

# Proposed Changes in UK Core Exceptions Process & Documents

## [Website and Qualtrics forms]

### 1. UK Core Exceptions Request

([https://www.uky.edu/ukcore/Equivalencies Transfer Info](https://www.uky.edu/ukcore/Equivalencies_Transfer_Info))

#### Current.

The UK Core Education Committee (UKCEC) has established a subcommittee to process exception requests according to the policies found at this link: [UK Core Exceptions Subcommittee](#) [link to the current UK Core Exceptions Subcommittee document].

If you have taken a course at UK or elsewhere that is not a designated UK Core you may petition the General Education Exceptions Committee to grant an exception to allow the course to satisfy a UK Core requirement by [clicking here](#) [link to the current Qualtrics Survey form] and completing the form.

#### Proposed.

The **Senate** UK Core Education Committee (**S**UKCEC) has established a subcommittee to process exception requests according to the policies found at this link: UK Core Exceptions Subcommittee [See the [heading #2](#) for the proposed revisions]

If you have taken a course **which is NOT** a designated UK Core, you may petition the UK Core Exceptions Subcommittee to grant an exception to allow the course to satisfy a UK Core requirement by clicking here and completing the form [see the [heading #3](#) for the proposed revisions].

**Note that if they have not already been approved by the UK Core Education Committee of the University Senate, UK courses are rarely allowed to fulfill specific UK Core requirements. Please work closely with your academic advisor and DUS of your major to prepare and submit this request.**

### 2. UK Core Exceptions Subcommittee

(<https://www.uky.edu/ukcore/sites/www.uky.edu.ukcore/files/UK%20Core%20Exceptions%20Subcommittee.docx>)

#### Operational Policies for the UK Core Exceptions Subcommittee

(**Proposed Revisions Highlighted**)

1. **Purpose of Committee:** If a student takes a course that is not a designated UK Core course the student can petition the UK Core Exceptions Subcommittee to grant an exception. **Petitions for transfer work, except education abroad (EA) courses**, will not be accepted until the course in question is evaluated by the Transfer Center staff and the UK equivalent has been determined.

*Note that if they have not already been approved by the Senate UK Core Education Committee (SUKCEC), UK courses are rarely allowed to fulfill specific UK Core requirements. Students must work closely with their academic advisor and DUS of the major program to prepare and submit this request.*

**2. Structure of Committee:** This subcommittee consists of 3-5 professional staff members (academic advisors) along with the Associate Registrar/Director of the Transfer Center. As needed, SUKCEC area experts will be available to provide training related to interpreting the Area outcomes for all ten areas, and will be available for efficient consultations on petitions.

**3. AP/CLEP/IB Credit:** This mapping (to UK Core credit) has been completed at the University level and there seems to be no reason why any petition should come forward in this category unless the AP/CLEP/IB course under consideration was not mapped. If another AP exam were to surface unmapped, the appropriate department at UK should be consulted regarding rules for credit transfer.

**4. Dual Credit:** Students who complete Dual Credit work for high school and college work will be awarded the appropriate UK equivalency and UK Core credit as long as the work is posted on an official college transcript.

**5. Study Abroad:** These courses will be considered on a petition-to-petition basis. Students must work closely with their Education Abroad and Academic advisors to complete two steps of the Course Exception Request process, including: (a) the pre-departure request and (b) the post-return request. Please review the table below for the due dates. More detailed information of the steps can be found at <https://myea.uky.edu/academic/core-exceptions>. The Exceptions Committee will work in conjunction with the SUKCEC area experts to making these decisions.

Semester Abroad	Preliminary Course Exception Request Deadline	Post Return Course Exception Request Deadline
Summer	June 1	December 1
Fall	September 1	May 1
Winter	December 1	May 1
Spring	January 1	September 1

**6. GETA Transfers:** All public institutions within Kentucky have mapped their general education courses to state-approved categories as part of the General Education Transfer Agreement (GETA), which was updated in fall of 2012. Under GETA, any student who transfers to UK from another institution within the identified state school is allowed by law to be able to transfer these courses to the corresponding Gen Ed categories at UK, according to how these categories have been mapped from the UK Core.

