

## Brothers, Sheila C

---

**From:** McMahan, Adrienne  
**Sent:** Thursday, March 29, 2007 12:31 PM  
**To:** Brothers, Sheila C  
**Cc:** Bachas, Leonidas; Blackwell, Jeannine; Witt, Don; Hanson, Roxie  
**Subject:** Amending the proposal

Dear Sheila,

The College would like to amend our proposal so that it applies to only undergraduate students. Graduate School Dean Blackwell has approved of this change and Assistant Provost Witt has said it would work within the Registrar's Office.

I have highlighted in red the language that needs to be changed. Please let me know if there is anything else I need to do.

Adrienne

Proposal I: Degree Application Deadline **for Undergraduate students only.**

### **Current Senate Rule ~~Proposed Deletions~~ Proposed Additions**

**5.4.1.1 Undergraduate Application for Degrees** To be eligible for **an undergraduate** degree, a student must file an application with the dean of the college from which the **undergraduate** degree is to be awarded ~~within thirty (30) days after the beginning of the semester or fifteen (15) days in the Summer Session in which the student expects to complete his/her work.~~ **by November 30 for graduation the following May, by April 30 for graduation the following August, and by June 30 for graduation the following December. These proposed deadlines do not apply to graduate student degrees.**

*Recommended Change:*

**Implement the following as fixed, University-wide deadlines for filing **an undergraduate degree** application:**

**November 30 – Last day to file an **undergraduate** application for May graduation**

**April 30 – Last day to file an **undergraduate** application for August graduation**

**June 30 – Last day to file an **undergraduate** application for December graduation**

*Rationale:*

The College of Arts and Sciences recommends that the following deadlines for filing **an undergraduate** degree application be implemented on a permanent basis: November 30 for a May graduation; April 30 for an August graduation and June 30 for a December graduation. These deadlines should remain fixed, even if they fall on a weekend or holiday.

Currently **undergraduate** degree application deadlines vary annually and normally fall during the semester in which students intend to graduate (*e.g.*, for AY07 the deadlines are September 21, 2006 for a December degree; February 8, 2007 for a May degree; and June 22, 2007 for an August degree). Under this system, the varying deadlines create confusion among faculty, advisors, staff and students. Such confusion leads to greater numbers of late applications. By implementing a “fixed” **undergraduate** application deadline the confusion is lessened, as are the annual printing costs for flyers, postcards, posters, etc.

More importantly, by moving the deadlines **for undergraduate students** to the semester prior to graduation (versus the current practice of filing during the semester of graduation) staff will be able to finalize term applicant lists prior to the opening of students' last semester, which will allow **undergraduate** students to adjust their final semester schedules if appropriate adjustments are deemed necessary. Currently, final term application lists are not available until the middle of students' final semester. Students who need to make adjustments are forced to postpone their graduation until the following semester. Changing to a fixed deadline system in the semester prior to graduation will be beneficial to these **undergraduate** students.

Finally, such a change will grant departmental and college staff additional time to prepare commencement awards and programs.

## University of Kentucky Senate Admissions and Academic Standards Committee

From: Senate Admissions and Academic Standards Committee (Joe Sottile (Chair), Kenneth Calvert, Raphael Finkel, Larry Gottlob, Lee Ann Jung, Peggy Piascik, Glenn Telling)

To: Sheila Brothers, Office of the Senate Council

Date: October 22, 2007

The following proposals have been reviewed by the University Senate Admissions and Academic Standards Committee.

### College of Arts and Sciences

#### **Proposal 1: Degree Application Deadline for Undergraduate Students**

Approved with no modifications

#### **Proposal 2: Automate the Repeat Option**

Approved with no modifications

#### **Proposal 3: Course Withdrawal Deadline**

This proposal contains information that contradicts the rationale. The rationale suggests changing the withdrawal deadline from the 9<sup>th</sup> week (i.e., four days after midterm) to the end of the 10<sup>th</sup> week. The proposal recommends a withdrawal deadline at the end of the 11<sup>th</sup> week; therefore, the rationale should be modified to avoid confusion, if possible.

Note: this proposal would change the withdrawal date to the end of the 11<sup>th</sup> week for all University of Kentucky students, including the first-time, full-time students, who now have a later withdrawal date than other students.

Approved with no modifications



**The Graduate School**  
*Ezra Gillis Bldg*  
*Lexington KY 40506-0033*  
*Fax: (859) 323-1928*  
*[www.research.uky.edu/gs/](http://www.research.uky.edu/gs/)*

TO: Kaveh Tagavi, Chair  
Senate Council

FROM: Jeannine Blackwell, Dean  
The Graduate School

RE: Policy Change Proposal: application for degree deadline

Graduate Council considered the proposal from the College of Arts and Sciences to change the deadline for application for a degree to the previous semester. Graduate Council voted to recommend against this proposal.

Rationale: Council thinks there are two issues: forcing early planning on students, and making firm, recurring dates on which the application for degree is due. We do not recommend the first, but do understand and support the latter.

While Council understands the need for advisors to give early warning to students about uncompleted requirements, and to give students a full semester to enroll and finish up all coursework before anticipated graduation, we think this solution creates more problems than it solves. Many master's and doctoral students are not certain that early if they can finish the thesis. We already have a problem with the timely submission of the application cards and gathering of necessary signatures. We spend much time entering late submissions, answering pleas for inclusion, and forcing people to graduate a whole semester late. We think that the College of Arts and Sciences can require the submission of its own documents (such as the plan sheet) to force students to plan at least one semester ahead.

