

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 :		9/2/2016	
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.			
1b	College ² :	Fine Arts	Department ² :	Theatre & Dance
1c	CIP code ³ :	50.0501	Today's Date:	8/25/16
1d	Current major name: (Biology, Design, etc.)	Theatre	Proposed major name:	Theatre
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 type="checkbox"/> No <input checked="" type="checkbox"/>
1g	Accrediting agency, if applicable:	National Associations of Schools of Theatre (NAST)		
1h	Date of most recent periodic program review for this degree:		2011	
1i	Requested effective date:	<input checked="" type="checkbox"/> Fall semester following approval.	OR	<input type="checkbox"/> 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.

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1j	Contact person name:	Nelson Fields	Phone / Email:	257-6459 / nelson.fields@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>Change #1 – Substitute TA 130, Freshman Cornerstone, 1 credit hour (new course currently being approved at the Senate) for 1 credit hour of TA 390 Theatre Practicum. In 2006, the Department of Theatre and Dance created a Senior Capstone course as part of a major curriculum change. Due to the success of the Senior Capstone course in helping to prepare our students for employment and career opportunities, we are proposing a course that would act as a “bookend” to the capstone experience for students in their 1st year in our program. The intent of this new course is to prepare students for their undergraduate experience at UK as well as our program, aid with retention and improve graduation rates, and also assist them to begin to formulate career strategies in order to ensure employment at graduation. In order to require this course one practicum requirement is being eliminated so there is no change in the required number of hours for the major.</p> <p>Change #2 – Substitute TA 150 for TA 267 in the core curriculum. Currently, in the Core Major Requirements, students can take either TA 267 Light & Sound Technology or TA 237 Acting: Scene Study for the B.A. in Theatre degree. This option is provided so that students who opt for a focus in design or theatre technology may select a course that is more in line with their strengths, as opposed to a second performance course, which some students find not only unnecessary for their program of study, but actually stressful. TA 267 was developed for our former BFA in Design & Technology Degree that was suspended over 10 years ago. The material in that course is more complex than is needed for the purposes of a BA degree, and in the past five years very few students have enrolled in the course. The content has been appropriately modified and rolled into the content of two other courses, Sound Design and Lighting Design. TA 150, Creativity and the Art of Design & Technology, is more appropriate for students with the Design/Technology focus, because it provides an introduction and foundation to all areas of design and technology, and will provide a solid base for students to subsequently take more advanced design and technology courses.</p>

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:	n/a	n/a
ii.	Credit Hours of Preprofessional Courses:	n/a	n/a
iii.	Credit Hours of Major Core Course Requirements	33	33
iv.	Minimum Credit Hours of Guided Electives:	12	12
v.	Minimum Credit Hours of Free Electives:	45	45
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:	39
		400-level:	39

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	500-level:			
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:	<u>120</u>	<u>120</u>	
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 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.			
	<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.			
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.			
	Current Course	Current Credits	Proposed Course	Proposed Credits
I. Intellectual Inquiry				
	Arts and Creativity			
	Humanities			

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.

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	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.

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/director⁷ 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 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>

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.

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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.

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.) 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
TA 390	5	Theatre Practicum	TA 390	4	Theatre Practicum	No Change
			TA 130	1	Freshman Cornerstone	New
TA 267	3	Light & Sound Technology	TA 150	3	Creatvity & the Art of Design & Production	No Change
						Select one....
						Select one....
						Select one....
						Select one....

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").

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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						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.

Core Major Requirements	
*TA 120 Creativity and the Art of Acting or TA 126 Acting I: Fundamentals of Acting	3
TA 130 Freshman Cornerstone	1
*TA 150 Creativity and the Art of Design & Technology or TA 237 Acting: Scene Study	
TA 260 Stagecraft	3
TA 265 Costume Production	3
one of the following courses:	
TA 365 Costume Design	
TA 367 Lighting Design	
TA 374 Scene Design	3
*TA 385 World Theatre I	3
*TA 386 World Theatre II	3
TA 383 Play Analysis	3
TA 275 Stage Management	3
TA 490 Senior Capstone	1
TA 390 Theatre practicum (repeat four times)	4
CORE MAJOR REQUIREMENT	33

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....

¹¹ 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....
						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:	
YEAR 2 - FALL :		YEAR 2 – SPRING:	
YEAR 3 - FALL:		YEAR 3 - SPRING:	
YEAR 4 - FALL:		YEAR 4 - SPRING:	

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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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)		
	Dept. of Theatre and Dance	9/6/16	N. Jones # -3297 Nancy.Jones@uky.edu / /
	CFA College Curriculum Committee	02/06/17	R. Jensen / 7-2336 Robert.Jensen@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	2/21/17	Joanie Ett-Mims

Theatre Major – B.A. Degree

Semester by Semester

Note: This plan does not include any remedial courses and assumes that students have completed two years of High School Foreign Language.

With the flexibility of this program, a minor or 2nd major is highly recommended.

