

5.0 Section V Rules Relating To Attending The University

5.1.0 GRADES AND MARKING SYSTEMS

5.1.0.1 By the last day of class before the midterm withdrawal date, all teachers must inform the undergraduate students in their courses of their current progress based on the criteria in the syllabus. (US: 2/14/94; US 4/10/00)

5.1.1 THE MARKING SYSTEM

The marking system (except for Colleges of Law, Medicine, Dentistry, and courses numbered 800 or higher in the College of Architecture and the Landscape Architecture Program in the College of Agriculture). Results of work will be recorded in the Registrar's Office as follows: (US: 3/18/96 and 4/8/96; US: 3/10/97; US 4/13/98)

- A Represents an exceptionally high achievement as a result of aptitude, effort and intellectual initiative. It is valued at four (4) grade points for each credit hour.
- B Represents a high achievement as a result of ability and effort. It is valued at three (3) grade points for each credit hour.
- C Represents average achievement. It is valued at two (2) grade points for each credit hour.
- D Represents the minimum passing grade (not to be used for graduate students). It is valued at one (1) grade point for each credit hour.
- E Represents unsatisfactory performance and indicates failure in the course. It is valued at zero (0) grade points and zero (0) credit hours.
- F Represents failure in a course taken on a Pass-Fail basis. It is valued at zero (0) grade points and zero (0) credit hours. (US: 9/20/93)
- AU Represents a completion of a course attended on an audit basis. It is valued at zero (0) grade points and zero (0) credit hours. (US: 9/20/93)
- CR CR(Credit) designator for AP or CLEP or bypass work to reflect that credit is granted for a course (US: 3/10/97)
- I Incomplete--See this Section, 5.1.3, *Explanation of Certain Grades*
- IP Represents satisfactory work in progress in courses carrying no academic credit. It is valued at zero (0) grade points and zero credit hours. [US: 10/11/93]
- N Represents a temporary grade to be submitted for students who have been entered by the Registrar into official class rolls, but have never attended class and who have not officially withdrawn. The Registrar shall remove their names from the official class roll and the student's enrollment in the class shall not be

recorded in the student's official academic record. (As a temporary mark, "N" carries no credit hours or grade points.) (US: 9/20/93)

- P Represents a passing grade in a course taken on a Pass-Fail basis. It may also be assigned by the University Appeals Board in cases involving a violation of student academic rights. Credit hours successfully completed under this grade will count towards graduation but will not be used in calculating grade point averages. (US: 9/20/93) (See Section V, 5.1.4 and Section VI, 6.5.1)
- W Denotes withdrawal from class. It may also be assigned by the University Appeals Board in cases involving a violation of student academic rights. It is valued at zero (0) grade points and zero (0) credit hours. (US:9/10/79; US: 10/11/93)
- S Represents the final grade in courses carrying no academic credit. It is valued at zero (0) grade points and zero (0) credit hours. (US: 10/11/93)
- Z Reenrollment recommended (development courses only). It has no value in computing grade point average. (US 4/10/00)

5.1.2 EXCEPTIONS TO THE UNIVERSITY MARKING SYSTEM

5.1.2.1 College of Law

- A The College of Law uses a special letter grading system in which the following grades are given with the respective quality point values indicated:

| | | | | | | | | |
|----|-----|----|-----|----|-----|----|-----|-----|
| A+ | 4.3 | B+ | 3.3 | C+ | 2.3 | D+ | 1.3 | E=0 |
| A | 4.0 | B | 3.0 | C | 2.0 | D | 1.0 | |
| A- | 3.7 | B | 2.7 | C- | 1.7 | D- | 0.7 | |

- B A student's academic grade record is expressed as a grade point average computed by multiplying the semester hours of credit for each course by the quality point value of the grade received in the course. These products are added together, and the sum is divided by the total semester hours attempted. The grade point average thus derived is the basis for each student's academic status as indicated in the published rules and policies of the Law Faculty.
- C Selected College of Law courses are graded on a Pass/Fail basis, and law students enrolled in graduate courses for which the College of Law grants credit toward graduation are treated by the College of Law as Pass/Fail courses. A failing grade (F) in any Pass/Fail course in the College of Law or any graduate course in which a student in the College of Law enrolls for credit toward graduation from the College of Law will be taken into account at a quality point value of zero (0) in computing the student's academic average. (US: 4/12/93)
- D Limitation on Pass-Fail Units Creditable for College of Law Students (US: 4/12/93)
1. No more than 6 hours of graduate courses outside of the law school, graded on a pass/fail basis, shall be counted.

2. No more than 6 hours of courses in the law school that are offered only on a pass/fail basis, shall be counted.
3. No more than 9 of the total number of pass/fail credit hours, whether earned for graduate courses under 1. (above) or for law school courses offered only on a pass/fail basis under 2. (above) shall be counted.
4. No more than one graduate course outside the law school, graded on a pass/fail basis, may be credited in any one semester.

Students in joint degree programs may only take up to six pass/fail course credit hours in the law school courses and may take no courses outside the law school for credit toward the J.D. other than pursuant to the applicable joint degree program.

5.1.2.2 College of Dentistry: (US 11/8/99)

An **A**, **B+** or a **B** is within the expected range of performance. A **C** is a marginal level of performance. To remain in good academic standing and to graduate, a student must maintain a grade point average (G.P.A.) of 2.75 or more. Student performance will be reported to the Registrar's office as follows:

A Represents exceptionally high level of performance; four (4) quality points are awarded to each credit hour.

B+ Represents a high level of performance; three and one-half (3.5) quality points are awarded for each credit hour.

B Represents the minimum expected level of performance; three (3) quality points are awarded for each credit hours

C Represents a marginal level of performance; two (2.0) quality points are awarded for each credit hour

E Represents an unacceptable level of performance; zero (0) quality points are awarded for each credit hour

P Represents a passing grade in courses taken on a pass-fail basis. It is not used in G.P.A. calculations

F Represents an unacceptable level of performance in courses taught on a pass/fail basis. It is not used in G.P. A. calculations

I Incomplete; course objectives have not been completed during the allotted course time due to circumstances usually beyond the student's control. An **I** grade shall be given only when there is a reasonable possibility that a passing grade will result when work is completed. An **I** must be replaced by another grade within 12 months or before graduation, whichever occurs sooner. After this period, an **I** grade will automatically convert to an **E** or an **F** grade as appropriate.

W Withdrawn; this grade will be awarded to a student who withdraws from a course or from the College. It shall be awarded only after recommendation by the Academic Performance Committee and approval by the Dean.

Responsible Agent: The Course Director will evaluate the performance of each student with respect to the course objectives and assign the appropriate grades

5.1.2.3 College of Medicine (US: 3/10/86)

- A Represents exceptionally high achievement in performance. It is valued at four (4) quality points for each credit hour.
- B Represents the expected level of achievement or performance in each course. This grade reflects student competence in all areas of course requirements. It is valued at three (3) quality points for each credit hour.
- C Represents marginal performance. It is valued at two (2) quality points for each credit hour.
- E Represents failure or unacceptable performance in a course. It is valued at zero (0) quality points for each credit hour.
- P Represents a passing grade in a course taken on a pass-fail basis. It is not used in quality point calculations.
- W Denotes withdrawal from the College or from an elective course. 'W' must be approved or recommended by the Student Progress and Promotion Committee. Withdrawal from a required course is not permitted, except when a student withdraws from the College. A student may withdraw from an elective and the 'W' will remain on the record.
- U Represents unsatisfactory performance in a specific area of course requirements. It is given instead of an 'E' grade when evidence exists that the student might earn a passing grade upon completion of make-up work. In the interim the 'U' will be valued at one quality point for each credit hour. The temporary grade must be made-up before the student can be promoted to the next year. The quality point calculation will then be the average of the 'U' and the grade given after the make-up. (US: 3/18/96)
- I Represents incomplete work at the time grades are submitted for courses. It is given only when there is a reasonable possibility that a grade of 'C' or better will be earned upon completion of the work. All 'I' grades in required courses must be removed by a passing grade before a student can be promoted to a subsequent year. If a student later withdraws from the College, an outstanding 'I' grade can revert to a 'W' grade at the discretion of the Student Progress and Promotion Committee.

5.1.2.4 Architecture & Landscape Architecture Students enrolled in courses numbered 800 or higher in the College of Architecture or the Program in Landscape Architecture in the College of Agriculture shall be given the following grades with the respective quality point value indicated (US: 4/13/98):

| | | | | | | | | | |
|---|-----|----|-----|----|-----|----|-----|---|---|
| | | B+ | 3.3 | C+ | 2.3 | D+ | 1.3 | E | 0 |
| A | 4.0 | B | 3.0 | C | 2.0 | D | 1.0 | | |

A- 3.7 B- 2.7 C- 1.7 D- 0.7

The use of the plus-minus system does not change any college or university grade point average requirements, nor the method by which grade point averages are computed, nor the interpretations of other grades awarded, such as F, I, P, W, & S. (US: 9/20/93)

All students enrolled in courses using the plus/minus grading system will have the appropriate point value calculated into their grade point average regardless of their College of origin. (US: 3/18/96)

The Landscape Architecture program plans to continue the policy that a student must achieve a "C" grade or better in major design studios in order to advance to the next level.

5.1.3 EXPLANATION OF CERTAIN GRADES

5.1.3.1 Grade E: The grade E means that the student can obtain credit in the course only by repeating the entire work of the course in class, or by special examination in accordance with procedures outlined in Section V., 5.2.1.2. In rare cases in which undue hardship is involved in repeating the work in class, the dean of the college in which the student is enrolled may approve repeating the work by correspondence.

5.1.3.2 Grade I [US: 9/14/87; US: 10/11/93; US: 12/8/97]: The grade I means that part of the regularly assigned work of the course remains undone. It shall be given only when there is a reasonable possibility that the student can complete the work within the allowable period of time for removal of an I grade and that a passing grade will result from completion of the work. Except under exceptional circumstances, the student will initiate the request for the I grade. An I grade shall not be given when the student's reason for incompleteness is unsatisfactory to the instructor. A grade of I must be replaced by a regular final letter grade not later than 12 months from the end of the academic term in which the I grade was awarded or prior to the student's graduation, whichever occurs first. The Registrar's Office shall provide notification to the faculty member at least two months prior to expiration of the allowable period. The instructor can extend the contract period for up to an additional 12 months by completing a grade assignment form. If the instructor is not available, the department chair or dean of the college in which the course is offered may complete a grade assignment form to extend the contract period for up to 12 months. In the event the grade of I is not replaced by a regular final letter grade within the allowable period, the University Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's grade point standing accordingly. In the event that an I becomes an E, the instructor may submit a grade assignment form to replace the E within 12 months from the time the E was assigned. A graduate who had an I grade on his or her academic record at the time of graduation (and which grade was subsequently changed to an E by the Registrar) may be allowed a maximum of 12 months following the end of the term in which the course was taken to satisfactorily complete the course and receive a grade change.

For each I grade assigned, the instructor shall complete an appropriate file record on a standard form provided by the University Registrar, which shall include the following:

- A the name of the student;
- B the course number and hours of credit;
- C semester and year of enrollment;
- D signature of the instructor;
- E a brief statement of the reason(s) for recording the incomplete; and
- F specific instructions on how alternate grades on the work to be completed will affect the final grade;
- G the specific time requirement (not to exceed 12 months) set by the instructor for removal of the I grade and consequences of not removing the I grade; and
- H signature of the student, if feasible.

