

### **3.0    Section III**

## **Course Numbering System And Curriculum Procedures**

#### **3.1.0    COURSE NUMBERING SYSTEM**

Courses shall be numbered as follows:

- |           |   |
|-----------|---|
| 001-099   | No credit and/or non-degree courses;  |
| 100-199   | Open to freshmen; undergraduate credit only;  |
| 200-299   | Prerequisite sophomore classification; or consent of instructor; undergraduate credit only;                     |
| 300-399   | Prerequisite junior classification; undergraduate credit only;  |
| 400-499   | Prerequisite junior classification; undergraduate credit;   |
| 400G-499G | Graduate credit for non-majors;   |
| 500-599   | Prerequisite junior classification; undergraduate and graduate credit;  |
| 600-799   | Open only to graduate students;   |
| 800-999   | Open only to students in professional colleges and to students in other colleges offering professional degrees. |

#### **3.1.1    EXCEPTIONS**

Exceptions to the requirements for admission to courses may be made as follows:

- A      Freshmen and sophomores may be admitted to courses numbered between 300 and 499, upon approval of the instructor and the dean of the student's college. Such approval shall be limited to students who have demonstrated superior ability or preparation.
- B      Seniors with superior ability or preparation may be admitted to courses numbered between 600 and 799, upon approval of the instructor, the dean of the student's college and the dean of the Graduate School.
- C      Courses elected on a Pass-Fail basis (see Section V, 1.4 for specifics).

#### **3.1.2    BLOCKS OF NUMBERS FOR CERTAIN COURSES**

The following blocks of numbers are set aside by the Registrar's Office for use of specific courses as indicated:

- A    395**      Independent Work or Independent Study. If a department offers more than one such course, numbers lower than 395 shall be used.
- B    396**      Reserved for the University Experiential Education course.

- C 399** Departmental field based experiential education courses. May be repeated to a total of 30 hours.(To provide the opportunity for students with the approval of a faculty member and the department chairman--or his/her designee--to earn credit for work-study experience. The student must work with a faculty member to describe the nature of the experience, the work to be performed, accompanying learning experiences, appropriate course credit for the work, and criteria by which the student's work may be evaluated. This information must be written and filed in the departmental office and the Office for Experiential Education prior to the student's registration for the course. *Bulletin* descriptions of these courses shall include an explicit statement of the need for filling out a learning contract.
  
- D 748** Master's Thesis Research. May be repeated three calendar years (0 credits [US 3/6/00])
  
- E 749** Dissertation Research. May be repeated three calendar years (0 credits) [US 3/6/00]
  
- F 768** Residence credit for master's degree. May be repeated once. (1-6 credits equivalence)
  
- G 770-779** Seminar courses.
  
- H 769** Residence credit for doctoral degree. May be repeated indefinitely (0-12 credits equivalence)
  
- I 790-799** Research courses.
  
- J 880-889** Seminar courses in professional colleges.
  
- K 895-899** Independent work: professional colleges.

### **3.1.3 REMEDIAL COURSES**

All remedial courses created by the University Senate shall be designated with the letter R following the course designation and number. No course designated with an R shall receive credit towards a degree at the University of Kentucky. [US: 3/7/88; US 4/10/00]

### **3.2.0 PROCEDURES FOR PROCESSING ACADEMIC PROGRAMS AND CHANGES** [US: 11/14/88; US: 10/11/99]

The initiation of academic programs and changes in existing academic programs shall be processed as provided in this rule. When new programs involve new courses or changes in courses, the programs and courses will receive simultaneous consideration under this rule. Changes in courses not involving changes in academic programs shall be approved under Rule 3.3.0 and not under this Rule.

- A** Initial approval by College

1. New programs or changes in programs, including degree titles, are initiated by the academic unit most nearly connected with the program and are approved by the College faculty in a manner they prescribe.
2. The College faculty makes its recommendations to the Dean or the LCC President who signs the proposal and forwards it to the Council(s) of the Senate, supplying the information required, and at the same time circulating a description of these recommendations to the Deans, Department Chairs or Division Heads and members of the University Senate. In the case of Deans and Department Chairs or Division Heads, these notices shall be posted in a central location where all faculty may see and have opportunity to raise objections in the allotted time. [US: 10/11/99; US: 4/10/00]
3. A set of guidelines, approved by the Senate Council, is available for proposing new undergraduate, graduate and professional programs. Forms, approved by the Senate Council, are available in the Senate Council office or at <http://www.uky.edu/FiscalAffairs/Shared/Forms/courses.htm> for proposing changes in existing doctoral, masters and undergraduate programs. There are no program change forms for the programs in law, medicine and dentistry. [US: 10/11/99]
4. University Studies Program. Changes in the University Studies Program need approval only of the University Studies Committee and no other College or Academic Council prior to submission to the Senate Council.

