



**KENTUCKY STATE  
UNIVERSITY**

# REGISTRATION & ACADEMIC RECORDS ONLINE

## Mission

The mission of the Office of the Registrar is to serve as the custodians of academic records, guardians of institutional integrity, and facilitators of student success. We are committed to upholding the highest accuracy, transparency, and efficiency standards in managing academic information.

## Vision Statement

The Office of the Registrar's primary goal is to support the academic community by providing reliable and accessible services related to enrollment, registration, graduation, retention, and maintenance of academic records. We strive to create a seamless and student-centric experience, fostering an environment that promotes academic achievement and personal growth.

## Core Values

As stewards of institutional data, we adhere to ethical principles and best practices, ensuring the confidentiality and security of sensitive information. Our dedicated team works collaboratively with students, faculty, and staff to streamline processes, implement innovative technologies, and continuously enhance the quality of our services.

1. Accuracy: Ensuring the accuracy of student records, grades and other academic information.
2. Integrity: Upholding ethical standards and maintaining the confidentiality and security of academic records.
3. Service: Providing excellent customer service to students, faculty, and staff regarding registration, transcripts, and academic records.
4. Efficiency: Streamlining processes to make registration and record keeping more efficient for all stakeholders.
5. Compliance: Adhering to institutional and legal regulations related to academic policies, data protection, and student privacy.
6. Innovation: Embracing new technologies and methodologies to improve the efficiency and effectiveness of registrar services.

## Registration and Academic Records

The Office of the Registrar is responsible for creating, maintaining, certifying, and protecting the University records of courses, degrees, and students. Key specific student-service responsibilities include course scheduling and registration, enrollment and veteran certification, degree audits, diploma services, and transcript services. The Registrar's Office is

located in the Academic Services Building, Room 323. The phone number is 502-597-6234.

## Policy Changes

Students are expected to become familiar with University regulations, as they apply to all students enrolled in undergraduate courses at Kentucky State University. KSU reserves the right to modify regulations and/or to make any policy changes or adjustments in this catalog that are deemed necessary. Such regulations shall govern both old and new students and are effective when adopted.

## Classification

Students shall be classified as indicated below upon successful completion of the specified number of semester credit hours, provided that all entrance requirements have been met.

## Academic Load

An undergraduate student must carry 12 or more semester hours to be full-time, 9–11 semester credit hours to be three-quarters time, 6–8 semester credit hours to be half-time, and 1–5 semester credit hours to be part-time or less than half-time. The normal semester load for undergraduate students is between 16-18 semester credit hours. In order for an undergraduate student to pursue 19 or more credit hours per semester, a) the student must have the written approval of their advisor and the academic unit head, or b) the student's cumulative grade-point average must be 3.2 or better. An undergraduate student may pursue a maximum of 21 semester credit hours during the fall or spring semester of the academic year for which the student is a candidate for graduation. An undergraduate student may pursue a maximum of 10 semester credit hours during the summer session.

## Semester Credit Hour

For traditional courses, a semester credit hour represents one clock hour of instruction (or two clock hours of laboratory) per week and two hours of student work per week for a minimum of fifteen weeks (or equivalent). For online classes, each semester credit hour would represent a minimum of three hours of instruction and/or student work per week for a minimum of 15 weeks (or the equivalent) to meet learning outcomes appropriate to the level of the course. Some courses in art, music, physical education, and other areas are calculated according to the accreditation standards in the particular area.

## Course Numbering System

The following system is to be used to ensure consistency in the numbering of courses.

- **100–199**  
First Year Students  
Taken by any student who satisfies the prerequisites or obtains the consent of the instructor; Does not carry graduate credit.
- **200–299**  
Sophomore Students  
Taken by any student who satisfies the prerequisites or obtains the consent of the instructor; Does not carry graduate credit.
- **300–399**  
Junior Students  
Taken by any student who satisfies the prerequisites or obtains the consent of the instructor; Does not carry graduate credit.
- **400–499**  
Senior Students

Taken by any student who satisfies the prerequisites or obtains the consent of the instructor; Does not carry graduate credit.

## Catalog of Record

A degree-seeking student must meet the liberal studies requirements as published in the catalog in effect at the time of enrollment. The student will be subject to the liberal studies requirements so long as the student remains enrolled with no more than a two-year interruption of studies. A degree-seeking student can request to change their Catalog of Record for liberal studies to a subsequent edition of the catalog. A written request to change the catalog of record for the liberal studies requirements must be submitted to the student's advisor for approval and then forwarded to the Office of the Registrar.

A degree-seeking student can request to change their Catalog 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 catalog of record must be submitted to the student's advisor for approval and forwarded to the Office of the Registrar. If a student elects to fulfill the old requirements for the major listed in their Catalog of Record, but required courses are no longer offered, the student may substitute other courses with the approval of the chair of the department.

Students who complete a degree and wish to pursue an additional degree without interruption will have the option of selecting requirements for the additional degree in effect at the time of either initial enrollment or of declaration of the second degree. To be eligible to pre-register for the semester following completion of the first degree, the student must attach a letter of intent to the Application for Degree Form (<https://www.kysu.edu/documents/registrar/undergraduate-application-for-degree-2022.pdf>). (Please see section on Subsequent Degrees for additional information.)

A student who changes their major must meet the major requirements as published in the most recent catalog. The Major Change Form (<https://www.kysu.edu/documents/registrar/ksu-major-minor-advisor-form-2022.pdf>) must be obtained from the Office of the Registrar and must be returned with all necessary approval signatures. A student who changes from non-degree status to degree-seeking status must meet the requirements as published in the catalog in effect at the time the student becomes degree-seeking.