The instructor shall provide a complete copy of this record to the student and the department chair at the time the I grade is reported. The term "student" in this context excludes only students in the Graduate School and the Colleges of Medicine and Dentistry. (US: 9/14/87; US: 2/11/91)

I (Incomplete Grades) for Graduate Students [US: 3/10/97]

A grade of I (Incomplete) may be assigned to a graduate student if a part of the work of a course remains undone and there is a reasonable possibility that a passing grade will result from completion of the work. All Incompletes (I grades) must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the I grade was awarded or prior to the student's graduation, whichever occurs first. If an I grade has not been replaced within the allowable period, the University Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's grade-point standing accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School on recommendation of the Director of Graduate Studies in the student's program.

Instructors who assign an I grade should file with the student's Director of Graduate Studies information which includes 1) the name of the student, 2) the course number and hours of credit, 3) the semester and year of enrollment, 4) specific information on the work to be completed before a final grade can be assigned, and 5) the time frame in which the specific requirements are to be met (not to exceed 12 months). Graduate students should consult with their Director of Graduate Studies concerning procedures relative to the awarding of "I" grades and the conditions under which they may be removed I that particular program.

5.1.3.3 Grade S: Grade S may be recorded as a permanent mark in courses carrying no academic credit. This grade may not be given to a student who has done unsatisfactory work or to one who has failed to do a reasonable amount of work.

5.1.3.4 Grade IP: The grade IP may be recorded for students in zero-credit courses of research, independent work, or seminar-type, if at the end of a semester the student,

because of the nature or size of the project, has been unable to complete the course. The project must be substantially continuous in its progress. When the work is completed, a final grade will be substituted for the IP. This grade may not be given to a student who has done unsatisfactory work or to one who has failed to do a reasonable amount of work. (US: 10/11/93)

5.1.3.5 Grade W: The grade W shall be given to students who officially withdraw from a class or classes under conditions described in Section V., 5.1.8.2 through 5.1.8.4. It may also be assigned by the University Appeals Board. See also Section VI., 6.5.1.2 (b). (US:10/8/79; US 10/11/93)

5.1.3.6 Grade Z: The grade Z means that the student has made significant progress but needs and deserves more time to achieve a passing level. The student should re-enroll in the course in order to continue advancement to a level of competence set for the course. Re-enroll grades may be assigned only for development courses numbered 000-099. (US 4/10/00)

5.1.3.7 Missing Grades: *** appears in a grade report when a grade has not been recorded for the class. The Registrar's Office shall notify all unit or program heads at the end of each semester, regarding all missing (***) grades in all graduate, undergraduate and professional courses offered by that unit. The unit head shall have six weeks to assign a grade in the course in consultation with the course instructor, if possible. The student will be notified by the Registrar when his or her grade has been changed. Any appeals under this rule shall be taken to the Academic Ombud. [US 3/6/00]

5.1.4 COURSES TAKEN ON A PASS-FAIL BASIS

Undergraduate students above the freshman level and not on academic probation may select a maximum of four (4) elective courses, with certain restrictions, to be taken on a Pass-Fail basis. Students in the Honors Program above the freshman level may, with advance written approval of the Director of the Honors Program, select additional elective courses to be taken on such a Pass-Fail basis. Credit hours successfully completed under this option will count toward graduation but will not be used in calculating grade point standing.

Courses taken on a Pass-Fail basis shall be limited to those considered as elective in the student's program and such other courses or types of courses as might be specifically approved by the Senate Council for a college or department. Prerequisites for such courses may be ignored at the student's own hazard. Students are expected to participate fully in these courses and to take all examinations as though they were enrolled on a regular basis. Any student may change his or her grading option (pass/fail to letter grade or letter grade to pass/fail; credit to audit or audit to credit) within three (3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer term or other courses of less than a full semester's duration). After such time, a student may not change his or her grading option without the express approval of the student's academic dean or the dean's designee. The waiver and the rationale for the waiver must be documented in the student's record in the college. [US: 12/11/00]

A student may take only two elective courses on a pass-fail basis at Lexington Community College. [US 4/10/00]

Courses offered only on Pass-Fail shall not be included in the maximum number of elective courses which a student may take under these provisions. (See Section V., 5.2.1.2 for procedures on Pass-Fail available under that option.)

Other than courses offered only for Pass-Fail, the instructor shall not be notified by the Office of the Registrar or by any other office of the University of those students who are taking the course Pass-Fail. The instructor shall submit a regular grade to the Registrar's Office which will take the appropriate action to change the grade into the Pass-Fail grading track for records. [US: 9/13/76]

- * Neither a grade of P nor a grade of F shall be taken into consideration in calculating a student's GPA. (RC: 10/8/80) For exception, see 5.1.2.1 College of Law [US: 4/12/93].
- * Giving a P/F credit for AP tests and for CLEP tests does not mean that students may elect to take a required course for P/F. If the student elects to take the course he or she must get a letter grade to satisfy the USP requirements. (RC: 1/15/93)

5.1.5 AUDIT

Students who register for an audit do so for reasons other than fulfilling explicit requirements. They must come to individual agreements with the instructor as to what responsibilities they will be expected to perform. Normally, students who audit would be expected to do the readings and attend class; they may be required to enter more fully into the class work. In any case, they will receive no credit hours or grades. Any change from audit to credit or credit to audit by a student regularly enrolled in a college must be accomplished within three (3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer term or other courses of less than a full semester's duration). No credit can be given for a class audited nor is a student permitted to take an examination for credit, except for the special examinations described in 5.2.1.2. A student who initially enrolls in a class as an auditor must attend at least 80% of the classes in the course (excluding excused absences). If a student changes her or his enrollment from credit to audit, s/he must attend at least 80% of the remaining classes (excluding excused absences). If an auditor fails to attend the requisite number of classes, the instructor may request that the Dean of the instructor's college award the grade of W for that course and the Dean shall report the grade to the Registrar. No instructor is authorized to admit anyone as an auditor to any of his/her classes unless the auditor has registered as such. (US:10/11/76; US: 12/10/90; US:9/20/93; US 4/10/00)

5.1.6 REPORTING FINAL GRADES

The final grades shall be filed with the Registrar's Office within 72 hours of the scheduled final examination but in no case later than the date announced in the official University Calendar, except that grades and credit obtained by special examination shall be reported in accordance with the Rules of the University Senate governing special examinations. (See Section II, 2.1.0 and Section V., 5.2.1.2.) (US: 9/20/93)

5.1.7 CHANGING GRADES

An individual faculty member may change a mark once it has been reported to the Registrar's Office within one year of the date of the original grade only in the case of an error. Reports of all such grade changes shall be sent to the Registrar with a copy to the dean of the college in which the instructor is assigned. The instructor may also recommend to his/her department chair the changing of a grade for any reason other than an error, and the grade shall be changed if the department chair approves. In every such approval, a report of the grade change shall be sent to the Registrar by the department chair with a copy to the instructor and dean of the college involved. There shall be only one grade change per student per course. No grade may be changed after the student has graduated from the University except in the case of the error provided for above.

However, in the case of a violation of student academic rights, the University Appeals Board may change a grade to P or W or, if such a determination can be made, to an appropriate letter grade. (See Section VI, 6.5.1.2b) (See Section V - 5.1.3.2 for the procedures for recording and changing an I grade.) [RC: 11/20/87]

Graduate and professional schools may have individual rules on this matter so long as they are not inconsistent with these rules.

5.1.8 WITHDRAWAL: GRADES FOR STUDENTS WHO WITHDRAW OR ARE DROPPED

5.1.8.1 General Rule: Students who miss the first two class periods of a course without notifying the department of their intention to attend may be reported by the department to the dean who shall drop the students from the course and notify the Registrar that the student has been removed from the class roll. The Registrar will inform such students that they have been dropped. The students will have no record of the class appear on their transcripts. (US:12/12/77; US: 9/20/93)

5.1.8.2 Time Periods: Any student may withdraw from any class (except for those used to meet the Writing Requirement) during the withdrawal period which is defined as the period prior to and including the: [US: 2/12/82; US: 9/12/94; US 4/10/00]

- a. end of the ninth week for fall or spring semester
- b. third day of the fifth week for eight week summer session
- c. second day of the third week for four week summer session.
- d. second day of the fourth week for six week summer classes.

Students who withdraw within three (3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer term or other courses of less than a full semester's duration) will have no record of the class appear on their transcripts. [RC: 11/20/87]

Students who withdraw during the remaining portion of the withdrawal period will receive the grade of W which will appear on their transcripts. [US: 9/12/94]

- * The midpoint of the semester is calculated from the first day of classes to the last day of classes, counting only teaching days and not including final exam period. [RC: 2/10/87]

5.1.8.3 Withdrawals in latter half of term Except at Lexington Community College (see policy below), a student may withdraw from a class during the latter half of the term upon approval by the dean of the student's college of a petition certifying urgent non-academic reasons including but not limited to:

1. Illness or injury of the student;
2. Serious personal or family problems;
3. Serious financial difficulties.

Before acting on such a petition, the dean will consult with the instructor of the class. If such a petition is approved by the dean of the student's college, the dean shall inform in writing the instructor of the class of his action, and the student shall be assigned a grade of W. (US: 9/10/79; revised US: 4/11/83)

A student may also petition the Dean to withdraw from a class during the latter half of the term if he or she has excused absences in excess of one-fifth of the class contact hours in a course where attendance is required or is a criterion for a grade (see V.5.2.4.2.b). [RC: 11/20/87]

- * This rule applies to withdrawal from the University as well as withdrawal from a class. The dean may not delegate the authority to approve or deny a petition to withdraw to the Registrar or to any other agency external to his college. The spirit of the rule indicates that the dean should deny the petition when it does not certify urgent nonacademic reasons. When a petition is denied, the instructor will award a grade at the end of the semester that reflects the work the student has accomplished. (RC: 10/1/80)
- * For the purposes of this section, the end of the term is considered to be the last day of classes. (RC: 9/10/87)

Lexington Community College Withdrawal Policy [US 4/10/00]

After the date of mid-term and through the last class of the semester, the Lexington Community College student may officially request the W grade, which may be given at the discretion of the instructor. Each instructor shall state on the syllabus the factors to be used in determining the assignment of a W grade during the discretionary period. An instructor shall not assign a student a W grade for a class unless the student has officially withdrawn from that class in a manner prescribed by the college.

5.1.8.4 Credit for Students Who Withdraw to Enter Military Service Students who withdraw --and within ten (10) days enter the Armed Services-- after completing the twelfth week of the normal semester, the third week of the four week summer semester, or the sixth week of the 8 week summer semester, or later, shall be entitled to receive full credit and residence for the course. The grade report shall be that attained in the course up to the time of withdrawal. If, with the credit and residence time granted, the student has fulfilled all requirements for a degree, the student shall be recommended for that degree by the Senate of the University. If a comprehensive course examination is required for graduation, this requirement shall be waived. (US: 9/20/93)

- * The Rules Committee has held that this rule applies to a student's voluntary entry into the military during the four-week session. (RC: 3/12/90)

5.1.8.5 Retroactive Withdrawal: Withdrawals initiated after the last day of classes for the semester are governed by this rule (US: 12/8/97; US 4/12/99)

A. Requirements

(1) Typically, a student may withdraw from a given semester only if the withdrawal is from all classes.

(2) Requests for retroactive withdrawals may not be granted after a student has graduated or beyond two calendar years from the last day of classes for the semester for which the withdrawal is requested.

