

**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:

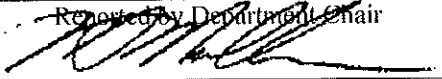
_____ Date of Approval by Department Faculty	_____ Reported by Department Chair
_____ Date of Approval by College Faculty	_____ Reported by College Dean
_____ *Date of Approval by Undergraduate Council Approved by GC 5/01/09	_____ Reported by Undergraduate Council Chair
_____ *Date of Approval by Graduate 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

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Rev 07/06

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