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.

Сои	Criteria for admissions/progression/termination	t apply. d credit hours Stude	ent learning outcomes nent
1. Gene	eral Information		
1a	Date of contact with Institutional Effectiveness (IE) <sup>1</sup> :		
	Appended to the end of this form is a PDF of the re	ply from Institutional Effec	tiveness.
1b	College <sup>2</sup> : Arts & Sciences De	epartment <sup>2</sup> : WRD	
1c	CIP code <sup>3</sup> : 23.1304	Today's Date:	10 July 2017
1d	Current major name: WRD (Biology, Design, etc.)	Proposed major name:	No change
1e	Current Degree (BA, BFA, etc.): BA/BS	Proposed degree:	No change
1f	Will there be any changes regarding a track(s) for the p	rogram?	Yes 🗌 No 🖂
1g	Accrediting agency, if applicable:		
1h	Date of most recent periodic program review for this d	egree:	
<b>1</b> i	Requested effective date:	ng approval. OR	Specific Date <sup>4</sup> : Fall 20

<sup>&</sup>lt;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 <a href="mailto:institutionaleffectiveness@uky.edu">institutionaleffectiveness@uky.edu</a>).
<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>&</sup>lt;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>&</sup>lt;sup>a</sup> No program change(s) will be effective until all approvals are received.

1j	Contact person name: Michael Pennell	Phone / Email:	859-257-698 michaelpenn	
2. Ove	rview of Changes			
2a	Describe the rationale for the changes, including reword limit)	esults from the most	recent progran	m review if applicable. (450
	WRD would like to change their elective options. Courses outside the major department. In order to a WRD would like to allow students to take 6ch from above. Expanding the elective options would allow and, in the process, their situated ways of writing and	llow students more fl any prefix outside the WRD majors to be	lexibility in co ne major depar	mpleting that requirement tment at the 200 level or
2b	Use the fields below, as applicable, to identify the			e.
		C	urrent	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:			
٧.	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):			
х.	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 GRAI	DUATION:	<u>120</u>	<u>N/A</u>
xv.	If the total hours required for graduation have char	nged, explain below.	(150 word lim	it)
2c	Will the requested change(s) result in the use of counit?	urses from another e	educational	Yes No No
	If "Yes," describe generally the courses and how th	ey will used.		
	If "Yes," two pieces of supporting documentation a	re required.		
	Check to confirm that appended to the end of t	his form is a letter of	support from	the appropriate

	chair/director <sup>5</sup> of each unit from which in	ndividual courses wi	ll be used.		
	Check to confirm that appended to the affected unit has consent from the facult minutes.				
2d	Will the proposed change(s) affect an ass	ociated minor?		Yes [	□ No ⊠
	If "Yes," the department must also submi	it a change form to	change the m	nor.	
3 CO	urse Sharing			zenerzak zugesa	
3a.	Will the requested changes result in the t	use of courses from	another unit?	Yes	□ No ⊠
	If "Yes," describe generally the courses an	nd how they will use	ed.		
	If "Yes," two pieces of supporting docume	entation are require	ed.		
	☐ Check to confirm that appended to the chair/director <sup>6</sup> from which individual cout ☐ Check to confirm that appended to the unit has consent from the faculty members.	rses will be used. e end of this form is	s verification t	hat the chair/dired	ctor of the other
3. UK	Core Courses				4554124
	Are there any proposed changes to the U	K Core requirement	s for the prog	ram? (If	
3a	"Yes," indicate and proceed to next quest		e and proceed	to 4a.) Yes	□ No ⊠
	If "Yes," note the specific changes in the g	grid below. Current	Current	Proposed	
UK Co	ore Area	Course	Credits	Course	Proposed Credits
I. Inte	ellectual Inquiry				
	Arts and Creativity				
	Humanities				
	Social Sciences				
	Natural/Physical/Mathematical				
II. Co	mposition and Communication				
	Composition and Communication I	CIS/WRD 110	3	CIS/WRD 110	3
	Composition and Communication I Composition and Communication II	CIS/WRD 110 CIS/WRD 111	3	CIS/WRD 110 CIS/WRD 111	3 3
III. Qu	Composition and Communication II				
III. Qu	Composition and Communication II uantitative Reasoning				
III. Qu	Composition and Communication II uantitative Reasoning Quantitative Foundations				
III. Qu	Composition and Communication II uantitative Reasoning Quantitative Foundations Statistical Inferential Reasoning				
III. Qu	Composition and Communication II uantitative Reasoning Quantitative Foundations Statistical Inferential Reasoning itizenship (one course in each area)				
III. Qu	Composition and Communication II uantitative Reasoning Quantitative Foundations Statistical Inferential Reasoning itizenship (one course in each area) Community, Culture & Citizenship in USA	CIS/WRD 111			

<sup>&</sup>lt;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.

