



**Criminal Justice**  
*College of Social Work*

# **CRIMINAL JUSTICE**

## **UNDERGRADUATE HANDBOOK**

**BACHELOR OF ARTS**

**BACHELOR OF SCIENCE**

# **2025-2026**

The Criminal Justice Undergraduate Handbook contains general information about the University of Kentucky and the College of Social Work, including our mission, policies, and organizational resources. This handbook is intended to be a quick reference for students and is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and resources described.

The procedures and policies described here may be modified or discontinued from time to time. Every effort will be made to inform students of such revisions. It is the student's responsibility to thoroughly review college and university policies in detail and to request any clarification needed.

Students should consult the [Undergraduate Catalog](#), their academic advisor, or program director, if there are questions about any of the topics addressed.



**University of Kentucky  
College of Social Work**

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Welcome!

I am so pleased that you are interested in our Big Blue Nation's criminal justice programs. Becoming a criminal justice professional is not only rewarding but is one of the fastest growing career fields in the nation. Our criminal justice programs are designed to cultivate the necessary skills to transform students into dedicated professionals committed to improving the lives of individuals and communities.

The College of Social Work's Bachelor of Science and Bachelor of Arts programs in Criminal Justice provide dynamic curriculum taught by invigorative criminal justice scholars and practitioners who are committed to enhancing the lives of others. Through in-person and online course offerings, the criminal justice programs provide support and flexibility for students pursuing their education full-time or part-time. Graduates from the programs are strongly positioned to pursue criminal justice careers in local, state, and federal law enforcement, victim advocacy and/or crisis intervention, state and federal courts, juvenile justice, corporate and industrial security services, state and federal corrections, and more.

With an emphasis placed on experiential learning, critical thinking, and reasoning skills, there are multiple opportunities for students to grow and develop into well-rounded professionals with successful criminal justice careers. We look forward to supporting you in pursuit of your criminal justice career.

**Victoria Collins, Ph.D., MA, LLB**

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# Criminal Justice - College of Social Work

## Administrative and Advising Directory

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Gary Trumble	IT Manager	859-257-6662	<a href="mailto:trumble@uky.edu">trumble@uky.edu</a>

Advisors are available to meet with prospective students and major changes in-person, by phone, or through Zoom. Prospective students may contact [coswadvising@uky.edu](mailto:coswadvising@uky.edu) to request an advising appointment.

Drop-in advising is available in-person or through Zoom for all College of Social Work programs on Mondays from 3:00-4:00pm on the 6th floor of Patterson Office Tower or by Zoom: <https://uky.zoom.us/j/85699736840>

College Site: <https://socialwork.uky.edu/academics/criminal-justice/>

Full College of Social Work directory: <https://socialwork.uky.edu/college-directory/>

# College of Social Work

## Mission Statement

*The University of Kentucky College of Social Work promotes community and individual well-being through translational research and scholarship, exemplary teaching, and vital community engagement. The College is committed to the people and social institutions throughout Kentucky, the nation, and the world. The College, like the University, is an organization that cultivates a diverse academic community characterized by interpersonal fairness and social justice. The College is fiercely committed to developing outstanding professionals and scholars - leaders who will serve individuals, families, and communities through innovative and effective practices guided by cultural competency, systematic ethical analysis, and a keen and pragmatic understanding of the human condition.*

## Criminal Justice Mission Statement

*The Criminal Justice program at the University of Kentucky seeks to prepare effective, competent, criminal justice practitioners who are ethical, engaged, culturally aware and informed agents for social change.*

### Criminal Justice Program Learning Outcomes

At the conclusion of the program, students will be able to:

Goal 1. Apply theoretical, cultural, and perceptual frameworks to criminal justice practice.

Goal 2. Recognize the impact of policies and scientific inquiry on implementation of services and associated outcomes.

Goal 3. Demonstrate an understanding of systematic barriers in justice involved systems through identifying and addressing systemic injustices in the criminal justice system.

Goal 4. Articulate the importance of culturally relevant practice in criminal justice settings.

Goal 5. Critically examine knowledge to synthesize and convey and articulate in a succinct, meaningful manner.

### Bachelor of Arts and Bachelor of Science in Criminal Justice

The BA and BS in Criminal Justice provide an interdisciplinary, comprehensive understanding of the multifaceted criminal justice system. These degrees cultivate critical thinking through examining the role of social and legal systems, structures, and institutions in addressing individual

and community needs and seeking equitable outcomes. Current trends in public policies and diversion and treatment including restorative and juvenile justice are examined to prepare students for the variety of meaningful career opportunities in justice-oriented settings.

