

3.3.0 PROCEDURES FOR PROCESSING COURSES AND CHANGES IN COURSES [US: 11/14/88; US 10/11/99; US: 5/7/12]

Applications for initiating new courses, changing existing courses, or deleting courses must be processed as provided in this rule.

This rule also applies to new or existing courses that bear the imprimatur of UK as an educational institution, are taught by UK faculty, and are offered to the public. This rule applies regardless of whether or not the course is recorded on an academic transcript and whether or not the course is eligible toward a certificate or degree. This rule does not apply to individual activities of a faculty member or other UK employee in which they may use the UK logo simply to indicate their status as UK employees.

3.3.1 Definitions [US: 5/7/12]

- A.** If changes to a course are being proposed as a part of a new academic program or change to an academic program, then those course changes shall be incorporated into the proposal for academic program change that is processed pursuant to SR 3.2.
- B.** A change in course content that does not affect (i) use of the course to satisfy program requirements; (ii) course number; (iii) course credit hours; or (iv) course title, is not considered as a change to an academic program and shall be processed according to SR 3.3.

3.3.2 Forms to be Used [US: 5/7/12]

Senate Council-approved forms and other mechanisms to initiate proposals concerning courses are available at [<http://www.uky.edu/Faculty/Senate/forms.htm>] and shall be used to initiate proposals under SR 3.3. In the case of courses that will be evaluated by the Health Care Colleges Council (HCCC; see subsection 3.3.3.B.1 below), the initiator of the proposal shall contact the chair of the HCCC or, in the case of courses from the College of Law, the appropriate associate dean, for information on the Senate Council-approved proposal submission format.

3.3.3 Procedures to be Used [US: 5/7/12]

A. Course that Cannot be Used Toward a UK Degree or Certificate

If a proposed course will not be recorded on UK transcripts and cannot be used toward a Senate-approved certificate or degree, then final approval of the course is conducted pursuant to the Rules of the College of the originating educational unit and does not require approval above the level of the College. The College Rules may further delegate responsibility to department or program faculties (GR VII.A.4-6).

If the originating educational unit is not administratively housed in a college, then the department chair or director shall forward the proposal to the appropriate Academic Council, pursuant to 3.3.3.C.1 below.

B. Approval by the Educational Unit Faculty [US: 5/7/12]

1. The Faculty of the originating educational unit decides whether to approve proposals for new courses or changes to courses (including changes to courses in the educational unit's University Scholars program and in dual degree programs) (GR VII.A.6(b)); SR 3.2.A.3, below). For the Honors Program and UK Core, the "Faculty" within the meaning of this rule is the body identified by the University Senate to perform the educational policy-making functions of the respective program. [SREC 8/18/06; US: 5/7/12]

The department chair/director shall forward [the proposal](#) to the College Faculty ~~a proposal arising under SR 3.3~~ in a manner prescribed by the College Faculty Rules. The chair/director's transmittal attests thereby that the proposal has been approved in accordance with the Rules of the Faculty of the originating unit. The department chair/director may include a separate opinion on the academic merits or on the administrative feasibility of the proposal.

* For the purposes of this rule and graduate courses, "The Faculty of the originating educational unit" means the members of the graduate faculty of the program. [SREC: 10/25/12]

Courses for dual degree programs are simultaneously considered for approval by the respective unit faculties pursuant to the above procedures. One of the chairs/directors shall forward the approved proposal to the College Faculty, or, in the case of dual degree programs that cross colleges, to each College Faculty.

2. In cases of proposals concerning courses for undergraduate or professional certificates or degrees, the College Faculty decides whether to approve the proposal (GR VII.A.4(c)). The dean shall forward an approved proposal to the appropriate academic council of the Senate (SR 3.2.B), attesting thereby that the proposal has been approved in accordance with the College Faculty Rules. The dean may include a separate opinion on the academic merits or administrative feasibility of the proposal (GR VII.B.3).

Courses for dual degree programs are simultaneously considered for approval by each College Faculty pursuant to the above procedures. The respective deans may include separate opinions on the academic merits or on the administrative feasibility of the proposal. One of the deans shall forward a single proposal for the dual degree course to the appropriate academic council of the Senate.

3. UK Core Program. Changes in the UK Core Program are submitted by the college first to the Undergraduate Council, before action by the UK Core Education Committee. [US: 5/7/12]

* Under this rule the Undergraduate Council may opt to use a process in which a course must first be approved by the UK Core Education Committee before action by the Undergraduate Council [SREC: 8/23/12]

C. **Approval by Academic Council** [US: 10/11/99; SREC: 6/8/06; US: 5/7/12]

1. Jurisdiction. The dean shall forward the proposal to the appropriate academic council as provided in this subpart SR 3.3.B.1. Responsibility for the approval of new courses, changes in courses and deletion of courses (except for minor course changes as defined in SR 3.3.3.B.1.F, below), shall be vested in the appropriate academic council as follows: [US: 5/7/12]

(a) Health care college professional programs. Proposals concerning courses for either a professional certificate or a degree program in a health profession that are recommended by a health care college shall be forwarded first to the HCCC. The HCCC shall act for the University Senate to make a final decision to approve such proposals.

(b) Other proposals arising from a health care college. Proposals for courses concerning an undergraduate certificate or degree shall be first forwarded to the HCCC if the program involves the students in health care practices. If approved by the HCCC, the chair of the HCCC shall forward the proposal to the Undergraduate Council (subpart (c), below). Proposals for graduate certificates or degrees from health care colleges are not processed by the HCCC but shall be processed as in subpart (d). [US: 5/7/12]

(c) The Undergraduate Council decides whether to approve all proposals concerning courses which may be used for credit toward an undergraduate certificate or degree. The role of the Undergraduate Council is only to recommend when courses are numbered 500-599. The chair of the Undergraduate Council shall forward that recommendation to the Graduate Council.

(d) The Graduate Council shall decide whether to approve all proposals concerning courses which may be used for credit toward a graduate certificate or degree. The role of the Graduate Council is only to recommend on courses numbered 400G-499G or in changing a course numbered 500-599 to a course numbered 400-499. The chair of the Graduate Council shall forward that recommendation to the Undergraduate Council.

(e) Where the recommendation of the Undergraduate Council on a 500- 599 level course is in disagreement with the decision of the Graduate Council, or in the case when the Graduate Council's recommendation on a 400G-499G level course is in disagreement with the Undergraduate Council, the matter shall be referred to the Senate Council for a decision.

(f) Positive recommendations on proposals by an academic council, and all recommendations by the UK Core Education Committee, shall be forwarded by the chair of the council or committee to the Senate Council. [\(Exception: In the case of a proposed course that will not be recorded on](#)

UK transcripts and cannot be used toward a Senate-approved degree or certificate, the approval of the academic council is final).

(g) If, in the judgment of an academic council, a proposal concerning a course constitutes a major change in an academic program, then the chair of the academic council shall return the proposal to the college for processing as a program change (SR 3.2).

(h) All other new courses or changes in courses will be approved by the Senate Council only.