

SPECIAL COLLEGE RULES

UNDERGRADUATE PROGRAMS

COLLEGE OF NURSING

The College of Nursing (CON) enrollment will be composed of four-year students, transferred, registered nurse, second-degree, licensed practical/vocational nurse, medic trained and dual degree students. Admission to the University does not guarantee admission to the College of Nursing. Preference will be given to Kentucky residents.

Applicants must be in a state of good health enabling them to carry out the functions of the professional nurse. Routinely, each student will be required to obtain rubella and rubeola titers and have an annual tuberculin test or chest x-ray.

Progression to upper division courses is regulated so that the total number of full-time equivalents at the beginning of the junior year does not exceed 120. Admissions criteria for four (4) types of students are presented below:

CRITERIA FOR ADMISSIONS TO THE 4-YEAR BSN PROGRAM

FIRST TIME IN COLLEGE (FTIC) STUDENT

Students will be admitted as freshmen to a pre-nursing curriculum based on the following criteria:

1. High school GPA of 3.4 (unweighted) or higher on a 4.0 scale, a minimum of 22 ACT composite (if applying with a test score) and ability to qualify for CHE 103.
2. Meeting criteria for selective admissions to the University.

SOPHOMORE STUDENT

Selection for admission to the nursing curriculum will occur at the sophomore level for all students based on the following criteria:

1. A minimum cumulative and science GPA of 3.0.
2. A grade of "C" or better in all required pre-nursing courses.
3. Completion of the UK College of Nursing-approved Medicaid Nurse Aid training program.
4. The Internet-based Test of English as a Foreign Language (TOEFL) is required of all applicants whose first or primary language is other than English with a minimum cumulative TOEFL score of 90 and at least minimum scores of 26 in speaking, 22 in listening, 20 in writing and 22 in reading.

In addition, any or all the following information may be requested as part of the admissions application:

1. A writing exercise based on criteria established by the CON.

2. Two (2) letters of reference from individuals who can assess potential for success (e.g., teacher, employer).
3. An interview with members of the Admissions and Progression Committee, or their designees.

CRITERIA FOR ADMISSIONS TO THE 4-YEAR BSN PROGRAM FOR TRANSFER STUDENTS

1. Transfer students with less than 24 hours of college credit must meet the criteria for entering FTIC and have a minimum GPA of 3.0 on all college work attempted as computed by the Office of Admissions.
2. Transfer students with more than 24 hours of college credit must maintain a minimum cumulative GPA of 3.0 on all college work attempted and have a minimum cumulative GPA of 3.0 in science courses as computed by the Office of Admissions.
3. Applicants whose first or primary language is not English must have a minimum TOEFL score of 90, with minimum scores of 26 in speaking, 22 in listening, 20 in writing and 22 in reading.

All applicants must have grades of "C" or better in all courses required for CON curriculum. In addition, any or all the following may be requested as part of the application:

1. A writing exercise based on criteria established by the CON.
2. Two (2) letters of reference from individuals who can assess potential for success (e.g., teacher, employer, etc.).
3. Completion of an approved Medicaid Nurse Aid training program.
4. An interview with members of the Admissions and Progression Committee or their designee.

READMISSION AFTER SUSPENSION

Students will be eligible to apply for readmission to the College of Nursing after suspension from the college when they meet criteria as stated above.

ADMISSION OF REGISTERED NURSES TO THE RN-BSN TRACK

A student who is a registered nurse (RN) will be considered for admissions to upper division courses in the nursing program based on the following criteria:

1. A statement of academic and professional goals.
2. All nursing courses taken in associate degree or diploma programs are considered lower-division courses and are not equivalent to upper-division courses in this program. The applicant must have at least a GPA of 2.5 on a scale of 4.0 in all college course work attempted as computed by the Office of Admissions. Students with a GPA of 2.0 to 2.49 may be provisionally admitted to the RN to BSN track with admissions committee approval. With provisional admission, a grade of "B" or better must be earned in the first and second nursing courses that are completed in sequential blocks. Students will be removed from provisional status to full admission

when grade goals for course one and course two are met. Failure to meet provisional admission grade requirements for either of the first two nursing courses will result in removal from the program.

REGISTERED NURSES WITH AN ASSOCIATE DEGREE

The registered nurse with an associate degree in nursing from a college accredited by one (1) of the six (6) regional academic accrediting associations will be considered for admissions with a minimum GPA of 2.5 on a scale of 4.0 in all course work attempted as computed by the Office of Admissions. Note: RN licensure is required prior to beginning clinical experiences.

REGISTERED NURSES WHO ARE DIPLOMA-PREPARED NURSES

The registered nurse who is a graduate of a diploma program will be considered for admission after earning a minimum of 60 credits from a regionally accredited college with a 2.5 minimum GPA which include:

English – six (6) semester credits
Natural Sciences – six (6) semester credits
Social Sciences – six (6) semester credits
Humanities – six (6) semester credits
Nursing* – 28 semester credits

*Nursing credits may be earned from regionally accredited colleges by taking the courses or by submission of a portfolio of RN licensure and experience to the RN-BSN Track Coordinator.

OTHER REGISTERED NURSES

Registered nurses who received their nursing education abroad or from an educational institution that is not regionally accredited by have demonstrated passing the appropriate NCLEX exam and are licensed to practice in the state of Kentucky will be considered for admission after earning or transferring in a minimum of 60 college credits with a 2.5 minimum GPA. These courses should include:

English – six (6) semester credits
Natural Sciences – six (6) semester credits
Social Sciences – six (6) semester credits
Humanities – six (6) semester credits
Nursing* — 28 semester credits

Note: Nursing credits may be earned from regionally accredited colleges by taking the courses or by submission of a portfolio of RN licensure and experience to the RN-BSN Option Coordinator.

ACCELERATED BSN ADMISSIONS

The opportunity to enroll in the accelerated BSN (ABSN) is limited to the five (5) categories of students listed below:

1. Students who have already earned a bachelor's degree in any major.
2. Students who are licensed practical nurses (LPN) or licensed vocational nurses (LVN).

3. Students who are veterans of armed services who completed medical training as indicated on a Joint Services Transcript.
4. Students who are enrolled in another UK degree program who plan to declare the ABSN as an additional bachelor's degree.
5. Students admitted to and who have successfully completed the program requirements established in an external dual degree agreement between UK College of Nursing and an established institutional partner.

To be successfully admitted into the ABSN, a student must have a minimum cumulative GPA of 2.5 on all college work attempted and a minimum GPA of 2.5 in all science courses.

The licensed practical/vocational nurse with an LPN/LVN degree in nursing from a college accredited by one (1) of the six (6) regional academic accrediting associations, who has demonstrated a passing score on the NCLEX-PN exam and holds an unencumbered license to practice in Kentucky will be considered for admission to the ABSN track with a minimum GPA of 2.5 on a scale of 4.0 in all course work attempted as computed by the Office of Admissions.

APPLICATION DEADLINES

The application deadlines are:

1. 4-year BSN applicants – March 1
2. ABSN applicants – March 1 for Fall Semester, August 15 for Spring Semester
3. Registered nurse applicants – Block I admissions: March 15 for Summer Semester, July 15 for Fall Semester and November 1 for Spring Semester; Block II admissions: May 26 for Summer Semester, September 1 for Fall Semester, February 1 for Spring Semester

COLLEGE OF HEALTH SCIENCES PROGRAM

FIRST TIME IN COLLEGE (FTIC) ADMISSIONS

Admission to the University does not guarantee admission to the College of Health Sciences. FTIC applicants seeking admissions to the College will be admitted if their ACT Composite Score is at or above the 50% on National Norms and if they have a minimum high school GPA of 2.0. However, students' continuation into the junior year will depend on the criteria in the following section.

UNIVERSITY OF KENTUCKY STUDENT ADMISSIONS

Completion of the required number of hours of academic credit does not guarantee admission to an undergraduate degree program in the College of Health Sciences. Admission to any program is dependent upon the availability of resources for implementation of quality instruction, and the number of students admitted will be limited by these considerations. Students will be admitted to the professional program on the basis of their University cumulative GPA and other criteria indicating potential for becoming successful health science professionals (e.g., Health Science GPA, FTIC entrance scores, grades in key courses, references, and personality inventories).

TRANSFER STUDENT ADMISSIONS

Admissions to the University as a transfer student does not guarantee admission to an undergraduate degree program in the College of Health Sciences. In addition to meeting the University's requirements for admissions from a community college or from another institution, applicants seeking to transfer to an undergraduate degree program in the College of Health Sciences will be considered on the basis of their cumulative collegiate GPA.

APPLICATION DEADLINES

The deadline for application for admission for the Fall Semester into the Medical Laboratory Sciences, Communications Disorders, Health Administration and Physician Assistant Studies programs is February 1. The deadline for application for admission in the Spring Semester for the Medical Laboratory Sciences program is October 1.

MEDICAL LABORATORY SCIENCE ADMISSIONS POLICY

Incoming freshmen must have satisfied the prerequisites for taking CHE 105 or CHE 109. Students must achieve an overall (cumulative) GPA of 2.5 and successfully pass all prerequisite courses.

HEALTH SCIENCE EDUCATOR ADMISSIONS POLICY

Entry is permitted to those who complete an accredited program in a health science discipline and the Pre-Professional Requirements.

An overall GPA of 2.0 on a 4.0 quality point scale in all course work attempted, as computed by the University Admissions Office.

References from three (3) health professionals.

COLLEGE OF EDUCATION

A student must be admitted to, retained in, and successfully exit from a state-approved teacher education program in order to receive a teaching certificate. The components of an approved teacher preparation program include: (a) an earned bachelor's degree from a regionally accredited institution of higher education, (b) completion of approved teaching subject matter field(s), (c) successful completion of state mandated testing, (d) completion of a teacher preparation program, including student teaching, (e) and verification by program faculty that all applicable standards have been met.

The College of Education Certification Program Faculties, the College of Education Director of Academic Services and Teacher Certification, and the Office of the University Registrar are charged with the responsibility to monitor a student's progress through the teacher preparation program, and to recommend to the Kentucky Education Professional Standards Board (EPSB) that a successful candidate be awarded a state teaching license (certificate).

CONTINUOUS ASSESSMENT IN TEACHER EDUCATION PROGRAMS

A student's progress through all teacher preparation programs is continuously monitored, assessed, and reviewed. In addition to typical evaluation processes that occur as part of their course work and field placements, students will be assessed a minimum of three (3) times during their program by representatives of their respective program faculty.

The three (3) assessments will occur upon entry into the Teacher Education Program, at a midpoint in the program (no later than the semester prior to student teaching), and as students exit the program following student teaching. Assessments will include but are not limited to: (a) appropriate scores on approved standardized tests, (b) review of grades via inspection of transcript, (c) personal and professional skills assessed during interviews with program faculty, when taking campus-based courses, and during field experiences, (d) portfolio documents and (e) continued adherence to the KY Professional Code of Ethics.

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

STANDARDS FOR ADMISSIONS TO A TEACHER EDUCATION PROGRAM

PRIOR ACADEMIC WORK

Candidates for admissions must have completed at least 60 semester hours, or, if pursuing initial certification as a postbaccalaureate graduate or graduate student, must have earned a bachelor's degree from a regionally accredited institution of higher education.

Candidates for admissions must demonstrate academic achievement by earning a minimum overall GPA of 2.5. In addition, postbaccalaureate graduate and graduate level students must demonstrate a minimum 2.5 GPA in the teaching subject matter field(s). Students seeking admission to a master's degree initial certification program must also satisfy UK Graduate School admissions standards.

ETHICS AND CHARACTER

Candidates for admission must certify their knowledge of the Kentucky Professional Code of Ethics and must sign a state mandated character and fitness review.

LETTERS OF RECOMMENDATION

Candidates for admission must demonstrate aptitude for teaching by presenting three (3) letters of recommendation from individuals who can attest to the candidate's potential success in teaching.

ADMISSIONS PORTFOLIO

Candidates must present an Admissions Portfolio. Although the contents of the portfolio will vary by program, it will include at least the following: "best piece" sample(s) of writing in the subject matter field(s); evidence of experience with students and/or community; and a written autobiography or resume.

COMMUNICATION SKILLS

Candidates for admission must demonstrate an acceptable level of skills in written communication. This will be assessed through an on-demand writing task at the time of the interview. In lieu of an on-demand task, program faculty may require that the candidate demonstrate having earned a minimum grade of "B" in a college-level written composition course.

Candidates for admission must demonstrate an acceptable level of skills in oral communication. This will be assessed by the program faculty at the time of the admissions interview. In lieu of assessing oral communication skills at the time of the interview, the program faculty may require that students have earned at least a “B” in a college level public speaking course.

STANDARDIZED TEST SCORES

Candidates for admission must present acceptable scores on one (1) of the following standardized tests:

- ACT, with minimum composite score of 21.
- SAT, minimum composite score of 990 (combination of Verbal and Quantitative). A minimum grade of “B” on a college level written composition course must accompany the SAT scores. Composition courses normally used to fulfill this requirement include ENG 101, ENG 102, ENG 105, ENG 305, or an equivalent course from another institution. Advanced Placement English used to fulfill the USP writing requirement may also be used.
- GRE, minimum composite score of 1200 (combination of Verbal, Quantitative, Analytic). A minimum grade of “B” on a college level written composition course must accompany the SAT scores. Composition courses normally used to fulfill this requirement include ENG 101, ENG 102, ENG 105, ENG 305, or an equivalent course from another institution. Advanced Placement English used to fulfill the USP writing requirement may also be used.
- PRAXIS Core Battery Communication Skills (646 required) and General Knowledge (643 required) tests.
- PRAXIS I Reading Test (173 paper or 320 computer), Mathematics (173 paper, 318 computer) and Writing (172 paper, 318 computer).

