

# Academic Requirements

Certain conditions concerning the number and level of courses required, the patterns they must follow, the amount of time to be spent as a full-time student, grades and conduct have been established by the University Senate for all University of Kentucky students who are pursuing a degree. Those which relate to academic requirements are listed below. Others will be found in the University Senate Rules, pertinent portions of which are printed in the booklet *Student Rights and Responsibilities*, which is available to all students through the Dean of Students Office.

## STUDENT LOAD

With the exceptions noted below, the maximum load to be carried during any semester by an undergraduate student (including residence and correspondence courses and to courses taken on an audit basis) shall be 19 credit hours.

The maximum allowable load to be carried during any summer term/session for undergraduate students (including residence, correspondence or audit courses) shall be 9 credit hours in the eight-week summer session and 4 credits in the four-week term, but under no circumstances no more than 13 credits during the summer term and summer session.

Students may be enrolled in a maximum of nine credit hours of classes meeting concurrently during an eight week 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 hours) 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 permitted by the dean of his or 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.

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 term, or seven (7) credit hours in a six- or eight-week session. This rule may be waived by written 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.

Students in the combined Bachelor's/Master's degree program (University Scholars) shall not take more than 16 credit hours per semester. Permission to exceed that number is subject to approval by the Director of Graduate Studies and the Dean of The Graduate School.

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 is 9 credit hours in the eight-week summer session and 4 credit hours in the four-week term. The maximum load for graduate students in any combination of the four- and eight-week sessions/terms is 12 credit hours.

A student may be registered simultaneously at the University of Kentucky 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, 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.

## CLASSIFICATION

Any undergraduate student shall be classified by the Registrar as a freshman if less than 30 hours have been completed; as a sophomore upon completion of 30 credit hours; as a junior upon completion of 60 credit hours; and as a senior upon completion of 90 credit hours.

A Law student is 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 Law student is not classified as a second-year student until that student has been in residence for at least two semesters, nor as a third-year student until that student has been in residence for at least three semesters.

A pharmacy student is 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 examination is included in determining a student's classification.



## GENERAL GRADING SYSTEM

The general grading system uses a series of letters, to which are assigned grade-point values. The system is based neither on an absolute numerical system nor on a distribution curve, but on the following descriptions:

**Grade A** represents exceptionally high achievement as a result of aptitude, effort, and intellectual initiative. It is valued at four (4) quality points for each credit hour.

**Grade B** represents a high achievement as a result of ability and effort. It is valued at three (3) quality points for each credit hour.

**Grade C** represents satisfactory achievement for undergraduates; represents unsatisfactory achievement for graduate students and is the minimum passing grade for which credit is conferred. It is valued at two (2) quality points for each credit hour.

**Grade D** represents unsatisfactory achievement for undergraduates and is the minimum grade for which credit is conferred; the grade is not to be used for graduate students. It is valued at one (1) quality point for each credit hour.

**Grade E** represents unsatisfactory performance and failure in the course. It is valued at zero (0) quality points and zero (0) credit hours. A student receiving this grade can obtain credit in the course only by repeating the entire work of the course in class, or by special examination in accordance with the procedures outlined under Special Examinations. 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.

**Grade 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.

**Grade F** represents failure in a course taken on a Pass/Fail basis. It is valued at zero (0) quality points and zero (0) credit hours.

**Grade AU** represents a completion of a course attended on an audit basis. It is valued at zero (0) quality points and zero (0) credit hours.

**Grade CR** is a grade assigned to AP or CLEP scores indicating that credit has been assigned for a course. Credit hours will count towards graduation but will not be used in calculating grade-point averages.

**Grade I**—incomplete—means that part of the regularly assigned work of the course remains undone. It shall be conferred 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 shall initiate the request for the **I** grade. An **I** grade shall not be conferred when the student's reason for incompleteness is unsatisfactory to the Instructor of Record.

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 notify the Instructor of Record at least two months prior to expiration of the allowable period. The Instructor of Record can extend the allowable period for up to an additional 12 months by completing a grade assignment form. If the Instructor of Record 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 allowable 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 Registrar shall change the **I** grade to a grade of **E** on the student's permanent academic record and adjust the student's GPA accordingly. In the event that an **I** becomes an **E**, the Instructor of Record 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 semester, term or session in which the course was taken to satisfactorily complete the course and receive a grade change.

For each **I** grade assigned, the Instructor of Record shall complete an appropriate file record on a standard form provided by the 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 of Record; (e) a brief statement of the reason(s) for recording the incomplete; (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 of Record for removal of the **I** grade and consequences of not removing the **I** grade; and (h) signature of the student, if feasible.

The Instructor of Record shall provide a completed 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.

**Grade IP** represents satisfactory work in progress in courses carrying no academic credit. It is valued at zero (0) quality points and zero (0) credit hours. 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 conferred to a student who has done unsatisfactory work or to one who has failed to do a reasonable amount of work.

**Grade 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 quality points).

**Grade S** represents a final grade in courses carrying no academic credit or in courses used for residency credit or dissertation/thesis credit. It is valued at zero (0) quality points.

**Grade UI** represents an interim grade in credit-bearing seminars, independent work courses, or research courses if these courses extend beyond the normal limits of a semester or summer term. This grade signifies that the quality or the quantity of the student's academic work was unsatisfactory during the applicable term. All **UI** grades must be replaced by a regular final letter grade prior to the Qualifying Examination or Final Examination for doctoral students or prior to graduation in all other cases. As a temporary mark, **UI** carries no credit hours or quality points.

