

Section 3. Programs, Courses, and Curriculum Procedures

3.1.3 PROCEDURES FOR PROCESSING ACADEMIC PROGRAMS AND CHANGES

[US: 11/14/88; 10/11/99; 5/7/2012]

The faculties of educational units or graduate programs initiate proposals for new academic programs and for changes in existing academic programs. Such proposals shall be processed as provided in SR [3.1.3](#).

Dual credit programs proposed by an educational unit faculty in partnership with a high school or school district shall (a) comply with policies established by the Council on Postsecondary Education for these programs, (b) contain a specific provision that the UK educational unit Faculty approve both the educational site and each individual high school instructor, and (c) provide for the classification of enrolled high school students as non-degree-seeking UK students.

3.1.3.1 Definitions

3.1.3.1.1 Initiation of proposals

The faculties of educational units or graduate programs initiate proposals for new academic programs and for changes in existing academic programs. Such proposals shall be processed as provided in SR [3.1.3](#). Proposals for significant reduction to or closure of academic programs shall also include the considerations prescribed in SR 3.3. [US: 4/23/2018]

3.1.3.1.2 Changes

Changes to an academic program include changes to:

1. the requirements for admission,
2. the specific courses, the number of credit hours, or other requirements, for a certificate degree, or the Honors College program credential,
3. a major, minor, area, core, or track within an undergraduate degree,
4. a core or concentration within a master's degree (either a research /scholarship master's degree or a professional master's degree) [US:3/19/2018],
5. a core or specialization within a doctoral degree (either a research/scholarship doctorate, a professional practice doctoral degree, or an advanced practice doctorate),
6. change in mode of delivery (e.g., to a distance learning or correspondence format), because it may be that the nature of the educational material is such that it cannot be delivered in distance learning form without being a substantive change in content,

- 48
49 7. the title of a certificate, degree, major, minor, area, core, track, concentration or
50 specialization,
51
52 8. changes in probation and suspension procedures and policies [SREC: 1/30/2018]
53

54 The establishment of a joint degree offering with another institution is considered as an
55 academic program change for the purposes of SR **3.1.3**.
56

57 Programs or curricula leading to academic credentials other than a degree, certificate, or the
58 Honors College program curriculum (SR 3.1.3.1.2; SR 3.3.3; SR 5.5.2.2.2.5), are not subject to
59 SR 3.1.3, but are under the educational policies of the respective college faculty or its Senate-
60 approved equivalent (SR 1.1.2.4; SR 1.4.1, para. 1).
61

62 **3.1.3.1.3 Significant changes**

63 Significant changes to the academic content of a program (GR IV.C.2) are defined as those that
64 the College Faculty, Undergraduate Council, Graduate Council, Health Care Colleges Council
65 or Senate Council Office determines involve one or more of the following: [US: 4/23/2018]
66
67

- 68 1. changes to academic content of the program (GR IV.C.2) that carry a significant impact
69 (e.g., curricula) on the home unit or another educational unit; or
70
71 2. significant impact on the character or the purpose of the program (e.g., addition of a
72 track, concentration, or specialization in a degree program).
73

74 A degree program change meeting the criteria of “minor program change” (SR **3.1.3.3.4**) is
75 exempt from the above definition. [US: 4/23/2018]
76

77 The Honors College curriculum is treated as an academic program within the meaning of this
78 significant change procedures rule. [US: 4/23/2018]
79

80 **3.1.3.2 Forms to be Used**

81 Senate Council-approved forms and other mechanisms to initiate proposals for new
82 undergraduate, master’s, and doctoral degrees, and for undergraduate, graduate or first
83 professional certificates, and for the Honors College program credential, or to initiate changes
84 to these academic programs, are available at <http://www.uky.edu/universitysenate/forms> and
85 shall be used to initiate proposals under SR **3.1.3**.
86
87

88 **3.1.3.3 Procedures to be Used**

89 **3.1.3.3.1 Approval by the educational unit faculty**

90 [US: 5/7/2012]
91

92 The Faculty of the originating educational unit makes the decision whether to approve proposals
93 for new academic programs or changes to academic programs (including changes to the
94
95

96 educational unit's University Scholars program and to dual degree programs) (GR VII.E.1-5).
 97 For UK Core, the "Faculty" within the meaning of this rule is the body identified by the University
 98 Senate to perform the educational policy-making functions of the respective program. For
 99 graduate programs, "the Faculty" is the voting graduate faculty of that program (SR **3.1.3.3.1.2**).
 100 [US: 5/7/2012; 5/6/2019]

101
 102 In a manner prescribed by the College Faculty Rules, the chair/director shall forward to the
 103 College Faculty a proposal arising under SR **3.1.3**. The chair/director's transmittal attests
 104 thereby that the proposal has been approved in accordance with the Rules of the Faculty of the
 105 originating unit. The chair(s)/director(s) may include separate opinion(s) on the academic merits
 106 or on the administrative feasibility of the proposal.

107
 108 * If a program was originally approved for face to face delivery, and the dean later wants it
 109 to be delivered in part as 'face to face' and in part as distance learning, then the College
 110 Faculty has the role, and not the dean, to determine and approve as to whether the
 111 academic content of the program lends itself to delivery in part by distance learning.
 112 [SREC: 3/9/2012]

113
 114 * This rule does not have the intent or effect of prohibiting any college from seeking and
 115 utilizing the opinion of any willing academic council of the Senate before the proposal is
 116 submitted to the first officially required academic council of review. [SREC: 8/21/2014]

117
 118 Dual degree programs are simultaneously considered for approval by the respective unit
 119 faculties pursuant to the above procedures. One of the department chair(s)/director(s) shall
 120 forward the approved proposal to the College Faculty, or, in the case of dual degree programs
 121 that cross colleges, to each College Faculty.