(3) Retroactive withdrawals may be granted only when the student has demonstrated satisfactory evidence that the student has incurred:

- (a) a serious injury or illness
- (b) serious personal or family problems
- (c) serious financial difficulties; or
- (d) permanent disability verified by the Disability Resource Center and diagnosed after the semester for which the withdrawal is requested

B. Procedure

To the extent possible, the following procedures shall be uniform throughout the University:

(1) Requests for retroactive withdrawal shall be made of the Dean of the college in which the student was enrolled at the time the classes were taken, on the form and with the documentation required by the University Senate. Requests for retroactive withdrawals shall be made through the University Senate – Retroactive Withdrawal Petition [US: 4/12/99]

[<http://www.uky.edu/FiscalAffairs/Shared/Forms/RWAform.pdf>]

(2) The Dean shall recommend approval or disapproval of the request and shall forward the recommendation to the Retroactive Withdrawal Appeals Committee, normally within 30 days of receipt of the petition and all supporting documentation.

(3) The Committee shall rule on the request, normally 30 days from receipt of the petition and all supporting documentation from the Dean. The student shall have the right to appear in person before the Committee to present his or her request and shall have the right to be represented by an attorney or other designated individual.

(4) The Committee shall forward all approved requests to the Office of Registrar for implementation.

(5) The Committee shall forward a copy of its decision - whether the request was approved or not - to the Dean of the student's current college and to the Dean of the College in which the student was enrolled at the time of the retroactive withdrawal, if different from the current college. The Dean of the student's current college shall notify the student and instructors of the Committee's decision.

5.1.9 GRADE POINT AVERAGE

A. Grade point average is the ratio of the number of points gained to the number of credits attempted, W,P,S, F, CR, Z and I being ignored. (US: 3/9/98; US 4/10/00)

B. If a student repeats a course in which a grade of "B" or better has been received, any subsequent grades of "B" or better and credit hours earned for those courses (if any) shall be ignored in computing the student's grade point average, unless the repeat option has been exercised according to Rule 5.3.1.1. A student does not repeat a course within the meaning of this rule if he or she only repeats the same course number where there are multiple topics, subtitles, independent study, or other courses allowed by the student's program using a common course number. (US: 4/13/98)

5.1.10 NOT IN CLASS Students who have been entered by the Registrar into the official class roll, but have never attended class, and who have not officially withdrawn, shall be reported NOT IN CLASS. The names of such students shall be deleted from the official roll by the Registrar. (See Section IV., 4.3.2 and Section V., 5.2.4.3.)

5.2.0 CREDIT, CLASSIFICATION, ACADEMIC STANDARDS, LOADS

5.2.1 CREDIT HOURS

In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester on the part of the student exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hours.

Credit for short courses of less than eight weeks shall be limited to one credit hour per week.

5.2.1.1 Accelerated Programs The College Board Level Examination Program Subject and General Examinations, the College Board Advanced Placement Examinations, the American College Testing Program Proficiency Examination Program Subject Examinations, and courses evaluated by the American Council on Education for which credit recommendations are made under the Program on Noncollegiate Sponsored Instruction and courses in the International Baccalaureate Program (Higher Level) are recognized as appropriate credit for meeting degree requirements. Colleges and/or departments in consultation with the Admissions and Registrar's Office shall determine and publish appropriate cut-off scores for the CLEP, AP, and PEP examinations. (US:9/13/82) Students with superior results from their International Baccalaureate Higher Level may be awarded up to six credits by the corresponding department of the University. Scores of 5, 6, and 7 normally are requisite. No AP or CLEP credit hours shall be letter graded. Rather, all such earned credit hours will be shown on the student's academic record as course credit (CR). (See also V - 5.1.4, Rules Committee Interpretation, 1/15/93) (US: 4/25/88; US: 3/9/98)

- * Departments may make decisions about allowing or not allowing credit for the examinations mentioned in this rule and about scores necessary for credit, subject to the approval of the dean of the college. (RC: 4/28/98)

Credit for External Experiences at Lexington Community College [US 4/10/00]

The Lexington Community College acknowledges that valid collegiate-level learning experiences occur outside the traditional college setting and will assist a student in the recognition and application of such learning experiences and credit towards a degree or course of study. To this end, the following methods will be utilized (in addition to those described above for the entire university) :

- A special examinations
- B recognition of collegiate work completed through the United States Armed Forces Institute
- C recognition of service-related experiences at the collegiate-level as recommended by the Commission on Accreditation of Service Experiences;
- D recognition of certain proficiency exams administered by professional certification agencies such as the Certified Professional Secretary Examination;
- E American Institute of Banking Related Experiences;
- F course credit awarded by articulation agreements;
- G Program on non-collegiate sponsored instruction (PONSI).

A student will be awarded credit for external experiences by the college President (or designee) only if the student enrolls and earns credit at Lexington Community College.

5.2.1.2 Credit by Special Examination

Entrance Examination

An individual academic unit may require, in addition to the freshman classification test, with the approval of the Senate, entrance or classification tests to be taken by its applicants for admission to its programs.

Special Examination

Any full-time or part-time student enrolled in the University, and in good academic standing, shall have the right to request a special examination for credit in any course offered in the University System, regardless of whether the student has audited the course, is currently enrolled in it, or has studied for it independently.

- A Application for a special examination must be made in writing. Undergraduates will address requests to the chair of the department in which the course is given, or to the office of the academic unit responsible; graduate students, to the Director of Graduate Studies in the department in which the course is given. Approval of requests from undergraduate students rests with the department chair; from graduate students, with the Dean of the Graduate School acting upon recommendation of the Director of Graduate Studies.
- B The request for special examination may be denied by the department chair or the office of the administrative unit responsible, or the Dean of the Graduate School acting upon the recommendation of the Director of Graduate Studies, if it is decided that the student has not furnished evidence that he/she is reasonably prepared to take the examination, or that the course is of such a nature that credit by examination is inappropriate. (The fact that a student has failed the course within the last semester may be regarded as evidence that the student is unprepared to take a special examination.)
- C The instructor may schedule the examination at his/her convenience, but must offer it within a reasonable time after the student has submitted his/her request.

- * The phrase "reasonable time" is not meant to convey a precise time period and should be fitted to the particular circumstances.
(RC: 2/1/89)

- D The examiner shall inform the Registrar of the student's grade in the course. A student currently enrolled in the class who successfully completes a special examination shall be formally removed from the official roll by the Registrar, unless the student is dissatisfied with the results, in which case he/she may continue in the course and be graded in the usual manner. The instructor then may or may not include the results of the special examination in computing the final grade. (US: 9/20/93)
- E Credit earned by special examination may be counted as residence credit by the dean of the student's college. The limits on maximum loads are waived in cases where the excess is due to special examination credits.
- F The student, with the department or division chair's consent, may take the special examination on a Pass-Fail basis, including any course not otherwise available under the Pass-Fail option. Credit derived in this manner shall not reduce the number of courses permitted under the Pass-Fail rules. (See Section V., 5.1.4) (US 4/10/00)

5.2.1.3 Credit for Work Done by Correspondence No more than thirty (30) credit hours of the total required for an undergraduate degree may be gained by correspondence. No more than one-third of the requirements for a major may be gained by correspondence.

No credit will be given in the Graduate School or in the professional colleges for courses done by correspondence.

5.2.1.4 Maximums No more than half of the credit toward an undergraduate degree may be earned by any combination of CLEP Examinations, PEP Examinations, PONSI courses, Departmental Examinations, and Advance Placement Examinations. (US: 9/13/83)

5.2.2 STUDENT LOAD

With the exceptions noted below, the maximum load to be carried during any semester by any student in an undergraduate college (including residence and correspondence courses) shall be 19 credit hours. [US: 10/11/93]

- * The 19 credit hour limit applies to courses taken on an audit basis as well as other courses. (RC: 2/6/80)

The maximum allowable load to be carried during any summer term for undergraduate students (including residence and correspondence courses) shall be nine (9) credit hours in the eight-week summer session and four (4) credits in the four-week intersession.

Students may be enrolled in a maximum of nine credit hours of classes meeting concurrently during an eight-week summer session. For this purpose, a course meeting for a four-week period during the eight-week session must be counted double. Thus, a student may enroll in two consecutive four-week (three credit hour) classes plus one eight-week class, or as many as three eight week (three credit hour) classes. A student would not, however, be able to enroll in two four-week (three credit hour) classes

meeting concurrently. A student may be enrolled in a maximum of seven credit hours for a six-week summer term. (US: 10/11/93; US 4/10/00)

A student may be permitted by the dean of his/her college to carry such extra credit hours as in the dean's judgment, based upon the student's past performance, the student can complete successfully. (US: 11/8/82)

A student on academic probation shall take no more than fifteen (15) credit hours in a semester, three (3) credit hours in a four-week session, or seven (7) credit hours in a six or eight-week session. This rule may be waived by special permission from the student's academic dean or the dean's designee. The waiver and the rationale for the waiver must be documented in the student's record maintained by the college. [US: 12/11/00]

Students in the combined Bachelor's/Master's degree program (University Scholars) should not take more than 16 credit hours per semester. Permission to exceed that number must be given by the Director of Graduate Studies and Dean of the Graduate School. (See Section V., 5.4.1.6 and Section IV., 4.2.5.4) (US: 9/13/82)

The professional colleges and the Graduate School may set lower maximum loads which are consistent with their degree requirements.

The maximum allowable load to be carried during any summer term for graduate students shall be nine (9) credit hours in the eight-week summer session and four (4) credit hours in the four-week intersession. The maximum load for graduate students in any combination of the four and eight week sessions shall be twelve (12) credit hours.

A student may be registered simultaneously at the University of Kentucky or a Community College and at another institution only with the approval of the dean of the college in which the student is registered at the University of Kentucky or a Community College, the credit hours obtained at the other institution being considered a part of the student's maximum load. If the simultaneous registration has not been authorized, the transfer of credit from the other institution may be denied. (US: 10/11/93)

5.2.3 CLASSIFICATION

A student in any undergraduate college shall be classified by the Registrar as a sophomore upon completion of 30 credit hours, a junior upon completion of 60 credit hours, and a senior upon completion of 90 credit hours.

A Law student shall be classified as a second year student upon completion of 24 credit hours and as a third year student upon completion of 53 credit hours. However, a student shall not be classified as a second year student until that student has been in residence at least two semesters, nor as a third year student until that student has been in residence at least three semesters.

A Pharmacy student shall be classified as a second year student upon completion of 28 credit hours and as a third year student upon completion of 56 credit hours.

Credit granted by examinations, as prescribed in these Rules shall count in determining a student's classification.

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 V-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. [US: 11/11/85; US 2/9/87]

5.2.4.2 Excused Absences: (US: 11/11/85; 2/9/87) The following are defined as excused absences:

- A Illness of the student or serious illness of a member of the student's immediate family. The instructor shall have the right to request appropriate verification.
- B The death of a member of the student's immediate family. The instructor shall have the right to request appropriate verification.
 - * Children of students are considered members of the immediate family (RC: 11/9/94)
- C Trips for members of student organizations sponsored by an academic unit, trips for University classes, and trips for participation in intercollegiate athletic events. When feasible, the student must notify the instructor **prior to** the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors may request formal notification from appropriate university personnel to document the student's participation in such trips.
 - * Intercollegiate athletic events include club sports registered with the university as well as varsity sports. (RC: 10/18/00)
- D Major Religious Holidays. Students are responsible for notifying the instructor **in writing** of anticipated absences due to their observance of such holidays no later than the last day for adding a class.
- E Any other circumstances which the instructor finds reasonable cause for nonattendance. (US: 4/23/90)

Students missing work due to an excused absence bear the responsibility of informing the instructor 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 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 RC: 11/20/87)

If attendance is required 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 faculty member may require the student to petition for a "W" or take an "I" in the course. (US: 2/9/87; RC: 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. (RC: 8/20/87)
- * The language "The instructor shall give the student an opportunity to make up the work and/or the exam missed during an excused absence..." implies the student shall not be penalized for the excused absence. (RC: 8/25/95)

5.2.4.3 Acceptable Standards in English Teachers in all courses are expected to call attention to and penalize for errors in English usage and to require the rewriting of papers which do not meet acceptable standards in English.

