

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) 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) ¹ :	4-14-15 and 02-28-17		
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.			
1b	College ² :	Nursing	Department ² :	Nursing
1c	CIP code ³ :	51-3801	Today's Date:	3/18/16
1d	Current major name: (Biology, Design, etc.)	BSN - RN-BSN Option	Proposed major name:	
1e	Current Degree (BA, BFA, etc.):	BSN	Proposed degree:	
1f	Will there be any changes regarding a track(s) for the program?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1g	Accrediting agency, if applicable:	CCNE		
1h	Date of most recent periodic program review for this degree:	Oct 2012		
1i	Requested effective date:	<input checked="" type="checkbox"/> Fall semester following approval.	OR	<input type="checkbox"/> Specific Date ⁴ : <i>Fall 20</i>

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.

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1j	Contact person name:	Darlene Welsh	Phone / Email:	3-6620 / jdwels00@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)
	Moving courses to on-line delivery required changes in both content and course numbers. This is the last of the courses to be changed.

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:	90	90
ii.	Credit Hours of Preprofessional Courses:	0	0
iii.	Credit Hours of Major Core Course Requirements	30	30
iv.	Minimum Credit Hours of Guided Electives:	0	0
v.	Minimum Credit Hours of Free Electives:	0	0
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:	0	0
xii.	Total Credit Hours Required by Level:	100-level:	
		200-level:	
		300-level:	16
		400-level:	14
		500-level:	

	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:	<u>120</u>	<u>120.</u>
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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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If "Yes," describe generally the courses and how they will be used.		
	If "Yes," two pieces of supporting documentation are required.		
	<input type="checkbox"/> 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.		

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.

	<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.	
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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. Course Sharing

3a.	Will the requested changes result in the use of courses from another unit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "Yes," describe generally the courses and how they will used.			

If "Yes," two pieces of supporting documentation are required.			
<input type="checkbox"/> 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.			
<input type="checkbox"/> 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 <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
I. Intellectual Inquiry				
Arts and Creativity				
Humanities				
Social Sciences				
Natural/Physical/Mathematical				
II. Composition and Communication				
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
III. Quantitative Reasoning				
Quantitative Foundations				
Statistical Inferential Reasoning				
IV. Citizenship (one course in each area)				
Community, Culture & Citizenship in USA				
Global Dynamics				
Total UK Core Hours		=====		=====

3b	Provide the Bulletin language about UK Core.
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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.

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"/>
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. <input type="checkbox"/> 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.	<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 & 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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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 ⁸	
						Select one....	
						Select one....	
						Select one....	
5b Will the existing language in the Bulletin about college-level requirements change? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>							
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>							
Current			Proposed				

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").

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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.) 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 ¹⁰
NUR 886	6	Synthesis of Nursing Practice	NUR 453	6	Nursing PRACTICE Capstone for Registered Nurses	New
						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.

5g Will the guided electives change? (If “Yes,” indicate and note the specific changes in Yes No

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.

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the grid below. If “No,” indicate and proceed to question 5i.)						
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:	<input type="checkbox"/> New Track	<input type="checkbox"/> Changed Track	<input type="checkbox"/> Deleted Track			
Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status ¹²
						Select one....
						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:
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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.

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YEAR 2 - FALL :		YEAR 2 – SPRING:	
YEAR 3 - FALL:		YEAR 3 - SPRING:	
YEAR 4 - FALL:	NUR 315 - 5 cr NUR 351 - 2 cr NUR 310 - 3 cr Summer I - NUR 450 - 3 cr Summer II - NUR 886 - 3 cr	YEAR 4 - SPRING:	NUR 352 - 3 cr NUR 354 - 3 cr NUR 451 - 5 cr Summer I - NUR 452 - 3 cr Summer II - NUR 453 - 6 cr

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)		
	Undergraduate Faculty	2/5/16	Darlene Welsh / 3-6620 / jdwels00@uky.edu
	Academic Dean	2/5/16	Patricia B. Howard / 3-3304 / pbhowa00@uky.edu
			/ /
			/ /
7b	(Collaborating and/or Affected Units)		
			/ /
			/ /
			/ /
			/ /
			/ /
7c	(Senate Academic Council)		Date Approved
	Health Care Colleges Council (if applicable)		
	Undergraduate Council		3/16/17
			Joanie Ett-Mims

From: Alexander-Snow, Mia
Sent: Tuesday, February 28, 2017 2:07 PM
To: Davis, Joanne <jdavis1@email.uky.edu>
Cc: Ett, Joanie M <joanie.ett-mims@uky.edu>
Subject: RE: substantive change

Hello Joanne:

Yes, the email still holds true and is accurate.

Thanks for your patience; it is VERY much appreciated ☺

Cheers,
Mia

Mia Alexander-Snow, PhD
Director, Planning and Institutional Effectiveness
Phone: 859-257-2873
Fax: 859-323-3999
Visit the Institutional Effectiveness Website: <http://www.uky.edu/ie>

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From: Davis, Joanne
Sent: Tuesday, February 28, 2017 2:01 PM
To: Alexander-Snow, Mia <mia.alexander-snow@uky.edu>
Cc: Ett, Joanie M <joanie.ett-mims@uky.edu>
Subject: substantive change

Dr. Alexander-Snow – we found this email from 2015 where you indicated that the RN-BSN program change was not substantive. We have not made any other changes and so are assuming that this is still accurate.

From: Alexander-Snow, Mia
Sent: Tuesday, April 14, 2015 10:20 AM
To: Wilson, Jessica L <jessical.wilson@uky.edu>
Cc: Morgan, Brittany A <brittany.morgan@uky.edu>; Lineberry, Gene <gt.lineberry@uky.edu>; Withers, Benjamin C <bwithers@uky.edu>; Brothers, Sheila C <sbrothers@uky.edu>
Subject: RE: eLII Grantee Program Review | Jessica Wilson (Nursing)

Dear Jessica ,

Thank you for submission of the SACS COC Substantive Change Checklists for the RN-BSN Hybrid Option. Based on your responses, the proposed program changes do not constitute substantive change as defined by SACSCOC, the university's regional accreditor. At this time , no additional documentation is needed.

Should you have questions about the approval process of new programs or changes to an existing program, please do not hesitate to contact the Office of Planning and Institutional Effectiveness (mia.alexander-snow@uky.edu) and the appropriate senate council chair.

Best,
Mia

*Joanne Davis
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