Rules which accompany the standardized testing requirements are as follows:

- No standardized test scores older than eight (8) years can be used to meet this requirement.
- GRE scores may be used only by students who hold a bachelor’s degree.
- Students may retake subtests in multi-part tests.
- Students seeking entrance to a graduate degree initial certification program must meet both the Graduate School rules regarding the GRE and College of Education rules for certificate program standardized testing.

PREREQUISITES

For those programs requiring EDP 202 as a prerequisite for admission to teacher education, students must complete EDP 202 with a grade of “C” or better.

RETENTION OF CANDIDATES IN TEACHER EDUCATION PROGRAMS

The progress of candidates who have been admitted to a teacher education program is continuously monitored. Some of the items which are monitored are: (a) whether a student continues to earn grades of "C" or better in professional education classes, (b) whether a student continues to maintain 2.5 minimum GPAs overall, 2.5 in the professional education component as defined in the student's program description and 2.5 in all required subject areas, (c) whether a student continues to demonstrate adherence to the EPSB Professional Code of Ethics and (d) whether adequate progress is being made in building the Working Portfolio.

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

WORKING PORTFOLIO

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

STUDENT TEACHING

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

All teacher certification candidates are encouraged to complete the required state-mandated examinations prior to beginning student teaching.

EXIT FROM TEACHER CERTIFICATION PROGRAMS

All candidates for completion of a teacher education program must continue to meet all standards for admissions and retention at the time of exit.

At exit, all teacher certification candidates must present an Exit Portfolio for review by the appropriate program faculty. The exit portfolio will be organized by Kentucky New Teacher Standards and will include a mix of items selected by the candidate and required by the particular program faculty.

The program faculty must certify that a review of the Exit Portfolio and other pertinent documents has demonstrated that the candidate has met all of the Kentucky New Teacher Standards as a prerequisite to recommending the candidate for a teaching license.

Prior to exit from the teacher certification program, candidates must have successfully completed all On-demand Portfolio Tasks required to recommending the candidate for a teaching license.

Prior to exit from the teacher certification program, candidates must have successfully completed all On-demand Portfolio Tasks required by the Kentucky Education Professional Standards Board.

Prior to exit from the teacher certification program, all candidates must achieve required cut-off scores on all Kentucky state mandated teacher certification tests.

STATE-MANDATED TESTING AND THE KENTUCKY TEACHER INTERNSHIP

Precondition for granting a certificate

Successful completion of the examinations required by the Kentucky Education Professional Standards Board is a precondition for the granting of a teaching license (certificate).

KENTUCKY LICENSING

Upon being recommended by the College of Education for a Kentucky Teaching License (Certificate), a candidate will be issued a Kentucky Letter of Eligibility for the Kentucky Teacher Internship Program. Upon employment in a Kentucky P-12 school, the candidate will receive a one-year license to practice as a fully qualified intern teacher. After successfully completing the internship year, the candidate will be eligible for a regular Kentucky Professional Teaching License (Certificate).

OTHER STATES

Information concerning licensure in other states is available from the College of Education office of Academic Services and Teacher Certification.

ADMISSIONS AND GRADUATION FOR SECONDARY EDUCATION STUDENTS NOT SEEKING ADMISSIONS TO A TEACHER CERTIFICATION PROGRAM

All students pursuing a secondary education major without teacher certification must be admitted to advanced standing.

To be admitted to advanced standing, a student must have completed at least 60 semester hours.

Students must demonstrate academic achievement by earning a minimum overall GPA of 2.5 at the time of applying for advanced standing. At the time of graduation, students must demonstrate not only a minimum overall GPA of 2.5, but also a minimum GPA of 2.5 in the teaching subject matter field(s).

All requests for admission to advanced standing must be reviewed by appropriate faculty advisors. Students not recommended for advanced standing by an appropriate advisor are ineligible to continue or graduate from College of Education programs.

CALCULATION OF GPAS FOR ADMISSIONS TO INITIAL CERTIFICATION PROGRAMS

GPA RULES

1. All candidates for admission to a UK initial teacher certification program must have earned an undergraduate cumulative GPA of at least 2.5.
2. In addition, candidates for admission to a graduate level initial certification program, i.e., secondary programs, vocational education, must have earned in their subject area fields a GPA of at least 2.50.
3. Master's degree initial certification programs require a cumulative GPA of 3.0 for all graduate work prior to admission to the program.

4. UK cumulative GPAs are figured using the rules of the Office of the University Registrar.
5. Undergraduate initial certification programs require a UK cumulative GPA of 2.50 calculated after the completion of at least twelve semester credit hours.
6. All courses used to satisfy subject matter certification requirements are used to calculate subject matter GPAs. Verification of subject matter GPAs require the use of any applicable non-UK transcripts for information about grades, credit hours and quality points.
7. Master's degree initial certification programs require an undergraduate overall GPA of 2.50, but do not require a UK cumulative GPA prior to admission.
8. Post bachelor's degree initial certification programs require an undergraduate overall GPA of 2.50, but do not require a UK cumulative GPA prior to admission.

DETERMINATION OF GPAS FOR ADMISSIONS TO INITIAL CERTIFICATION PROGRAMS

1. If the initial certification program requires a UK GPA, the GPA would be calculated using the rules of the Office of the University Registrar.
2. If the initial certification program does not require a UK GPA, the required cumulative GPA of at least 2.50 is taken directly from the transcript that shows the award of the bachelor's degree.
3. If an initial program requires review of the graduate GPA, all graduate courses taken on all transcripts are used to calculate the graduate GPA of at least 3.0.
4. Candidates for admission to a postbaccalaureate graduate initial certification program with less than a 2.50 cumulative GPA may establish a UK undergraduate GPA for the purposes of admission to the program. The UK GPA calculated for this purpose must include at least 12 semester hours taken from four (4) sections of the UK University Studies categories and approved course lists.
5. Subject area GPAs are calculated using all courses included on the candidate's approved subject area course listing form.

HUMAN NUTRITION AND DIETETICS MAJORS

Admissions to the University is sufficient for lower-division admissions to the human nutrition and dietetics majors. However, lower-level admissions to the majors or any admissions to the University does not guarantee upper-division admissions to either of the degree programs in the Department of Dietetics and Human Nutrition. In general, admissions depend upon the qualifications and preparation of applicants, as well as the availability of resources for maintaining quality instruction.

Upper-division admission into the human nutrition or dietetics degree programs is necessary in order to be granted a baccalaureate degree from the Department of Dietetics and Human Nutrition. Students who have attained a 2.8 or higher GPA in the pre-major component required for all students in the Department of Dietetics and Human Nutrition will be assured admission.

To be considered for upper-division admission to either the human nutrition or dietetics undergraduate degree programs, an applicant must fulfill the following requirements:

1. Enrollment in the University. (Students are considered for acceptance by the Department only after acceptance by the University).
2. Completion of the pre-major component (Pre-major courses include: CHE 105, CHE 107, CHE 111, CHE 113, BIO 148, DHN 212, and DHN 241) required for all students within the Department of Dietetics and Human Nutrition with a minimum pre-major coursework GPA of 2.8.*
3. Submission of an application form to the Department of Dietetics and Human Nutrition Academic Coordinator.

Note: A student can repeat a pre-major course to meet this GPA requirement. If a student repeats the course as one (1) of their three (3) University-accepted repeat options only the repeat grade will be factored into the pre-major coursework GPA. If a student repeats the course outside of the University-accepted repeat options, then the course grades will be averaged and then factored into the pre-major coursework GPA.

Applications from students outside the University of Kentucky seeking admission to the Human Nutrition or Dietetics degree programs, whether for upper-division or lower-division status, must be received by the University Admissions Office no later than April 15 (Summer Session); August 1 (Fall Semester); and December 1 (Spring Semester).

Students enrolled in other UK programs on campus should apply for admission prior to the priority registration period. (The appropriate deadlines are listed in the Academic Calendar for approved times to change major.)

Lower-division students enrolled in the Department of Dietetics and Human Nutrition should apply for upper-division admission to the Human Nutrition Program or Didactic Program in Dietetics during the semester they are completing the pre-major course work. The application for upper-division admission should be made before the priority registration period for the upcoming semester.

Appeal Process

Students with a GPA below 2.8 and who have completed all pre-major requirements may appeal for admission into the human nutrition or dietetic programs. If the Appeals Committee feels that there is persuasive evidence that personal, academic, or professional circumstances have affected a student's grades and the student shows promise for successful completion of a degree in the Department of Dietetics and Human Nutrition, acceptance may be granted. Materials and information necessary for the appeals process will be available in the Department of Dietetics and Human Nutrition. The deadline for submission of the appeals is generally 45 days prior to the beginning of the semester; however, appeals materials are not accepted for the Summer Session.

DIETETICS PROGRAM

(Also known as HES Coordinated Undergraduate Program in Dietetics, Option B of the Professional Dietetics Program)

Admission to the University of transfer students or completion of the sophomore year by continuing students does not guarantee admission to the Coordinated Undergraduate Program. Admission to the program is dependent upon the availability of resources for implementation of quality instruction and the number of students admitted will be limited by these considerations. Students who have completed the required preprofessional courses will be admitted on the basis of their cumulative collegiate GPA and other criteria indicating potential for becoming successful dietitians (e.g., physical acceptability, references, and personal interview). To be admitted into the program, a student must have a GPA of 2.4 or above and a grade of "C" or better on all coursework designated as major requirements. The deadline for application for admission in the Fall Semester is February 1.

HOSPITALITY AND TOURISM PROGRAM

ADMISSION REQUIREMENT

The minimum GPA for entrance of all students into the Hospitality Management and Tourism Program is 2.30.

PROGRESSION REQUIREMENT

Students must have completed the following pre-major courses with a "C" grade or better in order to progress to courses which are major requirements: CS 101, ACC 201, ACC 202, ECO 201, ECO 202, HMT 120, HMT 270, HMT 208, NFS 204, NFS 241.

GRADUATION REQUIREMENT

Students must fulfill all prerequisites and achieve a "C" grade or better in all NFS and HMT courses which are major requirements.

COLLEGE OF SOCIAL WORK

Admission to the University is sufficient for admission to the College of Social Work as a pre-major. Social work students receive academic advising from the College of Social Work faculty and must successfully complete the pre-major course requirements before applying to the BASW degree program. The pre-major course requirements are: SW124 and SW222 or SW322; an introductory psychology course; an introductory sociology course; and BIO102 and BIO103 or BIO110.

An application must be filed with the College of Social Work in order for a student to be considered for admission as a major. In general, admission as a major depends upon the qualifications and preparation of the applicant, as well as the availability of resources for maintaining quality instruction.

ADMISSION CRITERIA TO THE BACHELOR OF ARTS IN SOCIAL WORK DEGREE PROGRAM

In order to be admitted to the BASW degree program as a major, applicants must fulfill the following requirements:

1. Admission to the University (Students are considered for admission by the College only after acceptance by the University).

2. A grade of "B" or better in SW124 and SW222, or a grade of "B" or better in SW322, or equivalent.
3. Submission of an application form.
4. Minimum of a 2.5 cumulative GPA on all college work attempted as computed by the Office of the University Registrar.
5. Ability to articulate reasons for choosing social work as a career, as evidenced in an essay.
6. A passing grade in the introductory psychology course, sociology course and in the required biology courses.

Applications for admission to the College of Social Work must be received by the Records Office of the College of Social Work no later than May 1 for the Summer Session, August 1 for the Fall Semester, and December 1 for the Spring Semester.

Individuals who do not meet the admissions criteria may submit additional materials to the College's Admissions Exceptions Committee. Admission may be granted if there is persuasive evidence of both the capability and motivation to undertake successfully the BASW degree program.

HONORS CURRICULUM

To be admitted to the curricular program that is housed in the Lewis Honors College, entering freshmen should generally have a high school GPA of 3.5 or higher and a composite ACT score of 28 or better. Students entering the Honors curriculum after the first year must have a cumulative University GPA of 3.4 or better.

LANDSCAPE ARCHITECTURE PROGRAM

Admission to the University and the Martin-Gatton College of Agriculture, Food and Environment does not guarantee admission to the Landscape Architecture Program. All applicants must apply to the Landscape Architecture Program Chair. The number of applicants ultimately admitted is determined by the resources available to provide high-quality instruction. Applicants will be reviewed on a comparative basis. Determination of acceptability into the Program is based on the following:

ENTERING FRESHMEN

Entering freshmen must meet the minimum criteria for admission to the University as specified by the Administrative Regulation on Academic and Student Affairs.

The probability of their success in a professional program in Landscape Architecture shall be predicted by aptitude testing mechanisms. The following are informative tools with reliable forecasts of potential student success: (a) "The Architectural School Aptitude Test" (section II, III, IV, V and VII); (b) Watson Glaser "Critical Thinking Appraisal"; (c) Differential Aptitude Test "Spatial Relations" and "Abstract Reasoning." The faculty continually appraises reliability of these tests and may substitute others, as necessary.

Students are required to submit statements as to their understanding of the profession of Landscape Architecture and reasons for pursuing this career. In cases of tied or very close scores on the above testing, these statements may be used to determine the greater level of potential success or an interview may be required.

