

COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. General Information.	
a. Submitted by the College of:	College of Health Sciences Today's Date: 9/20/10
b. Department/Division:	Department of Clinical Sciences/Clinical Laboratory Sciences
c. Is there a change in "ownership" of the course?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If YES, what college/department will offer the course instead? _____	
d. What type of change is being proposed?	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor ¹ (place cursor here for minor change definition)
e. Contact Person Name:	Michelle Butina Email: mbu228@uky.edu Phone: 218-0852
f. Requested Effective Date:	<input type="checkbox"/> Semester Following Approval OR <input checked="" type="checkbox"/> Specific Term ² : Fall 2011
2. Designation and Description of Proposed Course.	
a. Current Prefix and Number:	CLS 895 Proposed Prefix & Number: MLS 475
b. Full Title:	Advanced Topics in Clinical Laboratory Sciences (Independent Study) Proposed Title: Advanced Topics in Medical Laboratory Science (Independent Study)
c. Current Transcript Title (if full title is more than 40 characters):	Adv Tops CLS (Indep Sty)
c. Proposed Transcript Title (if full title is more than 40 characters):	Adv Topics in MLS (Indep Sty)
d. Current Cross-listing:	<input checked="" type="checkbox"/> N/A OR Currently ³ Cross-listed with (Prefix & Number): _____
Proposed – <input type="checkbox"/> ADD ³ Cross-listing (Prefix & Number): _____	
Proposed – <input type="checkbox"/> REMOVE ^{3,4} Cross-listing (Prefix & Number): _____	
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern type.	
Current:	<input type="checkbox"/> Lecture <input type="checkbox"/> Laboratory ⁵ <input type="checkbox"/> Recitation <input type="checkbox"/> Discussion <input type="checkbox"/> 1-6 Indep. Study
	<input type="checkbox"/> Clinical <input type="checkbox"/> Colloquium <input type="checkbox"/> Practicum <input type="checkbox"/> Research <input type="checkbox"/> Residency
	<input type="checkbox"/> Seminar <input type="checkbox"/> Studio <input type="checkbox"/> Other – Please explain: _____
Proposed:	<input type="checkbox"/> Lecture <input type="checkbox"/> Laboratory <input type="checkbox"/> Recitation <input type="checkbox"/> Discussion <input type="checkbox"/> 1-3 Indep. Study
	<input type="checkbox"/> Clinical <input type="checkbox"/> Colloquium <input type="checkbox"/> Practicum <input type="checkbox"/> Research <input type="checkbox"/> Residency
	<input type="checkbox"/> Seminar <input type="checkbox"/> Studio <input type="checkbox"/> Other – Please explain: _____
f. Current Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail
Proposed Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail
g. Current number of credit hours:	1-6 Proposed number of credit hours: 1-3

Comment [OSC1]: Excerpt from SR 3.3.0.G.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. 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 change in 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 under conditions set forth in SR 3.3.0.E;
e. correction of typographical errors.

*...for the specific purposes of the minor exception rule, the 600-799 courses are the same "hundred series," as long as the other minor change requirements are complied with. [RC 1/15/09]

¹ See comment description regarding minor course change. Minor changes are sent directly from dean's office to Senate Council Chair. If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.
² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
³ Signature of the chair of the cross-listing department is required on the Signature Routing Log.
⁴ Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
⁵ Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1)

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h. Currently, is this course repeatable for additional credit?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<i>Proposed to be repeatable for additional credit?</i>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<i>If YES: Maximum number of credit hours:</i>	6	
<i>If YES: Will this course allow multiple registrations during the same semester?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
i. Current Course Description for Bulletin:	<u>An elective for students in selected subjects in-depth or carry out a limited laboratory project.</u>	
<i>Proposed Course Description for Bulletin:</i>	<u>Independent study for undergraduate students with an interest in a specific problem, topic, or issue in Medical Laboratory Science.</u>	
j. Current Prerequisites, if any:	<u>Consent of Division Chair.</u>	
<i>Proposed Prerequisites, if any:</i>	<u>Admission into the Medical Laboratory Science Program and consent of instructor.</u>	
k. Current Distance Learning (DL) Status:	<input type="checkbox"/> N/A <input type="checkbox"/> Already approved for DL* <input checked="" type="checkbox"/> Please Add ⁶ <input type="checkbox"/> Please Drop	
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box <input type="checkbox"/>) that the proposed changes do not affect DL delivery.		
l. Current Supplementary Teaching Component, if any:	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
<i>Proposed Supplementary Teaching Component:</i>	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
3. Currently, is this course taught off campus?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<i>Proposed to be taught off campus?</i>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
4. Are significant changes in content/teaching objectives of the course being proposed?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, explain and offer brief rationale:		
5. Course Relationship to Program(s).		
a. Are there other depts and/or pgms that could be affected by the proposed change?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, identify the depts. and/or pgms: _____		
b. Will modifying this course result in a new requirement⁷ for ANY program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES ⁷ , list the program(s) here: _____		
6. Information to be Placed on Syllabus.		
a.	<input type="checkbox"/> Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

⁶ You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷ In order to change a program, a program change form must also be submitted.

