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SECTION: Academic Affairs
SUBJECT: Creation and Revision of Academic Programs
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Policy for: All Campuses
Procedure for: Columbia and Regional Campuses
Authorized by: William T. Moore
Issued by: Provost's Office

III. Appendices

(See www.sc.edu/policies for complete text of the policy and procedures.)

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APPENDIX 1

- ▶ **NEW PROGRAMS**
- ▶ **NEW ACADEMIC CERTIFICATES OF ANY LENGTH IN A NEW CIP CODE**
- ▶ **NEW ACADEMIC CERTIFICATES: 18 CREDIT HOURS OR MORE IN A CURRENT CIP CODE**

OVERVIEW

These actions require approval at the department, campus/college/school, university, Commission on Higher Education (CHE), and Southern Association of Colleges and Schools (SACS) levels. The proposing department must submit both a Program Planning Summary and a full proposal in CHE format. If the program relates to P-12 educator preparation, a letter of endorsement from the Dean of the College of Education is required. The process typically takes at least two years from program planning summary formulation to program implementation.

** New MD, PharmD and JD programs at USC Columbia do not require the faculty governance approval outlined in Step 7.*

*** New stand-alone undergraduate certificate programs are only permitted on two-year campuses of the USC system, and students are required to be matriculated at the two-year campus to complete the coursework and to receive their certificates. Undergraduate certificates at four-year campuses are permissible only if students are post-baccalaureate and/or are concurrently enrolled in a regular baccalaureate program.*

**** The department cannot market the program as created, or admit students to the new program, until notification of approval is received from both CHE and SACS, as well as the SC Department of Education (when appropriate).*

Step 1: Department Contacts Campus/College/School Academic Program Liaison (APL)

- Department contacts the appropriate campus/college/school APL to confirm the correct procedures and forms to use.
- Campus/college/school APL is responsible for monitoring/tracking proposal progress through to implementation.

Step 2: APL Contacts Assistant Provost for Academic Programs

- APL discusses parameters of proposed program with Assistant Provost for Academic Programs.
- If the proposed program is a P-12 educator preparation program, APL must contact the APL in the College of Education for further information.

Step 3: Department Drafts CHE Program Planning Summary (CHE-PPS) and Academic Program Action form for Provost's Office Review

- Department drafts Academic Program Action form.
- Department drafts CHE-PPS using format prescribed by CHE.

- If the proposal is for a P-12 educator preparation program outside the College of Education, department submits draft CHE-PPS and Academic Program Action form to College of Education APL for review.
 - College of Education reviews drafts; Education APL shares comments with proposing department.
 - Department incorporates changes as appropriate.
 - Dean of College of Education forwards letter of endorsement to department.
- With authorization of academic dean, campus/college/school APL transmits draft CHE-PPS and draft Academic Program Action form without attachments to Provost's Office.
- Provost's Office reviews drafts, shares comments with department.
- Department incorporates recommended changes.

Step 4: College/School Approval of Academic Program Action form

- Department seeks approval of Academic Program Action form by appropriate departmental and college/school committees.

Step 5: Department Submits Final CHE-PPS to Provost's Office

- Academic dean transmits final CHE-PPS to Provost's Office with cover letter at least three weeks prior to CHE mailing deadline. (Timelines are available at www.sc.edu/provost/acadprog.) If P-12 educator prep program outside the College of Education, academic dean also copies final CHE-PPS and cover letter to Dean of College of Education.
- Provost's Office obtains appropriate University signatures and transmits final PPS to CHE.

Step 6: CHE Advisory Committee on Academic Programs (CHE-ACAP) Reviews PPS

- Representative from proposing department must attend CHE-ACAP meeting. Office of Provost notifies department and dean of CHE-ACAP meeting date and time, and department notifies Office of Provost of name/contact information of departmental representative(s) attending meeting.

