APPLICATION TO DROP A COURSE

1.	General Information.			
a.	Submitted by the College of:	Agriculture	Today's Date:	February 23, 2012
b.	Department/Division:	Family Sciences		
c.	Contact Person Name: Dr. Donna Smith	Email: donnarsmith@uky.edu	Phone: 7-7733	

2.	Course Information.	
a.	Course Prefix and Number:	FAM 494
b.	Course Title:	Independent Work in Family Resource Management
c.	Credit Hours:	1-3

3.	Effective Date[1] of Drop:	☒ Semester Following Approval	OR	☐ Specific Term[2]: _____

4.	Is this course cross-listed?	YES[3] ☐	NO ☒
	If YES[3], what is the cross-listed course prefix and number?	_____	
	If YES[3], should the cross-listed course(s) also be dropped[3]?	YES[3] ☐	NO ☐
	Explain, if necessary: _____		

5.	Why is the course being dropped?	No longer needed; have another independent study course (FAM 495)

6.	Will dropping this course change the requirements[4] for any program?	YES ☐	NO ☒
	If YES[4], list the program(s) here: _____		

7.	Has the course been taken by a significant number of students in other colleges/depts?	YES ☐	NO ☒
	If YES, list the colleges/departments: _____		
	If YES, what provision has been made for meeting the needs of these students? _____		

8.	Is this course currently included in the University Studies Program?	YES ☐	NO ☒

---

[1] The effective date for a dropped course is **the first term when the course is not available**, NOT the last term the course is offered.
[2] Effective dates are typically 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] In order to change a program, a program change form must also be submitted.

APPLICATION TO DROP A COURSE

Signature Routing Log

General Information:

Course to be Dropped (prefix and number):   FAM 494

Proposal Contact Person Name: Dr. Donna Smith   Phone: 7-7733   Email: donnarsmith@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
Family Sciences Faculty	March 2, 2012	Donna Smith / 7-7733 / donnarsmith@uky.edu	
Undergraduate Curriculum Committee	March 30, 2012	Larry Grabau / 7-3469 / Larry.Grabau@uky.edu	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[5]
Undergraduate Council	6/26/2012	Sharon Gill	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

_____

Rev 8/09