A student pursuing a curriculum leading to certification or licensure must meet the curriculum requirements in effect at the time the student graduates.

## Concurrent Degrees

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 graduate degrees, when minimum graduation requirements are met with additional coursework for the appropriate degree level. A student may not pursue mixed levels of degrees simultaneously. Students having earned one degree at any level may subsequently pursue another, either associate or baccalaureate. Students must complete all of the requirements in effect at the time the student declares the major in each degree program. While some of the hours earned from one degree may count toward another degree, students must earn at least 15 additional approved semester hours for another associate degree or 30 additional hours for another baccalaureate degree. This translates to a minimum of 75 hours for two associate degrees and a minimum of 150 hours for two baccalaureate degrees.

## Subsequent Degrees

Students having earned one degree may subsequently pursue another, either associate or baccalaureate, by completing all of the requirements in effect at the time the student declares the major for the subsequent degree. While some of the hours earned from the earlier degree may count toward the subsequent degree, students must earn at least 15 additional approved semester hours for an associate degree or 30 additional semester hours for the baccalaureate degree.

## Registration

A degree-seeking student **must** consult with their designated advisor prior to the time of pre-registration or regular registration to receive official approval for the student's plan of study during each academic term (summer session/semester). **Note:** First-time, first-year students may be limited in the courses for which they can register. The Office of the Registrar sets the time of registration for all students and informs them of the times they are to register. Students are expected to register at the appointed time. Students may not register for credit after the deadline set for completion of late registration. A late registration fee is assessed to students who do not register at the appointed time. Late registration for semesters will end one calendar week after the last day of registration or its equivalent for summer session.

Any student properly registered for a course will receive credit for that course.

A student must repeat any course in which the student received an inadequate grade (as described in the Repeat Option section below) during the next semester in which the student is enrolled and in which the course is offered. Students will be prohibited from registering for the next term until this requirement is satisfied.

## Changes in Registration

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

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).

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. The chairperson and/or dean 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. When a course is canceled, any student enrolled in that course may change his/her final registration in order to replace the canceled course. 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. See the section on Withdrawal for regulations on withdrawing from a course.

## Class Scheduling Policy

Kentucky State University follows a comprehensive plan that governs the offering of courses on a long-term basis. The University's eight-semester schedule of courses permits students and their advisors to develop an effective plan that identifies when required and elective courses may be taken. In general, all upper-division courses (elective or required),

necessary to complete undergraduate degree requirements for a program, shall be offered at least once every two academic years.

## Grading System

The course instructor will report a final grade at the course conclusion for each student officially registered for the course. In the event an instructor becomes incapacitated or otherwise is unable to issue course grades, the academic unit administrator will be responsible for reporting final course grades. Only final grades specified below may be issued. 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. 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 University policies.

The following system of symbols will be used in grading students:

**Pass-Fail (P/F)** - Grading on a pass-fail basis is available only in the following situations: cooperative education course credit and credit for courses by special examination and/or certification, as described under Credit by Examination/Certification and Credit for Life Experience. A grade of P (pass/proficient) will be given to indicate satisfactory completion of the examinations and/or experiences eligible for pass/fail credit. A grade of F (fail, not proficient) will be given to indicate unsatisfactory completion of the examinations and/or experiences eligible for pass-fail credit. When a grade of P is earned through satisfactory completion of the examinations and/or experiences eligible for pass-fail credit, the grade of P is equivalent to the minimum grade of C or above as required elsewhere in existing academic policies and regulations.

A student may challenge up to six (6) semester credit hours in the Liberal Studies Requirements, the major, minor, or area of specialization on a pass-fail basis if these courses are approved for challenge. Furthermore, a student may earn up to one fourth the minimum number of semester credit hours for completion of a baccalaureate degree or an associate degree through any combination of credit by examination/certification and credit for life experience. This does not apply to cooperative education courses.

**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 grade point average.

**Incomplete** - 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. A grade of I may not be assigned as a substitute for a D or an F.

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 to the grade the student would have received by calculating the uncompleted minor requirement as a zero.

To initiate consideration for an I grade, the student must file a Request for Incomplete Grade Form (<https://www.kysu.edu/wp-content/>

[uploads/2018/05/Incomplete\\_Grade\\_Request.pdf](https://www.kysu.edu/wp-content/uploads/2018/05/Incomplete_Grade_Request.pdf)) with their instructor prior to the end of the course. An instructor may complete the Request for Incomplete Grade Form on the student's behalf if the student is prevented from filing the request due to medical emergency or other similarly unusual circumstances.

When a grade of I is assigned, the instructor shall complete the Request for Incomplete Grade Form received from the student. On that form, the instructor shall provide a detailed description of the work to be completed by the student. The instructor will also provide the grade that the student will receive should the work not be completed by the deadline above. The instructor shall provide a copy of the completed form to the student and to the chair/dean. The chair/dean will retain a copy of this document in the unit file. The completed Request for Incomplete Grade Form ([https://www.kysu.edu/wp-content/uploads/2018/05/Incomplete\\_Grade\\_Request.pdf](https://www.kysu.edu/wp-content/uploads/2018/05/Incomplete_Grade_Request.pdf)) will accompany the Grade Change Form upon completion of the minor requirement that necessitated the I grade. In the event that the instructor who assigned the I grade is no longer with the University, the chair of the academic area where the I grade was assigned, or his or her designee, will work with the student to complete the minor requirement that necessitated the I grade.

