Proposal Date: 10/31/13

**University College**

**School of Professional Studies**

**Proposal to Make Multiple Revisions to a Course**

**(Action Item)**

Contact Person: Julie Shadoan, [julie.shadoan@wku.edu](mailto:julie.shadoan@wku.edu), (270) 780-2539

**1. Identification of course:**

* 1. Current course prefix (subject area) and number: PLS 295C
  2. Course title: Estate Planning and Administration

**2. Revise course title:**

* 1. Current course title: Estate Planning and Administration
  2. Proposed course title: N/A
  3. Proposed abbreviated title: N/A
  4. Rationale for revision of course title: N/A.

**3. Revise course number:**

* 1. Current course number: PLS 295C
  2. Proposed course number: PLS 395C
  3. Rationale for revision of course number: The paralegal curriculum was reviewed and assessed as part of the development of the four-year degree option and the upcoming program review by the American Bar Association. The proposed course will be revised to require critical analysis of estate planning options for various clients and to create appropriate planning documents based on determined client need. In addition, students will be required to prepare documents required to probate wills and administer estates as well as assess tax liability as the circumstances dictate. This course number more accurately reflects course content and sequencing and is consistent with course numbering in ABA-approved programs.

**4. Revise course prerequisites/corequisites/special requirements:**

4.1 Current prerequisites: PLS 195C

4.2 Proposed prerequisites: PLS 250C

4.3 Rationale for revision of course prerequisites: The prerequisites must be revised to reflect new PLS course numbers.

4.4 Effect on completion of major/minor sequence: No effect is intended or anticipated.

**5. Revise course catalog listing:**

* 1. Current course catalog listing: Paralegal estate planning and probate practice under Kentucky statutes, including initial steps, asset management and distribution, tax issues, wills and trusts, and drafting related documents.
  2. Proposed course catalog listing: Estate planning and probate practice under Kentucky statutes, including initial steps, asset management and distribution, tax issues, wills and trusts, and drafting related documents required for planning and probate.
  3. Rationale for revision of course catalog listing: The paralegal curriculum was reviewed and assessed as part of the development of the four-year degree option and the upcoming program review by the American Bar Association. The proposed catalog listing more accurately reflects course content and objectives.

**6. Revise course credit hours:**

* 1. Current course credit hours: 3
  2. Proposed course credit hours: N/A
  3. Rationale for revision of course credit hours: N/A

**7.** **Revise grade type:**

7.1 Current grade type: Standard letter grade

7.2 Proposed grade type: N/A

7.3 Rationale for revision of grade type: N/A

**8. Proposed term for implementation:** Fall 2014

**9. Dates of prior committee approvals:**

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| Department of Professional Studies | May 8, 2013 |
| University College Curriculum Committee | November 11, 2013 |
| Professional Education | N/A |
| General Education | N/A |
| Undergraduate Curriculum Committee |  |
| University Senate |  |