

Date: October 20, 2010

To: Undergraduate Council

From: Kelly Green Crume
National Student Exchange Coordinator
Undergraduate Studies
109 Miller Hall, 0035
257-3044

Re: NES 333 Course Change

This memo is intended to provide more information about the course change request for NES 333. I am requesting that NES 333 be changed from a letter graded course to a Pass/Fail course. The intention has never been for this course to be letter graded. Over the years, however, the course did in fact become coded as a letter graded course. As a result, the registrar's office has been force overriding the course grades for several semesters to make them Pass/Fail. Jacquie Hager suggested I take the necessary steps to officially change the course to Pass/Fail. If you have questions please feel free to contact me.

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: Undergraduate Studies Today's Date: 6/30/10
- b. Department/Division: National Student Exchange
- c. Is there a change in "ownership" of the course? YES NO

If YES, what college/department will offer the course instead? _____

- d. What type of change is being proposed? Major Minor¹ (place cursor here for minor change definition)
- e. Contact Person Name: Kelly Green Crume Email: kelly.crume@uky.edu Phone: 7-3044
- f. Requested Effective Date: Semester Following Approval OR Specific Term²: _____

2. Designation and Description of Proposed Course.

- a. Current Prefix and Number: NES 333 Proposed Prefix & Number: N/A
- b. Full Title: National Exchange Studies Proposed Title: N/A
- c. Current Transcript Title (if full title is more than 40 characters): _____
- c. Proposed Transcript Title (if full title is more than 40 characters): _____
- d. Current Cross-listing: N/A OR Currently³ Cross-listed with (Prefix & Number): _____
- Proposed – ADD³ Cross-listing (Prefix & Number): _____
- Proposed – REMOVE^{3,4} Cross-listing (Prefix & Number): _____

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 series⁵;
- 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]

- e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours⁵ for each meeting pattern type.

Current: Lecture _____ Laboratory⁵ _____ Recitation _____ Discussion _____ Indep. Study _____

_____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency _____

_____ Seminar _____ Studio _____ Other – Please explain: _____

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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Proposed: _____ Lecture _____ Laboratory _____ Recitation _____ Discussion _____ Indep. Study
 _____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency
 _____ Seminar _____ Studio _____ Other – Please explain: _____

f. Current Grading System: Letter (A, B, C, etc.) Pass/Fail
 Proposed Grading System: Letter (A, B, C, etc.) Pass/Fail

g. Current number of credit hours: _____ Proposed number of credit hours: _____

h. Currently, is this course repeatable for additional credit? YES NO

Proposed to be repeatable for additional credit? YES NO

If YES: Maximum number of credit hours: _____

If YES: Will this course allow multiple registrations during the same semester? YES NO

i. Current Course Description for Bulletin: n/a
 Proposed Course Description for Bulletin: _____

j. Current Prerequisites, if any: n/a
 Proposed Prerequisites, if any: _____

k. Current Distance Learning(DL) Status: N/A Already approved for DL* Please Add⁶ Please Drop

*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed changes do not affect DL delivery.

l. Current Supplementary Teaching Component, if any: Community-Based Experience Service Learning Both
 Proposed Supplementary Teaching Component: Community-Based Experience Service Learning Both

3. Currently, is this course taught off campus? YES NO
 Proposed to be taught off campus? YES NO

4. Are significant changes in content/teaching objectives of the course being proposed? YES NO
 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 NO

If YES, identify the depts. and/or pgms: _____

b. Will modifying this course result in a new requirement⁷ for ANY program? YES NO

If YES⁷, list the program(s) here: _____

⁶ You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

COURSE CHANGE FORM

6. Information to be Placed on Syllabus.

- a. Check box if changed to 400G or 500.

If changed to 400G- or 500-level course you must send in a syllabus and *you must include the differentiation* 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.*)

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: NES 333
 Proposal Contact Person Name: Kelly Green Crume Phone: 7-3044 Email: kelly.crume@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
Undergrad studies	7-20-10	Mark A. Taylor / 859-257-8125 / taylor.mark@uky.edu	
		/ /	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁸
Undergraduate Council	11/09/2010		
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

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