Any instructor who finds the written work of any student seriously defective in English is expected to report the case, together with specimen papers, to the dean of the student's college. A committee composed of this dean and the chair of the Department of English shall have power to require additional work in composition without credit. This remedial work shall begin not later than the following semester and shall continue until the committee is satisfied with the student's proficiency. When a student is required to do this additional work, the committee will report this requirement to the Registrar, who will indicate the fact on the student's record.

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 V., 5.2.4.1) in any course shall be reported to the President of Lexington Community College for Lexington Community College students or dean of the college in which the student is registered. The student shall be under the special supervision of his/her dean or President of Lexington Community College. If, after a suitable length of time, it becomes apparent that no improvement is being made, the dean or President of Lexington Community College may drop the student from the course, reporting the action to the Registrar and to the instructor. (See Section IV., 4.3.2 and Section V., 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 Final Examinations If a final examination is to be given, it will be administered during the examination period as scheduled by the Registrar for the semesters of the regular school year. These examination periods will utilize the last 5 days of each semester, and will 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 5 day period and need not be preceded by a study day. [US: 4/9/01]

Final examinations, where appropriate, will be administered during the last class day of the intersession and the summer session.

During the last week of classes of a regular session or during the three day period prior to the last day of class of Intersession or Summer School, no examination shall be given except for laboratory practicals or "make-up" examinations. In cases of "Take Home" final examinations, students shall not be required to return the completed examination before the regularly scheduled examination period. (US: 4/28/86)

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 and the Registrar. (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 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)

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

5.2.4.7 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)

5.2.4.7.1 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 a valid excuse 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:

1. Provide a prime time course section that does not participate in the common examinations.
2. 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. (RC: 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. (RC: 3/31/94)
- * 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.) (RC: 2/16/00)

5.2.4.8 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)

5.2.4.9 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.

5.3.0 REPEAT OPTION, SCHOLASTIC PROBATION, SUSPENSION AND REINSTATEMENT

5.3.1 UNDERGRADUATE COLLEGES

5.3.1.1 Repeat Option (US: 11/14/83; US: 4/13/87; US: 11/14/88; US: 4/23/90; US: 9/20/93 US: 4/11/94; US: 12/11/95; US: 2/9/98) A student shall have the option to repeat once as many as three different completed courses with only the grade, credit hours and quality points for the second completion used in computing the student's academic standing and credit for graduation. The limit of three repeat options holds for a student's entire undergraduate career, no matter how many degrees or programs are attempted. A student may not use the repeat option when retaking a course on a Pass-Fail basis if the course was originally taken for a letter grade.

A student may exercise a repeat option using a correspondence course taken at the University of Kentucky. For students previously matriculated at the University of Kentucky (UK) but who are now enrolled solely in UK correspondence courses, the repeat option may be applied for and approved by the Dean of University Extension, in coordination with the student's prior UK college. For students whose sole UK enrollments have been in UK correspondence coursework, the repeat option may be applied for and administered through the Dean of University Extension. (US: 12/11/95)

A student exercising the repeat option must notify in writing the dean of the college in which the student is enrolled. A student may exercise the repeat option at any time prior to graduation. (US: 4/11/94)

- * The word graduation refers to receipt of a B.A. or equivalent degree. The Repeat Option can be used for courses taken at LCC. (RC 2/14/01)

If a student officially withdraws from the second attempt, then the grade, credit hours and quality points for the first completion shall constitute the grade in that course for official purposes. Permission to attempt again the same course shall be granted by the instructor and the dean of the college in which the student is enrolled (see Section IV - 4.3.3). (US: 4/11/94).

The repeat option may be exercised only the second time a student takes a course for a letter grade, not a subsequent time. (US: 2/14/94)

- * A student may exercise the repeat option by taking a special exam (as provided in 5.2.1.2); if the request for the exam is approved, the student may request that the grade in the course be recorded under the repeat option. (RC: 1/27/84)
- * There is no relationship between the academic bankruptcy rule (V - 5.3.1.7) and the repeat option. To the extent that a student

has used any or all of his/her repeat options in the first enrollment, he/she no longer has them available during a subsequent enrollment. If not previously used, they are available during the subsequent enrollment. (RC: 9/29/82)

- * The repeat option can be used for courses taken at LCC. It cannot be used for courses taken at the former UK community colleges unless the course is calculated into the student's GPA at UK. The repeat option cannot be used for any courses taken at any other college or university. (RC: 1/28/00)
- * A student who audits a course in one semester and then takes the course for credit in a subsequent semester is to be regarded as having taken the course only once - the subsequent semester. (RC: 1/20/94)
- * Under the revisions of the repeat option rules adopted by the University Senate in April 1994, the event is the filing of the repeat option. Thus the new filing deadline applies to all repeat options filed after the end of the Spring 1994 semester (RC: 3/31/94)
- * A student must be enrolled at UK at the time he/she files the repeat option. Thus a student who has transferred to another institution would not qualify since he/she is not enrolled at UK. (RC: 3/31/94)
- * "The student must notify in writing the dean of the college in which the student is enrolled" means that a student must be enrolled at the time the repeat option is exercised. (RC: 3/31/94)

5.3.1.2 Academic Probation Policies [US: 3/20/95; US: 4/23/01]

A Students are placed on probation if:

1. Their cumulative Grade Point Average (GPA) falls below 2.0. Students on probation for this reason who achieve a cumulative 2.0 GPA or greater shall be removed from probation.
2. They have two consecutive UK academic terms with term GPAs below 2.0 regardless of their cumulative GPA. Students who achieve a 2.0 or better in the next term and have a cumulative GPA of 2.0 or greater will be removed from probation.
3. If the student has completed all the academic and procedural requirements for the degree while still maintaining an overall GPA of 2.0 or greater (or the minimum GPA established by a specific college), the degree shall be awarded and the student placed in good standing.

4. Summer I and Summer II are considered two separate academic terms and are subject to the same probation and suspension guidelines as Spring and Fall.

5.3.1.3 Academic Suspension Policies [US: 3/20/95; US: 4/23/01]

- A Students are subject to suspension if:
1. They fail to earn a 2.0 term GPA for any term while on probation, or.
 2. They have three consecutive UK terms in which their cumulative GPA remains below 2.0.
- B Students are subject to suspension without a preliminary probationary term if their GPA is below 0.6 after their first term of full time enrollment at UK. [US 4/10/00; US: 4/23/01]
- C In cases when a student is eligible for suspension, the Dean of the student's College may continue a student on academic probation if the individual case so justifies.
- D A student who is under academic suspension from the University may not enroll in any courses (including courses taken through the Office of Independent Study) offered by the University of Kentucky, nor take any examination for University of Kentucky credit while on academic suspension. Students already enrolled in correspondence course(s) will be allowed to complete the coursework upon notification of his/her suspension. [US 4/10/00; US: 4/23/01]
- E A student who has been academically suspended from the University a second time shall not be readmitted to the University except in unusual circumstances and then only upon recommendation of the dean of the college in which the student plans to enroll and approval of the University Senate Council.
- F Once reported to the University Registrar an academic suspension may be rescinded by the dean only in the event of an error in the determination of the student's eligibility for suspension, an official grade change that alters the student's suspension eligibility, or exceptional circumstances. [US: 10/16/89; US: 4/23/01]

5.3.1.4 Reinstatement After they have remained out of the University for at least a semester and a summer session (a semester for a student academically suspended at the end of a summer session), students who have been academically suspended from the University may only be reinstated by the dean of the college in which they plan to enroll when they present evidence that they are capable of performing at the level required to prevent being suspended a second time. (US: 10/11/93)

Students who have been academically suspended shall, upon reinstatement, be placed on scholastic probation and be subject to final academic suspension from the University if:

- A They acquire any additional deficit during any semester or session while on scholastic probation.
- B They have failed to meet the requirements for removal from scholastic probation by the end of the third semester following their reinstatement.

Once reinstated students have been removed from scholastic probation, they shall be subject to the same conditions for subsequent academic suspension as students who have not previously been academically suspended.

Students should refer to V – 5.3.1.5 for information on the academic bankruptcy rule that applies to students who are readmitted after an interruption of two or more years. (RC: 11/20/87)

5.3.1.5 READMISSION AFTER TWO OR MORE YEARS (ACADEMIC BANKRUPTCY) (US: 10/11/93;)

- A Undergraduate students who have been readmitted through the usual channels after an interruption of two or more years, and who have completed at least one semester or 12 hours with a grade point standing of 2.0 or better after readmission may choose to have none of their previous University of Kentucky course work counted toward graduation and toward the computation of their grade point standings. (US:4/12/82)

*

The calculation of the grade point average after readmission begins with the semester of readmission. ([RC: 11/20/87)

*

Any courses (including correspondence courses) taken in the absence of readmission “through the usual channels” do not satisfy the 12-hour requirement. (RC: 6/12/98)

- B In addition, the dean of the student's college may permit such a readmitted student who has elected not to count past work, to receive credit for selected courses without including those grades in the computation of the student's grade point standing. (US:4/12/82)

- C Part-time as well as full-time students can take advantage of the academic bankruptcy rule. Students need not have been originally suspended from the University to qualify for this option. Attendance at a community college in the UK system is equivalent to attendance at UK itself for the purposes of this option. A student can petition for academic bankruptcy for work done at a community college. (RC: 11/20/87) This option is not available to a student who transfers in more than 24 credit hours taken at another institution during the first two years after leaving the University of Kentucky. (Rules Committee Interpretation: 1983-84)

- * A student who has completed at least 12 hours of work with a GPA of 2.0 or better would be eligible for academic bankruptcy even if he/she received an E in one or more of the courses. (RC: 1/30/86)

- * If a student has completed a bachelor's degree and re-enrolls, he/she may not apply the academic bankruptcy rule to courses taken for the degree already completed. (RC: 11/12/84; RC 4/10/00)
- * The Academic Bankruptcy option may be used only once. (RC: 2/1/89)
- * The Rules Committee holds that enrollment for a semester, when terminated by a withdrawal before completion of the semester (grades all Ws), in the two years preceding readmission is not an interruption. Under this circumstance, a student **can** invoke the academic bankruptcy rule. (RC: 2/27/95)

5.3.1.5.1 Readmission After Two or More Years for LCC Students (Bankruptcy)

- A A student who has been admitted or readmitted after having remained out of both the Lexington Community College and the University System for a period of two (2) or more years, and who has completed at least twelve (12) credit hours in courses numbered 100 or above with a grade point average of 2.0 or better after admission or readmission, may choose to have none of the course work attempted in the Community College System and the University System prior to the interruption included in the computation of the student's grade point average. The calculation of the grade point average after the student declares bankruptcy begins with the semester of admission or readmission.
- B A student who has elected not to count past work in the computation of his or her grade point average may be permitted by the President of LCC to receive credit for those selected courses in which credit was earned with a grade of A, B, C, D, or P, prior to admission or readmission, without including those grades in the computation of the student's grade point average.