B Approval by Academic Council [US: 10/11/99]

1. Jurisdiction. If approved by the College, the proposed program or program change is forwarded to the appropriate academic council as provided in this subpart.
  - a. Medical Center. All programs recommended by the colleges of the Medical Center shall be forwarded first to the Academic Council for the Medical Center (ACMC). If approved by the ACMC, the proposal shall be forwarded as provided in subparts b-c below.
  - b. Undergraduate degree programs. All programs or changes in programs leading to the undergraduate degree shall be forwarded to the Undergraduate Council, except those that are governed by subpart d (Professional degree programs).
  - c. Graduate degree programs. All new graduate programs or changes in graduate programs shall be forwarded to the Graduate Council.
  - d. Professional degree programs. Programs or changes in programs leading to professional degrees in the Colleges of the Medical Center, including professional baccalaureate programs in the College of Allied Health, require approval by the ACMC only. Professional degree programs or program changes in the College of Law do not require approval by an academic council.

e. Lexington Community College programs. Programs or changes in programs recommended by divisions of the Lexington Community College shall be forwarded to the Academic Council for the Lexington Community College (ACLCC) only.

2. Any faculty member having objection to any part of the College recommendations may report that objection to the chairman of the appropriate Council, within ten (10) days of the date of the College circulation.

3. Within thirty (30) days of initial receipt of the proposal, the Council(s) will take action on it or notify the College as to the status and reason for delay, with a copy to the Senate Council and Registrar's Office. When action is taken, the Councils report their recommendations to the Senate Council, except that first, the Graduate Council first recommends to the Graduate Faculty for action and transmittal to the Senate Council.

4. University Studies Program. Changes in the University Studies Program need approval only of the University Studies Committee and no other College or Academic Council prior to submission to the Senate Council.

C Approval by Senate Council [US: 10/11/99]

1. New degree programs require a statement of administrative feasibility from the Office of the President before final action is taken.

2. After clearance through the Registrar's Office, the Senate Council then acts on the program proposal. In the case of proposals involving the University Studies Program, if the Senate Council approves the proposed changes, it shall put all proposals to make any significant changes in the nature of the University Studies Program or in the structure of the Program's requirements on the Senate agenda for approval. In cases other than those involving the University Studies Program, upon approval of the proposed program, the Senate Council circulates notice of approval of the program and the courses involved. If no objection is raised to the Senate Council actions on programs within ten (10) days of notification, these actions become official. If objection is raised and resolution not accomplished, a Senator may have the issue placed on the agenda of the next regular Senate meeting by sending a written objection, signed by five Senators, to the Senate Council. Action by the University Senate on such objections is final.

3. In the case of new programs, the Senate Council, or the University Senate, reports the action taken to the President of the University.

**3.3.0 PROCEDURES FOR PROCESSING COURSES AND CHANGES IN COURSES**  
[US: 11/14/88; US 10/11/99]

Applications for initiating new courses, changes in existing courses, or dropping courses, must be processed as provided in this rule.

A      Initial approval by College

1. New courses or changes in courses, and dropped courses, are initiated by the academic unit most nearly connected with the courses and are approved by the College faculty in a manner they prescribe.
2. The College faculty makes its recommendations to the Dean or the LCC President who signs the proposal and forwards it to the Council(s) of the Senate, supplying the information required, and at the same time circulating a description of these recommendations to the Deans, Department Chairs or Division Heads and members of the University Senate. In the case of Deans and Department Chairs or Division Heads, these notices shall be posted in a central location where all faculty may see and have opportunity to raise objections in the allotted time. [US: 10/11/99; US: 4/10/00]
3. Forms for new, changed and dropped courses, approved by the Senate Council, are available in the Senate Council office or at <http://www.uky.edu/FiscalAffairs/Shared/Forms/courses.htm>. [US 10/11/99]

B      Approval by Academic Council [US: 10/11/99]

Subject to Part C below, responsibility for the approval of new courses, changes in courses and dropping of courses, shall be vested in the appropriate Councils as follows:

1. The Undergraduate Council will make the final decision on all new courses or changes in courses which may be used for credit toward an undergraduate degree, except that the Undergraduate Council will have courses numbered 500-599 routed to it in the usual manner, but will only recommend on these and forward them to the Graduate Council for consideration.
2. The Graduate Council will make the final decision on all new courses or changes in courses which may be used for credit toward a graduate degree, except that the Graduate Council will have courses numbered 400G-499G routed to it in the usual manner, but will recommend only on these and forward them to the Undergraduate Council for consideration.
3. Where the recommendation of the Undergraduate Council on a 500- 599 level course is in disagreement with the decision of the Graduate Council and in the case when the Graduate Council's recommendation of a 400G-499G is in disagreement with the Undergraduate Council, the matter shall be referred to the Senate Council for a final decision.
4. The Academic Council for the Medical Center will make the initial decision on all new courses or changes in courses leading to undergraduate and graduate degrees originating in the colleges of the Medical Center (ACMC), and will forward the recommendation according to paragraphs 1 and 2 above.

