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 (institutionaleffectiveness@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.

☐ Courses ☐ Program name ☐ Total required credit hours ☐ Student learning outcomes

☐ Criteria for admissions/progression/termination ☐ Certificate assessment ☒ Other

1. General Information

1a	Date of contact with Institutional Effectiveness (IE)[1]: 2/17/2016			
	☒ Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.			
1b	College[2]: Arts and Sciences		Department[2]: English	
1c	CIP code[3]: 23.0101		Today's Date:	4/20/17
1d	Current major name: (Biology, Design, etc.) English		*Proposed major name:*	*English (no change)*
1e	Current Degree (BA, BFA, etc.): BA or BS		*Proposed degree:*	BA or BS (no change)
1f	Will there be any changes regarding a track(s) for the program?		Yes ☒	No ☐
1g	Accrediting agency, if applicable:			
1h	Date of most recent periodic program review for this degree:			
1i	Requested effective date: ☒ Fall semester following approval.	OR	☐ Specific Date[4]: *Fall 20*	

[1] 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 (257-2873 or institutionaleffectiveness@uky.edu).

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

[3] 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.

[4] No program change(s)will be effective until all approvals are received.

1j	Contact person name: Pearl James	Phone / Email: 257-6978 / pearl.james@uky.edu

2. Overview of Changes

2a Describe the rationale for the changes, including results from the most recent program review if applicable. (*450 word limit*)

This proposal covers two changes to the "Imaginiative Writing Option" currently offered to ENG majors. First, it includes a name change from "Imaginative" to "Creative" (more common name among benchmarks) and second, it includes a slight change in requirements: we currently require "two sections of ENG 507 under different subtitles"; we want to clarify that that by adding a phrase so that it will read: "two sections of ENG 507 under different subtitles but within the same genre." Since the Option has been available over the past few years, the Creative Writing Faculty has determined that students do not benefit from taking an advanced workshop course in a new genre and instead need to repeat the advanced workshop in the same genre in order to improve and revise their portfolio to their best advantage.

2b Use the fields below, as applicable, to identify the areas in which changes will be made.

			Current	*Proposed*
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):			
vii.	Credit Hours for Track 2 (name):			
viii.	Credit Hours for Track 3 (name):			
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:		120	*120 (no change)*

xv. If the total hours required for graduation have changed, explain below. (*150 word limit*)

2c Will the requested change(s) result in the use of courses from another educational unit? Yes ☐ No ☒

If "Yes," describe generally the courses and how they will used.

If "Yes," two pieces of supporting documentation are required.

☒ Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director[5] of each unit from which individual courses will be used.

☐ 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.

2d	Will the proposed change(s) affect an associated minor?	Yes ☐	No ☒
	If "Yes," the department must also submit a change form to change the minor.		

3. Course Sharing

3a.	Will the requested changes result in the use of courses from another unit?	Yes ☐	No ☒
	If "Yes," describe generally the courses and how they will used.		

If "Yes," two pieces of supporting documentation are required.

☐ Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director[6] from which individual courses will be used.

☐ Check to confirm that appended to the end of this form is verification that the chair/director of the other unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.

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 ☐	No ☒
	If "Yes," note the specific changes in the grid below.		

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

[5] A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.
[6] A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

	Global Dynamics			
	Total UK Core Hours	**30**		*30*

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 ☒ No

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[7] from which individual courses will be used.

	Current	*Proposed*
i.	☐ Single course in home unit:	☐ *Single course in home unit:*
ii.	☐ Multiple courses in home unit.	☐ *Multiple courses in home unit.*
iii.	☐ Single course outside home unit.	☐ *Single course outside home unit.*
iv.	☐ Multiple courses outside home unit.	☐ *Multiple courses outside home unit.*
v.	☐ Course(s) inside & outside home unit.	☐ *Course(s) inside & outside home unit.*

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*			
☐ Standard college requirement			☐ *Standard college requirement*			
☐ Specific course			☐ *Specific course*			
Prefix & Nmbr	Credit Hrs	Title	*Prefix & Nmbr*	*Credit Hrs*	*Title*	*Course Status[8]*
						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.

[7] A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.
[8] 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").