122 123 **3.1.3.3.1.1 Undergraduate and professional certificates or degrees**

124
 125 In cases of proposals concerning undergraduate or professional certificates or degrees, or the
 126 Honors College program credential, the respective College Faculty makes the decision whether
 127 to approve the proposal, in a manner pursuant to its College Rules (GR VII.E.3). The dean, or
 128 their designee, shall forward an approved proposal to the appropriate academic council of the
 129 Senate (SR **3.1.3.3.2**), attesting thereby that the proposal has been approved in accordance
 130 with the College Faculty Rules. The dean may include a separate opinion on the academic
 131 merits of the proposal (GR VII.F.2.a).

132
 133 The dean shall include a statement of administrative feasibility for new certificate and degree
 134 programs and for certificate and degree programs with a significant change. [US: 4/23/2018]

135
 136 For degree programs and certificates that report to an office outside of a college, the Office of
 137 the Provost shall provide a statement of administrative feasibility for new degree programs, for
 138 degree programs with a significant change, or concerning for new certificates or certificates with
 139 a significant change. [US: 4/23/2018]

140
 141 Dual degree programs are simultaneously considered for approval by the respective college
 142 faculties pursuant to the above procedures. The respective deans may include separate
 143 opinions on the academic merits or the administrative feasibility of the proposal. One of the
 144 deans, or their designee shall forward a single dual degree proposal to the appropriate

145 academic council of the Senate.

146
147 **3.1.3.3.1.2 Graduate certificates or degrees**

148
149 In the case of proposals for graduate certificates or degrees, a proposal approved by the
150 Faculty of the graduate program shall be forwarded by the Director of Graduate Studies to the
151 dean of the college that contains the home educational unit of the graduate program. If so
152 prescribed by the College Rules, the proposal may be reviewed by, and advisory opinion added
153 by, faculty committees/councils of that college and by the dean of that college. The dean shall
154 include a statement of administrative feasibility for new certificate and degree programs or for
155 certificate and degree programs with a significant change. [US: 4/23/2018]

156
157 For graduate degree programs and certificates that report to an office outside of a college, the
158 Office of the Provost shall provide a statement of administrative feasibility for new degree
159 programs, for degree programs with a significant change, or concerning for new certificates or
160 certificates with a significant change. [US: 4/23/2018]

161
162 The Director of Graduate Studies, or their designee, shall then forward the proposal to the Dean
163 of the Graduate School. If the proposal is for new graduate program and is arising from faculty
164 in an educational unit that does not already home a graduate program, then the dean of the
165 college containing that educational unit shall perform the administrative processing roles
166 prescribed in this paragraph for the Director of Graduate Studies.

167
168 **3.1.3.3.1.3 UK Core program**

169
170 Changes in the UK Core Program need approval of only the Senate's designated UK Core
171 Education Committee prior to submission to the Senate Council and do not need the approval of
172 any other college or academic council. Courses offered as a part of UK Core are processed
173 through regular procedures under SR 3.2.3. [US: 5/7/2012]

174
175 **3.1.3.3.2 Approval by Academic Council**

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177 [US: 10/11/99; SREC: 6/8/2006; US: 5/7/2012]

178
179 **3.1.3.3.2.1 Jurisdiction.**

180
181 The dean, or their designee, shall forward the proposal to the appropriate academic council as
182 provided below. Responsibility for the action on proposals concerning academic programs shall
183 be vested in the appropriate academic council as follows. [US: 5/7/2012]

184 New professional degrees or changes in professional degree programs in the University of Kentucky
185 J. David Rosenberg College of Law do not require approval by an academic council and are
186 transmitted by the dean of the University of Kentucky J. David Rosenberg College of Law, or their
187 designee, directly to the Senate Council Office.

188
189 **3.1.3.3.2.1.1 Health Care Colleges Council (HCCC)**

190
191 Proposals concerning either a professional certificate or a degree program in a health
192 profession that are recommended by a health care college shall be forwarded first to the HCCC.

193
194 **3.1.3.3.2.1.2 Undergraduate Council**

195
196 All proposals concerning undergraduate certificate or degree programs, or the Honors College program
197 credential, shall be forwarded to the Undergraduate Council [US: 5/7/2012]
198

199 **3.1.3.3.2.1.3 Graduate Council**

200
201 All proposals concerning graduate certificates and degrees shall be forwarded to the Graduate
202 Council. [US: 5/7/2012; 3/19/2018]
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204 **3.1.3.3.2.1.4**

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208 **3.1.3.3.2.2 Action by Academic Council**

209
210 Within 30 days of initial receipt of the proposal, the academic council(s) will take action on the
211 proposal or notify the college as to the status and reason for delay. The academic council will
212 evaluate the proposal for compliance with rules and regulations, and for its academic merit.
213 When the academic council has acted a proposal, the Chair of the academic council, or their
214 designee, shall forward its evaluation and recommendation to the Senate Council. If the
215 academic council submits a negative recommendation on the proposal, the chair of the
216 academic council shall notify the college at that time. [US: 5/7/2012]
217

218 **3.1.3.3.2.3 Review by Senate Council Office**

219
220 Negative recommendation from academic council. If the academic council has submitted a
221 negative recommendation on the proposal, the Senate Council shall either
222

223 (i) forward the proposal to the next prescribed regular procedural step, or

224 (ii) return the proposal to the academic council with particular instructions,

225 (iii) decide on the academic merits that the proposal is not appropriate for Senate action (see
226 SR 1.3.1.1, item 7) and report the same to Senate at its next meeting. The proposal may be
227 introduced on the Senate floor if its initiator obtains the signature of ten (10) Senators (SR
228 1.2.3.3).
229
230