**Grade SI** represents an interim grade in credit-bearing seminars, independent work courses, or research courses if these courses extend beyond the normal limits of a semester or summer term. This grade signifies that both the quality and quantity of the student's academic work were satisfactory during the applicable term. All **SI** grades must be replaced by a regular final letter grade prior to the Qualifying Examination or Final Examination for doctoral students or prior to graduation in all other cases. As a temporary mark, **SI** carries no credit hours or quality points.

**Grade UN** represents a final grade in courses carrying no academic credit, in graduate residence courses, or as an interim grade in specific types of courses for which a student has done unsatisfactory work or has failed to do a reasonable amount of work. It is valued at zero (0) quality points and zero (0) credit hours.

**Grade XE** represents failure in a course due to an academic offense. It is valued at zero (0) quality points and zero (0) credit hours. The repeat option may not be exercised for any course in which the grade of **XE** was received.

A grade of **XE** normally may not be changed to a **W** by retroactive withdrawal, except upon appeal to the University Appeals Board as prescribed by University Senate Rules.

**Grade XF** represents failure in a course taken on a Pass/Fail basis due to an academic offense. It is valued at zero (0) quality points and zero (0) credit hours. The repeat option may not be exercised for any course in which the grade of **XF** was received. A grade of **XF** may not be changed to a **W** by retroactive withdrawal, except upon appeal to the University Appeals Board as prescribed by University Senate Rules.

**Grade W** denotes withdrawal from class. It may be assigned by the University Appeals Board in cases involving a violation of student academic rights. It is valued at zero (0) quality points and zero (0) credit hours.

**Grade X.** Reenrollment recommended (developmental courses only). It has no value in computing grade point average.

**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.

**Official Withdrawal from a Course:** 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:

- a. end of the eleventh week for fall or spring semester;
- b. third day of the fifth week for eight-week summer session/term;
- c. second day of the third week for four-week summer session/term.

Students who withdraw during the first three (3) weeks of the course in the fall or spring semester (or a proportionate amount of time in the summer term/session or other courses of less than a full semester's duration) shall be removed from the class roll, and no grade or record of enrollment shall appear on the student's transcript. Such withdrawal is also known as "dropping a course." Students who withdraw during the remaining portion of the withdrawal period will receive a grade of **W** which will appear on their transcripts.

A student may withdraw from a class or from the University during the latter half of the semester/session/term upon approval by the dean of the student's college of a petition certifying urgent nonacademic reasons including but not limited to: illness or injury of the student; serious personal or family problems; serious financial difficulties; or having 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.

Before acting on such a petition, the dean will consult with the Instructor of Record of the class. The dean may not delegate the authority to approve or deny a petition to withdraw to the University Registrar or to any other agency external to his or her college. If such a petition is approved by the dean of the student's college, the dean shall inform in writing the Instructor of Record of the class of his/her action, and the student shall be assigned a grade of **W**.

**Unilateral removal for failure to attend first two class periods.** 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 remove the students from the class roll and notify the Registrar. The Registrar will inform such students that they have been removed. The students will have no record of the class appear on their transcripts.

**Withdrawal to Enter Military Service:** Students who withdraw (and within ten (10) days enter the Armed Services either mandatorily or voluntarily) after completing the twelfth week of the semester, the third week of the four week summer term, or the sixth week of the 8 week summer session, 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 University Senate. If a comprehensive course examination is required for graduation, this requirement shall be waived.

**Retroactive Withdrawal:** Typically, a student may withdraw from a given semester only if the withdrawal is from all classes. A grade of **E**, **XE**, or **XF** assigned as a result of an academic offense may be changed to a **W** only by a petition to the University Appeals Board and only after a retroactive withdrawal for the semester in which the grade was assigned is granted. The student must demonstrate that the hardships enumerated in the request for the Retroactive Withdrawal also resulted in the academic offense in a manner that the student's culpability was severely diminished as a result.

Requests for retroactive withdrawals shall be made of the Dean of the college in which the student was enrolled at the time the classes were taken. The complete request shall be made before the student has graduated and no later than two calendar years from the last day of class for the semester for which the withdrawal is requested. This fully complete request shall be submitted using the University Senate Retroactive Withdrawal Application that includes a form on which an instructor can offer feedback, along with the documentation required by the University Senate as described on that form. 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.

**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/session or other courses of less than a full semester's duration). No credit can be conferred for a class audited nor is a student permitted to take an examination for credit except for the special examinations described on page 77 under Special Examinations. A student who initially enrolls in a class as an auditor must attend at least 80 percent 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 percent of the remaining classes (excluding excused absences). If an auditor fails to attend the requisite number of classes, the Instructor of Record may request that the Dean of the instructor's college award a 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 classes unless the auditor has registered as such.

### Repeat Option

An undergraduate student has the option to repeat once as many as three different completed courses (including special exams as described on page 77) 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 (including when academic bankruptcy is exercised as described on page 79), 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 (UK). For students previously matriculated at 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 course work,

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the repeat option may be applied for and administered through the Dean of University Extension.

**A student exercising the repeat option must consult the student's advisor and must notify the Office of the Registrar. A student may exercise the repeat option at any time prior to graduation and must be enrolled at UK.**

If a student officially withdraws from the second attempt, then the grade, credit hours, and quality points for the first completion constitute the grade in that course for official purposes. Permission to attempt again the same course may only be granted by the Instructor of Record and the dean of the college in which the student is enrolled. (**Note:** The repeat option cannot be used to raise the student's standing for admission to the University of Kentucky Graduate School.)

The repeat option may be exercised only the second time a student takes a course for a letter grade, not a subsequent time (excluding audits).

The repeat option shall not be exercised for any course in which the grade of **XE** or **XF** was received.

### Pass/Fail Option

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 a Pass/Fail basis. Credit hours successfully completed under this option shall count toward graduation but shall not be used in calculating GPA.