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			
Prefix & Nmbr	Credit Hrs	Title	*Prefix & Nmbr*	*Credit Hrs*	*Title*	*Course Status*[9]
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5d Provide the Bulletin language about pre-major or pre-professional courses below.

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.) If "Yes," note the specific changes in the grid below. Yes ☐ No ☒

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	*Prefix & Nmbr*	*Credit Hrs*	*Title*	*Course Status*[10]
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

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

[9] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.
[10] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

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*[11]
						Select one....
						Select one....
						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:	Current: Imaginative Writing Option PROPOSED: Creative Writing Option	☐ New Track	☒ Changed Track	☐ Deleted Track

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	*Prefix & Nmbr*	*Credit Hrs*	*Title*	*Course Status*[12]
ENG 207	3	Introductory Workshop in Imaginative Writing: SR	ENG 207	3	Introductory Workshop in Creative Writing: SR	Change
ENG 407	3	Intermediate Workshop in Imaginative Writing: SR	ENG 407	3	Intermediate Workshop in Creative Writing: SR	Change
ENG 507	3	Advanced Workshop in Imaginative Writing: SR	ENG 507	3	Advanced Workshop in Creative Writing: SR	Change
ENG 507	3	Advanced Workshop in Imaginative Writing: SR	ENG 507	3	Advanced Workshop in Creative Writing: SR	Change
						Select one....
						Select one....

[11] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.
[12] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

5k Provide the Bulletin language for the track.

ENG majors who complete the following courses and requirements are eligible for the Creative Writing Option:

- ENG 207 Introductory Workshop in Creative Writing: 3 hours
- ENG 407 Intermediate Workshop in Creative Writing: 3 hours
- ENG 507 Advanced workshop in creative writing, 6 credit hours under different subtitles, but within the same genre: 6 hours
- a portfolio of creative work submitted to the Creative Writing staff for evaluation, generally 6 weeks prior to graduation

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.

YEAR 1 – FALL: (e.g. "BIO 103; 3 credits")		**YEAR 1 – SPRING:**	*Eng 207*
YEAR 2 - FALL :		**YEAR 2 – SPRING:**	*Eng 407*
YEAR 3 - FALL:		**YEAR 3 - SPRING:**	*Eng 507*
YEAR 4 - FALL:	Eng 507	**YEAR 4 - SPRING:**	

7. Approvals/Reviews

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

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)		
	English Faculty	**2/3/16**	**Pearl James / / pearl.james@uky.edu**
	English Department Chair	**5/9/17**	**Jeff Clymer / / jeff.clymer@uky.edu**
	A&S EPC	9/19/17	Rynetta Davis / / rynetta.davis@uky.edu
	A&S Assoc Dean	9/19/17	Anna Bosch / / bosch@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	10/31/17	Joanie Ett-Mims

UNIVERSITY OF KENTUCKY
College of Arts and Sciences

4-YEAR CURRICULAR MAP

Bachelor of Arts in English with Imaginative Writing Option

YEAR 1	
FALL ‡UK Core CC1 ¤Foreign language 101 UK Core ACR (ENG 107- ENG pre-major) UK Core GDY A&S 110 Total Credits: 14	**SPRING** UK Core CC2 ¤Foreign language 102 UK Core HUM (ENG 209 or 230- ENG pre-major) UK Core SIR UK Core NPM Total Credits: 16
YEAR 2	
FALL ¤Foreign language 201 UK Core CCC ENG 2xx Historical Survey A&S NS UK Core SSC (A&S NS or SSC above to be an A&S Lab) Total credits: 15	**SPRING** ¤Foreign language 202 ENG 2xx Historical Survey ENG 330: Text & Context (GCCR) *ENG 207 A&S SS Total Credits: 15
YEAR 3	
FALL ° ENG course 200-500 level (Early Period if needed) 300+ Course ° 300+ course outside ENG in allied program *300+ course outside ENG in allied program A&S NS Total Credits: 15	**SPRING** 300+ course 300+ course ° 300+ course outside ENG in allied program *ENG 407 A&S SS Total Credits: 15
YEAR 4	
FALL Elective ° ENG 507 *300+ course *300+ course UK Core QFO Total Credits: 15	**SPRING** ° ENG course at 300-500 level (Diversity if needed) * ENG course above 407-level (ENG 495 for Honors in English) *ENG 507 ◊ Elective * submit Imaginative Writing portfolio six weeks prior to graduation ◊ Elective Total Credits: 15

