

APR 1 2013

## Course Information

Date Submitted: 4/1/2013

Current Prefix and Number: NES - National Exchange Studies, NES 333 - NATIONAL EXCHANGE STUDIES

Other Course:

Proposed Prefix and Number: NES 333

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

## 1. General Information

a. Submitted by the College of: Enrollment Management Administration

b. Department/Division: Admissions and Registrar

c. Is there a change in 'ownership' of the course? Yes

If YES, what college/department will offer the course instead: Undergraduate Studies

e. Contact Person

Name: Chris Thuringer

Email: chris.thuringer@uky.edu

Phone: 257-0042

Responsible Faculty ID (if different from Contact)

Name: Ben Withers

Email: bwithers@uky.edu

Phone: 257-8450

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

## 2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: NATIONAL EXCHANGE STUDIES

Proposed Title: NATIONAL EXCHANGE STUDIES

c. Current Transcript Title: NATIONAL EXCHANGE STUDIES

Proposed Transcript Title: NATIONAL EXCHANGE STUDIES

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

LECTURE: 1

Proposed Meeting Patterns

OTHER: 1

f. Current Grading System: Pass Fail Grade Scale

Proposed Grading System: PropPassFail

g. Current number of credit hours: 1

Proposed number of credit hours: 1

h. Currently, is this course repeatable for additional credit? Yes

Proposed to be repeatable for additional credit? Yes

If Yes: Maximum number of credit hours: 3

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: This is a course was added at the request of the Council on Higher Education for reporting students that are in an reciprocal exchange program. Students enrolled in this course are considered to be enrolled full time.

Proposed Course Description for Bulletin: A course designed for a full time undergraduate student in good standing who attends a National Student Exchange Program member institution. Students enrolled in this course develop a plan as part of their academic program. Registration in the course constitutes full-time status. The course may be taken on a pass-fail basis. Evaluation by an Undergraduate Studies academic adviser is a required element of the plan. May be repeated to a maximum of three credits.

2j. Current Prerequisites, if any: Approval by the student's academic department, the Registrar and the Dean of Undergraduate Studies.

Proposed Prerequisites, if any: Approval by the student's academic department, the Registrar and the Dean of Undergraduate Studies.

2k. Current Supplementary Teaching Component: Community-Based Experience

Proposed Supplementary Teaching Component: No Change

3. Currently, is this course taught off campus? Yes

Proposed to be taught off campus? Yes

If YES, enter the off campus address: Varies

4. Are significant changes in content/student learning outcomes of the course being proposed? No

If YES, explain and offer brief rationale:

5a. Are there other depts. and/or pgms that could be affected by the proposed change? Yes

If YES, identify the depts. and/or pgms: Currently this course is located within a non-academic unit, Enrollment Management Administration; this course change will move it (and the credit hours generated) to the oversight and review of the Dean of Undergraduate Studies.

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

## Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|DWITT|Donald E Witt|NES 333 CHANGE College Review|20130311

SIGNATURE|JMETT2|Joanie Eit-Mims|NES 333 CHANGE Undergrad Council Review|20130311

SIGNATURE|JEL224|Janie S Ellis|NES 333 CHANGE Senate Council Review|20130320

SIGNATURE|WF-BATCH|Batch User|Subworkflow for college notifications|20130326

SIGNATURE|DWITT|Donald E Witt|NES 333 CHANGE Approval Returned to College|20130326

**Courses** **Request Tracking**

### Course Change Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

[Open in full window to print or save](#)

Generate F

Attachments:

Upload File

Select saved project to retrieve...

NOTE: Start form entry by choosing the Current Prefix and Number (\*denotes required fields)

