



KENTUCKY STATE  
UNIVERSITY

# GRADUATE ACADEMIC REGULATIONS AND POLICIES

Oversight of the Graduate Academic Regulations and Policies is given to the Graduate Council and the Academic Policies Committee of the Faculty Senate. Graduate students are expected to become familiar with these regulations, as they apply to all students enrolled in graduate courses at Kentucky State University. In some cases, these general policies are superseded by more stringent requirements established for individual programs. *Also, the limitations in the definitions may be modified to meet accreditation, licensing, and/or certification requirements.*

The student handbook, known as the K-Book (<https://www.kysu.edu/student-engagement-and-campus-life/student-handbook.php>), provides the University expectations of all students. It is the responsibility of the student to obtain a copy of this book and to be familiar with the expectations in regard to graduate students and the expectations related to student behavior. It is also important for graduate students to remember that you represent Kentucky State University when attending conferences, meetings, and other activities. The guidelines for student behavior apply to these official activities even if they are away from campus.

## 1. General

- a. A semester credit hour represents one clock hour of recitation or lecture, or two clock hours of laboratory per week for courses; some courses are calculated according to accreditation standards in the particular area.
- b. Quality points are the assigned points of a specific letter grade. The total quality points of a course are calculated by multiplying the quality point value of the letter grade earned by the number of semester credit hours for the course. Only graduate level courses are used in calculations for graduate students (see Section VII).
- c. The **cumulative grade-point average** is defined as the total number of quality points earned in all courses taken at Kentucky State University in which the student received a grade of "A," "B," "C," "D," or "F" divided by the total number of semester credit hours in all courses taken at the University in which the student received a grade of "A," "B," "C," "D," or "F"
  - i. If a course is repeated, only the highest grade will be used in the computation of the cumulative grade-point average.
  - ii. Unless specifically described in the course description as a repeatable course, credit may be earned only once for courses that are repeated.
  - iii. All grades earned at Kentucky State University will remain on the student's transcript and in the permanent record.
- d. The **current grade-point average** is defined as the total number of quality points earned in all courses in which the student received a grade of "A," "B," "C," "D," or "F" during the last term (summer session/semester) of enrollment divided by the total number of semester credit hours in all courses in which the student received

a grade of "A," "B," "C," "D," or "F" during the last term (summer session/semester) of enrollment.

## 2. Definitions of Programs and Areas of Specialization

### • Doctoral Degree Program

A doctoral degree program is a planned and approved program of study leading to graduation with a doctoral degree. Doctoral degree is considered a terminal degree as the highest degree that may be obtained in a specific area. Degree programs may have specific starting points, either from a bachelor's degree or from a master's degree. Because of this, they may have different minimum hours depending on the starting point. Programs that require a master's degree for entry will require fewer credit hours for completion. Doctoral degrees must be completed within a maximum of 10 years of initial enrollment. Some programs may require completion in a shorter period of time, consult the programs for any differences in this requirement.

The DNP program requires a minimum of 72 credit hours for completion. This is a BSN to DNP program.

### • Master's Degree Program

A master's degree program is a planned and approved program of study leading to graduation with a master's degree. Each master's degree program requires at least 30 graduate semester credit hours and no more than 45 graduate semester credit hours. The master's degree program must be completed within a maximum of six (6) years of initial enrollment as a degree seeking graduate student. Some programs require degree completion within fewer years of initial enrollment. Please consult the program descriptions in the program sections.

### • Area of Concentration

Graduate programs may consist of a core program of study within the academic unit as well as required additional study in one or more concentrations selected from options within or related to the discipline. The concentration shall consist of a minimum of 9 graduate semester credit hours and a maximum of 12 graduate semester credit hours.

### • Prerequisites and Support Courses

A graduate program may identify and require graduate and/or undergraduate courses as are justified for proper completion of the graduate program. Courses may be from within the discipline (prerequisites) or from other disciplines (prerequisites or support courses). Such credits thus required may not be included in the graduate semester credit hours required for degree completion. Please consult the requirements of the program for these limitations. Undergraduate classes cannot count toward grade point average or degree requirements.

