

**CHANGE UNDERGRADUATE DEGREE PROGRAM**

*PLEASE NOTE: To ensure that a series of changes to an existing degree program does not essentially create a new program, the Southern Association for the Accreditation of Colleges and Schools (SACS) requires submission of its Substantive Change Checklist for every program change. Prior to college-level review, you must fill out and submit the [SACS Substantive Change Checklist](#) to the Office of Institutional Effectiveness. Contact Institutional Effectiveness ([OSPIE@uky.edu](mailto:OSPIE@uky.edu)) for assistance.*

*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 every proposed change, you MUST also include the existing requirement.

**SUMMARY OF CHANGES**

**Check all that apply.**

<input type="checkbox"/> Courses	<input type="checkbox"/> Program name	<input type="checkbox"/> Total required credit hours	<input type="checkbox"/> Student learning outcomes
<input type="checkbox"/> Criteria for admissions/progression/termination	<input type="checkbox"/> Certificate assessment	<input checked="" type="checkbox"/> Other	

**1. General Information**

1a	Date of contact with Institutional Effectiveness (IE) <sup>1</sup> :	3/5/18		
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.			
1b	College <sup>2</sup> :	Agriculture, Food and Environment	Department <sup>2</sup> :	Agricultural Economics
1c	CIP code <sup>3</sup> :	01.0103	Today's Date:	3-5-18
1d	Current major name: (Biology, Design, etc.)	Agricultural Economics	Proposed major name:	
1e	Current Degree (BA, BFA, etc.):	<del>Bachelor of Science</del> BSAEC	Proposed degree:	
1f	Will there be any changes regarding a track(s) for the program?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1g	Accrediting agency, if applicable:	None		
1h	Date of most recent periodic program review for this degree:	2015		
1i	Requested effective date:	<input checked="" type="checkbox"/> Fall semester following approval.	OR	<input type="checkbox"/> Specific Date <sup>4</sup> : <i>Fall 20</i>

<sup>1</sup> Prior to college-level review, you must fill out and submit the SACS Substantive Change Checklist to the Office of Institutional Effectiveness. You can reach Institutional Effectiveness by phone or email (257-1962 or [OSPIE@uky.edu](mailto:OSPIE@uky.edu)).

<sup>2</sup> It is not possible to change the home academic unit of a degree program via this form. To change the home unit, visit <https://www.uky.edu/universitysenate/forms> and look for the heading, "Forms Related to Academic Organizational Structure."

<sup>3</sup> The CIP code is provided by Institutional Effectiveness. If a different CIP code is necessary, the program may undergo a review similar to the new program approval process.

<sup>4</sup> No program change(s) will be effective until all approvals are received.

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1j	Contact person name:	Roger Brown	Phone / Email:	7-7257 / rogerbrown@uky.edu
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**2. Overview of Changes**

2a	Describe the rationale for the changes, including results from the most recent program review if applicable. (450 word limit)
	<p>This proposal merely codifies for our highest performing students a particular set of course choices that already satisfy our program (BS in AEC) requirements. The codification is desired because it provides for these students and their advisor clarity about how students can:</p> <p>(1) complete an AEC degree, plus                  (2) earn departmental honors, plus                  (3) satisfy the Honors College Tier 2 requirements, Honors Experience, and Capstone requirements, plus                  (4) count 12 credits hours of undergraduate coursework towards two already approved USP programs.</p> <p>This proposal imposes nothing on students that hasn't always been an option for them.                  This proposal imposes nothing on any other unit except two course substitutions in the Lewis Honors College which that college has approve (see attached documentation).</p>

2b	Use the fields below, as applicable, to identify the areas in which changes will be made.		
		Current	<i>Proposed</i>
i.	Credit Hours of Premajor Courses:		
ii.	Credit Hours of Preprofessional Courses:		
iii.	Credit Hours of Major Core Course Requirements		
iv.	Minimum Credit Hours of Guided Electives:		
v.	Minimum Credit Hours of Free Electives:		
vi.	Credit Hours for Track 1 (name): Agribusiness Mgt...		
vii.	Credit Hours for Track 2 (name): Agricultural Systems...		
viii.	Credit Hours for Track 3 (name): Honors in Ag Econ...		<i>see attached</i>
ix.	Credit Hours for Track 4 (name):		
x.	Credit Hours for Track 5 (name):		
xi.	Credit Hours for Required Minor:		
xii.	Total Credit Hours Required by Level:	100-level:	
		200-level:	
		300-level:	
		400-level:	
		500-level:	

	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:	=====	=====
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xv.	If the total hours required for graduation have changed, explain below. (150 word limit)
	no change

2c	Will the requested change(s) result in the use of courses from another educational unit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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	If “Yes,” describe generally the courses and how they will used.
	<p>If “Yes,” two pieces of supporting documentation are required.</p> <p><input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director<sup>5</sup> of each unit from which individual courses will be used.</p> <p><input type="checkbox"/> Check to confirm that appended to the end of this form is verification that the chair/director of each affected unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.</p>

2d	Will the proposed change(s) affect an associated minor?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If “Yes,” the department must also submit a change form to change the minor.		

**3. UK Core Courses**

3a	Are there any proposed changes to the UK Core requirements for the program? (If “Yes,” indicate and proceed to next question. If “No,” indicate and proceed to 4a.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If “Yes,” note the specific changes in the grid below.		

UK Core Area	Current Course	Current Credits	Proposed Course	Proposed Credits
<b>I. Intellectual Inquiry</b>				
Arts and Creativity				
Humanities				
Social Sciences				
Natural/Physical/Mathematical				
<b>II. Composition and Communication</b>				
Composition and Communication I	CIS/WRD 110	3	<i>CIS/WRD 110</i>	3
Composition and Communication II	CIS/WRD 111	3	<i>CIS/WRD 111</i>	3
<b>III. Quantitative Reasoning</b>				
Quantitative Foundations				
Statistical Inferential Reasoning				
<b>IV. Citizenship (one course in each area)</b>				
Community, Culture & Citizenship in USA				
Global Dynamics				
<b>Total UK Core Hours</b>		=====		=====

3b	Provide the Bulletin language about UK Core.

**4. Graduation Composition and Communication Requirement**

4a	Will the Graduation Composition and Communication requirement be changed? (If “Yes,” indicate and proceed to next question. If “No,” indicate and proceed to 5a.)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<sup>5</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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If “Yes,” note the specific changes below, including changes to credit hours.

If the course(s) used are from outside the home unit, one piece of supporting documentation is required.

Check to confirm that appended to the end of this form is a letter of support from the other units’ chair/director<sup>6</sup> from which individual courses will be used.

	Current	Proposed
i.	<input type="checkbox"/> Single course in home unit:	<input type="checkbox"/> <i>Single course in home unit:</i>
ii.	<input type="checkbox"/> Multiple courses in home unit.	<input type="checkbox"/> <i>Multiple courses in home unit.</i>
iii.	<input type="checkbox"/> Single course outside home unit.	<input type="checkbox"/> <i>Single course outside home unit.</i>
iv.	<input type="checkbox"/> Multiple courses outside home unit.	<input type="checkbox"/> <i>Multiple courses outside home unit.</i>
v.	<input type="checkbox"/> Course(s) inside & outside home unit.	<input type="checkbox"/> <i>Course(s) inside &amp; outside home unit.</i>

4b Provide the Bulletin language about GCCR below.