Courses taken on a Pass/Fail basis (including transfer courses) 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 waived with the consent of the Instructor of Record. Students are expected to participate fully in the course and take all examinations. Students may change their 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/session 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 written 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 maintained by the college.

Courses offered only on a Pass/Fail basis shall not be included in the maximum number of elective courses which a student may take under these provisions.

The Instructor of Record shall not be notified by the Registrar's Office or by another office of the University of those students who are taking the course Pass/Fail. The Instructor of Record shall submit a regular letter grade to the Registrar's Office which will take the appropriate action to change the grade into Pass/Fail grading track for records. Neither a grade of **P** nor a grade of **F** shall be taken into consideration in calculating a student's GPA, except as described in Senate Rule 5.1.2.1.

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 UK Core requirements.

### Temporary Notations

**Course in Progress.** Three dashes (---) appear in a grade report prepared during the term in which the student is enrolled in the course. It is to be replaced by a final grade. The Registrar shall notify all unit or program heads at the end of each semester regarding "Course in Progress" notations (---) in all courses offered by that unit or program. The unit or program head shall have six weeks from the date of notification by the Registrar to assign a grade in the course. If no change is made by the unit or program head, the "Course in Progress" notation (---) will be replaced with a "Missing Grade" notation (\*\*\*)).

**Missing Grades.** Three asterisks (\*\*\*) appear in a grade report when no grade has been reported to the Registrar. The Registrar shall notify all unit or program heads at the end of each semester or term regarding all "Missing Grade" notations (\*\*\*) in all courses offered by that unit or program. If a missing grade notation can be replaced with a grade, it should be done as promptly as possible.

**Procedures for Changing Temporary Notations.** The unit or program head will consult, if possible, with the Instructor of Record for the course when assigning a grade. The Registrar shall notify the student at the student's address of record of any assignment of a grade. Appeals shall be taken to the Academic Ombud.

### Grade Point Average (GPA)

GPA is the ratio of the number of quality points gained to the number of credit hours (whether earned or not) in courses for which the grades **A**, **B**, **C**, **D**, or **E** were conferred, excluding grades in developmental or remedial courses.

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.

Credit hours are considered as earned only if a grade of **A**, **B**, **C**, **D**, **P**, or **S** was conferred.

## EXCEPTIONS TO THE GRADING SYSTEM

### Design and Landscape Architecture

Students enrolled in courses numbered 800 or higher in the College of Design or the Program in Landscape Architecture in the College of Agriculture shall be conferred the following grades with the respective quality point value indicated:

<b>A</b> 4.0	<b>B+</b> 3.3	<b>C+</b> 2.3	<b>D+</b> 1.3	<b>E</b> 0
<b>A-</b> 3.7	<b>B</b> 3.0	<b>C</b> 2.0	<b>D</b> 1.0	
	<b>B-</b> 2.7	<b>C-</b> 1.7	<b>D-</b> 0.7	

The use of the plus-minus system does not change any college or university GPA requirement, nor the method by which GPAs are computed, nor the interpretations of other grades awarded, such as **F**, **I**, **P**, **W**, and **S**.

All students enrolled in courses using the plus/minus grading system will have the appropriate point value calculated into their GPA regardless of their college of origin.

For all studio work in the School of Architecture, the minimum passing grade from level to level in the studio sequence shall be a grade of **C**.

In the Program in Landscape Architecture, students must earn a **C** grade or better in major design studios in order to advance to the next level in the curriculum.

### College of Dentistry

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 (GPA) of 2.75 or more. Student performance will be reported to the University 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 hour.

**C** represents a marginal level of performance; two (2) 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 GPA calculations.

**F** represents an unacceptable level of performance in courses taught on a pass/fail basis. It is not used in GPA 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 conferred 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.

### College of Law

The College of Law uses a special letter grading system in which the following grades are conferred 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	

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 College of Law Faculty.

Selected College of Law courses are graded on a pass/fail basis, and law students enrolled in courses offered by The Graduate School 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 school 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 grade-point average.

#### Pass/Fail Policy for College of Law

Students in the College of Law are bound by the following:

- No more than six hours of graduate courses outside of the College of Law, graded on a pass/fail basis, shall be counted.

- No more than six hours of courses in the College of Law that are offered only on a pass/fail basis shall be counted.
- No more than nine of the total number of pass/fail credit hours, whether earned for graduate school courses under (a) or for College of Law courses offered only on a pass/fail basis under (b), shall be counted.
- No more than one graduate school course outside the College of Law, 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 College of Law for credit toward the J.D. other than pursuant to the applicable joint degree program.

### College of Medicine

All professional program (MD degree) courses in the College of Medicine will determine a minimum level of competency. Courses taken for grade will reflect student performance with a numeric value of three significant digits between 0.700 and 1.00 (70.0%-100%) for those students achieving minimum competency. The course performance will be valued at the achieved numeric performance for each credit hour. Students failing to achieve minimum competency will receive one of the grades below. For courses taken on a pass/fail basis, the achievement of minimum competency will be the only determination.

Class rank will be determined by multiplying the numeric value assigned for each course by the total number of credit hours for that course and summing all courses taken for grade. Pass/Fail courses will not contribute to determination of class rank.

**E** represents failure to achieve minimum competency and unacceptable performance in a numerically graded or pass/fail course. It is valued at zero (0) quality points for each credit hour.

**P** represents achievement of minimum competency and 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 conferred instead of an **E** grade when evidence exists that the student might earn a passing grade (0.700 or above) upon completion of make-up work. In the interim the **U** will be valued between 0.600 and 0.699 depending on student performance for each credit hour. The temporary grade must be replaced with a permanent grade before the student can be promoted to the next year of the curriculum. The quality point calculation will then utilize the numeric grade conferred after the make-up. Failure to satisfactorily make up the work will result in the assignment of an **E** grade as described above.