TRANSFERS: OTHER DEGREE PROGRAMS

Applicants from other programs will be evaluated in order of priority on the following criteria: Candidates must be eligible for admission or readmission to the University according to the specified standards set forth by the Office of the Provost. The Landscape Architecture program will require a minimum of 2.0 GPA (on a 4.0 scale) for eligibility to transfer into the programs. The probability of their success in a professional program in Landscape Architecture shall be predicted by aptitude testing mechanisms. The following are informative tools with reliable forecasts of potential student success: (a) "The Architectural School Aptitude Test" (sections II, III, IV, V and VII); (b) Watson Glaser "Critical Thinking Appraisal"; (c) Differential Aptitude Test "Spatial Relations" and "Abstract Reasoning." The faculty continually appraises reliability and validity of these tests and may substitute others, as necessary.

Students with a background in related design fields may submit available work such as a portfolio or other work examples as an indication of potential success.

Students are required to submit statements as to their understanding of the profession of Landscape Architecture and reasons for pursuing this career. In cases of tied or very close scores on the above testing, these statements may be used to determine the greater level of potential success.

TRANSFERS: OTHER LANDSCAPE ARCHITECTURE PROGRAMS

Students in this category will be considered, in order of priority, on the basis of the following criteria:

The student must be eligible for admission into the University according to the standards specified by the Office of the Provost. Landscape Architecture Program requires a minimum of a 2.0 GPA (on a 4.0 scale) for eligibility to transfer into the program.

A review of the students' portfolios will determine acceptance into the program as well as the level to which they will be accepted.

The combined review of courses completed and the portfolio will determine acceptance into the program as well as the level to which they will be accepted.

COLLEGE OF DESIGN

SCHOOL OF ARCHITECTURE

Admission to the University does not guarantee admission to the School of Architecture. All applicants seeking admission to the school must make application to the School of Architecture Admissions Committee. Admission is dependent upon the availability of resources for the implementation of adequate instruction; the number of applicants admitted will be limited by this consideration. Applicants will be examined on a comparative and competitive basis.

BEGINNING FIRST TIME IN COLLEGE (FTIC)

FTIC candidates will be admitted in order of priority on the basis of the following criteria, employed together in combination:

1. Their potential for general academic achievement indicated by their high school GPA and FTIC entrance examination scores (ACT/SAT). As a rule, the minimum academic standards acceptable to the School of Architecture Admissions Committee will be the same as those determined by the Office of the Provost to apply to the admission to the University of freshmen students. In the event, however, that the School of Architecture Admissions Committee finds clear indications of probable success in the School of Architecture from its review of the other evidence pertaining to a candidate who would generally be denied admission through failure to meet these minimum criteria, an exception may be made to this rule.
2. The probability of their success in a professional program in architecture as predicted by the Architecture Admission Test.
3. Comparative measures of their aptitude and motivation derived by the School of Architecture Admissions Committee from supplementary tests (e.g., a home project assignment and/or a controlled test taken by the candidate on the same day and at the same place as test in 2 above) and, in certain cases of indecision and circumstances permitting, personal interviews.

FTIC candidates must submit a formal application to the School of Architecture Admissions Committee not later than March 1 for admission to the School in the following Fall Semester.

TRANSFER STUDENTS: OTHER EDUCATIONAL PROGRAMS

Applicants seeking to transfer to the School of Architecture from another UK college or from another institution will be considered in order of priority on the basis of the following criteria employed together in combination:

1. The indications of their general academic performance as reflected by their cumulative collegiate GPA, and the indications of specific interests and aptitudes as reflected by their grades in certain critical disciplines (e.g., biology, foreign languages, freehand drawing, mathematics, philosophy, physics, etc.). As a rule, the minimum academic standard acceptable to the School of Architecture Admissions Committee will be a cumulative GPA of 2.0 on a 4.0 scale, or an average of "C," in all previous college work. In the event, however, that the School of Architecture Admissions Committee finds clear indications of probable success in the School from its review of the other evidence pertaining to a candidate who would generally be denied admission through failure to meet these minimum criteria, an exception may be made to this rule.
2. The probability of their success in a program in Architecture as predicted by the Architecture Admissions Test. Any applicant who is successful in the Architectural School Aptitude Test but who has a University GPA of less than 2.0 will not be accepted to begin work in the School of Architecture. However, a one-year deferment of admission may be granted pending grade improvement to at least 2.0. This requirement may be waived by the Dean of the College of Design under extraordinary circumstances.

3. Other indications of their aptitude and motivation as may be available (e.g., a portfolio of work, references, experience in building construction or related fields, etc.).

4. Comparative measures of their aptitude and motivation derived by the School of Architecture Admissions Committee from supplementary tests (e.g., a home project assignment and/or a controlled test taken by the candidate on the same day and at the same place as test in #2 above) and, in certain cases of indecision, and circumstances permitting, personal interviews.

Transfer students in this category must submit a formal application to the School of Architecture Admissions Committee not later than April 1 for admission to the School in the following Fall Semester.

Students who have been admitted to and have completed some Architecture courses within the School of Architecture and have withdrawn from the University for a period of three (3) years or more, or who have not taken Architecture courses within the School of Architecture but remain in the University for a period of two (2) years or more, may not re-enter the program without the consent of the Dean of the College of Design, which would be given only under extraordinary circumstances.

TRANSFER STUDENTS: FROM OTHER ARCHITECTURE PROGRAMS

Students in this category will be considered in order of priority on the basis of the following criteria employed together in combination:

1. The indications of their general academic success and their success in a professional program in architecture as reflected by their cumulative collegiate GPA. As a rule, the minimum academic standard acceptable to the School of Architecture Admissions Committee will be a cumulative GPA of 2.0 on a 4.0 scale. In the event, however, that the School of Architecture Admissions Committee finds clear indications of probable success in the School from its review of the other evidence pertaining to a candidate who would generally be denied admission through failure to meet these minimum criteria, an exception may be made to this rule. Any applicant who is successful in the Architectural School Aptitude Test but who has a University GPA of less than 2.0 will not be accepted to begin work in the School of Architecture. However, a one-year deferment of admission may be granted pending grade improvement to at least 2.0. This requirement may be waived by the Dean of the College of Design under extraordinary circumstances.

2. A review of their portfolio of work in architecture.

3. Letters of reference from four (4) previous instructors in architecture, and others from teachers, practitioners, or related professionals for whom they may have worked.

4. In certain cases of indecision, and circumstances permitting, personal interviews.

The School of Architecture Admissions Committee reserves the right to place accepted students in this category in the component or components of the College program best suited to the background and previous development of the students.

Transfer students in this category must make formal application to the School of Architecture Admissions Committee not later than April 15 for admission to the School in the following Fall Semester.

SCHOOL OF PLANNING / DESIGN / STRATEGY

ADMISSION INTO THE MAJOR

Students who want to major in Interior Design must first be admitted into the School of Interiors: Planning / Design / Strategy.

FIRST-TIME IN COLLEGE (FTIC) CANDIDATES

1. File a University application with the Office of Undergraduate Admission and the Office of the University Registrar by **February 1** for fall admission in the year which the student wants to begin the program. For fall admission, applicants must register for and take the American College Test (ACT) or Scholastic Aptitude Test (SAT) on or before the December test date.
2. Apply for admission to the School of Interiors: Planning / Design / Strategy using the *Major Admission Application Form*. Requirements are available on the college website.
3. Submit an essay as required by the *Major Admission Application Form*. The essay will require applicants to express in both written and visual format the rationale for their interest in the Interior Design profession and what steps they have taken to make an informed decision regarding their choice for a major.
4. The *Major Admission Application Form* with essay must be received on or before **March 1** in the year the student wants to begin the program.

TRANSFER STUDENTS WITHOUT INTERIORS: PLANNING / DESIGN / STRATEGY CREDIT

Transfer candidates from educational programs other than interior design will be required to observe the same application process and deadlines as outlined for freshmen. **Please note that the deadline is earlier than that for general admission of transfer students to the University.**

MAJOR ADMISSION SELECTION PROCESS

Candidates will be admitted to the major in order of priority based on demonstrated potential for academic achievement at the FTIC level as indicated by high school GPA, ACT/SAT scores, and the required essay. Additional consideration will be given to the student's demonstrated participation in extracurricular, service or work activities that show evidence for potential development of characteristics that will assist them in succeeding in the profession. Acceptance will be on a comparative and competitive basis and limited to the number of students the School of Interiors: Planning / Design / Strategy is able to accommodate in studio. Notification of acceptance in the major will permit registration into the first year student studio, ID 121, Fall Semester of the same year. Admission will not be deferred.

TRANSFER STUDENTS WITH DESIGN CREDIT

Students who have university credit in design course work from an accredited professional program (CIDA, NAAB, etc.) who want to transfer into the School of Interiors: Planning / Design / Strategy must make application for admission to the major.

The application process includes:

1. File a University application with the Office of Undergraduate Admission and the Office of the University Registrar to be received by **March 1** for fall admission. Request an official transcript of college course work to be received by University of Kentucky Admissions by **April 1**. **Please note that this deadline is earlier than those for application to the University in general.**
2. Submit a portfolio of student work completed in the university from which the student is transferring. If the applicant wants the portfolio returned, the portfolio should be submitted with return packaging and mailing labels provided. The School of Interiors: Planning / Design / Strategy will return the portfolio by C.O.D.
3. The *Transfer Admission Application Form*, portfolio and transcript should be in one package, submitted no later than **May 1** for fall term admission in the same year.

TRANSFER ADMISSION SELECTION PROCESS

Admission into the Interiors: Planning / Design / Strategy major will be dependent upon the applicant's qualifications and preparation. The indication of general overall academic success (GPA), success in the major requirements and probability of success in a professional program as predicted by a review of the work submitted in the portfolio of student work will be evaluated. Since the number of students admitted will be limited, applicants will be examined on a comparative and competitive basis. Candidates will be admitted in order of priority. Admission for a specific semester will not be deferred.

GATTON COLLEGE OF BUSINESS AND ECONOMICS

LOWER-DIVISION ENROLLMENT

Admission to the University is sufficient for lower-division admission to the Gatton College of Business and Economics for students with less than a junior standing. However, lower-division admission to the College or any admission to the University does not guarantee upper-division admission to one of the degree programs in the Gatton College of Business and Economics. In general, admission depends upon the qualifications and preparation of the applicants, as well as the availability of the resources for maintaining quality instruction.

DIRECT ADMISSIONS

Direct admission is available for incoming, first-time freshmen meeting the Gatton Direct Admit Program standards. The Gatton College of Business and Economics will annually review and publish the standards by April 1 for the freshmen cohort entering the fall of the following calendar year. Students in the Gatton Direct Admit Program who are in good academic standing with the University are not required to apply for upper-division admission but are required to complete the same degree requirements, including pre-major and college core coursework.

UPPER-DIVISION ENROLLMENT

Upper-division admission into a degree program is necessary in order to be granted a baccalaureate degree from the Gatton College of Business and Economics.

REVIEW OF REQUIREMENTS

The Gatton College of Business and Economics will review the admission requirements annually and determine the cumulative GPA (Annual Admission GPA), if any, that would be acceptable below the 3.0 standard. The Annual Admission GPA (both overall and in the English/pre-major component) will be no lower than 2.5 (see *Appeal Process* for special circumstances). This GPA will be made available in the Undergraduate Advising Office of the Gatton College of Business and Economics by October 15 of each year. This GPA will be effective the following May 1. The GPA would be effective for any student applying for upper-division admission to the Gatton College of Business and Economics, regardless of the time of their enrollment in the University.

APPLICANTS FROM WITHIN UK

Students who have attained a 3.0 or higher cumulative GPA overall and in the English/pre-major component required of all students in the Gatton College of Business and Economics and have completed 60 semester hours of college-level credit will be assured admission.

To be considered for upper-division admission to any of the undergraduate degree programs offered by the Gatton College of Business and Economics, an applicant must fulfill the following requirements:

1. Enrollment in the University.
2. A minimum cumulative GPA of 3.0 or the current Annual Admission GPA, whichever is lower.
3. Completion of the pre-major component required of all students within the Gatton College of Business and Economics with a minimum cumulative GPA of 3.0 or the minimum current Annual Admission GPA, whichever is lower.
4. Submission of an application.

Students enrolled in other UK colleges on campus should apply for admission prior to the priority registration period. (The appropriate deadlines are listed in the University calendar for approved times to change major.)

Lower-division students enrolled in the Gatton College of Business and Economics should apply for upper-division admission to the college during the semester they are completing the English/pre-major coursework. The application for upper-division admission should be made before the priority registration period for the upcoming semester.

Lower-division students in the College who are missing no more than two (2) English/pre-major courses will be permitted to complete these courses simultaneously with enrollment in restricted coursework if they are otherwise eligible. Eligibility is determined by attainment of junior standing and the minimum cumulative and English/pre-major grade-point standings. This privilege will be granted for one (1) semester only.

Students not admitted to an upper-division program in the Gatton College of Business and Economics should be aware that others may be given preference for enrollment in the unrestricted upper-division courses offered by the Gatton College of Business and Economics.

APPLICANTS FROM OUTSIDE UK

Applications from students outside the University of Kentucky seeking admission to the Gatton College of Business and Economics, whether for upper-division or lower-division status, must be received by the University Admissions Office by the approved deadlines.

APPLICANTS FROM NON-ENGLISH SPEAKING COUNTRIES

For applicants from non-English speaking countries, see the information on “International Students” in the Undergraduate Admission section of the Undergraduate Catalog. An applicant from a non-English speaking country is required to take the Test of English as a Foreign Language (TOEFL) and must have a minimum score of 550 in order to be considered for admission. (An equivalent score from another English proficiency test similar to TOEFL may be allowed upon request.)