**5. Other Course Changes**

5a Will the college-level requirements change? (If “Yes,” indicate and note the specific changes in the grid below. If “No,” indicate and proceed to question 5c.) Yes  No

Current			Proposed			
<input type="checkbox"/> Standard college requirement			<input type="checkbox"/> <i>Standard college requirement</i>			
<input type="checkbox"/> Specific course			<input type="checkbox"/> <i>Specific course</i>			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>7</sup>
						Select one....
						Select one....
						Select one....

5b Will the existing language in the Bulletin about college-level requirements change? Yes  No

If “Yes,” provide the new language below.

5c Will the pre-major or pre-professional course requirements change? (If “Yes,” indicate and note the specific changes in the grid below. If “No,” indicate and proceed to question 5e.) Yes  No

Current			Proposed			
						Course Status <sup>8</sup>
						Select one....
						Select one....

<sup>6</sup> A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.

<sup>7</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 (“no change”).

<sup>8</sup> Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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						Select one....
						Select one....
						Select one....

5d Provide the Bulletin language about pre-major or pre-professional courses below.  
 See attached. No change in the two existing options/tracks. Only the codification of a new option.

5e Will the major’s core course requirements change? (If “Yes,” indicate and note the specific changes in the grid below. If “No,” indicate and proceed to question 5g.) Yes  No   
 If “Yes,” note the specific changes in the grid below.

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>9</sup>
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
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						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5f Provide the Bulletin language for major core course requirements.

5g Will the guided electives change? (If “Yes,” indicate and note the specific changes in the grid below. If “No,” indicate and proceed to question 5i.) Yes  No

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>10</sup>
						Select one....
						Select one....

<sup>9</sup> Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

<sup>10</sup> Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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						Select one....
						Select one....
						Select one....
						Select one....

5h Provide the Bulletin language for guided electives.

5i Will the free electives change? (If “Yes,” indicate and note the specific changes in the space below. If “No,” indicate and proceed to question 5j.) Yes  No

5j Does the proposed change affect any track(s)? (If “Yes,” note the specific changes using the grid below. If “No,” proceed to question 6.) Yes  No   
 If more than one track is affected, click [HERE](#) for a template. Append a PDF for each affected track to the end of this form.

Track Name:		Advanced Studies in Agricultural Economics	<input checked="" type="checkbox"/> New Track	<input type="checkbox"/> Changed Track	<input type="checkbox"/> Deleted Track	
			<i>Proposed</i>			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>11</sup>
			MA 113	4	Calculus I (premajor)	No Change
			AEC 580	3	Special Problem in Ag. Economics (major)	No Change
						Select one....
						Select one....
						Select one....
						Select one....

5k Provide the Bulletin language for the track.  
See attached.

**6. Semester by Semester Program**

List below the typical semester-by-semester program for the major. If multiple tracks are available, click [HERE](#) for a template for additional tracks and append a PDF of each track’s courses to the end of this form.

<b>YEAR 1 – FALL:</b> (e.g. “BIO 103; 3 credits”)		<b>YEAR 1 – SPRING:</b>	
<b>YEAR 2 - FALL :</b>		<b>YEAR 2 – SPRING:</b>	
<b>YEAR 3 - FALL:</b>		<b>YEAR 3 - SPRING:</b>	
<b>YEAR 4 - FALL:</b>		<b>YEAR 4 - SPRING:</b>	

**7. Approvals/Reviews**

<sup>11</sup> Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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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).

*In addition to the information below, attach documentation of department and college approval. This typically takes the form of meeting minutes but may also be an email from the unit head reporting department- and college-level votes.*

	Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
7a	(Within College)		
	Ag Econ Faculty	3/7/18	Roger Brown / 7-7257 / rogerbrown@uky.edu
	Undergraduate Curr. Comm., CAFE	3/23/18	Larry Grabau / 3469 / lgrabau@uky.edu
			/ /
			/ /
7b	(Collaborating and/or Affected Units)		
			/ /
			/ /
			/ /
			/ /
			/ /
7c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)		
	Undergraduate Council	4/17/18	Joanie Ett-Mims

This proposal:

- (1) Adds a third option called “**Advanced Studies in Agricultural Economics**”
- (2) Reorders the three options to put “Agribusiness” first.
- (3) ~~Renames the "Agricultural Economics" option.~~
- (4) Recognizes that B&E 105 can substitute for CS 101
- (5) Makes other minor editorial changes for clarification.

**Note:** After approval by the Undergraduate Council, a representative of the Lewis Honors College protested the use of the word "Honors" in the title of the proposed new option. The proposer agreed to an alternate title (i.e., "Advanced Studies in Agricultural Economics" option). That name change was subsequently approved by the Ag Econ faculty at its May 2, 2018 meeting. This name change is indicated throughout this proposal **with green text**.



## BACHELOR OF SCIENCE IN AGRICULTURAL ECONOMICS

The Agricultural Economics program enables graduates to pursue careers in agribusiness and food industries, international marketing and trade, farm management and production, and related opportunities. Opportunities are also available in public policy for agriculture and rural America and environmental economics. These career opportunities may be found in both the private and public sectors. Economic theory is applied to problems concerning the production, marketing, and distribution of agricultural and food products and also to public policy and natural resource and environmental issues facing rural communities.

Agricultural Economics students choose one of three options (1) Agribusiness Management & Food Marketing, (2) Agricultural Economics, or (3) Advanced Studies in Agricultural Economics.

### Graduation Requirements

To earn the Bachelor of Science in Agricultural Economics, students must have a minimum of 120 credit hours with at least a 2.0 grade-point average in either of the first two program options or at least a 3.4 grade-point average in the Honors option. Students must earn a minimum grade of C in each of the five agricultural economics courses required in the major. A minimum of 45 credit hours must be from upper division courses (300 and above). Remedial courses may not be counted toward the total hours required for the degree. In addition to UK Core requirements, students must complete college, departmental and support requirements.

### UK Core Requirements

See the UK Core section of this Bulletin for the complete UK Core requirements. The courses listed below are (a) recommended by the college, or (b) required courses that also fulfill UK Core areas. Students should work closely with their advisor to complete the UK Core requirements. NOTE: Students who enter/transfer into the College and have already satisfied the UK Core Community, Culture and Citizenship in the USA requirement are not required to take GEN 100.

#### I. Intellectual Inquiry in Arts and Creativity

Choose one course from approved list ..... 3

#### II. Intellectual Inquiry in the Humanities

Choose one course from approved list ..... 3

#### III. Intellectual Inquiry in the Social Sciences

ECO 101 Contemporary Economic Issues or course from approved list ..... 3

#### IV. Intellectual Inquiry in the Natural, Physical, and Mathematical Sciences

Choose one course from approved list ..... 3

#### V. Composition and Communication I

CIS/WRD 110 Composition and Communication I ..... 3

#### VI. Composition and Communication II

CIS/WRD 111 Composition and Communication II ..... 3

#### VII. Quantitative Foundations

MA 123 Elementary Calculus and Its Applications or MA 113 Calculus I ..... 4

#### VIII. Statistical Inferential Reasoning

STA 296 Statistical Methods and Motivations ..... 3

#### IX. Community, Culture and Citizenship in the USA

GEN 100 Issues in Agriculture, Food and Environment ..... 3

#### X. Global Dynamics

Choose one course from approved list ..... 3

**UK Core hours ..... 31**

### Graduation Composition and Communication Requirement (GCCR)

Notes: AEC 306 is both a GCCR and major requirement. Students must receive a grade of C or better in AEC 306.

