

## Proposal II: Automate Repeat Option Process

*Recommended Change:*

### Automate the process to file a repeat option

#### Current Senate Rule   Proposed Deletions   Proposed Additions

**5.3.1.1 Repeat Option** (US: 11/14/83; US: 4/13/87; US: 11/14/88; US: 4/23/90; US: 9/20/93 US: 4/11/94; US: 12/11/95; US: 2/9/98) A student shall have the option to repeat once as many as three different completed courses with only the grade, credit hours and quality points for the second completion used in computing the student's academic standing and credit for graduation. The limit of three repeat options holds for a student's entire undergraduate career, no matter how many degrees or programs are attempted. A student may not use the repeat option when retaking a course on a Pass-Fail basis if the course was originally taken for a letter grade. The repeat option shall not be exercised for any course in which the grade of XE or XF was received. [US: 12/12/05]

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

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

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

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

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

\* A student may exercise the repeat option by taking a special exam (as provided in 5.2.1.2); if the request for the exam is approved, the student may request that the grade in the course be recorded under the repeat option. (RC: 1/27/84)

\* There is no relationship between the academic bankruptcy rule (V - 5.3.1.5) and the repeat option. To the extent that a student has used any or all of his/her repeat options in the first enrollment, he/she no longer has them available during a subsequent enrollment. If not previously used, they are available during the subsequent enrollment. (RC: 9/29/82)

\* The repeat option can be used for courses taken at LCC. It cannot be used for courses taken at the former UK community colleges unless the course is calculated into the

student's GPA at UK. The repeat option cannot be used for any courses taken at any other college or university. (RC: 1/28/00)

- \* A student who audits a course in one semester and then takes the course for credit in a subsequent semester is to be regarded as having taken the course only once - the subsequent semester. (RC: 1/20/94)
- \* Under the revisions of the repeat option rules adopted by the University Senate in April 1994, the event is the filing of the repeat option. Thus the new filing deadline applies to all repeat options filed after the end of the Spring 1994 semester (RC: 3/31/94)
- \* A student must be enrolled at UK at the time he/she files the repeat option. Thus a student who has transferred to another institution would not qualify since he/she is not enrolled at UK. (RC: 3/31/94)
- \* "The student must notify in writing the dean of the college in which the student is enrolled" means that a student must be enrolled at the time the repeat option is exercised. (RC: 3/31/94)
- \* The Senate Rules do not prohibit a student from using a cheating grade of E in a repeat option exercise to apply in place of a regular E that was conferred the first time the course was taken. (RC: 1/16/06)

#### *Rationale:*

The College of Arts and Sciences recommends automating the process to file a repeat option. Currently, students who wish to exercise the repeat option must notify their college dean of their intent in writing (see current policy below). As a result, each college student services office has produced a form for students to complete. These forms usually require a dean's (or his/her designee's) signature, and are then forwarded onto the Registrar's Office. In most cases students are universally granted the repeat option (for up to three different courses).

Requiring a dean's signature and having the form processed in paper format is antiquated. With the advent of SAP, the University is moving towards a paperless environment. This provides an opportune time to move this paper-based process to the web. Such a web-based program is easily programmable and may be written to ensure that certain parameters are met (*e.g.*, the maximum number of repeat options has not been met; the second attempted grade has been awarded, etc.). Under an automated process, the repeat option request could be sent directly to the Registrar's Office for processing. Moving to such an environment is efficient, saving time for students and staff.

#### *Current Policy:*

"An undergraduate student has the option to repeat once as many as three different completed courses with only the grade, credit hours, and quality points for the second completion used in computing the student's academic standing and credit for graduation. The limit of three repeat options holds for a student's entire undergraduate career, no matter how many degrees or programs are attempted. A student may not use the repeat option when retaking a course on a Pass-Fail basis if the course was originally taken for a letter grade. **A student exercising the repeat option must notify in writing the dean of the college in which he or she is enrolled. A student may exercise the repeat option at any time prior to graduation.** 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 shall be granted by the instructor 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. A student must be enrolled at UK at the time he/she files the repeat option. Thus a student who has transferred to another institution would not qualify since he/she is not enrolled at UK."

## University of Kentucky Senate Admissions and Academic Standards Committee

From: Senate Admissions and Academic Standards Committee (Joe Sottile (Chair), Kenneth Calvert, Raphael Finkel, Larry Gottlob, Lee Ann Jung, Peggy Piascik, Glenn Telling)

To: Sheila Brothers, Office of the Senate Council

Date: October 22, 2007

The following proposals have been reviewed by the University Senate Admissions and Academic Standards Committee.

