

Student Administration and Advising FAQs for Faculty

If any information is missing from this page, please let me know: kay.shenoy@uky.edu

College FAQs: <https://www.as.uky.edu/advising/faqs>

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College of A&S Associate Deans and Advising Office

Associate Dean for Advising: Dr. Ruth Beattie rebeat1@email.uky.edu

Oversees advising and student administration, which includes all the advising related issues such as those you see in this document.

Associate Dean for Undergraduate Programs:

Oversees running of courses and all things related to the undergraduate program.

Dean for the College of A&S: Ana Franko-Wilkins

Other Associate Deans, Assistant Deans, and Dean's Office:

<https://resources.as.uky.edu/deans-office>

A&S Advising Office: <https://www.as.uky.edu/advising>

Biology degrees

BS in Biology: [Details and 4-year map](#)

BA in Biology: [Details and 4-year map](#)

- Option A: BA with a minor
- Option B: BA with a Topical Focus

Registration Windows

Different students have different windows depending on the number of earned hours or enrollment in Lewis Honors College. You can check the windows here:

<https://registrar.uky.edu/registration/registration-continuing-students>

Dual Degrees & Double Majors

Dual Degree

In a dual degree, the student receives two separate bachelor's degrees. To earn dual degrees, a student must complete the University requirements for one degree, the College requirements for both degrees, and Program requirements for both degrees. If both degrees are in the same College, the student does not have to complete the same College requirements twice. There can be double-dipping of courses between the two degrees, but the student must earn a minimum of 144 credits. If the student is earning a BA with a minor as one of the degrees, the minor cannot be in the same field as the second degree; i.e. a student cannot earn a major and a minor in the same field (e.g. BS in Psychology + BA in Biology with a minor in Psychology).

The **Online Major Change (OMC) system** cannot process dual degrees. Current A&S students must email asadvisingcenter@uky.edu from their **UKY email address** to declare a dual degree. They must include the following information in their email:

- Student ID#
- The degree designation for your second degree (BA or BS)
- The major you would like to declare for your second degree

Double Major

In a double major, the student earns a single bachelor's degree with two majors. The student must declare one of the majors as the primary major. They must complete the University requirements and College requirements for the primary major, and the program requirements for both majors. There can be double-dipping of courses between the two majors.

To add a second major, students can use the **Online Major Change (OMC) system** using myUK-GPS.

How many electives does a student need?

Students earning a BS in Biology need 15 credits of electives. Of these 15 credits, 12 credits need to be from within the "Track" (check [here](#)), and 3 credits can be any acceptable elective. Of these 15 credits, **9 credits must have a BIO prefix**.

Students earning a BA need 25-27 credits of electives + minor/topical focus. If a student took PHY 211 (5 credits) as part of their Physics requirement, they will need 25 credits in this category; if a student took PHY 151 (3 credits) as their Physics course, they will need 27 credits in this category.

- **Option A BA with a minor:** The number of credits for the minor + electives = 25 (or 27).
 - Of the elective credits, **6 credits must have a BIO prefix**. If fewer than 6 credits of electives are needed, then all electives must have a BIO prefix.
- **Option B BA with a Topical Focus:** The Topical Focus consists of 12 credits of a sequence of courses within a specific topic (see [here](#) for more details). Of these, at least 6 must be at the 300 level or above.
 - In addition, students need 13-15 credits of electives at the 300 level or above. If a student took PHY 211 (5 credits) as part of their Physics requirement, they will need 13 credits of upper-level electives; if a student took PHY 151 (3 credits) as their Physics course, they will need 15 credits of upper-level electives. **9 of these must have a BIO prefix**.

Acceptable electives: <https://bio.as.uky.edu/upper-level-electives>

BIO 350 and BIO 430G

The Tier II Core courses are:

- BIO 315
- BIO 325
- BIO 350 or BIO 430G

Only one of BIO 350 and BIO 430G can count towards this category. If students take BIO 350 and BIO 430G, one of them will count as an upper-level elective.

BS students must take all three courses in the Tier II Core, and BA students should take any two. If a BA student takes 3-4 of the Tier II Core courses, two of them will count towards this category and the other(s) will count towards Upper level elective.

BIO 350 and BIO 430G are listed under upper-level electives; but they count towards electives only if they did not count towards Tier II Core.