231
232 If the Senate Council decides to proceed with the next prescribed regular procedural step, then
233 the Senate Council Office shall first review the proposal for compliance with current Senate
234 rules.
235

236
237 New certificates/degrees. The Senate Council Office shall forward the proposals to the
238 Senate's Academic Programs Committee (SAPC, SR 1.4.2.7) for review. The SAPC shall submit
239 its evaluation and recommendation to the Senate Council.
240

241 Changes to existing programs. Except as otherwise provided in SR 3.1.3.3.2.3 and 3.1.3.4.4
242 Senate Council Office shall forward proposals to the Senate Admissions and Academic

243 Standards Committee (SAASC, SR 1.4.2.3) if the proposal has been deemed by the college
244 faculty or an academic council as a significant change concerning

- 245
246 (i) admission requirements and grading rules,
247
248 (ii) standards for granting academic credit,
249
250 (iii) probation and suspension procedures,
251
252 (iv) degree and graduation requirements, or
253
254 (v) otherwise involve changes deemed significant pursuant to SR 3.1.3.1.3.
255

256 The SAASC shall submit its evaluation and recommendation to the Senate Council.
257
258

259
260 **3.1.3.3.3 Final University Approval**

261 [US: 10/11/99; US: 2/10/03; US: 5/7/2012]
262

263
264 **3.1.3.3.3.1 New certificates and degrees**
265

266 The Senate Council shall review the proposal received from the SAPC and take appropriate
267 action. If the Senate Council approves the proposal for consideration by the Senate, the Senate
268 Council shall place the proposal on the University Senate agenda for its action.
269

270 In the case of new degree-granting academic programs, the Senate shall either (1) approve the
271 proposal and forward it through the University Senate Chair (the President) to the Board of
272 Trustees for final University action, including also a Senate recommendation on the
273 organizational placement of the degree program in a particular home educational unit and
274 college, or (2) shall make the final University decision to disapprove and stop action on that
275 proposal.
276

277 In the case of establishment of a new certificate, the Senate shall either (1) make the final
278 University decision to approve the establishment of the certificate, including a recommendation
279 to the Provost on the organizational placement of the certificate in a particular home educational
280 unit and college, or (2) shall make the final decision to disapprove and stop action on that
281 proposal.
282

283 In the case of Senate disapproval of a proposal, the Senate Council Office shall notify the
284 college dean that forwarded the proposal. [US: 5/7/2012]
285

286 When a new certificate or degree has received final University approval, the Senate Council
287 office shall notify the Provost, Registrar and other appropriate entities.
288

289 **3.1.3.3.3.2 Changes to existing certificates and degrees**

290 3.1.3.3.3.2.1 Substantive changes as per SACSCOC

291 Program changes that the Office of Strategic Planning and Institutional Effectiveness has
292 administratively noted in proposal documentation to be “substantive changes” per SACSCOC
293 (AR 1:5), but which do not otherwise meet the definition for significant change (SR **3.1.3.1.3**),
294 shall be processed by the Senate in a manner to meet any special accreditation requirements
295 that become prescribed in AR 1:5. (GR IV.C.1) [US: 4/23/2018]
296

297 3.1.3.3.3.2.2 Significant reduction

298
299 Significant reduction in an academic program or educational unit within the meaning of SR 3.3
300 shall be processed within the University Senate as prescribed by SR **3.3**. [US: 4/23/2018]
301

302 3.1.3.3.3.2.3 Use of Senate Courses in Professional Residency/Fellowship

303
304 If the curriculum of a professional residency or fellowship program is planned to require 18 or
305 more credit bearing hours of Senate-approved courses this information shall be provided to the
306 Senate Council for reporting to the Council of Postsecondary Education. [US: 5/7/2012]
307

308 3.1.3.3.3.2.4 Other Changes

309
310
311 A proposal submitted by an academic council to the Senate Council Office that has not been
312 identified as a significant change by one of the lower levels of review or Senate Council Office
313 (SR **3.1.3.1.3**), or that does not meet the definition a minor change (3.1.3.3.4), shall proceed
314 directly to 10-day post (SR **3.1.3.3.2.4**). unless the Senate Council decides to place the
315 proposal on the University Senate agenda for Senate action. The Senate shall take final
316 University action to either (1) approve the proposal, or (2) disapprove and stop action on that
317 proposal. The Senate Council office shall circulate reports of these decisions to the Provost,
318 Registrar and other appropriate entities. [US: 4/23/2018]
319

320 3.1.3.3.3.2.5 Ten Day Posting

321
322 The Senate Council Office shall post proposals to change an existing certificate or degree, or to
323 the Honors College program credential, on the corresponding Senate website for ten business
324 days, thereby providing University-wide notice. [US: 5/7/2012]
325

326 3.1.3.3.3.2.6 Objections

327
328 During the ten day post period, any University Faculty member can raise an objection to a
329 posted proposal through a member of the University Senate. If a Senator raises an objection in
330 writing to the Senate Council and the objection is not resolved, then the Senator may have the
331 issue placed on the agenda of the next regular Senate Council meeting by having five Senators
332 submit an objection to the Senate Council Office. If the Senate Council deems the objection has
333 merit, then it will place the item on the Senate agenda. The Senate shall be informed about the
334 nature of the objection by information included with the proposal packet. Formal action by the
335 University Senate on the proposal is final Senate action. The Senate Council shall circulate
336 reports of these decisions to the Provost, Registrar and other appropriate entities. [US:
337 5/7/2012]

338

339

3.1.3.3.2.7 Final approval

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341

If no objection is raised to the Senate Council Office within ten business days of the posting, then the proposal is approved as the final Senate action. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities. [US: 5/7/2012]

342

343

344

345

3.1.3.3.3 Changes to the structure of UK Core.

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347

In the case of proposals involving significant changes in the nature of UK Core, if the Senate Council approves the proposed changes, the Senate Council shall put the proposal on the Senate agenda for action. [US: 5/7/2012]

348

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3.1.3.3.4 Exception for minor program changes

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[US: 10/9/2017]

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3.1.3.3.4.1 Procedure

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357

If a proposed program change meets the criteria of a minor program change, below, then the dean of the college shall forward the program change form directly to the Chair of the Senate Council for approval. If the Chair of the Senate Council concurs that the proposed change meets the criteria for a minor program change and approves it, the Chair of the Senate Council shall notify the Registrar's Office and the dean of the college originating the proposal. If the Chair of the Senate Council believes the change does not meet the criteria for a minor program change or does not approve the change, the Chair of the Senate Council disapprove and stop the proposal.