## Administrative Withdrawal Policy

In a traditional face-to-face course or a hybrid course, if a student misses a week of classes, or if a student, due to missing assignments, is in jeopardy of failing a course, the instructor may start the administrative withdrawal policy procedure. In a virtual course, a student who fails regularly to submit assignments (i.e., misses two or more) can similarly, be administratively withdrawn. Before the instructor notifies the Registrar that a student should be administratively withdrawn, the instructor will contact the Office of Student Success with a description of the student's performance in the course. The Office of Student Success will then attempt to contact the student and help to develop, with input from the student and faculty member, a plan for success going forward. If, after a week from the time of the instructor's initial contact of the Office of Student Success, the Office is not successful in contacting the student, then the administrative withdrawal process will move forward. The period for administrative withdrawal will be Week Three through Week Eight. An administrative withdrawal will be marked as AW on a student's transcript.

**Withdrawal from a Course** - On the 13th day of classes, the Office of the Registrar will distribute class rosters to the faculty. Instructors will then 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 Class Attendance Policy (<https://www.kysu.edu/academics/registrar/withdrawal.php>). This policy does not apply to the summer session.

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. 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. A student who fails to follow proper University withdrawal procedures will receive a grade of F in that course. Students may appeal for retroactive withdrawal from a course under specified circumstances (see Appeal Procedures at the end of this chapter.)

**Withdrawal from the University** - A student who has selected courses but has decided not to complete registration (i.e., pay or arrange to pay

tuition and fees) should notify the Office of the Registrar in writing prior to the end of late registration of his/her intention not to enroll.

In order to Withdraw from the University ([https://www.kysu.edu/documents/registrar/Official\\_Withdrawal\\_Form.pdf](https://www.kysu.edu/documents/registrar/Official_Withdrawal_Form.pdf)) after completion of registration (i.e., dropping all courses for a given semester/session), a student must do the following:

- Obtain the necessary form from the Office of the Registrar.
- Complete the form and obtain the necessary signatures.
- Return the completed form to the Office of the Registrar.

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).

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. 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.

Students may appeal for Retroactive withdrawa ([https://www.kysu.edu/documents/registrar/retroactive\\_withdrawal\\_form.pdf](https://www.kysu.edu/documents/registrar/retroactive_withdrawal_form.pdf)) from the University under specified circumstances (see Appeal Procedures later in this chapter.)

## Quality Points

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.

### Grade Point Average

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.

- If a course is repeated, only the highest grade will be used in the computation of the cumulative grade-point average.
- Unless specifically described in the course description as a repeatable course, credit may be earned only once for courses that are repeated.
- All grades earned at Kentucky State University will remain on the student's transcript and in the permanent record, unless the student has successfully petitioned and been granted academic bankruptcy.

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.

### Time Limitations for Grade Changes

All grade changes 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.

## Repeat Option

An undergraduate 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 excluded from GPA. A student may repeat a given course a maximum of two times. A student may not use the repeat option when retaking a course on a Pass-Fail basis if the course was originally taken for a letter grade. The repeat option only applies to an identical course (including a cross-listed course) and not a course substitute.

## English

Since students who have taken 089 and/or 099 prior to the implementation of the Accelerated Learning Program in 2015-2016 cannot now retake those courses and instead must go directly into , should be considered the "repeat" course. That means that when a student completes , the grade for this course—if higher—will be counted toward the GPA, not the 089 and/or 099 grades. If the 089 and/or 099 grade(s) is/are higher than the grade, the higher 089 and/or 099 grade(s) and the grade should be counted toward the GPA. should always count toward the GPA whether it is higher or not.

Example 1: A student has an A in 089, an F in 099, and a C in 101. The A in 089 and the C in 101 will be counted but the F in 099 will not be counted. In this case, 101 is the repeat course for 099.

Example 2: A student has an A in 089, an A in 099, and a C in 101. All three grades will be counted. In this case 101 is not considered as a repeat course for either 089 or 099.

Example 3: A student has a C in 099 and a B in 101. The B in 101 is counted in the GPA, not the C in 099.

## Math

The following guidelines should be used for Math:

- For students that have taken , the "repeat" course should be / or / .
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- For students that have taken , the "repeat" course should be or / .
- For students that have taken , the "repeat" course should be or / .
- If the , , and/or grade(s) is/are higher than the corresponding "repeat" course grade(s), the higher , , and/or grade(s) and the corresponding "repeat" course grades(s) should be counted toward the GPA. The "repeat" course grade(s) should always count toward the GPA whether higher or not.

## Academic Honors

The University encourages high standards of academic excellence and acknowledges students' academic achievement. An Academic Honor Roll and Dean's List are published at the end of each academic semester. A student who earns 12 or more semester credit hours for which quality points are awarded and whose grade point average is 3.2 or better, will be included on the Dean's List. Part-time (at least one-half time) students are given special recognition for academic achievement. Students enrolled in 6 to 11 semester credit hours in which quality points are earned and whose grade point average is 3.2 or better, will be included on the Academic Honor Roll.



## Academic Standing

### Good Academic Standing

In order to remain in good academic standing, a student must have a cumulative grade-point average of:

- 1.7 or better for 12–29 attempted semester credit hours, which count for quality points;
- 2.0 or better for 30 or more attempted semester hours, which count for quality points;

### Probation

Students who fail to maintain the above cumulative grade-point averages will be placed on academic probation for one semester. Probation may not be appealed.