5. New courses and changes in courses that are professional in nature originating in the colleges of the Medical Center shall be approved by the ACMC only.
  6. The Academic Council for the Lexington Community College will make the final decision on all new courses or changes in courses originating in the Lexington Community College.
  7. Course proposal(s) relating to the University Studies Program shall, after approval by the Undergraduate Council, be circulated to the faculty prior to being forwarded to the Senate Council. The University Studies Committee shall give the faculty time to send written comments about the proposal(s) or to suggest additional courses. The Committee also shall hold one or more public meetings to hear comments and suggestions about the proposal(s) and may revise or add to the proposal(s) in light of the comments.
  8. All other new courses or changes in courses will be approved by the Senate Council only.
- C Reporting and Approval by the Senate [US: 10/11/99] The Senate Council will circulate notice of approval of final decisions on courses and, if no objection is raised within ten (10) days of this circulation, the actions become official. In the case of courses which are or are to become part of the University Studies Program, the notice period shall be 30 days. If objection is raised and resolution not accomplished, a Senator may have the issue placed on the agenda of the next regular Senate meeting by sending a written objection, signed by five (5) Senators, to the Senate Council. Action by the University Senate on such objections is final.
- D Program Changes All proposed new courses or changes in courses which are involved in new programs shall be approved under Rule 3.2.0 and not under this Rule. If, in the judgment of the Council having final decision authority, proposed new courses or changes in courses constitute a major expansion of a program, it may request, or have the Senate Council request, a statement of administrative feasibility as required for new programs.
- E. Cross-listing. If a department wishes to cross-list a course which already exists in another department, it may receive approval by indicating that this is a minor change on the form for requesting changes in existing courses. Both chairs must sign the form and, if the departments are in different colleges, both deans must signify approval. Cross-listing shall not be used as justification for duplication of teaching effort. Departments involved must agree on the time, place and instructor(s) in scheduling such courses.
- F Replaced courses If a new course is created through substitution, replacement, consolidation or combination of one or more courses, a form for dropping the eliminated course must be processed in the prescribed manner.
- G Exception for Minor Changes [US: 10/11/99]

1. Procedure. If a course change is determined to be a minor change, the form shall be forwarded directly from the Dean of the College to the Chair of the Senate Council for approval. If the Chair of the Senate Council approves, he or she will notify the Registrar's office and the Dean of the College originating the request. If the Chair believes the change is not minor, the request shall be returned to the Dean of the College originating the request for processing through the appropriate Councils.

2. Definition. A request may be considered a minor change if it meets one of the following criteria:

- A change in number within the same hundred series
- B an editorial change in the course title or description which does not imply change in content or emphasis
- C a change in prerequisite(s) which does not imply a change in course content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s)
- D a cross-listing of a course as described above
- E correction of typographical errors.

#### H. Forms

Official forms to be used can be obtained from the Offices of the Chancellor, University of Kentucky Lexington Campus, the Chancellor, University of Kentucky Medical Center, the Office of Vice President for Research and Graduate Studies, or the Senate Council office or off the forms website <http://www.uky.edu/FiscalAffairs/Shared/Forms/courses.htm>. Separate forms are required for new courses, changes in existing courses, and dropping courses. To avoid delay and possible disapproval of said applications, all information required and the requisite signatures must be supplied. The form for processing changes in existing courses shall allow the originating unit to request that it be considered a "Minor Change."

#### 3.3.1 **REMOVAL OF COURSES FROM BULLETIN: PURGING COURSES** [RC: 11/14/88]

If a course has not been taught in the classroom, by extension or correspondence, within a four-year period, the Registrar shall remove the description of the course from the University *Bulletin*. A course so removed from the *Bulletin* shall remain in the University course file for an additional four years (unless the college requests its removal). During the additional four year period, the college may offer the course and, if it is taught, the Registrar shall restore its description to the University *Bulletin*. If it is not taught within the four year period, the course shall be removed from the University course file. (US: 2/10/86)

- \* A course that has been removed from the *Bulletin* but remains in the University course file may be changed following the normal change procedures; the change does not affect its status, and it cannot be restored to the *Bulletin* until it is taught. (RC: 4/29/87)
- \* Even if a course has not been offered on the main campus for four years, it will remain in the *Bulletin* if it has been taught

during that period at Lexington Community Colleges. [SC: 2/10/88; US 4/10/00]

- \* A cross listed course which has had no subscribers in one department for the past four years shall continue to be listed in the University *Bulletin* providing it has been taught by the other department in that time. A cross listed course which has had no subscribers in one department for eight years is automatically removed from the *Bulletin* as one of that department's courses (i.e., it is no longer a cross-listed course). (RC: 4/19/89)