

## Section 3. Programs, Courses, and Curriculum Procedures

### 3.1.3 PROCEDURES FOR PROCESSING ACADEMIC PROGRAMS AND CHANGES

[US: 11/14/88; 10/11/99; 5/7/2012]

The faculties of educational units or graduate programs initiate proposals for new academic programs and for changes in existing academic programs. Such proposals shall be processed as provided in SR [3.1.3](#).

Dual credit programs proposed by an educational unit faculty in partnership with a high school or school district shall (a) comply with policies established by the Council on Postsecondary Education for these programs, (b) contain a specific provision that the UK educational unit Faculty approve both the educational site and each individual high school instructor, and (c) provide for the classification of enrolled high school students as non-degree-seeking UK students.

#### 3.1.3.1 Definitions

##### 3.1.3.1.1 Initiation of proposals

The faculties of educational units or graduate programs initiate proposals for new academic programs and for changes in existing academic programs. Such proposals shall be processed as provided in SR [3.1.3](#). Proposals for significant reduction to or closure of academic programs shall also include the considerations prescribed in SR 3.3. [US: 4/23/2018]

##### 3.1.3.1.2 Changes

Changes to an academic program include changes to:

1. the requirements for admission,
2. the specific courses, the number of credit hours, or other requirements, for a certificate degree, or the Honors College program credential,
3. a major, minor, area, core, or track within an undergraduate degree,
4. a core or concentration within a master's degree (either a research /scholarship master's degree or a professional master's degree) [US:3/19/2018],
5. a core or specialization within a doctoral degree (either a research/scholarship doctorate, a professional practice doctoral degree, or an advanced practice doctorate),
6. change in mode of delivery (e.g., to a distance learning or correspondence format), because it may be that the nature of the educational material is such that it cannot be delivered in distance learning form without being a substantive change in content,

7. the title of a certificate, degree, major, minor, area, core, track, concentration or specialization,
8. changes in probation and suspension procedures and policies [SREC: 1/30/2018]

The establishment of a joint degree offering with another institution is considered as an academic program change for the purposes of SR **3.1.3**.

Programs or curricula leading to academic credentials other than a degree, certificate, or the Honors College program curriculum (SR 3.1.3.1.2; SR 3.3.3; SR 5.5.2.2.2.5), are not subject to SR 3.1.3, but are under the educational policies of the respective college faculty or its Senate-approved equivalent (SR 1.1.2.4; SR 1.4.1, para. 1).

### **3.1.3.1.3 Significant changes**

Significant changes to the academic content of a program (GR IV.C.2) are defined as those that the College Faculty, Undergraduate Council, Graduate Council, Health Care Colleges Council or Senate Council Office determines involve one or more of the following: [US: 4/23/2018]

1. changes to academic content of the program (GR IV.C.2) that carry a significant impact (e.g., curricula) on the home unit or another educational unit; or
2. significant impact on the character or the purpose of the program (e.g., addition of a track, concentration, or specialization in a degree program).

A degree program change meeting the criteria of “minor program change” (SR **3.1.3.3.4**) is exempt from the above definition. [US: 4/23/2018]

The Honors College curriculum is treated as an academic program within the meaning of this significant change procedures rule. [US: 4/23/2018]

### **3.1.3.2 Forms to be Used**

Senate Council-approved forms and other mechanisms to initiate proposals for new undergraduate, master’s, and doctoral degrees, and for undergraduate, graduate or first professional certificates, and for the Honors College program credential, or to initiate changes to these academic programs, are available at <http://www.uky.edu/universitysenate/forms> and shall be used to initiate proposals under SR **3.1.3**.

### **3.1.3.3 Procedures to be Used**

#### **3.1.3.3.1 Approval by the educational unit faculty**

[US: 5/7/2012]

The Faculty of the originating educational unit makes the decision whether to approve proposals for new academic programs or changes to academic programs (including changes to the

educational unit's University Scholars program and to dual degree programs) (GR VII.E.1-5). For 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. For graduate programs, "the Faculty" is the voting graduate faculty of that program (SR **3.1.3.3.1.2**). [US: 5/7/2012; 5/6/2019]

In a manner prescribed by the College Faculty Rules, the chair/director shall forward to the College Faculty a proposal arising under SR **3.1.3**. 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 chair(s)/director(s) may include separate opinion(s) on the academic merits or on the administrative feasibility of the proposal.