### Suspension

Any student who fails to maintain a semester grade-point average of 2.0 while on academic probation will be placed on academic suspension and must remain out of the University for the next semester (fall or spring). A student must receive a grade of C or better in all college preparatory and remedial courses and in all courses numbered below the 100 level in three or fewer attempts (first attempt and two repeats), or the student is suspended from the University. An under-prepared (Pre-College Curriculum-deficient) student must also demonstrate proficiency in the area(s) of academic deficiency by the time the student completes 45 semester credit hours at the University, or the student is suspended from the University. A student must receive a grade of C or better in ENG 101 and 102, and a grade of D or better in the other Liberal Studies courses taken at the university (the general education core) in three or fewer attempts or the student is suspended from the University.

A student who has been re-admitted after suspension or dismissal and who fails to meet the conditions of the student's reinstatement shall be dismissed from the University.

### Dismissal from the University

A student who has been suspended twice and whose current grade-point average falls below 2.0 is dismissed from the University and must remain out of the University for one year.

A student who has been granted academic bankruptcy after a period of suspension and who subsequently becomes liable for suspension will be dismissed from the University.

A student who has been re-admitted after suspension or dismissal and who fails to meet the conditions of the student's reinstatement shall be dismissed from the University.

### Removal from Major, Minor, or Area of Specialization

A student who fails to receive a grade of C or better in three or fewer attempts (first attempt and two repeats) in all courses in a major area, area of specialization, or minor area may be removed from that program. The student must petition the department chair of the student's major or the Vice President of Academic Affairs and request a 4th attempt at a course.

## Appeal Procedures and Deadlines

All appeals of academic standing will be heard by the Academic Appeals Committee. The Academic Appeals Committee will be composed only of faculty members and appropriate administrators.

A student may appeal to the Academic Appeals Committee only once following each notification of academic standing. For appeals, students must complete the procedures outlined on the appropriate Academic Appeals Form (<https://www.kysu.edu/academics/registrar/registrar-additional-forms-appeals-forms.php>), which is available in the Office of the Registrar. 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 Academic Appeals Committee during one of its regularly scheduled meetings if so desired (contact the Appeals 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 Appeals Committee will not be granted after an appeal has been denied or if an appeal is late.

**Deadlines for Appeal of Academic Standing** - Appeals of suspension or dismissal from the University **must** be completed and submitted to the Academic Appeals Committee at the latest on the Monday prior to the first day of classes as published in the University Catalog for the term (summer session/semester) for which the student is suspended or dismissed.

Appeals of dismissal will not be allowed without exceptional cause which must be supported with valid documentation. Appeals of late withdrawal from courses or from the University **must** be completed and submitted to the Academic Appeals Committee no later than the Monday before the next regular academic semester begins.

Appeals of a course grade **must** meet the deadline described in *Appealing a Course Grade* ([https://www.kysu.edu/documents/registrar/course\\_grade\\_change\\_form.pdf](https://www.kysu.edu/documents/registrar/course_grade_change_form.pdf)).

Exceptions to the above deadlines may be granted if the student shows evidence that he/she was unable to submit an appeal before the deadline due to documented exceptional circumstances.

**Frequency of Meetings for Appeals** - The Academic Appeals Committee shall meet the Wednesday before classes begin and two (2) weeks after the last date to withdraw, as stated in the University's Academic Calendar, to consider appeals of academic suspension, withdrawal, or dismissal.

The Academic Appeals Committee shall meet on other occasions only at the discretion of the Appeals Committee, for example: if the appeal load is heavy, if new evidence is brought forth which affects an appeal already acted upon, and/or if there is any other special circumstance in which the welfare of a student is at stake.

**Appealing a Course Grade** - To appeal a course grade, a student must follow the process described below:

The student must initiate their 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;

If the student is not satisfied with the instructor's decision and wishes to continue the grade appeal, the student must pick up the Academic Appeals Form ([https://www.kysu.edu/documents/registrar/course\\_grade\\_change\\_form.pdf](https://www.kysu.edu/documents/registrar/course_grade_change_form.pdf)) from the Office of the Registrar and follow the procedures described on the form for continuing an appeal of a course grade; if a grade appeal reaches the Academic Appeals Committee, the student and the instructor may be requested to meet with the committee to resolve the appeal.

**Appealing for Retroactive Withdrawal** - Retroactive withdrawal from a course or from the University will be considered only when a student documents to the Academic Appeals Committee that the student could not meet the scheduled deadline for appropriately withdrawing due to some unforeseen and extraordinary circumstance beyond the student's control. The student must make this appeal no later than the Monday before the next regular academic semester begins. Appeals that do not clearly document the circumstance for missing the withdrawal date will not be granted.

Students receiving federal financial aid for the course or term in question may be required to repay the University for Said Course or courses. (Students should contact the Financial Aid Office, 502-597-5960 or [finaidmail@kysu.edu](mailto:finaidmail@kysu.edu)) Exceptions to the above policies can be made at the discretion of the Academic Appeals Committee for exceptionally meritorious cases.

**Appeal of Suspension** - A student may appeal their academic suspension to the Academic Appeals Committee. Exception: appeal of a suspension after reinstatement is not allowed.

A student with a cumulative grade-point average of less than 1.5 must submit documentation with their appeal to substantiate that normal academic progress was interrupted due to extraordinary situations. A student may appeal their suspension resulting from three unsuccessful attempts of a course and request a fourth attempt in a course if the student's cumulative grade-point average is a 2.25 or better.

If an appeal of a suspension resulting from a low GPA is granted, a minimum of two (2) courses in which a grade of D or F was received must be repeated in the term (summer session/semester) of reinstatement unless the course is not available. A student who has been re-admitted after suspension and who fails to meet the conditions of their reinstatement may be dismissed from the University without appeal.