AEC 306 Technical Communication in Economics ..... 2

**Graduation Composition and Communication Requirement hours (GCCR) ..... 2**

## OPTIONS

### 1. Agribusiness Management & Food Marketing Option

This option provides a program of study for students interested in careers in marketing, sales, and management of farms or firms involved in production, financing, processing, marketing and distribution of food and agricultural products, depending on the electives chosen. NOTE: MA 113 or MA 123 satisfies the UK Core Quantitative Foundations requirement and STA 296 satisfies the UK Core Statistical Inferential Reasoning requirement. Students must earn a C or higher in MA 113 or MA 123 to take AEC 303 and a C or higher in ECO 201 to take any AEC 300 level or higher course.

#### Premajor Requirements

Hours

CS 101 Introduction to Computing I ..... 3

OR

B&E 105 Technology for Business Solutions ..... 1

ECO 201 Principles of Economics I ..... 3

ECO 202 Principles of Economics II ..... 3

MA 113 Calculus I ..... 4

OR

MA 123 Elementary Calculus and Its Applications ..... 4

and

MA 162 Finite Mathematics and Its Applications ..... 3

STA 296 Statistical Methods and Motivations ..... 3

ECO 391 Economic and Business Statistics ..... 3

**Subtotal: Premajor hours ..... 17-22**

#### Major Requirements

Hours

Notes: Students must receive a grade of C or better in AEC 302, AEC 303, AEC 305, AEC 306, and AEC 422 required for graduation.

AEC 301 Career Readiness for Agricultural Economics ..... 1

AEC 302 Agricultural Management Principles ..... 4

AEC 303 Microeconomic Concepts in Agricultural Economics ..... 3

AEC 305 Food and Agricultural Marketing Principles ..... 3

AEC 422 Agribusiness Management ..... 3

plus 9 hours at the 300+ level ..... 9

plus 3 hours at 400+ level ..... 3

**Subtotal: Major hours ..... 26**

#### Academic Enrichment Requirement

Hours

Choose one of the following:

AEC 395 Independent Research in Agricultural Economics ..... 1

AEC 396 International Studies in Agricultural Economics ..... 1

AEC 399 Experiential Learning in Agricultural Economics ..... 3

**Subtotal: Academic Enrichment hours ..... 1-3**

### Specialty Support

Hours

ACC 201 Financial Accounting I ..... 3

ACC 202 Managerial Uses of Accounting Information ..... 3

AN 300 Analyzing Business Operations ..... 3

FIN 300 Corporation Finance ..... 3

MGT 301 Business Management ..... 3

MKT 300 Marketing Management ..... 3

plus 3 additional hours of courses at the 200 level or higher to fulfill the student's area of interest and selected with advisor's approval from the College of Agriculture, Food and Environment, the Gatton College of Business and Economics or the departments of COM, CS, GEO, MA, PS, PSY, SOC or STA ..... 15

**Subtotal: Specialty Support hours ..... 21**

### Electives

Electives should be selected by the student to complete the minimum total of 120 hours required for graduation.

**Subtotal: Electives ..... minimum of 15**

**TOTAL HOURS: ..... 120**

### 2. Agricultural Economics Option

This option provides a program of study for students interested in careers in rural public policy analysis, rural economic development, natural resource and environmental economics, cooperative extension, or other individualized programs. NOTE: MA 113 or MA 123 satisfies the UK Core Quantitative Foundations requirement and STA 296 satisfies the UK Core Statistical Inferential Reasoning requirement. Students must earn a C or higher in MA 113 or MA 123 to take AEC 303 and a C or higher in ECO 201 to take any AEC 300 level or higher course.

#### Premajor Requirements

Hours

ECO 201 Principles of Economics I ..... 3

ECO 202 Principles of Economics II ..... 3

MA 113 Calculus I ..... 4

OR

MA 123 Elementary Calculus and Its Applications ..... 4

and

MA 162 Finite Mathematics and Its Applications ..... 3

STA 296 Statistical Methods and Motivations ..... 3

ECO 391 Economic and Business Statistics ..... 3

**Subtotal: Premajor hours ..... 16-19**

#### Major Requirements

Hours

Notes: Students must receive a grade of C or better in AEC 302, AEC 303, AEC 305, AEC 306, and AEC 490.

AEC 301 Career Readiness for Agricultural Economics ..... 1

AEC 302 Agricultural Management Principles ..... 4

AEC 303 Microeconomic Concepts in Agricultural Economics ..... 3

AEC 305 Food and Agricultural Marketing Principles ..... 3

AEC 490 Quantitative Methods and Price Analysis ..... 3

plus 9 hours at the 300+ level ..... 9

plus 3 hours at 400+ level ..... 3

**Subtotal: Major hours ..... 26**

#### Academic Enrichment Requirement

Hours

Choose one of the following:

AEC 395 Independent Research in Agricultural Economics ..... 1

AEC 396 International Studies in Agricultural Economics ..... 1

AEC 399 Experiential Learning in Agricultural Economics ..... 3

**Subtotal: Academic Enrichment hours ..... 1-3**

<b>Specialty Support</b>	<b>Hours</b>
ACC 201 Financial Accounting I .....	3
ACC 202 Managerial Uses of Accounting Information .....	3
plus 15 additional hours of courses at the 200 level or higher to fulfill the student's area of interest and selected with advisor's approval from the College of Agriculture, Food and Environment, the Gatton College of Business and Economics or the departments of COM, CS, GEO, MA, PS, PSY, SOC or STA .....	
<b>Subtotal: Specialty Support hours</b> .....	<b>21</b>
<b>Electives</b>	
Electives should be selected by the student to complete the minimum total of 120 hours required for graduation.	
<b>Subtotal: Electives</b> .....	<b>minimum of 18</b>
<b>TOTAL HOURS:</b> .....	<b>120</b>

### 3. Advanced Studies in Agricultural Economics Option

This option targets students who plan to pursue graduate study in law (JD), business (MBA), public policy (MPA), or other areas including agricultural economics (MS) and international affairs (MA). This option is only available to students who maintain at least a 3.4 cumulative grade-point average. Students that complete this option will receive Departmental Honors in Agricultural Economics. Students in this option that have at least a 3.5 grade-point average in their major coursework are eligible to apply at the end of their Junior year for admission to the Department's two University Scholars Programs where 12 credit hours from their undergraduate degree may also count towards a master's degree at UK in Agricultural Economics (MS) or international affairs (Patterson School). Students enrolled in the Lewis Honors College who complete this option will satisfy their 2nd Tier Honors requirements (6 credit hours), Honors Experience requirement (6 credit hours), and Honors Capstone requirement (3 credit hours).