‡ Incoming students are strongly encouraged to take WRD 112 to fulfill the CC1 and CC2 requirements if they have any of the following: an ACT English score of 32 or Higher, an SAT Verbal score of 720 or Higher, or an AP English Composition score of 4 or 5. If the Student has been accepted into the University Honors Program, the Student is required to take WRD 112 to fulfill CC1 and CC2.

* To be discussed with your academic advisor.

¤ Students who have taken at least 2 years of a language in high school can complete the A&S Foreign Language Requirement with 3 college semesters of a different language. **Also note that if you take a foreign language placement exam, you may be exempt from 1 or more of the beginning semesters of that language.** Any language sequence may be used to satisfy the foreign language requirements - French, German, Greek, or Latin is recommended.

❖ 6 hours of 'free' electives - that do not count toward any other requirement - must be taken. Additional electives may be required to earn the required minimum of 120 hours.

○ Major Elective credit at the 200 level is restricted to: two additional ENG Historical Surveys that are not counted toward the Historical Survey requirement; plus two of the following: ENG 207, ENG/LIN 221, ENG 260, ENG 280, and ENG 290. Otherwise English electives must be at the 300-500 level. Two electives must be at the 400-level, and one must be above 407.

UK Core Abbreviations
HUM =Intellectual Inquiry in the Humanities
NPM=Intellectual Inquiry in the Natural/Physical/Mathematical Science
SSC=Intellectual Inquiry in Social Sciences
ACR=Intellectual Inquiry in Arts & Creativity
GCCR = Graduation Composition and Communication
CC1= Composition and Communication I CC2= Composition and Communication II QFO= Quantitative Foundations
SIR= Statistical Inferential Reasoning
CCC= Community, Culture and Citizenship in U.S.
GDY= Global Dynamics

College of Arts & Sciences Abbreviations SS: Social Sciences NS: Natural Sciences Lab: College Laboratory or Field Experience Requirement

5/11/2016

4-YEAR CURRICULAR MAP

Bachelor of Science in English with Creative Writing Option

UNIVERSITY OF KENTUCKY
College of Arts and Sciences

YEAR 1	
FALL	**SPRING**
‡UK Core CC1	UK Core CC2
¤Foreign language 101	¤Foreign language 102
UK Core ACR (ENG 107 or ENG 130)	UK Core HUM (ENG 230- ENG pre-major)
UK Core GDY	ENG 207
UK Core NPM	ENG 2xx Historical Survey (early period)
Math/Science	° UK Core QFO (Math)
Total Credits: 19	Total Credits: 19
YEAR 2	
FALL	**SPRING**
¤Foreign language 201	¤Foreign language 202
UK Core CCC (ENG 168 or 191)	ENG 407
ENG 2xx Historical Survey	ENG 330: Text and Context (GCCR)
A&S NS with lab	Science/Math
UK Core SSC	◊ Elective (Math/Science)
Science/Math	
Total Credits: 19	Total Credits: 15
YEAR 3	
FALL	**SPRING**
° ENG course at 300-500 level (Diversity if needed)	° ENG 507
*300+ Course outside ENG in allied program	° ENG course at 300-500 level
*300+ Course outside ENG in allied program	Science/Math
A&S SS	◊ Elective (Science/Math)
Science/Math	Science/Math
Science/Math	Science/Math
Total Credits: 18	Total Credits: 18
YEAR 4	
FALL	**SPRING**
ENG course at 400 level	ENG 507 + portfolio submission
Science/Math	*ENG course above 407-level (ENG 495 for Honors in English)
Science/Math	*300+ Course outside ENG in allied program
UK Core SIR	Science/Math
Science/Math	Science/Math
Science/Math	A&S SS
Total Credits: 18	Total Credits: 18

‡ Incoming students are strongly encouraged to take WRD 112 to fulfill the CC1 and CC2 requirements if they have any of the following: an ACT English score of 32 or Higher, an SAT Verbal score of 720 or Higher, or an AP English Composition score of 4 or 5. If the Student has been accepted into the University Honors Program, the Student is required to take WRD 112 to fulfill CC1 and CC2.