A notation of suspension will be removed from a student's academic record only if a proven error in the recorded grade or a grade that has been subsequently changed allows the student to meet minimum academic standards. Exceptions to the above policies can be made at the discretion of the Academic Appeals Committee for exceptionally meritorious cases.

**Appeal of Dismissal from the University** - A student may appeal their dismissal from the University if documented circumstances beyond the student's control can be proven to have caused the unacceptable academic performance, and that situation is corrected. Exception: appeal of a dismissal after reinstatement is not allowed. 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 chairperson of the department/division in which the student is majoring. Also, if re-admission is granted, the student will be placed on probation.

A student who has been re-admitted after dismissal and who fails to meet the conditions of his/her reinstatement may be dismissed from the University without appeal.

After two years, a dismissed student may appeal in writing to the Academic Appeals Committee for re-admission to the University. The student's appeal must include a letter of support from the chairperson of the department/division 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. Note: Exceptions to the above policies can be made at the discretion of the Academic Appeals Committee for exceptionally meritorious cases.

**Appeal of Removal from a Major, Minor, or Area of Specialization** - A student may appeal their removal from a major, minor, or area of specialization according to procedures established by the academic unit.

A student may appeal removal from a major, minor, or area of specialization and request a fourth attempt in such a course if their cumulative grade-point average is 2.0 or better and the student's cumulative grade point average in the major, minor, or area of specialization is 2.5 or better.

If a student has unsuccessfully appealed removal from a major, minor, or area of specialization and if the student has a cumulative grade-point average of 2.0 or better, the student must be allowed to major in or pursue some other discipline at Kentucky State University.

## Academic Bankruptcy

In certain situations, a student may apply to declare academic bankruptcy. In such cases, the student's academic record for the term(s) specified will be stricken. The bankruptcy policy is subject to the following:

- Only a student who has been readmitted to Kentucky State University after an interruption of two or more years is eligible to declare academic bankruptcy.
- The student must file a written petition for academic bankruptcy ([https://www.kysu.edu/documents/registrar/academic\\_appeals\\_acad\\_bank\\_form.pdf](https://www.kysu.edu/documents/registrar/academic_appeals_acad_bank_form.pdf)) to the Academic Appeals Committee presenting a strong case for supporting the approval of the petition. Reasons for the request (i.e., financial problems, illness, or personal problems) should be cited.
- The student's entire academic record (all courses) for the stipulated period will have a notation of the bankruptcy action appearing on the transcript.
- A student who was on suspension at the time of last attendance and is granted academic bankruptcy and re-admitted to the University will be placed on probation.
- If a student is suspended after having been granted a petition for academic bankruptcy, he/she will be dismissed from the University.
- A student cannot declare academic bankruptcy more than once.

## Credit Earning Alternatives

Up to one-fourth the minimum number of semester credit hours required for completion of a baccalaureate degree or an associate degree at Kentucky State University may be earned through any combination of credit by examination/certification and credit for life experience. Credit by examination may be earned through Academic Unit Challenge Examinations, by satisfactory performance on College Level Examination Program (CLEP) tests, the Proficiency Examination Program, and the

Advanced Placement Program examinations. Satisfactory performance on the latter three shall be based upon the score established by the appropriate University official. The Credit for Life Experience Program is available for adult students. Credit (Not a letter grade) shall be entered on the student's record by the Office of the Registrar. Contact this office by calling 502-597-6234 or stop by the Academic Services Building, Room 323.

## Academic Unit Challenge Exams

A student intending to challenge a course must complete registration for the course, including payment of applicable fees, during the registration period and must receive the approval of their advisor and the chairperson through which the course is offered. The chairperson may deny the request if it is determined that the student has not furnished evidence they are reasonably prepared to take the challenge examination.<sup>1</sup>

The challenge examination must be taken before the beginning of the third week of classes during the fall and spring semesters and before the end of the first week of classes during a summer session. A student who wants to challenge a course must attend the respective class before taking the challenge examination.

The challenge examination will be comprehensive in nature and will have been approved by the dean or chairperson as an acceptable examination. A passing grade (P) on the challenge examination is the sole determinant of successful completion. No grade is assigned if the student fails the examination. Challenge examination grades will be reported on the official grade roster at the conclusion of the semester/session.

If the student fails the challenge examination, then the student may either attend the class as scheduled or withdraw from the course. If the student chooses to withdraw from the course, then the University's existing withdrawal policies apply. A student may not take a challenge examination for classes previously failed.

A student may challenge a course only one time, and no challenge examination will be administered for courses for which CLEP examinations are available.

Courses that may be challenged for credit by examination are listed in the table below.

## Advanced Placement Program

The Advanced Placement (AP) Program is offered in participating high schools across the country. High school students should consult with their guidance counselor or principal regarding the availability of AP courses in their school, how to register for them, and AP testing schedules and fees. Kentucky State University offers proctoring services for the Advanced Placement Exams. For exam fees and dates visit: <http://apcentral.collegeboard.com/apc/public/exam/calendar/index> (<http://apcentral.collegeboard.com/apc/public/exam/calendar/index/>).

## College Level Examination Program

The College Level Examination Program (CLEP) is a series of standardized examinations recognized by many colleges and universities. Successful completion of these examinations enables students to receive credit for courses for which they have gained commensurate knowledge through reading and other experiences. Currently, Kentucky State University awards semester credit hours for 21 University courses through CLEP examinations.