**I** represents incomplete work at the time grades are submitted for courses. It is conferred 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 replaced 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.

### College of Pharmacy – Experiential Course Work

Grades in all experiential course work in the professional curriculum (i.e., Introductory Pharmacy Practice Experiences, IPPE I and IPPE II; and Advanced Pharmacy Practice Experiences, APPE) are assigned on the following basis:

**Pass with Honors** – Represents exceptionally high achievement in all course requirements as a result of aptitude, effort and intellectual initiative. Credit

hours under this grade will count towards graduation, but will not be used in calculating grade-point averages.

**Pass** – Represents high achievement as a result of ability and effort and reflects student competence in all course requirements. Credit hours under this grade will count towards graduation, but will not be used in calculating grade-point averages.

**Fail** – Represents a marginal or unsatisfactory level of achievement in any of the course requirements. Credit hours under this grade will not count towards graduation but will be used in calculating grade-point averages.

## OTHER REGULATIONS

### Definition of a Major

A major is a primary area of study defined by a set of course and/or credit hour requirements within specified disciplines. Within degree programs, majors may be further defined by requirements in an area of emphasis (also known as an “option”).

### Undergraduate Major Requirements

Students at the University of Kentucky who have not chosen a major or been admitted to a selective admissions college and who have earned at least 45 credit hours should meet regularly with an advisor who will help the student to choose a major or seek admission to a selective admissions college. Students at the University of Kentucky who have not chosen a major or been admitted to a selective admissions college and who have earned at least 60 credit hours will not be permitted to register for classes, except registration will be permitted for the following students if they have earned no more than 75 credit hours:

1. Students lacking specific courses to gain admission to a college or to declare a particular major who have a written commitment from the college of their choice to accept them upon successful completion of specified courses;
2. Students who have been dropped from a college for academic reasons, or who have been readmitted or transferred to the University of Kentucky.

This rule may be waived by the dean of the college in which the student is currently enrolled or into which the student wishes to transfer or be readmitted.

### 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.

### Late Registration

After the sixth day of classes for a 15-week semester term or a proportionate number of days for shorter terms as determined and published by the Registrar, no student may register for an organized class without written permission from the student’s academic dean (or dean’s designee) and the course instructor. The college in which the course is listed may require additional approval. The waiver and the rationale for the waiver must be documented in the student’s record in the college.

The Registrar may set a later date for final registration in classes that do not start on the first day of a semester or a summer session, or for the registration of a group of students who were not present at the regular registration time.

### 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.

### 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 the 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. This policy shall be presented in writing to each class at its first or second meeting. Students’ failure to comply with the announced policy may result in appropriate reductions in grade as determined by the Instructor of Record.

### Excused Absences

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

1. Significant illness of the student or serious illness of a member of the student’s household (permanent or campus) or immediate family. The Instructor of Record shall have the right to request appropriate verification.
2. The death of a member of the student’s household (permanent or campus) or immediate family. The Instructor of Record shall have the right to request appropriate verification. For the purpose of this rule, immediate family is defined as spouse or child or parent (guardian) or sibling (all of the previous include steps, halves and in-laws of the same relationship); and grandchild or grandparent.
3. Trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, including club sports registered with the university as well as varsity sports. When feasible, the student must notify the Instructor of Record **prior to** the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors of Record may request formal notification from appropriate University personnel to document the student’s participation in such trips.
4. Major Religious Holidays. Students are responsible for notifying the Instructor of Record **in writing** of anticipated absences due to their observance of such holidays no later than the last day for adding a class. For additional information on excused absences due to the observance of major religious holidays; visit:  
[www.uky.edu/Ombud/ForStudents\\_ReligiousHolidays.php](http://www.uky.edu/Ombud/ForStudents_ReligiousHolidays.php).
5. Any other circumstance which the Instructor of Record finds reasonable cause for absence.

Students missing any graded work due to an excused absence bear the responsibility of informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work. The Instructor of Record shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred. The student shall be given the opportunity to make up exams missed due to an excused absence during the semester in which the absence occurred, if feasible. In those instances where the nature of the course is such that classroom participation by the student is essential for evaluation, the instructor shall, if feasible, give the student an opportunity to make up the work missed during the semester in which the absence occurred.

If attendance is required by the class policies elaborated in the syllabus or serves as a criterion for a grade in a course, and if a student has excused absences in excess of one-fifth of the class contact hours for that course, a student shall have the right to petition for a **W**, and the Instructor of Record may require the student to petition for a **W** or take an **I** in the course.

### Dead Week

1. The last week of instruction of a regular semester is termed “Dead Week.” This term also refers to the last three days of instruction of a summer session and a summer term.

2. In cases of “Take Home” final examinations, students shall not be required to return the completed examination before the regularly scheduled examination period for that course.
3. No written examinations, including final examinations, may be scheduled during Dead Week.
4. No quizzes may be given during Dead Week.
5. No project/lab practical/paper/presentation deadlines or oral/listening examinations may be scheduled to fall during Dead Week unless it was scheduled in the syllabus AND the course has no final examination (or assignment that acts as a final examination) scheduled during Finals Week. A course with a lab component may schedule the lab practical of the course during Dead Week if the lab portion does not also require a Final Examination during Finals Week.
6. Make-up exams and quizzes are allowed during Dead Week; these are exempt from the restrictions stated in 3, 4, and 5 above.
7. Class participation and attendance grades are permitted during Dead Week.

### Final Examinations

If a final examination is given, it is to be administered during the examination period as scheduled by the Registrar for the semesters of the regular school year. These examination periods utilize the last five days of each semester, and are preceded by a study day or weekend on which no classes or examinations are scheduled.