* To be discussed with your academic advisor.

¤ Students who have taken at least 2 years of a language in high school can complete the A&S Foreign Language Requirement with 3 college semesters of a different language. Students choosing this option should replace the 4th semester of language with electives. Also note that if you take a foreign language placement exam, you may be exempt from 1 or more of the beginning semesters of that language. In this case, replace the by-passed language courses with electives. Any language sequence may be used to satisfy the foreign language requirements - French, German, Greek, or Latin is recommended.

6 hours of 'free' electives - that do not count toward any other requirement - must be taken. Additional electives may be required to reach the required minimum of 120 hours.

○ Major Elective credit at the 200 level is restricted to: two additional ENG Historical Surveys that are not counted toward the Historical Survey requirement; plus two of the following: ENG 207, ENG/LIN 221, ENG 260, ENG 280, and ENG 290. Otherwise electives must be at the 300-500 level.

UK Core Abbreviations	
HUM =Intellectual Inquiry in the Humanities	CC1= Composition and Communication I
NPM=Intellectual Inquiry in the Natural/Physical/Mathematical Science	CC2= Composition and Communication II
SSC=Intellectual Inquiry in Social Sciences	QFO= Quantitative Foundations
ACR=Intellectual Inquiry in Arts & Creativity	SIR= Statistical Inferential Reasoning
GCCR = Graduation Composition and Communication	CCC= Community, Culture and Citizenship in U.S.

Updated 6/9/2016

Requirement	GDY= Global Dynamics

College of Arts & Sciences Abbreviations

SS: Social Sciences NS: Natural Sciences Lab: College Laboratory or Field Experience Requirement

Ett, Joanie M

From: Harmon, Camille
Sent: Tuesday, October 17, 2017 2:14 PM
To: Ett, Joanie M
Subject: FW: EPC Approved Program Proposals for UGC Review
Attachments: RE: EPC Approved Program Proposals for UGC Review; RE: EPC Approved Program Proposals for UGC Review

Joanie,

Please see below (and attached) the approval from Annie's office for the ENG program change and both ENG minor changes.

Please let me know if you would prefer that I resubmit the proposals with the email included.

Camille Harmon
Dean's Office Administrative Assistant
College of Arts and Sciences
University of Kentucky
202 Patterson Office Tower
859-257-3966

From: Pearson, RaeAnne M
Sent: Tuesday, October 17, 2017 1:40 PM
To: Harmon, Camille <camille.harmon@uky.edu>; OSPIE <ospie@l.uky.edu>
Subject: RE: EPC Approved Program Proposals for UGC Review

Dear Camille Harmon,

Thank you for your email regarding the proposed program change(s) to **English, BA/BS (23.1302)**.

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

1. **Next steps for SACSCOC:** None required
2. **Verification that PIE 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 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):

- Change option title from "Imaginative Writing Option" to "Creative Writing Option"
- Change course titles from "imaginative" to "creative" as applicable
- Changing the requirement of "two sections of 507 under different subtitles" to "two sections of ENG 507 under different subtitles *but within the same genre*"

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: Harmon, Camille
Sent: Tuesday, October 17, 2017 1:19 PM
To: Pearson, RaeAnne M; OSPIE
Subject: FW: EPC Approved Program Proposals for UGC Review

Good Afternoon RaeAnne,

Attached is a program change and two minor changes that I sent to Annie. I have not received approval for these changes.

Also, should I have been sending these requests to you? I apologize if I was sending them to the wrong person.

Thank you for all of your help.

Camille Harmon
Dean's Office Administrative Assistant
College of Arts and Sciences
University of Kentucky
202 Patterson Office Tower
859-257-3966

From: Harmon, Camille
Sent: Friday, September 22, 2017 9:46 AM
To: Ett, Joanie M <joanie.ett-mims@uky.edu>
Cc: Weber, Ann D <ann.weber@uky.edu>; Institutional Effectiveness <InstitutionalEffectiveness@uky.edu>
Subject: EPC Approved Program Proposals for UGC Review

Good Morning Joanie,

Attached are three EPC approved program changes that should be ready for UGC review. The substantive change form is included in each proposal. I am copying Annie Weber, as this information was sent to her on Monday, September 18, 2017. We have not received confirmation from her office that these changes do not constitute substantive changes.

