

5.4.1.1 Application for Degrees [US: 3/17/08; US: 12/9/2013]

A. Undergraduate 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 for degrees by November 30 for degrees to be awarded the following May; by February 28 for degrees to be awarded the following August; and by June 30 for degrees to be awarded the following December.

B. Graduate Degrees

To be eligible for a graduate degree, a student must file an application to graduate with the Graduate School by February 20 for degrees to be awarded the following May; by April 15 for degrees to be awarded the following August (and posted to transcript at the end of Summer Session II in August); by June 20 for degrees to be awarded as August degrees (and posted to transcript in September); and by September 20 for degrees to be awarded the following December.

C. Professional Degrees

Application deadlines for professional degrees will be identified by the respective College Faculty, in accordance with external accreditation requirements (SR 1.2.1.A), and submitted to the Registrar for inclusion in the University Academic Calendar to be approved by the University Senate.

D. Late Addition to Degree List [US: 11/11/2013]

1. **Approval of Late Addition to Degree List.** The elected Faculty Senators approve the candidates for academic degrees to be submitted to the Board of Trustees (GR II.E.2.b.4; GR IV.A). Effective processing of applications for degrees requires responsible compliance with the calendar deadlines established by the University Senate and that these deadlines be clearly communicated to all students. A student who has not submitted by the respective deadline an application to graduate in December, May or August will not be included on the degree list approved by the elected Faculty Senators for submission to the Board of Trustees, except as provided below.

In each case below, the elected faculty representatives on the Senate Council (SC) will make the final decision on whether to grant the petition to add the student to the degree list and, if necessary due to time limitations, act for the University Senate to approve the degree list itself (SR 1.3.1.2). If a decision is necessary on a petition concerning a degree list (i) for which the SC will not meet again prior to Senate action or (ii) that has already been approved by the University Senate (or by SC on the Senate's behalf) and the SC will not meet again prior to the scheduled Board of Trustees action on the list, then the SC Chair can decide whether the petition will be granted and if favorable add the student to the degree list that will then be acted upon.

2. **Omission Due to Administrative Error.** In cases where failure to be on the degree list is due to administrative error, the petitioning student will be added to the degree list. Petitions for late addition to a degree list must be submitted to the Senate Council Office

Senate Council
August 20, 2018

and must include documentation from the office of the dean of the college clearly stating the nature and circumstances of the administrative error.

3. Demonstration of Extraordinary Hardship. In cases where failure to be included on the degree list is not due to administrative error, a hardship petition may be submitted to the Senate Council Office. A hardship petition must include the information below and must be submitted as a complete packet through the office of the dean with the approval of the academic director of the degree program. Petition packets that do not include all information specified below will be denied. Submission of a complete hardship petition does not guarantee that the request for exception will be granted. The hardship petition must be submitted to the Senate Council by the Dean's Office no later than four business days prior to the scheduled date of action of the Board of Trustees on the degree list in question. (For the schedule of meetings of the Board of Trustees, visit the Board of Trustees website at <http://www.uky.edu/Trustees/>.)

- (a) A one-page, signed statement from the student specifying the exact nature of the extraordinary hardship that will occur due to failure to be included on the degree list in question;
- (b) Documentation, including contact information, for verification of the facts presented in (1) above;
- (c) Letter of support from the academic director of the degree program, co-signed by the dean that includes the student's name, UKID, major and degree.
- (d) A description from the student describing the circumstances that prevented the student from applying prior to the established deadline. (Failure to be aware of the deadline is not an acceptable excuse).

* **Posthumous Award of Earned Degrees.** Under the policies of the University Senate Rules, a deceased student who has been determined by the unit faculty, dean and Registrar to have satisfied the established degree requirements will be recommended by the University Senate to the Board of Trustees for award of the degree. The transcript shows the posthumous award. The diploma is exactly the same as for nonposthumous award of earned degrees. [SREC: 8/9/2013]