- \* If a program was originally approved for face to face delivery, and the dean later wants it to be delivered in part as 'face to face' and in part as distance learning, then the College Faculty has the role, and not the dean, to determine and approve as to whether the academic content of the program lends itself to delivery in part by distance learning. [SREC: 3/9/2012]
- \* This rule does not have the intent or effect of prohibiting any college from seeking and utilizing the opinion of any willing academic council of the Senate before the proposal is submitted to the first officially required academic council of review. [SREC: 8/21/2014]

Dual degree programs are simultaneously considered for approval by the respective unit faculties pursuant to the above procedures. One of the department chair(s)/director(s) shall forward the approved proposal to the College Faculty, or, in the case of dual degree programs that cross colleges, to each College Faculty.

### **3.1.3.3.1.1 Undergraduate and professional certificates or degrees**

In cases of proposals concerning undergraduate or professional certificates or degrees, or the Honors College program credential, the respective College Faculty makes the decision whether to approve the proposal, in a manner pursuant to its College Rules (GR VII.E.3). The dean, or their designee, shall forward an approved proposal to the appropriate academic council of the Senate (SR **3.1.3.3.2**), 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 of the proposal (GR VII.F.2.a).

The dean shall include a statement of administrative feasibility for new certificate and degree programs and for certificate and degree programs with a significant change. [US: 4/23/2018]

For degree programs and certificates that report to an office outside of a college, the Office of the Provost shall provide a statement of administrative feasibility for new degree programs, for degree programs with a significant change, or concerning for new certificates or certificates with a significant change. [US: 4/23/2018]

Dual degree programs are simultaneously considered for approval by the respective college faculties pursuant to the above procedures. The respective deans may include separate opinions on the academic merits or the administrative feasibility of the proposal. One of the deans, or their designee shall forward a single dual degree proposal to the appropriate

academic council of the Senate.

### **3.1.3.3.1.2 Graduate certificates or degrees**

In the case of proposals for graduate certificates or degrees, a proposal approved by the Faculty of the graduate program shall be forwarded by the Director of Graduate Studies to the dean of the college that contains the home educational unit of the graduate program. If so prescribed by the College Rules, the proposal may be reviewed by, and advisory opinion added by, faculty committees/councils of that college and by the dean of that college. The dean shall include a statement of administrative feasibility for new certificate and degree programs or for certificate and degree programs with a significant change. [US: 4/23/2018]

For graduate degree programs and certificates that report to an office outside of a college, the Office of the Provost shall provide a statement of administrative feasibility for new degree programs, for degree programs with a significant change, or concerning for new certificates or certificates with a significant change. [US: 4/23/2018]

The Director of Graduate Studies, or their designee, shall then forward the proposal to the Dean of the Graduate School. If the proposal is for new graduate program and is arising from faculty in an educational unit that does not already home a graduate program, then the dean of the college containing that educational unit shall perform the administrative processing roles prescribed in this paragraph for the Director of Graduate Studies.

### **3.1.3.3.1.3 UK Core program**

Changes in the UK Core Program need approval of only the Senate's designated UK Core Education Committee prior to submission to the Senate Council and do not need the approval of any other college or academic council. Courses offered as a part of UK Core are processed through regular procedures under SR 3.2.3. [US: 5/7/2012]

### **3.1.3.3.2 Approval by Academic Council**

[US: 10/11/99; SREC: 6/8/2006; US: 5/7/2012]

#### **3.1.3.3.2.1 Jurisdiction.**

The dean, or their designee, shall forward the proposal to the appropriate academic council as provided below. Responsibility for the action on proposals concerning academic programs shall be vested in the appropriate academic council as follows. [US: 5/7/2012]

New professional degrees or changes in professional degree programs in the University of Kentucky J. David Rosenberg College of Law do not require approval by an academic council and are transmitted by the dean of the University of Kentucky J. David Rosenberg College of Law, or their designee, directly to the Senate Council Office.

#### **3.1.3.3.2.1.1 Health Care Colleges Council (HCCC)**

Proposals concerning 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.

#### **3.1.3.3.2.1.2 Undergraduate Council**

All proposals concerning undergraduate certificate or degree programs, or the Honors College program credential, shall be forwarded to the Undergraduate Council [US: 5/7/2012]

### **3.1.3.3.2.1.3 Graduate Council**

All proposals concerning graduate certificates and degrees shall be forwarded to the Graduate Council. [US: 5/7/2012; 3/19/2018]

### **3.1.3.3.2.1.4**

### **3.1.3.3.2.2 Action by Academic Council**

Within 30 days of initial receipt of the proposal, the academic council(s) will take action on the proposal or notify the college as to the status and reason for delay. The academic council will evaluate the proposal for compliance with rules and regulations, and for its academic merit. When the academic council has acted a proposal, the Chair of the academic council, or their designee, shall forward its evaluation and recommendation to the Senate Council. If the academic council submits a negative recommendation on the proposal, the chair of the academic council shall notify the college at that time. [US: 5/7/2012]

