

CHANGE GRADUATE/UNDERGRADUATE CERTIFICATE

Fill out this form to change an existing certificate. This form should be used for both undergraduate certificates and graduate certificates.

Once approved at the college level, your college will send the proposal to the appropriate Senate academic council (HCCC and/or GC) 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 graduate certificate change is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities, including the contact person.

For each change, you MUST enter the current language/requirement as well as the proposed change.

SUMMARY OF CHANGES								
Check all that apply.								
<input checked="" type="checkbox"/>	Courses	<input type="checkbox"/>	Certificate Name	<input type="checkbox"/>	Total required credit hours	<input type="checkbox"/>	Certificate review	
<input type="checkbox"/>	Criteria for admissions/progression/termination		<input type="checkbox"/>	Other				
1. General Information								
1a	Change is for:	<input type="checkbox"/>	UNDERGRADUATE CERTIFICATE		OR	<input checked="" type="checkbox"/>	GRADUATE CERTIFICATE	
1b	Date of contact with Institutional Effectiveness (IE) ¹ :		5/16/19		<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.			
1c	College ² :	Public Health		Department ² :	Biostatistics			
1d	CIP code:	26.1102						
1e	Current certificate name:	Biostatistics Certificate		Proposed certificate name:				
1f	Today's Date:	4/8/19						
1g	Requested effective date:	<input checked="" type="checkbox"/>	Fall semester following approval.		OR	<input type="checkbox"/>	Specific Date ³ : <i>Fall 20</i>	
1h	Contact person name:	Philip Westgate		Phone / Email:	859-218-2082 / philip.westgate@uky.edu			
2. Overview of Changes								
2a	Describe the rationale for the change(s), including (as appropriate) input from an advisory board, professional body, etc. (450 word limit)							
	Biostatistics I (CPH 580) is a required course for the certificate. However, the Biostatistics department will no longer be offering this course. To replace this course, the Biostatistics department will be offering							

¹ You can reach Institutional Effectiveness by phone or email (257-1962 or OSPIE@l.uky.edu).

² It is not possible to change the home academic unit of a certificate 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."

³ No certificate changes will be effective until all approvals are received.

Introduction to Biostatistical Methods (BST 600). The Department of Biostatistics has approved replacing CPH 580 with BST 600 as a required course for the Biostatistics Certificate. (Just to note, BST 600 is in the process of being approved and will be offered in Fall 2019.)

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 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 other units' chair/director⁴ 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. Non-Course Related Changes

3a Will the certificate's admissions and/or application procedures change? Yes No

If "Yes," describe below. (150 word limit)

Current:

Proposed:

4. Course-Related Changes

4a Will the required courses for the certificate change? (If "Yes," indicate and note the changes in the area below. If "No," indicate and proceed to 4b.) 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 ⁵
CPH 580	3	Biostatistics I	BST 600	3	Introduction to Biostatistical Methods	New
						Select one....
						Select one....
						Select one....
						Select one....

4b Provide the Bulletin language about required courses.

4b Will the elective courses for the certificate change? (If "Yes," indicate and note the changes in the area below. If "No," indicate and proceed to 5a.) Yes No

If "Yes," note the specific changes in the grid below.

Prefix &	Credit	Title	Prefix	Credit	Title	Course Status ⁶
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⁴ A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

⁵ 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").

⁶ 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

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Nmbr	Hrs		& Nmbr	Hrs		
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

4c Provide the Bulletin language about elective courses.

5. Other Changes

5a Are there any other changes to the certificate? If "Yes," note below. (150 word limit) Yes No

6. 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).

	Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
6a	(Within College)		
	Academic Affairs & Assessment Committee	5/6/19	Nancy Johnson / nancy.e.johnson@uky.edu /
	Faculty Council	5/16/19	John Watkins / john.watkins@uky.edu / 8592180240
			/ /
			/ /
6b	(Collaborating and/or Affected Units)		
			/ /
			/ /
			/ /
			/ /
			/ /
6c	(Senate Academic Council)		Date Approved
	Health Care Colleges Council (if applicable)		
	Graduate Council		10/10/19
			Roshan Nikou

_____ course is an existing course that will not change ("no change").

From: noreply@qualtrics-survey.com
To: [Taylor, Jamie N.](#)
Subject: Substantive Change Decision
Date: Thursday, May 16, 2019 2:10:04 PM

Dear Jamie Taylor,

Thank you for your email regarding the proposed program change(s) to **Graduate Certificate in Biostatistics, Graduate Certificate (26.1102)**.

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.

Description of Proposed Change(s):

· We are replacing one course with another, CPH 580 is being phased out, the new course in Biostatistics that will be required is BST 600, which has already been created & approved.

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

Office of Strategic Planning & Institutional Effectiveness
University of Kentucky

Visit the Institutional Effectiveness Website: <https://proxy.qualtrics.com/proxy/>

[url=http%3A%2F%2Fwww.uky.edu%2Fie&token=w%2BXHkAS0tASxS4xDceQ8e0MxnHdJ2Eu4smnkDcYodCE%3D](http://3A%2F%2Fwww.uky.edu%2Fie&token=w%2BXHkAS0tASxS4xDceQ8e0MxnHdJ2Eu4smnkDcYodCE%3D)