The CLEP examinations are given at the University by appointment. Students should take the appropriate CLEP examination the semester

before the one in which they would otherwise take the corresponding Kentucky State University course. If unsuccessful on the CLEP examination, students can register for the course during the next semester. Registration for CLEP examinations should be completed at [www.clep.collegeboard.org](http://www.clep.collegeboard.org) (<https://clep.collegeboard.org/>). More information is available at the University's Office of Testing.

The University courses for which CLEP credit is given, as well as the appropriate CLEP examination for each minimum score required to receive University credit, are the following:

## Proficiency Examination Programs

**Foreign Languages:** The area of Modern Foreign Languages offers proficiency examinations for students with prior experience in French, Italian, and Spanish. Students who demonstrate competency in a foreign language by making the necessary score on a proficiency examination may qualify for a 102-level foreign language course (or above), depending upon their score. Foreign language proficiency examinations are available to those who seek advanced placement in or exemption from the foreign language requirements. Students demonstrating competency above the 102-level are considered to have fulfilled the foreign language requirement of the University's Liberal Studies Requirements. However, students demonstrating foreign language competency through a proficiency examination will not receive academic credit. Foreign language proficiency examinations may not be repeated.

Any entering first-year student who has taken a foreign language for three years in high school and passed with a grade of C or better may not enroll in a 101 or 102 level of the same foreign language without taking a Placement Exam to determine the level of competency. Such students may choose, however, to take a 101 level of a foreign language other than those studied in high school. Students who have been out of high school at least five years are exempt from this requirement. Music: A music placement test is required of all entering music majors.

## Credit for Life Experience (CLE)

The Credit for Life Experience program is a Kentucky State University option that affords an adult student who has significant learning generated by life experiences the opportunity to document this learning for possible academic credit. A student may be able to earn college credit for significant professional, artistic, and service accomplishments. Past or current experiences can help you earn your college degree.

The Credit for Life Experience Program is designed to give students an opportunity to accumulate credit towards a major field of study through the development of a 'portfolio of accomplishments' that meet specific course objectives. Students work with an advisor and a team of faculty with expertise who will evaluate the contents of the collection in relation to how effectively they meet a course's expected outcomes. Based on that evaluation, students may be awarded credit for the particular University course(s). All credits earned through the Credit for Life Experience Program may be applied toward the satisfaction of degree requirements.

The Credit for Life Experience program is administered by the Center for Adult Learning. Contact the program coordinator at 502-597-5080.

## Armed Services Certification Credit

Armed services school courses taken by armed services personnel will be granted credit as recommended in the Guide to the Evaluation of Educational Experience in the Armed Services. Certificates of completion of such courses must be presented for the awarding of credit. Interested

students should see the VA Specialist in the Office of the Registrar, 502-597-6234, for assistance.

## Transfer Coursework

Transcript evaluations at Kentucky State University are carried out in accordance with guidelines published by the American Association of Collegiate Registrars and Admissions Officers, the Kentucky Council on Postsecondary Education, and the Southern Association of College and Schools Commission on Colleges.

The Registrar, or their designee, will evaluate and approve all general education core transfer coursework from state-assisted colleges and universities in the Commonwealth of Kentucky and regionally accredited post-secondary institutions that are not state-assisted institutions or institutions outside the Commonwealth of Kentucky based on Kentucky State University policies and the Kentucky Council on Postsecondary Education General Education Transfer Policy (<https://cpe.ky.gov/policies/transfer.html>).

All major and minor courses not included in the Kentucky State University general education core requirements will be evaluated and approved by the academic units in which these courses would reside.

Kentucky State University accepts transfer credits with a grade of D or better. Exceptions to this are transfer equivalents for and , which must have grades of C or better.

Credits that do not fulfill requirements will be accepted as free electives if grades of D or better were earned. If a grade of D is transferred and the student attempts to use this course to satisfy the requirements for a major or minor, or an area of specialization, the student will have to take the course at KSU and earn a grade of C or better. Kentucky State University will not give upper-level credit for courses completed at junior and community colleges without validation that the courses are equivalent to upper-level Kentucky State University courses, with the respective departments reserving final approval.

A transfer applicant is responsible for ensuring that all transcripts of previous college or university coursework are sent to the Office of Admissions. The admission decision cannot be made until all transcripts of previous college or university coursework, except for any coursework currently in progress, are received. In the event of academic suspension/dismissal from any institution previously attended or currently being attended, an applicant must submit a letter of good academic standing from the last institution attended, stating that the student is eligible to return to that institution. Further, an applicant must submit a letter of recommendation from the Dean of Students of each institution attended.

Transfer students will not have a University cumulative grade-point average until they have completed one semester of coursework at Kentucky State University. Quality points will be awarded only for work completed at KSU.

## Kentucky State University Students as Visitors at Other Institutions

KSU students may earn a limited amount of credit toward an associate or baccalaureate degree at another college or university, provided that the student earns a grade of C or better. Students visiting another institution must complete a Student Visiting Another Institution Form ([https://www.kysu.edu/documents/registrar/visiting\\_student\\_form.pdf](https://www.kysu.edu/documents/registrar/visiting_student_form.pdf)) and have the appropriate approval signatures in advance of taking the class in order to transfer work back to KSU. The Office of the Registrar will

certify that the student is in good academic standing and forward this information to the school the student will visit. The other institution must be fully accredited, and the coursework must meet the university's specifications for credit acceptance. The student will be responsible for having an official transcript for the work done at the other school sent to the Office of the Registrar at KSU.

## Requirements for Graduation Academic

Students must submit a completed application for a degree to their major department 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.