*The limitations in the definitions may be modified to meet accreditation, licensing, and/or certification requirements.*

## 3. Academic Requirements for Graduation

- a. Students must submit a completed graduate application for a degree to their graduate program according to the prescribed schedule in the Academic Calendar. No late applications will be accepted. Students must submit a new application for a degree if they have been unsuccessful with a graduation attempt. A non-refundable graduation fee is assessed each time a student applies for graduation.
- b. Each graduate program has specific requirements for a student to complete in order to be awarded a degree. These may include qualifying examinations, a dissertation, a thesis, a capstone course, or other professional activity. These are usually

completed during the final stages of the graduate program. Consult the requirement sections in the respective graduate program descriptions for more information.

- c. Grades below "C" may not be presented for master's or doctoral degree graduation credit, nor shall graduation be approved for students with grade-point averages below 3.00. Students may not graduate with more than six (6) semester credit hours of courses with a grade of "C" or below. This regulation does not apply when a grade of "C" or lower has been superseded by successful completion (grade of "B" or better) of a particular course at a later date.
- d. Master's Degree: A minimum of 30 graduate semester credit hours is required for the awarding of a master's degree. Only graduate level course can be counted towards graduation requirements. The master's degree program must be completed within six (6) years of initial enrollment as a degree seeking graduate student. Some programs require degree completion within fewer years of initial enrollment. Please consult the program descriptions in the program sections.

Doctoral Degree: A minimum of 72 graduate semester credit hours (may be combined master's and doctoral program hours) is required for the awarding of a doctoral degree. Only graduate level courses can be counted towards graduate requirements. Programs have specific upper level, 700 and above, hours that are required for completion. The doctoral degree program must be completed within ten years of initial enrollment as a degree seeking graduate student. Some programs require degree completion within fewer years of initial enrollment. Please consult the program descriptions in the program sections for more information.

#### 4. Continuation-in-residence requirements for Graduation

With the exception of approved transfer credits and approved credits taken as visiting students in accredited graduate programs, all graduate course credits must be completed at Kentucky State University. Each graduate program determines the graduate transfer credit that will be accepted toward graduate degree requirements. Please consult the individual program descriptions as well as the "transfer credits" section for appropriate information.

#### 5. Academic Load

- a. The normal, full time, semester load for graduate students is 9 semester credit hours in any combination of graduate and undergraduate hours. Students who are required to take prerequisite undergraduate courses prior to regular graduate admission will be granted "Conditional" admission status.
- b. A graduate student must carry 9 or more graduate semester credit hours to be full time, 5 to 8 graduate semester hours to be half time, and less than 5 graduate semester credit hours to be less than half time. A graduate student enrolled in fewer than 9 graduate credit hours, during the fall or spring semester, is considered part-time.
- c. A graduate student in good standing may pursue a maximum of 12 semester credit hours during the fall or spring semester. Exceptions may be made with the permission of the Graduate Program Coordinator and School Chair.
- d. A graduate student may pursue a maximum of 6 semester credit hours during the summer session.

#### 6. Concurrent Degrees

University regulations allow that a student may pursue two degrees of the same level in a given matriculation period, e.g., two baccalaureate degrees, two associate degrees, or two master's

degrees, when minimum graduation requirements are met with additional coursework for the appropriate degree. A student may not pursue mixed levels of degrees simultaneously. Students must complete all of the requirements in effect at the time the student enrolls in the graduate degree program.

While some of the hours earned from one degree program may count toward the curricular requirements of another degree program, the hours of credit can only be used to satisfy the credit hour requirements of one program. An hour of credit can only be applied to one program.

#### 7. Course Numbering System

This system is to be used to ensure consistency in the numbering of courses and should be used by advisors and students when making out class schedules.

Graduate students do not receive graduate credit for courses number 100 through 499.

