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: Education  
   b. Department/Division: Educational Leadership Studies  
   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 Minor  
   e. Contact Person Name: Beth Rous  
      Email: brous@uky.edu  
      Phone: 257-9115  
   f. Requested Effective Date: Semester Following Approval OR Specific Term:  

2. Designation and Description of Proposed Course.
   a. Current Prefix and Number: EDL 771  
      Proposed Prefix & Number:  
   b. Full Title: Seminar in Administration  
      Proposed Title: Seminar in Leadership  
   c. Current Transcript Title (if full title is more than 40 characters): Seminar in Administration  
      Proposed Transcript Title (if full title is more than 40 characters): Seminar in Leadership  
   d. Current Cross-listing: N/A  
      OR Currently Cross-listed with (Prefix & Number):  
      Proposed – ADD Cross-listing (Prefix & Number):  
      Proposed – REMOVE Cross-listing (Prefix & Number):  
   e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours for each meeting pattern type.  
      Current:  
      Proposed:  
   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: 3  
      Proposed number of credit hours:  
   h. Currently, is this course repeatable for additional credit? YES NO  

---

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.)
### COURSE CHANGE FORM

<table>
<thead>
<tr>
<th>Proposed to be repeatable for additional credit?</th>
<th>YES ☑️</th>
<th>NO ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>If YES: Maximum number of credit hours:</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>If YES: Will this course allow multiple registrations during the same semester?</td>
<td>YES ☑️</td>
<td>NO ☐</td>
</tr>
</tbody>
</table>

#### i. Current Course Description for Bulletin:

A variable topic seminar on selected problems in school administration. Activities designed to improve skill in planning, decision making, organizing, communicating, evaluating, negotiating, and resolving conflict will be provided as appropriate. Educational innovations and processes of implementing change may be analyzed. May be repeated to a maximum of six credits.

#### Proposed Course Description for Bulletin:

A variable topic seminar on selected problems in educational leadership. Activities are designed to improve skill in planning, data-informed decision making, organizing, communicating, evaluating, negotiating, and problem solving will be provided as appropriate. Educational innovations and processes of implementing change may be analyzed. May be repeated to a maximum of nine credits.

#### j. Current Prerequisites, if any:

Admission to program or consent of instructor

Proposed Prerequisites, if any:

Admission to program or consent of instructor

#### k. Current Distance Learning(DL) Status:

- ☐ N/A
- ☑️ Already approved for DL*
- ☐ Please Add
- ☐ 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 requirement for ANY program?

- YES ☑️
- NO ☐

If YES’, list the program(s) here:

_____

#### 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.)

---

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

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: **EDL 771**

Proposal Contact Person Name: **Beth Rous**  Phone: **257-9115**  Email: **brous@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:**

<table>
<thead>
<tr>
<th>Reviewing Group</th>
<th>Date Approved</th>
<th>Contact Person (name/phone/email)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDL</td>
<td></td>
<td>Lars Bjork / 7-2450 / <a href="mailto:lbjor1@uky.edu">lbjor1@uky.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>/ /</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>/ /</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>/ /</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>/ /</td>
<td></td>
</tr>
</tbody>
</table>

**External-to-College Approvals:**

<table>
<thead>
<tr>
<th>Council</th>
<th>Date Approved</th>
<th>Signature</th>
<th>Approval of Revision$^*$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Care Colleges Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senate Council Approval</td>
<td></td>
<td></td>
<td>University Senate Approval</td>
</tr>
</tbody>
</table>

**Comments:**

---

$^*$ Councils use this space to indicate approval of revisions made subsequent to that council’s approval, if deemed necessary by the revising council.

Rev 8/09