COURSE CHANGE FORM

Signature Routing Log

General Information:

Course Prefix and Number: CLS 895 (MLS 475)

Proposal Contact Person Name: Michelle Butina Phone: 218-0852 Email: mbu228@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
CLS Faculty	9/20/10	Dr. Michelle Butina / 218-0852 / mbu228@uky.edu	<i>Michelle Butina</i>
Clinical Sciences Department	9/20/10	Dr. Karen Skaff / 218-0585 / karenskaff@uky.edu	<i>[Signature]</i>
CHS Associate Dean for Academic Affairs	10/26/10	Dr. Sharon Stewart / 218-0570 / srstew01@email.uky.edu	<i>Sharon Stewart</i>
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁸
Undergraduate Council	3/1/2011		
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁸ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

University of Kentucky
College of Health Sciences
Department of Clinical Sciences
Clinical Laboratory Sciences

Course Number/Title/Section: MLS 475 Advanced Topics in Medical Laboratory Science
(Independent Study), Section TBD

Course Credit: 1-3 credits

Course Time /Place: Lecture: TBD, Time: TBD

Course Faculty: Instructor: TBD
 Address: TBD
 Email: TBD
 Office phone: TBD

Office Hours: TBD

COURSE DESCRIPTION

Bulletin Description:

Independent study for undergraduate students with an interest in a specific problem, topic, or issue in Medical Laboratory Science. May be repeated for a maximum of 6 credits. Prereq: Admission into the Medical Laboratory Science Program and consent of instructor.

Student Learning Outcomes:

TBD as learning outcomes are dependent upon specific problem, topic or issue selected to study.

General Course Objectives:

TBD as general course objectives are dependent upon specific problem, topic or issue selected to study.

Required Materials:

TBD as required materials are dependent upon specific problem, topic or issue selected to study.

Grading:

Project	50%
Additional assignments	30%
Attendance and participation	20%

Exact details regarding evaluation criteria are to be determined by the supervising faculty member. Evaluation criteria are dependent upon the specific problem, topic or issue selected to study and the number of credit hours selected.

Mid-Term Evaluation:

Students will be provided with a mid-term evaluation.

Grading Scale:

A	90-100%
B	80-89%
C	70-79%
D	60- 69%
F	below 60%

COURSE POLICIES

Attendance: While an independent study requires no class time, there must be regular contact with the supervising faculty member. The frequency and method of contact will be determined by the supervising faculty member.

Make-up opportunity: When there is an excused absence a student will be given an opportunity to make up the missed work. It is the student's responsibility to inform the instructor of the absence, preferably in advance.

Excused Absences:

S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences:

- a) serious illness;
- b) illness or death of family member;
- c) University-related trips;
- d) major religious holidays;
- e) other circumstances you find to be "reasonable cause for nonattendance".

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day for adding a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Verification of Absences:

The instructor has the right to request appropriate verification of an excused absence. Students missing work due to an excused absence bear the responsibility of informing the instructor about their excused absence (except where prior notification is required) and of making up the missed work (see "Make-up Opportunity" policy above).

Late work: Late work will not be accepted for a grade unless approved by instructor. If approved, points will be deducted for late work at the rate of 5 points per day. After one week, late work will not be accepted.

Submission of assignments: TBD by the supervising faculty member.

Academic Integrity, Cheating, and Plagiarism: Each student in the class and program are expected to adhere to the highest standards of academic honesty. Cheating, plagiarism, and destruction of course materials violate the rules of the University. For more information on the University's policy on academic integrity please see Students Rights and Responsibilities, Part

II, Section 6.3 (<http://www.uky.edu/StudentAffairs/Code/part2.html>). Violations of the university's rules regarding academic honesty can lead to a failing grade in the course and suspension, dismissal or expulsion from the University. Instances of academic dishonesty will be reported to appropriate University officials as required by University rules and procedures.

Academic Accommodations: If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 859-257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities. We can then collaborate on the best solution.

Severe Weather: It is the policy of the University of Kentucky to keep all offices open and classes meeting as scheduled except under extraordinary conditions.

If severe weather should result in changes to the university schedule, the university will follow specific procedures about when those decisions are made and how they will be announced. Details of those procedures are available at <http://www.uky.edu/PR/News/severeweather.htm>.

All faculty, staff and students should note that announcements regarding the cancellation of classes and closure of offices, or a delayed opening will normally be made by 6 a.m. through the local news media. The most up-to-date and complete information will be available from the UK Infoline at 859-257-5684, UK TV Cable Channel 16, or the UK Web site at <http://www.uky.edu/>

DISTANCE LEARNING STUDENTS (Center for Rural Health Students)

Distance Learning: Formal educational process in which the majority of instruction in a course occurs when students and instructors are not in the same place.

Instructor Information:

Virtual Office Hours: TBD

Preferred method of contact: Email (email address given at top of syllabus)

Maximum timeframe for responding to student communications: 24 hours

Technological Requirements:

- Access to a computer with Internet capabilities (DSL or Cable modems are highly recommended.)
- System Requirements for Blackboard see <http://wiki.uky.edu/blackboard/Wiki%20Pages/FAQS.aspx>

Technology Support:

- Contact information for Teaching and Learning Services Center (TASC):

Website: <http://www.uky.edu/TASC/>

Phone: 859-257-8272

- Contact information for Information Technology Customer Service Center (ITSC):

Website: <http://www.uky.edu/UKIT/>

Phone: 859-218-HELP

- Procedure for resolving technical complaints: Contact TASC or ITSC first, then contact instructor

Distance Learning Library Services:

- Contact information for Distance Learning Library Services:

Website: <http://www.uky.edu/Libraries/DLLS>

DL Librarian: Carla Cantagallo

Email: dllservice@email.uky.edu

Phone: 859 257-0500, ext. 2171; (800) 828-0439 (option #6)

DL Interlibrary Loan Service:

http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

COURSE SCHEDULE

TBD by supervising faculty member as schedule is dependent upon specific problem, topic or issue selected to study and the number of credit hours selected.