The Dean of the Graduate School would support the idea of setting firm dates for the submission of the cards. Such as: September 20, February 20, and June 20.

## UNIVERSITY SENATE ROUTING LOG

**Proposal Title:** University degree application deadline;  
<http://www.as.uky.edu/Admin/faculty/viewdocs/University%20Senate/>

**Name/email/phone for proposal contact:**  
 Adrienne McMahan, Asst. Dean of Student Affairs, College of A&S, 257-8712 [mcmahan@email.uky.edu](mailto:mcmahan@email.uky.edu);  
 Steve Hoch, Dean, College of A&S, 257-8354, [Steven-Hoch@uky.edu](mailto:Steven-Hoch@uky.edu)

**Instruction:** To facilitate the processing of this proposal please identify the groups or individuals reviewing the proposal, identify a contact person for each entry, provide the consequences of the review (specifically, approval, rejection, no decision and vote outcome, if any) and please attach a copy of any report or memorandum developed with comments on this proposal.

Reviewed by: (Chairs, Directors, Faculty Groups, Faculty Councils, Committees, etc)	Contact person Name (phone/email)	Consequences of Review:	Date of Proposal Review	Review Summary Attached? (yes or no)
A&S Advising Center	Adrienne McMahan 7-8712 <a href="mailto:mcmahan@email.uky.edu">mcmahan@email.uky.edu</a>	approved	10/17/06	no
A&S Educational Policy Committee (EPC)	Steve Voss, Chair, EPC 7-4313 <a href="mailto:dsvoss@uky.edu">dsvoss@uky.edu</a>	approved	10/31/06	yes
HCEE	Heidi Anderson	Approved	5/15/07	

OFFICE OF THE  
SENATE COUNCIL

FEB 20 2007

RECEIVED

Minutes of the Arts & Sciences Educational Policy Committee  
<http://www.as.uky.edu/Admin/Faculty/educationpolicycommittee.aspx>

The Educational Policy Committee convened at 12:30 p.m. on Tuesday, Oct. 31, 2006 in 245 Patterson Office Tower with chair, Steve Voss, presiding.

Members present:

Humanities: David Bradshaw, David Olster, Doug Slaymaker  
Mathematical and Natural Sciences: Phil Bonner, Paul Howell, Zhongwei Shen  
Social and Behavioral Sciences: Jonathan Golding, Jim Hougland, Steve Voss  
Student Representative: Nicolas Badre  
Ex-officio: Steve Hoch, Leonidas Bachas  
Guests: Ted Fiedler, Anna Rueda, Kirsten Turner, Cindy Iten

4) A&S proposals to the EPC were considered and approved. The EPC asked that the "Current Policy" and "Proposed Policy" with alternate language be provided in all three proposals.

a) Phil Bonner moved to approve the proposal to change the University degree application deadline. Paul Howell seconded. The motion carried unanimously.

b) David Bradshaw moved to approve the proposal to automate the repeat option with the language stating how the new rule will read. Jonathan Golding seconded. The motion carried unanimously.

c) Jonathan Golding requested that the actions taken and results of student intervention from mid-term grade reporting be provided to the Education Policy Committee.

Jonathan Golding moved to amend the proposal to change the withdrawal deadline from the 9<sup>th</sup> week of the semester to the 11<sup>th</sup> week. Nicolas Badre seconded. The motion carried unanimously.

Doug Slaymaker moved to approve the proposal as amended. Nicolas Badre seconded. The motion carried unanimously.

Proposal I: Degree Application Deadline

**Current Senate Rule** ~~**Proposed Deletions**~~ **Proposed Additions**

**5.4.1.1 Application for Degrees** To be eligible for a degree, a student must file an application with the dean of the college from which the degree is to be awarded ~~within thirty (30) days after the beginning of the semester or fifteen (15) days in the Summer Session in which the student expects to complete his/her work.~~ **by November 30 for graduation the following May, by April 30 for graduation the following August, and by June 30 for graduation the following December.**

*Recommended Change:*

**Implement the following as fixed, University-wide deadlines for filing a degree application:**

**November 30 – Last day to file an application for May graduation**

**April 30 – Last day to file an application for August graduation**

**June 30 – Last day to file an application for December graduation**

*Rationale:*

The College of Arts and Sciences recommends that the following deadlines for filing a degree application be implemented on a permanent basis: November 30 for a May graduation; April 30 for an August graduation and June 30 for a December graduation. These deadlines should remain fixed, even if they fall on a weekend or holiday.

Currently degree application deadlines vary annually and normally fall during the semester in which students intend to graduate (*e.g.*, for AY07 the deadlines are September 21, 2006 for a December degree; February 8, 2007 for a May degree; and June 22, 2007 for an August degree). Under this system, the varying deadlines create confusion among faculty, advisors, staff and students. Such confusion leads to greater numbers of late applications. By implementing a “fixed” application deadline the confusion is lessened, as are the annual printing costs for flyers, postcards, posters, etc.

More importantly, by moving the deadlines to the semester prior to graduation (versus the current practice of filing during the semester of graduation) staff will be able to finalize term applicant lists prior to the opening of students’ last semester, which will allow students to adjust their final semester schedules if appropriate adjustments are deemed necessary. Currently, final term application lists are not available until the middle of students’ final semester. Students who need to make adjustments are forced to postpone their graduation until the following semester. Changing to a fixed deadline system in the semester prior to graduation will be beneficial to these students.

Finally, such a change will grant departmental and college staff additional time to prepare commencement awards and programs.