5.3.1.6 Suspended Students Transferring between Colleges and Programs A student suspended from a college or program may transfer to another college or program which has a 2.0 grade point average admission requirement for transfer students, even if the student has a GPA lower than 2.0, provided he or she is not subject to the provisions for suspension from the University (Section V - 5.3.1.5). However, the student must meet all other admission criteria established by the college or program [see Section IV - 4.2.4]. If the student would have been placed on academic probation by the college to which he or she is transferring had he or she been previously enrolled in that college, then the college may place the student on probation at the time of admission. (US: 4/14/86)

5.3.2 UNDERGRADUATE COLLEGES-PROBATION AND SUSPENSION POLICIES

Individual colleges may establish policies regarding academic probation and suspension with regard to a student's academic standing within the college in addition to the University-wide policies given here. If a college establishes such a policy, the

policy must be approved by the University Senate, and the policy shall be made available in writing to the students. [See this Section 5.3.1.3 and 5.3.1.5.] (US: 4/25/84)

5.3.2.1 College of Architecture: College of Architecture students are subject to the general University regulations pertaining to academic probation and suspension. In addition, a student may be placed on probation in the College of Architecture or suspended from the College of Architecture, but not necessarily the University, according to the College standards that follow.

A student enrolled in the College of Architecture who is placed on college probation may continue with studies in the college and university subject to general University regulations concerning academic standing. A student enrolled in the College of Architecture who is suspended from the college may not take classes offered in the College of Architecture until reinstated. A student who is suspended from the College of Architecture may take classes outside the college subject to general University regulations concerning academic standing.

A grade of "C" or higher is required to advance to the next level of studio in the College of Architecture. [RC codification: 5.27.98] A grade below C in an architectural design studio is considered unacceptable for majors in the College of Architecture. A student who earns a grade below C in a design studio will be placed on College probation. This probation will be removed when the student earns a grade of C or higher in the same studio.

A student will be suspended from the College for:

- A failing to earn a grade of C or higher in a particular architectural design studio for the second time; or
- B failing to earn a grade of C or higher in a particular design studio in its first or second offering after the semester in which the student earned a grade below C in that studio, provided the student remains in the University, except that students are not required to enroll in summer sessions; or
- C failing to earn a grade of C or higher in any design studio while the student is on University probation for two or more consecutive semesters.

Provision C does not apply to first year architectural design students.

College of Architecture rules on probation and suspension may be waived by the Dean of the College of Architecture under extraordinary circumstances.

A student who has been suspended from the College of Architecture may petition the Dean for reinstatement after a period of no less than one calendar year.

5.3.2.2 College of Allied Health Professions (US: 4/25/84; US:12/14/92) Allied Health professional students are subject to the general University regulations pertaining to academic probation and suspension. In addition, the following standards apply:

A Professional Program Probation:

A student will be placed on professional program probation when:

1. the semester GPA falls below 2.0 in courses required by the professional program, or,
2. a failing grade is earned in any course required by the professional program.

B Removal from Professional Program Probation

A student may satisfy the deficiency warranting probation and will be removed from professional program probation when:

1. in the semester following professional program probation, a 2.0 or above semester GPA is achieved in courses required by the professional program, and
2. a passing grade is earned in any previously failed course required by the professional program.

C Professional Program Suspension:

A student will be suspended from the professional program when:

1. a 2.0 semester GPA in courses required by the professional program is not earned either at the end of the probationary semester, or in any subsequent semester or,
2. a course required by the professional program is failed a second time or,
3. two courses required by the professional program are failed, unless alternative action is recommended by the Program Director and approved by the Dean.

5.3.2.2.1 Clinical Laboratory Science Professional Program Undergraduate students in the Clinical Laboratory Science Professional Program are subject to the University's general regulations for undergraduate students pertaining to scholastic probation, academic suspension, and reinstatement. (US: 12/14/92) In addition the following standards apply:

A Student Progress

Students admitted to the CLS Program may advance into the senior year and/or clinical rotation of the CLS program of study on the condition that each has (1) at least a GPA of 2.00 on all course work; and (2) earned a minimum grade of C (2.0) in every course with the CLS prefix.

B Undergraduate Professional Program Probation

Regardless of academic standing in the University, a student shall be placed on probation where the student:

1. earns a semester grade point average (GPA) less than 2.0 in all courses required by the CLS Program

OR

2. earns a grade less than C (2.0) for any course having a CLS prefix.

C Removal from Clinical Laboratory Science Program Probation

A student shall be removed from probation when:

1. in the semester following probation, the student earns a semester GPA of at least 2.0 in courses required by the CLS Program

AND

2. the student earns at least a grade of C (2.0) in any course with a CLS prefix in which previously the student earned a grade below C.

D Clinical Laboratory Science Program Suspension

A student shall be suspended from the undergraduate CLS program when the student:

1. earns less than a semester GPA of 2.0 in courses required by the CLS Program at the end of the first probationary period or in any subsequent semester,

OR

2. earns less than a C in a course with a CLS prefix for the second time,

OR

3. earns less than a C in any two courses required in the CLS Program.

E Removal from Clinical Laboratory Science Program Suspension

A student may be reinstated into the CLS program when the student meets the requirements for readmission as determined by the CLS Admissions and Progression Committee. These requirements will be communicated to the student at the time of suspension.

5.3.2.3 College of Engineering (US: 4/25/84; 2/12/96) In addition to the University rules on academic probation, suspension and reinstatement, the following rules apply to the College of Engineering.

1. No Student with a cumulative UK GPA of less than 2.0 will be enrolled in the College of Engineering. Any student who fails to maintain a cumulative UK GPA of 2.0 will be dropped from the College of Engineering and will not be readmitted until this GPA is 2.0 or greater. No probationary notice will be given.
2. Any student enrolled in the College of Engineering who achieves a GPA of 2.0 or less in any semester will be placed on academic probation.
3. Any student on academic probation who fails to achieve a 2.0 semester GPA will be dropped from the College of Engineering and will not be readmitted until he or she has obtained a UK semester GPA of 2.0 or greater for one semester and the student's cumulative UK GPA is 2.0 or greater.
4. Students who are dropped twice from the College of Engineering will not be readmitted.

5.3.2.4 College of Education (US: 3/9/87; 11/14/88; US: 9/8/97) The teacher candidate's progress in a Teacher Education Program is continuously monitored. A student may be placed on probationary status or suspended from the program for

failure to make satisfactory progress. Conditions resulting in probation or suspension include the following:

A Retention of Candidates In Teacher Education Programs

The progress of candidates who have been admitted to a teacher education program is continuously monitored. Some of the items which are monitored are: (a) whether a student has failed to earn a grade of C or better in a professional education class, (b) whether a student has failed to maintain 2.50 minimum GPA's overall and in required subject areas, (c) whether a student has demonstrated continued adherence to the EPSB Professional Code of Ethics, and (d) whether adequate progress is being made in building the Working Portfolio.

If problems are identified, program faculty will determine a plan for addressing the problems and implement the plan including feedback and direction to the student.

B Continuous Assessment In Teacher Education Programs

A student's progress through all teacher preparation programs is continuously monitored, assessed, and reviewed. In addition to typical evaluation processes that occur as part of their course work and field placements, students will be assessed a minimum of three times during their program by representatives of their respective program faculty.

The three assessments will occur upon entry into the Teacher Education Program, at a midpoint in the program (no later than the semester prior to student teaching), and as students exit the program following student teaching. Assessments will include, but are not limited to: (a) basic skills assessment, (b) review of grades via transcript, (c) personal and professional skills assessed during interviews with program faculty, when taking campus based courses, and during field experiences, (d) portfolio documents, and (e) continued adherence to the KY Professional Code of Ethics.

Following admission to a teacher education program, if problems have been identified at any of assessment points, program faculty will determine a plan for addressing the problems and implement the plan including feedback and direction to the student. In addition, if specific strengths are recognized during these assessments, the student will be commended.

C Admission to Student Teaching

Prior to the student teaching semester, each candidate will be asked to provide evidence in the form of the Working Portfolio to demonstrate the acquisition of skills related to teaching in the chosen subject field, and to document progress in any identified problem areas. Each candidate's portfolio will be reviewed by the appropriate program faculty, and continued progress through the program will be contingent on the results of this midpoint review.

Admission to student teaching requires a successful midpoint assessment review and recommendation by the program faculty that the candidate be allowed to student teach.

5.3.2.5 Professional Program in Accountancy (US: 4/13/87)

Retention Standards

Students pursuing the Five-Year Professional Program in Accountancy must maintain a 3.00 GPA in all hours attempted throughout the five-year program. If a student's GPA in the hours attempted after admission to the professional program falls below 3.00, the student will be given one semester to bring his or her GPA up to 3.00.

Graduation Standards

In order to graduate with an M.S. in the Professional Program in Accountancy, students must have at least a 3.00 GPA in all worked attempted and must have successfully completed a comprehensive final examination.

5.3.2.6 College of Nursing (US: 10/14/91) Undergraduate students in the professional nursing program are subject to the University's general regulations for undergraduate students pertaining to scholastic probation, academic suspension, and reinstatement. In addition, the following standards apply.

(NOTE: In the statements below, the phrase "in the College of Nursing (CON)" refers to courses with an NUR prefix that are specific requirements for the degree of Bachelor of Science in Nursing. The phrase "by the con" refers to other courses in the student's approved academic plan which do not have the NUR prefix, e.g., ENG, CHE, BIO.)

These standards apply to all undergraduate students unless alternative action is recommended by the Undergraduate Student Admission and Progression Committee and approved by the Dean of the College of Nursing.

I Undergraduate Program Probation

Regardless of academic standing in the University, a student shall be placed on probation when the student:

- A earns a semester grade point average (GPA) less than 2.0 in courses required by the College of Nursing, OR,
- B earns a grade less than a C (2.0) for any course required in the CON (NUR prefix).

II Removal from Undergraduate Program Probation

A student shall be removed from probation when the student:

- A in the semester following probation earns a semester GPA of at least 2.0 in courses required by the College of Nursing, AND
- B earns at least a grade of C (2.0) in any course required in the CON (NUR prefix) for which the student previously earned a grade below C (2.0).

III Undergraduate Program Suspension

A student shall be suspended from the undergraduate nursing program when the student:

- A earns less than a semester GPA of 2.0 in courses required by the CON either at the end of the first probationary period or in any subsequent semester, OR
- B For a second time fails to earn a grade of C (2.0) in a course required in the CON (NUR prefix), OR
- C fails to earn a grade of C (2.0) in any two courses required in the CON (NUR Prefix), OR
- D earns less than a GPA of 1.5 in the courses required by the CON at the end of any semester, except for the first semester at the University, with a preliminary probationary period.

IV Removal from Suspension

After the period of suspension, a student may be reinstated into the CON when the student meets the requirements for admission.

5.3.3 PROFESSIONAL COLLEGES**5.3.3.1 College of Law****A Exclusion for Poor Scholarship and Readmission**

All students in the College of Law must maintain a satisfactory cumulative grade point average, and failure to do so will result in the student being dropped from the College for poor scholarship. Any student who receives a grade point average below 1.5 for his or her first semester of law study may be dropped by the Dean on recommendation of the Law Faculty Academic Status Committee for poor scholarship. Any student who fails to achieve a 2.0 cumulative grade point average at the end of the first two semesters will automatically be dropped for poor scholarship. In addition, any student whose cumulative average falls below a 2.0 at the end of any subsequent semester will also be dropped from the College. (US:10/11/82)

Any student who receives a grade of E in a required course must reregister for the course and complete all requirements thereof. When such a required course is retaken or when a student elects to repeat an elective course in which he has received a failing grade, both the initial and subsequent grade will be reflected on the student's record and counted in the computation of class standing, subject to Readmission standards below.