<sup>&</sup>lt;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.

	Provide the Bulle	etin language about UK	Core.				
Cuch	otion Compositi	ion and Communication	n Bannina				
		ion and Communication			and the observed 2/15		
		ion Composition and C nd proceed to next que				Yes	No 🖂
		specific changes below					
	, , , , , , , , , , , , , , , , , , , ,		,				
1	If the course(s) u	sed are from outside t	he home unit,	one piece	e of supporting docum	nentation is	required.
l		firm that appended to			letter of support fror	m the other	units'
	chair/director ir	om which individual co Current	ourses will be t	isea.	Propo	ocad	
i. [	Single course	in home unit:		□ Sing	le course in home unit		
		ses in home unit.			tiple courses in home		
ii.							
iii. l		outside home unit.			le course outside hom		
iv. l	Multiple cour	rses outside home unit	•	Mul	tiple courses outside h	nome unit.	
v. [	Course(s) insi	de & outside home un	it.	Coul	rse(s) inside & outside	home unit.	
		tin language about GC	CR below.				
Other	Course Changes	s evel requirements cha	nge? (If "Yes,"			Yes	No 🔀
Other	Course Changes Will the college-l changes in the gr	evel requirements cha rid below. If "No," indic	nge? (If "Yes,"		estion 5c.)	Yes 🗌	No 🔀
Other	Course Changes Will the college-l changes in the gr Curr	evel requirements cha rid below. If "No," indic rent	nge? (If "Yes,"		estion 5c.)  Proposed		No 🔀
Other	Course Changes Will the college-l changes in the gr Curr Standard coll	evel requirements cha rid below. If "No," indic rent lege requirement	nge? (If "Yes,"		estion 5c.) Proposed Standard college req		No 🔀
Other	Course Changes Will the college-l changes in the gr Curr Standard coll	evel requirements cha rid below. If "No," indic rent lege requirement	nge? (If "Yes," cate and proce	ed to que	estion 5c.)  Proposed		No 🖂
Other	Course Changes Will the college-l changes in the gr Curr Standard coll Specific cours	evel requirements cha rid below. If "No," indic rent lege requirement	nge? (If "Yes," cate and proced	ed to que	estion 5c.) Proposed Standard college req	guirement	No ⊠ ourse Status <sup>8</sup>
Other	Course Changes Will the college-l changes in the gr Curr Standard coll	evel requirements cha rid below. If "No," indic rent lege requirement se	nge? (If "Yes," cate and proce	ed to que	Proposed Standard college req Specific course	guirement Co	ourse Status <sup>8</sup>
Other	Course Changes Will the college-l changes in the gr Curr Standard coll Specific cours	evel requirements cha rid below. If "No," indic rent lege requirement se	nge? (If "Yes," cate and proced	ed to que	Proposed Standard college req Specific course	quirement Co Select	ourse Status <sup>8</sup>
Other	Course Changes Will the college-l changes in the gr Curr Standard coll Specific cours	evel requirements cha rid below. If "No," indic rent lege requirement se	nge? (If "Yes," cate and proced	ed to que	Proposed Standard college req Specific course	quirement  Co  Select  Select	ourse Status <sup>8</sup> one
Other	Course Changes Will the college-l changes in the gr Curr Standard coll Specific cours	evel requirements cha rid below. If "No," indic rent lege requirement se	nge? (If "Yes," cate and proced	ed to que	Proposed Standard college req Specific course	quirement  Co  Select  Select	ourse Status <sup>8</sup>
Other	Course Changes Will the college-l changes in the gr Curr Standard coll Specific cours Credit Hrs	evel requirements cha rid below. If "No," indic rent lege requirement se Title	nge? (If "Yes," cate and proced Prefix & Nmbr	ed to que	estion 5c.)  Proposed  Standard college req  Specific course  Title	Select Select	ourse Status <sup>8</sup> one one
Other	Course Changes Will the college-lechanges in the grander college.  Standard college. Specific course. Credit Hrs	evel requirements cha rid below. If "No," indic rent lege requirement se Title	nge? (If "Yes," cate and proces  Prefix &  Nmbr	ed to que	estion 5c.)  Proposed  Standard college req  Specific course  Title	quirement  Co  Select  Select	ourse Status <sup>8</sup> one
Other	Course Changes Will the college-lechanges in the grander college.  Standard college. Specific course. Credit Hrs	evel requirements cha rid below. If "No," indic rent lege requirement se Title	nge? (If "Yes," cate and proces  Prefix &  Nmbr	ed to que	estion 5c.)  Proposed  Standard college req  Specific course  Title	Select Select	ourse Status <sup>8</sup> one one
Other	Course Changes Will the college-lechanges in the grander college.  Standard college. Specific course. Credit Hrs	evel requirements cha rid below. If "No," indic rent lege requirement se Title	nge? (If "Yes," cate and proces  Prefix &  Nmbr	ed to que	estion 5c.)  Proposed  Standard college req  Specific course  Title	Select Select	ourse Status <sup>8</sup> one one
Other	Course Changes Will the college-lechanges in the grand college.  Standard college. Specific course. Credit Hrs  Will the existing	evel requirements charid below. If "No," indicate it is a second of the	nge? (If "Yes," cate and proced  Prefix & Nmbr  n about college	Credit Hrs	Proposed  Standard college req  Specific course  Title  quirements change?	Select Select	ourse Status <sup>8</sup> one one
Other	Course Changes Will the college-I changes in the gr Curr Standard coll Specific cours Credit Hrs  Will the existing If "Yes," provide	evel requirements cha rid below. If "No," indic rent lege requirement se Title	Prefix & Nmbr  about college	Credit Hrs	Proposed Standard college req Specific course Title  quirements change?	Select Select	ourse Status <sup>8</sup> one one