APPEAL PROCESS

Students with a GPA below the Annual Admission GPA and who have completed all pre-major requirements are allowed a maximum of two (2) appeals for admission into the Gatton College of Business and Economics. If the Appeals Committee feels that there is persuasive evidence that personal, academic, or professional circumstances have affected a student's grade and if the Appeals Committee feels that the student shows promise for successful completion of a degree in the Gatton College of Business and Economics, acceptance may be granted. Information about the appeals process is available in the Undergraduate Resource Center of the Gatton College of Business and Economics Building. The deadline for the submission of the appeals is generally 45 days prior to the beginning of the semester; however, appeals materials are not accepted for the four-week intersession.

FIVE-YEAR PROGRAM IN ACCOUNTANCY

Applications for admission into the Five-Year Program in Accountancy must be made during the first four (4) weeks of the semester following the completion of 72 credit hours.

The applicant shall have: (a) completed the university studies component of the curriculum plus: ACC 301 and ACC 324 and (b) earned a GPA of 3.0 overall and 3.25 in Accounting.

An appeals mechanism will be established for those students who do not meet the above criteria but wish to be considered for admission as exceptions to the criteria. A written appeal must be received by an appeals body one (1) month prior to the beginning of the semester for which the student is seeking admission.

ENROLLMENT IN COURSES NUMBERED 300 OR ABOVE

Enrollment in restricted Business and Economics courses numbered 300 or above will be limited to:

1. Upper-division Business and Economics students.

2. Lower-division Business and Economics students who are missing no more than two (2) pre-major courses and are otherwise eligible for upper-division status. (This privilege will be granted for one (1) semester only.)
3. Non-Business and Economics students who are registered for specific programs requiring Business and Economics courses.
4. Other students or categories of students with specific permission of the department offering the course.

In the event of capacity limitations, enrollment preference would be made in the above order.

STANLEY AND KAREN PIGMAN COLLEGE OF ENGINEERING

Admission to engineering standing in a degree program is necessary in order to continue in upper-level courses and to be granted a baccalaureate degree in engineering or computer science. Specific departmental requirements for admission to engineering standing are noted below and engineering standing applies to a specific program. Hence, receiving engineering standing in one program does not grant engineering standing in another. Students can request admission to engineering standing after completing the required set of pre-major courses in the first three (3) semesters of the published curriculum in their chosen program. In addition to the requirements described below, each program may specify specific procedures for applying for engineering standing, submitting appeals, etc. Students should refer to the departmental handbook or their undergraduate advisor in their program of choice to identify these specific procedures.

For Transfer Students: The same criteria are applied to transfer students with the equivalence of courses reviewed by the Director of Undergraduate Studies. It is important to note if a student receives acceptance of transfer credit for one or more of the below listed courses, the grades earned will be used in the calculation for engineering standing. Transfer students who have not completed all courses listed below may be considered for admission into courses that require engineering standing on a case-by-case basis.

BIOMEDICAL ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses with at least a 2.5 GPA: BIO 148, BIO 152, BME 201, CHE 105, CIS/WRD 110, CIS/WRD 111, EGR 101, EGR 102, EGR 103, MA 113, MA 114, MA 213, PHY 231, PHY 241, PHY 232 and PHY 242. Completion of BME 201 with a grade of "C" or better. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

BIOSYSTEMS ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CHE 105, CIS/WRD 110, MA 113, MA 114, MA 213, and PHY 231. Completion of BAE 200 with a grade of "C" or better. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

CHEMICAL ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CHE 105, CHE 107, CHE 111, CHE 113, WRD/CIS 110, MA 113, MA 114, MA 213, and PHY 231. Completion of CME 200 with a grade of "C" or better. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

CIVIL ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CE 106, CE 211, CHE 105, CHE 107, CIS/WRD 110, EGR 103, EM 221, MA 113, MA 114, MA 213, PHY 231 and PHY 241 and a "C" or better in each course. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

COMPUTER ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CHE 105, CIS/WRD 110, CS 215, CIS 216, EE/CPE 282, and PHY 231. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

COMPUTER SCIENCE

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CS 215, CIS 216, CS 275, and MA 114. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

ELECTRICAL ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CIS/WRD 110, CHE 105, CIS 215, EE 211, EE/CPE 282, and PHY 231. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

MATERIALS ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CHE 105, CHE 107, CHE 111, CHE 113, CIS/WRD 110, MA 113, MA 114, MA 213, PHY 231 and PHY 241. Completion of MSE 201 with a grade of "C" or better. University repeat options may be applied as appropriate. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

MECHANICAL ENGINEERING

A cumulative UK GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of the following pre-major courses with at least a 2.5 GPA: CHE 105, CIS/WRD 111, EGR 101, EGR 102, EGR 103, EM 221, MA 113, MA 114, MA 213, PHY 231, PHY 241, PHY 232 and PHY 242 and a "C" or better in each course. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

MINING ENGINEERING

A cumulative GPA of at least 2.5 and successful completion of all pre-major courses. Successful completion of CIS/WRD 110, CHE 105, MA 113, MA 114, MA 213, and PHY 231. If a course is repeated, the best grade will be used for calculation of GPA in the above listed courses.

SCHOOL OF MUSIC

Admission to the Bachelor of Arts in Music program or to the Bachelor of Music program is granted only after the successful completion of an audition in the student's applied area.

COLLEGE OF COMMUNICATION AND INFORMATION

ADMISSION TO THE COLLEGE OF COMMUNICATION AND INFORMATION DEGREE PROGRAMS

Admission without provisions to the University is sufficient for lower division admission to the College of Communication and Information. However, lower division admission to the College or any admission to the University does not guarantee upper division admission to one of the degree programs in the College of Communication and Information. In general, admission depends upon the qualifications and preparation of the applicants, as well as the availability of the resources for maintaining quality instruction.

Annually, degree programs in the College of Communication and Information will review the admission requirements and determine the cumulative GPA (Annual Admission GPA), if any, that would be acceptable below the 2.60 standard. The Annual Admission GPA will be no lower than 2.0 (see Appeal Process for special circumstances). This GPA will be made available in the Undergraduate Advising Office of the College of Communication and Information by October 15 of each year. This GPA will be effective the following fall. The GPA would be effective for any student applying for upper division admission to a degree program, regardless of the time of her/his enrollment in the University.

In order to be admitted with upper division major status US: to any of the five (5) undergraduate majors (Communications, Integrated Strategic Communications, Journalism, Media Arts and Studies or Information Communication Technology) offered by the College of Communication and Information (CI), an applicant must fulfill the following requirements:

1. Enrollment in the University (students are considered for acceptance by the College only after acceptance by the University).
2. Completion of 30 semester hours of course work.
3. Completion of eight (8) UK Core areas including Composition and Communication I and II, Quantitative Foundations and Statistical Inferential Reasoning (STA 210 or STA 296).
4. Minimum cumulative GPA of 2.6 or the current Annual Admission GPA for the degree program, whichever is lower.
5. Completion of appropriate pre-major requirements as stated below for each major:

- a. Communication—completion of COM 101; COM 252; COM 249, Composition and Communication I and II requirements, with a minimum cumulative GPA of 2.0 or greater in these courses.
- b. Journalism—completion of JOU 101, JOU 204 (grade counts double) and any political science course with a minimum cumulative GPA of 3.0 or greater in these courses.
- c. Integrated Strategic Communication—completion of PSY 100, ISC 100, ISC 161, ISC 261 or JOU 204 and STA 210 with a minimum cumulative GPA of 2.50 or greater in ISC 161 and ISC 261 and JOU 204.
- d. Media Arts and Studies—completion of MAS 101, MAS 201, TEL 201, and a statistics course (e.g., STA 210, STA 296) with a minimum cumulative GPA of 2.0 or greater in these courses.
- e. Information Communication Technology— completion of ICT 200, ICT 201, and ICT 202 with a minimum cumulative GPA of 2.0 or greater in these courses.

6. Submission of an application form.

Students meeting these requirements will be designated as "majors" or as students with upper-division standing in the program to which admission is granted. Any student not meeting one or more of these requirements may be granted "pre-major" status in one of the majors.

ADMISSIONS POLICY AND PROCESS

Applications from students outside the University seeking admission to the College of Communication and Information, whether for lower-division or upper division status, may apply for admission during the appropriate dates listed in the Academic Calendar. Students enrolled in other UK colleges on campus may apply for admission during the major change windows listed in the Academic Calendar as approved times to change majors.

APPEAL PROCESS

Students who do not meet one or more of the requirements for admission, but who feel that this is due to extenuating personal, academic, professional, or intellectual circumstances must describe these circumstances in detail in a separate letter of appeal. These circumstances will be considered by a committee of the appropriate program. This committee will be appointed by the Chair or Director of the program department or school. The applicant will be informed in writing of the committee's decision, which also will be forwarded to the College's Office of Undergraduate Studies.

ADMISSION TO COMPLETION PROGRAMS

Students applying to the degree completion programs in Information Studies or Communication must also have completed 60 hours at another university or have taken an extended absence (at least one (1) year) from UK before applying to the completion program.

ADVISING

All pre-major and major students will be assigned a professional academic advisor. Advisors are available throughout the year. Students must meet with an advisor each semester prior to Priority Registration.

ENROLLMENT IN UPPER DIVISION COLLEGE OF COMMUNICATION AND INFORMATION COURSES

Enrollment in College of Communication and Information (CI) courses numbered 300-599 will be limited in order of priority to:

1. majors and minors in a College of Communication and Information (CI) degree program.
2. non-College of Communication and Information (CI) students who are registered for specific programs requiring College of Communication and Information (CI) courses.
3. other students or categories of students with the express permission of the department offering the course (departments may choose to declare certain courses as open enrollment courses).

COLLEGE OF FINE ARTS, ARTS ADMINISTRATION

To be admitted into the Arts Administration Program as a major, an applicant must first:

1. Be enrolled in the University.
2. Complete 45 semester hours of course work.
3. Have a minimum 2.8 cumulative grade point average (GPA).
4. Complete pre-major core requirements (AAD 200 and 202, and one of the following: COM 181, COM 287, TA 225), plus: ACC 201 and ECO 201 with a cumulative GPA of 3.0.
5. Submit an application form.

Students meeting these requirements will be accepted as majors in the program. Applications for admission must be submitted before the end of the semester prior to a student taking an upper division Arts Administration course.

Students who want to be a major but have not met one or more of the above requirements will be designated as "pre-majors." There is no application procedure for students to become Arts Administration pre-majors. Upon their request, pre-majors will be assigned Arts Administration advisors and advising folders will be created for them.

PROFESSIONAL PROGRAMS

J. DAVID ROSENBERG COLLEGE OF LAW

(hereafter: Rosenberg College of Law)

REQUIREMENTS

In addition to the general requirements for admission to the University, an applicant for admission to the Rosenberg College of Law must meet the following requirements:

1. The applicant must have a bachelor's degree from an accredited institution. However, if the applicant is a student at the University and is enrolled in an approved Bachelor to Law Undergraduate Education (BLUE) program, the applicant will be considered for admission without having a bachelor's degree at the time of enrollment.
2. The applicant must have taken the Law School Admissions Test.
3. The applicant must have registered with the Law School Data Assembly Service and furnished the necessary transcripts such registration requires.
4. The applicant must provide at least two (2) letters of recommendation.

CONSIDERATIONS

The Rosenberg College of Law Admissions Committee considers and makes recommendations to the Dean on an applicant's undergraduate grade record, the Law School Admission Test score, the writing ability score, and other factors indicative of the applicant's aptitude for law study. The Committee examines with particular care the grade average for the most recent semesters of undergraduate study, recommendations of faculty, the nature and difficulty of course work attempted in pre-law study, undergraduate extracurricular activities, and work experience. The Committee also considers postbaccalaureate experiences where such experiences, in the Committee's determination, indicate a development of aptitude for the study of law. The Committee will review the file of an applicant to determine whether personal, academic, professional, or intellectual circumstances tend to discount low academic or LSAT scores and give evidence of both the capability and motivation to do successful law schoolwork. The Committee may also consider factors which bear on the provision of adequate legal services to all segments of Kentucky.

STATEMENT OF ADMISSIONS FOR APPLICATION TO TRANSFER

Applicants for transfer from a law school should present a 2.7 average on at least 25 hours of law schoolwork at a school accredited by the American Bar Association or the Association of American Law Schools. The Admissions Committee will consider and recommend to the Dean the applicant's law school record as well as all factors the Committee considers in an application for the entering class.

COLLEGE OF PHARMACY

The College offers one (1) professional degree, the Doctor of Pharmacy (PharmD.).

A minimum of 70 semester credit hours of pre-pharmacy course work is required for admission. The required pre-pharmacy coursework shall be listed the University Catalog. The number of students admitted to the Doctor of Pharmacy program depends upon the availability of resources such as faculty, clinical facilities, and space for implementation of a quality educational program.

Admission to the professional program is competitive. A grade of "C" or higher is required in all pre-pharmacy courses. In addition to completing the required pre-pharmacy course work, prospective students must be selected for and complete a structured interview process. Consideration for admission will be based on a holistic review of the applicant's previous academic record, potential for academic achievement, standardized admission test scores, assessment of communication skills, contribution to diversity, integrity, commitment, motivation, character, maturity, and emotional stability.

COLLEGE OF MEDICINE

Applicants for admission to the College of Medicine M.D. program, in addition to meeting general University requirements, must meet the requirements of the College of Medicine and be accepted by the College of Medicine Admissions Committee. Applicants normally will be required to have taken the MCAT and to have completed a liberal arts degree program in an accredited college of arts and sciences. However, consideration may be given to applicants who have completed only two (2) or three (3) years of college if their academic background and other credentials demonstrate superior ability. The required pre-medicine coursework shall be listed in the Undergraduate Catalog, as approved by the College of Medicine faculty. Consideration for admission will be based on a holistic review of the applicant's previous academic record, potential for academic achievement, standardized admission test scores, assessment of communication skills, contribution to diversity, integrity, commitment, motivation, character, maturity, and emotional stability.