**Important:** This option requires students to substitute 9 hours of lower-level major elective or specialty support credit with 9 hours of graduate-level coursework completed for graduate credit and selected with their advisor's approval. Graduate-level courses include 500+ level AEC courses and non-AEC courses at the 400G level or higher.

**Notes:** MA 113 satisfies the UK Core Quantitative Foundations requirement and STA 296 satisfies the UK Core Statistical Inferential Reasoning requirement. Students must earn a C or higher in MA 113 to take AEC 303 and a C or higher in ECO 201 to take any AEC 300 level or higher course.

<b>Premajor Requirements</b>	<b>Hours</b>
ECO 201 Principles of Economics I .....	3
ECO 202 Principles of Economics II .....	3
MA 113 Calculus I .....	4
<b>OR</b>	
MA 137 Calculus I for Life Sciences .....	4
STA 296 Statistical Methods and Motivations .....	3
ECO 391 Economic and Business Statistics .....	3
<b>Subtotal: Premajor hours</b> .....	<b>16</b>

<b>Major Requirements</b>	<b>Hours</b>
<b>Notes:</b> Students must receive a grade of C or better in AEC 302, AEC 303, AEC 305, and AEC 580.	
AEC 301 Career Readiness for Agricultural Economics .....	1
AEC 302 Agricultural Management Principles .....	4
AEC 303 Microeconomic Concepts in Agricultural Economics .....	3
AEC 305 Food and Agricultural Marketing Principles ...	3
AEC 580 Special Problems in Ag. Economics .....	3
plus 9 hours at the 300+ level .....	9
plus 3 hours at 400+ level .....	3
<b>Subtotal: Major hours</b> .....	<b>26</b>

### Academic Enrichment Requirement Hours

Choose one of the following:

UK-affiliated education abroad course .....	3
AEC 399 Experiential Learning in Agricultural Economics .....	3
<b>Subtotal: Major hours</b> .....	<b>3</b>

<b>Specialty Support</b>	<b>Hours</b>
ACC 201 Financial Accounting I .....	3
ACC 202 Managerial Uses of Accounting Information .....	3
plus 15 additional hours of courses at the 200 level or higher to fulfill the student's area of interest and selected with advisor's approval from the College of Agriculture, Food and Environment, the Gatton College of Business and Economics or the departments of COM, CS, GEO, MA, PS, PSY, SOC or STA .....	
<b>Subtotal: Specialty Support hours</b> .....	<b>21</b>

<b>Electives</b>	
Electives should be selected by the student to complete the minimum total of 120 hours required for graduation.	
<b>Subtotal: Electives</b> .....	<b>minimum of 21</b>
<b>TOTAL HOURS:</b> .....	<b>120</b>

## Proposed **Advanced Studies in Agricultural Economics Option**

As proposed, this option would be open to AEC undergraduate students who have at least a 3.4 cumulative GPA, mirroring the latest plans for Lewis Honors College students.

The aim of this option is to codify how our highest-performing students, including students enrolled in the Lewis Honors College, can maximize the value of their time spent in our program. This option maps out clearly **how students can** variously:

- 1) earn AEC Departmental honors,
- 2) earn entry into one of our two University Scholars Programs,
- 3) satisfy numerous Honors College requirements, and/or
- 4) position themselves for success in a competitive graduate program.

Students in this option that are unable to maintain at least a 3.4 cumulative GPA can **easily transition if needed** to one of our other two options. The greatest risk for students in the Honors option is that they fail a graduate-level course.

This **option is not new** per-se; only the codification is new. However, codification will help our higher-performing students, both actual and potential, more clearly see ways that our program can meet their particular needs and interests. This is admittedly partly a marketing effort.

The **main proposed differences** are that students in the **Advanced Studies** option must:

- 1) take MA 113 or MA 137 rather than MA 123 and MA 162,
- 2) substitute 9 hours of lower-level coursework with 9 hours of graduate-level coursework,
- 3) complete AEC 580 as their “capstone” course, and
- 4) either study abroad for three credits or do an internship for three credits.

Importantly, this proposal **mixes students** in the **Advanced Studies** option with all of our other students. We do not propose putting **Advanced Studies** option students in their own separate courses except for AEC 580 (3 credits, capstone course). In fact, students in the **Advanced Studies** option can satisfy both the **Advanced Studies** option requirements AND the requirements for either of our other options WITHOUT having to take more courses than if they just satisfied the **Advanced Studies** option requirements alone. See the example Plans of Study below.

Finally, the **Advanced Studies** option as proposed still gives students **many free electives**, at least 21 credit hours. More typically, AEC **Advanced Studies** option students will use STA 296, CIS/WRD 112, and MA 113 to satisfy UK Core, freeing up an additional 10 credit hours of free electives for a total of 31 credit hours of free electives. With these free electives, students can add an additional minor (e.g., in a foreign language) or complete pre-professional requirements (e.g., for medical or vet school).

## Example Plans of Study for the **Advanced Studies in Agricultural Economics Option**

<b>Target: MBA Degree or Patterson School Internship</b>	
Business Minor Eligible for University Scholars Program if 3.5 GPA or greater in their major coursework at the end of the Junior year	
<b>UK Core Requirements</b>	<b>Hours</b>
Subtotal: UK Core hours .....	31
<b>GCCR</b>	<b>Hours</b>
AEC 306 Technical Communication in Economics .....	2
Subtotal: GCCR hours .....	2
<b>Premajor Requirements</b>	<b>Hours</b>
ECO 201 Principles of Economics I .....	3
ECO 202 Principles of Economics II .....	3
MA 113 Calculus I .....	4
STA 296 Statistical Methods and Motivations .....	3
ECO 391 Economic and Business Statistics .....	3
Subtotal: Premajor hours .....	16
<b>Major Requirements</b>	<b>Hours</b>
AEC 301 Career Readiness for Agricultural Economics .....	1
AEC 302 Agricultural Management Principles .....	4
AEC 303 Microeconomic Concepts in Agricultural Economics .....	3
AEC 305 Food and Agricultural Marketing Principles ...	3
AEC 580 Special Problems in Ag. Economics .....	3
AEC 324 Agricultural Law .....	3
AEC 422 Agribusiness Management .....	3
AEC 510 International Trade and Agricultural Marketing .....	3
AEC 532 Agricultural and Food Policy .....	3
Subtotal: Major hours .....	26
<b>Academic Enrichment Requirement</b>	<b>Hours</b>
AEC 399 Experiential Learning in Agricultural Economics .....	3
Subtotal: Academic Enrichment hours .....	3
<b>Specialty Support</b>	<b>Hours</b>
ACC 201 Financial Accounting I .....	3
ACC 202 Managerial Uses of Accounting Information .....	3
AN 300 Analyzing Business Operations .....	3
FIN 300 Corporate Finance .....	3
MGT 301 Business Management .....	3
MKT 300 Marketing Management .....	3
ECO 473G Economic Development .....	3
Subtotal: Specialty Support hours .....	21
<b>Electives</b>	
Electives should be selected by the student to complete the minimum total of 120 hours required for graduation.	
Subtotal: Electives .....	21
<b>TOTAL HOURS:</b> .....	<b>120</b>