- 100-199 designed for freshman students but may be taken by more advanced students; does not carry graduate credit
- 200-299 designed for sophomore students but may be taken by any student who satisfies the prerequisites or obtains the consent of the instructor; does not carry graduate credit
- 300-399 designed for junior students but may be taken by any student who satisfies the prerequisites or obtains the consent of the instructor; does not carry graduate credit
- 400-499 designed for senior students but may be taken by any student who satisfies the prerequisites or obtains the consent of the instructor; does not carry graduate credit
- 500-599 open to graduate students only
- 600-699 open to graduate students only; should be used for seminar and independent study
- 700-799 open to graduate students only; thesis and research (Master's programs) projects; Doctoral level classes
- 800-999 DNP classes and practicums; Clinical and Doctoral level research and project classes.

#### 8. Grading System

Information regarding grading policies is available from the Office of Academic Affairs and in the course syllabus for each course. All policies established by academic units and/or by course instructors must be in compliance with policies outlined below.

- a. A course instructor will issue a final grade at the conclusion of the course for each student officially registered for the course. The course instructor remains the sole person responsible for issuing a final course grade, except as provided in sub-section B below, and in Section XVI. D.
- b. In the event an instructor becomes incapacitated or otherwise is unable to issue course grades, the chair of the academic unit will be responsible for issuing final course grades.
- c. Only final grades specified in Section VII E may be issued.
- d. Instructors are to report final grades to the Office of the Registrar in accordance with the procedures and deadlines required by the University. Only the Office of the Registrar has authority to issue official final grades.
- e. The following system of symbols will be used in grading students:
  - i. A - Excellent: four quality points per semester credit hour
  - ii. B - Good: three quality points per semester credit hour

- iii. C - not satisfactory for graduate work: two quality points per semester credit hour
  - iv. D - poor; one quality point per semester credit hour (Some graduate programs do not award the grade of D)
  - v. F - Failure: zero quality points, zero credit
  - vi. N - The grade of "N" indicates that a research project, thesis, or other special project has not been completed at the end of the term. The grade is only to be used in cases where the work is ongoing. It is not a substitute for an "I" and does not convert to a credit bearing grade until the final grade is submitted by the instructor. The grade of N can only be used in 700-level courses. With approval of the program faculty and the Graduate Council, a 600-level course may be allowed to use the "N" grade if the course spans more than one semester and the request is made prior to the term in which the course is initiated. The grade of "N" is excluded from the GPA tabulation. A student cannot graduate until all "N" grades have been converted to regular letter grades or the appropriate retroactive course withdrawal has been approved. The grade must be converted before the expiration of the time limit for completion of the graduate degree.
  - vii. I - Incomplete: not included in grade-point average (see Section VIII. H)
  - viii. W - withdrawal, which can only be entered for students who withdraw prior to the end of the tenth full week of classes during a semester, or before two-thirds of the instructional days of the summer session; not included in grade-point average, see section IX.
  - ix. AU - audit: not included in grade-point average (see Section VIII. F)
- f. Audit  
The grading option of audit must be selected no later than the end of late registration and must be indicated on either the student's registration or add/drop form. Audited courses do not count toward the total number of hours nor in computing a GPA.
- g. Repeat Option  
A graduate student has the option to repeat any completed course. Only the highest grade will be used in computing the student's academic standing and credit for graduation. The original grades for all repeated classes will remain on the transcript with the notation "E" for excluded from GPA. A student may repeat a given course a maximum of two times. The repeat option only applies to an identical course (including a cross-listed course) and not a course substitute.
- h. Incomplete
- i. A grade of "I" is to be assigned only for an unforeseen and extraordinary circumstance or situation which would have prohibited a student from completing a minor part of a course requirement, such as the final exam, one major exam, completion of a term paper or class project, or part of the requirements of a laboratory, and the student has made a request to the instructor prior to the end of the term. In some cases, a grade of "I" can be assigned when the course constitutes an "I" based on accrediting or certification requirements.
  - ii. A grade of "I" may not be assigned as a substitute for a "C," "D," or an "F"
  - iii. An Incomplete earned in any given term (summer session/ semester) must be removed by the end of the eighth week of classes during the next regular academic semester; otherwise, the "I" will be changed automatically to a grade of "F"
  - iv. When a grade of "I" is assigned, the instructor shall provide a detailed description of the work to be completed by the student to the chair. The chair shall retain a copy of this document. The instructor shall forward a copy to the student and retain a copy in the unit file.
  - v. The grade of "N" is to be used for graduate level courses requiring a professional project or thesis that requires more time to complete than one term. The grade of "I" is not to be used in this circumstance.
- i. Time Limitations for Grade Changes  
All grade changes, except grade of N, must be processed within one semester from the time the original grade was recorded. These grade changes will be permitted only when there was an error in recording or calculating the grade.
- The grade of N will be changed upon completion of the project for the class and must be changed by the end of the semester of graduation.
- j. Appealing a Course Grade (see Section XVI. D for information on appeals).
9. **Withdrawal from a Course**
- a. The Office of the Registrar will distribute class rosters to the faculty. Instructors will verify the names of students who have attended at least one class meeting. Students who have never attended a class meeting will be administratively withdrawn and have all applicable charges reversed. Students who have attended at least one class meeting but have stopped attending are subject to the attendance policies enumerated in the Class Attendance section (XIII). This policy does not apply to the summer session.
  - b. If a student withdraws from a course before the end of the tenth full week of classes during a semester, a grade of "W" will appear on the student's transcript.
  - c. If a student withdraws from a course before two-thirds of the instructional days have elapsed during a summer session or short course, a grade of "W" will appear on the student's transcript.
  - d. A student who fails to follow proper University withdrawal procedures will receive a grade of "F" in that course.
  - e. Students may appeal for retroactive withdrawal from a course under specified circumstances. (See Section XVI. E.)
  - f. Before withdrawing from a course, students should consult with the instructor. The students must also consult with their academic advisor on how the lost credits will be made up and obtain the advisor's signature on the "Registration Change/Drop Add Form" for approval. The form must be submitted to the Office of the Registrar before the last day to drop classes or withdraw from the University with a "W" grade. A registration change becomes effective the day the change is accepted by the Office of the Registrar and a copy of the form is given to the student.
  - g. Dropping or withdrawing from courses can have serious financial and academic implications, possibly affecting billing, financial aid, VA benefits, eligibility to participate in extracurricular programs and events (NCAA, SIAC, etc.) and, for foreign students, immigration status. Therefore, before withdrawing from a course, students are strongly encouraged to consult with their academic advisor, graduate program coordinator, and, as applicable, the Financial Aid Office. Students are considered the responsible