Step 7: USC Faculty Governance Approval of Academic Program Action form with Course Forms/Attachments

Step 7a: For undergraduate programs, department seeks approval of Academic Program Action form with course forms/attachments by Faculty Senate Curriculum and Courses Committee, and full Faculty Senate

- Department submits Academic Program Action form with course forms/ attachments (15 copies with signatures) to the Faculty Senate office at least 10 days prior to the scheduled Faculty Senate Curriculum and Courses Committee (FacSen-C&C) meeting. If proposal is for a P-12 educator preparation program outside the College of Education, include letter of endorsement from Dean of College of Education along with the documents submitted to Faculty Senate.
- If recommended for approval by FacSen-C&C, Committee forwards the materials to the full Faculty Senate for action.

- Representative(s) from proposing department must attend both FacSen-C&C and the full Faculty Senate meetings. Contact the Office of Faculty Senate for dates and times.
- Departmental representative who attended meetings notifies department and college/school APL of final Faculty Senate action on proposal.

Step 7b: For graduate programs, department seeks approval of Academic Program Action form with course forms/attachments by the appropriate Graduate Curriculum Committee and full Graduate Council.

- Department submits Academic Program Action form with course forms/ attachments (one copy with signature) to Graduate Council office at least 10 days prior to the scheduled meeting of the appropriate Graduate Curriculum Committee. If proposal is for a P-12 educator preparation program outside the College of Education, include letter of endorsement from Dean of College of Education with documents submitted to Graduate Council.
- If recommended for approval by Graduate Curriculum Committee, Committee forwards the materials to full Graduate Council for action
- Representative(s) from proposing department must attend both Graduate Council Curriculum Committee and full Graduate Council meetings. Contact the Graduate School for dates and times.
- Departmental representative who attended meetings notifies department and campus/college/school APL of final Graduate Council action on proposal.

Step 7c: For programs at regional campuses, department seeks approval of Academic Program Action form with course forms/attachments by the Regional Faculty Senate.

- Department submits Academic Program Action form with course forms/ attachments to Regional Campuses Faculty Senate office at least 10 days prior to the next scheduled meeting of the System Affairs Committee.
- If recommended for approval, the Committee forwards the materials to the full Regional Campuses Faculty Senate for approval.
- Representative(s) from proposing department must attend Regional Campuses Faculty Senate meeting.
- Departmental representative who attended meeting notifies department and campus APL of final action on proposal.

Step 8: Department drafts Full CHE Program Proposal

- Department begins drafting Full CHE Program Proposal while Program Planning Summary is being considered by CHE.
- Department uses format prescribed by CHE.
- For P-12 educator prep programs, department works with College of Education to meet SC Department of Education requirements embedded in the full CHE proposal.
- Once CHE-ACAP has responded with suggestions/concerns about the Program Planning Summary, incorporate these into Full CHE Program Proposal.
- Department submits electronic draft of full CHE proposal to Provost's Office for review.
- Provost's Office reviews draft, shares comments with department.

- Department incorporates recommended changes.
- Where appropriate, department seeks approval of revised full CHE proposal by college/school academic planning committee.
- After Academic Program Action form and all course form attachments have been approved through Faculty Governance, department forwards final Full CHE Program Proposal and fully signed Academic Program Action form with attachments to dean of campus/college/school.

Step 9: Dean of Campus/College/School Submits Final Full CHE Program Proposal, Academic Program Action form, and Cover Letter to the Provost's Office

- Academic dean of campus/college/school transmits one copy of the final Full CHE Program Proposal, the fully signed Academic Program Action form, and a cover letter to Provost's Office at least three weeks prior to mailing deadline for the Academic Affairs subcommittee of the USC Board of Trustees (USC-BOT-AA). If P-12 educator prep program outside the College of Education, academic dean also copies Dean of College of Education on all documents submitted to Provost.
- Provost's Office obtains appropriate university signatures, and makes 40 copies of the signed Full CHE Program Proposal.
- Provost's Office transmits original and 40 copies of signed full CHE proposal to USC Board of Trustees office.

