities. A conflict of interest can also arise if an employee's professional judgment is or may appear to be influenced by personal interests. It is essential that potential conflicts be disclosed and reviewed by the University. After disclosure, the University can make an informed judgment about a particular activity and require appropriate oversight, limitations, or prohibitions in accord with this policy. It is important to remember that each relationship is different, and many factors often will need to be considered to determine whether a conflict of interest exists.

11. Auditing Services

To effectively discharge their fiduciary and administrative responsibilities, the University's administration and the Board of Trustees are assisted by internal and external (independent) auditing services. These services provide independent, objective assurances and consulting services with respect to evaluating risk management, control, and governance processes. It is a violation of University policy to mislead or give false information to or intentionally omit material facts from internal or external (independent) auditor(s).

12. University Property and Resources

University members shall be responsible stewards of University property and resources. University members are entrusted with protecting the property, equipment, and other assets of the University and exercising responsible, ethical behavior when using the University's resources. University assets are intended for University activities. Limited personal use of fixed University resources, such as computers and telephones, which does not result in a charge to the University is permitted as long as the use does not interfere with assigned job duties.

University property and resources shall not be used for personal business or commercial activities. However, in some instances, when the goals of the individual and the University coincide, a University member may use University equipment outside of the realm of his or her professional duties. Any such use must have the prior, written approval from the dean or appropriate administrator where the resources are located, and must provide that the University will be reimbursed for the full cost of the use of the property and resources. Such use must not interfere with the University of Kentucky's uses, and must occur outside of the University member's regular employment assignment. The Office of Legal Counsel may assist with an appropriate agreement.

13. Fiscal Responsibility

The University is committed to responsible stewardship. The Board of Trustees, President, executive officers, administrators, deans, department chairs, directors, principal investigators, and all others functioning as area or unit heads are responsible for setting a tone of accountability and high ethical standards in financial matters. All employees are expected to comply with the requirements outlined in:

- GR Part I, The University of Kentucky (Definition);
- UK Ethical Principles and Code of Conduct;
- A01-005, UK HealthCare Code of Ethics;
- AR 3:9, External Consulting, Other Outside Employment and Internal Overload Activity;
- AR 7:2, Research Conflict of Interest and Financial Disclosure Policy; and
- AR 7:9, Institutional Conflicts of Interest Involving Research

All organizational units (e.g., administrative area, college, department, division, center, or office) are expected to maintain a strong internal control environment for the University as defined in the *Business Procedures Manual*. (See BPM E-1-3, Fiscal Roles and Responsibilities, and E-1-4, Internal Control.)

Each organizational unit head is accountable for the sound financial management of the unit and retains this fiscal responsibility if authority for transactional processing, record keeping, approving and monitoring is delegated to others.

14. Financial Advantage

Members of the University community shall exhibit personal integrity, honesty and responsibility in all actions. Official position or office shall not be used to obtain financial gain or benefits for oneself or members of one's family or business associates. Any action that creates the appearance of impropriety should be avoided. Except as specifically approved by the Board, purchases and contracts shall not be made with an employee of the University for any item of supply, equipment, or service, nor may an employee have any interest, directly or indirectly, in any purchase made by the University. (See BPM B.2.C, KRS 164.131, and KRS 164.367.) An indirect interest may be defined as a real or perceived use of a university position or office with respect to a purchase or contract, leading to financial or other benefits to the individual or a member of his or her family. An indirect interest includes situations where a business owned or controlled by a family member does business with the University area where the employee is assigned.

An employee seeking approval under this section shall first make an application to the University Ethics Committee by submitting in writing a full disclosure of all aspects of his or her relationship with the contracting company or business. The Ethics Committee shall make a recommendation to the President, who shall forward to the Board the Committee's recommendation together with his or her recommendation. In recommending approval of a contractual relationship, the Committee shall determine that:

- a. the contractual relationship is in the best interest of the University;
- b. the employee has taken whatever actions are necessary to avoid any conflict of interest or any appearance of a conflict of interest;
- c. if the conflict is subject to the provision of KRS Chapter 45A, the employee's contract shall be the lowest price bid or otherwise provides the best value to the University;
- d. the employee's interest in the contract does not present a conflict with the employee performing his or her job; and,
- e. the nature of the contract and the nature of the employee's interest in the contract or business shall

be fully disclosed to the University community by as broad communications as feasibly possible.

Action taken by the Board shall be in open session, by affirmative vote. The action item shall fully disclose the nature of the conflict, and the reasons for the action.

