



Center for Next
Generation Leadership
College of Education

**UK Next Generation Scholars
2019–2020
Student Handbook**



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Table of Contents



1.0 Purpose Statements	3
1.1 - University of Kentucky Strategic Vision	3
1.2 UK Center for Next Generation Leadership Mission	3
1.3 UK Next Gen Scholars Mission	3
2.0 UK Next Gen Scholar Selection Process	3
2.1 Selection Process	3
2.2 Student Eligibility	4
3.0 Program Expectations & Requirements	5
3.1 UK Next Gen Scholars	5
3.2 Parents/Guardians	7
3.3 UK Next Gen Scholars Participating Schools	7
3.4 University of Kentucky and UK Next Gen Scholars Program	8
4.0 Student Programming	9
4.1 Dual Credit	9
4.2 Electronic Services	13
4.3 Student Advising	14
4.4 Special Programming	14
4.5 Student Support Services	15
5.0 Program Infractions	15
5.1 Annual Evaluation	15
5.2 Probation or Dismissal	15
5.3 Probation	15
5.4 Dismissal	16
6.0 Program Voluntary Withdrawal	17

UK Next Gen Scholars Program Policy Statements

1.0 Purpose Statements

1.1 – University of Kentucky Strategic Vision

As Kentucky’s indispensable institution, we transform the lives of our students and advance the Commonwealth we serve – and beyond – through our teaching and learning, diversity and inclusion, discovery, research and creativity, promotion of health, and deep community engagement.

1.2 UK Center for Next Generation Leadership Mission

The UK Center for Next Generation Leadership is a powerful network of students, teachers, leaders, and communities committed to upgrading educational systems to deepen the learner experience of every student. Through a collaborative research-practice partnership, we reimagine learning, teaching, leadership, and research to create and sustain innovation and transformation through leadership development, shared learning, and action research.

1.3 UK Next Gen Scholars Mission

The UK Next Gen Scholars program is administered by the University of Kentucky and seeks to upgrade educational systems to deepen the learner experience of every student. Through a collaborative dual credit, deeper learning research-practice partnership, we provide support services and resources that empower students to pursue and complete a baccalaureate degree at the University of Kentucky or other postsecondary institutions and to positively impact their current and future communities.

2.0 UK Next Gen Scholar Selection Process

2.1 Selection Process

2.1.1 The UK Center for Next Generation Leadership and University of Kentucky personnel in collaboration with participating school personnel facilitate and administer the student selection process.

2.1.2 All student applications will be reviewed by the UK Center for Next Generation Leadership and University of Kentucky personnel to determine eligibility and admission to the Next Gen Scholars program and the University of Kentucky.

2.2 Student Eligibility

2.2.1 Students must demonstrate the potential to succeed in high school and in college. For the purpose of the UK Next Gen Scholars Program, potential is determined by academic performance (GPA and class rigor), community and school involvement, and recommendations of partner educators.

2.2.2 UK Next Gen Scholar applicants must have completed the 10th grade or credit equivalent at their local partner high school.

2.2.3 High School students that are not in the 10th grade and demonstrate exceptional ability may have the opportunity to petition to become a member of the Next Gen scholars program. Students must complete a petition the UK Next Gen Scholars Advisory Board to be enrolled in the program prior to the 10th grade. The student will be notified in writing concerning the waiver decision.

2.2.4 UK Next Gen Scholar applicants must have a current unweighted GPA of 2.5 on a 4.0 Scale in all previous high school coursework.

2.2.5 UK Next Gen Scholar applicants must complete the [UK high school student dual enrollment undergraduate application for admission](#) along with an official copy of their high school transcript and college transcript/s for each semester in which they wish to participate in the program.

2.2.6 UK Next Gen Scholar applicants must receive one recommendation of support from a current guidance counselor or designee. This recommendation will serve as the primary admission criterion. The recommendation will come in the form of a recommendation for eligibility list provided by the Guidance Counselor.

2.2.7 UK Next Gen Scholar applicants must provide an official copy of their ACT or SAT scores to the University of Kentucky following program admission and prior to the close of their junior year of high school. In order to accomplish this criteria, upon taking the ACT, students should list the University among one of the schools in which scores should automatically be sent.

2.2.8 Students must submit the required application materials to the University of Kentucky by the appropriate deadlines. Applications that are incomplete at the time of the submission deadline will be ineligible for entrance into the program. All students are subject to the [deadlines](#) set forth by the University of Kentucky.

