

**UNIVERSITY OF KENTUCKY
APPLICATION TO DROP A COURSE**

1. Submitted by College of _____ Date _____

Department/Division offering course _____

2. Prefix and Number _____ Title _____ Credits _____

3. Effective Date _____ (semester & year)

4. Why is the course to be dropped?

5. Will dropping this course change the degree requirements in one or more programs? Yes No
If yes, explain the change(s) below. (NOTE – If “yes,” a program change must be submitted.)

6. Has the course been taken by a significant number of students in other departments/colleges? Yes No

a. If yes, list the college(s) or department(s) from which student enrollment in this course has come, if known.

b. What provision has been made for meeting the needs of these students?

7. Is this course in current use in any of the Community Colleges? Yes No
If so, please submit evidence (e.g., correspondence) that the Community College System has been consulted.

8. Is this course currently included in the University Studies Program? Yes No

9. Within the Department, who should be contacted for further information about this proposal?

Name Phone Extension

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Signatures of Approval:

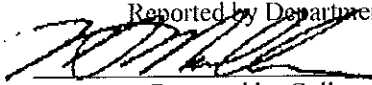
_____	_____
Date of Approval by Department Faculty	Reported by Department Chair
_____	_____
Date of Approval by College Faculty	Reported by College Dean
_____	_____
*Date of Approval by Undergraduate Council	Reported by Undergraduate Council Chair
_____	_____
*Date of Approval by Graduate Council	Reported by Graduate Council Chair
_____	_____
*Date of Approval by Health Care Colleges Council (HCCC)	Reported by HCCC Chair
_____	_____
*Date of Approval by Senate Council	Reported by Senate Council Office
_____	_____
*Date of Approval by University Senate	Reported by Senate Council Office

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

Rev 07/06

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Signatures of Approval:

Date of Approval by Department Faculty 12/8/2008	Michael Mullen	Reported by Department Chair 
Date of Approval by College Faculty 4/7/2009		Reported by College Dean
*Date of Approval by Undergraduate Council		Reported by Undergraduate Council Chair
*Date of Approval by Graduate Council		Reported by Graduate Council Chair
*Date of Approval by Health Care Colleges Council (HCCC)		Reported by HCCC Chair
*Date of Approval by Senate Council		Reported by Senate Council Office
*Date of Approval by University Senate		Reported by Senate Council Office

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

Rev 07/06

LaRoche, Adrea S.

From: Mullen, Michael D
Sent: Friday, January 09, 2009 2:37 PM
To: LaRoche, Adrea S.
Subject: RE: FAM 256 & 557
Attachments: Drop Course FAM 256 557.pdf

Adrea,

Here you go.... My signature and date are affixed.

Mike

PS: Did you get the materials on [REDACTED] for RWA?

Dr. Mike Mullen
Associate Dean and Professor
Office of Academic Programs
College of Agriculture
University of Kentucky
Lexington, KY 40546-0091
859.257.3469

From: LaRoche, Adrea S.
Sent: Friday, January 09, 2009 1:02 PM
To: Mullen, Michael D
Subject: FAM 256 & 557

Mike,

I need you to verify the college faculty approval for these two course drops because the forms that we received via email do not have your signature. Could you send me an email to verify if they have been approved by the college faculty? Also, please include the date the faculty approved the course drops. That will suffice (this time) for your signature on the drop course forms for 256 & 557.

Thanks,
Adrea

ADREA LAROCHE
*OFFICE OF THE SENATE COUNCIL
STAFF SUPPORT ASSOCIATE
203E MAIN BUILDING, -0032
PHONE: (859)257-5871*

December 4, 2008:

To: Dr. Ron Werner-Wilson, Chair
Dr. Michael Mullen, Dean

From: Dr. Donna Smith
Director of Undergraduate Studies
Department of Family Studies

RE: Drop Courses in Family Studies

Attached are (2) drop forms for FAM 256- Guidance Strategies for Working With Young Children and FAM 557- Infant Development. The Senate office already has the forms to remove the cross-listing of these with IEC, but now need the “drop” forms to complete the process. I have had several conversations with Adrea LaRoche in the Senate office and she is “holding” the removal of the cross-listing forms, until she receives these drop forms. Thank you for expediting this process. I held off on the “drop” forms- while we were removing the cross-listing for fear the IEC section would be dropped too. NOW the Senate office needs both forms!

Thank you