15. Compliance Responsibilities

a. University

The University is committed to sustaining a culture of ethical behavior, trust, and compliance. This culture is one in which individuals are comfortable raising concerns when a good faith belief exists that the actions of a University member or unit are not consistent with laws, regulations, policies, or standards. The University shall ensure that appropriate actions are taken to resolve non-compliance and persons making good-faith reports of non-compliance shall not be subjected to retaliation.

b. University Members

University members shall take appropriate measures to prevent, detect, and report compliance violations or suspected violations. University members shall, acting in good faith, report suspected compliance violations through the standard chain of command, through one's supervisor, or, if not appropriate because of that individual's potential involvement, to a higher level of management, to Human Resources, to a compliance officer or to the University Ethics Committee. (See AR 1:7) It is the responsibility of all University members to know and abide by rules, laws, regulations, contracts and University policies and procedures that are applicable to the work or activity undertaken, including, but not limited to the following:

- Federal laws, regulations, and policies;
- Kentucky Revised Statutes (KRS) and Kentucky Administrative Regulations (KAR);
- University and unit-level policies and procedures including, but not limited to the *Governing Regulations (GR)*, *Administrative Regulations (AR)*, *Human Resources Policy and Procedures (HRP&P)*, *Business Procedures Manual (BPM)*, and *Rules of the University Senate*;
- Contract, grant, and donor stipulations; and
- Accreditation requirements.

16. Compliance (Whistle Blower) Protection

It is a violation of University policy to retaliate against an individual because she or he has made, in good faith, a disclosure of noncompliance or has participated in an investigation, proceeding or hearing involving noncompliance of any of the above.

17. Truth, Honesty, and Integrity

a. University members, with no exceptions, shall:

- Act with high ethical and professional standards of conduct;
- Be honest in performing their duties;
- Propose, conduct, and report research and transmit research findings with integrity and honesty;
- Protect people and humanely treat animals involved in research and teaching;
- Protect the intellectual property rights of individuals, the University, and third parties; and
- Respect the intellectual property rights of others.

b. University members, with no exceptions, shall not:

- Fabricate information;
- Change or knowingly omit information to misrepresent events, circumstances, results or outcomes in official University records or documents; or
- Take credit for another's work or work product without appropriate permission.

18. Acceptance of Gifts or Benefits

University members' decisions and actions shall be based on the best interest of the University. No member shall accept any type of reward, monetary or non-monetary, if there is an explicit or implicit assumption that influence has been exchanged for the favor.

When no favor is asked for or gained, gifts of nominal value or moderate acts of hospitality, such as meals, in relation to one's position or activities with the University may be accepted. The following limits shall be observed:

- a. Gifts or acts of hospitality valued up to \$50 annually from any one source need not be reported.
- b. Gifts or acts of hospitality valued between \$50 to \$200 should be reported to the supervisor prior to acceptance.
- c. Acts of hospitality above \$200 must be specifically justified and reported through the chain of command. Written approval for acceptance must be provided by the Provost or executive vice president, in advance.
- d. Individuals may not accept gifts valued above \$200. However, these gifts or benefits shall be directed to the Executive Vice President for Finance and Administration, where they can be acknowledged and accepted on behalf of the University.

UK HealthCare employees shall also abide by more stringent rules outlined in the Code of Conduct Addendum. (See HealthCare Policy A01-005, UK HealthCare Code of Ethics.)

19. Clarifications and Reporting Violations

Like all policies, this policy could not possibly cover all possible situations. When any doubt about the propriety of an action exists, the University's policy requires a full and frank disclosure to an appropriate individual with sufficient authority to address the matter. For interpretation, counsel or advice regarding this policy, contact the Office of Legal Counsel.

University members are expected to report violations of this policy to an appropriate individual. The University will not tolerate any retaliation against a University member who makes a good faith report of a violation.

References and Related Materials

KRS 45A, Kentucky Model Procurement Code

KRS 118.015(1), Definitions

KRS 164.160, Trustees - power to receive and administer revenue and property

KRS 164.200, Regulations for university - Physical training and discipline of students

KRS 164.367, Governing board may permit its employees to have an interest in a contract between the institution and a business -- Regulations to be forwarded to the Legislative Research Commission

GR Part X, Regulations Affecting Employment
AR 3:9, Faculty Consulting and Other Overload Employment
AR 6:1, Policy on Discrimination and Harrassment
AR 7:2, Research Conflict of Interest and Financial Disclosure Policy
AR 7:6, Intellectual Property Disposition
AR 7:9, Institutional Conflicts of Interest Involving Research
A01-005, UK HealthCare Code of Ethics
HRP&P 2.0, Equal Opportunity, Discrimination, and Harassment
BPM B.2.C, General Purchasing and Contracting Authority
BPM E-1-3, Fiscal Roles and Responsibilities
BPM E-1-4, Internal Control

Revision History

The Content of this GR was formerly part of GR, Part I: 6/14/2005, 10/10/2006, 1/23/2007, 9/11/2007, 4/22/2008, 3/27/2012

GR XIV: 6/11/2013

For questions, contact: [Office of Legal Counsel](#)

LMS Review & Recommendations

#seeCanvas

see blue.
in everything we do.

Recommendation

- The Committee recommends seeking a new LMS and endorses the selection of Canvas. Assumptions:
 1. UK Core assessments function well without interruption
 2. Plagiarism detection included in new system
 3. Transition support services and student implementation services based on existing successful models
 4. Transition timeline published and to include parallel systems during a transition



Questions

- Visit <http://www.uky.edu/lmsreview/> for more information, including video demonstrations.
- Visit FAQ page to see others' questions.
- Scroll down on the FAQ page and click “Ask a Question” to submit your own question.