2.2.9 At the time of application deadline all applications must contain accurate and

complete information in regards to demographic, socioeconomic, academic, school, and county. Applicants that submit applications that contain inaccurate information at the time of admission will be disqualified from participation in the program.

2.2.10 Applicants may correct their application errors prior to the submission deadline.

2.2.11 With the approval of UK additional criteria, processes, and/or prerequisite courses may be established for students at the district or high school level.

2.3 Student Notification

2.3.1 Following review, students selected as UK Next Gen Scholars will be notified by mail and/or email. Students may also receive information concerning their admission status in communications from their local guidance counselor or designee that serves as the official liaison with the University of Kentucky for information on admittance.

2.3.2 All admitted students will be notified of their official UK ID Number and Link Blue ID. The UK ID number and Link Blue ID is linked to all activities at the University of Kentucky. Students should take care to maintain access to these. Should a student seek to continue at UK in a degree-seeking program, the same UK ID number and Link Blue ID will stay with the student throughout their time at the University of Kentucky.

3.0 Program Expectations & Requirements

3.1 UK Next Gen Scholars

3.1.1 UK Next Gen Scholars must abide by the laws, regulations, and policies of their schools, their communities, the University of Kentucky as outlined in the UK [Code of Student Conduct](#), and of the UK Next Gen Scholars program as outlined in this document.

3.1.2 UK Next Gen Scholars must be enrolled in at least one University of Kentucky dual enrollment course each fall and spring of each academic year in which they are involved.

3.1.3 During high school UK Next Gen Scholars must be enrolled in a college preparatory curriculum, which includes but is not limited to the Kentucky Pre-College Curriculum.

3.1.4 UK Next Gen Scholars must present a 2.5 unweighted cumulative high school grade point average or higher at the end of each semester and academic year while enrolled in the program. The UK Next Gen Scholars program will use the official grade point average as determined by the high school.

3.1.5 A UK Next Gen Scholars may not receive a letter grade below a C in any UK dual enrollment course. Obtaining a letter grade below a C in a dual credit course will result in the student exiting the program.

3.1.6 A UK Next Gen Scholars may not repeat any UK dual enrollment course except for in the case of catastrophic illness or injury.

3.1.7 UK Next Gen Scholars must take the American College Test (ACT) prior to the end of their junior academic year. Students completing the ACT prior to the Junior year should submit their scores upon entering the program. These scores will not be used for admissions to the Next Gen Scholars program, however they may be utilized in specific courses such as Mathematics courses, that require minimum ACT scores to participate.

3.1.8 UK Next Gen Scholars must complete the Free Application for Federal Student Aid (FAFSA) during the fall semester of their senior year in high school.

3.1.9 UK Next Gen Scholars must complete an [Undergraduate Application for Admission](#) as a degree seeking student to the University of Kentucky prior to December 1 of their senior year of high school. In addition, students are encouraged to apply all potential colleges of their choice by December 1 of their senior year in high school to take advantage of potential scholarships.

3.1.10 Students selected as UK Next Gen Scholars must, along with their parents/guardians, sign a release that allows the UK Next Gen Scholars program officials access to their high school records and utilize students images of students for program research, evaluation , and promotion.

3.1.11 UK Next Gen Scholars must sign a FERPA [release](#) that allows parent/guardians and appointed high school personnel to have access to students University of Kentucky related information including academic records and that permits communication with UK personnel concerning student progress.

3.1.12 Students and parents must maintain regular contact with school and UK Next Gen Scholar officials and keep informed of any changes that might impact a student's progress or the Program's ability to serve that student, including but not limited to a prolonged illness or injury, personal or family concerns, academic concerns, a school change, or an address change.

3.1.13 Students selected as UK Next Gen Scholars must, along with their parents/guardians, complete and sign the Parent and Student Memorandum of Agreement as notification that they have been informed of UK Next Gen Scholars program guidelines and expectations.

3.2 Parents/Guardians

3.2.1 Parents/Guardians will demonstrate support for their children's academic success and full participation in the program.

3.2.2 Parents/Guardians will ensure an environment that allows for proper nutrition, adequate study time, and regular school attendance.

3.2.3 Parents/Guardians will make every effort to attend or participate in activities sponsored for parents/guardians.

3.2.4 Parents/Guardians will provide travel and accommodation support for all on-campus UK activities such as college visits, camps, and any required onsite testing.