Current Prefix and Number:		NES - National Exchange Studies NES 333 - NATIONAL EXCHANGE STUDIES	Proposed Prefix & Number:	NES 333
* What type of change is being proposed?		<input checked="" type="checkbox"/> Major Change <input type="checkbox"/> Major - Add Distance Learning <input type="checkbox"/> Minor - change in number within the same hundred series, exception 799 is the same "hundred series" <input type="checkbox"/> Minor - editorial change in course title or description which does not change in content or emphasis <input type="checkbox"/> Minor - a change in prerequisite(s) which does not imply a change in course content or emphasis, or which is made necessary by the elimination of a prerequisite(s) <input type="checkbox"/> Minor - a cross listing of a course as described above		
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No				
If YES, check the areas that apply:				
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics				
<b>1. General Information</b>				
a. Submitted by the College of:		Enrollment Management Administration	Today's Date: 4/1/2013	
b. Department/Division:		Admissions and Registrar		
c.* Is there a change in "ownership" of the course?				
<input checked="" type="radio"/> Yes <input type="radio"/> No If YES, what college/department will offer the course instead? Undergraduate Studies				
e.* * Contact Person Name:		Chris Thuringer	Email: chris.thuringer@uky.edu	Phone: 257-0042
* Responsible Faculty ID (if different from Contact):		Ben Withers	Email: bwithers@uky.edu	Phone: 257-8450
f.* Requested Effective Date:		<input checked="" type="checkbox"/> Semester Following Approval	OR	Specific Term: <sup>2</sup>
<b>2. Designation and Description of Proposed Course.</b>				
a. Current Distance Learning(DL) Status:		<input checked="" type="radio"/> N/A <input type="radio"/> Already approved for DL.* <input type="radio"/> Please Add <input type="radio"/> 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 change not affect DL delivery.				
b. Full Title:		NATIONAL EXCHANGE STUDIES	Proposed Title: *	NATIONAL EXCHANGE STUDIES
c. Current Transcript Title (if full title is more than 40 characters):		NATIONAL EXCHANGE STUDIES		
c. Proposed Transcript Title (if full title is more than 40 characters):		NATIONAL EXCHANGE STUDIES		
d. Current Cross-listing:		<input checked="" type="checkbox"/> N/A	OR	Currently <sup>3</sup> Cross-listed with (Prefix & Number): none
Proposed - ADD <sup>3</sup> Cross-listing (Prefix & Number):				

Proposed – REMOVE <sup>34</sup> Cross-listing (Prefix & Number):					
<b>e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours <sup>3</sup> for each meeting pattern</b>					
Current:	Lecture 1	Laboratory <sup>2</sup>	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	
Proposed: *	Lecture	Laboratory <sup>2</sup>	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other 1	Please explain: "EXP" would match the	
<b>f. Current Grading System:</b>		Pass Fail Grade Scale			
<b>Proposed Grading System:*</b>		<input type="radio"/> Letter (A, B, C, etc.) <input checked="" type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade)			
<b>g. Current number of credit hours:</b>	1	<b>Proposed number of credit hours:*</b>	1		
<b>h.* Currently, is this course repeatable for additional credit?</b>					<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>* Proposed to be repeatable for additional credit?</b>					<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>If YES:</b>	<b>Maximum number of credit hours:</b>			3	
<b>If YES:</b>	<b>Will this course allow multiple registrations during the same semester?</b>				<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>i. Current Course Description for Bulletin:</b>					
This is a course was added at the request of the Council on Higher Education for reporting students that are in an reciprocal exchange program. Students enrolled in this course are considered to be enrolled full time.					
<b>* Proposed Course Description for Bulletin:</b>					
A course designed for a full time undergraduate student in good standing who attends a National Student Exchange Program member institution. Students enrolled in this course develop a plan as part of their academic program. Registration in the course constitutes full-time status. The course may be taken on a pass-fail basis. Evaluation by an Undergraduate Studies academic adviser is a required element of the plan. May be repeated to a maximum of three credits.					
<b>j. Current Prerequisites, if any:</b>					
Approval by the student's academic department, the Registrar and the Dean of Undergraduate Studies.					
<b>* Proposed Prerequisites, if any:</b>					
Approval by the student's academic department, the Registrar and the Dean of Undergraduate Studies.					
<b>k. Current Supplementary Teaching Component, if any:</b>				<input checked="" type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both	
<b>Proposed Supplementary Teaching Component:</b>				<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning	

		<input type="radio"/> Both <input checked="" type="radio"/> No Change
3.	Currently, is this course taught off campus?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*	Proposed to be taught off campus?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	If YES, enter the off campus address: <i>Varies</i>	
4.*	Are significant changes in content/student learning outcomes of the course being proposed?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES, explain and offer brief rationale:	
<b>5. Course Relationship to Program(s).</b>		
a.*	Are there other depts and/or pgms that could be affected by the proposed change?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	If YES, identify the depts. and/or pgms:	
	Currently this course is located within a non-academic unit, Enrollment Management Administration; this course change will move it (and the credit hours generated) to the oversight and review of the Dean of Undergraduate Studies.	
b.*	Will modifying this course result in a new requirement <sup>2</sup> for ANY program?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES <sup>2</sup> , list the program(s) here:	
<b>6. Information to be Placed on Syllabus.</b>		
a.	<input type="checkbox"/> 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) establish different grading criteria in the course for graduate students. (See SR 3.1.4.)

<sup>22</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 appropriate academic Council for normal processing and contact person is informed.  
<sup>23</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.  
<sup>24</sup> Signature of the chair of the cross-listing department is required on the Signature Routing Log.  
<sup>25</sup> Removing a cross-listing does not drop the other course – it merely unlinks the two courses.  
<sup>26</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 two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)  
<sup>27</sup> You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.  
<sup>28</sup> In order to change a program, a program change form must also be submitted.

Submit as New Proposal    Save Current Changes    Delete Form Data and Attachments