

## 5.2.4 ACADEMIC STANDARDS

### 5.2.4.1 Attendance and Completion of Assignments

For each course in which the student is enrolled, the student shall be expected to carry out all required work including laboratories and studios, and to take all examinations at the class period designated by the instructor.

Each instructor shall determine his/her policy regarding completion of assigned work, attendance in class, absences at announced or unannounced examinations, and excused absences in excess of one-fifth of class contact hours (see Rule 5.2.4.2 below). This policy shall be presented in writing to each class at its first or second meeting. Students' failure to comply with the announced policy may result in appropriate reductions in grade as determined by the Instructor of Record. [US: 11/11/85; US: 2/9/87]

- \* It is compliant with the Senate Rules for an Instructor of Record to have a policy (stated in the syllabus) not to return exams (and other graded material) to the possession of students, as long as the Instructor of Record provides reasonable access of students to their exams (and other graded material) during at least one regularly scheduled class meeting. [SREC: 1/23/2012]

### 5.2.4.2 Excused Absences [US: 11/11/85; 2/9/87; 4/12/2004]

A student shall not be penalized for an excused absence. The following are defined as excused absences:

- A.** Significant illness of the student or serious illness of a member of the student's household (permanent or campus) or immediate family. The Instructor of Record shall have the right to request appropriate verification.
- B.** The death of a member of the student's household (permanent or campus) or immediate family. The Instructor of Record shall have the right to request appropriate verification. For the purpose of this rule, immediately family is defined as spouse or child or parent (guardian) or sibling (all of the previous include steps, halves and in-laws of the same relationship); and grandchild or grandparent
- C.** Trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, including club sports registered with the university as well as varsity sports. When feasible, the student must notify the Instructor of Record **prior to** the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors of Record may request formal notification from appropriate university personnel to document the student's participation in such trips.
- D.** Major Religious Holidays. Students are responsible for notifying the Instructor of Record **in writing** of anticipated absences due to their observance of such holidays. Faculty shall give students the opportunity to make up work (typically, exams or assignments) when students notify them that religious observances prevent the students from doing their work at its scheduled time. Faculty should indicate in their syllabus how much advance notice they require from a student requesting an accommodation. Faculty shall use their judgment as to whether

the observance in question is important enough to warrant an accommodation, although the presumption should be in favor of a student's request. The Offices of Institutional Diversity, the Dean of Students, and the Ombud are available for consultation. [US: 2/14/11]

**E.** Any other circumstances which the Instructor of Record finds reasonable cause for absence. [US: 4/23/90]

Students missing any graded work due to an excused absence bear the responsibility of informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work. The Instructor of Record shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred. [US: 11/10/85 and SREC: 11/20/87]

If attendance is required by the class policies elaborated in the syllabus or serves as a criterion for a grade in a course, and if a student has excused absences in excess of one-fifth of the class contact hours for that course, a student shall have the right to petition for a "W", and the Instructor of Record may require the student to petition for a "W" or take an "I" in the course. [US: 2/9/87; SREC: 11/20/87]

- \* If a student has an excused absence on a day when a quiz is given, the instructor may not deny permission for a makeup exam and simply calculate the student's grade on the basis of the remaining requirements. [SREC: 8/20/87]
- \* With respect to nonattendance for reason of an employment-related schedule conflict, the student who is a UK employee has exactly the same standing as a student who is working for some other employer. [SREC: 9/17/2012]

### **5.2.4.3 Acceptable Standards in Written English in All Courses**

A student's writing in all courses is expected to meet acceptable standards in written English.

Any instructor who finds that the written work of any student does not meet college-level standards may require the work to be revised to reflect competency and resubmitted. Instructors of Record may include the quality of writing as a factor in the student's grade.