### Which One - BA vs. BS?

Students determining whether the Bachelor of Arts (BA) or Bachelor of Science (BS) is best should consider the prospective career path and the usefulness of science courses in that future career. The BS requires 15 credit hours in some form of science (such as Natural, Physical, and Mathematical Sciences, Quantitative Foundation Requirements, or Statical and Inferential Reasoning and includes computer science) to help prepare for positions and roles that require greater critical analyses in these disciplines. Examples of positions that might require this type of preparation include crime scene and accident reconstruction, cyber security, toxicology, etc. However, for other positions in criminal justice, the additional science courses are not necessary so the BA may be a better fit. Jobs like victim advocate, probation and parole, or juvenile justice would not require additional science. Students may select either the BA or BS regardless of projected career path and may change their selection if desired.

The CJ degrees prepare students for careers as frontline staff and administrators in both public and private criminal justice settings including advocacy, probation and parole, prosecution and enforcement, correctional facilities, and court systems. These degrees create a foundation for a professional career trajectory in criminal justice or for pursuing advanced studies in graduate and professional degrees.

### Exploratory Studies Option in Criminal Justice

The University of Kentucky College of Social Work is an academic home that encourages a wide array of academic and social justice pursuits. The Exploratory Studies in Criminal Justice option offers students the opportunity to explore the criminal justice field, providing students with the unique opportunity to explore multiple areas of interest during their first semesters on campus. Exploratory Studies serves as a starting point for students eager to explore a variety of areas related to criminal justice. Exploratory studies students work closely with their academic advisor to cater their career interests with an academic plan at UK. Students can then progress into the full criminal justice major or transition to an academic program that best fits their career goals during the freshman or sophomore year.

### Curriculum

The University of Kentucky requires students to earn a minimum of 120 hours for either the Bachelor of Arts or Bachelor of Science in Criminal Justice with a minimum grade point average (GPA) of 2.0. Students may take additional hours in accordance with stated University policy.

### UK Core Requirements

See the UK Core section of the [Undergraduate Catalog](#) for the complete UK Core requirements. The courses listed below are recommended by the college to fulfill UK Core areas but can be changed. Students should work closely with their advisor to complete the UK Core requirements and ensure all course requirements are met.

### Guided Electives

In order to provide a depth of learning connected to the student's area of interest, students must complete 12 credit hours of guided electives.

### Free Electives

Students must complete enough free elective courses from any discipline to meet the minimum 120 credit hour requirement to successfully graduate. Under no circumstances can students receive course credit for life experiences or employment; all credit hours must be earned at an accredited institute of higher learning.

UK Core Area	Recommendation	Hours
Intellectual Inquiry in Arts and Creativity	Choose one course from approved list	3 hours
Intellectual Inquiry in the Humanities	Choose one course from approved list	3 hours
Intellectual Inquiry in the Social Sciences	Choose one course from approved list	3 hours
Intellectual Inquiry in the Natural, Physical, and Mathematical Sciences	Choose one course from approved list	3 hours
Composition and Communication I	CIS 110	3 hours
Composition and Communication II	CIS 111	3 hours
Quantitative Foundations	Choose one course from approved list	3 hours
Statistical Inferential Reasoning	Choose one course from approved list	3 hours
Community, Culture and Citizenship in the USA	CJ 123	3 hours
Global Dynamics	Choose one course from approved list	3 hours

# BA in Criminal Justice Four Year Graduation Plan

## Year 1

Fall	Hr	Spring	Hr
CJ 123 Intro to Criminal Justice	3	CJ 323 Criminal Justice Foundations	3
Composition & Communication I (CIS 110)	3	Composition & Communication II (CIS 111)	3
Social Sciences	3	Natural, Physical, Mathematical Sciences	3
Quantitative Foundations	3	Guided Elective - CJ Specific	3
Free Elective	3	Free Elective	3
UK 101 for Criminal Justice majors	1		
Total	16	Total	15

## Year 2

Fall	Hr	Spring	Hr
CJ 328 Forensic Investigations	3	CJ 314 Experiential Learning in CJ	3
Global Dynamics	3	CJ 312 The American Criminal Justice System	3
Arts and Creativity	3	Statistical Inferential Reasoning	3
Free Elective	3	Humanities	3
Free Elective	3	Free Elective	3
Total	15	Total	15

## Year 3

Fall	Hr	Spring	Hr
CJ 431 Application of Criminal Justice Theory	3	CJ 316 Culturally Relevant Practice in CJ Settings	3
CJ 419 Ethics in Criminal Justice	3	CJ 421 Applied Data Analysis for CJ Practice	3
Free Elective	3	Free Elective	3
Free Elective	3	Free Elective	3
Free Elective	3	Free Elective	3
Total	15	Total	15