### College of Arts and Sciences

#### **Proposal 1: Degree Application Deadline for Undergraduate Students**

Approved with no modifications

#### **Proposal 2: Automate the Repeat Option**

Approved with no modifications

#### **Proposal 3: Course Withdrawal Deadline**

This proposal contains information that contradicts the rationale. The rationale suggests changing the withdrawal deadline from the 9<sup>th</sup> week (i.e., four days after midterm) to the end of the 10<sup>th</sup> week. The proposal recommends a withdrawal deadline at the end of the 11<sup>th</sup> week; therefore, the rationale should be modified to avoid confusion, if possible.

Note: this proposal would change the withdrawal date to the end of the 11<sup>th</sup> week for all University of Kentucky students, including the first-time, full-time students, who now have a later withdrawal date than other students.

Approved with no modifications

## Brothers, Sheila C

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**From:** Anderson, Heidi Milia  
**Sent:** Tuesday, May 15, 2007 6:39 PM  
**To:** Lindsay, Jim D.; Brothers, Sheila C  
**Cc:** McMahan, Adrienne  
**Subject:** RE: HCCC Transmittal - Three Proposals from A&S

Sheila;

Just an clarification on #1 below, the HCCC added the amendment as a "recommendation to the College for their advisors" ... it does not have to be revised as an amendment to the proposal. Adrienne was present to hear and understand their direction.

Thank you,

Heidi Milia Anderson, Ph.D.  
Associate Provost for Faculty Affairs

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**From:** Lindsay, Jim D.  
**Sent:** Tuesday, May 15, 2007 6:24 PM  
**To:** Brothers, Sheila C  
**Cc:** Anderson, Heidi Milia; McMahan, Adrienne  
**Subject:** HCCC Transmittal - Three Proposals from A&S

May 15th, 2007  
T R A N S M I T T A L

TO: Sheila Brothers  
Senate Council

FROM: Jim Lindsay  
Health Care Colleges Council

At its meeting on May 15th, 2007, the Health Care Colleges Council approved and recommends approval of the following by the Senate Council:

### Arts & Sciences

1. Change in Repeat Option  
Amendment: HCCC recommends that students talk to advisor as a departmental process rather than mandated in Senate Rules.
2. Change in Course Withdrawal Deadline
3. Request to Standardize Degree Application Program

Attached are the materials to implement these requested actions.

Jim

CC: Heidi Anderson  
Adrienne McMahan

**Brothers, Sheila C**

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**From:** Nikou, Roshan  
**Sent:** Monday, March 05, 2007 11:22 AM  
**To:** Brothers, Sheila C  
**Subject:** RE: Three Campus-Wide Proposals

Hello Sheila:

The GC does not need to review the Automate Repeat Option; this change applies to UG colleges only.

Thank you

***Roshan Nikou***  
***The Graduate School***  
***101 Gillis Building***  
***Lexington, KY 40506-0027***  
***Phone: 257-1457***  
***Fax: 323-1928***  
***Email: [roshan.nikou@uky.edu](mailto:roshan.nikou@uky.edu)***

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**From:** Brothers, Sheila C  
**Sent:** Friday, March 02, 2007 2:46 PM  
**To:** Nikou, Roshan  
**Subject:** Three Campus-Wide Proposals

Good afternoon! Please find attached three proposals from the College of Arts & Sciences, which have already been reviewed by the Undergraduate Council:

1. Automate Repeat Option;
2. Modify Course Withdrawal Deadlines; and
3. Standardize Degree Application Deadlines.

I would like to know if the Graduate Council should review any of these proposals. I suspect there are already Graduate School rules that address at least some of the issues raised in the above proposals, but I'm not sure.

Anyway, please reply back to let me know if you will or will not review these items.

Thanks, Roshan!

