

BACKGROUND:

Summer 2019 degree applicants applying for graduation after March 1 were on the second degree list and were not approved by the Senate Council and University Senate until after the fall semester began, August 26 and September 9, respectively.

The second Summer/August 2019 degree list was approved by the Board of Trustees on September 13 at their regular meeting.

447 students were on the second Summer/August degree list

Degrees could not be conferred for students on the second degree list until Monday, September 16, six weeks after the August 1 graduation date. These students were unable to secure an official transcript with their degree conferred or receive their diploma until this time.

This has been a common occurrence every summer for many years and has always been detrimental to students.

RATIONALE:

The application deadline that will be included in the academic calendar each year for degree applications for both spring and summer will be April 1.

- Move the degree application deadline to April 1 for all May and August degree applicants. The application deadline for December will be November 1.
- Students not meeting the deadline for May and August must apply for December graduation.
- The Senate Council and University Senate will approve combined May and August degree lists at their regularly scheduled meetings in the spring semester.
- The Board of Trustees can approve the May and August degree list at their regularly scheduled May meeting.
- Any student not graduating in May can be moved to August. Approval by the Senate Council, University Senate and Board of Trustees of the combined degree lists will allow these students to graduate in May or August.
- Proposed change preserves all opportunities for review and approval, as specified in applicable University Senate Rules and Kentucky Statutes and extended to the Senate Council, University Senate and Board of Trustees.

Proposed Change (effective spring 2020 pending calendar change by University Senate)

5.4. DEGREES, HONORS, GRADUATION

Commencement convocations shall be held in December and in May of each academic year. [US: 2/14/11]

5.4.1 DEGREES

5.4.1.1 Residence Requirements

For an undergraduate degree, which must require at least 120 credit hours,

1. at least 25% of the minimum credit hours required for the degree*,
2. not less than 30 credit hours, [US: 9/10/12]** and
3. a minimum of thirty (30) of the last thirty-six (36) credit hours **

presented for the degree must be taken from the University.

* Courses taken elsewhere with credit transfer to UK, courses taken through the UK International Center (except for courses taught by UK faculty), credits achieved by examination, credits earned via CLEP (the College Level Examination Program), and courses taken through the National Student Exchange do not count toward the 25% requirement.

** Courses taken through the UK International Center and through the National Student Exchange are considered as courses taken at UK for purposes of both Rule 5.4.1 (2) and (3)'s residency requirement and for graduates to be conferred commencement honors at the time of award of their degrees under sections A-D of Rule 5.4.2.2. [SREC: 2/14/01 and 5/31/05]

Any request by veterans or by other students for a waiver of requirement (2) or (3) must be presented for approval to the dean of the student's college. Students who wish to satisfy the above requirement with credit earned through such methods as independent study by correspondence, special examination, CLEP, and other methods which limit the opportunity for active exchange between students and instructors must have the prior approval of their department chair and college dean. At the end of each academic year the dean of each college shall report to the Senate Council, through the University

Registrar, the number of waivers granted in the categories of (2) or (3) above, and for each waiver granted the extent of departure that was approved from the given credit hour requirement in (2) or (3) [US: 9/10/12].

5.4.1.2 Application for Degrees

[US: 3/17/08; US: 12/9/2013]

5.4.1.2.1 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. ~~The deadline for application for a degree will be no more than two months prior to the conferral dates in December, May, and August.~~ The University Registrar will recommend appropriate deadlines for Senate Council approval. [The dates will be included in the academic calendar.](#) Upon Senate approval [of the academic calendar](#), the [University Registrar](#) will publicize the deadlines. [US: 11/12/18]

5.4.1.2.2 Graduate Degrees

To be eligible for a graduate degree, a student must file an application to graduate with the Graduate School. ~~The deadline for application for a degree will be no more than two months prior to the conferral dates in December, May, and August.~~ The University Registrar will recommend appropriate deadlines for Senate Council approval. [The dates will be included in the academic calendar.](#) Upon Senate approval [of the academic calendar](#), the [University Registrar](#) will publicize the deadlines. [US: 11/12/18]

5.4.1.2.3 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 [University Registrar](#) for inclusion in the University Academic Calendar to be approved by the University Senate.

5.4.1.2.4 Late Addition to Degree List

[US: 11/11/2013]

5.4.1.2.4.1 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.

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

5.4.1.2.4.3 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/.](http://www.uky.edu/Trustees/))

1. 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;
2. Documentation, including contact information, for verification of the facts presented in (1) above;

3. 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.
4. 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]