

August 30, 2011

Addendum:

And let me add to Heidi's message: the sooner you can get academic proposals to me, the better. That way, we can speed up the approval process, and also start our notifications to the CPE, if needed. So don't wait until March if you have something in the works that may be a substantive change.

Jeannine Blackwell

Dean of the Graduate School, Associate Provost for Academic Administration

Dear Colleagues:

According to UK's institutional [Substantive Change Policy](#) (AR 1:5), the SACS liaison will send out a call twice a year to remind appropriate individuals regarding the substantive change policy and to request notification of planned changes that may meet the substantive change definition. Attached is a brief training on substantive change. Please put it in "slide show" format to review. Slide show format is necessary to ensure that the links to supporting documents are activated.

In keeping with our institutional policy of informing all responsible individuals at each level of the University, I would like to ask the following individuals to forward this training presentation and request to the appropriate individuals as indicated:

1. Deans should forward to their associate/assistant deans, department chairs or directors, and faculty involved in academic degree program planning and changes.
2. Chairs of University Senate Councils (Undergraduate, Graduate, and Health Care) should forward to Council members.
3. University Senate Council Chair should forward to the Senate Council and/or Senate members, as deemed appropriate.
4. Central chief administrative officers should use their discretion in notifying additional individuals, after reviewing all the academic and administrative substantive change possibilities.

Each individual notified should review the training presentation in slide show format, study the matrix of recommendation and approval authority in AR 1:5, and then do the following:

Those responsible for academic substantive change should report any planned change in the next 12 months to Associate Provost Jeannine Blackwell **no later than Friday, March 23, 2012.** All academic substantive change must be recognized as such in appropriate documents and must have recommendations and approvals as provided for in AR 1:5.

Those responsible for administrative substantive change should report any planned change in the next 12 months to Interim VP Heidi M. Anderson **no later than Friday, March 23, 2012.** All administrative substantive change must be recognized as such in appropriate documents and must have recommendations and approval as provided for in AR 1:5.

Please note that compliance with the **University of Kentucky** substantive change policy, which was developed to ensure compliance with the **SACS** substantive change policy, is a requirement for reaffirmation of SACS accreditation. Also, please be aware that **SACS** will be undertaking a revision of the substantive change policy, they will notify us later this year with the details of these changes. As the SACS Liaison for the University, I'll notify you as soon as the revisions become available.

If you have questions or need additional information, please let me know.

Thank you for your time and support.

Sincerely, Heidi Milia Anderson, Ph.D., FAPhA, Interim Vice President for Institutional Research, Planning and Effectiveness, Associate Provost for Faculty Affairs