### **3.1.3.3.2.3 Review by Senate Council Office**

Negative recommendation from academic council. If the academic council has submitted a negative recommendation on the proposal, the Senate Council shall either

- (i) forward the proposal to the next prescribed regular procedural step, or
- (ii) return the proposal to the academic council with particular instructions,
- (iii) decide on the academic merits that the proposal is not appropriate for Senate action (see SR 1.3.1.1, item 7) and report the same to Senate at its next meeting. The proposal may be introduced on the Senate floor if its initiator obtains the signature of ten (10) Senators (SR 1.2.3.3).

If the Senate Council decides to proceed with the next prescribed regular procedural step, then the Senate Council Office shall first review the proposal for compliance with current Senate rules.

New certificates/degrees. The Senate Council Office shall forward the proposals to the Senate's Academic Programs Committee (SAPC, SR 1.4.2.7) for review. The SAPC shall submit its evaluation and recommendation to the Senate Council.

Changes to existing programs. Except as otherwise provided in SR 3.1.3.3.2.3 and 3.1.3.4.4 Senate Council Office shall forward proposals to the Senate Admissions and Academic

Standards Committee (SAASC, SR 1.4.2.3) if the proposal has been deemed by the college faculty or an academic council as a significant change concerning

- (i) admission requirements and grading rules,
- (ii) standards for granting academic credit,
- (iii) probation and suspension procedures,
- (iv) degree and graduation requirements, or
- (v) otherwise involve changes deemed significant pursuant to SR 3.1.3.1.3.

The SAASC shall submit its evaluation and recommendation to the Senate Council.

### **3.1.3.3.3 Final University Approval**

[US: 10/11/99; US: 2/10/03; US: 5/7/2012]

#### **3.1.3.3.3.1 New certificates and degrees**

The Senate Council shall review the proposal received from the SAPC and take appropriate action. If the Senate Council approves the proposal for consideration by the Senate, the Senate Council shall place the proposal on the University Senate agenda for its action.

In the case of new degree-granting academic programs, the Senate shall either (1) approve the proposal and forward it through the University Senate Chair (the President) to the Board of Trustees for final University action, including also a Senate recommendation on the organizational placement of the degree program in a particular home educational unit and college, or (2) shall make the final University decision to disapprove and stop action on that proposal.

In the case of establishment of a new certificate, the Senate shall either (1) make the final University decision to approve the establishment of the certificate, including a recommendation to the Provost on the organizational placement of the certificate in a particular home educational unit and college, or (2) shall make the final decision to disapprove and stop action on that proposal.

In the case of Senate disapproval of a proposal, the Senate Council Office shall notify the college dean that forwarded the proposal. [US: 5/7/2012]

When a new certificate or degree has received final University approval, the Senate Council office shall notify the Provost, Registrar and other appropriate entities.

#### **3.1.3.3.3.2 Changes to existing certificates and degrees**

### **3.1.3.3.3.2.1 Substantive changes as per SACSCOC**

Program changes that the Office of Strategic Planning and Institutional Effectiveness has administratively noted in proposal documentation to be “substantive changes” per SACSCOC (AR 1:5), but which do not otherwise meet the definition for significant change (SR 3.1.3.1.3), shall be processed by the Senate in a manner to meet any special accreditation requirements that become prescribed in AR 1:5. (GR IV.C.1) [US: 4/23/2018]

### **3.1.3.3.3.2.2 Significant reduction**

Significant reduction in an academic program or educational unit within the meaning of SR 3.3 shall be processed within the University Senate as prescribed by SR 3.3. [US: 4/23/2018]

### **3.1.3.3.3.2.3 Use of Senate Courses in Professional Residency/Fellowship**

If the curriculum of a professional residency or fellowship program is planned to require 18 or more credit bearing hours of Senate-approved courses this information shall be provided to the Senate Council for reporting to the Council of Postsecondary Education. [US: 5/7/2012]

### **3.1.3.3.3.2.4 Other Changes**

A proposal submitted by an academic council to the Senate Council Office that has not been identified as a significant change by one of the lower levels of review or Senate Council Office (SR 3.1.3.1.3), or that does not meet the definition a minor change (3.1.3.3.4), shall proceed directly to 10-day post (SR 3.1.3.3.2.4). unless the Senate Council decides to place the proposal on the University Senate agenda for Senate action. The Senate shall take final University action to either (1) approve the proposal, or (2) disapprove and stop action on that proposal. The Senate Council office shall circulate reports of these decisions to the Provost, Registrar and other appropriate entities. [US: 4/23/2018]