parties for all transactions processed against their academic records.

- h. A student may not appeal for retroactive withdrawal from a course after a change of program or graduation from the academic program under which the student took the course.

#### 10. Withdrawal from the University

- a. A student who has preregistered but not completed registration (i.e., paid fees or made arrangements for the payment of fees) may cancel their registration by notifying the Office of the Registrar in writing prior to the end of late registration of the student's intention not to enroll.
- b. In order to withdraw from the University after completion of registration (i.e., dropping all courses for a given semester/session), a student must do the following:
  - i. Obtain the necessary form from the Office of the Registrar.
  - ii. Complete the form and obtain the necessary signatures.
  - iii. Return the completed form to the Office of the Registrar.
- c. Failure to withdraw will obligate the student to pay all tuition, fees, and other charges assessed, and will result in failing grades for that term (summer session/semester).
- d. If a student withdraws from the University before the end of the tenth full week of classes during a semester, a grade of "W" will appear on the student's transcript for all courses pursued that semester.
- e. If a student withdraws from the University before two-thirds of the instructional days have elapsed during a summer session or short course, a grade of "W" will appear on the student's transcript for all courses pursued that session.
- f. Students may appeal for retroactive withdrawal from the University under specified circumstances (see Section XVI. E.).
- g. Withdrawal from Academic Program.  
A graduate student in good standing wishing to take temporary leave from their graduate academic program may petition the Program Coordinator in a written application explaining the student's circumstances and plans for resumption of studies. However, if a student needs to permanently withdrawal from the program and does not intend to complete pursuing the academic degree program, the student must: 1) notify the academic Program Coordinator via letter/email of intent to withdraw; and 2) withdraw from all classes. Official deadlines of the university pertaining to dropping courses and withdrawal will apply. The Program Coordinator will forward the student's letter to the Office of Graduate Studies so that the student status will be properly reflected in the university's records.