Hence, there is no reason to expect that any student falling under the GETA agreement (a “GETA Transfer”) would come in front of the Exceptions Committee, unless there is some issue with a course counting in different areas of Gen Ed, depending on which Kentucky school the transfer student has attended. For instance, it may be that UK has equated a transferring course as an Inquiry in Humanities course, but the student wants to use it as a course in Global Dynamics.

The Exceptions Committee would have to decide what to do in this kind of situation, utilizing UKCEC advice as needed.

**7. Non-GETA Transfers:** Students transferring from out of state, or from in state private institutions do not fall under the GETA guidelines (“non-GETA” students). The following guidelines should be followed:

a. If the course in question has been equated (post 2010) to a course that completes an Area in the UK Core, then the transfer students get credit for having completed that Area.

b. If the course in question has not been equated (post 2010) to a course that completes an Area in the UK Core:

i. If the course was counted for general education credit at the originating institution then it will count as general education credit in a similar area of the UK Core and an automatic exception will be granted. The only question will be which specific area it will fulfill at UK. Many courses will be obvious. For those that are not, the Exceptions Committee should be sufficiently trained to make these decisions, utilizing the help of UKCEC as needed.

ii. If the course was not counted for general education credit at the originating institution, then an automatic exception is not granted. These decisions will be made by the Exceptions Committee *in consultation with UKCEC*. The Exceptions Committee would prepare recommendations in all such cases, but UKCEC would have final approval.

c. Any transfer student from a domestic institution who has not received GETA certification but has completed all their General Education requirements towards a four- year, AA degree, AS degree, or other two-year degrees (i.e. AGS) at their home college/university will be considered to have completed the UK Core requirements. This DOES NOT include AAS degrees and technical degrees (e.g., Equine Studies, Radiology). In order to be considered, the two year degree must require a minimum of 60 total hours and a minimum of 30 hours being completed in a general education curriculum similar to the UK Core. In all cases mentioned above the student is not required to complete the 60 hours that are necessary to complete the degree at the school in which they are transferring, only the 30 hours required to fulfill General Education curriculum requirements. NOTE: In all cases described above the student is responsible for providing pertinent documentation to demonstrate completion of the General Education requirements and petitioning through the normal process.

**8. Remaining USP Appeals:** The Exceptions Committee will also serve as a means to process USP appeals since we are likely to have students who graduate under these requirements for some time to come.

**9. How students file petition requests:** Students and Advisors should be directed to [https://uky.az1.qualtrics.com/jfe/form/SV\\_9HvhAdWhJ3MoIMS](https://uky.az1.qualtrics.com/jfe/form/SV_9HvhAdWhJ3MoIMS) for more information and to file a petition for UK Core, USP or the Graduation Writing Requirement.

### 3. UK Core: Course Exception Request Form (Qualtrics Survey)

[https://uky.az1.qualtrics.com/jfe/form/SV\\_9HvhAdWhJ3MoIMS](https://uky.az1.qualtrics.com/jfe/form/SV_9HvhAdWhJ3MoIMS)

**UK Core: Course Exception Request**

(Proposed Revisions Highlighted)

This survey is used by either **students** or **advisors**, on behalf of a student, to request that a non-Core course be allowed to count towards a Core requirement. If you are a student, please seek help from your advisor prior to using this form.

If you have taken a course **at UK or elsewhere** that is not a designated UK Core you may petition the UK Core Exceptions **Subcommittee** to grant an exception to allow the course to satisfy a UK Core requirement.

For EA courses, please follow the deadline for submitting a preliminary and post-return exception request.

<b>Semester Abroad</b>	<b>Preliminary Course Exception Request Deadline</b>	<b>Post Return Course Exception Request Deadline</b>
Summer	June 1	December 1
Fall	September 1	May 1
Winter	December 1	May 1
Spring	January 1	September 1

Except education abroad (EA) courses, *please do not submit an exception request until you have completed the course*. If the course in question is transfer work, it cannot be examined for an exception until it has been evaluated by the Transfer Admissions staff to determine how it will be accepted for credit on your unofficial transcript. Please consult with this office **in Room 100 Funkhouser Building** [Any email or phone number students can use to contact?] to address transfer equivalency issues.

To submit a UK Core request, be sure to have **an electronic copy of the course syllabus and/or description ready to upload**. If you are unable to provide an electronic copy, you may bring a hard copy to our office in 203 Main Building. Be sure to also describe the nature of your request. If you are asking for consideration beyond a specific course, be sure to describe that in detail as well.