1) ENG Undergraduate Program Change- They are changing the name of the Imaginative Writing track to Creative Writing. They are also changing the bulletin language associated with the ENG 507 requirement. 6 credit hours of ENG 507 will count towards the Creative Writing track under different subtitles, but within the same genre.
2) ENG Minor in English- They are clarifying how many ENG prefix courses can count towards both the minor in English and the minor in creative writing.

3) ENG Minor in Creative Writing- They are clarifying how many ENG prefix courses can count towards both the minor in English and the minor in creative writing.

Please let me know if you have any questions, or if I can provide any further information.

Thank you,

Camille Harmon
Dean's Office Administrative Assistant
College of Arts and Sciences
University of Kentucky
202 Patterson Office Tower
859-257-3966

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UNIVERSITY OF
KENTUCKY
Office of Institutional Effectiveness

University of Kentucky Substantive Change Checklist[1]

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."[2] Substantive change is a federal concept, based in the regulations of the U.S. Department of Education,[3] 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."[4]

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. **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) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness (mia.alexander-snow@uky.edu).

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[1] Adapted, with appreciation, from University of Virginia's "Substantive Change Checklist."
[2] See *Substantive Change for Accredited Institutions of the Commission on Colleges: Policy Statement*, p. 1.
[3] See 34 C.F.R. § 602.22.
[4] See *Substantive Change for Accredited Institutions of the Commission on Colleges: Policy Statement*, p. 9.

Last updated: 01/24/2017

University of Kentucky
Substantive Change Checklist

Instructions: Email completed form to: InstitutionalEffectiveness@uky.edu, Subject line: UK 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) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness (mia.alexander-snow@uky.edu).

Please note: there is a 200 character limit for each text box.

Name of Proposed Program/Action: BA/BS English

Is this a New, Existing Degree, or Non-Degree Educational Program?

New Degree Educational Program ☐ **Existing Degree Educational Program** ☒

New Non-Degree Educational Program ☐ **Existing Non-Degree Educational Program** ☐

Program CIP Code (as applicable): 23.0101

General Description of Proposed Action (e.g., new program/courses/delivery or changes to program (such as change in course(s)/delivery mode). Attach applicable documentation to support the program description with checklist submission): *Changing the requirement for ENG 507. Students should take 6 credit hours of ENG 507 under different subtitles, but within the same genre.*

Total number of Credit hours for:

New or Proposed Degree/Non-Degree/Certificate:	_____	**Existing Degree/Non-Degree/Certificate:**	120
New or Proposed Program Major:	_____	**Existing Program Major:**	No change
New or Proposed Program Option:	_____	**Existing Program Option:**	No change
(e.g. Concentration, Specialization, Track)		**(e.g. Concentration, Specialization, Track)**	