<b>Target: Ag Economics Master's Degree</b>	
Study Abroad Minor in Plant and Soil Science Eligible for University Scholars Program if 3.5 GPA or greater in their major coursework at the end of the Junior year	
<b>UK Core Requirements</b>	<b>Hours</b>
Subtotal: UK Core hours .....	31
<b>GCCR</b>	<b>Hours</b>
AEC 306 Technical Communication in Economics .....	2
Subtotal: GCCR hours .....	2
<b>Premajor Requirements</b>	<b>Hours</b>
ECO 201 Principles of Economics I .....	3
ECO 202 Principles of Economics II .....	3
MA 113 Calculus I .....	4
STA 296 Statistical Methods and Motivations .....	3
ECO 391 Economic and Business Statistics .....	3
Subtotal: Premajor hours .....	16
<b>Major Requirements</b>	<b>Hours</b>
AEC 301 Career Readiness for Agricultural Economics .....	1
AEC 302 Agricultural Management Principles .....	4
AEC 303 Microeconomic Concepts in Agricultural Economics .....	3
AEC 305 Food and Agricultural Marketing Principles ...	3
AEC 580 Special Problems in Ag. Economics .....	3
AEC 321 Agricultural Futures Markets .....	3
AEC 490 Quantitative Methods and Price Analysis .....	3
AEC 503 Price Theory and Applications .....	3
AEC 531 Agricultural Price Analysis .....	3
Subtotal: Major hours .....	26
<b>Academic Enrichment Requirement</b>	<b>Hours</b>
AEC 361 International Agribusiness .....	3
Subtotal: Academic Enrichment hours .....	3
<b>Specialty Support</b>	<b>Hours</b>
ACC 201 Financial Accounting I .....	3
ACC 202 Managerial Uses of Accounting Information .....	3
PLS 210 The Life Processes of Plants .....	3
PLS 366 Fundamentals of Soil Science .....	3
PLS 390 Agroecology .....	3
PLS 440 Plant Propagation .....	3
PLS 502 Ecology of Economic Plants .....	3
Subtotal: Specialty Support hours .....	21
<b>Electives</b>	
Electives should be selected by the student to complete the minimum total of 120 hours required for graduation.	
Subtotal: Electives .....	21
<b>TOTAL HOURS:</b> .....	<b>120</b>

In the left-hand example, AEC 510 and AEC 532 satisfy the 2nd Tier Honors requirements, AEC 301/AEC 306 and AEC 399 satisfy the Honors Experience requirement, and AEC 580 satisfies the Honors Capstone requirement. ECO 473G satisfies the University Scholars Program requirement even if the student elects not to participate in that program. The student must satisfy the graduate student option for AEC 510, AEC 532, and ECO 473G.

In the right-hand example, AEC 503 and AEC 531 satisfy the 2nd Tier Honors requirements, AEC 301/AEC 306 and AEC 361 satisfy the Honors Experience requirement, and AEC 580 satisfies the Honor Capstone requirement. PLS 502 satisfies the University Scholars Program requirement even if the student elects not to participate in that program. The student must satisfy the graduate student option for AEC 503, AEC 531, and PLS 502.

NOTE: Honors has preapproved AEC 306 plus AEC 301 as satisfying the Honors Experience requirement and AEC 580 as satisfying the Honors Capstone requirement. Be aware that enrollment in and completion of the departmental honors option in agricultural economics is different than and separate from admission to the Lewis Honors College. For information about the latter, please contact the Dean of the Lewis Honors College (859-257-3111).

**Bachelor of Science in Agricultural Economics**  
**Advanced Studies in Agricultural Economics Option**  
**4-Year Plan**  
**Effective Fall 2018**

<u>Fall First Year</u>			<u>Spring First Year</u>		
CIS/WRD 110	Comp & Comm I	3	CIS/WRD 111	Comp & Comm II	3
GEN 100	Current Issues in Ag, Food & Environment	3		Elective	3
MA 113	Calculus I	4	ECO 201	Principles of Economics I	3
UK Core	Humanities	3	UK Core	Global Dynamics	3
UK Core	Social Science	<u>3</u>	UK Core	Arts & Creativity	<u>3</u>
		16			15
<u>Fall Second Year</u>			<u>Spring Second Year</u>		
AEC 301	Career Readiness for AEC	1	ACC 202	Managerial Uses of Acctg Info	3
ACC 201	Financial Accounting I	3	AEC 302	Agricultural Mgmt Principles	4
ECO 202	Principles of Economics II	3	AEC 303	Microeconomic Con in AEC	3
STA 296	Stat Methods & Motivation	3		Electives	3
UK Core	Natural Science	3		Elective	<u>3</u>
	Elective	<u>3</u>			16
		16			
<u>Fall Third Year</u>			<u>Spring Third Year</u>		
AEC 305	Food & Ag Mktg Principles	3	AEC	AEC Courses (e.g., 300+ level)	6
AEC 306	Tech Communication in Econ	2		Specialty Support	3
AEC	AEC Course (e.g., 300+ level)	3		Specialty Support	3
ECO 391	Business Statistics	3		Elective	<u>3</u>
	Specialty Support	<u>3</u>			15
		14			
<u>Fall Fourth Year</u>			<u>Spring Fourth Year</u>		
AEC 399	Experiential Learning in AEC	3	AEC 580	Special Problems in Ag Econ	3
AEC	AEC Course (400+ level)	3		Specialty Support	3
	Specialty Support	3		Electives	<u>7</u>
	Electives	<u>6</u>			13
		15			
				Total Credits	120

## Lewis Honors College Agreement

In the email conversation below, Associate Dean of the Honors College Czarena Crofcheck approves that "AEC 306 and AEC 301 together to count as three credits of undergraduate research under the Honors Experience requirement."

Following the email conversation is a document from the Lewis Honors College website showing that AEC 580 satisfies that college's "Honors Capstone" requirement.

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**From:** Crofcheck, Czarena  
**Sent:** Thursday, February 15, 2018 3:36 PM  
**To:** Brown, Roger  
**Subject:** RE: Ag Econ Request

Good question! I am going to the Associate Deans meeting next week to share this with all of the colleges, but I'll give you the sneak preview. The minimum GPA is going to increase to a 3.4. We do have to get Senate approval, but hopefully it'll a painless change. I can hope ☺

**From:** Brown, Roger  
**Sent:** Thursday, February 15, 2018 2:53 PM  
**To:** Crofcheck, Czarena <crofcheck@uky.edu>  
**Subject:** Re: Ag Econ Request

This is great news! Thank you!

Also, we will certainly be able to adapt our currently approved capstone course (AEC 580) for Honors students to make it whatever it needs to be to satisfy the revised expectations. We certainly want the output from that course to a thesis or thesis-like product. Please let me know when you have more information about the details.

Also, do you have any further insight about whether the GPA requirement for Honors students for Fall 2018 will remain a 3.0 or will it be something different? I ask because we would like our "Honors Track" in AEC to match whatever your requirements are.

Thanks!