COLLEGE OF DENTISTRY

Admission Guidelines, Doctor of Dental Medicine Program.

NUMBER OF YEARS

Bachelor's degree desired.

LIMITATIONS ON JUNIOR COLLEGE HOURS:

60 semester hours maximum.

REQUIRED COURSES

General Biology with lab* (2 / 3)
General Chemistry with lab* (2 / 3)
Organic Chemistry with lab* (2 / 3)
Physics with lab* (1 / 2)
Biochemistry (1 / 2)
Microbiology (1 / 2)
English Composition with emphasis on
Communication Skills* (2 / 3)

*or equivalent

DAT OR CANADIAN DAT

Mandatory; scores of 17 or higher preferred.

GPA

3.0 OR HIGHER PREFERRED.

SUGGESTED ADDITIONAL PREPARATION

Applicants are encouraged to pursue a well-rounded curriculum including courses both in the sciences and the humanities. Applicants are encouraged to take additional basic science courses. Examples of courses that will be helpful include immunology, genetics, cell biology, molecular biology, and physiology. An applicant's curriculum will be enriched if she or he also takes courses or has experiences that expand social awareness and ensure manual dexterity. Examples of such enriching courses include courses in the social sciences, history, literature, economics, philosophy, and psychology.

OTHER SELECTION FACTORS

Since a caring attitude is central to the practice of dentistry, applicants should demonstrate a commitment to service and a desire to help others. Applicants may wish to highlight volunteer and service activities. Applicants shall gain exposure to the practice of dentistry through observation experiences. We are interested in assembling a student body that includes students from a wide range of urban, rural, economic, and cultural backgrounds.

The College of Dentistry will consider for admission any applicant who demonstrates the ability to perform or to learn to perform, the skills listed in the College's Technical Standards policy. The specific standards are included in the new *College Bulletin* and *Student Handbook*. Applicants are not required to disclose the nature of any disability, but an applicant with questions about these technical requirements is strongly encouraged to discuss the issue with the Assistant Dean for Student Affairs. If appropriate, and upon the request of the applicant, student or faculty, reasonable accommodations for a disability will be provided.

EXCEPTIONS TO THE GRADING SYSTEM

J. DAVID ROSENBERG COLLEGE OF LAW

(hereafter 'Rosenberg College of Law')

GRADING SYSTEM

The Rosenberg 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	

CALCULATION OF GPA

A student's academic grade record is expressed as a GPA 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 GPA thus derived is the basis for each student's academic status as indicated in the published rules and policies of the Rosenberg College of Law Faculty.

PASS/FAIL COURSES

Selected Rosenberg College of Law courses are graded on a Pass/Fail basis, and law students enrolled in graduate courses for which the Rosenberg College of Law grants credit toward graduation are treated by the Rosenberg College of Law as Pass/Fail courses. A failing grade "F" in any Pass/Fail course in the Rosenberg College of Law or any graduate course in which a student in the Rosenberg College of Law enrolls for credit toward graduation from the Rosenberg College of Law will be taken into account at a quality point value of zero (0) in computing the student's GPA.

LIMITATION ON PASS/FAIL UNITS CREDITABLE FOR ROSENBERG COLLEGE OF LAW STUDENTS

In determining the number of hours credited toward the requirement for the J.D. degree:

1. No more than six (6) hours of graduate courses outside of the Rosenberg College of Law shall be counted. All such courses must be approved by the faculty in advance. The Rosenberg College of Law will assign a grade of "P" if a student receives an "A" or "B" in the course; the Rosenberg College of Law will assign an "E" if the student receives a "C," "D" or "E."
2. No more than nine (9) hours of courses in the Rosenberg College of Law that are offered on a Pass/Fail basis shall be counted.
3. No more than 12 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 (1) graduate course outside the Rosenberg College of Law, graded on a Pass/Fail basis, may be credited in anyone (1) semester.

Students in joint degree programs may only take up to nine (9) Pass/Fail course credit hours in the Rosenberg College of Law and may take no courses outside the Rosenberg College of Law for credit toward the J.D.

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 GPA of 2.75 or more. Student performance will be reported to the Office of the University Registrar as follows:

- A** Represents exceptionally high level of performance; four (4) quality points are awarded to each credit hour.
- B+** Represents a high level of performance; three and one-half (3.5) quality points are awarded for each credit hour.
- B** Represents the minimum expected level of performance; three (3) quality points are awarded for each credit hours.
- C** Represents a marginal level of performance; two (2.0) quality points are awarded for each credit hour.

- E** Represents an unacceptable level of performance; zero (0) quality points are awarded for each credit hour.
- P** Represents a passing grade in courses taken on a Pass/Fail basis. It is not used in 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.

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

COLLEGE OF MEDICINE

All professional program (MD degree) courses in the College of Medicine will determine a level of competency. Students will receive one of the grades below.

- E** Represents failure to achieve competency and unacceptable performance in a Pass/Fail course.
- P** Represents achievement of competency and a passing grade in a Pass/Fail course.
- 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.
- I** Represents incomplete work at the time grades are submitted for courses. It is conferred only when there is a reasonable possibility that achievement of competency will be demonstrated 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

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) shall be assigned on the following basis:

PH (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.

P (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.

F (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 GPAs.

DESIGN & LANDSCAPE ARCHITECTURE

Students enrolled in courses numbered 800 or higher in the College of Design or the Program in Landscape Architecture in the Martin-Gatton College of Agriculture, Food and Environment shall be conferred on the following grades with the respective quality point value indicated:

A	4.0	A-	3.7	B	3.0	B+	3.3
B-	2.7	C+	2.3	C	2.0	C-	1.7
D+	1.3	D	1.0	D-	0.7	E	0.0

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.

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.

ACADEMIC PROBATION, SUSPENSION AND DISMISSAL POLICIES FOR PARTICULAR PROGRAMS

UNDERGRADUATE PROGRAMS

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. If a college establishes such a policy, the policy must be approved by the Office of the Provost, and the policy shall be made available in writing to the students.

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 (2) 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 HEALTH SCIENCES

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

PLACEMENT ON PROBATION

A student will be placed on probation in the professional program when:

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

REMOVAL FROM PROBATION

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

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

SUSPENSION

A student will be suspended from the professional program when:

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

COLLEGE OF EDUCATION

The teacher candidate's progress in a Teacher Education Program is continuously monitored. A student may be placed on probationary status or suspended from the program for failure to make satisfactory progress. Conditions resulting in probation or suspension include the following:

RETENTION OF CANDIDATES IN TEACHER EDUCATION PROGRAMS

The progress of candidates who have been admitted to a teacher education program is continuously monitored. Some of the items which are monitored are: (a) whether a student has failed to earn a grade of "C" or better in a professional education class, (b) whether a student has failed to maintain 2.5 minimum GPA's overall and in required subject areas, (c) whether a student has demonstrated continued adherence to the EPSB Professional Code of Ethics and (d) whether adequate progress is being made in building the Working Portfolio.

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

CONTINUOUS ASSESSMENT IN TEACHER EDUCATION PROGRAMS

A student's progress through all teacher preparation programs is continuously monitored, assessed, and reviewed. In addition to typical evaluation processes that occur as part of their course work and field placements, students will be assessed a minimum of three (3) times during their program by representatives of their respective program faculty.

The three (3) assessments will occur upon entry into the Teacher Education Program, at a midpoint in the program (no later than the semester prior to student teaching) and as students exit the program following student teaching. Assessments will include but are not limited to: (a) basic skills assessment, (b) review of grades via transcript, (c) personal and professional skills assessed during interviews with program faculty when taking campus-based courses and during

field experiences, (d) portfolio documents and (e) continued adherence to the KY Professional Code of Ethics.

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

ADMISSION TO STUDENT TEACHING

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

COLLEGE OF NURSING

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

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

UNDERGRADUATE PROGRAM PROBATION

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

1. Earns a semester GPA less than 2.0 in courses required by the College of Nursing; or,
2. Earns a grade less than a "C" (2.0) for any course required in the CON (NUR prefix).

REMOVAL FROM UNDERGRADUATE PROGRAM PROBATION

A student shall be removed from probation when the student:

1. In the semester following probation earns a semester GPA of at least 2.0 in courses required by the College of Nursing; and
2. Earns at least a grade of "C" (2.0) in any course required in the CON (NUR prefix) for which the student previously earned a grade below C (2.0).

UNDERGRADUATE PROGRAM SUSPENSION

A student shall be dismissed (subject to appeal) from the undergraduate nursing program when the student:

1. Earns less than a semester GPA of 2.0 in courses required by the CON either at the end of the first probationary period or in any subsequent semester; or
2. For a second time fails to earn a grade of "C" (2.0) or higher in a completed attempt of a course required in the CON (NUR prefix); or
3. Fails to earn a grade of "C" (2.0) or higher on the first completed attempt of any two (2) courses required in the CON (NUR Prefix); or
4. Earns less than a GPA of 1.5 in the courses required by the CON at the end of any semester, except for the first semester at the University, with a preliminary probationary period.

DISMISSAL

Repeat options are not recognized by the College of Nursing for dismissal decisions based on failure to earn a "C" (2.0) or higher on the first completed attempt of any two (2) NUR courses. The original grade received in each NUR course will be considered for the dismissal decision regardless of any s earned in repeated courses.

MASTER OF SCIENCE IN NURSING GPA REQUIREMENTS

A minimum of 3.0 GPA in all graduate nursing courses is required for graduation, in addition to a cumulative 3.0 GPA over all graduate courses.

GATTON COLLEGE OF BUSINESS AND ECONOMICS

PROGRAM IN ACCOUNTANCY

RETENTION STANDARDS

Students pursuing the Five-Year Professional Program in Accountancy must maintain a 3.0 GPA in all hours attempted throughout the five-year program. If a student's GPA in the hours attempted after admission to the professional program falls below 3.0, the student will be given one (1) semester to bring their GPA up to 3.0.

GRADUATION STANDARDS

In order to graduate with an M.S. in the Professional Program in Accountancy, students must have at least a 3.0 GPA in all worked attempted and must have successfully completed a comprehensive final examination.

OTHER PROGRAMS

The following rules apply to students in the Gatton College of Business and Economics. Semester refers to any academic term: fall, winter, spring, and summer.

1. No student with a cumulative GPA of less than 2.0 will be enrolled in the Gatton College of Business and Economics. Any student who fails to maintain a cumulative

GPA of 2.0 will be suspended from the Gatton College of Business and Economics and will not be readmitted until this GPA is 2.0 or greater. No probationary notice will be given.

2. Any student enrolled in the Gatton College of Business and Economics who achieves a GPA of less than 2.0 in any semester will be placed on probation.

3. Any student on probation who fails to achieve a 2.0 semester GPA will be suspended from the Gatton College of Business and Economics and will not be readmitted until they have obtained a semester GPA of 2.0 or greater for one (1) semester and the student's cumulative GPA is 2.0 or greater.

4. Students who are suspended twice from the Gatton College of Business and Economics will not be readmitted.

LEWIS HONORS COLLEGE

Students in the Lewis Honors College must maintain a cumulative GPA of 3.4 in order to remain in good standing. If a student's cumulative GPA falls below a 3.4, the student will be given one (1) semester to bring their cumulative GPA up to a 3.4 and additional academic advising will be required. If a student falls below a cumulative 3.4 for two (2) semesters in a row they will be dismissed from the Lewis Honors College. Affected students may appeal their dismissal to the Dean of the Lewis Honors College. There will be no impact on scholarships unless otherwise stated in the scholarship contract that they received upon enrollment.

ATTENDANCE AND ACADEMIC DISCIPLINE IN THE PROFESSIONAL PROGRAMS

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

J. DAVID ROSENBERG COLLEGE OF LAW

(hereafter 'Rosenberg College of Law')

PROBATION

PLACEMENT ON PROBATION

A student is placed on probation in any of the following circumstances.

1. After completion of the first semester, the student's GPA is below 2.0.
2. After completion of any other semester, the student's cumulative GPA is below 2.2.

CONSEQUENCES OF PROBATION

A student on probation:

1. Must have all course enrollments approved by the Associate Dean for Academic Affairs.
2. May not have outside employment.
3. Must raise their GPA as follows:
 - a. In the first following semester to 2.2 for that semester, and, by the end of the second following semester, to a cumulative average of 2.2; or
 - b. If the first following semester is intended to be the student's final semester, to a cumulative average of 2.2 by the end of that semester.
4. Must enroll in and attend all Academic Success classes offered during the period of probation.
5. May not graduate from the Rosenberg College of Law.

REMOVAL FROM PROBATION

A student who meets requirements 1. through 4. in the "Consequences of probation" section above shall be removed from probation.

SUSPENSION

PLACEMENT ON SUSPENSION

A student is suspended from the Rosenberg College of Law if.

1. The student is on probation and fails to meet the requirements 1. through 4. in the "Consequences of probation" section above within the time frame provided; or
2. The student's cumulative GPA is below 2.2 at the end of any semester after having been removed from probation.

CONSEQUENCES OF SUSPENSION

A student on suspension may neither attend nor graduate from the Rosenberg College of Law.