R&E requirement

Students who enrolled in UK for a program in the College of Arts & Sciences in Fall 2021 and after, or students who switched majors from a different college *into* the College of Arts & Sciences in Fall 2021 or later must complete the Race and Ethnicity requirement. R&E courses (<https://www.as.uky.edu/race-equity-classes>) have very specific criteria. **Students must select from this list of courses; no other course may substitute for this requirement.**

(When running a “What-if” audit in myUK-GPS, the R&E requirement will show up as unmet even for students who do not need it. This is a glitch in the system. It does not know that the student was enrolled in the College before Fall 2021).

Foreign Language Requirement

UK foreign language requirement: 2 semesters of 1 language (101, 102); College requirements will take care of this requirement.

College Requirement:

- 4 semesters of 1 language (101, 102, 201, 202)
OR
- 2 semesters of 1 language (101, 102) and 3 semesters of a 2nd language (101, 102, 201)

Can double dip between Univ. and College language courses

Technically, **the course that is fulfilling the college foreign language requirement** is:

- Fourth semester (XXX 202) for one language
- OR second semester (XXX 102) for one language and third semester (XXX 201) for a second language.

The course fulfilling the requirement must be taken for letter grade. Prior courses (101, 102, etc.) may be taken as P/F.

Transferring high school language credits:

1 year of high school language is approximately equal to 1 semester of college language; but it does not directly transfer over as XXX 101 and 102 courses.

Students with 2 years of high school language who want to continue in the same language in college must discuss their options with the DUS of their language. These are the placement options for the various languages offered at UK:

Department of Hispanic Studies

- Spanish: take SPA 103, and then move on to SPA 201 and SPA 202. The student will need an override from Hispanic Studies for SPA 103.

Department of Modern & Classical Languages, Literatures & Cultures (MCL)

- All languages: <https://mcl.as.uky.edu/mcl-placement-exams>
- Arabic: <https://mcl.as.uky.edu/ais-placement>
- Chinese: <https://mcl.as.uky.edu/chinese-placement-test>
- French: <https://mcl.as.uky.edu/placement-exam>
- German: <https://mcl.as.uky.edu/ger-placement-exam>
- Hebrew: <https://mcl.as.uky.edu/mcllc-jewish-studies>
- Italian: <https://mcl.as.uky.edu/ita-placement-exam>

- Japanese: <https://mcl.as.uky.edu/jpn-placement-exam>
- Russian: <https://mcl.as.uky.edu/rus-placement-exam>

Note that many departments no longer offer the placement test.

Under Option 2, with two years of a high school foreign language, students can complete three college levels (technically, only third semester is required) of a DIFFERENT language.

Students with 4 years of high school language must discuss their options with the department of their language. The department may offer a placement test, or ask the student to take the 203 or 204 level of the language (Intermediate or High-Intermediate level). Refer to the same placement options above.

AP or IB credit: Students who score a 3, 4, or 5 on the AP Spanish Language or AP Spanish Literature exams have also satisfied the college's language requirement, even if SPA 202 doesn't appear on the transcript, because they were awarded credit for higher level courses. For other languages, see the placement options linked above.

IB credit: Students who have IB scores of 5, 6, or 7 for Standard Level (SL) Spanish B or High level (HL), have also satisfied the college's language requirement. For other languages, see the placement options linked above.

P/F for language courses:

Students can take the course P/F and continue on to the next course in the series for a letter grade. But if they take a course for P/F and stop there to switch to a different language, then the course with the P/F will not count toward fulfillment of the requirement for A&S. The final course in the series of a given language should be for letter grade.

ESL students:

Students whose native language is NOT English must contact the department of their language and discuss the best options for skipping the foreign language requirement.

ESL students who graduated from an American high school can request a placement exam test. The department may offer a **placement test**, or require the student to take the **202** course that fulfills the language requirement, or require the student to take **203 or 204** level of the language which is Intermediate or High-Intermediate course.

What if a student's native language is not offered at UK?

In the past, the College has accepted the Intermediate or High-Intermediate level test from another university as an exception to the language requirement for the student. It is the student's responsibility to find an accredited university that will allow them to take a test in the Intermediate or High-Intermediate level of their native language.

International students

Students from non-English speaking countries are exempt from the foreign language requirement. If they had to take the TOEFL exam, it means that they are from a non-English speaking country, so the TOEFL exempts them from the foreign language requirement.

GCCR requirements

What is the GCCR?