Roger

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**From:** Crofcheck, Czarena  
**Sent:** Thursday, February 15, 2018 1:53 PM  
**To:** Brown, Roger  
**Subject:** RE: Ag Econ Request

Greetings Roger,

I just wanted to let you know that we have approved your request. We are processing the changes now. I do want to point out that we are having an update in our curriculum starting in Fall 2018, where students will have to complete a thesis project, as opposed to the capstone they have been required to do. We haven't



worked out all of the details, but there is a chance that the departments that have pre-approved capstones will be required to make accommodations for their students to fulfill a thesis requirement. The bulk of the students will start working on their thesis proposal in 2021, so we have some time.

Hope you're having a great day!

Best,  
Czar

Czarena Crofcheck, PhD, PE  
University of Kentucky  
Associate Dean of Academic Affairs, Lewis Honors College  
Professor, Biosystems and Agricultural Engineering  
O: 859-218-4349  
[www.uky.edu/honors/](http://www.uky.edu/honors/)

**Lewis Honors College Pledge of Excellence:** *As a member of the University of Kentucky Lewis Honors College, I dedicate myself to intellectual inquiry, life-long learning, and critical thinking. I pledge to demonstrate personal and academic integrity both in and outside of the classroom. I pledge to always be willing to engage my peers in earnest and respectful discussion with an open mind.*

**From:** Brown, Roger  
**Sent:** Friday, January 26, 2018 4:07 PM  
**To:** Crofcheck, Czarena <[crofcheck@uky.edu](mailto:crofcheck@uky.edu)>  
**Subject:** Ag Econ Request

Dear Dr. Crofcheck,

As you know, the Lewis Honors College has pre-approved some courses or combinations of courses to satisfy the Honors Experience requirement (link [here](#)). I am writing as the DUS for the Agricultural Economics Department to request pre-approval for AEC 306 and AEC 301 together to count as three credits of undergraduate research under the Honors Experience requirement.

I've provided information below about these two AEC courses, including links to syllabi for each and links to past students' papers and presentations for AEC 306. AEC 301 (1 credit) introduces students to the professional and post-graduate context for applied research. AEC 306 (2 credits) guides students through the process of creating basic applied research products (papers and presentations). Students use their work from AEC 306 as writing samples and discussion topics for their post-graduate interviews. In our program, these two courses are complementary, and we propose to preserve that arrangement, if possible.

We seek pre-approval in part to improve our advising of Lewis Honors College students who are majors in our program.

Please contact me if you have any questions. I'm happy to meet you or take your call.

Sincerely,

Roger Brown  
Assistant Professor & Director of Undergraduate Studies  
Department of Agricultural Economics | University of Kentucky  
304 C. E. Barnhart Building | Lexington, KY | 40546-0276  
Office: 859-257-7257 | Cell: 859-699-4446 | [rogerbrown@uky.edu](mailto:rogerbrown@uky.edu)

## **AEC 306**

AEC 306 (“Technical Communication in Economics”) is a two-credit writing-intensive course that “examines how to create and distribute original economic ideas in written and oral forms using appropriate digital technologies.”

AEC 306 satisfies the Graduation Composition and Communication Requirement (GCCR) for AEC majors. All students in the course must select a topic, make a research proposal, define a problem, gather original data, conduct original analysis of that data, write a 4,500+ word report, and create a 10 minute recorded presentation.

Here is a link to the AEC 306 [syllabus](#). Below are links to student papers (and word counts) from previous semesters:

- [Harrison Kummer](#) F17 (7,514 words)
- [Matthew Mills](#) S17 (6,236 words)
- [Nikolai Davis](#) S17 (5,760 words)
- [Zoe Gabrielson](#) S17 (8,346 words)

You can view recorded presentations (10 minutes) at the bottom of this link [here](#). You can read more about the learning outcomes and course design in the free online textbook [here](#).

## **AEC 301**

AEC 301 (“Career Readiness for Agricultural Economics”) is a one-credit course that “examines post-graduate opportunities, expectations, and strategies in agricultural economics.”

Here is a link to the AEC 301 [syllabus](#).



## Brown, Roger

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**From:** Brown, Roger  
**Sent:** Wednesday, April 12, 2017 3:48 PM  
**To:** Kelley, Scott  
**Cc:** Skees, Susan M; Maynard, Leigh  
**Subject:** Re: B&E 105

Thank you Scott. Your timing is just right! --Roger

On Apr 12, 2017, at 3:37 PM, Kelley, Scott <[skelley@email.uky.edu](mailto:skelley@email.uky.edu)> wrote:

Roger, Susan and Leigh,

First, I apologize for not responding sooner. No excuses.

The change you are requesting is fine. My understanding is that in practice we are currently allowing both CS 101 and B&E 105 for Business Minors. So I think the change you are suggesting will not require any changes from us in the registration system.

Our college supports this change.

Sorry again for the delayed reply,

Scott

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**From:** Brown, Roger  
**Sent:** Thursday, April 06, 2017 10:10 AM  
**To:** Kelley, Scott <[skelley@email.uky.edu](mailto:skelley@email.uky.edu)>  
**Cc:** Skees, Susan M <[susan.skees@uky.edu](mailto:susan.skees@uky.edu)>; Maynard, Leigh <[lmaynard@email.uky.edu](mailto:lmaynard@email.uky.edu)>  
**Subject:** B&E 105

Good morning Dr. Kelley,

I am writing to request your endorsement of a program change in our department (Ag Economics) to allow our students to take B&E 105 in place of CS 101 as part of their business minor. The Undergraduate Council typically likes to see that "owners" of courses agree to allow their courses to become requirements in other departments (e.g., AEC).

We propose:

*The AEC undergraduate program has a "Business Management Option" that lists CS 101 as a pre-major requirement. CS 101 has historically been a prerequisite for one or more upper-division B&E courses that comprise their Business Minor (e.g., AN 300). The B&E Business Minor now accepts B&E 105 as a substitute for CS 101. We wish simply to change our program requirements to reflect that AEC majors may also take either B&E 105 or CS 101 in preparation for their Business Minor.*

If you endorse this AEC program change, please simply reply to this email and indicate your approval. If you have questions, please don't hesitate to email or call me.