## Year 4

Fall	Hr	Spring	Hr
CJ 429 Research Methods in CJ (GCCR)	3	Guided Elective - CJ specific	3
Guided Elective - CJ specific	3	Guided Elective - CJ specific	3
Free Elective	3	Free Elective	3
Free Elective	3	Free Elective	3
Free Elective	3	Free Elective	2
Total	15	Total	14

# BS in Criminal Justice Four Year Graduation Plan

## Year 1

Fall	Hr	Spring	Hr
CJ 123 Intro to Criminal Justice	3	CJ 323 Criminal Justice Foundations	3
Composition & Communication I (CIS 110)	3	Composition & Communication II (CIS 111)	3
Social Sciences	3	Natural, Physical, Mathematical Sciences	3
Quantitative Foundations	3	Guided Elective - CJ Specific	3
Free Elective	3	Free Elective	3
UK 101 for Criminal Justice majors	1		
Total	16	Total	15

## Year 2

Fall	Hr	Spring	Hr
CJ 328 Forensic Investigations	3	CJ 314 Experiential Learning in CJ	3
Global Dynamics	3	CJ 312 The American Criminal Justice System	3
Arts and Creativity	3	Statistical Inferential Reasoning	3
Biological, Physical or Math Science Elective	3	Humanities	3
Free Elective	3	Free Elective	3
Total	15	Total	15

## Year 3

Fall	Hr	Spring	Hr
CJ 431 Application of Criminal Justice Theory	3	CJ 316 Culturally Relevant Practice in CJ Settings	3
CJ 419 Ethics in Criminal Justice	3	CJ 421 Applied Data Analysis for CJ Practice	3
Biological, Physical or Math Science Elective	3	Biological, Physical or Math Science Elective	3
Free Elective	3	Free Elective	3
Free Elective	3	Free Elective	3
Total	15	Total	15

## Year 4

Fall	Hr	Spring	Hr
CJ 429 Research Methods in CJ (GCCR)	3	Guided Elective - CJ Specific	3
Guided Elective- CJ Specific	3	Guided Elective - CJ Specific	3
Biological, Physical or Math Science Elective	3	Biological, Physical or Math Science Elective	3
Free Elective	3	Free Elective	3
Free Elective	3	Free Elective	2
Total	15	Total	14

# Criminal Justice Program Course Descriptions

## CJ 312 - The American Criminal Justice System

This course provides a comprehensive historical through present day knowledge of the American criminal justice system. An interdisciplinary approach is utilized to ensure a holistic understanding of how crime is defined, measured, and deterred. In addition, the systems which address crime are examined including policing, courts, and corrections.

## CJ 314 - Experiential Learning in Criminal Justice

CJ314 provides an opportunity for students to engage in experiential learning that provides a depth of knowledge related to their area of interest in criminal justice. Students can complete 314 as either a research or service practicum and should be taken in conjunction with CJ 312. This course may be repeated in conjunction with CJ429.

## CJ 316 - Culturally Relevant Practice in Criminal Justice Settings

Experiences in criminal justice are often impacted by differing aspects of identity. CJ316 examines how race/ethnicity, gender, social class, and other aspects of identity affect the experiences of those engaged in the criminal justice system. Culturally relevant practice requires an understanding of disparities and barriers experienced by those in the criminal justice system, and ways of mitigating or addressing those disparities and barriers. This course examines aspects of identity and social constructs that influence one's likelihood to engage in the criminal justice system.

## CJ 323 - Criminal Justice Foundations

This course provides an overview of the history and development of criminal justice in our country including the adjudication and court processes. The management, treatment and rehabilitation of behaviors that violate societal norms will be examined as well as the role of social and legal systems in the oppression of individuals and groups. Finally, understanding how crime affects the victim, offender, community, and society as a whole is examined as well as current trends in diversion and treatment.

## CJ 328 - Forensic Investigations

Forensic Investigations examines interdisciplinary practices in gathering information for use in criminal justice systems. Forensic investigations encompass understanding the role of forensic sciences, the research supporting this emerging field, and the theory connected with psychological and social processes associated with collecting forensic data.

## CJ 419 - Ethics in Criminal Justice

Ethical issues are relevant in all parts of the criminal justice system including law enforcement, courts, and corrections. This course presents ethical frameworks that are widely used and applied in the criminal justice system. Ethical dilemmas and issues of morality within the criminal justice system are presented and analyzed. Topics include morality, values, ethical decision-making, professionalism, identifying corruption and misconduct, and application of justice theories and frameworks.

## CJ 421 - Applied Data Analysis for Criminal Justice Practice

Criminal justice requires the use of data to inform systemic change. This course examines the practical application of data analysis in criminal justice settings. Students will learn to run basic analyses while understanding the role of analytics in the context of criminal justice settings. Students will apply critical thinking to understand and evaluate the use of statistical presentations in research, popular media, and other sources.