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3.1.3.3.4.2 Definition

367

A request may be considered a minor program change if it meets one (or more) of the criteria below and it does not result in a change to the total credit hours required for the degree program and there is no need to change the descriptive, narrative Bulletin language for the program.

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369

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372

1. Updating a course prefix due to the home educational unit having received Senate approval to change that particular course prefix.

373

374

375

2. Substituting one course for a comparable course with no change in credit hours if: the home educational unit offering the course is no longer offering the course; or the home educational unit is changing a sequence of courses; or the course is replacing a course the home educational unit intends to drop.

376

377

378

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380

3. Changing a list of electives, only when: the courses are all offered by the home educational unit offering the degree program; and there is no net decrease in the number of elective courses available in the list; and there is no net decrease in the number of elective credit hours available in the list.

381

382

383

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385

386 3.1.4 EFFECT ON CURRENT STUDENTS WHEN PROGRAM REQUIREMENTS CHANGE

387

388 3.1.4.1 Undergraduate Certificates and Degree Programs

389

390 When requirements for an undergraduate certificate or degree program are changed after a
391 student has enrolled in it, the student shall have the option of fulfilling either the old or the new
392 requirements. In fulfilling the old requirements, if a student finds that necessary courses have
393 been eliminated or substantially revised, the student may substitute other courses with the
394 approval of the dean of the college. In this eventuality, however, the student shall not be forced
395 to comply with the new requirements.

396

397

398 However, if a student interrupts their work in the program or the University for more than two
399 semesters, then the dean of the college shall determine which requirements the student shall
400 fulfill.

401

402 If the curriculum revision is required by an external accreditation certification body, and this body
403 submits a written statement to the University that the accreditation of a program or certification
404 of its graduates is in jeopardy unless students fulfill the new requirements, the option of fulfilling
405 the old requirements shall not apply.

406

407 This rule does not apply to the imposition of new or additional prerequisites for courses required
408 as outside curricular requirements by another program.

409

410 3.1.4.2 Graduate Certificates and Degree Programs

411

412 When Graduate School or graduate certificate or degree program requirements are changed
413 after a student has begun a course of study, the student shall have the option of fulfilling either
414 the old or new requirements.

415

416 If the student elects to fulfill the old requirements but finds that necessary resources (e.g.,
417 courses, instruction in particular skills) are no longer available, the student may make
418 reasonable substitutes with the approval of the Graduate School Dean upon recommendation of
419 the Director of Graduate Studies.

420

421 In the event that a student interrupts work on a graduate degree (i.e., is not enrolled) for one
422 calendar year or more, the Graduate School Dean shall determine, upon recommendation of the
423 Director of Graduate Studies, whether the old requirements or the new requirements shall apply.
424 In the event a student has not completed the requirements for the graduate degree five years
425 after the effective date of a change in degree requirements, the new requirements shall apply
426 unless determined otherwise by the Graduate School Dean. [US: 2/12/79]

427

428 3.1.4.3 Professional Certificate and Degree Programs

429

430 The colleges offering professional certificates and degrees reserve the right to change
431 curriculum requirements provided the program change has gone through the University's
432 approval process. Any such change in curriculum, however, shall not result in a longer tenure
433 for students enrolled in the program who are making satisfactory academic progress. [US:

434 10/12/87]

435

436 **3.2. COURSES**

437

438 **3.2.1 REGULAR AND SUBSTANTIVE INTERACTION**

439 All credit-bearing courses must support regular and substantive interaction (RSI) between the
 440 students and the instructor, regardless of the course's delivery mode (e.g., in-person, hybrid, or
 441 online). (See also 6.1.1.1) [US: 12/13/2022]

442

443

444 **3.2.2 COURSE NUMBERING SYSTEM**

445

446 **3.2.2.1 Standard numbering system**

447

448 The number system reflects the level of course material and associated rigor. With the exception of upper
 449 graduate level and professional courses, any prerequisite restrictions limiting the level of a student
 450 accepted into a course shall be specified in a course's prerequisites. [US: 11/14/2016] Courses shall be
 451 numbered as follows:

452

001-099 No credit, non-degree and/or developmental courses; [US: 9/10/2001]

100-199 Freshmen-level course; undergraduate credit only; [US: 11/14/2016]

200-299 Sophomore-level course; undergraduate credit only; [US: 11/14/2016]

300-399 Junior-level course; undergraduate credit only; [US: 11/14/2016]

453 400-499 Advanced junior- and senior-level course; undergraduate credit only;

454

455 400G-499G Senior and first-year graduate-level course; graduate credit for non-majors only;
 456 [US: 11/14/2016]

457

458 500-599 First-year graduate-level course; undergraduate and graduate credit; [US:
 459 11/14/2016]

460 600-799 Upper graduate-level course; open only to graduate students; [US: 11/14/2016]

461 800-999 Professional programs course; open only to students enrolled in professional
 462 degree programs (see SR 9.20). [US: 2/13/2012; 11/14/2016; 3/19/2018]

463

464 **3.2.2.2 Exceptions**

465

466 Exceptions to the requirements for admission to courses may be made as follows [US:
 467 11/14/2016]:

468

469 Seniors with superior ability or preparation may be admitted to courses numbered between 600
 470 and 799, upon approval of the instructor, the dean of the student's college and the dean of the
 471 Graduate School.