<sup>&</sup>lt;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>&</sup>lt;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").

	C	urrent	i		Proposed	**************************************
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
. W	/ill the major	illetin language about p 's core course requiremes in the grid below. If "	ents change? (If	"Yes," indica	ate and note the	Yes 🗌 No 🔀
If		he specific changes in t urrent	he grid below.		Proposed	
refix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status <sup>10</sup>
						Select one
						Select one
			- <del> </del>			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
Pr	ovide the Bu	lletin language for majo	or core course re	equirements.		
		d electives change? (If " . If "No," indicate and p			pecific changes in	Yes 🛛 No 🗌

<sup>&</sup>lt;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>&</sup>lt;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.

	Current			Proposed		
Prefix & Cred Nmbr Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Соц	ırse Status <sup>11</sup>
					Se	lect one
					Se	lect one
					Se	lect one
					Se	lect one
					Se	lect one
					Se	lect one
n Provide	the Bulletin language for gu	ided electives.				
{list}"	Bulletin Language: "From O  d Bulletin Language: "From					
level"	a bancan zangaage. Tron	outside the major	Берагин	ent   enouse o nours e	ratsiae vvite	7 dt the 2001
	free electives change? (If "Yelow. If "No," indicate and p			pecific changes in the	Yes	No 🖂
Does the	proposed change affect an	y track(s)? (If "Yes	," note th	e specific changes	Voc 🗆	No 🔯
using the	e proposed change affect an e grid below. If "No," procee han one track is affected, c	ed to question 6.)			Yes	No ⊠ c to the end o
using the	e grid below. If "No," procee han one track is affected, c	ed to question 6.) lick <u>HERE</u> for a tem	nplate. Ap	pend a PDF for each af	fected track	to the end o
using the If more t this form	e grid below. If "No," proceed han one track is affected, con.	ed to question 6.)	nplate. Ap	pend a PDF for each af	fected track	
using the If more t this form ack Name:	e grid below. If "No," proceed han one track is affected, con.  Current	ed to question 6.) lick <u>HERE</u> for a tem	nplate. Ap	pend a PDF for each af	fected track	to the end o
using the If more t this form ack Name:	e grid below. If "No," proceed han one track is affected, con.  Current	ed to question 6.) lick <u>HERE</u> for a tem	nplate. Ap	pend a PDF for each af	fected track	to the end o
using the If more t this form ack Name: refix & Credi	e grid below. If "No," proceed han one track is affected, con.  Current	ed to question 6.) lick <u>HERE</u> for a tem New To	nplate. Ap rack <i>Credit</i>	pend a PDF for each af Changed Track Proposed	fected track	to the end o
using the If more t this form ack Name:	e grid below. If "No," proceed han one track is affected, con.  Current	ed to question 6.) lick <u>HERE</u> for a tem New To	nplate. Ap rack <i>Credit</i>	pend a PDF for each af Changed Track Proposed	fected track Delet  Cou	ed Track
using the If more t this form ack Name: refix & Credi	e grid below. If "No," proceed han one track is affected, con.  Current	ed to question 6.) lick <u>HERE</u> for a tem New To	nplate. Ap rack <i>Credit</i>	pend a PDF for each af Changed Track Proposed	fected track  Delet  Cou  Se  Se	ed Track  arse Status <sup>12</sup> lect one