## CJ 429 - Research Methods in Criminal Justice

This course provides an introduction to systematic approaches related to scientific thinking necessary for building knowledge and evaluating information. Students will engage in the ethical use of scientific inquiry, understanding of quantitative and qualitative methodologies, and use of research for understanding effectiveness of programs. Finally, this course prepares students to be critical consumers of empirical evidence.

## CJ 431 - Application of Criminal Justice Theory

CJ 431 presents theory as a tool for understanding behavior and the systems designed to intervene or address criminal conduct. This course examines theory as it relates to structures, policies, and practices in criminal justice settings. Theory provides a context for understanding but also creates a foundation for assessment and change.

Plus, an additional 12 credit hours of specifically targeted criminal justice related electives.



## Academic Advising

Academic advising is an integral part of undergraduate education at the University of Kentucky. Advisors empower students to take ownership of their academic and career development by partnering with students to optimize their educational experience, understand the purpose and structure of their curriculum and its connection to their identified goals, and support timely and successful degree progression. Advisors are available to assist with course recommendations, graduation plans, major/minor discussions, goal setting, resource linkage, navigating academic policies, and more.

Advisors are certified in Appreciative Advising and use a proactive, integrative advising approach that includes academic planning, policy navigation, and ongoing support to help students overcome challenges and achieve their educational goals.

### Registration

#### Initial Registration

New, transfer, and readmitted students to the University of Kentucky participate in a UK Orientation. As part of orientation at UK, students will meet with academic advisors from their college. Advisors work with students to register for their first semester of coursework on their scheduled day of orientation. Students should work with the [admission office](#) and [orientation office](#) for assistance in scheduling an orientation date.

#### Priority Registration

For students currently enrolled at UK, registration for the upcoming semester is held every November and April. Students are assigned a priority registration window through the registrar's office. Registration windows can be found in myUK or on the registrar's [website](#). During a student's open registration window, students may register for courses and add/drop courses for the upcoming semester.

## Advising Holds

Advising holds are placed on UK accounts each fall and spring prior to priority registration. Students must meet with their Academic Advisor to have their advisor hold lifted and be eligible for register for courses. Students should arrange to meet with their assigned academic advisor, listed in myUK, prior to their priority registration window opening to discuss course recommendations, review progression toward degree, and have their advising hold lifted.

Term/ Semester	Minimum Credit Hours to Remain Full-time Status	Maximum Credit Hours	Maximum Hours if on Academic Probation
Fall	12	19	15
Spring	12	19	15
Summer 4 week	n/a	4	3
Summer 8 week	n/a	9	7

### How to Schedule an Advising Appointment

Students schedule Academic Advising meetings in myUK Graduation Planning System (GPS). To Access GPS, log into myUK and go to "Degree Planning and Registration" Once in myUK GPS, students should see their assigned advisors with a link to make an appointment. Click the "make appointment" button to open the advisor's calendar and schedule an appointment. In person, online, and phone appointments are available.

## Student Load

With few exceptions, the maximum load to be carried by an undergraduate student is noted below by semester:

An undergraduate student in the College of Social Work may be permitted by the Director of Undergraduate Studies to exceed the maximum credit hours in a term. The determination is made based upon the student's past performance and the proposed course load.

## Declaring a Minor or Double Major

Students interested in adding a minor or double major to their program of study should schedule a planning meeting with their academic advisor to review the course requirements and discuss potential impacts to graduation plans prior to making changes. Students may submit major/minor/certificate changes, additions, or removal requests in the myUK Graduation Planning System.

## Major Changes

A student who is enrolled in another college at the University may switch to the criminal justice program with the College of Social Work. Major change requests are submitted in myUK under Degree Planning and Registration. New major changes will be assigned an academic advisor in myUK and be added to the undergraduate criminal justice student listserv.



# Academic Policies and Procedures

## Probation, Dismissal, and Reinstatement Policy

For information about UK's policy on probation, dismissal, and reinstatement, please review the [University Catalog](#).

### Probation

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.
3. 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.
4. The Summer Session is subject to the same probation and suspension provisions as Spring and Fall.

### Academic Suspension

Students are academically 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 above, 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.

### 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 application for reinstatement to the College of Social Work can be obtained by contacting [CoSWAdvising@uky.edu](mailto:CoSWAdvising@uky.edu). To petition for reinstatement, the student must complete the Application for Reinstatement and attach a written statement specifying why they should be considered for reinstatement. The Dean of the College of Social Work makes final reinstatement decisions in consultation with the Director of Undergraduate Studies. The Dean shall inform the student in writing that they have been reinstated or reasons for denial of the petition for reinstatement. After reinstatement is approved, the student's suspension hold will be lifted, and students can then submit a readmission application to the University.