REMOVAL FROM SUSPENSION

A student may not be removed from suspension except upon approval of the Rosenberg College of Law faculty (after consideration by the Academic Status Committee) and the Dean. The faculty may impose additional academic standards in individual cases, and in any case may impose other reasonable conditions of readmission including, but not limited to, specification of schedule of study (including specification of particular courses and limitation of hours), and the limitation of extracurricular activities. The faculty may also require the repetition of courses either with or without substitution of the grades awarded in the courses retaken. The student may have an opportunity to be heard at any Committee or faculty meeting hereunder. A student removed from suspension is placed on probation for the student's next semester or summer term but is not thereby subject to subsection 1.5.2.1.2.1(2) of this Rule. A student suspended for a second time may not be removed from suspension.

REPETITION OF COURSES

Any student who receives a grade of "E" in a required course must reregister for the course and complete all requirements therefor. A student who receives a grade of "D+" or lower in any first-year class must repeat that class until the student receives a grade of "C-" or better. When such a required course is retaken or when a student elects to repeat an elective course in which the student received a failing grade, both the initial and subsequent grade will be reflected on the student's record and counted in the computation of GPA for purposes of this Rule.

REQUIREMENTS FOR GRADUATION

JURIS DOCTOR DEGREE

Students admitted to the Rosenberg College of Law are eligible for the degree of Juris Doctor (J.D.) upon completion of a minimum of three (3) academic years (six (6) full time semesters or equivalent) of residence and 90 semester hours of courses in the J.D. Rosenberg College of Law with a GPA of at least 2.2.

All courses in the first year of law study are required, as is a course in professional responsibility, an upper division writing course, six (6) upper division substantive courses and six (6) credit hours of experiential courses.

UPPER DIVISION SUBSTANTIVE COURSES

A student must successfully complete Professional Responsibility as well as six (6) of the following courses: Administrative Law, Business Associations, Constitutional Law II, Criminal Procedure, Evidence, Family Law, Secured Transactions, Taxation I, Trusts, and Estates.

WITHDRAWAL AND READMISSION

WITHDRAWAL DURING THE FIRST YEAR

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.

WITHDRAWAL AFTER THE FIRST YEAR

After completion of all required first-year courses, a student who withdraws from the Rosenberg 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 Rosenberg College of Law, a student must obtain from the Office of the University Registrar to obtain a withdrawal card; this card must be signed by the Dean of the Rosenberg College of Law or the Dean's designee. If a student plans to complete a semester, but not reenroll for the subsequent semester, they must give the Dean's designee written notice of such intention.

READMISSION AFTER WITHDRAWAL AFTER THE FIRST YEAR

If a student withdraws from the college and University or does not continue enrollment and has complied with "Withdrawal after first year," 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 (2) semesters plus one (1) Summer Session. No student will be readmitted pursuant to this paragraph more than one (1) time.

LEAVE OF ABSENCE

A student who intends to remain away from the college for more than two (2) semesters plus one (1) Summer Session 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.

POLICIES ON READMISSION

Readmission for students who are not entitled to readmission pursuant to "Withdrawal and Readmission" (sections 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 (6) regular semesters. Reasonable conditions, including the repetition of courses for no credit, may be imposed if readmission is approved.

WITHDRAWAL FROM A COURSE

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 UNIVERSITY OF KENTUCKY J. DAVID ROSENBERG COLLEGE OF LAW STUDENTS

See "Limitation on Pass/Fail Units Creditable for Rosenberg College of Law Students" for limitations on Pass/Fail units creditable for Rosenberg College of Law students.

COLLEGE OF PHARMACY

ACADEMIC PERFORMANCE, PROGRESS AND GUIDELINES

The Academic Performance Committee (APC) is charged with monitoring students' progress through the curriculum. The committee regularly reviews (during and at the end of each semester) the performance of each student, based on course grades and on written comments regarding each student's academic performance and professionalism — both of which are shared with the student and are part of the student record. The APC for each professional particular year consists of the course coordinators for that academic year, plus a standing core group 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, or other action. Recommendations for graduation are made through the Dean for approval by the Faculty. All other recommendations are made 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 academic and professional performance and satisfactory completion of course work. The APC may also recommend other sanctions, including but not limited to adjustment of academic load, repetition of curriculum segments and referrals to appropriate services. Although the APC considers the overall record of the student in making decisions, the committee will rely on the guiding principles below:

ACADEMIC POLICY FOR PROFESSIONAL STUDENTS IN THE COLLEGE OF PHARMACY

All students must maintain a minimum Pharmacy GPA of 2.0, pass each Mile Marker exam, take the Pharmacy Curriculum Outcomes Assessment (PCOA), fully participate in the interprofessional Collaboration and Team Skills (iCATS) curriculum, and pass each course taken during the time they are students in the College of Pharmacy. This includes all coursework, including PHR and non-PHR electives, which comprise the first through fourth professional years of the Doctor of Pharmacy degree program. Failure to earn a minimum of a "C" in any one course or failure to meet the academic standards outlined above will prompt a review by the APC.

Repeat Options are not recognized by the College of Pharmacy for courses taken by students after enrolling in the College. The original grade received in each course will remain on the transcript, be averaged into the cumulative GPA and be considered in discussions of probation and suspension regardless of any grades earned in repeated courses.

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 anyone (1) course may be placed on probation. The APC will determine the remediation required.
3. Students who fail to earn a minimum of "C" in two (2) 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 (3) or more courses will be suspended from the College of Pharmacy, regardless of GPA.
5. Students who satisfactorily complete the remediation requirements for probation will be removed from probation.
6. 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 will be suspended.
7. Students eligible for probation on a second occasion may be suspended from the College.

PROBATION

Students who are on academic probation may not:

1. Serve as officers or committee members in any campus organization.
2. 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. 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. If the student is judged after two (2) semesters to be performing satisfactorily by the APC while taking normal academic course loads, their probation status may be revoked.

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 Doctor of Pharmacy degree 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.

SPECIAL CONSIDERATIONS

1. Because of the demands of the Doctor of Pharmacy curriculum, students are expected to devote their energies to the academic program. The College 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 may occur outside the normal business hours of Monday through Friday, 8 AM to 5 PM.
3. Clinical responsibilities will 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.

COLLEGE OF MEDICINE

ASSESSMENT OF STUDENT LEARNING

The College of Medicine is charged with the education and training of competent physicians. Competence must be assured not only in the students' fund of knowledge and technical expertise, but also in their standards of personal and professional conduct. Student progress shall be carefully monitored to certify that students have acquired appropriate knowledge, skills, attitudes, and ethical principles. To this end, students are responsible for conforming to all rules

and regulations specified by the *Health Care Colleges Code of Student Professional Conduct*, the "Technical Standards" detailed in the *College of Medicine Bulletin* and the academic standards established in the *College Rules*.

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

Assessment criteria are as follows:

1. Student work is assessed by the faculty through the assignment of grades upon completion of all required courses and clerkships and the assignment of ratings on specific measures of knowledge, skills, attitudes, and ethical principles.
2. Faculty determine the level of student competence in the course or clerkship for which they are responsible. Within four (4) weeks of the termination of each course, every department shall submit to the Office of Medical Education a grade, and where possible, written comments on each student's performance. The Office of Medical Education will promptly provide every student a copy of this grade.
3. Passing scores are required on the United States Medical Licensure Exam (USMLE) Step 1 examination, USMLE Step 2 CK examination and USMLE Step 2 CS examination. Students have three (3) attempts to pass each part of the examination before dismissal, with appeals. Students are not required to take Step 2 examinations in any particular order.

PROMOTION AND RETENTION CRITERIA

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

GENERAL

At regular intervals, the SPPC will review the academic record of each student and make specific recommendations addressing promotion, remediation, or dismissal. Beyond these recommendations, potential actions include but are not limited to the adjustment of academic load, repetition of curriculum segments and participation in counseling sessions.

Promotion to sequential semesters or years in the curriculum is contingent upon attaining the expected level of performance as prescribed by the Faculty of the College of Medicine.

FAILURE TO ACHIEVE COMPETENCY

A student failing to achieve competency in any course or clerkship has performed at an unacceptable level. To redress the grade, the SPPC will review both the student's academic record and the recommendations of the Instructor of Record. The SPPC will determine a plan of

action which may include remediation, repetition of all or a portion of the course, clerkship or curriculum year, or dismissal from the College.

NUMBER OF REPEAT ATTEMPTS ALLOWED

The Student Progress and Promotion Committee determines how many repeat attempts are allowed. Unlimited opportunity to repeat courses, clerkships or curriculum sequences is neither feasible nor desirable.

CONSEQUENCES OF FAILING A COURSE OR FAILING TO MEET COMPETENCY STANDARDS

Students who fail a course or fail to meet the competency standards for any academic year will be placed on probation and remediation will be required.

1. Students who satisfactorily complete the remediation requirements for probation will be removed from probation.
2. Students who are on probation and fail to meet the remediation requirements will be dismissed from the College of Medicine.
3. Students who are on academic probation may not be allowed to participate in University extracurricular activities, or to serve as officers or committee members in campus organizations.

DISMISSAL

Dismissal from the College of Medicine will result when students receive three (3) or more “E” course grades; receive an “E” course grade while on academic probation; or fail any part of the United States Medical Licensing Examination on three (3) attempts.

LEAVES OF ABSENCE

Students are normally expected to complete the curriculum in four (4) consecutive years. Under compelling circumstances, leaves of absence may be approved by the SPPC. The request for a leave of absence must be submitted in writing to the Associate Dean for Medical Education. Return from a leave must be approved by the SPPC, may necessitate an amended curriculum and is subject to the availability of space in required courses. The following three (3) categories of leave may be recommended by the SPPC and approved by the Dean:

ACADEMIC LEAVE OF ABSENCE

An academic leave of absence is available to a student who wishes to undertake specialized academic pursuits in a defined field of study. Students must be in good academic standing. Approval will not be given for intervals in excess of one (1) year without reapplication.

PERSONAL LEAVE OF ABSENCE

A personal leave of absence is initiated at the student's request. A student must be in good academic standing. Leaves in this category may range from a number of weeks to a maximum of one (1) year.

MEDICAL LEAVE OF ABSENCE

Illness can seriously disrupt or impede student progress through the course of study. A student anticipating an absence of 10 days or more must secure a medical leave of absence.

Application for this type of leave may be requested through the Office of Medical Education and must be accompanied by a letter from the student's attending physician.

PROCEDURES FOR APPLICATIONS FOR LEAVE AND REENTRY

Processing and approval of a medical leave by the SPPC may require a review of the student's pertinent medical records by a specially appointed committee of physicians with relevant medical expertise. The length of the medical leave of absence will be determined by the SPPC in consultation with the student, the student's attending physician, and the ad hoc committee of physicians. Request for reentry must be accompanied by a statement from the student's attending physician which addresses the student's ability (mental and physical) to carry a full academic load. At this juncture, the SPPC may again require review of the student's medical records and/or a medical assessment, at the student's expense, by a physician with relevant clinical expertise.

SHORT-TERM ABSENCES

Absences due to acute illness do not require a medical leave of absence. However, for absences which encompass a major performance examination or more than five (5) days of a clinical clerkship, the student is responsible for notifying the Office of Medical Education as soon as possible. Further, a supporting statement from an attending physician must be filed with the Office of Medical Education prior to returning to class.

OTHER CONSIDERATIONS AND RESTRICTIONS

OUTSIDE EMPLOYMENT

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

SATURDAY EXAMINATIONS

Due to curricular requirements, Saturday examinations are frequently scheduled. Allowances will be made for students who religious beliefs prohibit participation in Saturday examinations.

NIGHT AND WEEKEND WORK

Clinical responsibilities during the third and fourth year will necessitate night and week-end work.

COLLEGE OF DENTISTRY

ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER ONE – BASIS FOR ACADEMIC DISCIPLINE

This policy defines the basis for academic discipline in the D.M.D. program. Disciplinary action for students in the D.M.D. program will be initiated upon unsatisfactory performance.

METHODS AND PROCEDURES RELATED TO BASIS FOR ACADEMIC DISCIPLINE

Requests to alter academic disciplinary action will be made in writing to the Faculty Council.

ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER TWO –PROBATION

This describes the conditions that will result in a student being placed on probation, the terms of probation and the conditions for removal from probation.

METHODS AND PROCEDURES RELATED TO PROBATION

PLACEMENT ON PROBATION

A student shall be placed on probation immediately after any of the following has occurred:

1. The student has completed any academic year with a GPA for the academic year less than 2.75.
2. The student has received a failing (“E” or “F”) final course grade.
3. The student has been placed in a modified curriculum.
4. The student has been reinstated after suspension.

METHODS AND PROCEDURES RELATED TO PROBATION

LIMITATION ON THE USE OF PROBATION

The Academic Performance Committee (APC) shall place a student on probation only if, based on the student’s performance in the College of Dentistry’s course work (including but not limited to grades, attendance, motivation, work ethic and professionalism), it has determined that the student has the potential of meeting graduation requirements after addressing academic shortcomings and receiving counseling to address issues that may be contributing to the academic problems. Otherwise, the APC shall recommend dismissal from the program.

DURATION OF PROBATION

The duration of probation shall be established by the APC. The following rules for establishing the minimum duration of probation shall apply:

1. In the case of probation for a yearly GPA less than 2.75, the minimum duration of probation shall be one (1) academic semester following the academic year in which the GPA occurred.
2. In the case of a failing grade, the probation shall begin the day this failing grade is reported to the Office of Academic Affairs and continue for at least one (1) academic semester after the semester in which a passing grade has been achieved.
3. In the case of a student who has been placed in a modified curriculum, the minimum duration of probation shall be the entire period in which a student is enrolled in a modified curriculum and at least one (1) semester after the student has been allowed to resume in the College’s regular curriculum.
4. In the case of a student who has been suspended, the minimum duration of probation shall be at least two (2) semesters after the student has been re-admitted after suspension.