Final examinations, where appropriate, are administered during the last class day of the intersession and the summer session/term.

Final examinations may be given at times other than the regularly schedule times 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 chairperson of the department and with the concurrence of the dean of the college.

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

If a conflict is created by rescheduling of an examination, the student is entitled to take the rescheduled examination at another time during the final examination period. In the case of undue hardship for an individual student, a final examination may be rescheduled by the instructor.

### Common Examinations

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.

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.

### Common Examinations Scheduled for the Same Time

Any student for whom two examinations have been scheduled for the same time shall be entitled to have the examination for the class with the highest catalog number rescheduled. In case both classes have the same number, 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 scheduled exam.

### Special Examinations

Any full-time or part-time student enrolled in the University, and in good academic standing, has the right to request a special examination for credit in many courses offered (check with the offering department), regardless of whether the student has audited the course, is currently enrolled in it, or has studied for it independently. Please note, most elementary and intermediate foreign language courses are not available on the basis of a special examination.

Application for a special examination must be made in writing. (Students should obtain application forms in the Registrar’s Office.) Undergraduates should address requests to the chair of the department in which the course is given, or to the office of the educational 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 chairperson; from graduate students, with the Dean of The Graduate School, acting upon recommendation of the director of graduate studies.

The request for special examination may be denied by the department chair or the office of the educational unit responsible, or the Dean of The Graduate School, acting upon recommendation of the director of graduate studies, if it is decided that the student has not furnished evidence that he or 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.)

The examiner designated by the educational unit may schedule the examination at his or her convenience, but must offer it within a reasonable time after the student has submitted his or her request.

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 will be formally removed from the official roll by the Registrar, unless the student is dissatisfied with the results, in which case he or she may continue in the course and be graded in the usual manner. The examiner then may or may not include the results of the special examination in computing the final grade.

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.

The student, with the educational administrator’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 does not reduce the number of courses permitted under the Pass/Fail rules.

## ACADEMIC REQUIREMENTS AND EXPECTATIONS

### Grade Appeals

If a student believes that he or she has been graded unfairly on a particular paper, test, or other assignment, or if the student believes that his or her final course grade is unfair, the student is expected to share those concerns with the instructor of the course and/or the chair of the department where the course is taught. If the student’s issues are not resolved in conversation with the instructor and department chair, the student may contact the Office of the Academic Ombud at (859) 257-3737 or [Ombud@uky.edu](mailto:Ombud@uky.edu). The Academic Ombud will discuss the matter with the student to assess the merit of the complaint. If the Academic Ombud agrees that the complaint has merit, the Ombud, with the student’s permission, will contact the instructor and attempt to resolve or mediate the dispute.

If a student’s grade dispute involves a **final grade** and the Ombud cannot resolve the issue informally, a student is entitled to have the University Appeals Board hear the complaint. That body is the only University entity that can modify a grade. If a student wishes to file an appeal with the University Appeals Board, the student will be asked by the Ombud to

prepare a written appeal. The Ombud will also approach the instructor for his or her perspective. If the Ombud determines that the appeal has merit, the matter will be sent to the University Appeals Board for a hearing. If the Ombud determines that the case does not have merit, the student will be notified in writing and will then have 30 days to appeal to the University Appeals Board directly, requesting that a hearing be granted. **It is important to know that there is a 180 day statute of limitations for grade appeals.** The Academic Ombud is empowered to hear only those grievances directed to the Office of the Academic Ombud within 180 days subsequent to the conclusion of the academic term in which the problem occurred.

### Course Syllabus

The course syllabus is the first indicator of an instructor's expectations. The syllabus contains a detailed description of both course content and assignments. It functions as an academic "contract" between an instructor and the students in his or her class. It must be provided to students free of charge and distributed to student on the first or second meeting of the class. A course syllabus may be posted electronically, although it must be available online by the first class meeting of the semester and the syllabus must remain available electronically for the entire semester.

The syllabus must provide relevant details about regularly scheduled office hours during which students may seek consultation and advice. It must also provide information about all course-related policies, such as the instructor's policy on attendance or make-up exams.

### Academic Integrity

Students are expected to pursue their studies with steadfast commitment to intellectual honesty and personal integrity. The University defines as an academic offense any act of plagiarism, cheating, or falsification or misuse of academic records.

**Plagiarism.** All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

**Cheating.** Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade.

**Falsification or Misuse of Academic Records.** Maintaining the integrity, accuracy, and appropriate privacy of student academic records is an essential administrative function of the University and a basic protection of all students. Accordingly, the actual or attempted falsification, theft, misrepresentation or other alteration or misuse of any official academic record of the University, specifically including knowingly having unauthorized access to such records or the unauthorized disclosure of information contained in such records, is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete permanent academic record, all official and unofficial academic transcripts, application documents and admission credentials, and all academic record transaction documents.

All incidents of cheating and plagiarism are taken very seriously at the University of Kentucky, and there are specific policies and procedures in place to prosecute them. A student accused of an academic conduct offense may not withdraw from the class in which the academic conduct violation is alleged to have occurred.

If a student is formally accused of and found responsible for an academic offense, the individual will be informed in writing and given 10 days to appeal the ruling by contacting the Office of the Academic Ombud. Penalties for academic offenses range from a zero on the assignment (for a first offense) to suspension or expulsion. A record of an academic offense for which a student is found responsible will be filed in the University Registrar's

Office, and in some cases may be recorded on the offending student's transcript. A student charged with an academic offense may contact the Office of the Academic Ombud for an explanation of the procedural steps in cases involving academic offenses, including the processes for appealing one's responsibility or the severity of the sanction being imposed.

Students shall have the right to attend classes, to pursue their academic programs, and to participate in University functions during the consideration of any appeal.