### Repeat Options

An undergraduate student has the option to retake up to three different completed courses. The repeat option provides students with the opportunity to take a class again and removes the lower grade from the calculation of the student's GPA. The limit of three repeat options holds for a student's entire undergraduate career. Students exercising the repeat option must consult with their academic advisor to complete a repeat option request form.

### Incomplete Grades

An incomplete grade in a course can only be assigned when students have a non-academic disruption in their semester that results in an inability to complete some of the assignments in the normal course of the semester. Academic Policies at the University of Kentucky stipulate students may only request an Incomplete when there is an expectation for the remaining work to be completed within the identified time frame with a passing grade. To establish the possibility of a passing grade, the College of Social Work requires that students demonstrate a modicum of success

as evidenced by a passing grade at the midpoint of the semester. As such, policies regarding excused absences will be enforced including the communication requirement of contacting an instructor within one week of a missed assignment. If a student is not passing the course at mid-semester, that student will not be eligible for an Incomplete and should discuss options with their advisor. Until all work has been completed and a final grade is submitted, a student receiving an Incomplete grade will not be allowed to enroll in any course in which their Incomplete course is a prerequisite.

Students must initiate the process of requesting an Incomplete by contacting the instructor and securing approval within the final two weeks of the semester. Students must submit the [Incomplete form](#) with identified missing assignments and associated due dates and their signature to the instructor no later than the last day of classes for the semester. Students should plan to address all work identified in the Incomplete form prior to the start of the next semester unless otherwise specified in the form. Any course with an incomplete grade that is not resolved within a year will automatically revert to an E, per UK's regulations.

## Transfer Credit

Students transferring to UK are required to submit official transcripts from all previously attended institutions as part of the admissions process. Credits earned at a fully accredited institution may be transferred to UK and applied toward a degree. Transfer credit below the 100 level is considered remedial work and will not be accepted toward a UK degree.

UK does not accept transfer grades toward the UK grade point average. A UK grade point average is established after the first term of classes at UK. However, transfer grades in all courses are included and counted in the admissions process.

Students should consult with their academic advisor to determine how their transfer credit will count towards their degree. The Transfer Equivalency Database can be accessed online:

<https://admission.uky.edu/transfer/equivalencies>

## Withdrawals

The College of Social Work follows the rules of the university as administered by the [Registrar's office](#) for withdrawals and registrations. Students are able to drop or withdraw from courses in myUK up until the withdraw deadlines for the course. Drop and withdraw deadlines can be found in the [academic calendar](#) and in the course information in myUK. Students withdrawing from all courses after the first day of classes will need to go through the Registrar's office to process the withdrawal. Instructions for a complete withdrawal can be found here: <https://registrar.uky.edu/withdrawal>. After the withdraw deadline for a course has passed, students need to go through their college for other withdrawal options.

## Permissive Course Withdrawals

A student may withdraw from a class or from the University after the withdrawal period but through the last day of classes for the semester/session/term upon approval by the dean of the student's college of a petition certifying urgent non-academic reasons including but not limited to:

- a. illness or injury of the student;
- b. serious personal or family problems;
- c. serious financial difficulties; or
- d. having excused absences for the dates and times associated with more than one-fifth of the required interactions in a course.

Source: UK Catalog, Academic Requirements: <http://catalogs.uky.edu/>

To pursue a post mid-term course withdrawal, students should first contact their academic advisor. Advisors will provide students with the needed forms and assist students with submitting the request through the dean's office for review and processing.

## Retroactive Withdrawal

Students seeking a withdrawal after the end of the semester should work with their academic advisor to submit requests for retroactive withdrawals. More information regarding retroactive withdrawals is available via the [Registrar's office](#).

## Academic Bankruptcy

Undergraduate students who have been readmitted through the usual channels after an interruption of two or more continuous years, and who have completed at least one semester of 12

hours with a GPA of 2.0 or better, beginning with the semester of readmission, may choose to have none of their previous University course work counted toward graduation and in the computation of their GPAs. Enrollment for a semester, when terminated by a withdrawal before completion of the semester (a grade of all Ws), in the two years preceding readmission is not an interruption. Under this circumstance, a student cannot invoke the academic bankruptcy rule.

In addition, the dean of the student's college may permit such a readmitted student who has elected to not count past work to receive credit for selected courses without including those grades in the computation of the student's GPA (cumulative or otherwise).

Once eligible, students work with their academic advisor to submit a petition for academic bankruptcy.

## Academic Dishonesty

All incidents of academic dishonesty are taken seriously at the University of Kentucky, and there are specific policies and procedures in place to prosecute them. A student accused of an academic conduct offense may not withdraw from the class in which the academic conduct violation is alleged to have occurred.

