

## CHANGE MINOR

Once approved at the college level, your college will send the proposal to the appropriate Senate academic council (HCCC and/or UC) for review and approval. Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review and then a 10-day posting online, during which senators review on their own and have an option to register an objection if they so desire. If no objection is raised to the Senate Council Office within ten days of the posting the proposal, then the program change is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities, including the contact person.

For each change, you MUST enter the current language/requirement as well as the change.

1. General Information			
College <sup>1</sup> :		Department <sup>1</sup> :	
Current minor name:		<i>Proposed minor name:</i>	
CIP Code:			
Today's Date:			
Requested effective date:	<input type="checkbox"/> Fall semester following approval.	OR	<input type="checkbox"/> Specific Date <sup>2</sup> : <i>Fall 20</i>
Contact person name:		Phone / Email:	/
2. Overview of Changes			
2a	Describe the rationale for the changes. <i>(450 word limit)</i>		
2b	Will the requested changes result in the use of courses from another unit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," describe generally the courses and how they will used.		
	If "Yes," two pieces of supporting documentation are required.		
	<input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director <sup>3</sup> from which individual courses will be used.		
	<input type="checkbox"/> Check to confirm that appended to the end of this form is verification that the chair/director of the other unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.		
2c	Will the minor's faculty of record change?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," indicate current system and proposed changes below. <i>(150 word limit)</i>		
	Current:	<i>Proposed:</i>	

<sup>1</sup> It is not possible to change the home academic unit of a degree program via this form. To change the home unit, visit <http://www.uky.edu/faculty/senate> and search for forms related to academic organizational structure.

<sup>2</sup> No program will be effective until all approvals are received.

<sup>3</sup> A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

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**3. Course-Related Changes**

3a Will the minor’s prerequisites change? Yes  No

If “Yes,” use the grid below to illustrate the changes.

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>4</sup>
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

3b Provide the narrative about the changed prerequisites to include in the Bulletin. (150 word limit)

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3c Will the minor’s required courses change? Yes  No

If “Yes,” use the grid below to illustrate the changes.

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>5</sup>
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

3d Provide the narrative about the changed required courses to include in the Bulletin. (150 word limit)

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<sup>4</sup> Use the drop-down list to indicate if the course is a new course (“new”), an existing course that will change (“change”), or if the course is an existing course that will not change (“n/c”).  
<sup>5</sup> Indicate if the course is new (“new”), existing but will change (“change”), or exists but will not change (“no change”).

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3e	Will the minor's elective courses change?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If "Yes," use the grid below to illustrate the changes.

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>6</sup>
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

3f	Provide the narrative about the changed elective courses to include in the Bulletin. (150 word limit)

**4. Other Changes**

4a	Are there any other changes to the minor? If "Yes," note below. (150 word limit)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**5. Approvals/Reviews**

Information below does not supersede the requirement for individual letters of support from educational unit administrators and verification of faculty support (typically takes the form of meeting minutes).

	Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
5a	(Within College)		/ /
			/ /
			/ /
			/ /
5b	(Collaborating and/or Affected Units)		/ /
			/ /

<sup>6</sup> Indicate if the course is new ("new"), existing but will change ("change"), or exists but will not change ("no change").

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			/	/
			/	/
			/	/
<b>5c</b>	<b>(Senate Academic Council)</b>		<b>Date Approved</b>	
	Health Care Colleges Council (if applicable)			
	Undergraduate Council			