Thank you,

Roger

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Roger Brown

Assistant Professor & Director of Undergraduate Studies

Department of Agricultural Economics | University of Kentucky

304 C. E. Barnhart Building | Lexington, KY | 40546-0276

Phone: 859-257-7257 | [rogerbrown@uky.edu](mailto:rogerbrown@uky.edu)

## Honors Capstone Options - Pre-Approved Courses

Major/Minor/Department	Course	CR	optional/required	Course Title	Notes
Accounting	MGT 499	3	required	Strategic Management	
Agricultural and Medical Biotechnology	ABT 395	3	optional	Independent Study in Biotechnology	
Arts Administration	AAD 450	3	required	Arts Administration Senior Seminar	
African American Studies (minor)	AAS 401	3	required	Independent Reading & Research in AAS	
Agricultural Economics	AEC 580	3	optional	Special Problems in Agricultural Economics	<b>variable credit - must be 3cr</b>
Animal Sciences	ASC 470	3	required	Capstone for Animal Agriculture	
Anthropology	ANT 582	3	required	Senior Integrative Seminar	
Arabic & Islamic Studies	MCL 495	3	required	Modern & Classical Lang/Lit/Cultures Capstone	
Architecture	ARC 456	6	required	Design Studio VI	
Art History & Visual Studies	A-H 407	3	optional	Art History Honors Thesis	
Art History & Visual Studies	A-H 555	3	required	Methods in Art History & Visual Studies	
Biosystems Engineering	BAE 402 + 403	2 + 2	required	Biosystems Engineering Design I & II	
Chemical Engineering	CME 456	4	required	Chemical Engineering Process Design II	
Chinese Studies	MCL 495	3	required	Modern & Classical Lang/Lit/Cultures Capstone	
Civil Engineering	CE 429	3	required	Civil Engineering Systems Design	
Classics	MCL 495	3	required	Modern & Classical Lang/Lit/Cultures Capstone	
Clinical Leadership & Management	CLM/HSE 595	3	required	Seminar in Community Comm & Leadership Dev	
Community & Leadership Development	CLD 490	3	required	Senior Seminar Community Comm & Lead Dev	
Computer Engineering	CS 499	3	required	Senior Design Project	
Computer Science	CS 499	3	required	Senior Design Project	
Digital Media & Design	A-S 547	3	required	Digital Media Projects Capstone	
Economics (Arts & Sciences)	ECO 499	3	required	Seminar in Economics	
Economics (Gatton)	ECO 499	3	required	Seminar in Economics	
Electrical Engineering	EE 491	3	required	Electrical Engineering Capstone Design II	
English	ENG 495	3	optional	Major Honors Seminar	
Environmental and Sustainability Studies	ENS 400	3	required	Senior Seminar	
Equine Science & Management	EQM 490	3	required	Capstone in Equine Science and Management	
Forestry	FOR 470	3	required	Independent Natural Resource Issues	
French & Francophone Studies	MCL 495	3	required	Modern & Classical Lang/Lit/Cultures Capstone	
Gaines Senior Thesis	HMN 497	3	optional	Gaines Senior Thesis	any major can be Gaines
Gender & Women's Studies (minor)	GWS 599	3	required	Senior Seminar	
Geography	GEO 499	3	required	Senior Research Seminar	
German Studies	MCL 495	3	required	Modern & Classical Lang/Lit/Cultures Capstone	
Health, Society and Populations	HSP 499	3	required	Health, Society and Populations Capstone	
History	HIS 499	3	required	Honors Seminar for History Majors	
Horticulture, Plant & Soil Sciences	PLS 490	3	required	Topics in Plant and Soil Science	
Human Nutrition	DHN/NFS 475	3	required	Research in Nutrition: Application	

## Honors Capstone Options - Pre-Approved Courses

Major/Minor/Department	Course	CR	optional/required	Course Title	Notes
Integrated Strategic Communication	ISC 491	3	required	Integrated Strategic Management Campaigns	
Interior Design	ID 422	5	required	Interiors Senior Thesis II	
International Studies	INT 495	3	required	Capstone Seminar for INT Majors	
Japan Studies	MCL 495	3	required	Modern & Classical Lang/Lit/Cultures Capstone	
Management	MGT 499	3	required	Strategic Management	
Materials Engineering	MSE 480	3	required	Materials Design	
Mechanical Engineering	ME 412	3	required	Mechanical Engineering Capstone Design II	
Mining Engineering	MNG 591 + 592	2 + 1	required	Mine Design Project I & II	
Modern & Classical Languages	MCL 495	3	required	Modern & Classical Lang/Lit/Cultures Capstone	
Music	HON 398	3	required	Senior Honors Capstone	senior recital using HON 398
Music Education	HON 398	3	required	Senior Honors Capstone	senior recital using HON 398
Music Performance	HON 398	3	required	Senior Honors Capstone	senior recital using HON 398
Natural Resources & Environmental Science	NRE 471	3	required	Senior Problem in Natural Resource Env Science	
Nursing	NUR 310	3	required	Research for Evidence-Based Nursing Practice	
Political Science	PS 490	3	optional	Honors in Political Science	
Public Health	CPH 470	3	required	Public Health Capstone	
Psychology	PSY 496	4	optional	Senior Thesis Research	PSY 495 pre-req
Psychology	PSY 565	3	optional	Advanced Topics in Nueroscience	
Russian Studies	MCL 495	3	required	Modern & Classical Lang/Lit/Cultures Capstone	
Social Work	SW 470	3	required	Senior Seminar	
Spanish	SPA 497	3	optional	Hispanic Studies Honors Thesis	
Toxicology	TOX 508	3	optional	Research Methods in Toxicology	<b>variable credit - must be 3cr</b>



## *Substantive Change Checklist<sup>1</sup>*

Substantive change, according to the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC or SACS), is “a significant modification or expansion of the nature and scope of an accredited institution.”<sup>2</sup> Substantive change is a federal concept, based in the regulations of the U.S. Department of Education,<sup>3</sup> which regional accreditors are required to enforce.

The University is required to submit any substantive change to SACS for review, and in some cases approval, prior to implementation of such substantive change. As noted by SACS:

“if an institution fails to follow the substantive change policy and procedures of the Commission on Colleges, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported substantive change. In addition, the institution’s case may be referred to the Commission for the imposition of a sanction or for removal from membership.”<sup>4</sup>

**Checklist Instructions:** To ensure substantive change compliance, individuals should complete the checklist on the following pages in the early stages of any proposal (e.g. new degree program, new certificate program, etc.) or curricular revision. Upon completion, the form must be submitted to the associate provost for institutional effectiveness or designee by e-mail to [InstitutionalEffectiveness@uky.edu](mailto:InstitutionalEffectiveness@uky.edu). A determination as to whether the proposed program or changes to the existing program constitutes a substantive change will be made within seven (7) business days of receipt and next steps will be communicated accordingly.

Questions concerning substantive change are to be directed to Dr. GT Lineberry, associate provost for faculty advancement and institutional effectiveness ([gt.lineberry@uky.edu](mailto:gt.lineberry@uky.edu)) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness ([mia.alexander-snow@uky.edu](mailto:mia.alexander-snow@uky.edu)).

<sup>1</sup> Adapted, with appreciation, from University of Virginia’s “Substantive Change Checklist.”

<sup>2</sup> See [Substantive Change for Accredited Institutions of the Commission on Colleges: Policy Statement](#), p. 1.

<sup>3</sup> See [34 C.F.R. § 602.22](#).

<sup>4</sup> See [Substantive Change for Accredited Institutions of the Commission on Colleges: Policy Statement](#), p. 9.

## University of Kentucky

### *Substantive Change Checklist*

**Instructions:** Email completed form to: [InstitutionalEffectiveness@uky.edu](mailto:InstitutionalEffectiveness@uky.edu), Subject line: SACSCOC Sub Change  
 Questions concerning substantive change are to be directed to Dr. GT Lineberry, associate provost for faculty advancement and institutional effectiveness ([gt.lineberry@uky.edu](mailto:gt.lineberry@uky.edu)) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness ([mia.alexander-snow@uky.edu](mailto:mia.alexander-snow@uky.edu)).