### Academic Rights of Students

Students attending the University of Kentucky are afforded a set of academic rights. A summary of those academic rights is found below. The comprehensive source for the academic rights of students is found in the University Senate Rules ([click here](#) to go to Senate Rules). Any issue regarding an interpretation of those academic rights will be determined finally by the language in the Senate Rules, not this summary. A student who believes his or her academic rights have been violated should contact the Office of the Academic Ombud.

Students have the right to expect that:

- all instructors will provide students with a written class syllabus by the first or second class meeting outlining the nature of the course content, the activities to be evaluated, and the grading practice to be followed.
- all instructors will permit students to express **reasoned** contrary opinions in their classes without being penalized.
- all instructors will award grades based only upon fair and just evaluation measured by the standards outlined in the syllabus. Grades will never be based on "irrelevant considerations," such as sex, sexual orientation, race, ethnic origin, religion, age, etc.
- a student's academic records will be kept confidential and access will be authorized by University personnel for official use only.

A student who believes that his or her academic rights have been violated is encouraged to talk with the instructor or the chair of the department where the course is taught. The student may also contact the Office of the Academic Ombud for assistance in addressing those concerns.

### Religious Observances

The University strives to create an environment where students of all different religious views are welcome. If a student needs to miss class in order to fulfill a bona fide religious observance or practice, he or she should inform the instructor, who will treat it as an excused absence. If the religious observance or practice makes it difficult or impossible for a student to take an exam or to complete a graded assignment by the scheduled due date, the student's instructor, if given sufficient notice, will give the student the opportunity to make up the work. Instructors will note in their syllabi how much notice they require from students who are requesting accommodations due to religious observances or practices.

### Discrimination and Harassment

The University is committed to maintaining an environment free of prohibited discrimination, which includes sexual and other forms of harassment. Discrimination and harassment are prohibited between members of the University community and are not tolerated. The Office of Institutional Equity and Equal Opportunity is the University office charged with handling reports of discrimination and for developing procedures for the investigation and resolution of reports. A report of discrimination may also be initiated by contacting any dean, director, faculty member, department head, manager, supervisor, or other individual with administrative responsibility. Any such individual who receives a report of discrimination shall contact the Office of Institutional Equity and Equal Opportunity (859-257-8927) as soon as possible after receiving the report.

## SCHOLASTIC PROBATION, ACADEMIC SUSPENSION AND REINSTATEMENT

### General Regulations for Undergraduate Students

#### Academic Probation and Suspension

The academic probation and suspension standards that are used to determine a student's academic standing University-wide are based on grade-point average.

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 prescribed in Senate Rule 5.3.1. If a college establishes such a policy, the policy must be approved by the University Senate and made available in writing to the students.

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. However, the student must meet all other admission criteria established by the college or program. 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.

#### Academic Probation

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 higher 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 higher 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 higher (or the minimum GPA established by a specific college), the degree shall be awarded and the student placed in good standing.
4. The Summer Session and Summer Term are considered two separate academic terms and are subject to the same probation and suspension provisions as Spring and Fall.

#### Removal from Probation

Except as provided for by specific college probation policy, an undergraduate student may be removed from probation by the dean of the college when the student on scholastic probation has earned 90 semester hours (senior standing), and at the end of a semester or session has a cumulative grade-point standing of 2.0.

#### Academic Suspension

Students are suspended if:

1. They fail to earn a 2.0 term GPA for any term while on probation;
  2. They have three consecutive UK terms in which their cumulative GPA remains below 2.0;
- or**
3. Their GPA is below 0.6 after their first term, if the semester's GPA is based on at least 9 hours of grades, A, B, C, D, or E.

Notwithstanding the provisions above, in the case of a student eligible for suspension, the dean of the student's college may continue a student on academic probation if the individual case so justifies with notification to the Director of Undergraduate Studies.

#### General Rules Pertaining to Students Under Academic Suspension

A student academically suspended from the University may not enroll in any courses (including courses taken through the Office of Independent Study) offered by the University nor take any special examination for University credit. Students already enrolled in correspondence course(s) will be allowed to complete the course work upon notification of his/her suspension.

A student 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.

Once reported to the 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.

#### Reinstatement

After they have remained out of the University for at least a semester and a summer session (a semester for students academically suspended at the end of a summer session), students who have been academically suspended 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. After being reinstated, students must apply for readmission to the University.

#### General Rules for Reinstated Students

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

The student acquires any additional deficit during any semester or session while on academic probation;

The student has failed to meet the requirements for removal from academic probation by the end of the third semester following the reinstatement.

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

#### Readmission After Two or More Years (Academic Bankruptcy)

Undergraduate students who have been readmitted through the usual channels after an interruption of two or more continuous years, and who have completed at least one semester or 12 hours with a GPA of 2.0 or better, beginning with the semester of readmission, may choose to have none of their previous University course work counted toward graduation and in the computation of their GPAs. Enrollment for a semester, when terminated by a withdrawal before completion of the semester (grades all **W**s), in the two years preceding readmission is not an interruption. Under this circumstance, a student **cannot** invoke the academic bankruptcy rule.

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 GPA (cumulate or otherwise).

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.

In calculating the 2.0 GPA, a student must have taken all of the 12 hours necessary to apply for bankruptcy for a letter grade. Course numbers ending with a suffix of R, if taken for a letter grade, shall count toward the 12-hour minimum of eligibility for bankruptcy under this rule.

If a student has completed a degree and re-enrolls, he/she may not apply the academic bankruptcy rule to courses taken for the degree already completed.

The Academic Bankruptcy option may be used only once.

### SPECIFIC PROBATION AND SUSPENSION POLICIES FOR INDIVIDUAL COLLEGES

#### College of Design

A student may be placed on probation in the College of Design or suspended from the College of Design, but not necessarily the University, according to the College of Design standards that follow.