Any student dropped for poor scholarship may petition the Law Faculty Academic Status Committee for readmission. A recommendation to the Dean for readmission is within the discretion of the Committee; however, in most cases, the following policies will guide the Committee: a student dropped after the first semester will be required to petition the full Faculty for readmission; in the case of students dropped at the end of the second semester, a student with a cumulative grade average of 1.9 and above will normally be readmitted, a student with a cumulative average of 1.7 to 1.89 may be readmitted but will be carefully scrutinized, and a student with a cumulative average

below 1.7 will normally not be readmitted; any student dropped at the end of the third semester or thereafter will be subject to case-by-case analysis.

Any student who is readmitted after being dropped at the end of the second semester and who fails to raise his or her cumulative grade point average to 2.0 by the end of the third semester will be readmitted again at that time only if he or she has made material progress toward raising his or her cumulative grade point average to 2.0. Material progress at a minimum shall mean obtaining a 2.0 GPA for the semester. Moreover, such student must raise his or her cumulative average to 2.0 by the end of the fourth semester. In addition to the foregoing academic standards for readmission, the Committee may impose additional academic standards in individual cases, and in any case may impose other reasonable conditions of readmission including, but not limited to, limitation of outside work, specification of schedule of study (including specification of particular courses and limitation of hours), and the limitation of extracurricular activities. The Committee with the approval of the full law faculty may also require the repetition of courses either with or without substitution of the grades awarded in the courses retaken. Failure to comply with the requirements and conditions of readmission will result in the student being dropped again from the College, in which case he or she will not be readmitted without approval of the University Senate Council upon the recommendation of the Dean following action by the full Law Faculty. Any student aggrieved at any time by recommendation of the Academic Status Committee may petition the full Law Faculty for review.(US: 12/4/89; US:4/12/93)

For purposes of the above rules, a student who is required by the Academic Status Committee to repeat fourteen (14) or more hours of the freshman curriculum in his or her third and fourth semester will be considered as enrolled in his or her first and second semesters.

A student who has once been dropped for poor scholarship and who fails to have a 2.0 cumulative average at the end of the semester or summer session in which he or she completes the 90th hour of course work will not be allowed to graduate from the College of Law. Such student will not be allowed to enroll in additional hours of course work in an attempt to achieve a 2.0 cumulative average. (US:11/8/76; SC transmittal: 3/14/91)

B Withdrawal and Readmission (US: 4/12/93)

1. First-year students are expected to complete their first year of law study without interruption. If a student withdraws from the College and University during his or her first year of law study, readmission is not automatic. If a student withdraws during the first semester of law study, applications for readmission will be referred to the Admissions Committee; if a first-year student withdraws during the second semester, applications for readmission will be referred to the Academic Status Committee; provided that in either of the above withdrawal situations, the Dean's designate may grant a special leave of absence for the balance of the academic year for reasons relating to extended illness or equivalent distress.
2. After completion of all required first-year courses, a student who withdraws from the College of Law and the University is subject to the rules stated herein regarding readmission after a leave of absence and grades for students who withdraw. To officially withdraw from the College of Law, a student must

report to the University Registrar's Office to obtain a withdrawal card; this card must be signed by the Dean of the College of Law or the Dean's designate. If a student plans to complete a semester, but not reenroll for the subsequent semester, he or she must give the Dean's designate written notice of such intention.

3. If a student withdraws from the College and University or does not continue enrollment **and** has complied with paragraph B(2) of this rule, the student will routinely be readmitted to the College provided that the student is in good standing and the absence was not longer than two semesters plus one summer term. No student will be readmitted pursuant to this paragraph more than one time.
4. A student who intends to remain away from the College for more than 2 semesters plus one summer term must request permission for a Leave of Absence. These requests are not routinely granted and will be referred to the Academic Status Committee for recommendation to the Dean.
5. Readmission for students who are not entitled to readmission pursuant to paragraphs B, D(1), or D(2) of this rule is not automatic. Applications for such readmission will be referred to the Academic Status Committee for a recommendation to the Dean. The Academic Status Committee may consider all relevant facts and circumstances, including the length of time out of the College and reasons for the absence. The Committee and Dean will normally not approve readmission for any student who has been away from the College for six regular semesters. Reasonable conditions, including the repetition of courses for no credit, may be imposed if readmission is approved.
6. A second-year student, a third-year student, or a first-year student with special permission of the Dean's designate may withdraw from any course or seminar within the first half of a semester or summer session. To withdraw from a course or seminar within the first half of a semester or summer session, the student must submit a completed course withdrawal card to the Dean's designate. A student may withdraw from a course or seminar during the last half of a semester or summer session only on petition certifying reasons relating to extended illness or equivalent distress. This petition must be approved by the instructor and the Dean's designate.

E Limitation on Pass-Fail Units Creditable for College of Law Students (US: 4/12/93)

1. No more than 6 hours of graduate courses outside of the law school, graded on a pass/fail basis, shall be counted.
2. No more than 6 hours of courses in the law school that are offered only on a pass/fail basis shall be counted.
3. No more than 9 of the total number of pass/fail credit hours, whether earned for graduate school courses under 1. (above) or for law school courses offered only on a pass/fail basis under 2. (above) shall be counted.

4. No more than one graduate school course outside the law school, graded on a pass/fail basis, may be credited in any one semester.

Students in joint degree programs may only take up to six pass/fail course credit hours in the law school courses and may take no courses outside the law school for credit toward the J.D. other than pursuant to the applicable joint degree program.

5.3.3.2 College of Pharmacy:

ACADEMIC PERFORMANCE, PROGRESS AND GUIDELINES (US: 11/13/95)

The Academic Performance Committees (APC) are charged with monitoring students' progress through the curriculum. The Committees regularly review (during and at the end of each semester) the performance of each student based on course grades and on written comments of each student's performance, both of which are shared with the student and are part of the student record. The APC for students in a particular year will consist of the course directors and laboratory instructors for that year plus a standing core of faculty. The APC will recommend an action appropriate to the particular student standing and record i.e. proceed to the next series of courses, promotion to the next year, graduation, probation, probation with remedial action, removal from probation, academic leave, suspension, dismissal, or other action. Recommendations for graduation are made to the Dean and to the faculty since graduation requires approval by the faculty. All other recommendations are to the Dean. Students must be promoted to subsequent year standing by action of the APC. Promotion is not automatic, but must be earned based on appropriate performance and satisfaction of prior coursework. The APC may also recommend other actions including but not limited to adjustment of academic load, repetition of curriculum segments and participation in counseling sessions. Although the APC considers the overall record of the student in making decisions, the APC will rely heavily on the following general guidelines in making its recommendations:

1. All students are expected to earn a minimum grade of "C" in all courses. Students who fail to earn a minimum of "C" in any course will be placed on probation with remediation, be suspended or be dismissed from the College.
2. Students who fail to earn a minimum grade of "C" in any two required courses during the same semester, or who fail to earn a minimum grade of "C" in any course while on probation, will be suspended or dismissed from the College.
3. Students who do not satisfy the remediation requirements for probation will be suspended or dismissed from the College.
4. Students who satisfy the remediation requirements for probation will be removed from probation.

Because the College of Pharmacy is charged with the education and training of competent pharmacists and because competence must be assured not only in the fund of knowledge and technical abilities of the student, but also in their standards of personal and professional conduct, student progress is carefully monitored to certify that students have acquired appropriate knowledge, skills, behavioral characteristics and ethical principles. To this end students are responsible for conforming to all rules standards and regulations specified in such documents as the Health Science Students Professional Behavior Code, Behavior Standards in Patient Care, Student Rights and

Responsibilities and standards detailed in the College of Pharmacy Bulletin. Review of such responsibility is vested with the APC which will seek recommendations from an advisory group composed of the APC core faculty and an equal number of student representatives. Academic rules will not be changed during a student's enrollment if and only if the student has continued to progress within the class of matriculation. Rules affecting leaves and standards of behavior may be changed with notice.

Students dismissed from the College of Pharmacy because of a recommendation from the Academic Performance Committee may petition readmission through the Academic Performance Committee. Students withdrawing from the College while in good academic standing may petition readmission through the Admissions Committee. Students expelled from the College because of violations of academic integrity are not eligible for readmission.

Special Considerations.

1. The demands of the Doctor of Pharmacy curriculum consume the entire efforts of students. Therefore upon acceptance to the program of study students are expected to devote their energies to the academic program. The College actively discourages employment while courses are in session and cannot take outside employment or activities into account when scheduling classes, examinations, reviews, field trips or individual course functions or special projects.
2. Due to curricular requirements course functions and/or examinations outside the normal Monday through Friday, 8 AM to 5 PM business hours time frame will occur.
3. Clinical responsibilities include evening and weekend work.
4. All College of Pharmacy students are subject to the rights, rules and regulations governing University of Kentucky students in all matters not specifically covered in Medical Center and College documents.

A student found guilty of committing any offense may appeal that finding through the Academic Ombud to the Appeals Board.

5.3.3.3 College of Medicine (US: 3/10/86):

A Assessment of Student Learning

The University of Kentucky College of Medicine is charged with the education and training of competent physicians. Competence must be assured not only in the students' fund of knowledge and technical expertise, but also in their standards of personal and professional conduct. Student progress shall be carefully monitored to certify that students have acquired appropriate knowledge, skills, behavioral characteristics, and ethical principles. To this end, students are responsible for conforming to all rules and regulations specified by the *Health Science Student Professional Behavior Code*, the "Technical Standards" detailed in the *College of Medicine Bulletin*, and the academic standards established in these *Student Promotion Rules*.

The Student Progress and Promotion Committee (SPPC) is charged with the monitoring of student progress through the curriculum. The Committee regularly reviews each student's performance and makes recommendations to the Dean on such actions as graduation, promotion, remediation, dismissal and leaves of absence. Final authority on all matters of student progress and promotion is vested in the Dean of the College of Medicine.

Assessment Criteria

1. Student work is assessed by the faculty through the assignment of grades upon completion of all required courses and clerkships. Basic science grades are based upon such measures as written and oral examinations, laboratory practicals, and case write-ups. In the clinical years, grades are accompanied by detailed descriptive comments reflecting the instructors' impressions of the student's knowledge, attitudes, and technical skills.
2. Departmental faculty determine the level of student competence in the course or clerkship for which they are responsible. Within two weeks of the termination of each course, every department shall submit to the Office of Education a grade, and where possible, written comments on each student's performance. The Office of Education will provide every student a copy of this grade sheet within three weeks of the termination of the course.
3. Because of advanced academic pursuit in a biomedical discipline, some students may wish to bypass a particular first or second year course. With permission of the course director and the SPPC, a student may sit for an "opt-out" examination. The course director will determine the appropriate level of performance for bypass privileges.
4. Students will be required to pass a comprehensive, standardized basic science examination prior to promotion to the third year and a comprehensive, standardized clinical examination prior to graduation. Students may sit for three consecutive administrations of the examination in the attempt to achieve a passing score. During the interval between repeated attempts to pass the examinations students are in a non-promotional category. If unsuccessful after the third attempt, the student will be dismissed from the College.
5. Students will be required to pass a Clinical Performance Examination (CPX) prior to graduation. Students who do not pass the initial examination will be required to participate in remediation activities and pass a retest. (US: 3/18/96)

B Promotion and Retention Criteria

The education of a physician is a complex process, longitudinal in character, with many incremental steps. To assure that students graduating from the College of Medicine have the necessary knowledge, skills, demeanor, and ethical principles essential to professional competence, the following procedures will be used to evaluate and promote students:

1. At regular intervals the SPPC will review the academic record of each student and make specific recommendations addressing promotion, remediation, or

dismissal. Beyond these recommendation, potential actions include but are not limited to the adjustment of academic load, repetition of curriculum segments, and participation in counseling sessions.

