

Forms are available in BS 201 or on the Department of Biology website (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 e-mail Jacquie Burke, who will 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-reqs for the class (or may have fulfilled them with other coursework). Students should fill in an Override Form and submit to DUS.

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 Bio 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 BCTCS - only the hours transfer. You cannot use BCTCS 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

Student must register with the Careers Center (corner of Rose and Alumni)

Requests to do biology-themed internships must be directed to the DUS. BIO credit cannot be earned from an internship. Students register for EXP 396

Repeat Option

An undergraduate student has the option **to repeat once as many as three different completed courses** (including special exams) 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 (including when academic bankruptcy is exercised as described on page 79), 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 for a letter grade.

A student exercising the repeat option must consult the student's Advisor and must notify the Office of the Registrar. A student may exercise the repeat option at any time prior to graduation and must be enrolled at UK.

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:

Any student may withdraw from any class (except for those used to meet the Writing Requirement) during the withdrawal period which is defined as the period prior to and including the:

- a. end of the eleventh week for fall or spring semester;
- b. third day of the fifth week for eight-week summer session/term;
- c. second day of the third week for four-week summer session/term.

Students who withdraw during the first three (3) weeks of the course in the fall or spring semester (or a proportionate amount of time in the summer term/session or other courses of less than a full semester's duration) shall be removed from the class roll, and no grade or record of enrollment shall appear on the student's transcript. Such withdrawal is also

known as “dropping a course.” Students who withdraw during the remaining portion of the withdrawal period will receive a grade of **W** which will appear on their transcripts. A student may withdraw from a class or from the University during the latter half of the semester/session/term upon approval by the dean of the student’s college of a petition certifying urgent nonacademic reasons including but not limited to: illness or injury of the student; serious personal or family problems; serious financial difficulties; or having excused absences in excess of one-fifth of the class contact hours in a course where attendance is required or is a criterion for a grade.

Before acting on such a petition, the dean will consult with the Instructor of Record of the class. The dean may not delegate the authority to approve or deny a petition to withdraw to the University Registrar or to any other agency external to his or her college. If such a petition is approved by the dean of the student’s college, the dean shall inform in writing the Instructor of Record of the class of his/her action, and the student shall be assigned a grade of **W**.

Unilateral removal for failure to attend first two class periods. Students who miss the first two class periods of a course without notifying the department of their intention to attend may be reported by the department to the dean who shall remove the students from the class roll and notify the Registrar. The Registrar will inform such students that they have been removed. The students will have no record of the class appear on their transcripts.

Withdrawal to Enter Military Service: Students who withdraw (and within ten (10) days enter the Armed Services either mandatorily or voluntarily) after completing the twelfth week of the semester, the third week of the four week summer term, or the sixth week of the 8 week summer session, or later, shall be entitled to receive full credit and residence for the course. The grade report shall be that attained in the course up to the time of withdrawal. If, with the credit and residence time granted, the student has fulfilled all requirements for a degree, the student shall be recommended for that degree by the University Senate. If a comprehensive course examination is required for graduation, this requirement shall be waived.

Retroactive Withdrawal: Typically, a student may withdraw from a given semester only if the withdrawal is from all classes. A grade of **E**, **XE**, or **XF** assigned as a result of an academic offense may be changed to a **W** only by a petition to the University Appeals Board and only after a retroactive withdrawal for the semester in which the grade was assigned is granted. The student must demonstrate that the hardships enumerated in the request for the Retroactive Withdrawal also resulted in the academic offense in a manner that the student’s culpability was severely diminished as a result. Requests for retroactive withdrawals shall be made of the Dean of the college in which the student was enrolled at the time the classes were taken. The complete request shall be made before the student has graduated and no later than two calendar years from the last day of class for the semester for which the withdrawal is requested. This fully complete request shall be submitted using the University Senate Retroactive Withdrawal Application that includes a form on which an instructor can offer feedback, along with the documentation required by the University Senate as described on that form. Retroactive withdrawals may be

granted only when the student has demonstrated satisfactory evidence that the student has incurred: (a) a serious injury or illness; (b) serious personal or family problems; (c) serious financial difficulties; or (d) permanent disability verified by the Disability Resource Center and diagnosed after the semester for which the withdrawal is requested.

Exceptions and Substitutions

Exceptions and Substitutions can only be approved through the DUS. Once an exception or substitution is made, it sets a precedent for the future.

PLEASE DO NOT PROMISE EXCEPTIONS OR SUBSTITUTIONS

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 311 POT.

Veterans Affairs

Undergraduate enrollment in graduate course

RAP

ROTC

EXP 3

Non-degree Aid

Unemployment benefits

External scholarship verification forms

F-1 extension