Sheila

*Sheila Brothers*  
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**ASSOCIATE PROVOST FOR UNDERGRADUATE EDUCATION**

**Undergraduate Council  
Transmittal  
February 6, 2007**

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The following courses and/or proposals are recommended for approval:

**College of Agriculture**

Minor in Sustainable Agriculture

- SAG 101 Introduction to Sustainable Agriculture (new)
- SAG 201 Cultural Perspectives on Sustainability (new)
- SAG 395 Research in Sustainable Agriculture (new)
- SAC 397 Apprenticeship in Sustainable Agriculture (new)
- SAC 490 Integration of Sustainable Agriculture Principles (new)
- PLS 386 Plant Production Systems cross listed as SAG 386

AEC 424 Principles of Environmental Law (change)

**College of Arts & Sciences**

- ANT 338 Economic Anthropology (change)
- CHE 525 Bioanalytical Sensors (new)

1) Proposal to change the University degree application deadline as follows:

- November 30 – Last day to file an application for May graduation
- April 30 – Last day to file an application for August graduation
- June 30 – Last day to file an application for December graduation

2) Proposal to change the University's course withdrawal deadline to the end of the 11<sup>th</sup> week of the semester.

3) Automate the process to file a repeat option by making a change in the current senate rule – "A student exercising the repeat option must notify the Office of the Registrar"

Prior to this meeting these proposals were circulated to undergraduate College Deans for their review. Although there was one objection, the Council did not feel that it was a compelling argument and **recommends approval** of all three.

**College of Engineering**

General Engineering major for new freshmen. By designating students as UNEN (undeclared in Engineering) students can enroll in the College of Engineering without declaring a specific major.

The Council has no objections to the proposed change in Engineering Standing Requirements.

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## UNIVERSITY SENATE ROUTING LOG

**Proposal Title:**

automate the repeat option;  
<http://www.as.uky.edu/Admin/faculty/viewdocs/University%20Senate/>

**Name/email/phone for proposal contact:**

Adrienne McMahan, Asst. Dean of Student Affairs, College of A&S, 257-8712 [mcmahan@email.uky.edu](mailto:mcmahan@email.uky.edu);  
 Steve Hoch, Dean, College of A&S, 257-8354, [Steven-Hoch@uky.edu](mailto:Steven-Hoch@uky.edu)

**Instruction:** To facilitate the processing of this proposal please identify the groups or individuals reviewing the proposal, identify a contact person for each entry, provide the consequences of the review (specifically, approval, rejection, no decision and vote outcome, if any) and please attach a copy of any report or memorandum developed with comments on this proposal.

Reviewed by: (Chairs, Directors, Faculty Groups, Faculty Councils, Committees, etc)	Contact person Name (phone/email)	Consequences of Review:	Date of Proposal Review	Review Summary Attached? (yes or no)
A&S Advising Center	Adrienne McMahan 7-8712 <a href="mailto:mcmahan@email.uky.edu">mcmahan@email.uky.edu</a>	approved	10/17/06	no
A&S Educational Policy Committee (EPC)	Steve Voss, Chair, EPC 7-4313 <a href="mailto:dsvoss@uky.edu">dsvoss@uky.edu</a>	approved	10/31/06	yes
HCC	Heidi Anderson	Approved w/ Amendment	5/15/07	

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Minutes of the Arts & Sciences Educational Policy Committee  
<http://www.as.uky.edu/Admin/Faculty/educationpolicycommittee.aspx>

The Educational Policy Committee convened at 12:30 p.m. on Tuesday, Oct. 31, 2006 in 245 Patterson Office Tower with chair, Steve Voss, presiding.

Members present:

Humanities: David Bradshaw, David Olster, Doug Slaymaker  
Mathematical and Natural Sciences: Phil Bonner, Paul Howell, Zhongwei Shen  
Social and Behavioral Sciences: Jonathan Golding, Jim Hougland, Steve Voss  
Student Representative: Nicolas Badre  
Ex-officio: Steve Hoch, Leonidas Bachas  
Guests: Ted Fiedler, Anna Rueda, Kirsten Turner, Cindy Iten

4) A&S proposals to the EPC were considered and approved. The EPC asked that the “Current Policy” and “Proposed Policy” with alternate language be provided in all three proposals.

a) Phil Bonner moved to approve the proposal to change the University degree application deadline. Paul Howell seconded. The motion carried unanimously.

b) David Bradshaw moved to approve the proposal to automate the repeat option with the language stating how the new rule will read. Jonathan Golding seconded. The motion carried unanimously.

c) Jonathan Golding requested that the actions taken and results of student intervention from mid-term grade reporting be provided to the Education Policy Committee.

Jonathan Golding moved to amend the proposal to change the withdrawal deadline from the 9<sup>th</sup> week of the semester to the 11<sup>th</sup> week. Nicolas Badre seconded. The motion carried unanimously.

Doug Slaymaker moved to approve the proposal as amended. Nicolas Badre seconded. The motion carried unanimously.