

# COURSE CHANGE FORM

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

<b>1. General Information.</b>					
a. Submitted by the College of: <u>Design</u>		Today's Date: <u>3/3/11</u>			
b. Department/Division: <u>Historic Preservation</u>					
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 type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <sup>1</sup> (place cursor here for minor change definition)					
e. Contact Person Name: <u>Allison Carll</u>		Email: <u>hedcarll@ukv.edu</u>		Phone: <u>7-7763</u>	
f. Requested Effective Date: <input type="checkbox"/> Semester Following Approval OR <input checked="" type="checkbox"/> Specific Term <sup>2</sup> : <u>F'11</u>					
<b>2. Designation and Description of Proposed Course.</b>					
a. Current Prefix and Number: <u>HP 799</u>		Proposed Prefix & Number: <u>HP 799</u>			
b. Full Title: <u>Master's Project II</u>		Proposed Title: <u>Master's Project</u>			
c. Current Transcript Title (if full title is more than 40 characters): _____					
Proposed Transcript Title (if full title is more than 40 characters): _____					
d. Current Cross-listing: <input checked="" type="checkbox"/> N/A OR Currently <sup>3</sup> Cross-listed with (Prefix & Number): _____					
Proposed – <input type="checkbox"/> ADD <sup>3</sup> Cross-listing (Prefix & Number): _____					
Proposed – <input type="checkbox"/> REMOVE <sup>3,4</sup> Cross-listing (Prefix & Number): _____					
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours <sup>5</sup> for each meeting pattern type.					
Current:	_____ Lecture	_____ Laboratory <sup>5</sup>	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	<input checked="" type="checkbox"/> Research	_____ Residency
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____		
Proposed:	_____ Lecture	_____ Laboratory	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	<input checked="" type="checkbox"/> Research	_____ Residency
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____		
f. Current Grading System: <input checked="" type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail					

**Comment:** 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<sup>6</sup>;  
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.  
<sup>6</sup>...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]

<sup>1</sup> 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.  
<sup>2</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.  
<sup>3</sup> Signature of the chair of the cross-listing department is required on the Signature Routing Log.  
<sup>4</sup> Removing a cross-listing does not drop the other course – it merely unlinks the two courses.  
<sup>5</sup> 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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<b>Proposed Grading System:</b>	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail
<b>g. Current number of credit hours:</b>	3	<b>Proposed number of credit hours:</b> 3
<b>h. Currently, is this course repeatable for additional credit?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<b>Proposed to be repeatable for additional credit?</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>If YES: Maximum number of credit hours:</b>	6	
<b>If YES: Will this course allow multiple registrations during the same semester?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<b>i. Current Course Description for Bulletin:</b>	<p><u>During this sequel to HP 798, students work independently, but under the direction of a committee chair and Master's Project committee suggested by the student and chosen in consultation with the department chair or DGS to complete the Master's Project proposed in HP 798. Prereq: HP 798.</u></p>	
<b>Proposed Course Description for Bulletin:</b>	<p><u>Students work independently, but under the direction of a committee chair and Master's Project committee suggested by the student and chosen in consultation with the department chair or DGS to complete the Master's Project proposed in HP 798. Must be repeated to a maximum of six hours. Prereq: HP 798.</u></p>	
<b>j. Current Prerequisites, if any:</b>	HP 798	
<b>Proposed Prerequisites, if any:</b>	HP 798	
<b>k. Current Distance Learning(DL) Status:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Already approved for DL* <input type="checkbox"/> Please Add <sup>6</sup> <input type="checkbox"/> Please Drop	
<small>*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.</small>		
<b>l. Current Supplementary Teaching Component, if any:</b>	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
<b>Proposed Supplementary Teaching Component:</b>	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
<b>3. Currently, is this course taught off campus?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<b>Proposed to be taught off campus?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<b>4. Are significant changes in content/teaching objectives of the course being proposed?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, explain and offer brief rationale:		
<b>5. Course Relationship to Program(s).</b>		
<b>a. Are there other depts and/or pgms that could be affected by the proposed change?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, identify the depts. and/or pgms: _____		
<b>b. Will modifying this course result in a new requirement<sup>7</sup> for ANY program?</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
If YES <sup>7</sup> , list the program(s) here: <u>HP</u>		
<b>6. Information to be Placed on Syllabus.</b>		

<sup>6</sup> You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

<sup>7</sup> In order to change a program, a program change form must also be submitted.

