

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: <u>Law</u>		Today's Date: <u>3/11/11</u>				
b. Department/Division: <u>Law</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 checked="" type="checkbox"/> Major <input type="checkbox"/> Minor ¹ (place cursor here for minor change definition)						
e. Contact Person Name: <u>Mary J. Davis</u>		Email: <u>mjdavis@uky.edu</u>		Phone: <u>7-3198</u>		
f. Requested Effective Date: <input checked="" type="checkbox"/> Semester Following Approval <input type="checkbox"/> OR <input type="checkbox"/> Specific Term ² : _____						
2. Designation and Description of Proposed Course.						
a. Current Prefix and Number: <u>804</u>		Proposed Prefix & Number: <u>804</u>				
b. Full Title: <u>Legal Research and Writing Skills</u>		Proposed Title: <u>Same</u>				
c. Current Transcript Title (if full title is more than 40 characters): <u>Legal Research and Writing</u>						
c. Proposed Transcript Title (if full title is more than 40 characters): <u>same</u>						
d. Current Cross-listing: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> 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 <u>at least one</u> of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern type.						
Current:	_____ Lecture	_____ Laboratory ⁵	_____ Recitation	<u>2</u> Discussion	_____ Indep. Study	
	_____ Clinical	_____ Colloquium	_____ Practicum	<u>1</u> Research	_____ Residency	
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____			
Proposed:	_____ Lecture	_____ Laboratory	_____ Recitation	<u>3</u> Discussion	_____ Indep. Study	
	_____ Clinical	_____ Colloquium	_____ Practicum	<u>1</u> 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						
Proposed Grading System: <input checked="" type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail						
g. Current number of credit hours: <u>3</u>		Proposed number of credit hours: <u>4</u>				

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 type="checkbox"/>	NO <input checked="" type="checkbox"/>
<i>Proposed to be repeatable for additional credit?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<i>If YES: Maximum number of credit hours: _____</i>		
<i>If YES: Will this course allow multiple registrations during the same semester?</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
i. Current Course Description for Bulletin:	<u>Instruction in the use of research materials, in legal writing, in the fundamentals of legal analysis and in the solution of selected legal problems.</u>	
<i>Proposed Course Description for Bulletin:</i>	<u>same</u>	
j. Current Prerequisites, if any:	<u>none</u>	
<i>Proposed Prerequisites, if any:</i>	<u>none</u>	
k. Current Distance Learning(DL) Status:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Already approved for DL* <input 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 type="checkbox"/>	NO <input checked="" 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 <u>changed to</u> 400G or 500. If <u>changed to</u> 400G- 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.)

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: Law 804
 Proposal Contact Person Name: Mary J. Davis Phone: 7-3198 Email: mjdavis@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
Law Faculty	10/21/10	Mary J. Davis / 7-3198 / mjdavis@uky.edu	
		/ /	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁸
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

To enhance legal writing instruction, to emphasize the importance of legal research and writing instruction and to coordinate the number of credit hours with the amount of time students are actually spending on their LRW course, the faculty voted to increase the number of credit hours for the first year LRW course from 3 to 4. This is a year-long course for which full credit is awarded at the end of the first year.

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

Burnell, Joni M

From: Davis, Mary J
Sent: Wednesday, April 20, 2011 3:31 PM
To: Burnell, Joni M
Cc: Brothers, Sheila C; Salsman, Jane
Subject: RE: Proposed Course Change for LAW 804

Hi Joni,

I verify that the College of Law approved the changes on the date shown on the form.

Thanks very much.

Mary Davis

Mary J. Davis

Associate Dean for Academic Affairs

University of Kentucky College of Law

202 Law Building

Lexington, KY 40506-0048

Office: 859.257.3198

Fax: 859.323.1061

Cell: 859.494.5413

From: Burnell, Joni M
Sent: Wednesday, April 20, 2011 3:25 PM
To: Davis, Mary J
Cc: Brothers, Sheila C; Salsman, Jane
Subject: Proposed Course Change for LAW 804

Good Afternoon,

I'm writing regarding the course change proposal for LAW 804 (attached).

Upon review of this course, we noticed that we are lacking a signature on the Signature Routing Log. *Please verify by email response that you have approved the changes on the date shown on the form, or provide us with a signed signature log form.*

Upon timely receipt of the requested information, these courses can be placed on a web transmittal for final Senate approval, and a fall 2011 effective date.

Joni Burnell

Office of the Senate Council

joni.burnell@uky.edu