

UNIVERSITY OF KENTUCKY
APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR & MINOR

1. Submitted by College of _____ Date _____
Department/Division offering course _____
2. Changes proposed:
 - (a) Present prefix & number _____ Proposed prefix & number _____
 - (b) Present Title _____
New Title _____
 - (c) If course title is changed and exceeds 24 characters (Including spaces), include a sensible title (not to exceed 24 characters) for use on transcripts:

 - (d) Present credits: _____ Proposed credits: _____
 - (e) Current lecture: laboratory ratio _____ Proposed: _____
 - (f) Effective Date of Change: (Semester & Year) _____
3. To be Cross-listed as: _____
Prefix and Number Signature: Department Chair
4. Proposed change in Bulletin description:
 - (a) Present description (including prerequisite(s)):

 - (b) New description:

 - (c) Prerequisite(s) for course as changed: _____
5. What has prompted this proposal?

6. If there are to be significant changes in the content or teaching objectives of this course, indicate changes:

7. What other departments could be affected by the proposed change?

8. Is this course applicable to the requirements for at least one degree or certificate at the University of Kentucky? ☐ Yes ☐ No
9. Will changing this course change the degree requirements in one or more programs? * ☐ Yes ☐ No
If yes, please attach an explanation of the change.*
10. Is this course currently included in the University Studies Program? ☐ Yes ☐ No
If yes, please attach correspondence indicating concurrence of the University Studies Committee.
11. If the course is a 100-200 level course, please submit evidence (e.g., correspondence) that the Community College System has been consulted.

*NOTE: Approval of this change will constitute approval of the program change unless other program modifications are proposed.

UNIVERSITY OF KENTUCKY
APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR & MINOR

12. If the course is 400G or 500 level, include syllabi or course statement showing differentiation for undergraduate and graduate students in assignments, grading criteria, and grading scales. ☐ Check here if 400G-500.
13. Is this a minor change? ☐ Yes ☐ No
(NOTE: See the description on this form of what constitutes a minor change. Minor changes are sent directly from the Dean of the College to the Chair of the Senate Council. If the latter deems the change not to be minor, it will be sent to the appropriate Council for normal processing.)
14. Within the Department, who should be consulted for further information on the proposed course change?

Name: _____ Phone Extension: _____

Signatures of Approval:

_____ Department Chair	_____ Date
_____ Dean of the College	_____ Date
	_____ Date of Notice to the Faculty
_____ **Undergraduate Council	_____ Date
_____ **Graduate Council	_____ Date
_____ **Academic Council for the Medical Center	_____ Date
_____ **Senate Council	_____ Date of Notice to University Senate

**If applicable, as provided by the Rules of the University Senate.

ACTION OTHER THAN APPROVAL

The Minor Change route for courses is provided as a mechanism to make changes in existing courses and is limited to one or more of the following:

- a. change in number within the same hundred series;
- b. editorial change in description which does not imply change in content or emphasis;
- c. editorial change in title which does not imply change in content or emphasis;
- d. change in prerequisite which does not imply change in content or emphasis;
- e. cross-listing of courses under conditions set forth in item 3.0;
- f. correction of typographical errors. [University Senate Rules, Section III - 3.1]