using the If more t this form ack Name: refix & Credi	e grid below. If "No," proceed han one track is affected, con.  Current	ed to question 6.) lick <u>HERE</u> for a tem New To	nplate. Ap rack <i>Credit</i>	pend a PDF for each af Changed Track Proposed	fected track  Delet  Cou  Se  Se  Se	ed Track  arse Status <sup>12</sup> lect one
using the If more t this form ack Name: refix & Credi	e grid below. If "No," proceed han one track is affected, con.  Current	ed to question 6.) lick <u>HERE</u> for a tem New To	nplate. Ap rack <i>Credit</i>	pend a PDF for each af Changed Track Proposed	fected track  Delet  Cou  Se  Se  Se  Se	ed Track  rse Status <sup>12</sup> lect one  lect one
using the If more t this form ack Name: refix & Credi	e grid below. If "No," proceed han one track is affected, con.  Current	ed to question 6.) lick <u>HERE</u> for a tem New To	nplate. Ap rack <i>Credit</i>	pend a PDF for each af Changed Track Proposed	fected track  Delet  Cou  Se  Se  Se  Se  Se	ed Track  arse Status <sup>12</sup> lect one lect one
using the If more t this form rack Name: refix & Credi Nmbr Hrs	e grid below. If "No," proceed han one track is affected, con.  Current  Title	ed to question 6.) lick <u>HERE</u> for a tem New To Prefix & Nmbr	nplate. Ap rack <i>Credit</i>	pend a PDF for each af Changed Track Proposed	fected track  Delet  Cou  Se  Se  Se  Se  Se	ed Track  arse Status <sup>12</sup> lect one lect one lect one
using the If more t this form rack Name: refix & Credi Nmbr Hrs	e grid below. If "No," proceed han one track is affected, con.  Current	ed to question 6.) lick <u>HERE</u> for a tem New To Prefix & Nmbr	nplate. Ap rack <i>Credit</i>	pend a PDF for each af Changed Track Proposed	fected track  Delet  Cou  Se  Se  Se  Se  Se	ed Track  arse Status <sup>12</sup> lect one lect one lect one
using the If more t this form rack Name: refix & Credi Nmbr Hrs	e grid below. If "No," proceed han one track is affected, con.  Current  Title	ed to question 6.) lick <u>HERE</u> for a tem New To Prefix & Nmbr	nplate. Ap rack <i>Credit</i>	pend a PDF for each af Changed Track Proposed	fected track  Delet  Cou  Se  Se  Se  Se  Se	ed Track  arse Status <sup>12</sup> lect one lect one lect one

template for additional tracks and append a PDF of each track's courses to the end of this form.

<sup>&</sup>lt;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>&</sup>lt;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.

<b>YEAR 1 – FALL:</b> (e.g. "BIO 103; 3 credits")	See updated 4 (attached)	year plan	YEAR 1	– SPI	RING:		
YEAR 2 - FALL :			YEAR 2	2 – SPI	RING:		
YEAR 3 - FALL:			YEAR 3	- SPR	ING:		
YEAR 4 - FALL:			YEAR 4	- SPR	ING:		
7. Approvals/Reviews							
							of support from educational unit form of meeting minutes).
form of meeting minutes	but may also be	an email fi	rom the unit	t head	reporti	ng	llege approval. This typically takes the department- and college-level votes.
Reviewing G	roup Name	Date App	roved (	Conta	ct Perso	n N	lame/Phone/Email
7a (Within College) WRD Facul	ltv				,	,	Brian.McNely@uky.edu
		4/5/17	Brian Mc	Nely	/	/	, ,
WRD Cha	ır	8/14/17	Jeff Rice		/	/	Jeff.rice@uky.edu
A&S EPC		9/19/17	Rynetta I	Davis	/	/	rynetta.davis@uky.edu
A&S Assoc	c. Dean	9/19/17	Anna Bos	sch	/	/	bosch@uky.edu AndMod
7b (Collaborating and/c	or Affected Unit	s)					
					/	/	
					/	/	
					/	1	
					/	1	
						1	
					/	/	
7c (Senate Academic Co	ouncil)		Da	te Ap	proved		Contact Person Name
Health Care C	Colleges Council	(if applicab	le)				
Undergradua	te Council			10/3	1/17		Joanie Ett-Mims