3.2.4 Students and parents must maintain regular contact with their local school and UK Next Gen Scholar officials and keep the program informed of any changes that might impact a student's progress or the program's ability to serve that student, including but not limited to a prolonged illness or injury, personal or family concerns, academic concerns, a school change, or an address change.

3.3 UK Next Gen Scholars Participating Schools

3.3.1 UK Next Gen Scholars Participating Schools will work with the UK Center for Next Generation Leadership and University of Kentucky personnel to facilitate and monitor the selection and progress of students within the Next Gen Scholars program.

3.3.2 UK Next Gen Scholars Participating Schools will work with the UK Center for Next Generation Leadership and University of Kentucky personnel to offer academic enrichment opportunities and programming including, but not limited to, dual credit courses. This will include coordination of at least one on-campus activity for Next Gen Scholars students to learn more about the campus at the University of Kentucky.

3.3.3 UK Next Gen Scholars Participating Schools will work with the UK Center for Next Generation Leadership and University of Kentucky personnel to provide college advising opportunities to Next Gen Scholars students and families.

3.3.4 UK Next Gen Scholars Participating Schools will provide opportunities for educators and school personnel to participate in training and support services provided by the UK Next Gen Scholars program to optimize the success of students within their schools.

3.3.5 UK Next Gen Scholars Participating Schools will demonstrate support for their students success and full participation in the program.

3.3.6 UK Next Gen Scholars Participating Schools will ensure an environment and adequate resources that allows for students success and full participation in the program.

3.3.7 UK Next Gen Scholars Participating Schools will maintain regular contact with UK Next Gen Scholar officials and keep the program informed of any changes that might impact a student's progress or the program's ability to serve that student, including but not limited to school schedule changes or student illness or injury, personal or family concerns, academic concerns, a school change, or an address change.

3.4 University of Kentucky and UK Next Gen Scholars Program

3.4.1 The UK Center for Next Generation Leadership and University of Kentucky personnel in collaboration with participating school personnel will facilitate and monitor the selection and progress of students within the Next Gen Scholars program.

3.4.2 The UK Center for Next Generation Leadership and University of Kentucky personnel, in collaboration with, participating school personnel will offer academic enrichment opportunities and programming including but not limited to dual credit courses. This will include coordination of at least one on-campus activity for Next Gen Scholars students to learn more about the campus at the University of Kentucky.

3.4.3 The UK Center for Next Generation Leadership and University of Kentucky personnel in collaboration with participating school personnel will provide college advising opportunities to Next Gen Scholas students and families.

3.4.4 The UK Center for Next Generation Leadership and University of Kentucky personnel in collaboration with participating school personnel will provide participating schools and educators with training opportunities and support services to optimize the success of students within the UK Next Gen Scholars program.

3.4.5 The UK Center for Next Generation Leadership and University of Kentucky personnel in collaboration with participating school personnel will maintain regular contact and provide timely information to schools, students, and their families related to the University of Kentucky and the UK Next Gen scholars Program.

4.0 Student Programming

4.1 Dual Credit

4.1.1 Dual Credit General Statements & Guidelines

4.1.1.1 The UK Center for Next Generation Leadership and University of Kentucky personnel in collaboration with participating school personnel will offer academic enrichment opportunities including dual credit courses to students participating in the UK Next Gen Scholars program.

4.1.1.2 The UK Center for Next Generation Leadership and University of Kentucky will make available a full list of UK dual credit courses available in a given semester prior to the opening of the course registration window.

4.1.1.3 UK Dual enrollment courses will be offered in a mixed online and face to face format with instruction performed by the University of Kentucky and high school personnel. Each offering department and course may require distinct delivery characteristics and local school personnel will be notified of each unique course approach in advance.

4.1.1.4 Students participating in the UK Next Gen Scholars program will be permitted to take up to 2 Dual Credit courses per semester in the Junior year of high school. Students in their senior year of high school will be permitted to take up to 3 Dual Credit courses per semester.

4.1.1.5 UK Next Gen Scholars that demonstrate exceptional progress may complete a waiver and petition the UK Next Gen Scholars Advisory Board to be enrolled in more than the previously stated maximum dual credit courses per semester. Student will be notified in writing concerning the waiver decision.

4.1.1.6 With the approval of UK additional criteria concerning waivers may be established for students at the district or high school level.