SR 3.1.1.5.1.1. Components of the GCCR

The GCCR shall consist of three components, each of which should reflect the standards and practices of the particular discipline:

1. one or more written assignments in English that total to at least 4,500 words (the equivalent of 15 pages of double-spaced, typewritten text);
2. either an oral assignment in English, in which students must give a formal presentation at least 10 minutes long, or a visual assignment, in which students create at least one significant visual/electronic artifact (e.g., a web site or video presentation);
3. an assignment in English that requires the student to demonstrate information literacy in the discipline.

SR 3.1.1.5.1.3 Draft/feedback/revision process required

Courses must incorporate a draft/feedback/revision process on GCCR assignments.

How to complete it

Biology majors must complete GCCR requirements for the Biology major in one of the following ways:

BIO 425 (satisfies the oral requirement) + a course that satisfies the **written component** of the GCCR.

BIO 425 is already required for the major (second tier seminar). The **written component course** can be any one of the following:

- BIO 398 - Research and Writing in Biology
- BIO 404 - Advanced Genetics
- BIO 405 - Human Genetics
- BIO 418 - Ecological Genetics
- BIO 430G - Plant Physiology
- BIO 445 - The Biology of Sex
- WRD 305 - Writing Public Science
- WRD 310 - Writing in the Natural Sciences

These courses also count as **upper-level electives**, and students can double-dip courses between the GCCR and upper-level electives categories. The GCCR courses do not have to be separate from the electives.

GCCR from other departments

Students completing two degrees (dual degree) from two separate colleges or programs, may find themselves in a situation where they need to complete the GCCR twice. DUSs of both programs may require that their GCCR requirements be completed. However, a DUS may consider waiving the GCCR of their program if a student has satisfactorily completed it in another program.

In Biology, even if the GCCR for Biology is waived, students would still have to take BIO 425 (required course).

GCCR and Honors Thesis

Students enrolled in the Lewis Honors College are required to complete a thesis. Often, the BIO 398 thesis used for the GCCR is accepted as the Honors thesis. Students are encouraged to check with their Honors advisor about this.

Transfer courses

Who determines whether a course from another university is equivalent to a UK course?

The Transfer Equivalency Office checks against this database (https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=31ba73f5-92a5-44e2-8a78-fd1ad25020b&aid=562e673f-5952-4f6d-9225-b55e1c58fc79), and then sends the equivalency to the DUS of the department that the course being equated to for approval.

The DUS of the department/ program of the proposed equivalent course at UK will determine whether the outside course can be accepted as equivalent. For example, if a student wants to take a chemistry course at BCTC which could possibly be equivalent to UK's CHE 105, then the DUS of Chemistry will determine if BCTC's chemistry course is indeed equivalent to UK's CHE 105. Even though Biology requires students to take CHE 105, we cannot determine whether we will accept the BCTC Chemistry course to satisfy the degree requirements. If the DUS of Chemistry accepts it as equivalent to UK's CHE 105, then Biology accepts it.

The credits from transfer courses count towards program requirements, but the grades from transfer courses do not count towards the student's GPA.

How should students get their courses transferred to UK?

Check the Transfer Equivalency database to see if the transfer course has been equated to a UK course in the past:: <https://www.uky.edu/registrar/transfer-equivalency>

Email admissions@uky.edu with the following information. Copy EmmaLee Spickard (emmalee.spickard@uky.edu) and Margaret Woodard (margaretwoodard@uky.edu) at the Transfer Equivalency Office.

1. Transfer course name and number
2. Syllabus of transfer course
3. University where course was taken
4. Possible UK equivalent course
5. Have the university/institution send your official transcript to UK; email to: admissions@uky.edu or mail hard-copy transcripts:
Office of Undergraduate Admissions, 100 Funkhouser Building, Lexington, KY 40506-0054."

More information about transfers: <https://admission.uky.edu/transfer>

Limits on transfer courses

UK Residency Requirement: 30 of the last 36 credits in a student's degree must be taken at UK.

A student cannot graduate without meeting this requirement.

- The maximum number of credits that can be transferred from a 2-year college = 67
- The maximum number of credits that can be transferred from a 4-year accredited university = no limit, but residency requirement must be met

Overrides

Which type of override should I assign for a particular student?