Step 10: USC Board of Trustees Approval of Full CHE Program Proposal

- USC Board of Trustees Academic Affairs Subcommittee (USC BOT-AA) considers Full CHE Program Proposal at one of its quarterly meetings (March, June, September, November), and makes recommendation to full USC BOT.
- USC-BOT considers full CHE proposal at its quarterly meeting following USC-BOT-AA meeting (April, June, October, December).
- Faculty from requesting department and/or college/school must attend both USC-BOT-AA and full USC BOT meetings. Provost's Office notifies department, dean and college/school APL of dates and times, and dean or APL notifies Provost's Office of name/title/contact information of representative(s) attending both meetings.
- USC-BOT notifies Provost's Office of final USC-BOT action on proposal. Provost's Office informs campus/college/school APL.

Step 11: CHE Approval of Full CHE Program Proposal

- Provost's Office submits USC-BOT-approved Full CHE Program Proposal to CHE.
- Full CHE proposal is directed to the CHE Committee on Academic Affairs and Licensure (CHE-CAAL) for review at their next meeting.
- CHE-CAAL forwards proposal to full Commission, which acts on the CHE-CAAL recommendation.
- Representative(s) from proposing department must attend all CHE meetings (CHE-ACAP, CHE-CAAL, and full CHE) at which full proposal is discussed. The Provost's Office notifies department, dean, and college/school APL of dates and times of all three meetings, and dean or APL notifies Provost's Office of name/title/contact information of representative(s) attending all meetings.

- CHE notifies Provost's Office of final action on proposal. Provost's Office informs campus/college/school APL.
- If P-12 educator prep program, CHE forwards proposal to SC Department of Education.
 - SC Department of Education notifies proposing department and Dean of College of Education regarding final action on proposal.

Step 12: Provost's Office Notifies SACS

- Provost's Office notifies SACS of approved program proposal at same time full proposal is sent to CHE.
- SACS acknowledgment may take up to six months.
- SACS may request additional information in the form of a Prospectus on the proposed program. Provost's Office will notify requesting department and dean if a Prospectus is required by SACS. If a Prospectus is needed, contact your campus/college/school APL for additional information.
- If a Prospectus is submitted, SACS response may take up to an additional six months.

Step 13: SACS Notifies University

- Once notification is received from SACS, the Provost's Office notifies requesting campus/college/school APL, the Graduate School (when appropriate), the Dean of the College of Education (when appropriate), and the Registrar's Office.
- Bulletin can be changed to the version of program description with related courses as approved in Faculty Senate and/or Graduate Council meeting minutes.

Step 14: Department Can Begin Marketing the Program and Admitting Students

APPENDIX 2

- ▶ **NEW ACADEMIC CERTIFICATES: LESS THAN 18 HOURS IN A CURRENT CIP CODE**
- ▶ **ALL PROGRAM NAME AND FOUR-LETTER DESIGNATOR CHANGES**

OVERVIEW

These actions require approval at the department, campus/college/school, and university levels, and notification to Commission on Higher Education (CHE) and Southern Association of Colleges and Schools (SACS). The proposing department must submit the proposal on the Academic Program Action form. If the program relates to P-12 educator preparation, a letter of endorsement from the Dean of the College of Education is required. The process typically takes up to one year from proposal formulation to program implementation.

** New stand-alone undergraduate certificate programs are only permitted on two-year campuses of the USC system, and students are required to be matriculated at the two-year campus to complete the coursework and to receive their certificates. Undergraduate certificates at four-year campuses are permissible only if students are post-baccalaureate and/or are concurrently enrolled in a regular baccalaureate program.*

*** The department cannot market the newly created certificate program/renamed program or admit students until acknowledgement is received from both CHE and SACS, as well as SC Department of Education (when appropriate).*

Step 1: Department Contacts Campus/College/School Academic Program Liaison (APL)

- Department contacts the appropriate campus/college/school APL to confirm the correct procedures and forms to use.
- Campus/college/school APL is responsible for monitoring/tracking proposal progress through to implementation.