4.1.2 [Course Scheduling](#)

4.1.2.1 New, transfer, and re-admitted undergraduate students will attend an orientation and register for classes at that time. Orientation dates will be determined by

the UK Center for Next Generation Leadership and University of Kentucky personnel in collaboration with participating school personnel and shared in advance of the event.

4.1.2.2 Continuing students may register for available dual credit courses by utilizing the [Degree Planning and Registration tab](#) in their my UK portal. Registration for courses will be coordinated by the local high school guidance counselor and students should follow the local process in registering for UK dual credit courses.

4.1.2.3 Returning students may not register for courses until they have been admitted to the program, met with their high school counselor, and met with their designated UK advisor. A registration hold will be placed on all student registration accounts until these criteria have been met.

4.1.2.4 Students must register for UK dual enrollment courses by the appropriate deadlines as outlined by the University of Kentucky. Course registrations that are incomplete at the time of the deadline will be ineligible for entrance into dual enrollment courses. All students are subject to the [deadlines](#) set forth by the University of Kentucky and will be notified of these dates by UK personnel and/or designated high school personnel. All deadlines are published on the UK website.

4.1.2.5 With the approval of UK additional registration deadlines may be established for students at the district or high school level.

4.1.3 Schedule Changes & Course Drops

4.1.3.1 UK Next Gen Scholars may, with the consultation of UK and school personnel, make alterations to their dual credit course schedules.

4.1.3.2 Students wishing to submit changes to their schedules must do so by the appropriate deadlines. All students are subject to the [deadlines](#) set forth by the University of Kentucky and will be notified of these dates by UK personnel and/or designated high school personnel. All deadlines are published on the UK website.

4.1.3.3 Any fees or cost associated with the dropped or withdrawn courses are the responsibility of the student and family.

4.1.3.4 Students wishing to submit a schedule change or drop a course must first consult with their guidance counselor and designated UK advisor. Following advisement students and parents must complete the course drop/withdrawal form. Following consultation and submission of form students may complete withdrawal utilizing the [Degree Planning and Registration tab](#) in their my UK portal.

4.1.3.5 Students failing to follow drop and withdrawal procedures set forth by the Next Gen Scholars program and participating school are subject to disciplinary action including but not limited to dismissal from the UK Next Gen Scholars program.

4.1.3.6 With the approval of UK additional processes, criteria, and /or deadlines concerning course withdrawal/drop may be established for students at the district or high school level.

4.1.4 Attendance

4.1.4.1 Students must comply with the attendance policies of their participating schools as well as those of the dual credit course instructor of record. Dual Credit Course instructor will list attendance policies within the course syllabi.

4.1.4.2 Snow days - As students at the University of Kentucky, students are expected to complete course activities when the University of Kentucky is open. Students are notified by email at their UK email address when the University of Kentucky is closed. For students in courses with a partner high school teacher coordinating course content, local high schools will coordinate the necessary adjustments to assure content is covered in the event of a local snow day at a participating high school. Students are expected to comply with all required modifications from both the University of Kentucky and the local high school partner in the event of a snow day.

4.1.4.3 Holidays and Breaks - Students will be notified in each semester concerning the school schedule's impact on holiday breaks. Students are expected to satisfy both the UK and high school schedule once the appropriate modifications have been agreed upon by the partners.

4.1.5 Payment

4.1.5.1 In accordance with the [Kentucky Department of Education guidelines](#) UK dual enrollment courses will cost \$58.00 per credit hour for the 2019-2020 academic year. The expectation for this payment to the University of Kentucky is the responsibility of the student and their family unless otherwise indicated by the local partner high school.

4.1.5.2 Required textbooks and associated costs for all UK dual credit courses are the responsibility of the participants family unless otherwise notified by the local partner high school.

4.1.5.3 Any fees or cost associated with dropped or withdrawn courses are the responsibility of the student and family.

4.1.5.4 Exceptions for payment may be made for families that qualify for free or reduced lunch. Exceptions to payment will be coordinated with participating schools and communicated with families in writing and during orientation.

4.1.5.5 Schools may utilize the [Kentucky Education Cabinet Dual Credit](#) Scholarship in order to cover the cost of up to two courses for each student participating in the UK Next Gen scholars program. Scholarship implementation will be coordinated with participating schools and communicated with families in writing and during orientation.