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a. <input type="checkbox"/>	Check box if <u>changed to 400G or 500.</u>	if <u>changed to 400G-</u> or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> 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.)
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# COURSE CHANGE FORM

## Signature Routing Log

**General Information:**

Course Prefix and Number: HP 799  
 Proposal Contact Person Name: Allison Carl Phone: 7-7763 Email: hedcarll@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
HP Curriculum Committee	11/30/10	Richard Schein / 7-2119 / schein@email.uky.edu	<i>[Signature]</i>
HP Faculty	1/18/11	Richard Schein / 7-2119 / schein@email.uky.edu	<i>[Signature]</i>
CoD Curriculum Committee	3/2/11	Terry Rothgeb / 7-7762 / hdstdr@uky.edu	<i>[Signature]</i>
		/ /	
		/ /	

**External-to-College Approvals:**

Council	Date Approved	Signature	Approval of Revision <sup>a</sup>
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

**Comments:**

<sup>a</sup> Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

# MASTER OF HISTORIC PRESERVATION

Core Requirements 33 Credits  
 Electives 9 Credits  
 Master's Project 6 Credits  
**TOTAL 48 Credits**

## NOTES:

Proposed Grid Sheet

HP 723 will remain in the curriculum as an elective but is no longer a core requirement. It is being replaced by HP 798 as a core requirement.

The HP Master's Project requirement is now fulfilled by two consecutive semesters of enrollment in HP 799.

### I. CORE (33 hrs. required)

	Gr.	Cr.
GEO 490G American Landscapes		3
HP 601 Intro. To Historic Pres.		3
HP 602 Dynamics of Historic Pres.		3
HP 610 American Architecture I		3
HP 611 American Architecture II		3
HP 612 Documentation I		3
HP 613 Historic Structures		3
HP 614 Documentation II		3
HP 616 Preservation Design Studio		6
HP 798 Research Design		3

### II. ELECTIVES (9 hrs. required)

	Gr.	Cr.

### III. MASTER'S PROJECT (6 hrs.)

	Gr.	Cr.
HP 799 Master's Project		3
HP 799 Master's Project		3

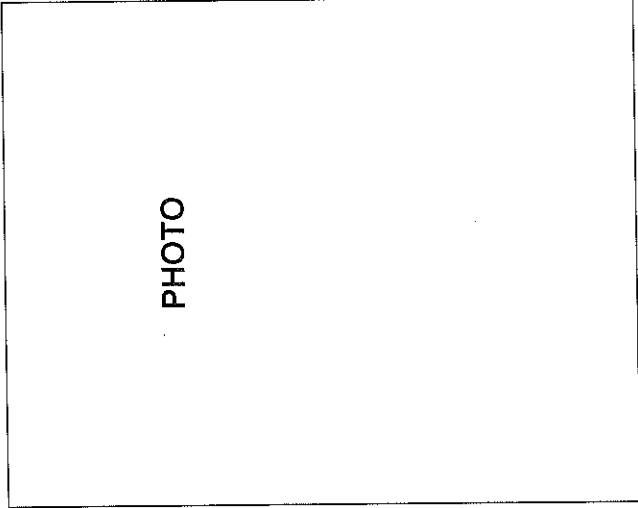
TITLE OF THESIS PROJECT:

NAME

Student ID

TERM ADMITTED

TERM GRADUATED



PHOTO

THESIS COMMITTEE

CHAIR

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HP 602 Dynamics of Historic Pres.		3
HP 610 American Architecture I		3
HP 611 American Architecture II		3
HP 612 Documentation I		3
HP 613 Historic Structures		3
HP 614 Documentation II		3
HP 616 Preservation Design Studio		6
HP 723 KY Arch. & Cultural Landscapes		3

### II. ELECTIVES (9 hrs. required)

	Gr.	Cr.

### III. MASTER'S PROJECT (6 hrs.)

	Gr.	Cr.
HP 798 Master's Project I		3
HP 799 Master's Project II		3

TITLE OF THESIS PROJECT:

NAME

Student ID

TERM ADMITTED

TERM GRADUATED

PHOTO

THESIS COMMITTEE

CHAIR

NOTES:

Old Grid Sheet