Fall-Freshman TA 120 or 126 TA 260 or 265 UK Core Arts & Creativity UK Core Quantitative Foundations CIS/WRD 110 TA 390	3 3 3 3 3 1 16	Spring-Freshman TA 150 or 237 TA 260 or 265 UK Core Statistical Inferential UK Core Soc Science CIS/WRD 111 TA 130	3 3 3 3 3 1 16
Fall-Sophomore UK Core Nat, Phy & Math TA 385 (UK Core Humanities) Free Elective TA Elective TA Elective (300-level) TA 390	3 3 3 3 3 1 16	Spring-Sophomore UK Core Com Cul Citz USA UK Core Global Dynamics TA 275 CFA Requirement ** TA 386 TA 390	3 3 3 3 3 1 16
Fall-Junior TA 383 (GCCR) TA 365, 367 or 374 * TA Elective (300-level) Free Elective (300-level) CFA Requirement ** TA 390	3 3 3 3 3 1 16	Spring-Junior TA Elective (300-level) Free Elective (300-level) Free Elective (300-level) Free Elective Free Elective	3 3 3 3 3 15
Fall-Senior TA 490 Free Elective (300-level) Free Elective Free Elective Free Elective	1 3 3 3 3 13	Spring-Senior Free Elective (300-level) Free Elective Free Elective Free Elective	3 3 3 3 12

*If student selects TA 365 this option would be taken in the spring.

** CFA – College of Fine Arts

Total Credit hours required 120

Need 39 hours at the 300-level or above.

TA courses that may fulfill UK Core:

- Arts & Creativity – TA 110, TA 120, TA 150, TA 220, TA 370
- Humanities – TA 385, 386, 388
- Community, Culture and Citizenship in the USA – TA 286

Graduation Composition/Communication Requirement (GCCR)– TA 383



Substantive Change Checklist¹

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).

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.

University of Kentucky
Substantive Change Checklist

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

Name of Proposed Program/Action: BA Theatre

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

Total number of Credit Hours for Program Major (if applicable): 45

Sponsoring College: Fine Arts

College/Department Contact: Nelson Fields

Date: 8/25/2016

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"> Will the proposed certificate program utilize existing courses? 				
<ul style="list-style-type: none"> Will the proposed certificate program be offered at a new off-Grounds site? 				
<ul style="list-style-type: none"> Does the proposed certificate program represent a significant departure from previously approved programs? 				
The proposed or existing program will be initiated at a <u>new off-Grounds site</u> ? (if yes, answer the following)		X		
<ul style="list-style-type: none"> Will a student be able to earn 50 percent or more of program credits <u>at the site</u>? 				
<ul style="list-style-type: none"> Will a student be able to earn 25 to 49 percent of program credits <u>at the site</u>? 				

SACSCOC Substantive Change Items	Yes	No	Don't Know	Provide brief explanation (if necessary)
<ul style="list-style-type: none"> Will a student be able to earn 24 percent or less of program credits at the site? 				
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"> Does the proposed program represent a significant departure from previously approved programs [at the existing site]? 				
The proposed or existing program will be offered via distance education. (if yes, answer the following)		X		
<ul style="list-style-type: none"> Will more than 50 percent of the program be offered via distance education? 				
<ul style="list-style-type: none"> Will 25-49 percent of the program be offered via distance education? 				
<ul style="list-style-type: none"> Will less than 25 percent of the program be offered via distance education? 				
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		

RE: BA Theatre program change BA in Theatre (50.0501)--Office of Institutional Effectiveness Response

Alexander-Snow, Mia

Fri 9/2/2016 6:14 PM

Inbox

To: Fields, Nelson E <nelson.fields@uky.edu>;

Dear Nelson,

Thank you for your email regarding the proposed program change(s) to the **BA in Theatre (50.0501)**. 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:** Non required

2. **Verification that PIE has reviewed the proposal:** The proposed program change(s) may move forward in accordance with college and university-level approval processes. 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 SACSCOC, the university's regional accreditor. Therefore, no additional information is required by the Office of Planning & Institutional Effectiveness at this time.

List of Proposed Change(s):

- Substitute TA 130, Freshman Cornerstone, 1 credit hour (new course currently being approved at the Senate) for 1 credit hour of TA 390 Theatre Practicum.
- Substitute TA 150 for TA 267 in the core curriculum. Currently, in the Core Major Requirements, students can take either TA 267 Light & Sound Technology or TA 237 Acting: Scene Study for the B.A. in Theatre degree.

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

Best,
Mia

*Mia Alexander-Snow, PhD
Director, Planning and Institutional Effectiveness
Phone: 859-257-2873
Fax: 859-323-8688*

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

Follow us at: <https://www.facebook.com/universityofky>



The University of Kentucky

From: Fields, Nelson E
Sent: Friday, September 02, 2016 4:59 PM
To: Alexander-Snow, Mia

Subject: BA Theatre program change

Dr. Snow

Attached is the completed form for the BA program change. I believe I have all the components for your review. If you need anything else, do not hesitate to contact me.

Best,
Nelson Fields

Associate Professor
Director of Undergraduate Studies
114 Fine Arts Bldg.
Lexington, KY 40506-0022
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859-257-6459 office
www.nelsonfields.com