#### 11. Registration

- a. A degree-seeking student **must** consult with their designated advisor prior to the time of preregistration or regular registration to receive official approval for the student's plan of study during each academic term (summer session/semester).
- b. The Office of the Registrar sets the time of registration for all students and informs them of the times they are to register.
- c. Students are expected to register at the appointed time.
- d. Students may not register for credit after the deadline set for completion of late registration.
- e. A late registration fee is assessed to students who do not register at the appointed time.
- f. Late registration for semesters will end one calendar week after the last day of registration or its equivalent for summer session (see Academic Calendar for specifics: [https://www.kysu.edu/](https://www.kysu.edu/academics/registrar/academic-calendar/index.php)

[academics/registrar/academic-calendar/index.php](https://www.kysu.edu/academics/registrar/academic-calendar/index.php) (<https://www.kysu.edu/academics/registrar/academic-calendar/>)).

#### 12. Changes in Registration

(Adding a course, dropping a course, changing sections, changing grading options)

- a. All changes in registration must be approved by the Office of the Registrar and the designated advisor (and the instructor in case of a closed class).
- b. Any student improperly registered for a course will not receive credit for that course.
- c. A processing fee is assessed beginning the first day of classes of a term (summer session/semester) for any change in registration, with the exception of those caused by University cancellation of courses or other University-initiated adjustments to course schedules.
- d. See Section IX for regulations on withdrawal from a course.
- e. The chairperson will inform the Vice President for Academic Affairs, the Office of the Registrar, and the instructors of all course cancellations no later than two (2) working days after the end of late registration.
- f. When a course is canceled, any student enrolled in that course will be dropped from the class and may adjust their schedule during the late registration period. Such adjustment must be completed no later than Saturday of the second full week of classes during an academic semester or no later than Saturday of the first full week of classes during a summer session.

#### 13. Class Attendance

- a. There are three mutually exclusive types of absences for purposes of classification:
  - i. Service-related absence
    - 1. due to documented required military service
    - 2. due to documented university service or off-campus representation of the University
    - 3. due to documented jury duty
  - ii. Excused absence, non-Service related
    - 1. due to documented illness,
    - 2. due to documented serious illness or death in the student's immediate family
    - 3. due to documented court appearance
    - 4. due to documented attendance at a university-sponsored field trip
  - iii. Unexcused absence
    - 1. due to lack of documentation of an otherwise excused absence
    - 2. due to excessive excused absences (exceeding the number of class meetings in one week)
    - 3. due to university-activity absences incurred when the student's performance in class is below a "C" average
- b. Provided the student is doing satisfactorily in the course, any class absence incurred while a student is performing university-patriotic service (participating in an activity whereby the student represents the university off campus) is to be excluded from the total number of allowed excused absences.
- c. Absence(s) from class(es) because of university-patriotic duty or university sponsored academic class activities must be reported to the Office of Student Engagement and Campus Life two (2) weeks prior to the date of the absence. The Office of Student



Engagement and Campus Life will inform faculty members **before** the student's absence from class(es) in these cases.

- d. In order for a class absence to be excused, the student must submit documentation of the absence(s) to the Office of Student Engagement and Campus Life within one week of the absence(s).
- e. The number of excused absences may not exceed the number of class meetings during one full week of class(es) during a semester, or two class meetings during one full week of classes during the summer session. Absences in excess of the allowed number of excused absences will be considered unexcused.
- f. The number of unexcused absences per semester or summer session may not exceed the number of class meetings during one full week of class.
- g. For each unexcused absence over the maximum number allowed, the instructor may lower the course grade one full grade level.
- h. For any excused absence, all make-up assignments must be completed within a time period determined by the instructor.
- i. If an individual instructor or academic unit adopts more stringent attendance policies, those policies must appear in a conspicuous location in the course syllabus and must be announced to the class on the first day it meets.
- j. Regulations on class tardiness are determined by the instructor of the class.

#### 14. Academic Conduct

##### a. Academic Integrity

Academic Integrity is a fundamental value for the University's community of students, faculty, and staff. We collectively wish to promote the highest and more honorable pursuit of intellectual achievement and understand the importance of manifesting integrity in all of our efforts. It should therefore be clearly understood that students engaging in acts of academic dishonesty may be subject to sanctions. Any student who knowingly assists in any form of academic dishonesty shall also be subject to sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and forgery.