#### Current Bulletin Language From Outside the Major Department Choose 6 hours from the following courses: A-S 200 Introduction to Digital Art, Space and Time .... 3 A-S 280 Introduction to Photographic Literacy ............ 3 COM 281 Communication in Small Groups ...... 3 COM 311 Taking Control of Your Health: COM 312 Learning Intercultural Communication COM 313 Interpersonal Communication in Close Relationships ...... 3 COM 315 Understanding Workplace Communication ENG 407 Intermediate Workshop in ENG 440G Studies in British Literature ENG 450G Studies in American Literature (Subtitle required) ...... 3 ENG 460G Studies in African-American Literature ENG 470G Comparative and Transnational ENG 480G Studies in Film (Subtitle required) ................ 3 ENG 490G Studies in Literature and Gender (Subtitle required) ...... 3 ENG 491G Studies in Theory (Subtitle required) ........... 3 ENG 492G Cultural Studies (Subtitle required) ...... 3 ENG 507 Advanced Workshop in Imaginative Writing GWS 301 Crossroads (Subtitle required) ...... 3 GWS 302 Gender Across the World GWS 340 History of Feminist Thought to 1975 ............ 3 LIN 211 Introduction to the Study of Language ............ 3 LIN 317 Language and Society (Subtitle required) ....... 3

### Proposed Bulletin Language

From Outside the Major Department Choose 6 hours outside of WRD at 200 level or above.

#### Ett, Joanie M

From: Pearson, RaeAnne M

**Sent:** Tuesday, October 17, 2017 1:16 PM **To:** Harmon, Camille; Ett, Joanie M; OSPIE

**Cc:** Spriggs, Amy

Subject: RE: EPC Approved Program Change for UGC Review

Dear Camille Harmon,

Thank you for your email regarding the proposed program change(s) to **Writing, Rhetoric, and Digital Studies, BS** (23.1304).

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.

#### <u>List of Proposed Change(s):</u>

• Expanding the list of approved guided electives for the program

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



From: Harmon, Camille

**Sent:** Tuesday, October 17, 2017 1:14 PM **To:** Pearson, RaeAnne M; Ett, Joanie M; OSPIE

**Cc:** Spriggs, Amy

Subject: RE: EPC Approved Program Change for UGC Review

Good Afternoon RaeAnne,

You can address the letter to me since I submitted the form to your office.

I also have another program that I had sent Annie around the same time as WRD. I will send that to you in a moment. That program change will need your approval as well.



### University of Kentucky Substantive Change Checklist<sup>1</sup>

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." Substantive change is a federal concept, based in the regulations of the U.S. Department of Education, 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."

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 <a href="mailto:InstitutionalEffectiveness@uky.edu">InstitutionalEffectiveness@uky.edu</a>. 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. Ann Weber, associate provost for strategic planning and institutional effectiveness (<a href="mailto:ann.weber@uky.edu">ann.weber@uky.edu</a>) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness (<a href="mailto:mia.alexander-snow@uky.edu">mia.alexander-snow@uky.edu</a>).

Adapted, with appreciation, from University of Virginia's "Substantive Change Checklist."

<sup>&</sup>lt;sup>2</sup> See <u>Substantive Change for Accredited Institutions of the Commission on Colleges: Policy Statement</u>, p. 1.

<sup>3</sup> See 34 C.F.R. § 602.22.

<sup>&</sup>lt;sup>4</sup> 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: <a href="mailto:lnstitutionalEffectiveness@uky.edu">lnstitutionalEffectiveness@uky.edu</a>, Subject line: UK Sub Change. Questions concerning substantive change are to be directed to Dr. Ann Weber, assistant provost for strategic planning and institutional effectiveness (<a href="mailto:ann.weber@uky.edu">ann.weber@uky.edu</a>) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness (<a href="mailto:mia.alexander-snow@uky.edu">mia.alexander-snow@uky.edu</a>).