472

473 **3.2.2.3 Blocks of Numbers for Certain Courses**

474
475 The following blocks of numbers are set aside by the Registrar's Office for use of specific
476 courses as indicated:

477
478 **3.2.2.3.1 395 Independent Work or Independent Study**

479
480 If a department offers more than one such course, numbers lower than 395 shall be used.

481
482 **3.2.2.3.2 Community engagement and other experiential learning courses**

483 **3.2.2.3.2.1 Definitions**

484 For the purposes of experiential learning activities created and delivered from a unit faculty (SR
485 **3.2.3.3.2**), the following apply. Any experiential learning activity that is required for a certificate,
486 degree or academic honor recorded on the transcript must be tracked by a Senate numbered
487 course for zero or more credit hours.

488
489 Community engagement describes the collaboration between institutions of higher education
490 and their larger communities (local, regional/state, national, global) for the mutually beneficial
491 exchange of knowledge and resources in a context of partnership and reciprocity.

492
493 **3.2.2.3.2.1.1 Community-based learning experiences**

494 These are for-credit courses in which students apply, and thereby achieve greater mastery of,
495 theoretical knowledge in real-world settings under the supervision of a faculty member.

496
497 **3.2.2.3.2.1.2 Service-learning.**

498
499 This is an integrative experience through which learners engage in thoughtfully organized
500 actions in response to community identified assets and needs. Experiences are designed to be
501 reciprocal exchanges of knowledge and resources accomplished through service and reflection.
502 Learning outcomes promote academic and civic engagement and are focused on an equal
503 balance between holistic learner development and community well-being. Service-learning can
504 be credit bearing or non-credit bearing.

505
506 **3.2.2.3.2.1.3 Outreach.**

507
508 This is a focus on the application and provision of institutional resources for community use.
509 Outreach can be formal or informal educational approaches to deliver university (research-
510 based) information to the people and communities.

511
512 **3.2.2.3.2.1.4 Civic engagement.**

513
514 This is working to make a difference in the civic life (both political and non-political processes) of
515 our communities and developing the combination of knowledge, skills, values and motivation to
516 make that difference.

517
518 **3.2.2.3.2.2 Reserved numbers for courses**

519 **3.2.2.3.2.2.1 396 University experiential education**520 **3.2.2.3.2.2.2 399 Departmental field based experiential education**

521
522 May be repeated to a total of 30 hours. To provide the opportunity for students with the approval
523 of a faculty member and the department chairman--or the department chairperson's designee--
524 to earn credit for work-study experience. The student must work with a faculty member to
525 describe the nature of the experience, the work to be performed, accompanying learning
526 experiences, appropriate course credit for the work, and criteria by which the student's work
527 may be evaluated. This information must be written and filed in the departmental office and the
528 Office for Experiential Education prior to the student's registration for the course. *Bulletin*
529 descriptions of these courses shall include an explicit statement of the need for filling out a
530 learning contract.

531
532 **3.2.2.3.3 CONS 599**

533 Reserved for enrollment of consortium agreement students for purposes of assigning and
534 tracking financial aid awards and full-time/part-time status [US: 9/13/2021]

535
536 **3.2.2.3.4 748 Master's Thesis Research**

537
538 May be repeated three calendar years (0 credits). [US: 3/6/2000]

539 **3.2.2.3.5 749 Dissertation Research**

540
541 May be repeated three calendar years (0 credits). [US: 3/6/2000]

542
543 **3.2.2.3.6 767 Dissertation residency credit**

544
545 Residency credit for dissertation research after the qualifying examination. Students may
546 register for this course in the semester of the qualifying examination. A minimum of two
547 semesters are required as well as continuous enrollment (Fall and Spring) until the dissertation
548 is completed and defended. (2 credit hours). [US: 2/13/2012]

549
550 * When the Senate approves a new graduate degree program the establishment of the
551 767 course is automatic, and does not need to be submitted per se through the course
552 approval process. [SREC: 3/28/2012]

553
554 **3.2.2.3.7 768 Residence credit for master's degree**

555
556 May be repeated once (1-6 credits equivalence).

557
558 **3.2.2.3.8 769 Residence credit for doctoral degree**

559
560 May be repeated indefinitely (0-12 credits equivalence).

561
562 **3.2.2.3.9 770–779 Seminar courses**563
564 **3.2.2.3.10 790–799 Research courses**

565

566 **3.2.2.3.11 880–889 Seminar courses in professional degree programs**

567
568 [US:3/19/2018]

569
570 **3.2.2.3.12 895–899 Independent work in professional degree programs**

571
572 [US:3/19/2018]

573
574 **3.2.2.3.13 Reserved for the Council on Postsecondary Education**

575
576 The following are reserved for enrollments to report numbers in these categories to the Council on
577 Postsecondary Education:

578
579 **3.2.2.3.13.1 PD 099**

580
581 Reserved for enrollment of Postdoctoral Scholars and Postdoctoral Fellows

582
583 **3.2.2.3.13.2 MC 800**

584
585 Reserved for enrollment of Residents and Clinical Fellows in the health care professional programs

586
587 **3.2.2.4 Remedial Courses**

588
589 All remedial courses created by the University Senate shall be designated with the letter R
590 following the course designation and number. No course designated with an R shall count for
591 credit towards a degree at the University of Kentucky. [US: 3/7/88; US: 4/10/2000;
592 US9/10/2001; SREC: 6/8/2006]

593
594 **3.2.2.5 Expectations in 400G and 500-level courses**

595
596 Combined instruction of graduate and undergraduate students in 400G and 500-level courses
597 must be structured to ensure appropriate attention to both groups, and a corresponding
598 differentiation in expectations. This differentiation is to be accomplished by (i) the completion of
599 additional or distinct assignments by the enrolled graduate students that are consistent with
600 graduate-level scholarship; and/or (ii) the establishment of different grading criteria in the course
601 for graduate versus undergraduate students, reflecting a higher standard for graduate students.
602 The grading scale for both graduate and undergraduate students must be clearly stated in the
603 syllabus. [US: 5/5/2003]

604
605 [See 6.1.2.1 on documenting this information in a course syllabus.]