##### b. Academic Dishonesty

###### i. Plagiarism

Plagiarism is the intentional or unintentional act of submitting the work of another as one's own. If the student has any uncertainty regarding plagiarism in the submission of any class material, the student should discuss the matter with the instructor prior to submission of the material. Examples of plagiarism include:

- Submission of the complete or partial work, or of the words, ideas, or format of another, published or unpublished, without appropriate reference and source credit
- Employing or permitting another person to produce, alter, or revise material that the student submits as their own.

###### ii. Cheating

Cheating is the fraudulent or deceptive taking, giving, or presenting of any information or material with the intent of aiding oneself or another on any academic work that is considered in any way in the determination of a course grade. Cheating includes, but is not limited to:

- Copying another student's homework;
- Copying another student's answers to test questions;

- Allowing or requesting someone else to do work for the student on homework or tests;
- Possession or the attempt to gain possession of tests prior to their administration;
- Breaking or entering a locked or unoccupied office in an attempt to gain an unfair advantage;
- Using a cell phone or other device to obtain materials from websites or other students during tests;
- Using reference materials that have not been allowed by the instructor during tests;
- Using handwritten or printed notes during a "closed book/closed notes" test;
- Employing bribery, intimidation, or harassment in an attempt to gain unfair advantage;
- Purchasing or utilizing pre-made papers, projects, or other assignments;
- Using a paper, project, or other assignment prepared by another individual;
- Engaging another person to take a test (class-related or standardized, such as the GRE) in their place;
- Knowingly allowing someone else to represent your work as their own;
- Falsely attesting that work has been accomplished when it has not been;
- Falsely attesting that functions or classes were attended that were not attended; and
- Providing a false excuse for missing a deadline or schedule.
- Altering answers to test questions after the tests have been graded and returned;
- Altering grade report forms or changing grade forms or class rolls, either in physical or electronic (computer file) form;
- Altering, falsifying, or misusing any other University documents;
- Falsifying research data or committing other forms of scientific misconduct;
- Falsely recording the signature of an advisor, instructor, or any university official on any official University academic document; and
- Providing false information to a faculty member or administrator.

###### iii. Forgery

Forgery is falsely recording the signature of an advisor, instructor, or any university official on any official University academic document.

##### c. Procedures Related to Academic Dishonesty or Misconduct

###### i. Investigation and Determination

1. Responsibility of the Instructor: An instructor who has evidence that a student has committed an academic offense shall attempt to arrange a personal conference with the student to discuss the matter. The instructor shall present the evidence of the offense, give the student an opportunity to state their own case, and make known to the student the charges and possible sanctions that may be imposed and/or recommended. If the student is unavailable or fails to attend such a conference, the instructor shall proceed to inform the

student of the nature of the evidence, the charges, and the possible sanctions by e-mail with delivery and read receipts requested, with copies to the Chairperson of the Department in which the student is enrolled. The instructor may then proceed to assign any grade on a paper or examination related to the offense, assign any grade for the course in which the offense occurred, or recommend to their chairperson a more severe sanction.

2. Responsibility of the Chairperson: After reviewing the report from the instructor and making any appropriate investigation, the Chairperson will forward the materials, along with their own recommendation, to the Provost/Vice President for Academic Affairs. The Chairperson shall notify the student of their recommendation by certified mail.
3. Responsibility of the Vice President for Student Engagement and Campus Life: After reviewing the material furnished and conducting any appropriate investigation, the Provost/Vice President for Academic Affairs will forward the material, along with any recommendations, to the Vice President for Student Engagement and Campus Life, as well as to the student by e-mail with delivery and read receipts requested.

For recommendations of suspension or dismissal, the Vice President for Student Engagement and Campus Life shall notify the student of their own recommendation by e-mail with delivery and read receipts requested, with copies sent to the instructor, the Chairperson of the Department in which the offense occurred, and to the Registrar.