2. **Promotion** to sequential semesters or years in the curriculum is contingent upon attaining the expected level of performance as prescribed by the faculty of the College of Medicine. Students attaining a GPA of 3.7 or higher in their current academic year will be promoted to the subsequent year **With Distinction**. This accomplishment will be noted in their academic records and on their transcripts.

Commencement honors of High Distinction and Distinction will be awarded at graduation for students who attain the appropriate GPA, i.e., 3.7 for High Distinction, 3.5-3.69 for Distinction. (US: 3/18/96)

3. A **non-promotional category** will identify students who are not being promoted due to unfulfilled requirements. These students may be involved in remediation activities, be working to complete an "I" grade, or be retained for not passing the standardized comprehensive examination. Students in the non promotional category will be promoted or dismissed based upon satisfactory correction of the deficiency.
4. A **non-routine promotion** category will identify students receiving marginal grades whose performance warrants close monitoring. Marginal performance may indicate the need for remediation or repetition of curriculum segments. Continued marginal performance may be justification for dismissal.

Unlimited opportunity to repeat courses, clerkships or curriculum sequences is neither feasible nor desirable.

5. A student receiving a grade of "U" or "E" has performed at an unacceptable level. To redress the grade, the SPPC will review both the student's academic record and the compensating recommendations of the department that assigned the mark. The SPPC will determine a plan of action which may include remediation, repetition of all or a portion of the course, clerkship, or curriculum year, or dismissal from the College.
6. A **probation category** encompasses those students who post a GPA of less than 2.5 for any academic year and those students who receive "U" or "E" grades. Students promoted on probation must improve their academic performance in the subsequent academic year or risk dismissal.
7. **Dismissal** from the College **will** result when students have an annually calculated cumulative GPA of less than 2.0; receive two or more "E" grades; receive three or more "U" grades; receive a "U" or "E" grade while on academic probation; or fail either of the comprehensive standardized examinations on three consecutive attempts. At the discretion of the SPPC and the Dean, students **may** be dismissed if they receive two "U" grades.

C Leaves of Absence

Students are normally expected to complete the curriculum in four consecutive years. Under compelling circumstances, leaves of absence may be granted by the SPPC. The request for a leave of absence must be submitted in writing to the Associate Dean for Education. Return from a leave must be approved by the SPPC, may necessitate an amended academic curriculum, and is subject to the availability of space in required courses. The following three categories of leave may be sanctioned by the SPPC and approved by the Dean:

1. **ACADEMIC LEAVE OF ABSENCE** is available to students who wish to undertake specialized academic pursuits in a defined field of study. Students must be in good academic standing. Approval will not be given for intervals in excess of one year without reapplication.
2. **PERSONAL LEAVES OF ABSENCE** are initiated at the students' requests. Students must be in good academic standing. Leaves in this category may range from a number of weeks to a maximum of one years.
3. **MEDICAL LEAVE OF ABSENCE:** Illness can seriously disrupt or impede student progress through the course of study. A student anticipating an absence of 10 days or more must secure a medical leave of absence. Application for this type of leave may be requested through the Office of Education and must be accompanied by a letter from the student's attending physician.
 - a. Processing and approval of a medical leave by the SPPC may require a review of the student's pertinent medical records by a specially appointed committee of physicians with relevant medical expertise. The length of the medical leave of absence will be determined by the SPPC in consultation with the student, his attending physician, and the ad hoc Committee of physicians. Request for reentry must be accompanied by a statement from the student's attending physician which addresses the student's ability (mental and physical) to carry a full academic load. At this juncture, the SPPC may again require review of the student's medical records and/or a medical assessment by a physician with relevant clinical expertise at the student's expense.
 - b. Absences due to acute illness do not require a medical leave of absence. However, for absences which encompass a major performance examination or more than five days of a clinical clerkship, at the student is responsible for notifying the Office of Education as soon as possible. Further, a supporting statement from an attending physician must be filed with the Office of Education prior to returning to class.

D Other Considerations and Restrictions

1. The demands of the medical school curriculum consume the entire efforts of medical students. Therefore, upon acceptance to the program of study students are required to sign a statement indicating that they will not have outside employment during the academic year. For the exceptional case, permission may be granted by the SPPC upon petition by the student.

2. Due to curricular requirements, Saturday examinations are frequently scheduled. Allowances will be made for students whose religious beliefs prohibit participation in Saturday examinations.
3. Clinical responsibilities during the third and fourth year will necessitate night and week-end work.

NOTE: All College of Medicine students are subject to the rights, rules and regulations governing University of Kentucky students in all matters not specifically covered in the above promotional rules.

5.3.3.4 College of Dentistry: (US 11/8/99)

The following academic disciplinary policies for students in the Professional Dental Educational Program are initiated upon unsatisfactory academic performance.

Academic Probation

A student will be placed on probation if he or she has:

1. a grade point average (G.P.A.) for the academic year less than 2.75;
2. received a failing grade (**E** or **F**); **or**,
3. failed one or more parts of either Part 1 or Part 2 of the National Dental Board Examination

Terms of Probation. The terms of probation will be established by the Academic Performance Committee. The duration of probation will be at least one semester. Passing a course that has been failed is a condition of all probations. Additional terms of probation may be established by the Academic Performance Committee. Students on probation may be ineligible for certain curricular or extracurricular College activities.

If a student has failed a National Dental Board Examination, taking the examination the next time it is offered and passing it shall be among the terms of probation. The terms shall also require certain activities to help the student prepare to pass the examination.

Removal from Probation. A student will be removed from probation by the Academic Performance Committee when he or she has at least a cumulative 2.75 G.P.A., has at least a 2.75 G.P.A. in the current academic year, has passed any failed course, and has satisfied the terms of probation in the judgment of the Academic Performance Committee.

Responsible Agent: The Academic Performance Committee (US 11/8/99)

Academic Suspension

The Academic Performance Committee (APC) shall recommend to the Dean that a student be suspended if two conditions exist. The first condition is that the student has **either**:

1. received two or more failing (**E** or **F**) grades;
2. received a failing grade (**E** or **F**) while on probation;
3. failed to meet the terms of probation; **or**,
4. after the second year of the curriculum, achieved a cumulative GPA or less than 2.75

The second condition for suspension is that, based on the available evidence, the APC has determined that the student is capable of completing the curriculum after receiving counseling and/or completing work outside the College. The committee's recommendation will include a description of any circumstances the Dean should consider in reaching a decision. It will also include suggestions on what the student needs to accomplish to be considered for reinstatement.

Second failure of Part 1 of the National Dental Board Examination. If a student fails the Board Examination a second time, the APC shall recommend to the Dean that the student be suspended. The committee's recommendation will include a description of any circumstances the Dean should consider in reaching a decision. It will also include suggestions on what the student needs to accomplish to be considered for reinstatement. (US 11/8/99)

Review. A student subject to suspension may ask the Dean for a review. Review procedures will be determined by the Dean. (US 11/8/99)

Reinstatement following suspension. A suspended student may not be reinstated before one semester has passed from the date of suspension. When the student demonstrates that he or she can perform at the level required to graduate from the College, the Dean may reinstate him or her. A reinstated student will be placed on probation, subject to terms recommended by the Academic Performance Committee and approved by the Dean. (US 11/8/99)

A student who has been suspended because of a second failure of Part 1 of the National Dental Board Examination shall not be readmitted unless she or he takes and passes Part 1 the next time it is offered. (US 11/8/99)

Responsible agent: The Dean. (US 11/8/99)

Dismissal Policy (US 11/8/99)

The Academic Performance Committee (APC) shall recommend to the Dean that a student be dismissed if two conditions exist. The first condition is that the student has either:

1. received two or more failing (**E** or **F**) grades;
2. received a failing grade (**E** or **F**) while on probation;
3. failed to meet the terms of probation; **or**,
4. after the second year of the curriculum, achieved a cumulative GPA or less than 2.75

The second condition for dismissal is that, based on the available evidence, the APC has determined that the student is not academically capable of completing the curriculum or is otherwise unsuitable for dentistry for reasons that include, but are not limited to: unacceptable personal hygiene; the inability to establish rapport with patients; the inability to work effectively with other health care team members; undependability; or lack of integrity, initiative or interest. The committee's recommendation will include a description of any circumstances the Dean should consider in reaching a decision.

Previously suspended students. If a student is subject to suspension and has been previously suspended, the APC shall recommend that she or he be dismissed.

Review. A student subject to dismissal may ask the Dean for a review. Review procedures will be determined by the Dean.

Reinstatement following dismissal. The dismissed student shall not be reinstated.

Responsible Agent: The Dean.

Graduation Policy (US 11/8/99)

A student will be eligible for graduation when all courses have been satisfactorily completed and all of the applicable requirements that follow are met:

1. a student has at least a 2.75 cumulative G.P.A.;
2. a student has passed Parts 1 and 2 of the National Dental Board Examination;
3. advanced standing students must complete the curriculum within one year following the time period agreed to at admission;
4. all terms of probation have been satisfied; and
5. all patient responsibilities and other obligations to the College or University have been satisfied.

Responsible Agent: The Dean

5.4.0 DEGREES, HONORS, GRADUATION

A Commencement Convocation shall be held annually

5.4.1 RESIDENCE REQUIREMENTS

For an undergraduate degree a minimum of thirty (30) of the last thirty-six (36) credits presented for the degree must be taken from the University, but not necessarily on the Lexington campus.

Any request for waiver by veterans or other students 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.

- * Courses taken under the auspices of the National Student Exchange program (and for which students pay their tuition to the University of Kentucky) can be considered as courses taken at UK for purposes of both Rule 5.4.1's residence requirement and for conferring graduation honors under Sections A - D of Rule 5.4.2. (RC: 2/14/01)

Lexington Community College Residence Requirement

Regardless of the time the student has attended Lexington Community College, a minimum of twenty-four credits must be completed within the University of Kentucky, and at least 25 percent of the approved curriculum credits must be completed at the College. (US 4/10/00)

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.

5.4.1.2 Double Major (US: 4/10/89) An undergraduate student earns a double major when he or she completes all university, college, and departmental requirements in one department--the Primary Major--and all departmental requirements in a second department--the Secondary Major. If there is a generic relationship, work in the Primary Major may be applicable to the Secondary Major. The student must indicate his or her double major to the Registrar and to the student records office in his or her college(s). He or she must have an advisor in each major. The student who completes the requirements for a double major receives a degree from the college of his or her Primary Major and has the successful completion of the Secondary Major entered on his or her transcript. A Secondary Major may be completed after the degree for the Primary Major has been awarded. A double major does not result in an additional degree. (US:3/8/82; 4/10/89)

- * The Rules Committee has held that a secondary major from another college must fulfill only the departmental requirements for a major and is not expected to meet the college requirements as well. In addition, the pre-major requirements are considered to be a part of the major requirements for purposes of the rule and must be fulfilled by secondary majors. (RC: 11/16/89)

5.4.1.3 Second Bachelor's Degrees A student is eligible to qualify for a second bachelor's degree in a different major. The student must complete all university, college, and departmental requirements for both degrees. Courses taken towards fulfilling one degree may also count towards fulfilling parallel requirements in the other, but the student must complete a minimum of at least 144 hours for both degrees. The student may elect to receive the degrees simultaneously if college and departmental degree requirements can be met simultaneously. (US:3/8/82; 4/10/89)

5.4.1.4 Second Associate Degree A student is eligible to qualify for a second associate degree in a different major. Courses taken towards fulfilling one degree may also count towards fulfilling parallel requirements in the other, but the student must complete a minimum of at least 66 hours for both degrees. The student may elect to receive the degrees simultaneously if degree requirements can be met simultaneously. In no case will a second degree be granted for the completion of a second option in a program. The completion of a second option, however, will be recorded on the transcript. (US 4/10/00)

5.4.1.5 Concurrent Enrollment in Graduate Programs Concurrent enrollment for degree purposes in more than one graduate program is permitted only with the approval of the student's Graduate Advisor(s), Directors of Graduate Studies in the programs, and the Dean of the Graduate School.

