APPLICATION TO DROP A COURSE

1. **General Information.**

a. Submitted by the College of: Design | Today's Date: Sept. 1, 2011

b. Department/Division: School of Interior Design

c. Contact Person Name: Ann W. Dickson | Email: hdsawd@uky.edu | Phone: 7-7767.

2. **Course Information.**

a. Course Prefix and Number: ID 355

b. Course Title: Interior Design Studio 1

c. Credit Hours: 5

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? | Course belongs to an older Interior Design Program that has not been taught since 2005.

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 ☒

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[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.

Rev 8/09

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Signature Routing Log

General Information:

Course to be Dropped (prefix and number):   ID 355

Proposal Contact Person Name: Ann W. Dickson   Phone: 7-7767   Email: hdsawd@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
School Committee Chair	9/2/2011	Allison Carll White / 257-7763 / hedcarll@uky.edu	Allison C. White
School Director	9/2/2011	Ann Dickson / 257-7767 / hdsawd@uky.edu	
Associate Dean	9/2/2011	Mark O'Bryan / 502-435-4884 / m2@iglou.com	Mark O'B
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[5]
Undergraduate Council	10/11/2011	S.Gill sgill@uky.edu	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

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