For all sanctions, the Vice President for Student Engagement and Campus Life will forward the case to the All-University Court for processing according to the standard procedure of that court, as well as provide notice of the recommendation to the student by e-mail with delivery and read receipts requested.

#### ii. Sanctions for Academic Offenses

For a student found to have committed an academic offense, Kentucky State University may consider imposing one or more of the following sanctions:

- Assignment of any grade on a paper, examination, or other material related to the offense;
- Assignment of any grade for the course in which the offense occurred;
- Forced withdrawal from the class in which the offense occurred; and/or
- Suspension from the Kentucky State University for a specified period including exclusion from all classes and termination of student status and all related privileges and activities. **Note:** A student who violates any of the terms of suspension shall be subject to further discipline in the form of permanent dismissal.

#### iii. Appealing a Sanction

The student receiving a sanction shall have the right to appeal the alleged conduct violation to each higher level of authority. The student may challenge the sanction by submitting a written appeal to the faculty member and the Vice President for Student Engagement and Campus Life within fifteen (15) calendar days of receiving the sanction

notice. Failure to make an appeal within this fifteen (15) day time period shall constitute a waiver of the appeal right and shall result in the sanction becoming final as recommended and the case is considered complete, except as noted below in cases in which the sanction includes probation, suspension, or expulsion.

For more complete information on expected student behavior and possible sanctions, please refer to the K-Book.

### 15. Academic Standing

#### a. Good Academic Standing

In order to remain in good academic standing, a student must have a cumulative grade-point average of 3.0 and no more than two grades of "C."

#### b. Probation

- i. Students who fail to maintain the above cumulative grade-point averages will be placed on academic probation for one semester.
- ii. Even with a grade point average of 3.00 or better, having more than two grades of "C" or lower results in academic probation at the graduate level.
- iii. Students that are placed on probation, have 9 credit hours or a maximum of 3 semesters to return to good academic standing or they may be dismissed from the University. Exceptions may be granted to allow an additional semester to replace grades of "C" or lower with approval of the Program Chair and the Director of Graduate Studies in the event the course(s) are not offered in the following semester.
- iv. Probation may not be appealed.

#### c. Dismissal from the University

- i. A student who is on academic probation, and whose current grade-point average falls or remains below 3.00, or who fails to complete coursework required to be removed from probation, is dismissed from the graduate program and the University.
- ii. A dismissed student cannot reapply to any graduate program at Kentucky State University for a period of one year. Request for readmission is subject to review by the program and must be approved by the program. Students that request readmission must meet all admission standards at the time of readmission.
- iii. A student who has been suspended twice, is on academic probation, and whose current grade-point average falls below 3.00 is dismissed from the University and must remain out of the University for at least one year.

### 16. Appeal Procedures and Deadlines for Academic Standing

- a. All appeals by graduate students of course grade, retroactive withdrawal, or dismissal will be heard by the Graduate Appeals Review Committee. The Graduate Appeals Review Committee will be composed of the Director of Graduate Studies and the Registrar, who shall be permanent members of the Committee, and three members elected by the Faculty Senate from the graduate faculty and the graduate program coordinator. Graduate faculty elected to the Graduate Appeals Review Committee will serve two-year terms. Academic standing is governed strictly by grade point average (below 3.00) or by having more than two grades of "C" or below. Standing cannot be appealed.
- b. A student may appeal to the Graduate Appeals Review Committee only once following each notification of academic standing.