4.1.5.6 Students cannot access KEES money while they are in high school to pay for dual enrollment courses.

4.1.5.7 Students cannot apply for federal loans to pay for dual credit courses.

4.1.5.8 Students may not use money from college savings plans towards the cost of dual credit courses.

4.1.5.9 Students and families may [pay their tuition and associated fees](#) by utilizing the financials portal in their myuk accounts or by other means outlined by the University of Kentucky. Failure to pay for a UK course will result in late payment fees and exiting the program. More information on UK billing and frequently asked questions are available at: <http://www.uky.edu/studentaccount/>

4.2 [Electronic Services](#)

4.2.1 General Statements

4.2.1.1 All UK Next Gen Scholars upon admission to the University of Kentucky will receive a link blue account, a MyUK account, and courses via canvas. All accounts will serve as the university's primary means of communication with the student.

4.2.1.2 Information concerning the use of these accounts will be communicated with families and students in writing and during orientation.

4.2.3 Link Blue - The University of Kentucky Information Technology Services (ITS) created the term "linkblue" to define a directory account (user id and password) which can be used when connecting to many campus-wide systems, including myUK, Canvas, and UK GPS Degree Planner. Your linkblue account is created within a business day of when, as a student you are accepted and must be activated to login to many services. Detailed instructions on activating an account are available on the [Activating Your Account page](#).

4.2.4 UK Email - The University of Kentucky supports email and cloud storage in Office 365 and Google Apps for Education. All Faculty, Staff and Students automatically receive an Office 365 account to use Office Online or to install the Microsoft Office suite on your device. You may also use Office 365 for your University Email Account. Faculty, Staff and Students may also activate a Google Apps for Education (Gmail) account. Detailed instructions on activating an account are available on the [Activating](#)

[Your Account page.](#)

4.2.5 myUK -MyUK serves as the central hub for a students academic progress at the University of Kentucky. Students may utilize this resource to schedule courses, pay fees, and view academic records. Information concerning myUK can be located on the [myUK page](#).

4.2.6 Canvas - Canvas is the University of Kentucky's Learning Management system and will be utilized in the delivery of course materials and assignments. Detailed instructions on utilizing canvas are available on the [Canvas homepage](#).

4.2.7 Zoom - Zoom is the cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems that will be used to during UK dual credit courses. Information concerning zoom can be located on the [UK Zoom information page](#).

4.3 Student Advising

4.3.1 The UK Center for Next Generation Leadership and University of Kentucky personnel in collaboration with participating school personnel will provide college advising opportunities to Next Gen Scholars students and families.

4.3.2 The designated school advisor will assist school personnel, students, and families in the navigation of the college going process including but not limited to course scheduling, course advisement, career advisement, college/university selection advisement, and financial aid opportunities.

4.3.3 Students and families may schedule individual advising meetings or establish contact with their designated UK advisor by email or other approved means. These meetings may take place in person, by phone, or digitally.

4.3.4 The designated college advisor will conduct face to face, individual, or small group meetings at the participating school at least 1 time per semester.

4.3.4 Students will be provided with an online platform in which they can access college readiness materials, information concerning important deadlines, and additional advising support.

4.4 Special Programming

4.4.1 The UK Center for Next Generation Leadership and University of Kentucky personnel, in collaboration with, participating school personnel will offer academic enrichment opportunities and programming including but not limited to campus visits.

4.4.2 Academic Enrichment programming offered by UK Next Gen Scholars program may be open to all students or select groups of students depending upon the nature of the activity.

4.4.3 Academic Enrichment programming offered by UK Next Gen Scholars program will be offered in a variety of formats and locations. Events may be held on campus, at participating schools, or online.

4.3.4 Students and/or participating schools are responsible for travel arrangements and expenses associated with on campus activities.

4.3.5 Academic Enrichment programming offered by UK Next Gen Scholars program will be communicated to school personnel, students, and families in advance.

4.5 Student Support Services

4.5.1 For students with identified disabilities, mental health needs, or in need of additional academic support, we encourage students to take advantage of the services offered by UK. The UK Center for Next Generation Leadership and University of Kentucky personnel will collaborate with campus and school partners to provide a variety of services and programs that students can access away from our physical campus. These services include but are not limited to UK Id's, Stuckert Career Center, Counseling Center, tutoring services, and access to the Disability Resource Center. Detailed instructions on utilizing these resources are available [here](#).