No later than the semester of expected graduation, students must successfully complete a comprehensive exit assessment in the subject matter of the student's major. An assessment may include, but is not limited to, a portfolio, a written examination, a presentation, a recital, and/or a capstone course. Students must take the General Education Assessment prior to beginning the junior year as a graduation requirement.

A student must receive a grade of C or better in and , and a D or better in all other Liberal Studies Requirements (the general studies core) and free electives. (Individual academic programs may require a C or better in certain Liberal Studies required courses.)

A student must receive a grade of C or above in all courses required for the major, the area of specialization, and the minor. A student must have a cumulative grade-point average of 2.0 or better in all University courses.

A minimum of 60 semester credit hours (excluding any college preparatory and remedial courses and any courses numbered below the 100 level) is required for the awarding of an associate degree.

A minimum of 120 semester credit hours (excluding any college preparatory and remedial courses and any courses numbered below the 100 level) is required for the awarding of a baccalaureate degree. This includes a minimum of 42 semester credit hours in upper-level courses.

## Residency

A minimum of 25% of all required semester hours for degree completion must be earned at Kentucky State University. At least one-half of a student's major field academic requirements must be earned at Kentucky State University. In order to receive an associate or a baccalaureate degree from Kentucky State University, a student must complete at least 30 of the last 36 semester credit hours, or 12 of the last 15 semester credit hours, respectively, at the University. Courses taken under the Study Abroad program, National Exchange Student program, or as online courses (and for which students pay their tuition to Kentucky State University) are considered as courses taken at the University for the purposes of the residency requirement. Any credit hours taken outside of the University must be taken from another regionally accredited post-secondary institution in accordance with University transfer policy.

## Graduation Honors

Graduation honors are awarded only to baccalaureate degree students who have earned at least 60 semester credit hours at Kentucky State University. Students who maintain a cumulative grade-point average of at least 3.8 and who have received no grades of D or F in any attempt at a course are awarded the baccalaureate degree summa cum laude.



Students who maintain a cumulative grade-point average of at least 3.5 and who have received no grades of D or F in any attempt at a course are awarded the baccalaureate degree magna cum laude. Students who maintain a cumulative grade-point average of at least 3.2 or have maintained a GPA of 3.5 or higher but have received a D or F in any attempt of a course are awarded the baccalaureate degree cum laude.

The baccalaureate degree or the associate degree with departmental honors will be conferred upon the student who, in addition to having completed the requirements for the degree, shall have maintained a cumulative GPA of at least 3.0 and a GPA of at least 3.3 in courses required for the major. In computing academic major grade-point averages, all courses taken in a major will be counted. To be considered for academic program honors, one or two years of residence work at Kentucky State University are required of associate or baccalaureate degree recipients, respectively, with at least half of the major courses taken at the University.

## CORD Program

The program will recognize graduating seniors who accumulate a minimum of 200 service hours. Students will need to document the impact of their service. The application will typically require, but is not limited to, the submission of a digital service portfolio. The Office of Regional Stewardship will oversee and offer specific guidelines and procedures for the program. The students will receive a service honor cord to wear on their graduation robes and a Community Service Certificate of Achievement.

## Preparing for Service at Kentucky State University

All students must register with the Office of Regional Stewardship (ORS) to begin their first service engagement. The ORS will conduct registration drives in UNV (University orientation) courses, and the office is also open to students year-round. All service hours must be completed with an approved agency on the ORS's Partner Agency List. Students can request agencies in their hometown be added to the list. Working with an agency who has not subscribed through the office could result in earned service hours not being accepted by the university. Hours can be tracked through existing advising software.

## Service Requirements for CORD Program

Students must complete a total of 200 service hours between their freshman and senior years. Fifty of these hours can be civic engagement hours, but the other 150 hours must be served with approved community agencies. Students can earn additional cords if they complete additional community service hours (please see below). Each service cord will be a different color and have significance that will be posted in the program at graduation.

## Civic Engagement/Campus-Related Events

The Office of Regional Stewardship considers attendance at events like convocations, student recitals, and various cultural events as civic engagement that ultimately serves the KSU community. Students can complete 50 hours of civic engagement/campus-related events as long as they are pre-approved by OSR. The Office of Regional Stewardship will frequently update a calendar of campus community and service events that count toward civic engagement/campus-related events.

## Military Service

Students who are veterans, current members of the Reserve or National Guard or who are called to active duty, can earn up to half of their

community service hours towards the service requirement and up to 100 hours toward the CORD Program (described below) requirements.

**Student Veterans** - Enrolled KSU students who are veterans and have completed military active duty with an honorable discharge can also earn up to 100 hours of service credit towards the community service requirement. To qualify for this credit, the student must present their military form DD-214 showing the discharge status to the Office of Regional Stewardship

**National Guard and Military Reserve** - Enrolled KSU students who are current members of the Military Reserve or National Guard can also earn up to 100 hours of service credit. The qualification for this credit is based upon completion of basic training, job training, and a minimum of one-year cycle (one weekend per month and two-weeks per year assignments), and the student must present their enlistment contract and military form DD-214 to the Office of Regional Stewardship.

**Active Duty** - Enrolled KSU students who are called to active duty must present a copy of their military orders to the Office of Regional Stewardship and the University Registrar. These students can also earn up to 100 hours of service credit.

## Greek Organizations

Students who are members of Greek-letter organizations may count 20 hours of community service completed with their organizations towards their personal service hours as long as it is approved through the Office of Regional Stewardship.

## Transfer Students

A maximum of 100 service hours can be transferred in from previous institutions, as approved by ORS.