### **3.1.3.3.3.2.5 Ten Day Posting**

The Senate Council Office shall post proposals to change an existing certificate or degree, or to the Honors College program credential, on the corresponding Senate website for ten business days, thereby providing University-wide notice. [US: 5/7/2012]

### **3.1.3.3.3.2.6 Objections**

During the ten day post period, any University Faculty member can raise an objection to a posted proposal through a member of the University Senate. If a Senator raises an objection in writing to the Senate Council and the objection is not resolved, then the Senator may have the issue placed on the agenda of the next regular Senate Council meeting by having five Senators submit an objection to the Senate Council Office. If the Senate Council deems the objection has merit, then it will place the item on the Senate agenda. The Senate shall be informed about the nature of the objection by information included with the proposal packet. Formal action by the University Senate on the proposal is final Senate action. The Senate Council shall circulate reports of these decisions to the Provost, Registrar and other appropriate entities. [US: 5/7/2012]

### **3.1.3.3.2.7 Final approval**

If no objection is raised to the Senate Council Office within ten business days of the posting, then the proposal is approved as the final Senate action. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities. [US: 5/7/2012]

### **3.1.3.3.3 Changes to the structure of UK Core.**

In the case of proposals involving significant changes in the nature of UK Core, if the Senate Council approves the proposed changes, the Senate Council shall put the proposal on the Senate agenda for action. [US: 5/7/2012]

### **3.1.3.3.4 Exception for minor program changes**

[US: 10/9/2017]

#### **3.1.3.3.4.1 Procedure**

If a proposed program change meets the criteria of a minor program change, below, then the dean of the college shall forward the program change form directly to the Chair of the Senate Council for approval. If the Chair of the Senate Council concurs that the proposed change meets the criteria for a minor program change and approves it, the Chair of the Senate Council shall notify the Registrar's Office and the dean of the college originating the proposal. If the Chair of the Senate Council believes the change does not meet the criteria for a minor program change or does not approve the change, the Chair of the Senate Council disapprove and stop the proposal.

#### **3.1.3.3.4.2 Definition**

A request may be considered a minor program change if it meets one (or more) of the criteria below and it does not result in a change to the total credit hours required for the degree program and there is no need to change the descriptive, narrative Bulletin language for the program.

1. Updating a course prefix due to the home educational unit having received Senate approval to change that particular course prefix.
2. Substituting one course for a comparable course with no change in credit hours if: the home educational unit offering the course is no longer offering the course; or the home educational unit is changing a sequence of courses; or the course is replacing a course the home educational unit intends to drop.
3. Changing a list of electives, only when: the courses are all offered by the home educational unit offering the degree program; and there is no net decrease in the number of elective courses available in the list; and there is no net decrease in the number of elective credit hours available in the list.



### 3.1.4 EFFECT ON CURRENT STUDENTS WHEN PROGRAM REQUIREMENTS CHANGE

#### 3.1.4.1 Undergraduate Certificates and Degree Programs

When requirements for an undergraduate certificate or degree program are changed after a student has enrolled in it, the student shall have the option of fulfilling either the old or the new requirements. In fulfilling the old requirements, if a student finds that necessary courses have been eliminated or substantially revised, the student may substitute other courses with the approval of the dean of the college. In this eventuality, however, the student shall not be forced to comply with the new requirements.

However, if a student interrupts their work in the program or the University for more than two semesters, then the dean of the college shall determine which requirements the student shall fulfill.

If the curriculum revision is required by an external accreditation certification body, and this body submits a written statement to the University that the accreditation of a program or certification of its graduates is in jeopardy unless students fulfill the new requirements, the option of fulfilling the old requirements shall not apply.

This rule does not apply to the imposition of new or additional prerequisites for courses required as outside curricular requirements by another program.

#### 3.1.4.2 Graduate Certificates and Degree Programs

When Graduate School or graduate certificate or degree program requirements are changed after a student has begun a course of study, the student shall have the option of fulfilling either the old or new requirements.

If the student elects to fulfill the old requirements but finds that necessary resources (e.g., courses, instruction in particular skills) are no longer available, the student may make reasonable substitutes with the approval of the Graduate School Dean upon recommendation of the Director of Graduate Studies.