- **Override College, Major, Classification:** If a course is reserved for students from a specific college, or major, or classification, and we are willing to let in a student who is not in the specific category.
- **Override Controlled Enrollment:** If a course has controlled enrollment, it means that every student must receive permission to register for the course. We give them permission by assigning them a controlled enrollment override.
- **Course, Test, Placement Exam Pre-requisite:** If a student does not have the required pre-requisites for a course, but we are willing to allow them to register for the course.
- **Override Capacity:** If a class has filled to capacity but we are willing to allow a student in. If a student is waitlisted for the course, after assigning the override the student must drop the class and register for it again.
- Temporary pre-requisite override:

How to assign overrides (video, 2:33 min long): <https://youtu.be/d3F3BCPcqEE>

In all cases, **once the override has been assigned, the student must register for the course through myUK**. Some students think that the override gets them automatically registered for the course. After assigning the override, we must email the student and tell them that the override has been entered and they must now register for the class through myUK.

Can Biology Faculty assign overrides?

Biology faculty have the ability to assign overrides for **pre-requisite** overrides, **capacity** overrides, and **controlled enrollment** overrides. They can assign the overrides themselves if students ask them. But for BIO 395 and BIO 398 (controlled enrollment), the DUS must approve all contracts, so overrides will be entered by the Department Manager after the DUS approves the contract.

Faculty are requested to please NOT assign overrides for the BIO 395 and BIO 398 students.

How to assign overrides (video, 2:33 min long): <https://youtu.be/d3F3BCPcqEE>

College, Major, Classification override can only be entered by the Chair, Associate Chair, DUS, and DMs.

Temporary pre-requisite overrides can only be entered by DUS and College Advisors.

Time conflicts

If a student needs to register for two courses that have a conflict in time, they must have email permission from both instructors of the two overlapping courses stating the conflict is ok. Then they must complete the Time Conflict form

(<http://students.as.uky.edu/sites/default/files/time%20conflict%20form%20fillable.pdf>) and submit the emails and form to asadvisingcenter@uky.edu. **There is no override that can be entered for this.** Students cannot register for two overlapping courses using myUK GPS.

Credit limit for undergraduate students

Petition to take more credits: <https://forms.as.uky.edu/node/9>

Fall and Spring semesters: limit of 19 credits

The maximum load to be carried during any semester by any student in an undergraduate college (including residence and correspondence courses) is 19 credit hours. The 19 credit hour limit applies to courses taken on an audit basis as well as other courses.

Summer semester: limit of 13 credits

The maximum allowable load to be carried during any summer term for graduate students is 9 credit hours in the eight-week summer session and 4 credit hours in the four-week intersession.

A student on **academic probation** shall take no more than fifteen (15) credit hours in a semester, three (3) credit hours in a four-week session, or seven (7) credit hours in a six- or eight-week session.

Graduate course for undergraduate students

Undergraduate students wanting to register for 600- or 700-level graduate course must complete this form: [Petition for Undergraduate Enrollment in a Graduate-level Course](#)

Repeat Option

Students may use the repeat option **only once for a given course, for a maximum of 3 courses** throughout their undergraduate program. To consider the second instance of the course to be a “repeat” students must submit an application found on the A&S Advising Forms page (also linked on Biology Dept. page).

Both instances of the course will show up on the transcript with the grade for both instances. But only the grade from the repeated course will count towards the GPA and the first instance will not count towards the GPA.

If students take the same course **three times**, one instance can count as a repeat but one instance will count towards GPA.

The repeat option form must be filled out AFTER completing the course for the second time.

- Students cannot apply the repeat option for a course if the two instances of the course had different grading scales (e.g. letter grade in one semester and P/F in another semester). This applies even for Spring 2020 when students were allowed to switch the grading scale of their courses to P/F.
- Students cannot apply the repeat option for a course if the first instance has an “I” grade. To use the second instance as a “repeat”, the student must ask the instructor of the course from the first instance to change “I” grade to an “E” grade.

Late registration

A class can be added after the last day to add classes by completing this form:

<http://www.as.uky.edu/sites/default/files/NEW%20NEW%20Add%20Drop%20Course%20Form%20Revised.pdf> (log in with link blue credentials to access it). The instructor of the course must also sign it. Completed forms must be emailed the completed form to asadvisingcenter@uky.edu.

Types of Withdrawal

- **During Add/Drop period (usually the first week of the semester):** if a student withdraws from a course during this period, the course will not show up on their transcript.