If a student is formally accused of and found responsible for an academic offense, the individual will be informed in writing and given 10 days to appeal the ruling by contacting the Office of the Academic Ombud. Penalties for academic offenses range from a zero on the assignment (for a first offense) to suspension or expulsion. A student charged with an academic offense may contact the Academic Ombud for an explanation of the procedural steps in cases involving academic offenses, including the processes for appealing one's responsibility or the severity of the sanction being imposed.

Office of Academic Ombud Services, Academic Integrity: Cheating and Plagiarism

<https://ombud.uky.edu/students/academic-misconduct-process>

## Student Concerns

It is critically important that the College of Social Work hear all student voices. If you have a concern, please complete the [Student Concern Submission Form](#). All form submissions will be reviewed and receive follow-up as appropriate.

## Applying for Graduation

Students are required to file a formal Application for Degree. Undergraduate and graduate students must apply online through the myUK portal. Students should apply for graduation if all their degree requirements will be completed at the end of the term for which they apply.

The application deadline for undergraduate students is:

- Spring degree completion – November 1
- Fall degree completion – April 1
- Summer degree completion – April 1

The diploma is mailed to the address provided on the Application for Degree. The diploma address is separate from the permanent address and changing one does not update the other. Information about graduation honors and diplomas can be found at <https://registrar.uky.edu/myuk-gps/applying-degree>.

Information about commencement ceremonies can be found at <https://commencement.uky.edu/>

## Residence Requirement

For undergraduate degrees, (a) at least 25 percent of the credits earned presented for a degree; (b) not less than 30 credit hours; and (c) a minimum of 30 of the last 36 credits presented for the degree must be taken from the University of Kentucky.



# Academic Integrity

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University, may be imposed. Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found on the Ombud website. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Per the [Academic Ombud](#), all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors (e.g., program directors), is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to, a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with

an instructor or tutor, but when the actual work is done, it must be done by the student and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where, and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database (such as Turnitin) to check for plagiarism comparison. A penalty for an academic offense, such as cheating or plagiarism, can be as severe as a failing grade on the assignment or failing the course.

## Class Recording Notification

The University of Kentucky Student Code of Conduct defines Invasion of Privacy as using electronic or other devices to make a photographic, audio, or video record of any person without their prior knowledge or consent when such a recording is likely to cause injury or distress.

Meetings of this course may be recorded by the instructor. All video and audio recordings of lecturers and class meetings, provided by the instructor, are for educational use by students in this class only. They are available only through the Canvas shell for this course and are not to be copied, shared, or redistributed.

As addressed in the Student Code of Conduct, students are expected to follow appropriate university policies and maintain the security of linkblue accounts used to access recorded class materials. Recordings may not be reproduced, shared with those not enrolled in the class, or uploaded to other online environments.

If the instructor or a University of Kentucky office plans any other uses for the recordings, beyond this class, students identifiable in the recordings will be notified to request consent prior to such use. In anticipation of such cases, students may be asked to complete an "Authorization of Use" form by a faculty member.

Video and audio recordings by students are not permitted during the class unless the student has received prior permission from the instructor. Students with specific recording accommodations approved by the Disability Resource Center should present their official documentation to the instructor.

All content for this course, including handouts, assignments, and lectures is the instructor's intellectual property and cannot be reproduced or sold without prior permission from the instructor. A student may use the material for reasonable educational and professional purposes extending beyond this class, such as studying for a comprehensive or qualifying examination in a degree program, preparing for a professional or certification examination, or to assist in fulfilling responsibilities at a job or internship. ■



# Student Rights, Responsibilities, and Grievance Procedures

The University Student Rights and Responsibilities, including the Code of Student Conduct, can be found online at: <https://studentsuccess.uky.edu/student-conduct/services/student-rights-responsibilities-uk>

## College Concerns and Grievances

The Director of Undergraduate Studies is available to hear and respond to student concerns and grievances within the College of Social Work. The Dean of the College of Social Work is available following a consult with the Director of Undergraduate Studies and Associate Dean for Academic and Student Affairs.

## Late Assignments

[Academic Policies](#) at the University of Kentucky state students must contact their instructor within one week of missing any graded work due to an excused absence. Therefore, students must submit documentation of the excused absence within a week of missing the assignment to complete the associated work. The instructor shall provide the student with an opportunity to make up the graded work and may not simply calculate the student's grade on the basis of the other course requirements unless the student agrees in writing. Students should work with their instructor to create a plan (with due dates) for submitting the missed work in a timely manner.

Any late assignment without a documented excuse will be subjected to a 5% daily late penalty. Work submitted without an excused absence more than two weeks from the original due date will not be accepted.