In the event that a student interrupts work on a graduate degree (i.e., is not enrolled) for one calendar year or more, the Graduate School Dean shall determine, upon recommendation of the Director of Graduate Studies, whether the old requirements or the new requirements shall apply. In the event a student has not completed the requirements for the graduate degree five years after the effective date of a change in degree requirements, the new requirements shall apply unless determined otherwise by the Graduate School Dean. [US: 2/12/79]

#### 3.1.4.3 Professional Certificate and Degree Programs

The colleges offering professional certificates and degrees reserve the right to change curriculum requirements provided the program change has gone through the University's approval process. Any such change in curriculum, however, shall not result in a longer tenure for students enrolled in the program who are making satisfactory academic progress. [US:

10/12/87]

**3.2. COURSES****3.2.1 REGULAR AND SUBSTANTIVE INTERACTION**

All credit-bearing courses must support regular and substantive interaction (RSI) between the students and the instructor, regardless of the course's delivery mode (e.g., in-person, hybrid, or online). (See also 6.1.1.1) [US: 12/13/2022]

**3.2.2 COURSE NUMBERING SYSTEM****3.2.2.1 Standard numbering system**

The number system reflects the level of course material and associated rigor. With the exception of upper graduate level and professional courses, any prerequisite restrictions limiting the level of a student accepted into a course shall be specified in a course's prerequisites. [US: 11/14/2016] Courses shall be numbered as follows:

001-099	No credit, non-degree and/or developmental courses; [US: 9/10/2001]
100-199	Freshmen-level course; undergraduate credit only; [US: 11/14/2016]
200-299	Sophomore-level course; undergraduate credit only; [US: 11/14/2016]
300-399	Junior-level course; undergraduate credit only; [US: 11/14/2016]
400-499	Advanced junior- and senior-level course; undergraduate credit only;
400G-499G	Senior and first-year graduate-level course; graduate credit for non-majors only; [US: 11/14/2016]
500-599	First-year graduate-level course; undergraduate and graduate credit; [US: 11/14/2016]
600-799	Upper graduate-level course; open only to graduate students; [US: 11/14/2016]
800-999	Professional programs course; open only to students enrolled in professional degree programs (see SR 9.20). [US: 2/13/2012; 11/14/2016; 3/19/2018]

**3.2.2.2 Exceptions**

Exceptions to the requirements for admission to courses may be made as follows [US: 11/14/2016]:

Seniors with superior ability or preparation may be admitted to courses numbered between 600 and 799, upon approval of the instructor, the dean of the student's college and the dean of the Graduate School.

### **3.2.2.3 Blocks of Numbers for Certain Courses**

The following blocks of numbers are set aside by the Registrar's Office for use of specific courses as indicated:

#### **3.2.2.3.1 395 Independent Work or Independent Study**

If a department offers more than one such course, numbers lower than 395 shall be used.

#### **3.2.2.3.2 Community engagement and other experiential learning courses**

##### **3.2.2.3.2.1 Definitions**

For the purposes of experiential learning activities created and delivered from a unit faculty (SR [3.2.3.3.2](#)), the following apply. Any experiential learning activity that is required for a certificate, degree or academic honor recorded on the transcript must be tracked by a Senate numbered course for zero or more credit hours.

Community engagement describes the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

##### **3.2.2.3.2.1.1 Community-based learning experiences**

These are for-credit courses in which students apply, and thereby achieve greater mastery of, theoretical knowledge in real-world settings under the supervision of a faculty member.

##### **3.2.2.3.2.1.2 Service-learning.**

This is an integrative experience through which learners engage in thoughtfully organized actions in response to community identified assets and needs. Experiences are designed to be reciprocal exchanges of knowledge and resources accomplished through service and reflection. Learning outcomes promote academic and civic engagement and are focused on an equal balance between holistic learner development and community well-being. Service-learning can be credit bearing or non-credit bearing.

##### **3.2.2.3.2.1.3 Outreach.**

This is a focus on the application and provision of institutional resources for community use. Outreach can be formal or informal educational approaches to deliver university (research-based) information to the people and communities.

##### **3.2.2.3.2.1.4 Civic engagement.**

This is working to make a difference in the civic life (both political and non-political processes) of our communities and developing the combination of knowledge, skills, values and motivation to make that difference.

##### **3.2.2.3.2.2 Reserved numbers for courses**

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**3.2.2.3.2.2.1 396 University experiential education****3.2.2.3.2.2.2 399 Departmental field based experiential education**

May be repeated to a total of 30 hours. To provide the opportunity for students with the approval of a faculty member and the department chairman--or the department chairperson's designee--to earn credit for work-study experience. The student must work with a faculty member to describe the nature of the experience, the work to be performed, accompanying learning experiences, appropriate course credit for the work, and criteria by which the student's work may be evaluated. This information must be written and filed in the departmental office and the Office for Experiential Education prior to the student's registration for the course. *Bulletin* descriptions of these courses shall include an explicit statement of the need for filling out a learning contract.