5.4.1.6 Masters Degree Following Doctorate Subsequent to the receipt of a doctoral degree, a student is not eligible to receive a master's degree based on the work which led to the doctorate. (US: 9/10/84)

5.4.1.7 Second Master's Degree A student may receive two master's degrees. However, simultaneous enrollment in two or more programs and the granting of two or more master's degrees at the same time is not permitted, unless approved the student's advisors and the Directors of Graduate Studies in the programs. (US:3/8/82)

- * This rule does not prohibit a student from receiving both a bachelor's degree and an advanced degree in the same field at the same time. (RC: 1/10/82)

5.4.1.8 University Scholars Program The total number of credit hours for the combined program may be 12 fewer than the total required for both the bachelor's and master's degree. The requirements for the bachelor's degree will be unaffected. (See Section IV., 4.2.5.4 and Section V., 5.2.2) (US: 9/13/82)

5.4.1.9 Faculty Members as Candidates for Degrees Members of the faculty, except those in LCC and the Community College System, having a rank higher than that of instructor may not be considered as candidates for degrees in the discipline in which they are employed and hold academic rank.

Faculty members pursuing degrees above the master's degree at the University may not hold more than a half time work assignment either during the two full-time, consecutive resident semesters preceding qualifying examinations or during the two semesters of full-time dissertation study immediately following the qualifying examination. (US: 5/6/85; BofT: 9/17/85)

5.4.2 COMMENCEMENT HONORS

A Students shall be graduated "Summa Cum Laude" who attain a grade point average of 3.8 or higher for at least three years of work at the University of Kentucky (excepting correspondence study). (US: 10/11/94; US: 4/11/94)

B Students shall be graduated "Magna Cum Laude" who attain a grade point average of 3.6 or higher for at least three years of work at the University of Kentucky (excepting correspondence study). (US: 4/11/94)

C Students shall be graduated "Cum Laude" who attain a grade point average of 3.4 to 3.6 for at least three years of work at the University of Kentucky (excepting correspondence study). (US: 4/11/94)

D Students with a minimum of two but less than three years of work at the University shall receive the appropriate commencement honors if they attain a grade point average of 0.2 greater than the above.

- * Courses taken under the auspices of the National Student Exchange program (and for which students pay their tuition to the University of Kentucky) can be considered as courses taken at UK for purposes of both Rule 5.4.1's residence requirement and for conferring graduation honors under Sections A - D of Rule 5.4.2. (RC: 2/14/01)

E The degree with honors from a professional college shall be based solely upon work done in the professional college.

- F The bachelor's degree with honors in a student's major or a degree with honors from a professional college will be conferred upon a student whom the faculty or the student's department, or college in the case of a professional college, and the dean of the student's college recommend receive the degree. A student may be required to complete work in addition to that required for the bachelor's or professional degree to receive a degree with honors. (US: 12/13/82)
- G All students in the Honors Program of the University who do not have a grade point standing of 3.5 or better but are in the top ten percent (10%) of their college's class are eligible to graduate in the Honors Program if they satisfy the other requirements and have approval of the Honors Program Director.
- * A student who has invoked the academic bankruptcy rule (V - 5.3.1.7) during his/her University career shall be considered, for the purposes of commencement honors, as having attended the University only for those hours earned subsequent to readmission. (RC: 6/21/83)
- * A student need not be enrolled full-time to fulfill the years of work necessary to receive commencement honors. Two years of work means 60 credit hours; three years means 90 credits. (RC: 5/8/85)
- H Work done at Lexington Community College shall be counted as work at the University of Kentucky in calculating the grade point average for honors. [RC: 11/20/87] (US 4/10/00)
- The associate degree with honors from Lexington Community College shall be based solely upon work done in the College or the University of Kentucky. (US 4/10/00)
- Students shall be graduated "With High Distinction" who attain a grade point average of 3.6 or higher based on at least 48 credit hours of work at Lexington Community College or the University of Kentucky. (US 4/10/00)
- Students shall be graduated "With Distinction" who attain a grade point average of 3.4 or higher based on at least 48 credit hours of work at Lexington Community College or the University of Kentucky. (US 4/10/00)

5.4.3 REQUIREMENTS FOR GRADUATION

To be eligible for any degree, a student must have completed the requirements as approved by the University Senate, except that curriculum substitutions may be made by the college affected if not inconsistent with these Rules. Curriculum requirements must include, in addition to specified credits, a specified grade point average both overall and in the student's major which shall in no case be less than 2.0. (US: 10/10/94)

- * The 2.0 requirement applies to all major requirements, including pre-major and lower division courses but not to those courses taken in the major beyond the minimum requirements. (RC: 12/4/95)

Every baccalaureate degree program shall include four divisions or components:

1. University Studies
2. Pre-major or Pre-professional
3. Major or Professional
4. Free Electives

5.4.3.1 Writing Requirement Two semesters of writing courses (normally ENG 101, Writing I, and ENG 102, Writing II) or their equivalent are required of each student unless the student demonstrates competency according to the exemption plans specified in the *Bulletin*. Only in unusual circumstances will a student be permitted to withdraw (for reasons stated in Section V. 5.1.8.3) and only the dean of the student's college can authorize such a withdrawal, in consultation with the instructor. A full-time student must enroll in a writing course each semester until the student has satisfied this requirement unless the student qualifies for a one-semester option, in which case the student may enroll during either semester of his/her freshman year. (US:11/12/84)

5.4.3.2 Inference Requirement (US: 2/13/95) Each baccalaureate student must satisfy one of the following:

- (1) any calculus course
- or**
- (2) STA 200, Statistics, A Force in Human Judgment plus PHI 120, Introductory Logic or PHI 320, Symbolic Logic I
- or**
- the equivalent of one of the above.

5.4.3.3 University Studies Requirements (US: 2/3/86) The requirements listed below are applicable to undergraduate students entering the University in the Fall Semester, 1988, and thereafter.

- * For Rules interpretation on taking USP courses P/F, see Section V - 5.1.4 (RC: 1/15/93)

I. Basic Skills

- A Mathematics (College Algebra, or exam, or ACT 25, or Calculus)
- B Foreign Language (2 yrs high school/1 yr college)

II. Inference and Communicative Skills

- A Calculus or Logic and Statistics 3-6 hours
- B University Writing Requirement (English) 6 hours
- C Oral Communication Requirement 3 hours

Note: The University Studies Committee shall employ the principles and learning objectives approved by the University Senate on 3/10/97 for evaluating the alternate

routes for satisfying the Oral Communication requirement in University Studies (see Section I - 1.4.4.0).

III Disciplinary Requirements

- | | | |
|---|---|---------|
| A | Natural Sciences (Two-sem. seq. in one discipline) | 6 hours |
| B | Social Sciences (Single course in each of two separate disciplines) | 6 hours |
| C | Humanities | |
| | a. Survey from Greece to the Present or | |
| | b. Two courses in a single humanistic discipline, or | |
| | c. Freshman Seminars (two) | 6 hours |

In fulfilling requirement A, B, or C(b), a student may enroll in a Discovery Seminar as one of the required courses. The single- or multiple-discipline requirement will still apply. [US: 11/10/97]

IV. Cross-disciplinary Requirement (effective for students who graduate on or before the August 2002 graduation date) [US; 4/23/01]

Each student must take a pair of complementary courses which are designed to demonstrate the interrelationship of the disciplines. These courses may be from different departments in a single area (i.e. humanities, social sciences, natural sciences) or may couple two different areas. 6 hours

[IV. Six hours of Electives (effective for students who graduate after the August 2002 graduation date) [US: 4/23/01]

Each student must take six hours of electives, with at least three hours taken in courses which do not satisfy the requirements of the student's major.] 6 hours

V. Cross-cultural Requirement

Each student must take one course which deals primarily with the Third World or with a non-Western civilization. 3 hours

TOTAL 39-42 hours

NOTE: A course taken to satisfy a requirement in one area of University Studies cannot be used to satisfy a requirement in another except that (a) a single course in calculus may be used to satisfy the mathematics component in both I-A and II-A; and (b) courses approved as Clustered Courses** may be used to satisfy both the Cross-Disciplinary and designated Disciplinary requirements. (US: 2/8/88)

**Clustered Courses must be composed of two or more sets of paired courses approved for the cross-disciplinary component of the University Studies Program. All clusters must be approved in accordance with the rules and procedures for including any course or sequence of courses in the University Studies Program. (US: 2/8/88)

5.4.3.4 Free Electives The free elective degree component must meet the definition of free electives as set forth in the Glossary of Terms of the *Rules of the University Senate*.

- * A free elective component is a mandatory part of every baccalaureate program. It has no minimum hour requirement--that is, it is left to the discretion of the Undergraduate Council as it approves programs and program changes. (RC: 10/2/80; 10/27/80)

5.4.4 CHANGE IN PROGRAM REQUIREMENTS

5.4.4.1 Undergraduate Degrees When requirements for an undergraduate degree program are changed after a student has enrolled in it, the student shall have the option of fulfilling either the old or the new requirements. In fulfilling the old requirements, if a student finds that necessary courses have been eliminated or substantially revised, the student may substitute other courses with the approval of the dean of the college. In this eventuality, however, the student shall not be forced to comply with the new requirements.

However, if a student interrupts his/her work in the program or the University for more than two semesters, then the dean of the college shall determine which requirements the student shall fulfill.

If the curriculum revision is required by an external accreditation certification body, and this body submits a written statement to the University that the accreditation of a program or certification of its graduates is in jeopardy unless students fulfill the new requirements, the option of fulfilling the old requirements shall not apply.

The Rules Committee has held that this rule does not apply to the imposition of new or additional prerequisites for courses required as outside curricular requirements by another program. For example, the Statistics Department was not barred from adding additional prerequisites to STA 200 after it had allowed a two year grace period for students from other departments to take the course without meeting the prerequisites. The Rules Committee felt that it was unwise to freeze the course content on demand from other departments or colleges, particularly because prerequisites function to protect the department teaching the course from having to waste time and energy teaching unprepared students. (RC: 9/5/90)

5.4.4.2 Graduate Degrees When Graduate School or degree program requirements are changed after a student has begun a course of study, the student shall have the option of fulfilling either the old or new requirements.

If the student elects to fulfill the old requirements but finds that necessary resources (e.g., courses, instruction in particular skills) are no longer available, the student may make reasonable substitutes with the approval of the Graduate School Dean upon recommendation of the Director of Graduate Studies.

In the event that a student interrupts work on a graduate degree (i.e., is not enrolled) for one calendar year or more, the Graduate School Dean shall determine, upon recommendation of the Director of Graduate Studies whether the old requirements or the new requirements shall apply. In the event a student has not completed the requirements for the graduate degree five years after the effective date of a change in

degree requirements, the new requirements shall apply unless determined otherwise by the Graduate School Dean.(US:2/12/79)

5.4.4.3 Professional Degrees The colleges offering professional degrees (Law, Medicine, Dentistry, Pharmacy) reserve the right to change curriculum requirements provided the program change has gone through the University's approval process. Any such change in curriculum, however, shall not result in a longer tenure for students enrolled in the program who are making satisfactory academic progress. (US: 10/12/87)

5.4.5 DIPLOMAS

Diplomas may be issued at the annual Commencement Convocation. They may be issued by the University Registrar at other times when the degrees have been recommended by the University Senate and approved by the Board of Trustees.