

October 3, 2013

Dear Colleagues:

According to UK's institutional [Substantive Change Policy](#) (AR 1:5), the SACS liaison will inform all responsible individuals at each level of the University (see Appendix 1 Matrix) of the SACS substantive change policy and the institutional substantive change policy on a biannual basis (August/September and February/March) and at the same time shall request notification of substantive changes in planning for the next 12-month period.

In this regards, I ask that you assist by forwarding this request and the attached documents to the appropriate individuals as indicated below:

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 complete the following steps **no later than Monday, October 21, 2103**:

1. Review the attached training on substantive change (to ensure the links to supporting documents are activated view in "slide show" format)
2. Study the attached matrix of recommendation and approval authority in AR 1:5
3. Report any planned change for the next 12 months to institutionaleffectiveness@uky.edu with "SACS Substantive Change Notification" in subject line.
 - a. Those responsible for academic substantive change must report academic substantive change in appropriate documents and must have recommendations and approvals as stated in AR 1:5 and in accordance to AR 1:5 Matrix.
 - b. Those responsible for administrative substantive change must report administrative substantive change as such in appropriate documents and must have recommendations and approvals as stated AR 1:5 and in accordance to AR 1:5 Matrix.

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 maintenance of SACS accreditation.

If you have questions or need additional information, please email Dr. Mia Alexander-Snow, Director for Planning and Institutional Effectiveness and UK's Accreditation Manager, at mia.alexander-snow@uky.edu with "SACS Substantive Change Notification Question" in subject line.

Thank you for your time and support.

Mia Alexander-Snow, Ph.D.
Director for Planning and Institutional Effectiveness
University Accreditation Manager

Vince Kellen, Ph.D.
Senior Vice Provost, Academic Planning, Analytics and Technologies
SACS Liaison

Visit the Institutional Effectiveness Website: <http://www.uky.edu/IRPE/welcome.html>
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* Institutional Effectiveness is now a part of APAT: Academic Planning, Analytics & Technologies

S: Asst.Dean/SACS/2013