### **5.2.4.4 Unsatisfactory Scholarship and Attendance**

A student who is doing unsatisfactory work or who is irregular in attendance (when required--see Section 5.2.4.1) in any course shall be reported to the dean of the college in which the student is registered. The student shall be under the special supervision of his/her dean. If, after a suitable length of time, it becomes apparent that no improvement is being made, the dean may drop the student from the course, reporting the action to the Registrar and to the Instructor of Record. (See Section 4.3.2 and Section 5.2.4.1)

### **5.2.4.5 Participation in Intercollegiate Athletics**

The University accepts the eligibility rules for intercollegiate athletics as set up by the Southeastern Conference, National Collegiate Athletics Association, Region II, the Association of Intercollegiate Athletics for Women, and the Kentucky Women's Intercollegiate Conference. [US: 4/4/76]

#### **5.2.4.6 Dead Week** [US: 4/10/06; 4/13/2009]

- A.** The last week of instruction of a regular semester is termed "Dead Week." In the rest of these Rules, this term also refers to the last three days of instruction of a summer session, a summer term and a winter intersession.[US: 4/10/2006]
- B.** In cases of "Take Home" final examinations, students shall not be required to return the completed examination before the regularly scheduled examination period for that course.
- C.** No written examinations, including final examinations, may be scheduled during the Dead Week.
- D.** No quizzes may be given during Dead Week.
- E.** No project/lab practicals/paper/presentation deadlines or oral/listening examinations may be scheduled to fall during the Dead Week unless it was scheduled in the syllabus AND the course has no final examination (or assignment that acts as a final examination) scheduled during finals week. A course with a lab component may schedule the lab practical of the course during Dead Week if the lab portion does not also require a Final Examination during finals week.
- F.** Make-up exams and quizzes are allowed during Dead Week; these are exempt from the restrictions stated in C, D and E.
- G.** Class participation and attendance grades are permitted during Dead Week.
  - \* The current wording of this rule does not prohibit continuing into Dead Week regularly assigned graded homework that was announced in the class syllabus. [SREC: 9/2009]
  - \* The Dead Week rule applies to ALL courses taught in the fall semester, spring semester, eight-week summer session, and four-week summer term, including those taught in a format that has been compressed into less than one semester, term, or session. The rule does not apply to courses in professional programs in colleges that have University Senate approval to follow a nonstandard calendar, as authorized in Senate Rule 2.1.1(l). [SREC: 3/15/2012]

#### **5.2.4.7 Final Examinations**

If an instructor is administering a final examination, and he or she is requiring students to take the exam in a particular place at a particular time, then he or she must administer the exam during the examination period scheduled by the Registrar [US: 10/10/11]

- A.** The Registrar shall schedule two-hour periods for final examinations for courses offered during the fall and spring semesters. The faculties of colleges that have Senate approval for their own special calendars may instruct the Registrar to schedule final examination periods of a

different length. The Registrar shall schedule spring and fall semester final examination periods during the last five (5) days of the semester; that five-day period shall be preceded by a study day or weekend on which no classes or examinations for weekday classes will be scheduled. Final examinations for weekend classes will be administered the weekend before this five-day period and need not be preceded by a study day. [US: 4/9/2001; 10/10/11]

**B.** The Registrar shall schedule final examinations for courses offered during the four-week summer term, the eight-week summer session, and winter intersession for the time of the last scheduled class period. [US: 10/11/11]

**C.** An instructor may allow students less than the full period scheduled by the Registrar to complete the final examination, but he or she must inform the students at least two weeks before the start of the examination how much time they will have to complete the examination (one week in advance for winter intersession, four-week summer term and eight-week summer session.) [US: 10/10/11]

In cases of take-home final examinations, students shall not be required to return the completed examination before the end of the regularly scheduled examination period. [US: 4/28/86; 10/10/11]

Final examinations may be given at times other than the regularly scheduled time in the following instances:

### **Faculty**

In the case of conflicts or undue hardship for an individual instructor, a final examination may be rescheduled at another time during the final examination period upon the recommendation of the chair of the department and with the concurrence of the dean of the college. [US: 4/28/86]