- **Before the deadline to withdraw from a course (usually just after midterm grades are submitted):** the course will show up on the transcript with a “W”.
<https://registrar.uky.edu/withdrawal>
 - **To withdraw from the university after semester has started but before mid-term:**
 “You may withdraw yourself from any classes through myUK during the semester. However, if you are withdrawing from all classes during a Fall or Spring semester you will not be able to self-withdraw from your last class. After you have withdrawn from all other classes you must submit the below form to complete the process and be withdrawn from your final class. Your full withdrawal will be effective as of the date the form is submitted.
 UK Authorization to Withdrawal - Spring 2023:
https://uky.az1.qualtrics.com/jfe/form/SV_0fBEI3KRN3DExcW”
- **Post midterm withdrawal (any time after the last day to withdraw but before the end of the semester):** this can be done only for non-academic reasons, such as health, finances, or other extenuating circumstances. The course will show up on the transcript with a “W”.
 - This has to be done through a petition:
 - Instructions:
<https://www.as.uky.edu/sites/default/files/Post%20Mid-term%20Withdrawal%20Instructions%20Edit.pdf>
 - Form:
<https://students.as.uky.edu/sites/default/files/PostMidtermWithdrawalPetition-2020.pdf>
- **Retroactive withdrawal:** This is done after the semester has passed, and is a full withdrawal from the entire semester.
 - Retroactive withdrawals may be requested **up to 2 years** after the end of the semester to be withdrawn from.
 - Students must have a strong reason why they did not withdraw before the deadline to withdraw, or use the post-midterm withdrawal option.
 - Students must withdraw from all courses of the semester, and may not choose which courses to withdraw from.
 - Occasionally, students do petition for a partial retroactive withdrawal, but they must have a very strong reason why the circumstances they faced affected their performance in that course and not others.
 - Students cannot withdraw from a semester if a course in that semester has an “I” grade. If a student has an “I” in a course during the semester to be withdrawn from, they must request the professor to change the grade to whatever was earned in that semester.
 - A committee will review the application and check for:
 - Is the reason valid?
 - Is there documentation for the claim? (illnesses must have diagnoses)
 - Does the documentation span the dates of the circumstances?
 - Is the overall application sound?
 - Download the form from here: <https://www.as.uky.edu/advising/forms>

- Once the retroactive withdrawal has been granted, students can appeal for a refund of the tuition for that semester, but there is no guarantee that it will be granted.
<https://www.uky.edu/registrar/registrar-appeals>

Academic Trouble

SR 5.4.1.1. Academic Probation Policies

Students are placed on probation if:

1. Their cumulative Grade Point Average (GPA) falls below 2.0. Students on probation for this reason who achieve a cumulative 2.0 GPA or higher shall be removed from probation.
2. They have two consecutive UK academic terms with term GPAs below 2.0 regardless of their cumulative GPA. Students who achieve a 2.0 or better in the next term and have a cumulative GPA of 2.0 or higher will be removed from probation.

If the student has completed all the academic and procedural requirements for the degree while still maintaining an overall GPA of 2.0 or higher (or the minimum GPA established by a specific college), the degree shall be awarded and the student placed in good standing.

The Summer Session is subject to the same probation and suspension provisions as Spring and Fall.

SR 5.4.1.2. Academic Suspension Policies

Students are suspended if:

1. They fail to earn a 2.0 term GPA for any term while on probation;
2. They have three consecutive UK terms in which their cumulative GPA remains below 2.0; or
3. Their GPA is below 0.6 after their first term, if the semester's GPA is based on at least 9 hours of grades A, B, C, D or E.

Notwithstanding the provisions of SR **5.4.1.1**, in the case of a student eligible for suspension, the dean of the student's college may continue a student on academic probation if the individual case so justifies, with notification to the Director of Undergraduate Studies.

A student academically suspended from the University may not enroll in any courses offered by the University, nor take any examination for University credit while on academic suspension.

A student academically suspended from the University a second time shall not be readmitted to the University except in unusual circumstances and then only upon recommendation of the dean of the college in which the student plans to enroll and approval of the University Senate Council.

Once reported to the Registrar, an academic suspension may be rescinded by the dean only in the event of an error in the determination of the student's eligibility for suspension, an official grade change that alters the student's suspension eligibility, or exceptional circumstances.