5.0 Program Infractions

5.1 Annual Evaluation

5.1.1 In order to evaluate each student's progress and program compliance, the Center for Next Generation Leadership personnel in collaboration with partner school personnel will evaluate/review each student's academic performance and participation, as outlined in section 3.0 of this document, at the close of the first semester of an academic year and at the close of each academic year.

5.2 Probation or Dismissal

5.2.1 Next Gen scholars who violates program requirements, expectations, or Code of Conduct as discussed in section 3.1 of this document is subject to be placed on administrative probation or dismissed from the program.

5.3 Probation

5.3.1 Following each end of semester review, the Next Gen Scholar Associate Director, with the consent of the Next Gen Scholar Director and in consultation with participating school personnel, may place on probation any Next Generation Scholar who violate program requirements, expectations, or Code of Conduct.

5.3.2 The Next Gen Scholar Associate Director will notify in writing the school and student of his/her probation and any special terms of that probation.

5.3.3 Once placed on probation a student will remain in the program on probationary status until the next review period.

5.3.4 Probationary students' progress and compliance will be reevaluated at the following review period. At this time students that fail to comply with program regulations or any special terms of their probation will be removed from the Next Gen Scholars Program and forfeit any rights to further participation in the Next Gen Scholars Program. Compliant students will be removed from probationary status.

5.3.5 Students that enter into probationary status on more than one occasion will be automatically dismissed from the program.

5.3.6 Students that are found to be involved in activities or acts that violate and of: (1) state or national laws, (2) UK's code of ethics, (3) the high school code of conduct forfeit their right to a probationary period and will automatically be dismissed from the program.

5.3.7 Probationary students may appeal the probation to an appointed Probationary Board comprised of UK and partner school personnel and/or the University Ombudsman. <http://www.uky.edu/ombud/>

5.3.8 The Probationary Board and/or the University Ombudsman will consider all petitions and may approve removal of probation, deny removal of probation, or make alternative recommendations to probationary special terms.

5.3.9 Next Gen Scholars will have the opportunity to be present during their appeal.

5.4 Dismissal

5.4.1 The Next Gen Scholar Associate Director in collaboration with participating school personnel may at any time petition the Next Gen Scholar Director for the dismissal of any Next Gen Scholar who is currently on probation or that does not comply with probationary terms, program requirements, expectations, or Code of Conduct.

5.4.2 The Next Gen Scholar Director will notify in writing any Next Gen Scholar who faces dismissal proceedings and advise him/her of the appeals process.

5.4.3 Students dismissed from the UK Next Gen Scholars program are subject to the withdrawal guidelines, deadlines, and procedures set forth by the University of Kentucky.

5.4.4 Any fees or cost associated with dropped or withdrawn courses due to program dismissal are the responsibility of the student and family.

5.4.5 Students dismissed from the UK Next Gen Scholars program are not permitted to participate in any services or dual enrollment courses provided by the program following dismissal.

5.4.6 Dismissed students may appeal the dismissal to an appointed Probationary Board comprised of UK and partner school personnel and/or the University Ombudsmen. <http://www.uky.edu/ombud/>

5.4.7 The Probationary Board and/or the University Ombudsmen will consider all petitions for reinstatement and may reinstate the student, deny the petition for reinstatement, or place the student on probation with certain terms.

5.4.8 Next Gen Scholars will have the opportunity to be present during their appeal.

6.0 Program Voluntary Withdrawal

6.1.1 Participants in the Next Gen Scholars may at any time request withdrawal from the program.

6.1.2 Students must communicate intent to withdraw in writing to the UK Next Gen Scholar Associate Director and designated participating school personnel.

6.1.3 Students selecting to withdrawal from the UK Next Gen Scholars program are subject to the withdrawal guidelines, deadlines, and procedures set forth by the University of Kentucky.

6.1.4 Any fees or cost associated with dropped or withdrawn courses due to program withdrawal are the responsibility of the student and family.

6.1.5 Students selecting to withdrawal from the UK Next Gen Scholars program are not permitted to participate in services and dual enrollment courses provided by the program following withdrawal.

6.1.6 Students that have withdrew from the program may petition program reinstatement to the to an appointed Probationary Board comprised of UK and partner school personnel.

6.1.7 The Probationary Board will consider all petitions for reinstatement and may reinstate the student, deny the petition for reinstatement, or reinstate the participant on a probationary status.