606
607
608 **3.2.3 PROCEDURES FOR PROCESSING COURSES AND CHANGES IN COURSES**

609
610 [US: 11/14/88; US: 10/11/99; US: 5/7/12; US: 9/9/2013]

611
612 Applications for initiating new courses, changes in existing courses, or deleting courses, must
613 be processed as provided in this rule. [US: 5/7/2012]

614
615 This rule also applies to new or existing courses that bear the imprimatur of UK as an
616 educational institution, are taught by UK faculty, and are offered to the public. This rule applies
617 regardless of whether or not the course is recorded on an academic transcript and whether or
618 not the course is eligible toward a certificate or degree. This rule does not apply to individual
619 activities of a faculty member or other UK employee in which they may use the UK logo simply
620 to indicate their status as UK employees.

621
622 * This rule includes continuing education programs [US: 9/9/2013; SREC: 12/17/2013]

623 624 **3.2.3.1 Definitions**

625
626 [US: 5/7/2012; 5/2/2022]

627
628 If changes to a course are being proposed as a part of a new academic program or change to
629 an academic program, then those course changes shall be incorporated into the proposal for
630 academic program change that is processed pursuant to SR **3.1.1.5.1**.

631
632 * The above rule will take effect when technologically feasible [SREC: 12/17/2013]

633
634 A change in course content that does not affect (i) use of the course to satisfy program
635 requirements; (ii) course number; (iii) course credit hours; or (iv) course title, is not considered
636 as a change to an academic program and shall be processed according to SR 3.2.3
637

638 In the course change procedures prescribed in SR 3.2.3, the “Dean” of courses homed outside
639 of a college is the officer appointed by the Provost, with concurrence of the Senate, to act in the
640 prescribed manner. For these courses, the faculty body responsible for the course content,
641 learning objectives, etc. and for taking the educational policy actions below, in the role of a
642 department faculty or graduate faculty, is the committee approved by the Senate to act as such
643 for the respective course. [US: 5/2/2022]

644 645 **3.2.3.2 Forms to be Used**

646
647 [US: 5/7/2012]

648
649 Senate Council-approved forms and other mechanisms to initiate proposals concerning courses
650 are available at <http://www.uky.edu/universitysenate/forms> and shall be used to initiate
651 proposals under SR 3.2.3.2.

652 653 **3.2.3.3 Procedures to be Used**

654
655 [US: 5/7/2012]

656 657 **3.2.3.3.1 Courses that cannot be used toward a UK degree or certificate**

658
659 If a proposed course will not be recorded on UK transcripts and cannot be used toward a
660 Senate-approved certificate or degree, then final approval of the course is conducted pursuant
661 to the Rules of the College of the originating educational unit and does not require approval

662 above the level of the College. The College Rules may further delegate responsibility to
 663 department or program faculties (GR VII.E.1-6). If the originating educational unit is not
 664 administratively housed in a college, then the department chair or director shall forward the
 665 proposal to the appropriate Academic Council, pursuant to SR **3.2.3.3.3.1** below. [US: 9/9/2013]

666

667 **3.2.3.3.2 Approval by the educational unit faculty**

668

669 [US: 5/7/2012]

670

671 **3.2.3.3.2.1 Initial action**

672

673 The Faculty of the originating educational unit decides whether to approve proposals for new
 674 courses or changes to courses (including changes to courses in the educational unit's University
 675 Scholars program and in dual degree programs) (GR VII.E.1-5). For the Honors Program and
 676 UK Core, the "Faculty" within the meaning of this rule is the body identified by the University
 677 Senate to perform the educational policy-making functions of the respective program. [SREC:
 678 8/18/06; US: 5/7/2012]

679

680 The department chair/director shall forward the proposal to the College Faculty, in a manner
 681 prescribed by the College Faculty Rules. The chair/director's transmittal attests thereby that the
 682 proposal has been approved in accordance with the Rules of the Faculty of the originating unit.
 683 The department chair/director may include a separate opinion on the academic merits or on the
 684 administrative feasibility of the proposal.

685

686 * For the purposes of this rule and graduate courses, "The Faculty of the originating
 687 educational unit" means the members of the graduate faculty of the program. [SREC:
 688 10/25/2012]

689 * This rule does not have the intent or effect of prohibiting any college from seeking and
 690 utilizing the opinion of any willing academic council of the Senate before the proposal is
 691 submitted to the first officially required academic council of review [SREC: 12/17/2013].

692

693 Courses for dual degree programs are simultaneously considered for approval by the respective
 694 unit faculties pursuant to the above procedures. One of the chairs/directors shall forward the
 695 approved proposal to the College Faculty, or, in the case of dual degree programs that cross
 696 colleges, to each College Faculty.