Step 2: APL Contacts Assistant Provost for Academic Programs if needed

- APL discusses parameters of proposed certificate program/name change with Assistant Provost for Academic Programs if needed.
- If the proposed certificate/name change involves a P-12 educator preparation program, APL must contact the APL in the College of Education for further information.

Step 3: Department Drafts Certificate/Name Change Proposal on Academic Program Action form for Provost's Office Review

- Department completes Academic Program Action form.
- If the proposal is for a P-12 educator preparation certificate outside the College of Education, department works with College of Education to meet SC Department of Education requirements. Department submits draft Academic Program Action form to College of Education APL for review.
 - College of Education reviews draft; Education APL shares comments with proposing department.

- Department incorporates changes as appropriate.
- Dean of College of Education forwards letter of endorsement to department.
- Campus/college/school APL submits draft certificate/name change proposal on Academic Program Action form without attachments to Provost's Office for review/comment.
- Department incorporates changes recommended by Provost's Office.

Step 4: College/School Approval of Certificate Proposal

- Department seeks approval of certificate/name change proposal on Academic Program Action form by appropriate departmental and college/school committees, including curriculum committees where necessary.

Step 5: USC Faculty Governance Approval of Certificate/Name Change Proposal

Step 5a: For undergraduate certificates/name changes at USC Columbia, department seeks approval by Faculty Senate Curriculum and Courses Committee and full Faculty Senate

- Department submits certificate/name change proposal on Academic Program Action form (15 copies with signatures) with required documentation at least 10 days prior to the scheduled Faculty Senate Curriculum and Courses Committee (FacSen-C&C) meeting. If certificate/name change involves a P-12 educator preparation program outside the College of Education, include letter of endorsement from Dean of College of Education with documents submitted to Faculty Senate.
- If recommended for approval by FacSen-C&C, Committee forwards the materials to the full Faculty Senate for action.
- Representative(s) from proposing department must attend both FacSen-C&C and the full Faculty Senate meetings. Contact the Office of Faculty Senate for dates and times.
- Departmental representative who attended meetings notifies department and college/school APL of final Faculty Senate action on proposal.

Step 5b: For graduate certificates/name changes, department seeks approval by appropriate Graduate Curriculum Committee and full Graduate Council

- Department submits certificate/name change proposal on Academic Program Action form (1 copy with signature) with required documentation to the Graduate Council, at least 10 days prior to the scheduled meeting of the appropriate Graduate Council Curriculum Committee. If proposal involves a P-12 educator preparation program outside the College of Education, include letter of endorsement from Dean of College of Education with documents submitted to Graduate Council.
- If recommended for approval by Graduate Curriculum Committee, Committee forwards the materials to full Graduate Council for action.
- Representative(s) from proposing department must attend both the Graduate Council Curriculum Committee and the full Graduate Council meetings. Contact the Graduate School for dates and times.

- Departmental representative who attended meetings notifies department and college/school APL of final Graduate Council action on proposal.

Step 5c: For name changes at regional campuses, department seeks approval of Academic Program Action form with course forms/attachments by the Regional Faculty Senate.

- Department submits Academic Program Action form with course forms/ attachments to Regional Campuses Faculty Senate office at least 10 days prior to the next scheduled meeting of the System Affairs Committee.
- If recommended for approval, the Committee forwards the materials to the full Regional Campuses Faculty Senate for approval.
- Representative(s) from proposing department must attend Regional Campuses Faculty Senate meeting.
- Departmental representative who attended meeting notifies department and campus APL of final action on proposal.

Step 6: Dean of Campus/College/School Submits Final Certificate/Name Change Proposal to Provost's Office

- Academic dean of campus/college/school transmits one copy of the fully signed certificate/name change proposal on Academic Program Action form and attachments with a cover letter to Provost's Office at least three weeks prior to mailing deadline for the Academic Affairs subcommittee of the USC Board of Trustees (USC-BOT-AA).
- Provost's Office obtains appropriate university signatures and makes 40 copies of the signed final certificate/name change proposal.
- Provost's Office transmits original and 40 copies to USC BOT office.