## Grade Appeals

If a student believes that the student's academic performance was not the basis for the grade, a grade appeal may be filed in accordance with the following:

Policy	<p>Students in the University of Kentucky College of Social Work have the right to appeal a course grade or academic integrity determination if the student's academic performance was not the basis for the grade or if the instructor did not follow appropriate procedures. Note, a grade appeal is not an attempt to re-grade the assignment or project but an assertion of unfair treatment due to being arbitrary or capricious. By definition, an assignment that has a justification for a reduction in grading is not deemed arbitrary or capricious. Students should only appeal when a justification is not present or not reflective of the determined grade.</p> <p>The <a href="#">Academic Ombud</a> is the officer of the university charged with consideration of student grievances in connection with academic affairs.</p>
Grade Appeal Procedure	<p>A student who wishes to appeal an assignment or course grade must submit a written request (email or letter) to the course instructor no later than one week after the grade is released or a narrative comment is provided to the student. The instructor will review the written request and respond with a determination regarding the appeal within one week from the date on which the student submitted the appeal.</p> <p>If the student wishes to dispute the instructor's decision, they must submit a written request (email or letter) to the program director no later than one week after the date the instructor sent a response notification to the student. The program director will review the appeal, develop a consensus, and notify the student and the instructor of the final decision within one week of the appeal submission.</p> <p>If the student wishes to dispute the program director's decision, they must submit a written request (email or letter) to the College of Social Work's Associate Dean for Academic and Student Affairs no later than one week after the date the program director's notification is sent to the student. The Associate Dean reviews the appeal and notifies the student of the final decision within one week of the appeal submission. The decision made by the Dean's office is final.</p> <p>Appeal to the Academic Ombud</p> <p>If a student wishes to appeal any final decision made by the College of Social Work Dean's Office, they may submit a request to the <a href="#">Academic Ombud</a> for potential appeal to the <a href="#">University Appeals Board</a>.</p>

## Academic Offense Procedure

When an instructor determines that a student may have plagiarized or cheated, the instructor will notify the student and request the student meet with the course instructor and the program director (or a designated faculty member) regarding what happened, thus allowing the student an opportunity to explain. Academic dishonesty includes but is not limited to, cheating, piracy, plagiarism, fabrication, multiple submissions, and complicity in academic dishonesty including posting content to websites for other students to use. Students must respond within 10 days to schedule a meeting to review the issue(s). At a minimum, if a student commits academic dishonesty, a zero will be allocated for that assignment with other penalties possible including failing the course or being terminated from the program.

Within seven working days after the meeting, or if a student chooses not to meet, the instructor will notify the student whether the student's action constitutes an academic offense, and if so, the penalty imposed and the student's right to appeal.

The student then has ten working days to contact [Academic Ombud Services](#) to appeal the instructor's determination that the student committed an academic offense. Once the appeal has begun, the burden of proof is on the instructor. Please see [How to Appeal an Academic Offense](#) for more information on the process.

If, after ten working days, the student does not appeal, the Academic Ombud will inform the Registrar and the Registrar will keep a record of the offense. The Registrar will reveal the existence of the offense only if the student authorizes the release of the record or a court-ordered subpoena seeks the student's entire academic record (not just a transcript). Requesting a transcript will not reveal the existence of the offense record.

## Student Code of Conduct

The [Student Code of Conduct](#) stipulates expectations for student conduct by identifying the core values of the University of Kentucky and provides a designated process to be implemented when students fail to uphold the core values of the institution.

## Student Records and Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. The University of Kentucky complies with FERPA's confidentiality protections and adheres to procedures dealing with student education records and directory information. Further information:

<https://registrar.uky.edu/ferpa> and <https://studentsuccess.uky.edu/student-conduct/ferpa>

Consent for Release of Information on Academic Record and Progress:

[https://uky.az1.qualtrics.com/jfe/form/SV\\_5t2EZcQ13Y2yn8q](https://uky.az1.qualtrics.com/jfe/form/SV_5t2EZcQ13Y2yn8q)



# Student Involvement

## Student Ambassador Program

Student Ambassadors are a select group of students that represent and promote the University of Kentucky and the Criminal Justice programs. Activities include assisting with recruitment events such as Open Houses, Big Blue Nation Orientation, Merit Weekends, etc. Applications for the upcoming academic year are accepted in the spring semester. Eligible students will participate in an interview. If chosen as an Ambassador, students are required to participate in trainings and communicate their availability with the program coordinator.

For additional information, please contact [CoSWExperience@uky.edu](mailto:CoSWExperience@uky.edu)

## Criminal Justice Association

The Criminal Justice Association (CJA) connects students and professionals, offering resources like workshops and networking to promote ethical practices, collaboration, and advancement in criminal justice. All students studying criminal justice are automatically members of this organization, and there are no dues. CJA holds monthly hybrid meetings.