Is this an Accredited Program? **No** ☒ **Yes** ☐, **Name of Accreditor:** _____

Sponsoring College/Home Educational Unit: College of Arts and Sciences

College/Department/Educational Unit Contact: Department of English

Date Form Completed: 9/18/17

	UK Substantive Change Items	Yes	No	Not Sure	N/A	Provide brief explanation (if necessary)
1	The proposed program or existing program requires a number of new faculty.	☐	☒	☐		
2	More than 25 percent of the required courses for the proposed or existing program are new.	☐	☒	☐		
3	More than 50 percent of the required courses for the proposed or existing program are new.	☐	☒	☐		
4	The proposed or existing program requires new library or other learning resources.	☐	☒	☐		
5	The proposed or existing program requires new equipment or facilities.	☐	☒	☐		
6	The proposed or existing program requires a new resource base.	☐	☒	☐		
7	The proposed or existing program will initiate a branch campus.	☐	☒	☐		
8	The proposed or existing program will initiate a dual degree program with another institution.	☐	☒	☐		
9	The proposed or existing program will initiate a joint degree program with another institution.	☐	☒	☐		
10	The proposed or existing program will initiate a certificate program? *(if yes, answer the following)*	☐	☒	☐		
11	• Will the proposed certificate program utilize existing courses?	☐	☐	☐	☒	
12	• Will the proposed certificate program be offered at a new off-Grounds site?	☐	☐	☐	☒	
13	• Does the proposed certificate program represent a significant departure from previously approved programs?	☐	☐	☐	☒	
14	The proposed or existing program will be initiated at a new off-Grounds site? *(if yes, answer the following)*	☐	☒	☐		
15	• Will a student be able to earn 50 percent or more of program credits at the site?	☐	☐	☐	☒	
16	• Will a student be able to earn 25 to 49 percent of program credits at the site?	☐	☐	☐	☒	

	UK Substantive Change Items	Yes	No	Not Sure	N/A	Provide brief explanation (if necessary)
17	• Will a student be able to earn 24 percent or less of program credits at the site?	☐	☒	☐	☐	
18	The proposed or existing program will be at an existing off-Grounds site? *(if yes, answer the following)*	☐	☒	☐		
19	• Does the proposed program represent a significant departure from previously approved programs [at the existing site]?	☐	☐	☐	☒	
20	The proposed or existing program will be offered via distance education. *(if yes, answer the following)*	☐	☒	☐		
21	• Will more than 50 percent of the program be offered via distance education?	☐	☐	☐	☒	
22	• Will 25-49 percent of the program be offered via distance education?	☐	☐	☐	☒	
23	• Will less than 25 percent of the program be offered via distance education?	☐	☐	☐	☒	
24	• Total number of proposed course changes (as applicable)	☐	☐	☐	☒	
25	The proposed or existing program or courses will be initiated through contractual agreement or consortium.	☐	☒	☐		
26	The proposed or existing program will relocate an existing off-Grounds site.	☐	☒	☐		
27	The change to the existing program will significantly alter the length of the currently approved program.	☐	☒	☐		
28	The proposed or existing program will initiate a degree completion program.	☐	☒	☐		
29	The proposed program will close an existing program.	☐	☒	☐		

Jeffory A. Clymer, Chair
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www.as.uky.edu/English

May 9, 2017

To: Arts & Sciences EPC
From: Jeff Clymer, Chair of English

This memo affirms the Department of English faculty's support, and my support as Chair, for the following curricular change, as described in the attached proposals:

Changes to the Minor in English and the Minor in Creative Writing: We would like to clarify how many credit hours a student can count towards both the Minor in English and the Minor in Creative Writing. We propose adding the following language 'Students pursing both the Minor in English and the Minor in Creative Writing may only count 3 credit hours on ENG prefix coursework towards both minors.
The proposal to change the Minor in English and the Minor in Creative Writing were discussed at the March 29, 2017 Department of English faculty meeting. The proposal passed 22-0-2

Changes to the English undergraduate degree program's Imaginative Writing Option: We would like to change the name of our Imaginative Writing Option to Creative Writing Option. This change simply brings us in line with our benchmarks and the common discourse of the field. We will submit course changes for all courses that use 'Imaginative Writing' in the title to change the title to 'Creative writing.
The proposal to change the Change the name of the Imaginative Writing Option to the Creative Writing Option was discussed at the February 3, 2016 Department of English faculty meeting. The proposal passed 29-0

We would like to clarify that students should complete 6 credit hours of ENG 507 under different subtitles, BUT within the same genre.
The proposal to change the Change the requirement for students to complete 6 credit hours of ENG 507 under different subtitles to ENG 507 under different subtitle, but within the same genre was discussed at the February 3, 2016 Department of English faculty meeting. The proposal passed 29-0

seeblue

University of Kentucky.

College of Arts and Sciences
Education Policy Committee

September 22, 2017

Dear Undergraduate Council,

On behalf of the faculty of the College of Arts and Sciences, the Education Policy Committee discussed and approved the changes to Imaginative Writing track within the BA/BS in English. 9:0:0 on Tuesday, September 19, 2017.

Sincerely,

Rynetta Davis
Chair, Education Policy Committee