Step 7: USC Board of Trustees Approval of Certificate/Name Change Proposal

- USC Board of Trustees Academic Affairs Subcommittee considers the certificate/name change proposal at one of its quarterly meetings (March, June, September, November), and makes recommendation to full USC BOT.
- USC-BOT considers the proposal at its quarterly meeting following USC-BOT-AA meeting (April, June, October, December).
- Representative(s) from requesting department and/or college/school must attend both USC-BOT-AA and full USC BOT meetings. Provost's Office notifies department, dean, and college/school APL of dates and times, and dean or APL notifies Provost's Office of name/title/contact information of representative(s) attending both meetings.
- USC-BOT notifies Provost's Office of final USC-BOT action on proposal. Provost's Office informs campus/college/school APL.

Step 8: CHE Acknowledgement of Certificate/Name Change

- Provost's Office prepares and submits a notification form to CHE regarding the USC-BOT-approved certificate program/name change.
- CHE notifies Provost's Office of its endorsement.
- If P-12 educator prep program, CHE forwards proposal to SC Department of Education.
 - SC Department of Education notifies proposing department and Dean of College of Education regarding final action on proposal.

Step 9: Provost's Office Notifies SACS

- Provost's Office notifies SACS of certificate/name change proposal at same time it is sent to CHE.
- SACS acknowledgement may take up to six months.
- SACS may request a full Prospectus on a proposed certificate. Provost's Office will notify requesting department and dean if a SACS Prospectus is required.
- If a Prospectus is submitted, SACS response may take up to an additional six months.

Step 10: SACS Notifies University

- Once notification is received from SACS, the Provost's Office notifies requesting campus/college/school APL, the Graduate School (when appropriate), the College of Education (when appropriate), and the Registrar's Office.
- Bulletin can be changed to the version of program description with related courses as approved in Faculty Senate and/or Graduate Council meeting minutes.

Step 11: Department Can Begin Marketing the Program/Certificate and Admitting Students

APPENDIX 3

► PROGRAM REVISION OF MORE THAN 18 CREDIT HOURS, INCLUDING ADDITION OF CONCENTRATION AND CIP CODE CHANGES

OVERVIEW

Substantial program modifications require approval at the department, campus/college/school, university, and Commission on Higher Education (CHE) levels, and in some cases approval by Southern Association of Colleges and Schools (SACS). The proposing department must submit the proposed changes on the Academic Program Action form. If the program relates to P-12 educator preparation, a letter of endorsement from the Dean of the College of Education is required. The process typically takes up to a year from formulation to program implementation.

** The Faculty Governance approval step is not required for any modifications pertaining to USC Columbia MD, PharmD or JD degrees.*

*** The department cannot market the program as modified or admit students to the modified program until notification of approval is received from CHE , as well as SACS and SC Department of Education (when appropriate).*

Step 1: Department Contacts Campus/College/School Academic Program Liaison (APL)

- Department contacts the appropriate campus/college/school APL to confirm the correct procedures and forms to use.
- Campus/college/school APL is responsible for monitoring/tracking proposal process through to implementation.

Step 2: APL Contacts Assistant Provost for Academic Programs

- APL discusses parameters of proposed program modifications with Assistant Provost for Academic Programs.
- If the program is a P-12 educator preparation program, APL must contact the APL in the College of Education for further information.

Step 3: Department Drafts Program Modifications on Academic Program Action form for Provost's Office Review

- Department drafts proposed program modifications on Academic Program Action form.
- If proposed modifications are to a P-12 educator preparation program outside the College of Education, department works with College of Education to meet SC Department of Education requirements. Department submits draft Academic Program Action form to College of Education APL for review.
 - College of Education reviews draft; Education APL shares comments with proposing department.
 - Department incorporates changes as appropriate.
 - Dean of College of Education forwards letter of endorsement to department.
- Campus/college/school APL submits draft program modifications on Academic Program Action form with Attachments 1 and 2 only to Provost's Office for review and comment.
- Department incorporates recommended changes.