TERMS OF PROBATION

The terms of probation will be established by the APC. Terms shall include a statement whether the student is eligible to participate in extracurricular College activities.

NOTIFICATION OF PROBATION

Probation begins automatically by the conditions listed in the Policy Statement, not by decision of the APC.

The Associate Dean for Academic Affairs shall notify the student by a letter, within 15 working days of the date when one (1) or more of the above conditions has occurred, with verified receipt of their status, the terms and minimum duration of probation, including the minimum conditions that must be fulfilled before the APC will consider removal from probation.

APPEALS

The decision to place a student on probation is automatic as stated in these policies. The terms of probation are decisions of the APC. Neither the terms of probation nor probation itself are subject to appeal within the college.

REMOVAL FROM PROBATION

The student shall be notified by letter with verified receipt from the Associate Dean for Academic Affairs that they have been removed from probation. Notwithstanding anything in the preceding, the APC may at any time elect to remove a student from probation.

RESPONSIBLE AGENT FOR PROBATION

The Academic Performance Committee is the responsible agent for probation.

ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER THREE – CLINICAL SANCTIONS INCLUDING SUSPENSION OF CLINICAL PRIVILEGES

This section describes procedures for determining:

1. Whether a student is subject to clinical sanctions including suspension of clinical privileges,
2. Whether sanctions other than suspension of clinical privileges are appropriate, and if so, to determine which sanctions shall be applied,
3. Durations of suspensions of clinical privileges for violations of professional conduct of varying seriousness,
4. Whether a student's problems delivering patient care are due to academic deficiencies, and
5. Deciding, in the cases where academic deficiencies are the problem, whether to address the situation within individual courses or within a modified curriculum.

A student shall be subject to clinical sanctions, including suspension of clinical privileges, if the Clinical Performance Committee (CPC) determines that a student has 1) committee violations of professional conduct or 2) endangered or is deemed likely to endanger the safety or well-being of the patient.

METHODS AND PROCEDURES RELATED TO CLINICAL SANCTIONS INCLUDING SUSPENSION OF CLINICAL PRIVILEGES

INITIAL DETERMINATION THAT A STUDENT MAY BE SUBJECT TO CLINICAL SANCTIONS

The CPC shall consider applying sanctions that may include suspension of a student's clinical privileges if (a) one (1) or more member(s) of the clinical faculty are concerned that a student may meet one of the conditions in the Policy Statement, or (b) a student has been removed from clinic during a clinic session. In both cases the CPC shall determine as soon as possible whether the student meets one of the conditions of the Policy Statement 10.5.2.6.1. In cases where the student will miss more than one (1) clinic before the CPC can meet, the Dean of Clinical Affairs or a person designated by this Dean shall determine whether the student may return to clinic before the CPC meets.

SANCTIONS OPTIONS

The CPC may decide that: (a) no further action is warranted (if the student has been suspended from clinic they shall return to clinic without penalty), or (b) suspension of clinical privileges and/or other sanctions are indicated. Sanctions shall include but are not limited to a report to relevant course directors; an incident report; a letter of record to be placed in the student's file; and/or suspension of clinical privileges for a period of time.

REMOVAL FROM CLINIC DURING A CLINIC SESSION

A supervising clinical instructor, any Team Leader, the Division Chief for Comprehensive Care and the Associate Dean of Clinical Affairs each have the authority to temporarily remove a student from clinic if they believe the student fulfills either of the conditions in "Academic Disciplinary Policy (ADP) Number Three – Clinical Sanctions Including Suspension of Clinical Privileges."

DETERMINATION THAT PROFESSIONAL CONDUCT HAS BEEN VIOLATED

Professional conduct includes behaviors that range in severity from those that are found only in course syllabi or the College's Clinic Manuals (particularly, the College of Dentistry's Behavioral Standards in Patient Care) to those that are found in the College Code (UKCD Code of Professional and Academic Responsibility) and the HCC Code (Health Care Colleges Code of Student Professional Conduct).

The CPC shall determine whether professional conduct has been violated, and if so, identify the particular violation.

COLLEGE AND HCC CODE VIOLATIONS

The College Code and the HCC Code are honor and professional codes that include hearing and appeal procedures that are separate from those in these Academic Disciplinary Policies. If the violation is covered in the College Code, the CPC shall report the infraction to a member of a Code Committee member (College Code, VI.B.2). If the violation is not covered by the College Code, but is covered by the HCC Code, the CPC shall report the violation to the Dean (HCC Code Article 6). The CPC shall continue the suspension of clinical privileges while the appropriate Code Committee or Hearing Committee considers the allegation if it determines that the student is likely to endanger the safety or well-being of patients.

A DECISION THAT NO VIOLATION HAS OCCURRED

In the event that either the College Code Subcommittee or the HCC Code Hearing Committee decides that a violation has not occurred (a “not guilty” verdict in the case of the College Code), the student’s clinical privileges shall be immediately restored if they had been revoked during deliberations. All records of the allegation shall be removed from student, course, and CPC records. The same procedure shall apply in the case where an alleged violation has been successfully appealed.

A DECISION THAT A VIOLATION HAS OCCURRED

In the event a student is found to have committed a violation of professional conduct by the College Code Subcommittee or the HCC Code Hearing Committee, but remains enrolled in the College (i.e., sanctions imposed do not include suspension or dismissal), the CPC shall not impose sanctions in addition to those imposed by the Dean in response to the Subcommittee’s or Hearing Committee’s determination that a violation has occurred.

SANCTIONS FOR OTHER VIOLATIONS OF PROFESSIONAL CONDUCT

If a violation of professional conduct is not included in the College Code or the HCC Code (e.g., it is not in these codes, but is included in, for example, the College’s Behavioral Standards in Patient Care), the CPC shall determine appropriate sanctions based on the particular situation and the seriousness of the violation. (See the Appendix in Student Handbook for a list of suggested sanctions for particular violations.) Repeated violations of professional conduct, and especially repeated violations of the same standard shall be viewed as aggravating factors and may result in more severe sanctions. Suspension of clinical privileges may be a sanction, especially when the nature of the violation is such that the safety or well-being of patients is a concern. The CPC may impose tasks designed to help the student understand a particular standard of professional conduct (e.g., review of the standards, an essay etc.) as a condition that must be fulfilled before clinical privileges are restored.

SERIOUS VIOLATIONS OF PROFESSIONAL CONDUCT

In cases of serious violations of professional conduct that are not included in the College Code or HCC Code, the CPC may recommend to the Dean that a student be suspended or dismissed.

NOTIFICATION OF THE STUDENT

The Chair of the CPC shall notify the student of sanctions via a letter with verified receipt. The letter should list all sanctions, the duration of any suspension of clinical privileges, a list of any tasks that must be completed before clinical privileges are restored, and notification of the student’s right to appeal.

APPEALS OF CLINICAL SANCTIONS INCLUDING SUSPENSION OF CLINICAL PRIVILEGES

Appeals of clinical sanctions, including suspension of clinical privileges, shall be conducted as described in ADP Policy Number Seven.

DETERMINATION THAT ACADEMIC DEFICIENCIES ARE AFFECTING CLINICAL PERFORMANCE

In cases where the CPC concludes that professional conduct has not been violated, it shall determine whether a student lacks skill, knowledge, and judgment to successfully treat patients due to failure to master aspects of the college’s academic program. If the weaknesses are not such that they endanger patient safety, the CPC shall refer the weakness to clinical courses directors who will remediate the student as they deem is appropriate.

If the CPC concludes the lack of skill, knowledge and judgment are to the extent that patient safety or well-being is endangered, it shall suspend clinical privileges and recommend to the Academic Performance Committee (a) that it consider placing the student in a modified curriculum or to suspend or dismiss the student.

NOTIFICATION OF THE STUDENT – MODIFIED CURRICULUM DUE TO CLINICAL SANCTIONS

In cases where the CPC recommends the APC consider placing a student in a modified curriculum, student notification shall be by the Associate Dean for Academic Affairs.

APPEALS – MODIFIED CURRICULUM DUE TO CLINICAL SANCTIONS

In cases where the CPC recommends that the APC consider placing a student in a modified curriculum, students should be notified of the right to appeal.

RESPONSIBLE AGENTS FOR CLINICAL SANCTIONS INCLUDING SUSPENSION OF CLINICAL PRIVILEGES

The Clinical Performance Committee and Academic Performance Committee are the responsible agents for clinical sanctions including suspension of clinical privileges.

ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER FOUR – MODIFIED CURRICULUM

This policy describes:

1. The conditions that will result in a student being placed in a curriculum designed to remediate poor or failing performance while the student remains enrolled in the College (a “modified curriculum”)
2. The process for requesting an appeal of placement in a modified curriculum, and
3. The method of setting the conditions for allowing the student to resume the College’s regular curriculum after the completion of a modified curriculum.

NEED FOR MODIFIED CURRICULUM

The Academic Performance Committee (APC) shall in the absence of extraordinary circumstances place a student in a modified curriculum, which may include repeating a year of the curriculum, if any of the below conditions are true AND, in judgment of the APC, the student can best be helped by experiences within the College.

1. The student has received, within the last four (4) academic semesters (or, for first-year students, within two (2) semesters), two (2) or more failing (“E” or “F”) final course grades.
2. The student has received a failing (“E” or “F”) final course grade and a yearly GPA for all other courses of less than 2.75.
3. The student has received a failing (“E” or “F”) final course grade while on probation.
4. The student has failed to meet the terms of probation.

5. When on probation after the first year of the curriculum, the student achieved a cumulative GPA of less than 2.75 at the end of any semester.
6. When on probation after the first year of the curriculum, the student achieved a yearly GPA of less than 2.75.
7. The student had their clinical privileges suspended by the Clinical Performance Committee and had been recommended by the CPC for a modified curriculum.

If in the judgment of the APC the student can best be helped by experiences exclusively outside the College, the APC shall suspend the student. If the student is already in a modified curriculum and one or more of the above triggers occur, the APC shall suspend the student.

METHODS AND PROCEDURES RELATED TO MODIFIED CURRICULUM

LIMITATION ON THE USE OF MODIFIED CURRICULUM

The APC shall place a student in a modified curriculum only if, based on the student's performance in the College of Dentistry's course work (including, but not limited to grades, attendance, motivation, work ethic and professionalism), it has determined the student has the potential of meeting graduation requirements after addressing academic shortcomings and receiving counseling to address issues that may be contributing to the academic problems. Otherwise, the student shall be dismissed.

NOTIFICATION OF PLACEMENT IN A MODIFIED CURRICULUM

Except under extraordinary circumstances, the Associate Dean for Academic Affairs shall notify the student that they will be placed in a modified curriculum within 15 working days of the date when one or more of the above conditions has occurred by a letter with verified receipt. The student shall be notified of the terms of the modified curriculum including the minimum conditions that must be fulfilled before the APC will consider allowing the student to resume the College's regular curriculum. The letter must include notification of the student's right to appeal and a summary of the procedures for appealing the decision.

TERMS OF THE MODIFIED CURRICULUM

The APC shall determine: (a) the elements of the modified curriculum, (b) the standards for successful completion of each element of the modified curriculum and (c) any other conditions to be met before the APC can consider allowing the student to resume the College's regular curriculum. Customized curriculum may include, but not be limited to, retaking: portions of a course, entire courses, portions of an academic year or the entire academic year. The terms of the modified curriculum must include the maximum time within which the student must complete the modified curriculum.

A modified curriculum must include courses and other experiences within the but may include courses and other experiences offered outside the College. The student shall be on probation while in the modified curriculum. Terms for resuming the regular curriculum shall include passing, with a grade of "C" or above, all failed courses. The calculation of the student's GPA will include both the original failing grade and the new grade in the course. The student may be required to complete assessments, determined by the APC, of previously passed courses as part of the modified curriculum. This work will not be included in the calculation of the student's GPA.

APPEAL OF MODIFIED CURRICULUM

A student who has been placed in a modified curriculum may request an appeal of this decision. The request must be made in writing to the Dean within five (5) working days of receipt of notification of being placed in a modified curriculum.

REINSTATEMENT INTO THE COLLEGE'S REGULAR CURRICULUM FOLLOWING COMPLETION OF A MODIFIED CURRICULUM

When the student has completed the elements of the modified curriculum, has demonstrated that they can perform at the level required to graduate from the College, and has met other terms for resumption recommended by the APC, the APC may allow them to resume the College's regular curriculum. Following resumption, the student shall be placed on probation for the entire semester into which they have been placed and will be subject to terms recommended by the APC. The student shall be notified by a letter from the Associate Dean for Academic Affairs that they have been reinstated into the regular curriculum. Notwithstanding anything in the preceding, the APC may at any time reinstate a student into the regular curriculum.

CONSEQUENCES OF FAILURE TO COMPLETE A MODIFIED CURRICULUM

A student who has not completed the modified curriculum within the maximum time allowed by the APC shall be dismissed and will no longer be eligible for reinstatement.

RESPONSIBLE AGENT FOR MODIFIED CURRICULUM

The Academic Performance Committee is the responsible agenda for modified curriculum.

ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER FIVE –SUSPENSION

This policy describes the conditions that will result in a student being suspended from the College and the process for requesting an appeal of the suspension. The Academic Performance Committee (APC) shall in the absence of extraordinary circumstances suspend a student if any of the below conditions are true AND, in judgment of the APC, they are likely to be helped by experiences exclusively outside of the College.

