

From "Student Rights and Responsibilities," University of Kentucky, May 4, 1999. The section below explains about "excused absences." You must follow all regulations to have an excused absence.

simultaneous registration has not been authorized, the transfer of credit from the other institution may be denied. (US: 10/11/93)

### 5.2.3 CLASSIFICATION

A student in any undergraduate college shall be classified by the Registrar as a sophomore upon completion of 30 credit hours, a junior upon completion of 60 credit hours, and a senior upon completion of 90 credit hours.

A Law student shall be classified as a second year student upon completion of 24 credit hours and as a third year student upon completion of 53 credit hours. However, a student shall not be classified as a second year student until that student has been in residence at least two semesters, nor as a third year student until that student has been in residence at least three semesters.

A Pharmacy student shall be classified as a second year student upon completion of 28 credit hours and as a third year student upon completion of 56 credit hours.

Credit granted by examinations, as prescribed in these Rules shall count in determining a student's classification.

### 5.2.4 ACADEMIC STANDARDS

5.2.4.1 Attendance and Completion of Assignments For each course in which the student is enrolled, the student shall be expected to carry out all required work including laboratories and studios, and to take all examinations at the class period designated by the instructor.

Each instructor shall determine his/her policy regarding completion of assigned work, attendance in class, absences at announced or unannounced examinations, and excused absences in excess of one-fifth of class contact hours (see Rule V-5.2.4.2 below). This policy shall be presented in writing to each class at its first or second meeting. Students' failure to comply with the announced policy may result in appropriate reductions in grade as determined by the instructor. [US: 11/11/85; US 2/9/87]

5.2.4.2 Excused Absences: (US: 11/11/85; 2/9/87) The following are defined as excused absences:

A Illness of the student or serious illness of a member of the student's immediate family. The instructor shall have the right to request appropriate verification.

B The death of a member of the student's immediate family. The instructor shall have the right to request appropriate verification.

\* Children of students are considered members of the immediate family (RC: 11/9/94)

C Trips for members of student organizations sponsored by an academic unit, trips for University classes, and trips for participation in intercollegiate athletic events. When feasible, the student must notify the instructor prior to the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors may request formal notification from appropriate university personnel to document the student's participation in such trips.

D Major Religious Holidays. Students are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day for adding a class.

E Any other circumstances which the instructor finds reasonable cause for nonattendance. (US: 4/23/90)

Students missing work due to an excused absence bear the responsibility of informing the instructor about their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work. The instructor shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred. [US: 11/10/85 and RC: 11/20/87]

If attendance is required or serves as a criterion for a grade in a course, and if a student has excused absences in excess of one-fifth of the class contact hours for that course, a student shall have the right to petition for a "W", and the faculty member may require the student to petition for a "W" or take an "I" in the course. [US: 2/9/87; RC: 11/20/87]

\* If a student has an excused absence on a day when a quiz is given, the instructor may not deny permission for a makeup exam and simply calculate the student's grade on the basis of the remaining requirements. (RC: 8/20/87)

\* The language "The instructor shall give the student an opportunity to make up the work and/or the exam missed during an excused absence..." implies the student shall not be penalized for the excused absence. (RC: 8/25/95)

### 5.2.4.3

Acceptable Standards in English Teachers in all courses are expected to call attention to and penalize for errors in English usage and to require the rewriting of papers which do not meet acceptable standards in English.

Any instructor who finds the written work of any student seriously defective in English is expected to report the case, together with specimen papers, to the dean of the student's college. A committee composed of this dean and the chair of the Department of English shall have power to require additional work in