**3.2.2.3.3 CONS 599**

Reserved for enrollment of consortium agreement students for purposes of assigning and tracking financial aid awards and full-time/part-time status [US: 9/13/2021]

**3.2.2.3.4 748 Master's Thesis Research**

May be repeated three calendar years (0 credits). [US: 3/6/2000]

**3.2.2.3.5 749 Dissertation Research**

May be repeated three calendar years (0 credits). [US: 3/6/2000]

**3.2.2.3.6 767 Dissertation residency credit**

Residency credit for dissertation research after the qualifying examination. Students may register for this course in the semester of the qualifying examination. A minimum of two semesters are required as well as continuous enrollment (Fall and Spring) until the dissertation is completed and defended. (2 credit hours). [US: 2/13/2012]

\* When the Senate approves a new graduate degree program the establishment of the 767 course is automatic, and does not need to be submitted per se through the course approval process. [SREC: 3/28/2012]

**3.2.2.3.7 768 Residence credit for master's degree**

May be repeated once (1-6 credits equivalence).

**3.2.2.3.8 769 Residence credit for doctoral degree**

May be repeated indefinitely (0-12 credits equivalence).

**3.2.2.3.9 770–779 Seminar courses****3.2.2.3.10 790–799 Research courses**

**3.2.2.3.11 880–889 Seminar courses in professional degree programs**

[US:3/19/2018]

**3.2.2.3.12 895–899 Independent work in professional degree programs**

[US:3/19/2018]

**3.2.2.3.13 Reserved for the Council on Postsecondary Education**

The following are reserved for enrollments to report numbers in these categories to the Council on Postsecondary Education:

**3.2.2.3.13.1 PD 099**

Reserved for enrollment of Postdoctoral Scholars and Postdoctoral Fellows

**3.2.2.3.13.2 MC 800**

Reserved for enrollment of Residents and Clinical Fellows in the health care professional programs

**3.2.2.4 Remedial Courses**

All remedial courses created by the University Senate shall be designated with the letter R following the course designation and number. No course designated with an R shall count for credit towards a degree at the University of Kentucky. [US: 3/7/88; US: 4/10/2000; US9/10/2001; SREC: 6/8/2006]

**3.2.2.5 Expectations in 400G and 500-level courses**

Combined instruction of graduate and undergraduate students in 400G and 500-level courses must be structured to ensure appropriate attention to both groups, and a corresponding differentiation in expectations. This differentiation is to be accomplished by (i) the completion of additional or distinct assignments by the enrolled graduate students that are consistent with graduate-level scholarship; and/or (ii) the establishment of different grading criteria in the course for graduate versus undergraduate students, reflecting a higher standard for graduate students. The grading scale for both graduate and undergraduate students must be clearly stated in the syllabus. [US: 5/5/2003]

[See 6.1.2.1 on documenting this information in a course syllabus.]

**3.2.3 PROCEDURES FOR PROCESSING COURSES AND CHANGES IN COURSES**

[US: 11/14/88; US: 10/11/99; US: 5/7/12; US: 9/9/2013]

Applications for initiating new courses, changes in existing courses, or deleting courses, must be processed as provided in this rule. [US: 5/7/2012]

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.

\* This rule includes continuing education programs [US: 9/9/2013; SREC: 12/17/2013]

### **3.2.3.1 Definitions**

[US: 5/7/2012; 5/2/2022]

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 **3.1.1.5.1**.

\* The above rule will take effect when technologically feasible [SREC: 12/17/2013]

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 3.2.3

In the course change procedures prescribed in SR 3.2.3, the “Dean” of courses homed outside of a college is the officer appointed by the Provost, with concurrence of the Senate, to act in the prescribed manner. For these courses, the faculty body responsible for the course content, learning objectives, etc. and for taking the educational policy actions below, in the role of a department faculty or graduate faculty, is the committee approved by the Senate to act as such for the respective course. [US: 5/2/2022]

### **3.2.3.2 Forms to be Used**

[US: 5/7/2012]

Senate Council-approved forms and other mechanisms to initiate proposals concerning courses are available at <http://www.uky.edu/universitysenate/forms> and shall be used to initiate proposals under SR 3.2.3.2.