# Student Resources

## Computer and Email Resources - IT Service Desk

Students may receive technical support with email, Canvas, and myUK through the IT Service Desk. Software downloads for students are also available through their website.

(859) 218-4537 or [218help@uky.edu](mailto:218help@uky.edu)

[https://uky.service-now.com/techhelp?id=kb\\_article&sysparm\\_article=KB0011425](https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0011425)

## Institutional Neutrality Policy

<https://uknow.uky.edu/sites/default/files/Institutional%20Neutrality%20Policy.pdf>

## Criminal Justice Student Listserv

The student listserv is the primary channel of communication between the College and students. Important announcements are sent out on the listserv, including priority registration advising information, campus events, and job opportunities. All incoming students are automatically subscribed to the undergraduate student listserv.

## Student Financial Aid and Scholarships

127 Funkhouser Building  
University of Kentucky  
Lexington, KY 40506-0054  
(859) 257-3172

<https://studentsuccess.uky.edu/financial-aid-and-scholarships>

## Disability Accommodations

Students with documented physical, learning, or temporary disabilities may receive assistance and support from the Disability Resource Center at 725 Rose Street in the Multidisciplinary Science Building, Suite 407, (859) 257-2754.

For more information, visit <https://studentsuccess.uky.edu/disability-resource-center>

## Discrimination and Harassment

There may be instances where students perceive that they are being discriminated against or sexually harassed. Students wanting to discuss either of these issues should contact the Office of Equal Opportunity, <https://oeo.uky.edu/>.

## Stuckert Career Center

Any undergraduate student currently enrolled in a degree program at the University of Kentucky and alumni up to 6 months are eligible for unlimited use of career services including individual appointments, mock interviews, workshops, on campus interviewing, Wildcat CareerLink and the use of the career resource library. For more information, visit <https://studentsuccess.uky.edu/stuckert-career-center>.

## Transcripts

Official transcripts may be requested through the Office of the Registrar and can be requested

online, in person, or by mail. Unofficial transcripts may be downloaded in a student's myUK account. For more information, visit <https://registrar.uky.edu/transcripts>.



## Academic Support

### Integrated Success Coaching

Integrated Success Coaching is a free service for UK students to help learn skills to be a successful college student: <https://studentsuccess.uky.edu/transformational-learning/tl-programs/integrated-success-coaching>.

### Peer Tutoring

UK has a number of tutoring resources available to students - <https://studentsuccess.uky.edu/transformational-learning/services/peer-tutoring-study>.

### Mathskeller Math Resource Center

The Mathskeller Math Resource Center is designed for students studying mathematics at UK. The Mathskeller is located 1M11, which is on the mezzanine in Patterson Office Tower. Faculty, graduate students, and undergraduate assistants for 100 level courses hold office hours in the Mathskeller. <https://math.as.uky.edu/mathskeller>

### The Writing Center

The Robert E. Hemenway Writing Center is located in the basement of W.T. Young Library, Room B108B, in The Hub. Graduate students and undergraduate consultants offer individual and group consultations in Face-to-Face, Online, and E-Tutoring Consultations on academic assignments and professional projects. The Writing Center assists students at every stage of the composing and communicating process. <https://wrd.as.uky.edu/writing-center>

## Emotional and Physical Health

### Triage, Referral, Assistance and Crisis Support (TRACS)

TRACS is a physical and virtual one-stop hub where students can come for a quick referral to support services or receive direct clinical support for a range of mental health needs and crises. Students can receive help connecting with resources to support basic needs (food and housing, assistance dealing with trauma related to a recent crisis, clinical assistance for mental health, etc. TRACS is located on the 3rd floor, East Wing of the Gatton Student Center. <https://studentsuccess.uky.edu/tracs>

### Counseling Center

The Counseling Center provides mental health services, including individual and group therapy, available for students in Kentucky. Students can access the Counseling Center through a referral from TRACS. <https://studentsuccess.uky.edu/counseling-center>

### TalkSpace

Talkspace is a free benefit for UK students which provides students with virtual mental health resources including asynchronous messaging, mental health tools, and up to two live sessions a month with therapist in all 50 states.

<https://www.talkspace.com/uky>

### Headspace

Mindfulness and meditation app that features services such as guided meditations, sleep podcasts, curated playlists, workouts, free year-long subscription to all students. <https://studentsuccess.uky.edu/well-being/services/headspace>

### Big Blue Pantry

The Big Blue Pantry is open to any University of Kentucky student with a valid UK ID experiencing food insecurity or hunger. The Big Blue Pantry is in 016 Frazee Hall. <https://studentsuccess.uky.edu/tracs/services/big-blue-pantry>

**PURSUE YOUR  
PASSION FOR THE  
GREATER  
GOOD**