Step 4: College/School Approval of Proposed Program Modifications

- Department seeks approval of proposed program modifications by appropriate departmental and college/school committees, including curriculum committees where necessary.

Step 5: Faculty Governance Approval of Proposed Program Modifications

Step 5a: For undergraduate program modifications, department seeks approval by Faculty Senate Curriculum and Courses Committee and full Faculty Senate

- Department submits Academic Program Action form with course forms/ attachments (15 copies with signatures) at least 10 days prior to the scheduled Faculty Senate Curriculum and Courses Committee (FacSen-C&C) meeting. If modifications are to a P-12 educator preparation program outside the College of Education, include letter of endorsement from Dean of College of Education with documents submitted to Faculty Senate.
- If recommended for approval by FacSen-C&C, Committee forwards the materials to the full Faculty Senate for action.
- Representative(s) from proposing department must attend both FacSen-C&C and the full Faculty Senate meetings. Contact the Office of Faculty Senate for dates and times.
- Departmental representative who attended meetings notifies department and college/school APL of final Faculty Senate action on proposal.

Step 5b: For graduate program modifications, department seeks approval by appropriate Graduate Curriculum Committee and full Graduate Council

- Department submits Academic Program Action form with course forms/ attachments (1 copy with signature) to the Graduate Council, at least 10 days prior to the scheduled meeting of the appropriate Graduate Council Curriculum Committee. If modifications are to a P-12 educator preparation program outside the College of Education, include letter of endorsement from Dean of College of Education with documents submitted to Graduate Council.
- If recommended for approval by Graduate Curriculum Committee, Committee forwards the materials to full Graduate Council for action.
- Representative(s) from proposing department must attend both the Graduate Council Curriculum Committee and the full Graduate Council meetings. Contact the Graduate School for dates and times.

Step 5c: For program modifications at regional campuses, department seeks approval of Academic Program Action form with course forms/attachments by the Regional Faculty Senate.

- Department submits Academic Program Action form with course forms/ attachments to Regional Campuses Faculty Senate office at least 10 days prior to the next scheduled meeting of the System Affairs Committee.
- If recommended for approval, the Committee forwards the materials to the full Regional Campuses Faculty Senate for approval.

- Representative(s) from proposing department must attend Regional Campuses Faculty Senate meeting.
- Departmental representative who attended meeting notifies department and campus APL of final action on proposal.

Step 6: Department drafts Full CHE Program Proposal on Program Modifications

- Department drafts Full CHE Program Proposal on program modifications.
- Department uses format prescribed by CHE.
- For P-12 educator prep programs, department works with College of Education to meet SC Department of Education requirements embedded in the full CHE proposal.
- Department submits electronic draft of full CHE proposal to Provost's Office for review.
- Provost's Office reviews draft, shares comments with department.
- Department incorporates recommended changes.
- Where appropriate, department seeks approval of revised full CHE proposal by college/school academic planning committee.
- After Academic Program Action form and all course form attachments have been approved through Faculty Governance, department forwards final Full CHE Program Proposal on program modifications, and fully signed Academic Program Action form with attachments, to dean of campus/college/school.

Step 7: Dean of Campus/College/School Submits Final Full CHE Program Proposal on Program Modifications, Academic Program Action form, and Cover Letter to the Provost's Office

- Academic dean of campus/college/school transmits one copy of the final Full CHE Program Proposal, the fully signed Academic Program Action form, and a cover letter to Provost's Office. If P-12 educator prep program outside the College of Education, academic dean also copies Dean of College of Education on all documents submitted to Provost.
- Provost's Office obtains appropriate university signatures and makes 10 copies of the signed program modification proposal.
- Provost's Office transmits original and 10 copies to CHE.
- Provost's Office notifies SACS only if modifications increase the total degree hours by more than 10%.