- c. For appeals, students must complete the procedures outlined on the appropriate Graduate Academic Appeals Form which is available in the Office of the Registrar or the Office of Graduate Studies. Appropriate documentation (i.e., medical bills, medical records, or funeral bulletins) should be provided. In addition to this written appeal, a student may request to address the Graduate Appeals Review Committee during one of its regularly scheduled meetings if so desired (contact the Graduate Appeals Review Committee Chair). Requests for personal appearances must be submitted with the written appeal by the deadline (see Section D and the Appeals Form). Interviews with the Graduate Appeals Review Committee will not be granted after an appeal has been denied or if an appeal is late.
  - d. **Appealing a Course Grade:**  
To appeal a course grade, a student must follow the process described below:
    - i. The student must initiate their own grade appeal by writing a letter of appeal to the course instructor. This letter must be completed and delivered to the instructor, along with a copy to the student's advisor, no later than the end of the third full week of classes during the next regular academic semester (Fall or Spring). No appeal of a course grade will be considered unless a written appeal is made to the instructor by the deadline date. After considering the student's appeal, the instructor must respond in writing to the student, stating whether or not the appeal is granted and stating the instructor's rationale for the decision. The written response must be completed by the end of the fifth full week of classes in the semester of the appeal. If the instructor is no longer employed by the University or is otherwise unavailable, the student must proceed as prescribed in step 2;
    - ii. If the student is not satisfied with the instructor's decision and wishes to continue the grade appeal, the student must pick up the Graduate Academic Appeals Form from the Office of the Registrar and submit it, along with accompanying support documents to the Office of Graduate Studies to continue an appeal of a course grade; and
    - iii. If a grade appeal reaches the Graduate Appeals Review Committee, the student and the instructor may be requested to meet with the committee to resolve the appeal.
  - e. **Appealing for Retroactive Withdrawal.**
    - i. Retroactive withdrawal from a course or from the University will be considered only when a student documents to the Graduate Appeals Review Committee that they could not meet the scheduled deadline for appropriately withdrawing due to some unforeseen and extraordinary circumstance. The student must make this appeal no later than two days before the next regular academic semester begins. Appeals that do not clearly substantiate the circumstance for missing the withdrawal date will not be considered.
    - ii. Students receiving federal financial aid for the course or term in question may be required to repay the University for Withdrawn Courses. (They should contact the Financial Aid Office.)
    - iii. Exceptions to the above policies can be made at the discretion of the Graduate Appeals Review Committee for exceptionally meritorious cases.
  - f. **Appeal of Dismissal from the University**
    - i. A student may appeal their dismissal under regulation XV.C.1. Reinstatement can occur only when the cause of dismissal has been corrected (an appeal of grade or retroactive withdrawal). Exception: appeal of a dismissal after reinstatement is not allowed. Dismissal for an academic offense (Section XIV) cannot be appealed through this process.
    - ii. If the student's appeal is granted, the student will be required to abide by an academic contract to be developed in consultation with the student's advisor and the program coordinator. Also, if readmission is granted, the student will be placed on probation.
    - iii. A student who has been readmitted after dismissal and who fails to meet the conditions of their reinstatement may be dismissed from the University without appeal.
    - iv. A student who has been re-admitted after dismissal and who becomes liable for suspension at any time, will not be suspended, but will be dismissed from the University without appeal.
    - v. Exceptions to the above policies can be made at the discretion of the Graduate Appeals Review Committee for exceptionally meritorious cases.
    - vi. After one year, a dismissed student may appeal in writing to the Graduate Appeals Review Committee for readmission to the University. The student's appeal must include a letter of support from the chairperson of the department/division/school in which the student was majoring. Also, a letter of support must be submitted from either a faculty member or the student's former advisor.
- 17. Policy on Admission Tests**  
See the specific program section for any required admission test and required scores. If the program requires admission test, the official scores must be received in accordance with the admission policies under Graduate Admissions.
- 18. Catalogue of Record**
- a. Upon admission to a graduate program, the catalogue of record is considered the Graduate Catalogue in effect at the time of initial enrollment.
  - b. A degree-seeking student can request to change their Catalogue of Record for the major to a subsequent edition if the major requirements change after a student declares a major. A written request to change the Catalogue of Record must be submitted to the student's advisor for approval and forwarded to the Office of Graduate Studies and the Office of the Registrar.
  - c. If a student completes a degree, either undergraduate or graduate degree, at KSU, admission to another graduate program or changes to a different graduate program requires that the catalogue of record become the Graduate Catalogue in effect at the time of enrollment into the new graduate program.
  - d. A student who changes from non-degree status or certificate seeking status to degree-seeking status must meet the requirements as published in the Catalogue in effect at the time the student becomes degree-seeking.
  - e. A student pursuing a curriculum leading to certification or licensure must meet the curriculum requirements in effect at the time the student graduates.