## Impact and Assessment

At the conclusion of each community service project, supervisors will complete an evaluation form. Students must receive a satisfactory rating for hours to be accepted. Students will also write a reflective essay about their experience and their service to the community. Essays must demonstrate that students understand social issues as well as their leadership and work in eradicating those issues.

## Transcript Requests

Kentucky State University has authorized The National Student Clearinghouse to provide on-line transcript ordering services. Students can order transcripts using major credit and debit cards. The credit or debit card will only be charged after your order has been completed. Transcripts cannot be released if a financial hold has been placed on your account. This hold must be resolved before a transcript request will be processed.

In order to purchase official transcript(s), please complete the following steps:

- Log into The National Student Clearinghouse' (<https://www.studentclearinghouse.org/>)s secure site;
- The site will explain how to place an order, including delivery options and fees. Students may order as many transcripts as you like in a single session. The base cost is \$10.00 per transcript with a \$3.00 per transaction processing fee.
- Transcripts will be processed by the Office of the Registrar 3–5 days after the order is received from the Clearinghouse. Order updates will

be emailed to the student. Students may also check the order status and history online.

- A transcript mailed through the United States Postal Service may take up to 10 business days to reach its destination.

## Student Records

Kentucky State University, consistent with the regulations of the Family Education Rights and Privacy Act (FERPA), ensures students the right to inspect and review their educational records within 45 days from the time of the request. University officials will release educational information upon receipt of a signed and dated written consent of the student, which must specify the records that may be disclosed and identify the party to whom the disclosure may be made.

In addition, the law prohibits the release of personally identifiable information without the student's permission, with the following exceptions:

- Kentucky State University school officials who have a legitimate educational interest. Kentucky State University considers a school official to have a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Kentucky State University considers school officials to be those members of the institution who act in the student's educational interests within the limitations of their need to know. These may include faculty, administration, clerical and professional employees, and other persons who manage student education record information, including student employees or agents. It may also include contractors, third-party contracted vendors, volunteers, and others performing functions.
- Federal, state, and local authorities involving audit or evaluation of compliance with educational programs.
- Parents of a dependent student, as defined by the Internal Revenue Code of 1986, section 152, who supply supporting documentation, may be granted access to a student's educational record under some circumstances.
- In connection with a health or safety emergency.
- To comply with a lawfully issued judicial order or subpoena.
- In connection with Financial Aid, including Veteran's benefits.
- To officials of another school, school system, or institution of postsecondary education where the student seeks admission or is enrolled.
- Alleged victims of any crime of violence, as described in Section 16 of Title 18, United States Code.
- Organizations, persons, or companies with whom the University has contracted.
- Organizations who are conducting studies on behalf of educational agencies.
- Individuals serving on the Kentucky State University Board of Regents.
- When an individual with an education record is deceased.
- Designated officials as defined by the Patriot Act of 2001.

The following items are not considered to be part of a student's educational record and, therefore, are not eligible for review:

- Sole possession records or private notes held by school officials.
- Law enforcement or campus police security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit.

- Confidential letters and recommendations placed in students' files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected.
- Confidential letters and statements of recommendation, placed in students' records after January 1, 1975, to which the student has waived their right to inspect and that are related to the students' admission, application for employment or job placement, or receipt of honors.
- Education records containing information about more than one student; however, in such cases, the institution must permit access to that part of the record which pertains only to the inquiring student.
- Records relating to treatment provided by a physician, psychiatrist, psychologist, or other recognized professionals or paraprofessionals and disclosed only to individuals providing treatment.

## School Officials' Responsibility Regarding Privacy of Students' Records

A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a student serving on an official committee, such as disciplinary committee; or a person assisting another school official in performing their tasks. It is the responsibility of each school official to understand their legal responsibilities under FERPA. These include maintaining the privacy of students' grades for any course or for any activity which is part of the course. This policy is violated if a student's grade is

1. openly mentioned in class;
2. publicly posted in a personally identifiable manner, such as a social security number or student identification number;
3. subjected to a public viewing of assignments, tests, or projects; or
4. grades are released over the telephone or electronically to any person other than the student or their designee without written consent.

Disclosure of a student's grades by a faculty member may be made only in a manner that makes the grades identifiable only to the faculty member and the student. Questions concerning the policies and procedures about the University's Policy on Student Records or about the Family Educational Rights and Privacy Act of 1974, should be directed to:

Kentucky State University  
Registrar, Office of the Registrar  
Academic Services Building, Rm 323  
400 East Main Street  
Frankfort, Kentucky 40601

Individuals have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-8520.

## Process for Amending Education Records

FERPA affords individuals the opportunity to challenge or amend their education record if it is inaccurate, misleading, or in violation of privacy or other rights of the student. The student may submit a written request to the Registrar's Office that the record be amended. The Registrar's Office

is located in the Julian M. Carroll Academic Services Building, Room 323. Within 60 days of receipt of the written request, the University will inform the student as to whether the record will be amended. The request should include a justification for the challenge.

If the decision is negative, the student may submit a written request for a hearing in order to challenge the content of the record. The Admission and Recruitment Committee will inform the student of the date, place, and time of the hearing. Challenges and requests for a hearing must be in writing and should be directed to the Office of the Registrar.

Kentucky State University has designated the following student information as directory information and, as such, this information may be released: student's name, addresses, telephone numbers, campus e-mail address, major and minor fields of study, dates of attendance, classification, degrees and awards received, previous educational institutions attended, student organization participation, participation in University-recognized organizations and activities, height and weight of athletic team members, pictures, and dean's and president's lists.