

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 ([Institutionaleffectiveness@uky.edu](mailto: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.	
<input checked="" 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 type="checkbox"/> Other	

1. General Information			
1a	Date of contact with Institutional Effectiveness (IE) <sup>1</sup> :		
	<input type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.		
1b	College <sup>2</sup> :	College of Arts and Sciences	Department <sup>2</sup> : College of Arts and Sciences
1c	CIP code <sup>3</sup> :		Today's Date: 7/21/16
1d	Current major name: (Biology, Design, etc.)	Environmental and Sustainability Studies	Proposed major name: n/a
1e	Current Degree (BA, BFA, etc.):	BA	Proposed degree: BA
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:		
1h	Date of most recent periodic program review for this degree:		
1i	Requested effective date:	<input type="checkbox"/> Fall semester following approval.	OR <input checked="" type="checkbox"/> Specific Date <sup>4</sup> : Fall 2016

<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 (257-2873 or [Institutionaleffectiveness@uky.edu](mailto:Institutionaleffectiveness@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 <http://www.uky.edu/faculty/senate> and search for 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.

CHANGE UNDERGRADUATE DEGREE PROGRAM

1j Contact person name: Ernie Yanarella Phone / Email: /yanarella@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)  
 STA 291 is no longer available.

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:	
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:</b>		<u>120</u>	<u>120</u>

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

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 be 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<sup>5</sup> of each unit from which individual courses will be used.

<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.

CHANGE UNDERGRADUATE DEGREE PROGRAM

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<sup>6</sup> 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
<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	CIS/WRD 110	3
Composition and Communication II	CIS/WRD 111	3	CIS/WRD 111	3
<b>III. Quantitative Reasoning</b>				
Quantitative Foundations				
Statistical Inferential Reasoning	STA 291	3	STA 296	3
<b>IV. Citizenship (one course in each area)</b>				
Community, Culture & Citizenship in USA				
Global Dynamics				
<b>Total UK Core Hours</b>		<b>30</b>		<b>30</b>

3b Provide the Bulletin language about UK Core.

<sup>6</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.

CHANGE UNDERGRADUATE DEGREE PROGRAM

**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<sup>7</sup> from which individual courses will be used.

	Current	Proposed
i.	<input type="checkbox"/> Single course in home unit:	<input type="checkbox"/> Single course in home unit:
ii.	<input type="checkbox"/> Multiple courses in home unit.	<input type="checkbox"/> Multiple courses in home unit.
iii.	<input type="checkbox"/> Single course outside home unit.	<input type="checkbox"/> Single course outside home unit.
iv.	<input type="checkbox"/> Multiple courses outside home unit.	<input type="checkbox"/> Multiple courses outside home unit.
v.	<input type="checkbox"/> Course(s) inside & outside home unit.	<input type="checkbox"/> 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			Course Status <sup>8</sup>
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	
<input type="checkbox"/> Standard college requirement			<input type="checkbox"/> Standard college requirement			Select one....
<input type="checkbox"/> Specific course			<input type="checkbox"/> Specific course			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

<sup>7</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>8</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").

CHANGE UNDERGRADUATE DEGREE PROGRAM

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....

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

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

<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.

CHANGE UNDERGRADUATE DEGREE PROGRAM

Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>11</sup>
						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: Area 1- Economics		<input type="checkbox"/> New Track	<input checked="" type="checkbox"/> Changed Track	<input type="checkbox"/> Deleted Track		
Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>12</sup>
STA 291	3	Statistical Methods	STA 296	3	Statistical Methods and Motivations	No Change
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5k Provide the Bulletin language for the track.

**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:
YEAR 2 - FALL :	YEAR 2 – SPRING:

<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.  
<sup>12</sup> Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

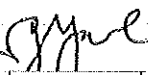
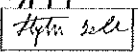
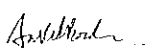
CHANGE UNDERGRADUATE DEGREE PROGRAM

YEAR 3 - FALL:		YEAR 3 - SPRING:	
YEAR 4 - FALL:		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)		
	ENS Faculty		/ /
	ENS Program Director	8/9/16	Ernie Yanarella / / yanarella@uky.edu
	A&S EPC		Stephen Testa / / testa@uky.edu
	A&S Associate Dean		Anna Bosch / / anna.bosch@uky.edu
7b	(Collaborating and/or Affected Units)		
			/ /
			/ /
			/ /
			/ /
			/ /

7c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)	8/12/16	Joanie Ett-Mims
	Undergraduate Council		