A student enrolled in the College of Design 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 Design who is suspended from the college may not take classes offered in the College of Design until reinstated. A student who is suspended from the College of Design 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 Design. A grade below **C** in an architectural design studio is considered unacceptable for majors in the College of Design. 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:

1. failing to earn a grade of **C** or higher in a particular architectural design studio for the second time or
2. 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
3. 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 3 does not apply to first year architectural design students.

College of Design rules on probation and suspension may be waived by the Dean of the College of Design under extraordinary circumstances, with notification to the Faculty.

A student who has been suspended from the College of Design may petition the Dean for reinstatement after a period of no less than 12 months.

#### College of Engineering

##### Probation and Academic Suspension

The following rules apply to the College of Engineering.

1. Any engineering student who has completed two or more semesters at UK and who fails to maintain a cumulative UK GPA of 2.0 or higher will be suspended from the College of Engineering and will not be readmitted until this GPA is 2.0 or higher.
2. Any student enrolled in the College of Engineering who earns a UK GPA of less than 2.0 in any semester will be placed on academic probation.
3. Any student on academic probation who fails to earn a 2.0 or higher semester GPA will be suspended from the College of Engineering and will not be readmitted until he or she has obtained a semester GPA of 2.0 or higher for one semester and the student's cumulative UK GPA is 2.0 or higher.
4. Students who are suspended twice from the College of Engineering will not be readmitted.

#### College of Health Sciences

##### Probation and Suspension Policy for Professional Program Students

The following standards apply to Health Sciences students in professional programs:

##### Professional Program Probation

A student will be placed on professional program probation when:

1. the semester grade-point average 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.

##### 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 grade-point average is achieved in courses required by the professional program, and
2. a passing grade is earned in any previously failed courses required by the professional program.

##### Professional Program Suspension

A student will be suspended from the professional program when:

1. a 2.0 semester grade-point average 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 of the College of Health Sciences.

#### The Graduate School

When graduate students have completed 12 or more semester hours of graduate course work with an average of less than 3.0, they will be placed on academic probation. Students will have one semester to remove the scholastic probation by attaining a cumulative 3.0 average in graduate course work. If the probation is not removed, the student will be dismissed from The Graduate School.

A student who has been dismissed from The Graduate School for these reasons may reapply for admission to The Graduate School after two semesters or one semester and the eight-week summer term.

Exceptions to this policy can be made only by the Graduate Dean.

With the approval of the Graduate Dean, a student may repeat a graduate course and count only the second grade as part of the graduate grade-point average. This action will be initiated by petition of the Director of Graduate Studies and may be done only once in a particular degree program or in post-baccalaureate status.

### PROFESSIONAL COLLEGES

**NOTE:** All students in the professional colleges are subject to the rights, rules and regulations governing University of Kentucky students in all matters not specifically covered in these rules.

#### College of Dentistry

The following academic disciplinary policies for students in the professional dental educational program are initiated upon unsatisfactory academic performance.

## Academic Probation

**Placement on Probation.** A student will be placed on probation if he or she has:

- a grade-point average (GPA) for the academic year less than 2.75;
- received a failing grade (**E** or **F**); or,
- failed any section 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 (APC). 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 APC. Students on probation may be ineligible for certain curricular or extracurricular college activities.

If a student has failed the 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 include required 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 GPA, has at least a 2.75 GPA 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.

## Academic Suspension

**Placement on 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:

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

The second condition 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 shall include a description of any circumstances the Dean should consider in reaching a decision. It shall also include suggestions on what the student needs to accomplish to be considered for reinstatement.

**Second Failure of Any Section of Part 1 of the National Dental Board Examination.** If a student fails the National Dental Board Examination a second time, the APC shall recommend to the Dean that the student be suspended. The APC recommendation will include a description of any circumstances the Dean should consider in reaching a decision. It shall also include suggestions on what the student needs to accomplish to be considered for reinstatement.

**Review.** A student subject to suspension may ask the Dean for a review. Review procedures shall be determined by the Dean.

**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 APC and approved by the Dean.

A student who has been suspended because of a second failure of any section of Part 1 of the National Dental Board Examination shall not be readmitted unless she or he takes and passes the examination.

## Dismissal

**Placement in Dismissal Status.** The APC shall recommend to the Dean that a student be dismissed if two conditions exist. The first condition is that the student:

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

The second condition 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 APC recommendation shall 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 shall be determined by the Dean.

**Reinstatement Following Dismissal.** The dismissed student shall not be reinstated.

## Promotion

Students will be promoted when they have successfully completed all courses in an academic year.

**Methods and Procedures.** Promotion of first, second or third year students:

- All courses in an academic year must be completed with a grade of **C** or higher (or **P**, in the case of pass/fail courses) before promotion.
- Promotion shall usually occur no later than 15 working days after the last day of scheduled classes in each academic year.
- If a lack of resources or facilities at the University prevents a student from being able to complete a basic science course requirement prior to the beginning of the next academic year, permission may be granted by the APC, in consultation with the Instructor of Record, to complete an equivalent course either at the University or another accredited institution at a prescribed level of performance.

## Graduation

A student shall be eligible for graduation when passing all courses and meeting all of these applicable requirements:

- a student has at least a 2.75 cumulative GPA;
- a student has passed Parts 1 and 2 of the National Dental Board Examination;
- a student has taken and passed a clinical mock board examination;
- advanced standing students must complete the curriculum within one year following the time period agreed to at admission;
- all terms of probation have been satisfied; and,
- all patient responsibilities and other obligations to the College of Dentistry or the University have been satisfied.