Please note: there is a 200 character limit for each text box.			
I. Name of Proposed Program: Writing Rhetoric and Digital St	tudies		
II. Is this a New, Existing Degree, or Non-Degree Educational	Program?		
New Degree Educational Program		Existing Degree Educational Program	$\boxtimes$
New Non-Degree Educational Program		Existing Non-Degree Educational Program	
III. Existing/Proposed Degree Designation (e.g., BA, MSEDU): BA,	/BS		
V. 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)		Currently, WRD requires majors to complete electives from a pre-approved list of courses voted to expand this list to courses from acr	. WRD's faculty has
VI. Total number of Credit hours for:  New or Proposed Degree/Non-Degree/Certificate:  New or Proposed Program Major:  New or Proposed Program Option:  (e.g. Concentration, Specialization, Track)		Existing Degree/Non-Degree/Certificat Existing Program Major Existing Program Optio (e.g. Concentration, Specialization, Trace	or: 39
VII. Is this an Accredited Program? No 🛛 Yes 🗌 , Name	e of Accreditor:		
VIII. Sponsoring College/Home Educational Unit:	College of Ar	ts and Sciences	
IX. College/Department/Educational Unit Contact:	Writing, Rhet	coric and Digital Studies	
X. Date Form Completed: 7/11/2017			

Last updated: 01/24/2017

# University of Kentucky Substantive Change Checklist

	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.		$\boxtimes$			
2	More than 25 percent of the required courses for the proposed or existing program are new.		$\boxtimes$			
3	More than 50 percent of the required courses for the proposed or existing program are new.		$\boxtimes$			
4	The proposed or existing program requires new library or other learning resources.		$\boxtimes$			
5	The proposed or existing program requires new equipment or facilities.					
6	The proposed or existing program requires a new resource base.		$\boxtimes$			
7	The proposed or existing program will initiate a branch campus.		$\boxtimes$			
8	The proposed or existing program will initiate a dual degree program with another institution.		$\boxtimes$			
9	The proposed or existing program will initiate a joint degree program with another institution.		$\boxtimes$			
10	The proposed or existing program will initiate a certificate program? (if yes, answer the following)		$\boxtimes$			
11	Will the proposed certificate program utilize existing courses?				$\boxtimes$	
12	Will the proposed certificate program be offered at a new off- Grounds site?				$\boxtimes$	
13	Does the proposed certificate program represent a significant departure from previously approved programs?				$\boxtimes$	
14	The proposed or existing program will be initiated at a new off- Grounds site? (if yes, answer the following)		$\boxtimes$			
15	Will a student be able to earn 50 percent or more of program credits at the site?				$\boxtimes$	
16	Will a student be able to earn 25 to 49 percent of program credits at the site?				$\boxtimes$	

Last updated: 01/24/2017 Page 3

# University of Kentucky Substantive Change Checklist

	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?				$\boxtimes$	
18	The proposed or existing program will be at an existing off-Grounds site? (if yes, answer the following)		$\boxtimes$			
19	Does the proposed program represent a significant departure from previously approved programs [at the existing site]?		$\boxtimes$			
20	The proposed or existing program will be offered via distance education. (if yes, answer the following)		$\boxtimes$			
21	Will more than 50 percent of the program be offered via distance education?				$\boxtimes$	
22	Will 25-49 percent of the program be offered via distance education?				$\boxtimes$	
23	Will less than 25 percent of the program be offered via distance education?				$\boxtimes$	
24	Total number of proposed course changes (as applicable)				$\boxtimes$	
25	The proposed or existing program or courses will be initiated through contractual agreement or consortium.		$\boxtimes$			
26	The proposed or existing program will relocate an existing off- Grounds site.		$\boxtimes$			
27	The change to the existing program will significantly alter the length of the currently approved program.		$\boxtimes$			
28	The proposed or existing program will initiate a degree completion program.		$\boxtimes$			-
29	The proposed program will close an existing program.		$\boxtimes$			