SR 5.4.1.3. Reinstatement

After they have remained out of the University for at least two terms, not including the Winter Intersession, students who have been academically suspended from the University may only be reinstated by the dean of the college in which they plan to enroll when they present evidence that they are capable of performing at the level required to prevent being suspended a second time. The deadline for students to schedule an appointment for reinstatement in all colleges is May 15 for the fall semester, October 1 for the spring semester, and March 1 for the summer session. The student needs to complete the reinstatement appointment and the dean needs to

make a decision about reinstatement, prior to the stated readmission application deadline. Reinstated students must meet admissions criteria to be eligible for readmission to the University.

Students who have been academically suspended shall, upon reinstatement, be placed on scholastic probation and be subject to final academic suspension from the University if:

1. They acquire any additional deficit during any semester or session while on academic probation (SR **5.4.1.1**).
2. They have failed to meet the requirements for removal from academic probation by the end of the third semester following their reinstatement (SR **5.4.1.1**).

Once reinstated students have been removed from scholastic probation, they shall be subject to the same conditions for subsequent academic suspension as students who have not previously been academically suspended.

Students should refer to SR **5.4.1.4** for information on the academic bankruptcy rule that applies to students who are readmitted after an interruption of two or more years.

SR 5.4.1.4. Academic Bankruptcy

- Academic Bankruptcy will wipe out all the grades from a specific period, and the grades from that period will not contribute to the GPA.
- The courses and grades will show up on the transcript, and the courses will count towards credit number requirements such as “# of credits in College of A&S”, etc.
- Students must sit out from the university for two whole years. When they come back full time (12 credits or more per Fall or Spring semester) and maintain a GPA of 2.0 or above, then they can apply for bankruptcy for the semester(s) prior to sitting out.
- During the “sit out” period, students can take courses elsewhere and later transfer them to UK.
- Form: https://www.as.uky.edu/sites/default/files/Academic%20Bankruptcy%20Form_1.pdf

Holds

A hold, or stop, on an account indicates that a student owes money or must complete a process with a particular office prior to registration or add/drop activity.

Types of holds

Some holds are related to paying tuition, fines, or parking citations. Students cannot register for classes until these dues have been paid.

Administrative hold: students who are in violation of certain administrative rules (e.g. students who have not taken COVID vaccine but also are not being tested regularly) will have an administrative hold on their account. They may not register for classes until they comply with the violated rules.

Academic Hold: Students on probation (those who had two semesters with a GPA of 2.0 or below) will have an Academic Hold on their account. The Academic Hold will remain in place until the student shows an improvement. Advisors should not lift the academic hold; it will be removed by the College.

Advisor hold means that the student must meet with their advisor before they can register for classes. Before registration periods, the College places advisor holds on all students because they expect the students to meet with their advisor before registering for classes. Because Biology has so many students, we ask the College to lift it before registration actually begins because not all students will meet with their advisors, and we do not have the resources to require it.

Pre-professional Advising

Biology faculty advisors advise students about the Biology degree. They are not required to know what courses are prerequisites for various professional programs. Some advisors may know this information because of prior interactions with other students, but it is not incumbent upon the advisors to know the information accurately or to guide students along the pre-professional path. Faculty advisors are also not required to know when the best time is to take the MCAT or other exams, and how best to study for them. If students have a list of courses that they need to take to get into a professional program, the advisor can help the students figure out which of those courses would count towards their Biology degree.

To get help with planning for professional school, students must contact the College of A&S Pre-Professional Advisor, Phyllis Nally (phyllis.nally@uky.edu).

Graduation and Commencement

Graduation is the completion of all degree requirements and receiving a degree certificate (diploma). **Commencement** is a ceremony to celebrate graduating students. Applying for graduation does not automatically register a student for Commencement, and registering for commencement cannot be done unless the student has applied for graduation, or has graduated.

Applying for graduation:

There are two ways to apply for the degree.

1. Within the myUK GPS degree audit, navigate to the **GRADUATION** section of the audit and click on the green **'application for degree'** icon.
2. Within myUK, navigate to the **myRecords** tab and click on the **'Apply for Degree'** tab on the left-hand menu.

The deadlines to apply for graduation are as follows:

- Apply by April 1 for degrees awarded in May or August.
- Apply by November 1 for degrees awarded in December.

Registering for Commencement

Students must visit the Commencement website (<https://commencement.uky.edu/>) to register, and contact commencement@uky.edu if you have any questions.