697

698 **3.2.3.3.2.2 Proposals for undergraduate or professional courses**

699

700 In cases of proposals concerning courses for undergraduate or professional certificates or
 701 degrees, or for the Honors College program credential, or for enrollment in undergraduate or
 702 professional status, the College Faculty decides whether to approve the proposal (GR VII.E.3).
 703 The dean shall forward an approved proposal to the appropriate academic council of the
 704 Senate (SR **3.2.3.3.3**), attesting thereby that the proposal has been approved in accordance
 705 with the College Faculty Rules. The dean may include a separate opinion on the academic
 706 merits or administrative feasibility of the proposal (GR VII.F.2.a-c).
 707

708 Courses for dual degree programs are simultaneously considered for approval by each College
 709 Faculty pursuant to the above procedures. The respective deans may include separate opinions

710 on the academic merits or on the administrative feasibility of the proposal. One of the deans shall
 711 forward a single proposal for the dual degree course to the appropriate academic council of the
 712 Senate.

713
 714 **3.2.3.3.2.3 Proposals for graduate courses**

715
 716 In the case of proposals for courses for graduate certificates or degrees, or for enrollment in
 717 graduate status, a proposal approved by the Faculty of the graduate program shall be forwarded
 718 by the Director of Graduate Studies to the dean of the college that contains the home
 719 educational unit of the graduate course. If so prescribed by the College Rules, the proposal may
 720 be reviewed by, and advisory opinion added by, faculty committees/councils of that college and
 721 by the dean of that college. The proposal shall then be forwarded to the Graduate Council. If the
 722 proposal for new graduate course is arising from faculty in an educational unit that does not
 723 already home a graduate program, then the dean of the college containing that educational unit
 724 shall perform the administrative processing roles prescribed in this paragraph for the Director of
 725 Graduate Studies.
 726

727 **3.2.3.3.2.4 UK Core Program.**

728
 729 Changes in the UK Core Program are submitted by the college first to UK Core Education
 730 Committee, before action by the Undergraduate Council [US: 5/7/2012]

731
 732 **3.2.3.3.3 Approval by Academic Council**

733
 734 [US: 10/11/99]

735
 736 **3.2.3.3.3.1 Jurisdiction**

737
 738 The dean shall forward the proposal to the appropriate academic council as provided below.
 739 Responsibility for recommendations on new courses, changes in courses and deletion of
 740 courses (except for minor course changes as defined in SR [3.2.3.3.7](#), below), shall be vested
 741 in the appropriate academic council as follows, except where provided otherwise. [US:
 742 5/7/2012]

743
 744 After the College of Law faculty approves, pursuant to its established Rules, a proposal
 745 concerning a new course or a change to a course, the College submits the proposal directly to
 746 the Senate Council for ten-day posting (SR [3.2.3.3.4.1](#)).

747
 748 **3.2.3.3.3.1.1 Health Care College Council**

749
 750 Proposals concerning courses for either a professional certificate or a degree program in a
 751 health profession that are recommended by a health care college shall be forwarded first to
 752 the HCCC. Proposals for courses concerning an undergraduate or graduate certificate or
 753 degree shall be first forwarded to the HCCC if the program involves the students in health
 754 care practices. "Health care practices" within the meaning of this rule includes those *health*
 755 *care* practices that subject the students to jurisdiction of the Board of Trustees-approved
 756 Health Care Colleges Code of Student Professional Conduct ('HCC Code'), even if the
 757 practices are conducted as part of an undergraduate or graduate academic program (see

758 also GR IV.C.1; HCC Code 1.B, para. 2). [SREC: 12/17/2013] After evaluation and
 759 recommendation by the HCCC, the proposal shall be forwarded to the Undergraduate
 760 Council or Graduate Council, as respectively appropriate.
 761

762 **3.2.3.3.1.2 Undergraduate Council**

763
 764 The Undergraduate Council evaluates and makes recommendation all proposals concerning
 765 courses which may be used for credit toward an undergraduate certificate or degree, or the
 766 Honors College program credential. The chair of the Undergraduate Council shall forward to the
 767 Graduate Council recommendations on courses numbered 500-599.
 768

769 **3.2.3.3.1.3 Graduate Council**

770
 771 The Graduate Council evaluates and makes recommendation on all proposals concerning
 772 courses which may be used for credit toward a graduate certificate or degree. The chair of the
 773 Graduate Council shall forward to the Undergraduate Council recommendations on course
 774 numbered 400-499G or on changing a course number 500-599 to a course numbered 400-499..
 775

776 **3.2.3.3.1.4 Disagreements between Undergraduate and Graduate Councils**

777
 778 Where the recommendation of the Undergraduate Council on a 500–599 level course is in
 779 disagreement with the recommendation of the Graduate Council, or in the case when the
 780 Graduate Council's recommendation on a 400G–499G level course is in disagreement with
 781 recommendation of the Undergraduate Council, the matter shall be referred to the Senate
 782 Council for a decision.
 783

784 **3.2.3.3.1.5 Action by a council**

785
 786 Recommendations on proposals by an academic council, and by the UK Core Education
 787 Committee, shall be forwarded by the chair of the council or committee to the Senate Council.
 788 (Exception: In the case of a proposed course homed outside of a college that will not be
 789 recorded on UK transcripts and cannot be used toward a Senate-approved degree or
 790 certificate, the approval of the academic council is final (SR 3.2.3.2.1)).
 791

792 **3.2.3.3.1.6 Major change in an academic program**

793
 794 If, in the judgment of an academic council a proposal concerning a course constitutes a major
 795 change in an academic program, then the chair of the academic council shall return the
 796 proposal to the college for processing as a program change (SR [3.1.3](#)).
 797

798 **3.2.3.3.1.7 Other new courses or changes in courses**

799
 800 All other new courses or changes in courses will be approved by the Senate Council only.
 801