**Name of Proposed Program/Action:** Addition of an “Honors Track” option to the Agricultural Economics, Bachelor of Science degree program

**Total number of Credit hours for Degree Completion (if applicable):** 120 credit hours

**Total number of Credit Hours for Program Major:** 31 (UK Core), 2 (GCCR), 16 (pre-major), 26 (major), 3 (enrichment), 21 (specialty support)

**Sponsoring College:** College of Agriculture, Food and Environment

**College/Department Contact:** College of Agriculture, Food and Environment / Agricultural Economics Department

**Date:** 3/5/18

SACSCOC Substantive Change Items	Yes	No	Don't Know	Provide brief explanation (if necessary)
The proposed program or existing program requires a <u>number of new faculty.</u>		X		
<u>More than 25 percent of the required courses</u> for the proposed or existing program <u>are new.</u>		X		
<u>More than 50 percent of the required courses</u> for the proposed or existing program <u>are new.</u>		X		
The proposed or existing program requires new library or other learning resources.		X		

SACSCOC Substantive Change Items	Yes	No	Don't Know	Provide brief explanation (if necessary)
The proposed or existing program requires new equipment or facilities.		X		
The proposed or existing program requires a new resource base.		X		
The proposed or existing program will initiate a <u>branch campus</u> .		X		
The proposed or existing program will initiate a <u>dual degree program with another institution</u> .		X		
The proposed or existing program will initiate a <u>joint degree program with another institution</u> .		X		
The proposed or existing program will initiate a <u>certificate program</u> ? (if yes, answer the following)		X		
<ul style="list-style-type: none"> <li>Will the proposed certificate program utilize existing courses?</li> </ul>				Not applicable
<ul style="list-style-type: none"> <li>Will the proposed certificate program be offered at a new off-Grounds site?</li> </ul>				Not applicable
<ul style="list-style-type: none"> <li>Does the proposed certificate program represent a significant departure from previously approved programs?</li> </ul>				Not applicable
The proposed or existing program will be initiated <u>at a new off-Grounds site</u> ? (if yes, answer the following)		X		
<ul style="list-style-type: none"> <li>Will a student be able to earn 50 percent or more of program credits <u>at the site</u>?</li> </ul>				Not applicable
<ul style="list-style-type: none"> <li>Will a student be able to earn 25 to 49 percent of program credits <u>at the site</u>?</li> </ul>				Not applicable

SACSCOC Substantive Change Items	Yes	No	Don't Know	Provide brief explanation (if necessary)
<ul style="list-style-type: none"> <li>Will a student be able to earn 24 percent or less of program credits <u>at the site</u>?</li> </ul>				Not applicable
The proposed or existing program will be at an <u>existing off-Grounds site</u> ? (if yes, answer the following)		X		
<ul style="list-style-type: none"> <li>Does the proposed program represent a significant departure from previously approved programs [at the existing site]?</li> </ul>				Not applicable
The proposed or existing program will be offered via distance education. (if yes, answer the following)		X		
<ul style="list-style-type: none"> <li>Will more than 50 percent of the program be offered via distance education?</li> </ul>				Not applicable
<ul style="list-style-type: none"> <li>Will 25-49 percent of the program be offered via distance education?</li> </ul>				Not applicable
<ul style="list-style-type: none"> <li>Will less than 25 percent of the program be offered via distance education?</li> </ul>				Not applicable
The proposed or existing program or courses will be initiated through contractual agreement or consortium.		X		
The proposed or existing program will relocate an existing off-Grounds site.		X		
The change to the existing program will <u>significantly alter the length of the currently approved program</u> .		X		
The proposed or existing program will initiate a degree completion program.		X		
The proposed program will close an existing program.		X		



**From:** [Office of Strategic Planning and Institutional Effectiveness](#)  
**To:** [Brown, Roger](#)  
**Subject:** Re: Substantive Change Checklist (please respond)  
**Date:** Monday, March 12, 2018 10:07:03 AM

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Thank you for your email regarding the proposed program change(s) to **Agricultural Economics, BS (01.0103)**.

My email will serve 2 purposes: 1.) Next steps for SACSCOC, and 2.) Verification and notification that you have contacted OSPIE—a Senate requirement for proposal approval.

1. **Next steps for SACSCOC:** None required
2. **Verification that OSPIE has reviewed the proposal:** Based on the proposal documentation presented and Substantive Change Checklist, the proposed program changes (refer to list below) are not substantive changes as defined by the University or SACSCOC, the university's regional accreditor. Therefore, no additional information is required by the Office of Strategic Planning & Institutional Effectiveness at this time. The proposed program change(s) may move forward in accordance with college and university-level approval processes.

List of Proposed Change(s):

- Creating an honors program track

Should you have questions or concerns about UK's substantive change policy and its procedures, please do not hesitate contacting me.

**RaeAnne Pearson, PhD**

Office of Strategic Planning & Institutional Effectiveness

University of Kentucky

Phone: 859-218-4009

Fax: 859-323-8688

Visit the Institutional Effectiveness Website: <http://www.uky.edu/ie>

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**From:** Brown, Roger  
**Sent:** Saturday, March 10, 2018 7:05:29 PM  
**To:** Office of Strategic Planning and Institutional Effectiveness  
**Subject:** Substantive Change Checklist (please respond)

Hello OSPIE,

I have attached a Senate program change proposal to create a new undergraduate program option ("Honors in Agricultural Economics") in our department.

The Senate form requires me to submit a Substantive Change Checklist for every program change. I have filled out the form (last four pages of the attached document).

Please reply so I can append your response to my proposal.

Thank you,

Roger

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Roger Brown

Assistant Professor & Director of Undergraduate Studies

Department of Agricultural Economics | University of Kentucky

304 C. E. Barnhart Building | Lexington, KY | 40546-0276

Phone: 859-257-7257 | [rogerbrown@uky.edu](mailto:rogerbrown@uky.edu)

## Brown, Roger

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**From:** Barnett, Barry  
**Sent:** Friday, March 23, 2018 12:38 PM  
**To:** Brown, Roger  
**Subject:** RE: Honors Option Proposal

Roger,

This is to confirm that the faculty did approve the Honors Option to our undergraduate program at our March 7, 2018 faculty meeting.

Barry Barnett

Barry J. Barnett  
UK/Ag Economics  
E-mail: [barry.barnett@uky.edu](mailto:barry.barnett@uky.edu)  
Phone: 859-257-7277

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**From:** Brown, Roger  
**Sent:** Friday, March 23, 2018 12:27 PM  
**To:** Barnett, Barry <[Barry.Barnett@uky.edu](mailto:Barry.Barnett@uky.edu)>  
**Subject:** Honors Option Proposal

Hello Barry,

As Chair of the Ag Econ Department, could you please reply to this email to indicate that the faculty did approve at the March 7, 2018 faculty meeting the proposal to create an Honors Option.

Thanks,

Roger

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Roger Brown  
Assistant Professor & Director of Undergraduate Studies  
Department of Agricultural Economics | University of Kentucky  
304 C. E. Barnhart Building | Lexington, KY | 40546-0276  
Phone: 859-257-7257 | [rogerbrown@uky.edu](mailto:rogerbrown@uky.edu)