## College of Law

- All students in the College of Law must maintain a satisfactory cumulative GPA or be dropped from the college for poor scholarship. Any student who earns a GPA below 1.5 for his or her first semester of law study may be suspended by the Dean on recommendation of

- the Law Faculty Academic Status Committee for poor scholarship. Any student who fails to earn a 2.0 cumulative grade-point average at the end of the first two semesters will automatically be suspended for poor scholarship. In addition, any student whose cumulative GPA falls below a 2.0 at the end of any subsequent semester will also be suspended from the college.
- Any student who earns a grade of **E** in a required course must reregister for the course and complete all its requirements thereof. When such a required course is retaken or when a student elects to repeat an elective course in which the student has earned 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 Academic Status Committee; however, in most cases, the following policies will guide the Committee: a student suspended after the first semester will be required to petition the full Law Faculty for readmission; in the case of students suspended at the end of the second semester, a student with a cumulative GPA of 1.90 and above will normally be readmitted, a student with a cumulative GPA of 1.70 to 1.89 may be readmitted but will be carefully scrutinized, and a student with a cumulative GPA below 1.70 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 GPA 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 GPA to 2.0. Material progress at a minimum shall mean obtaining a 2.0 GPA for the semester. Moreover, such a student must raise his or her cumulative GPA to 2.0 by the end of the fourth semester. In addition to the foregoing academic standards for readmission, the Academic Progress 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 Academic Progress Committee with the approval of the full Law Faculty may also require the repetition of courses either with or without substitution of the grades earned in the courses retaken. Failure to comply with the requirements and conditions of readmission will be suspended again from the College of Law, 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.
  - A student who is required by the Academic Status Committee to repeat 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 suspended for poor scholarship and who fails to have a 2.0 cumulative GPA 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 GPA.
- ### Withdrawal and Readmission
- 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, application for readmission will be referred to the Admissions Committee; if a first-year student withdraws during the second semester, application for readmission will be referred to the Academic Status Committee; provided that in either of the above withdrawal situations, the Dean's designee may grant a special leave of absence for the balance of the academic year for reasons relating to extended illness or equivalent distress.
  - 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 obtain from Registrar's Office a withdrawal card; this card must be signed by the Dean of the College of Law or the Dean's designee. If a student plans to complete a semester, but not reenroll for the subsequent semester, he or she must give the Dean's designee written notice of such intention.
  - If a student withdraws from the college and University or does not continue enrollment **and** has complied with paragraph 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.
  - 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.
  - Readmission for students who are not entitled to readmission pursuant to paragraphs 1-4 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 Academic Status 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.
  - A second-year student, a third-year student, or a first-year student with special permission of the Dean's designee 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 designee. A student may withdraw from a course or seminar during the last half of a semester or summer session only on a petition certifying reasons relating to extended illness or equivalent distress. This petition must be approved by the instructor and the Dean's designate.
- ### Limitation on Pass/fail Units Creditable for College of Law Students
- No more than 6 hours of graduate courses outside of the College of Law, graded on a pass/fail basis, shall be counted.
  - 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 under 1. (above) or under 2. (above) shall be counted.
4. No more than one graduate course outside the College of Law, 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 College of Law courses and may take no courses outside the College of Law for credit toward the J.D. other than pursuant to the applicable joint degree program.

## College of Pharmacy

### Academic Performance, Progress and Guidelines

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 on 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 academic 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 through the dean for 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 satisfactory completion of course work. The APC may also recommend other remedies 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:

All students must maintain a minimum Pharmacy GPA of 2.0 and earn a minimum grade of **C** in each course taken during the time they are students in the College of Pharmacy. This includes all course work, including PHR and non-PHR electives, which comprise the first through fourth professional years of the Pharmacy program.

Further:

1. Any student with a GPA less than 2.0 in a single semester or with a cumulative GPA less than 2.0 will be placed on probation or may be suspended from the College.
2. Students who fail to earn a minimum of **C** in any one course may be placed on probation. The APC will determine the level of remediation required.
3. Students who fail to earn a minimum grade of **C** in two courses will be placed on probation and remediation may be required. The APC will determine the level of remediation required.
4. Students who fail to earn a minimum of **C** in three or more courses will be suspended from the College of Pharmacy, regardless of GPA.
5. A failure in a pass/fail course will be considered a grade less the **C**.

6. Students who satisfactorily complete the remediation requirements for probation will be removed from probation.
7. Students who are on probation and fail to meet the requirements for remediation or fail to meet the requirements needed to remove them from probation.
8. Students eligible for probation on a second occasion may be suspended from the College.

### Probation

Students who are on academic probation may not be allowed:

1. To serve as officers or committee members in any campus organization.
2. To participate in any University extracurricular activities or in the activities of any University organization if the participation involves the expenditures of any appreciable amount of time.
3. To be employed by the University.

Students on probation may have a restricted academic schedule as dictated by the APC. Students placed on probation must meet the requirements dictated by the APC before being removed from probation.

### Suspension

Students suspended from the college may petition the APC for reconsideration of their case and for permission to re-take College of Pharmacy courses to correct their academic deficiencies. That permission may or may not be granted by the APC. If a student is allowed to re-take required College of Pharmacy courses, and the academic deficiencies have been satisfactorily addressed, these students may re-enter the College of Pharmacy but will do so on probation status. If the student is judged after 2 semesters to be performing satisfactorily by the APC while taking normal academic course loads, their probation status may be removed by the College Faculty.

### Special Considerations

1. Because of the demands of the Doctor of Pharmacy curriculum 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 A.M. to 5 P.M. 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 students in all matters not specifically covered in College of Pharmacy documents.

### All Undergraduate and Professional Colleges

Each student has access to rules that deal with scholastic probation, academic suspension, and reinstatement through the printed class schedule, this Bulletin, and *Student Rights and Responsibilities*.