Once submitted, the request will be considered by the committee. The decision of the committee will be shared with the student and the student’s college. After notification from the committee, any changes will be reflected in your degree audit in myUK GPS (Graduation Planning System) within 7 - 10 days.

**[Questions on the Form]**

1. Student Last Name:
2. Student First Name:
3. Student UK ID#:
4. Student College
5. Major Advisor or DUS Name
6. Major Advisor or DUS Contact
7. Is this course a part of an education abroad program?
  - If yes
  - If no [Skip to Q12]
8. Education Abroad Advisor Information
9. Education Abroad Advisor Contact
10. Are you completing this request pre departure or post return?
  - Pre-departure [Display Q11]
  - Post-return [Skip to Q12]
11. Upload a copy of the completed Academic Approval Form [Display if "Pre-departure" is the answer for Q10]
12. Select the Core Area for Exception from the Dropdown List Below:
13. Prefix and number of the course *from the institution awarding academic credit* requested to fulfill a Core requirement:
14. Using the information from the institution awarding academic credit Bulletin, provide the course description:
15. Institution awarding academic credit:
16. Describe your request. How does this course satisfy the area of UK Core you are petitioning for?
17. Provide URL to the General Education program at the home institution where this course was taken (if available).
18. Does this course meet a general education requirement at a home institution?
  - Yes
  - No
19. Upload a PDF copy of the syllabus for the course.

**Display Logic based on the answer to Q12, UK Core Area Specific Questions to be Added to the Existing Form**

**[Each answer from the drop-down menu will take students to a different set of questions]**

***Intellectual Inquiry Courses***

- Arts & Creativity
- Humanities
- Natural, Physical, and Mathematical Sciences
- Social Sciences

**Q1.** Please describe the assignment(s) and activity/activities that helped you learn about a research/creative process.

**Q2.** Please describe assignment(s) and activity/activities that helped you learn about multiple methods or approaches of artistic, humanistic, or scientific inquiry.

**Q3.** Please describe assignment(s) and activity/activities that asked you to use library and internet resources to collect the information and evaluate their credibility.

**Q4.** Please describe the assignment(s) and activity/activities that asked you to explore the ethical implications of artistic, humanistic, or scientific inquiry.

**Q5.** Please describe assignment(s) and activity/activities that asked you to develop potential solutions to problems based on sound evidence and reasoning.

### **Composition & Communication**

**Q1.** Please describe the assignment(s) and activity/activities that asked you to construct intelligible messages using sound evidence and reasoning.

**Q2.** Please describe the assignment(s) and activity/activities that asked you to deliver those messages effectively in written, oral, and visual form.

**Q3.** Please describe the assignment(s) and activity/activities that asked you to critique (analyze, interpret, and evaluate) written, oral, and visual messages conveyed in a variety of communication contexts.

### **Citizenship Courses**

- Culture, Community, and Citizenship in the United States
- Global Dynamics

**Q1.** Please describe the assignment(s) and activity/activities that helped you recognize historical and cultural differences among people, communities, and societies because of race, ethnicity, age, gender, sexuality, language, nationality, religion, political and ethical perspectives, and socioeconomic class.

**Q2.** Please describe the assignment(s) and activity/activities that helped you understand how these differences influence issues of social justice and/or civic responsibility within the U.S., a non-U.S. country, and/or globally.

**Q3.** Please describe the assignment(s) and activity/activities asked you to evaluate the ethical dilemmas, conflicts, and trade-offs involved in personal and collective decision making.

**Q4.** Please indicate the page number(s), assignment(s), and/or activity/activities in the course syllabus that covered any of the following topics (click all that apply):

- societal and institutional change over time
- civic engagement
- cross-national/comparative issues
- power and resistance

**Q5.** Please describe assignment(s) and activity/activities that asked you to use library and internet resources to collect the information and evaluate their credibility.

### **Quantitative Reasoning Courses**

- Quantitative Foundations
- Statistical Inferential Reasoning

**Q1.** Please describe the assignment(s) and activity/activities that helped you learn that fundamental elements of mathematical, logical, and/or statistical knowledge are applied to solve real-world problems.

**Q2.** Please describe the assignment(s) and activity/activities that helped you: (a) explain how statistical science helps people make everyday decisions about uncertain situations; and (b) evaluate how the statistical arguments presented to the public are effective.