1. The student received, within the last four (4) semester (or, for first-year students, within two (2) semesters) two (2) or more failing ("E" or "F") final course grades.
2. The student received a failing ("E" or "F") final course grade and a yearly GPA for all other courses of less than 2.75.
3. The student received a failing ("E" or "F") final course grade while on probation.
4. The student failed to meet the terms of probation.
5. While on probation after the first year of the curriculum, the student achieved a cumulative GPA of less than 2.75 at the end of any semester.
6. When on probation after the first year of the curriculum, the student achieved an annual GPA of less than 2.75.

7. The student had already been placed in a modified curriculum and one or more of the above conditions occur.

METHODS AND PROCEDURES RELATED TO SUSPENSIONS

LIMITATION ON THE USE OF SUSPENSION

The Academic Performance Committee shall suspend a student only if, based on the student's performance in the College of Dentistry's course work (including, but not limited to grades, attendance, motivation, work ethic and professionalism), it has determined the student has the potential of meeting graduation requirements after addressing academic shortcomings and receiving counseling to address issues that may be contributing to the academic problems. Otherwise, the APC shall recommend dismissal.

NOTIFICATION OF SUSPENSION

The Associate Dean for Academic Affairs shall notify the student by a letter with verified receipt that they are being suspended. Except under extraordinary circumstances, the student will be notified within 15 working days of the date when one or more of the above conditions has occurred. The terms of suspension will include the minimum conditions that must be fulfilled before the Associate Dean for Academic Affairs will consider reinstatement of the student in the College curriculum. The letter must include notification of the student's right to appeal and a summary of the procedures for appealing the decision.

TERMS OF SUSPENSION

The APC shall recommend to the Dean the terms for consideration of reinstatement following suspension. If the APC determines the student might benefit from additional course work or other remediation experiences available outside the College, it shall specify the particular course work and/or the particular customized experiences the student must complete prior to consideration of reinstatement. Terms for reinstatement shall include grades of "C" or higher in all courses and evidence of completion of any specially designed curriculum offered outside the College. The terms of suspension must include the maximum time within which the student must gain readmission.

APPEAL OF SUSPENSION

A suspended student may appeal this decision. The appeal request must be made in writing to the Dean within five (5) working days of receipt of notification of suspension.

REINSTATEMENT FOLLOWING SUSPENSION

When the student has demonstrated that the student can perform at the level required to graduate from the College and has met the terms of readmission recommended by the APC, the Dean may readmit the student. However, granting a request for reinstatement is not automatic.

CONSEQUENCES OF FAILURE TO GAIN REINSTATEMENT

A student who has not been reinstated within the maximum time allowed by the APC shall be dismissed and will no longer be eligible for reinstatement.

RESPONSIBLE AGENT FOR SUSPENSION

The Academic Performance Committee is the responsible agent for suspension.

ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER SIX – DISMISSAL

This policy describes the conditions that will result in a student being dismissed from the College and the process for requesting an appeal of the dismissal.

The Academic Performance Committee (APC) shall, in the absence of extraordinary circumstances, dismiss a student if any of the conditions below are true.

1. The student failed to meet the terms of a modified curriculum or suspension.
2. The student becomes subject to either a modified curriculum or suspension and has been previously placed in a modified curriculum or suspended.
3. The student failed to be reinstated in the regular College curriculum within the maximum time allowed by the APC after being placed on a modified curriculum.
4. The student failed to be reinstated to the College within the maximum time allowed by the APC after being suspended.
5. The student failed to convince the APC, based on the student's performance in the College of Dentistry's course work (including, but not limited to grades, attendance, motivation, work ethic, and professionalism), that the student has the potential of meeting graduation requirements.

A dismissed student shall not be reinstated.

METHODS AND PROCEDURES RELATED TO DISMISSAL

NOTIFICATION OF DISMISSAL

Except under extraordinary circumstances, the Associate Dean for Academic Affairs shall notify the student that they are being dismissed within 15 working days of the date when one or more of the above conditions has occurred by a letter with verified receipt. The letter must include notification of the student's right to appeal and a summary of the procedures for appealing the decision.

APPEAL OF DISMISSAL

A dismissed student may appeal this decision. The appeal request must be made in writing to the Dean within five (5) working days of receipt of notification of dismissal.

RESPONSIBLE AGENT - DISMISSAL

The Academic Performance Committee is the responsible agent for dismissal.

ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER SEVEN – APPEAL PROCEDURES

This policy defines the procedures by which decisions to impose clinical sanctions, including suspension of clinical privileges, and decisions to suspend, dismiss or place a student in a modified curriculum can be appealed.

A student for whom clinical sanctions have been imposed, including suspension of clinical privileges or who has been suspended, dismissed, or placed in a modified curriculum may request an appeal of such a decision according to the procedures listed in this policy.

METHODS AND PROCEDURES RELATED TO APPEAL PROCEDURES

APPEAL DEADLINES

A meeting to consider the appeal shall be allowed if the Dean receives the appeal within five (5) working days after the date the student receives notice of the clinical sanctions or disciplinary action. This meeting shall occur no later than 10 working days following receipt of the written request appealing the decision.

GROUNDINGS FOR APPEAL

The student shall state in a written request the grounds for requesting a meeting to consider the appeal. Acceptable grounds for appeal include but are not limited to the following:

1. The academic disciplinary action or clinical sanctions were the result of circumstances beyond the student's control.
2. The grounds for clinical sanctions or academic disciplinary action involve circumstances not known by the CPC, APC, or the Dean.

PARTICIPATION IN COLLEGE ACTIVITIES AFTER NOTICE OF CLINICAL SANCTIONS OR PLACEMENT IN A MODIFIED CURRICULUM, SUSPENSION OR DISMISSAL

After receiving notice of such an academic disciplinary action, the student will be ineligible to participate in the College's regular curriculum, including didactic classes, preclinical laboratories, extracurricular activities, and clinics. In the case where the disciplinary action is to place the student in a modified curriculum, the student shall be eligible to participate in activities only to the extent allowed by that curriculum.

PARTICIPATION IN COLLEGE ACTIVITIES DURING APPEAL

Upon the Dean's receipt of the written appeal and until a decision has been made by the Dean following the meeting, the student will be allowed to continue in College's regular curriculum. The latter includes didactic classes, pre-clinical laboratories, and extracurricular activities. The student shall be allowed to participate in clinics provided; in the judgment of the CPC, the student is able to safely treat patients.

THE APPEALS COMMITTEE

Upon receipt of a student's appeal, the Dean shall select three (3) members of the faculty to serve on an Appeals Committee. The following members of the faculty are ineligible to serve: the student's advisor and team leader, any course director who issued the student a failing grade or was involved in suspending the student's clinical privileges, the members of the CPC that issued the latest clinical sanction and members of the APC that issued the latest academic disciplinary action. The Dean shall designate one of the Appeals Committee members to serve as Chair.

PRELIMINARY MEETING OF THE APPEALS COMMITTEE

Prior to the meeting to consider the appeal, the Committee will convene to review the student's records, documents submitted by the APC or CPC (if appropriate) and the appeal materials submitted by the student.

APPEALING STUDENT'S PRE-MEETING RIGHTS

Prior to the meeting to consider the appeal, the appealing student shall be allowed to inspect their academic record and all documents submitted by the APC or the CPC to the Appeals Committee and shall be entitled to choose a full-time member of the faculty or a fellow student to present supporting statements.

PERSONS ALLOWED TO PRESENT STATEMENTS AT THE MEETING

The following persons shall be allowed to make statements at the meeting:

1. The appealing student.
2. A full-time member of the faculty or a student selected by the appealing student.
3. A member or members of the faculty or others selected by the Appeals Committee who it believes may be able to clarify issues related to the appeal.

ATTENDANCE DURING THE APPEAL MEETING

During the meeting, the following conditions shall apply:

1. All Appeal Committee members shall be in attendance for the entire duration of the meeting and deliberations. (If a break is needed, the meeting and deliberations will be suspended during that time period.)
2. The appealing student and their representative may be in attendance for the entire duration of the meeting, excluding deliberations.
3. A staff employee shall be present to take minutes of the meeting and deliberations.
4. Persons presenting statements other than the appealing student shall only attend the meeting while they are making their statement.
5. No other persons than those listed above shall be allowed to be present during the meeting.

STATEMENTS ALLOWED DURING THE MEETING

During the meeting, statements that shall be allowed will include but not be limited to:

1. Statements clarifying the procedures to be followed during the appeal meeting.
2. The appealing student's statement of the grounds for their appeal.
3. The statement of the member of the faculty or the student who is supporting the appealing student.
4. Statements from any faculty member or course director whose statement could clarify issues related to the appeal.

TRANSMITTAL OF APPEALS COMMITTEE'S RECOMMENDATIONS TO THE DEAN

Following completion of deliberations and within three (3) working days after the meeting, the committee will render to the Dean a recommendation and rationale for that recommendation. This recommendation is advisory to the Dean. The committee will also render to the Dean the minutes of the appeal proceedings.

DEAN'S DECISION

After considering the student's reasons for appealing the APC's disciplinary action (or the CPC's Clinical Sanctions) and the recommendation from the Appeals Committee, the Dean shall decide whether to grant or reject the appeal. The decision shall be communicated to the student by a letter with verified receipt. The decision of the Dean is final for the College.

APPEALS TO THE ACADEMIC OMBUD AND THE ACADEMIC APPEALS PANEL

If the student wishes to appeal the Dean's decision, further appeal may be directed through Academic Ombud Services and the Academic Appeals Panel.

PARTICIPATION IN STUDENT ACTIVITIES DURING APPEALS TO THE ACADEMIC OMBUD AND ACADEMIC APPEALS PANEL .

Should the Academic Ombud recommend that the Academic Appeals Panel hear the students' appeal, the student will be allowed to continue in College's regular curriculum until a final decision is made. These activities shall include didactic classes, pre-clinical laboratories, and extracurricular activities. The student shall be allowed to participate in clinics provided; in the judgment of the CPC, the student is able to safely treat patients.

RESPONSIBLE AGENT FOR APPEALS PROCEDURES

The Dean is the responsible agent for appeals procedures.

ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER EIGHT – PARTICIPATION IN CURRICULAR PRIVILEGES OR EXTRACURRICULAR ACTIVITIES WHILE ON ACADEMIC PROBATION

This policy defines curricular and extracurricular restrictions for students on academic probation.

A student who is on a modified curriculum or on academic probation, after being readmitted from suspension, will be excluded from participation in curricular privileges, such as taking a non-required elective course or extracurricular activities of the College of Dentistry, including:

1. Taking non-required selective courses.
2. Serving as an officer or committee member of any College of Dentistry organization or committee.
3. Participating in any extracurricular research activities.
4. Representing the College of Dentistry in local, state, or national extracurricular organizations. if the participation involves the expenditure of an appreciable amount of time.

Participation in these activities will be considered a violation of the terms of probation.

A student who is on probation for any other reason is strongly discouraged too from participating in the above-mentioned activities.

METHODS AND PROCEDURES RELATED TO PARTICIPATION IN CURRICULAR PRIVILEGES OR EXTRACURRICULAR ACTIVITIES WHILE ON ACADEMIC PROBATION

The APC will include these restrictions in the terms of probation.

RESPONSIBLE AGENT RELATED TO PARTICIPATION IN CURRICULAR PRIVILEGES OR EXTRACURRICULAR ACTIVITIES WHILE ON ACADEMIC PROBATION

The Academic Performance Committee and the Deans for Academic Affairs and Admissions and Student Affairs are the responsible agents related to participation in curricular privileges or extracurricular activities while on academic probation.

ACADEMIC DISCIPLINARY POLICY (ADP) NUMBER NINE – REINSTATEMENT FOLLOWING ACADEMIC SUSPENSION

This policy defines the process for reinstatement following academic suspension. A student on academic suspension may apply for reinstatement under academic probation.

METHODS AND PROCEDURES RELATED TO REINSTATEMENT FOLLOWING ACADEMIC SUSPENSION

REQUESTING REINSTATEMENT

A student may be considered for reinstatement upon submission of a written request to the Dean.

APPOINTMENT OF AD HOC REINSTATEMENT COMMITTEE

The Dean will appoint an Ad Hoc Reinstatement Committee of three (3) members of the full-time faculty to review the case if the student requested reinstatement within the given timeframe. The Dean will appoint one of the faculty members as Chair.

AD HOC REINSTATEMENT COMMITTEE PROCEEDINGS

A meeting to consider the reinstatement shall occur no later than 10 working days following receipt of the written request for reinstatement. The Chair will notify the student of the meeting date, time, and place. The student will be given the opportunity to present the basis for requesting the reinstatement. The Reinstatement Committee will be given the opportunity to ask relevant questions of the student. Following deliberations by the Reinstatement Committee and within three (3) working days after the meeting, the Reinstatement Committee will render to the Dean their recommendations and rationale for that recommendation and the minutes of the Reinstatement Committee proceedings.

ROLE OF THE DEAN

After reviewing the recommendations of the Reinstatement Committee, the Dean will make a decision and communicate that decision to the student. The decision of the Dean is final for the College.

APPROVAL BY THE DEAN

If reinstated by the dean, the student will be placed on academic probation for a minimum of two (2) academic semesters. If it is determined that the terms of suspension have not been met, this shall be communicated to the student. The student remains on academic suspension if it is determined that the student may be able to meet the terms of suspension within the remaining timeframe. Otherwise, the student will be dismissed from the College.

PURVIEW OF THE ACADEMIC PERFORMANCE COMMITTEE

Other terms of probation may be recommended by the Academic Performance Committee.

RESPONSIBLE AGENT FOR REINSTATEMENT FOLLOWING ACADEMIC SUSPENSION

The Dean is the responsible agent for reinstatement following academic suspension.