802 **3.2.3.3.4 Final University approval by the Senate**

803 [US: 10/11/99; US: 2/10/03; US: 5/7/2012]
 804
 805

806 3.2.3.3.4.1 Posting

807

808 Course proposal submitted from

- 809 • The academic councils (SR 3.2.3.3.3) or
- 810 • The Senate Council (SR 3.2.3.3.3.1.7), or
- 811 • The College of Law (SR 3.2.3.3.3.1)

812

813 shall be posted by the Senate Council Office to the corresponding Senate website for ten
814 business days, thereby providing University-wide notice [US: 5/7/2012]

815

816 3.2.3.3.4.2 Procedure for handling objections to posted course proposals

817

818 During the ten day post period, any University Faculty member can raise an objection to a
819 posted proposal through a member of the University Senate. If a Senator raises an objection in
820 writing to the Senate Council and the objection is not resolved, then the Senator may have the
821 issue placed on the agenda of the next regular Senate Council meeting by having five Senators
822 submit an objection to the Senate Council Office. If the Senate Council deems the objection has
823 merit, then it will place the item on the Senate agenda. The Senate shall be informed about the
824 nature of the objection by information included with the proposal packet. Formal action by the
825 University Senate on the proposal is final. The Senate Council shall circulate reports of these
826 decisions to the Provost, Registrar and other appropriate entities. [US: 5/7/2012]

827

828

829 3.2.3.3.4.3 Final approval

830

831 If no objection is raised in writing to the Senate Council Office within ten days of the posting the
832 proposal, then it is approved. The Senate Council Office will report approvals to the Provost,
833 Registrar and other appropriate entities. [US: 5/7/2012]

834

835 3.2.3.3.5 Cross-listing

836

837 If an educational unit Faculty wishes to cross-list an existing course, then it shall first seek the
838 approval of the Faculty of the educational unit that currently offers the course. If each Faculty of
839 the two units approves the cross-listing (which shall be attested to by each unit chair/director in
840 the proposal documentation), then the requesting educational unit shall submit a form for a
841 minor course change of the existing course. If the units are in different colleges, both deans
842 must signify approval in the similar respective capacities as described above for the two unit
843 chair(s)/director(s). Cross-listing shall not be used as justification for duplication of teaching
844 effort. The chair of the home educational unit of the course must agree on the time, place and
845 instructor(s) in scheduling of the cross-listed course.

846

847 3.2.3.3.6 Replaced courses

848

849 If a new course is created through substitution, replacement, consolidation or combination of
850 one or more courses, a form for dropping the eliminated course must be processed in the
851 prescribed manner.

852

853 3.2.3.3.7 Exception for minor changes

854
855 [US: 10/11/99]

856
857 **3.2.3.3.7.1 Procedure**

858
859 If a proposed course change meets the criteria of a minor change below, then the dean of the
860 college shall forward the course change form directly to the Chair of the Senate Council for
861 approval. If the Chair of the Senate Council concurs that the proposed change meets the criteria
862 for a minor change, then the Chair of the Senate Council shall notify the Registrar's Office and
863 the dean of the college originating the proposal. If the Chair of the Senate Council believes the
864 change is not minor, then the Chair of the Senate Council shall return the proposal to the dean
865 of the college originating the proposal, for processing through the procedure for regular course
866 approval.

867
868 **3.2.3.3.7.2 Definition.**

869
870 A request may be considered a minor change if it meets one of the following criteria:

- 871
- 872 1. Change in number within the same hundred series. For the purpose of this rule, courses
873 numbered 600 to 799, and 800 to 999, are respectively considered to be in the same
874 hundred series;
 - 875
876 * The change of a 400G course to a 400 course by the program that 'homes' the course is
877 a major course change because there may be other programs that do or plan to use that
878 course in their own programs. [SREC: 3/28/2012]
 - 879
880 2. an editorial change in the course title or description which does not imply change in
881 content or emphasis
 - 882
883 * When a change in course prefix is made necessary by prior Senate approval of a
884 change in the name of the associated academic program or a change in the name of the
885 educational unit, the change to a completely new course prefix may be considered a
886 minor change when the following standards are met: (1) there is no change in course
887 content or emphasis; (2) there is no change in the 'hundred series' of the course
888 number; and (3) there is no change of the educational unit responsible for the course.
889 [SREC: 6/23/2011]
 - 890
891 3. a change in prerequisite(s) which does not imply a change in course content or
892 emphasis, or which is made necessary by the elimination or significant alteration of the
893 prerequisite(s)
 - 894
895 4. a new cross-listing or a change in the cross-listing status of a course, as described
896 above
 - 897
898 5. correction of typographical errors.

899
900 **3.2.3.4 Automatic Deletion of Courses from Bulletin**

901 [SREC: 11/14/88]

September 2022

903
904 If any course has not been taught within a four-year period, the Registrar shall remove the
905 description of the course from the University *Bulletin*. A course so removed from the *Bulletin*
906 shall remain in the Registrar's inventory of courses for an additional four years (unless the
907 college submits a course deletion form to the Registrar requesting deletion of the course).
908 During the additional four-year period, the college may offer the course and, if it is taught, the
909 Registrar shall restore its description to the University *Bulletin*. If it is not taught within the four-
910 year period, the course shall be removed from the Registrar's inventory of courses. [US:
911 2/10/86]

912
913 A course that has been removed from the *Bulletin* but remains in the University course file may
914 be changed following the normal change procedures; the change does not affect its status, and
915 it cannot be restored to the Bulletin until it is taught.

916
917 A cross listed course which has had no subscribers in one department for the past four years
918 shall continue to be listed in the University *Bulletin* providing it has been taught by the other
919 department in that time. A cross listed course which has had no subscribers in one department
920 for eight years is automatically removed from the Bulletin as one of that department's courses
921 (i.e., it is no longer a cross-listed course).