Forms can be found on A&S website under Advising Tab

Overrides

There are two types of overrides that can be given:

1) **Capacity Override**- allows a student to register in a class even though the class is full. **Advisors cannot authorize capacity overrides.** This can only be done with the written permission of the course instructor. The student should ask the instructor to email Brooke Kuerzi, who can then put the override into the system.

DO NOT PROMISE A STUDENT YOU CAN GET THEM INTO A CLASS THAT IS FULL.

2) **Prerequisite Override**- allows the student to register in a class (if there are still seats available) even though the student doesn't meet the pre-requisites for the class (or may have fulfilled them with other coursework). Students should email Dr. Osterhage and request an override into that course. Once approval is given, Brooke Kuerzi will put in the override and contact the student for them to register.

Transferred Courses

If a student has a transferred course on their transcript that has not yet been equated, the student should contact the DUS in the relevant department and ask for the course to be equated.

Summer Courses at another Institution

If a student is planning on taking a course at another institution during the summer, please make sure the student has the course equated BEFORE leaving campus. For biology courses, direct the student to the DUS.

NOTE: 30 of the last 36 hours of a degree MUST be taken at UK.

NOTE: The grade earned for a transferred course will not be used in the determination of a student's UK GPA… Only the credit hours transfer, not the grade. If a student takes courses at KCTCS only the hours transfer. You cannot use KCTCS courses to improve the UK GPA or as repeat options.

Study Abroad

Student must register with the Education Abroad office.

Requests to have study abroad biology courses equated must be directed to the DUS.

Internships

Students must register with the Careers Center (Corner of Rose and Alumni). Requests to do biology-themed internships must be directed to the DUS. Biology credit cannot be earned from an internship. Students would register for EXP 396.

Repeat Option

An Undergraduate student has the option to repeat once as many as three different completed courses with only the grade, credit hours, and quality points for the second completion used in computing the student's academic standing and credit for graduation. The limit of three Repeat Options holds for a student's entire undergraduate career no matter how many degrees or programs are attempted. A student may not use the repeat option when retaking a course on a Pass/Fail basis if the course was originally taken as a letter grade.

If a student officially withdraws from the second attempt, then the grade, credit hours, and quality points for the first completion constitute the grade in that course for official purposes. Permission to attempt again the same course may only be granted by the Instructor of Record and the Dean of the college in which the student is enrolled. (**Note:** The repeat option cannot be used to raise the student's standing for admission to the University of Kentucky Graduate School.)

The repeat option may be exercised only the second time a student takes a course for a letter grade, not a subsequent time (excluding audits).

The repeat option shall not be exercised for any course in which the grade of **XE** or **XF** was received.

Official Withdrawal from a Course

You may cancel your registration before the first day of class by using myUK. See below for dropping a class with a W grade.

All students, including degree seeking, non-degree seeking, and visiting students, who wish to leave the university during a term (fall, spring, summer or winter) must formally withdraw.

There are five methods of withdrawing from the University of Kentucky:

1. withdrawing in person at the Registrar's Office in 10 Funkhouser Building;
2. requesting withdrawal from course work via **UK email account (@uky.edu)**;
3. requesting withdrawal from course work via fax;
4. mailing your withdrawal request to the Registrar's Office; and
5. drop or withdraw from all courses using myUK. (***NOT*** available beginning the 1st day of classes; see options 1 - 4 to withdraw).

In person: A student is required to come to 10 Funkhouser Building between 8 a.m. and 4:30 p.m., Monday through Friday and complete an Authorization to Withdraw card. Additional signatures may be required depending upon the student's enrollment status. The date noted on the Authorization to Withdraw card will serve as the student's official withdrawal date.

Email/Fax request: There are circumstances in which a student cannot physically appear to withdraw. For these cases, the Registrar's Office will accept an emailed (from the student's UK email account) or faxed request for withdrawal. The date of the email/fax will serve as the official date of the withdrawal. The fax number is (859) 257-7160. Emails should be sent to the records officer based on the student's last name and *must* be sent directly from your **UK email account (@uky.edu; @g.uky.edu or @l.uky.edu)**:

- A - G & T - Z - Audenna Phillips (audenna.phillips@uky.edu)
- H - S - Retha Sandlin (retha.sandlin@uky.edu)

The information needed for the email/fax request is:

- full name
- student number
- list of courses
- term
- date
- signature
- phone number

Mail request: The student may mail a written request for withdrawal to the Registrar's Office. The address is:

Student Records
10 Funkhouser Building
University of Kentucky
Lexington, KY 40506-0054

The postmark will serve as the official date of the withdrawal. Information for withdrawal via mail is identical to that of the fax request.

Note: After the last official day to withdraw from a term, the student must start the withdrawal process beginning with the dean of the student's college. (Senate Rule, V.1.8.3). A student should contact his/her college's student services office for more details concerning this process (202 POT, 257-8712).

Cancelled Courses

- If a course in which you are enrolled is cancelled, you will be notified promptly by email from the Registrar's Office.
- After this date, departments cancelling courses are instructed to post the cancellation on the classroom door.

Retroactive Withdrawals

This process allows a student to petition a group of faculty for the ability to retroactively withdraw from all courses in a semester. (In rare circumstances, withdrawal from only one course has been allowed, but

that is rare.) In order to be eligible for a retroactive withdrawal, a student must have experienced: a serious injury or illness; serious personal or family problems; serious financial difficulties; or permanent disability verified by the Disability Resource Center and diagnosed after the semester for which the withdrawal is requested.

To talk to someone about this process, please contact Joanie Ett (859-257-5872 or jmett2@uky.edu) in the Senate Council office.

The dean's office oversees the student's submission of forms and associated paperwork. This paperwork will help others understand why the student is making this request. The student will be required to submit documentation that supports their claim(s). No matter why the student did not t perform well in their classes, the student MUST work with their college dean's office to submit the necessary paperwork.

When the student has completed everything, the dean's office must ensure Instructor Feedback Forms and a letter of support/nonsupport is included in the packet of information. The college dean's office is responsible for sending this packet of information to the Senate Council (SC) office.

Certifying Attendance or Progress to Degree

Do not sign any forms that require certification of attendance or progress to degree. These forms must be signed by an **Approved Official.** Send students to 202 POT.

- Veterans Affairs
- Undergraduate enrollment in graduate course
- RAP
- ROTC
- EXP 3
- Non-degree aid
- Unemployment benefits
- External scholarship verification forms
- F-1 extension

Late Registration

1. The course instructor should send an email to asadvisingcenter@uky.edu listing the student name and ID# and granting permission for the student to late add the course.

2. The student should be directed to go to 202 POT where they must fill in a *late add form.* This form is required before students can be added to a course. An email from the instructor is not sufficient. We must have the student's signature and the instructor's permission before late registration requests can be processed.

Registration after the Semester has ended

For BIO 395, sometimes students will forget to register for the course during the semester, despite participating in the course the entire time. If this happens, the student should have the instructor of

record email you with verification of lab attendance, and then you will need to email registration@uky.edu with the following information to get the student registered:

- Student name
- UK email address of student
- ID number
- Course and section
- Number of hours completed
- Grade

*It is important to know that any associated course or lab fees will then be applied to the student's account. The student will be responsible for paying that balance.