### **3.2.3.3 Procedures to be Used**

[US: 5/7/2012]

#### **3.2.3.3.1 Courses 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.E.1-6). 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 SR **3.2.3.3.3.1** below. [US: 9/9/2013]

### **3.2.3.3.2 Approval by the educational unit faculty**

[US: 5/7/2012]

#### **3.2.3.3.2.1 Initial action**

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.E.1-5). 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: 5/7/2012]

The department chair/director shall forward the proposal to the College Faculty, 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: 10/25/2012]
- \* This rule does not have the intent or effect of prohibiting any college from seeking and utilizing the opinion of any willing academic council of the Senate before the proposal is submitted to the first officially required academic council of review [SREC: 12/17/2013].

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.

#### **3.2.3.3.2.2 Proposals for undergraduate or professional courses**

In cases of proposals concerning courses for undergraduate or professional certificates or degrees, or for the Honors College program credential, or for enrollment in undergraduate or professional status, the College Faculty decides whether to approve the proposal (GR VII.E.3). The dean shall forward an approved proposal to the appropriate academic council of the Senate (SR **3.2.3.3.3**), 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.F.2.a-c).

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.

### **3.2.3.3.2.3 Proposals for graduate courses**

In the case of proposals for courses for graduate certificates or degrees, or for enrollment in graduate status, a proposal approved by the Faculty of the graduate program shall be forwarded by the Director of Graduate Studies to the dean of the college that contains the home educational unit of the graduate course. If so prescribed by the College Rules, the proposal may be reviewed by, and advisory opinion added by, faculty committees/councils of that college and by the dean of that college. The proposal shall then be forwarded to the Graduate Council. If the proposal for new graduate course is arising from faculty in an educational unit that does not already home a graduate program, then the dean of the college containing that educational unit shall perform the administrative processing roles prescribed in this paragraph for the Director of Graduate Studies.

### **3.2.3.3.2.4 UK Core Program.**

Changes in the UK Core Program are submitted by the college first to UK Core Education Committee, before action by the Undergraduate Council [US: 5/7/2012]

### **3.2.3.3.3 Approval by Academic Council**

[US: 10/11/99]

#### **3.2.3.3.3.1 Jurisdiction**

The dean shall forward the proposal to the appropriate academic council as provided below. Responsibility for recommendations on new courses, changes in courses and deletion of courses (except for minor course changes as defined in SR [3.2.3.3.7](#), below), shall be vested in the appropriate academic council as follows, except where provided otherwise. [US: 5/7/2012]

After the College of Law faculty approves, pursuant to its established Rules, a proposal concerning a new course or a change to a course, the College submits the proposal directly to the Senate Council for ten-day posting (SR [3.2.3.3.4.1](#)).

#### **3.2.3.3.3.1.1 Health Care College Council**

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. Proposals for courses concerning an undergraduate or graduate certificate or degree shall be first forwarded to the HCCC if the program involves the students in health care practices. "Health care practices" within the meaning of this rule includes those *health care* practices that subject the students to jurisdiction of the Board of Trustees-approved Health Care Colleges Code of Student Professional Conduct ('HCC Code'), even if the practices are conducted as part of an undergraduate or graduate academic program (see



also GR IV.C.1; HCC Code 1.B, para. 2). [SREC: 12/17/2013] After evaluation and recommendation by the HCCC, the proposal shall be forwarded to the Undergraduate Council or Graduate Council, as respectively appropriate.

#### **3.2.3.3.1.2 Undergraduate Council**

The Undergraduate Council evaluates and makes recommendation all proposals concerning courses which may be used for credit toward an undergraduate certificate or degree, or the Honors College program credential. The chair of the Undergraduate Council shall forward to the Graduate Council recommendations on courses numbered 500-599.

#### **3.2.3.3.1.3 Graduate Council**

The Graduate Council evaluates and makes recommendation on all proposals concerning courses which may be used for credit toward a graduate certificate or degree. The chair of the Graduate Council shall forward to the Undergraduate Council recommendations on course numbered 400-499G or on changing a course number 500-599 to a course numbered 400-499..

#### **3.2.3.3.1.4 Disagreements between Undergraduate and Graduate Councils**

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

#### **3.2.3.3.1.5 Action by a council**

Recommendations on proposals by an academic council, and 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 homed outside of a college 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 (SR 3.2.3.2.1)).

#### **3.2.3.3.1.6 Major change in an academic program**

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 [3.1.3](#)).

