To: Dr. Aaron Cramer, Senate Council Chair

From: Dr. Kathy Sheppard-Jones, Human Development Institute Executive Director

Re: UK CTP information request

Date: April 18, 2022

Many thanks to the Senate Council for the invitation to present on the Comprehensive Transition and Postsecondary (CTP) Program at the February 21, 2022 meeting. Following are details on three items, as requested by Dr. Cramer. If approved, we look forward to providing an annual report to this body on program status.

1**. Name of the credential** University of Kentucky College and Career Studies.

2. **Requirements of the program**
- *Twenty-four (24) hours of audited coursework or coursework taken for credit.* Course of study will be individually determined in relation to student goals and in consultation with the CTP coordinator. Each student will choose an area of emphasis for the CTP and take coursework in this area.
- *A minimum of three supervised internships related to career goal will be required.* Internships can be paid or non-paid.
- *Each CTP student will be required to maintain and complete a portfolio.* Student portfolio of accomplishments is required for completion of CTP. The portfolio will include modified course assignments or projects for audited classes, examples of skills obtained through internships, and may also include examples of leadership or service learning activities on campus or in the community, or other extra-curricular involvement.

3. **Admissions process** Students enrolled in UK's CTP program will be non-degree-seeking students. However, students will be typically unable to comply with the current requirements outlined in Senate Rule (SR) 4.2.1.3.1 and 4.2.1.3.1.3. Since students enrolling in UK's CTP would be typically unable to comply with the requirements outlined in current SRs, we propose that the SRs be updated to expand the students eligible to enter the University in a non-degree status to include students enrolled in UK's CTP. See attached for consideration of updates to SR 4.2.1.3.1 and SR 4.2.1.3.1.3.

Depending upon when these changes, if approved, could be published and effective, it may be necessary to employ a short-term approach to admitting students enrolling in UK's CTP. That process could be as follows:
- Prospective student submits program application to CTP program office at the Human Development Institute.
- If the program and applicant appear well-matched, the CTP program office forwards student information and materials to the UK Office of Undergraduate Admission and the Office of Financial Aid, notifying them of program approval.
- UK Admissions manually enters the information to enroll the applicant as a non-degree UK student.

see blue.

Area highlighted in yellow reflect proposed updates/additions to the S.R.

4.2.1.3.1 Rules Governing Admission of Non-Degree-seeking Students

[US: 10/11/93]

To be admitted as a non-degree-seeking student, an applicant must meet the following criteria: the high school class of a non-degree applicant must have graduated at least two years prior to the applicant's anticipated semester of enrollment unless:

1. The applicant will be on active military duty during his/her tenure as a non-degree-seeking student or the applicant has been admitted by exception according to SR **4.2.1.1.1.2**; [US: 10/11/93]

2. The applicant is a visiting student or;

3. The applicant is seeking high school dual enrollment or;

4. The applicant possesses a bachelor's degree or;

5. The applicant is enrolling in the University of Kentucky's Comprehensive Transition and Postsecondary (CTP) program.

4.2.1.3.1.3 Other Non-Degree Students

These students are not currently enrolled in a degree program at a high school, college or university, but wish to take undergraduate coursework at the University of Kentucky without pursuing a formal degree. Applicants will be asked to self-certify that they have obtained a high school diploma, GED, or meet the Kentucky Council on Post-Secondary Education college readiness indicators or are applying to participate in the University of Kentucky Comprehensive Transition and Postsecondary program. Students wishing to change to degree-seeking status at the University of Kentucky after enrolling as a non-degree student must apply using the same application process as those who are degree seeking. [US: 12/10/2018]