

Title: Faculty Recommendation of Candidates for Graduation to the Board of Trustees

Category: Academic Affairs

Responsible Cabinet Member: Provost

Purpose

To establish the process for approving candidates for graduation in compliance with KRS 164.240. Approval is based on academic standards established by the faculty through the development and implementation of courses and academic programs. Faculty assign grades and provide ongoing academic oversight by monitoring student progress. The University, through the delegated authority of the University Registrar, performs an administrative review to identify students who have met these faculty-defined academic standards and forwards the list of eligible candidates to the colleges for final confirmation that all academic requirements have been fulfilled.

Scope

Policy applies to the approval of all candidates for graduation at the University. It governs the respective roles and responsibilities of the faculty, the University Registrar and the academic colleges in ensuring that students meet established academic standards prior to degree conferral. The policy covers the academic and administrative processes required to identify, review and confirm eligible graduates.

Faculty Engagement in Graduation:

- **Program and Course Development:** Faculty design the curriculum, inclusive of programs, and the courses within these programs, that define graduation requirements and align with institutional standards.
- **Issuance of Grades:** Faculty assess student performance and issue grades, which serve as the primary basis for determining graduation eligibility.

Ongoing Academic Oversight:

- Faculty, together with advisors, guide and monitor students' academic progress, ensuring they are on track to meet graduation requirements.

Role of Registrar and Administrative Review

- **Identification:** The University's technological infrastructure supports the identification of students' eligibility for graduation, ensuring program requirements are met.
- **Verification and List Generation:** All Academic Programs: University Registrar's Office generates a list of students eligible for graduation based on degree applications received by the application deadline.
- **Administrative Review by College:** The University Registrar sends the list to the college for review. This step is administrative, confirming that academic requirements have been

fulfilled. Each college shall follow their own process to provide visibility to their faculty to review the graduation list.

- **Board of Trustee (BOT) Approval:** Once the University Registrar has received approval from the colleges, the graduation list is compiled and added to the agenda of the BOT for a vote to approve the list and confer the degrees.
- **Exceptions:** Each semester, there may be circumstances where a student becomes eligible for graduation after the application deadline for graduation has passed and the formal list has been sent to the colleges for review and approval. The University Registrar is permitted to use professional judgement, based on the timing of the eligibility and of the BOT meeting, to determine if the candidate can be put forward. Such exceptions would still be sent to the college for review after identification.