#### **3.2.3.3.1.7 Other new courses or changes in courses**

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

#### **3.2.3.3.4 Final University approval by the Senate**

[US: 10/11/99; US: 2/10/03; US: 5/7/2012]

#### **3.2.3.3.4.1 Posting**

Course proposal submitted from

- The academic councils ([SR3.2.3.3.3](#)) or
- The Senate Council (SR [3.2.3.3.3.1.7](#)) or
- [The Rosenberg College of Law](#) (SR 3.2.3.3.3.1)

shall be posted by the Senate Council Office to the corresponding Senate website for ten business days, thereby providing University-wide notice [US: 5/7/2012]

#### **3.2.3.3.4.2 Procedure for handling objections to posted course proposals**

During the ten day post period, any University Faculty member can raise an objection to a posted proposal through a member of the University Senate. If a Senator raises an objection in writing to the Senate Council and the objection is not resolved, then the Senator may have the issue placed on the agenda of the next regular Senate Council meeting by having five Senators submit an objection to the Senate Council Office. If the Senate Council deems the objection has merit, then it will place the item on the Senate agenda. The Senate shall be informed about the nature of the objection by information included with the proposal packet. Formal action by the University Senate on the proposal is final. The Senate Council shall circulate reports of these decisions to the Provost, Registrar and other appropriate entities. [US: 5/7/2012]

#### **3.2.3.3.4.3 Final approval**

If no objection is raised in writing to the Senate Council Office within ten days of the posting the proposal, then it is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities. [US: 5/7/2012]

#### **3.2.3.3.5 Cross-listing**

If an educational unit Faculty wishes to cross-list an existing course, then it shall first seek the approval of the Faculty of the educational unit that currently offers the course. If each Faculty of the two units approves the cross-listing (which shall be attested to by each unit chair/director in the proposal documentation), then the requesting educational unit shall submit a form for a minor course change of the existing course. If the units are in different colleges, both deans must signify approval in the similar respective capacities as described above for the two unit chair(s)/director(s). Cross-listing shall not be used as justification for duplication of teaching effort. The chair of the home educational unit of the course must agree on the time, place and instructor(s) in scheduling of the cross-listed course.

#### **3.2.3.3.6 Replaced courses**

If a new course is created through substitution, replacement, consolidation or combination of one or more courses, a form for dropping the eliminated course must be processed in the prescribed manner.

**3.2.3.3.7 Exception for minor changes**

[US: 10/11/99]

**3.2.3.3.7.1 Procedure**

If a proposed course change meets the criteria of a minor change below, then the dean of the college shall forward the course change form directly to the Chair of the Senate Council for approval. If the Chair of the Senate Council concurs that the proposed change meets the criteria for a minor change, then the Chair of the Senate Council shall notify the Registrar's Office and the dean of the college originating the proposal. If the Chair of the Senate Council believes the change is not minor, then the Chair of the Senate Council shall return the proposal to the dean of the college originating the proposal, for processing through the procedure for regular course approval.

**3.2.3.3.7.2 Definition.**

A request may be considered a minor change if it meets one of the following criteria:

1. Change in number within the same hundred series. For the purpose of this rule, courses numbered 600 to 799, and 800 to 999, are respectively considered to be in the same hundred series;
- \* The change of a 400G course to a 400 course by the program that 'homes' the course is a major course change because there may be other programs that do or plan to use that course in their own programs. [SREC: 3/28/2012]
2. an editorial change in the course title or description which does not imply change in content or emphasis
- \* When a change in course prefix is made necessary by prior Senate approval of a change in the name of the associated academic program or a change in the name of the educational unit, the change to a completely new course prefix may be considered a minor change when the following standards are met: (1) there is no change in course content or emphasis; (2) there is no change in the 'hundred series' of the course number; and (3) there is no change of the educational unit responsible for the course. [SREC: 6/23/2011]
3. a change in prerequisite(s) which does not imply a change in course content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s)
4. a new cross-listing or a change in the cross-listing status of a course, as described above
5. correction of typographical errors.

**3.2.3.4 Automatic Deletion of Courses from Bulletin**

[SREC: 11/14/88]

If any course has not been taught within a four-year period, the Registrar shall remove the description of the course from the University *Bulletin*. A course so removed from the *Bulletin* shall remain in the Registrar's inventory of courses for an additional four years (unless the college submits a course deletion form to the Registrar requesting deletion of the course). During the additional four-year period, the college may offer the course and, if it is taught, the Registrar shall restore its description to the University *Bulletin*. If it is not taught within the four-year period, the course shall be removed from the Registrar's inventory of courses. [US: 2/10/86]

A course that has been removed from the *Bulletin* but remains in the University course file may be changed following the normal change procedures; the change does not affect its status, and it cannot be restored to the *Bulletin* until it is taught.

A cross listed course which has had no subscribers in one department for the past four years shall continue to be listed in the University *Bulletin* providing it has been taught by the other department in that time. A cross listed course which has had no subscribers in one department for eight years is automatically removed from the *Bulletin* as one of that department's courses (i.e., it is no longer a cross-listed course).