3.2.2 Forms to be Used

Senate Council-approved forms and other mechanisms to initiate proposals for new undergraduate, master’s, and doctoral degrees, and for undergraduate, graduate or first professional certificates, or to initiate changes to these academic programs, are available at http://www.uky.edu/Faculty/Senate/forms.htm and shall be used to initiate proposals under SR 3.2. In the case of academic programs in the health care colleges, the initiator of the proposal shall contact the chair of the Heath Care Colleges Council (HCCC) or, in the case of the College of Law, the appropriate associate dean, for information on the appropriate proposal submission format.

3.2.3 Procedures to be Used

A. Approval by the Educational Unit Faculty [US: 5/7/12]

1. The Faculty of the originating educational unit makes the decision whether to approve proposals for new academic programs or changes to academic programs (including changes to the educational unit’s University Scholars program and to dual degree programs) (GR VII.A.6(b); SR 3.2.A.3, below). For the Honors Program and UK Core, the “Faculty” within the meaning of this rule is the body identified by the University Senate to perform the educational policy-making functions of the respective program. For graduate programs, “the Faculty” is the voting graduate faculty of that program (SR 3.2.A.4, below). [US: 5/7/12]

   In a manner prescribed by the College Faculty Rules, the chair/director shall forward to the College Faculty a proposal arising under SR 3.2. The chair/director’s transmittal attests thereby that the proposal has been approved in accordance with the Rules of the Faculty of the originating unit. The chair(s)/director(s) may include separate opinion(s) on the academic merits or on the administrative feasibility of the proposal.

* If a program was originally approved for face to face delivery, and the dean later wants it to be delivered in part as ‘face to face’ and in part as distance learning, then the College Faculty has the role, and not the dean, to determine and approve as to whether the academic content of the program lends itself to delivery in part by distance learning. [RC:3/09/12]

   Dual degree programs are simultaneously considered for approval by the respective unit faculties pursuant to the above procedures. One of the department chair(s)/director(s) shall forward the approved proposal to the College Faculty, or, in the case of dual degree programs that cross colleges, to the each College Faculty.

2. In cases of proposals concerning undergraduate or professional certificates or degrees, the respective College Faculty makes the decision whether to approve the proposal, in a manner pursuant to its College Rules (GR VII.A.4.(c)). The dean shall forward an approved proposal to the appropriate academic council of the Senate (SR 3.2.B), attesting thereby that the proposal has been approved in accordance with the College Faculty Rules. The dean
may include a separate opinion on the academic merits of the proposal (GR VII.B.3). The dean shall include a statement of administrative feasibility. Proposals concerning degree programs, or concerning certificates that report to an office outside of a college, shall also include a statement of administrative feasibility from the Office of the Provost.

Dual degree programs are simultaneously considered for approval by the respective college faculties pursuant to the above procedures. The respective deans may include separate opinions on the academic merits or the administrative feasibility of the proposal. One of the deans shall forward a single dual degree proposal to the appropriate academic council of the Senate.

3. In the case of proposals for graduate certificates or degrees, a proposal approved by the Faculty of the graduate program shall be forwarded by the Director of Graduate Studies to the dean of the college that contains the home educational unit of the graduate program. If so prescribed by the College Rules, the proposal may be reviewed by, and advisory opinion added by, faculty committees/councils of that college and by the dean of that college. That dean shall include a statement of administrative feasibility from the perspective of that college administration, and shall also include a statement of administrative feasibility from the Office of the Provost. The Director of Graduate Studies shall then forward the proposal to the Dean of the Graduate School. If the proposal is for new graduate program and is arising from faculty in an educational unit that does not already home a graduate program, then the dean of the college containing that educational unit shall perform the administrative processing roles prescribed in this paragraph for the Director of Graduate Studies.

4. **UK Core Program.** Changes in the UK Core Program need approval of only the Senate’s designated UK Core Education Committee prior to submission to the Senate Council and do not need the approval of any other college or academic council. Courses offered as a part of UK Core are processed through regular procedures under SR 3.3. [US: 5/7/12]

*This rule does not have the intent or effect of prohibiting any college from seeking and utilizing the opinion of any willing academic council of the Senate before the proposal is submitted to the first officially required academic council of review.*

**B. Approval by Academic Council [US: 10/11/99; SREC: 6/8/06; US: 5/7/12]**

1. **Jurisdiction.** The dean shall forward the proposal to the appropriate academic council as provided in this subpart SR 3.2.B.1. Responsibility for the approval of proposals concerning academic programs shall be vested in the appropriate academic council as follows: [US: 5/7/12]