

The SAASC convened on Thursday, April 25, 2019 to consider a proposal from the College of Business and Economics regarding changes to upper-level admissions policy requirements.

Attendance: Brad Kerns, Tom Troland, Azhar Swanson, Shawn Caudill, Susan Effgen, Kevin Donohue, Herman Farrell (Chair)

Kevin Donohue served as facilitator of this proposal.

Discussion:

The proposal provides for a change to the Upper Level Admission Policy, removing the 60 semester hours requirement. "This proposed change is an effort to streamline high-achieving students into upper-division courses. Note that there are no changes to the premajor requirements, GPA requirements, or any individual course prerequisite requirements. Operationally we have provided "classification overrides" for students, a process that would no longer be necessary with this change. Because overrides have been provided in these situations for a number of years, this is not expected to change the classroom demographics, only ease the current process."

Vote:

A motion was made and seconded that the SAASC approve the proposal.

The vote in favor was unanimous.

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 (OSPIE@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 type="checkbox"/> Courses	<input type="checkbox"/> Program name	<input type="checkbox"/> Total required credit hours	<input type="checkbox"/> Student learning outcomes
<input checked="" 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 :	1/10/19		
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.			
1b	College ² :	College of Business & Economics	Department ² :	N/A
1c	CIP code ³ :	52.0601,52.1301,52.0801,52.0101, 52.1401,52.0301	Today's Date:	1/10/19
1d	Current major name: (Biology, Design, etc.)	N/A	Proposed major name:	
1e	Current Degree (BA, BFA, etc.):	N/A	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:	AACSB		
1h	Date of most recent periodic program review for this degree:	July 2017		

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 (257-1962 or OSPIE@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 <https://www.uky.edu/universitysenate/forms> and look for the heading, "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.

CHANGE UNDERGRADUATE DEGREE PROGRAM

1i	Requested effective date:	<input checked="" type="checkbox"/> Fall semester following approval.	OR	<input type="checkbox"/> Specific Date ⁴ : <i>Fall 20</i>
1j	Contact person name:	Jennifer Siebenthaler	Phone / Email:	8592573031 / jwsiebenthaler@uky.edu
2. Overview of Changes				
2a	Describe the rationale for the changes, including results from the most recent program review if applicable. (450 word limit)			
	This proposed change is an effort to streamline high-achieving students into upper-division courses. Note that there are no changes to the premajor requirements, GPA requirements, or any individual course prerequisite requirements. Operationally we have provided “classification overrides” for students, a process that would no longer be necessary with this change. Because overrides have been provided in these situations for a number of years, this is not expected to change the classroom demographics, only ease the current process.			
2b	Use the fields below, as applicable, to identify the areas in which changes will be made.			
		Current	<i>Proposed</i>	
i.	Credit Hours of Premajor Courses:			
ii.	Credit Hours of Preprofessional Courses:			
iii.	Credit Hours of Major Core Course Requirements			
iv.	Minimum Credit Hours of Guided Electives:			
v.	Minimum Credit Hours of Free Electives:			
vi.	Credit Hours for Track 1 (name):			
vii.	Credit Hours for Track 2 (name):			
viii.	Credit Hours for Track 3 (name):			
ix.	Credit Hours for Track 4 (name):			
x.	Credit Hours for Track 5 (name):			
xi.	Credit Hours for Required Minor:			
xii.	Total Credit Hours Required by Level:	100-level:		
		200-level:		
		300-level:		
		400-level:		
		500-level:		
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:		=====	=====
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.			

⁴ No program change(s) will be effective until all approvals are received.

If “Yes,” two pieces of supporting documentation are required.

Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director⁵ of each unit 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 each affected unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.

2d Will the proposed change(s) affect an associated minor? Yes No

If “Yes,” the department must also submit a change form to change the minor.

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:	

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 Studies Committee	11/12/2018	Jennifer Siebenthaler / 8592573031 / jwsiebenthaler@uky.edu
	College Faculty	12/6/2018	Simon Sheather / 8592578939 / simon.sheather@uky.edu
			/ /
			/ /

7b (Collaborating and/or Affected Units)

			/ /
			/ /
			/ /
			/ /
			/ /

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.

CHANGE UNDERGRADUATE DEGREE PROGRAM

7c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)		
	Undergraduate Council	2/20/19	Joanie Ett-Mims

The College of Business & Economics approved the following change to the Upper-Division Admission Policy:

To remove the completion of 60 semester hours requirement noted in item #2.


Current Upper-Division Admission Policy:

1. Enrollment in the University of Kentucky.
2. **Completion of 60 semester hours** with a minimum cumulative grade point average of 3.0 or the Annual Admission GPA, whichever is lower.
3. Completion of the premajor component with a minimum cumulative grade point average of 3.0 or the Annual Admission GPA, whichever is lower.
4. Submission of an application.

Proposed Upper-Division Admission Policy:

1. Enrollment in the University of Kentucky.
2. A minimum cumulative grade point average of 3.0 or the Annual Admission GPA, whichever is lower.
3. Completion of the premajor component with a minimum cumulative grade point average of 3.0 or the Annual Admission GPA, whichever is lower.
4. Submission of an application.

MEMORANDUM

FROM: Jennifer Siebenthaler, Associate Dean for Undergraduate Affairs 

SUBJECT: Upper-division admission modification

DATE: February 19th, 2019

In alignment with the Gatton College of Business and Economic operating rules and procedures, details of the proposed modification to the upper-division admissions policy were circulated to all faculty on November 28, 2018. Under the operating rules and procedures, a meeting for discussion of the proposal must be called if five or more faculty disapprove. After the close of the comment period, on December 6, 2018, no faculty expressed concern nor disapproved the proposal, indicating faculty support.

From: noreply@qualtrics-survey.com <noreply@qualtrics-survey.com>

Sent: Thursday, January 10, 2019 10:47 AM

To: Siebenthaler, Jennifer <jwsiebenthaler@uky.edu>

Subject: Substantive Change Decision

Dear Jennifer Siebenthaler,

Thank you for your email regarding the proposed program change(s) to **College of Business & Economics, Bachelor's (52.0601, 52.1301, 52.0801, 52.0101, 52.1401, 52.0301)**.

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):

· The College of Business & Economics approved the following change to the Upper-Division Admission Policy: To remove the completion of 60 semester hours requirement. Current Upper-Division Admission Policy: 1. Enrollment in the University of Kentucky. 2. Completion of 60 semester hours with a minimum cumulative grade point average of 3.0 or the Annual Admission GPA, whichever is lower. 3. Completion of the premajor component with a minimum cumulative grade point average of 3.0 or the Annual Admission GPA, whichever is lower. 4. Submission of an application. Proposed Upper-Division Admission Policy: 1. Enrollment in the University of Kentucky. 2. A minimum cumulative grade point average of 3.0 or the Annual Admission GPA, whichever is lower. 3. Completion of the premajor component with a minimum cumulative grade point average of 3.0 or the Annual Admission GPA, whichever is lower. 4. Submission of an application. Rationale: This proposed change is an effort to streamline high-achieving students into upper-division courses. Note that there are no changes to the premajor requirements, GPA requirements, or any individual course prerequisite requirements. Operationally we have provided “classification overrides” for students, a process that would no longer be necessary with this change. Because overrides have been provided in these situations for a number of years, this is not expected to change the classroom demographics, only ease the current process.

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/?](https://proxy.qualtrics.com/proxy/?url=http%3A%2F%2Fwww.uky.edu%2Fie&token=w%2BXHkAS0tASxS4xDceQ8e0MxnHdJ2Eu4smnkDcYodCE%3D)

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