### **Students**

Any student with more than two final examinations scheduled on any one date shall be entitled to have the examination for the class with the highest catalog number rescheduled at another time during the final examination period. In case this highest number is shared by more than one course, the one whose departmental prefix is first alphabetically will be rescheduled. The option to reschedule must be exercised in writing to the appropriate Instructor of Record or his/her designee two weeks prior to the last class meeting. [US: 4/28/86]

If a conflict is created by rescheduling of an examination, the student shall be entitled to take the rescheduled examination at another time during the final examination period. [US: 4/28/86]

Any student whose name is on the approved degree list who has a conflict between a final exam scheduled by the Registrar and a University-sanctioned commencement ceremony may reschedule their final examination for another time agreed to by the Instructor of Record during the final examination period. The notice to reschedule must be given to the class instructor no later than two weeks prior to the scheduled examination.

In the case of undue hardship for an individual student, a final examination may be rescheduled by the instructor.

- \* The SREC interprets that the 'more than two final exams in one day/reschedule' provisions of SR 5.2.4.7 apply only to courses for which the Registrar has published a schedule for the final examination, including distance learning courses for which the Registrar has published a final exam schedule. The provisions do not apply, for example, when students have three final exams in one day at the eight-week point of a regular semester. [SREC: 3/15/2012]

### **5.2.4.8 Final Examinations Scheduled for the Same Time**

A student for whom two examinations have been scheduled for the same time shall be entitled to have the examination for the class with the higher catalog number rescheduled. In case both classes have the same number, the one whose departmental prefix is alphabetically first will be rescheduled. This rescheduling must be requested of the appropriate instructor in writing at least two weeks prior to the scheduled examination. [US: 4/14/80; US: 10/11/93]

#### **5.2.4.8.1 Common Examinations [US: 10/11/93]**

If a student has a course scheduled at the same time as a common exam and the student has given written notice of the conflict to the instructor at least two weeks prior to the common exam, the student shall be entitled to an excused absence from the conflicting common examination. [US: 4/9/90]

Departments electing to give exams, other than final exams, in a course to all sections of the course at a common time shall be required to do the following:

- A.** List the days of the month, week and the time at which the exam will be given in the official Schedule of Classes. [US: 1/12/90]
- B.** Provide an opportunity for students missing such exams with an excused absence to make up the missed work.

Departments must adopt at least one of the following policies for administering common examinations or some alternate arrangement to be approved by the dean of the college in which the course is given:

- A.** Provide a prime time course section that does not participate in the common examinations.
- B.** Give two examinations at widely disparate times. [US: 9/13/82; 2/12/90; 2/14/94]

A student enrolled in a course where a common exam is scheduled may also enroll in a class scheduled in the time slot of the common exam.

- \* Any department giving a common examination must give a make-up exam or develop some other arrangement for students with excused absences to gain credit as if they had taken the common exam; a department may not apply a "drop the lowest score" policy to common exams missed with an excused absence. [SREC: 11/24/82; upheld by US: 2/13/83]

The Faculty of a college may adopt "alternative examination" rules that differ from the above and Senate approval for such is not required so long as the college rules are more lenient than the Senate's.

In instances where a common exam is missed due to an excused absence and the department has adopted a policy of "doubling up" to compensate, students so missing the exam must be allowed the same access to the missed common exam and the key to the answers as students who took the common exam have. ("Doubling up" is the practice of considering the score of the missed common exam to be the score on the portion of a comprehensive final exam that covers the same material.)

#### **5.2.4.9 Policies Regarding Other Examinations**

Policies regarding examinations other than the scheduling of final examinations in university courses will be set by the instructor of the course and/or by the department offering the course. These policies will be communicated in writing to students during the first or second meeting of the class each semester.

Exams other than final exams must be given during a regular scheduled class meeting time unless approved by the department chair or a common exam has been scheduled for all sections of the course. [US: 9/13/82]

#### **5.2.4.10 Language Limitations for Foreign Students**

Students whose native language is other than English and who have had formal instruction in schools of their own country shall not be permitted to take elementary, intermediate or conversation courses or examinations for credit in that language.