Last updated: 01/24/2017 Page 4

#### 4-YEAR CURRICULAR MAP

# Bachelor of Arts in Writing, Rhetoric, and Digital Studies



Bachelor of Arts in Writing, Knetoric, and Digital Studies College of Arts and Science						
YEAR 1						
FALL		SPRING				
‡UK Core CC1 (WRD 110)		UK Core CC2 (WRD 111)				
¤Foreign language 101		¤Foreign language 102				
UK Core ACR		A&S SS				
UK Core SSC		UK Core HUM (WRD 210)				
A&S HUM	Total Credits: 16	WRD 208	Total Credits: 16			
	YEA	R 2				
FALL		SPRING				
A&S HUM		WRD 320				
WRD 300		WRD 306				
¤Foreign language 201		¤Foreign language 202				
UK Core NPM		A&S NS				
UK Core QFO	Total Credits: 15	UK Core SIR	Total Credits: 15			
	YEA YEA	AR 3				
FALL		SPRING				
WRD 301		WRD 308				
WRD 312		WRD 401				
WRD 320		WRD 406				
WRD 324		A&S NS/Lab Requirement				
♦ Elective	Total Credits: 15	A-S 245 (outside WRD)	Total Credits: 15			
	YEA	AR 4				
FALL		SPRING				
Elective		WRD 302				
WRD 405		UK Core CCC (COM 315) (outsid	e WRD)			
WRD 408		♦ Elective				
WRD 430 (GCCR)		ENG 407				
A&S SS	Total Credits: 13	UK Core GDY (GWS 302)	Total Credits: 15			

- \* Incoming students 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. Consider pursuing a 2<sup>nd</sup> major or minor.
- 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 4<sup>th</sup> 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.
- 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. Consider pursuing a 2<sup>nd</sup> major or minor.

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

#### 4-YEAR CURRICULAR MAP

# Bachelor of Science in Writing, Rhetoric, and Digital Studies



	YEA	AR1	
FALL		SPRING	
‡UK Core CC1 (WRD 110)		UK Core CC2 (WRD 111)	
¤Foreign language 101		¤Foreign language 102	
UK Core ACR		UK Core HUM (WRD 210)	
^ UK Core QFO		^ UK Core SIR	
^ A&S Science or Math Course	Total Credits: 16	^ A&S Science or Math Course	Total Credits: 16
	YEA	AR 2	
FALL		SPRING	
WRD 208		WRD 306	
WRD 300		WRD 320	
UK CORE SSC		¤Foreign language 202	
¤Foreign language 201		^ A&S NS	
^ UK Core NPM		UK Core GDY (Outside WRD)	
^ A&S Science or Math Course	Total Credits: 18	WRD 422	Total Credits: 18
	YE/	AR 3	
FALL		SPRING	
WRD 301		WRD 405	
A&S HUM		WRD 420	
WRD 308		UK Core CCC	
^ A&S Science or Math Course		^ A&S Science or Math Course	
^ A&S Science or Math Course	`	^ A&S Science or Math Course	
^ A&S Science or Math Course	Total Credits: 18	^ A&S Science or Math Course	Total Credits: 18
	YEA	AR 4	
FALL		SPRING	
WRD 430 (GCCR)		A&S Lab	
A&S SS		^ A&S Science or Math Course	
O^ A&S Science or Math		^ A&S Science or Math Course	
^ A&S Science or Math		^ A&S Science or Math Course	
^ A&S Science or Math		◊^ A&S Science or Math Course	
Elective (Outside WRD)	Total Credits: 18	WRD 408	Total Credits: 18

- \* Incoming students 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. Consider pursuing a 2<sup>nd</sup> major or minor.
- \* To be discussed with your academic advisor. Consider pursuing a 2<sup>nd</sup> major or minor.
- 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 4<sup>th</sup> 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.
- ^ Counted toward 60 credit hours in the physical, biological and/or mathematical sciences.
- 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. Consider pursuing a 2<sup>nd</sup> major or minor.

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



August 14, 2017

This letter confirms that in Spring 2017 on April 5, the WRD faculty voted unanimously to approve the major's outside hours from a set list to any course outside WRD at the 200 level or above.

Sincerely,

Jeff Rice

Chair, Writing, Rhetoric and Digital Studies Martha B. Reynolds Professor in Writing, Rhetoric, and Digital Studies University of Kentucky 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 the WRD undergraduate program change 9:0:0 on Tuesday, September 19, 2017.

Sincerely,

Rynetta Davis

Chair, Education Policy Committee