Step 8: CHE Approval of Program Modifications

- The CHE Full Proposal on Program Modifications is discussed at the next meeting of the CHE Advisory Committee on Academic Programs (CHE-ACAP).
- Following an affirmative CHE-ACAP vote, CHE staff review proposal and make recommendation regarding approval.
- If questions are raised by CHE or member institutions, the Provost's Office may request that departmental and/or college/school representative attend one or more CHE meetings as needed to resolve objections. Provost's Office notifies department, dean and college/school APL of meeting dates and times, and dean or APL notifies Provost's Office of name/title/contact information of representative(s) attending all meetings.
- Once approved by CHE, CHE notifies Provost's Office of its endorsement.
- If P-12 educator prep program, CHE forwards proposal to SC Department of Education.

- SC Department of Education notifies proposing department and Dean of College of Education regarding final action on proposal.

Step 9: Provost's Office notifies SACS as Appropriate

- When appropriate, Provost's Office notifies SACS of approved program modification.
- SACS acknowledgement of notification may take up to six months.
- SACS may request a Prospectus on the proposed program modifications. Provost's Office will notify requesting department and dean if a SACS Prospectus is required. If a Prospectus is needed, contact your campus/college/school APL for additional information.
- If a Prospectus is submitted, SACS response may take up to an additional six months.

Step 10: SACS Notifies University

- Once notification is received from SACS, the Provost's Office notifies requesting campus/college/school, the Graduate School (when appropriate), the College of Education (when appropriate), and the Registrar's Office.
- Bulletin can be changed to the version of program modification as approved in Faculty Senate and/or Graduate Council meeting minutes.

Step 11: Department Can Begin Marketing the Program and Admitting Students

APPENDIX 4

► PROGRAM REVISION: 18 CREDIT HOURS OR LESS, INCLUDING ADDITION OF CONCENTRATION

OVERVIEW

These actions require approval at the department, campus/college/school, and university levels, and in some cases, notification to Commission on Higher Education (CHE). The proposing department must submit the proposal on the Academic Program Action form. If the program relates to P-12 educator preparation, a letter of endorsement from the Dean of the College of Education is required. The process typically takes up to one year from proposal formulation to program implementation.

** Faculty Governance approval step is not required for any revisions of USC Columbia MD, PharmD or JD degrees.*

*** The department cannot market the program as revised, or admit students to the revised program, until acknowledgement is received from CHE, and the SC Department of Education (when appropriate).*

Step 1: Department Contacts College/School Academic Program Liaison (APL)

- Department contacts the appropriate campus/college/school APL to confirm the correct procedures and forms to use for proposed curricular action.
- Campus/college/school APL monitors/tracks proposal progress through to implementation.

Step 2: APL Contacts Assistant Provost for Academic Programs if needed

- APL discusses parameters of proposed program modifications with Assistant Provost for Academic Programs if needed.
- If the program is a P-12 educator preparation program, APL must contact the APL in the College of Education for further information.

Step 3: Department Drafts Program Revisions on Academic Program Action form for Provost's Office Review

- Department completes Academic Program Action form (and related course forms when appropriate).
- If proposed revisions are to a P-12 educator prep program outside the College of Education, department works with College of Education to meet SC Department of Education requirements. Department submits draft Academic Program Action form to College of Education APL for review.
 - College of Education reviews draft; Education APL shares comments with proposing department.
 - Department incorporates recommended changes.
 - Dean of College of Education forwards letter of endorsement to department.
- Campus/college/school APL submits draft program revisions on Academic Program Action form with Attachments 1 and 2 only to Provost's Office for review and comment.

- Department incorporates recommended changes.

Step 4: College/School Approval of Proposed Program Revisions

- Department seeks approval of proposed program revisions by appropriate departmental and college/school committees, including curriculum committees where necessary.

Step 5: Faculty Governance Approval of Proposed Program Revisions

Step 5a: For undergraduate program revisions, department seeks approval by Faculty Senate Curriculum and Courses Committee and full Faculty Senate

- Department submits Academic Program Action form with course forms/attachments (15 copies with signatures) at least 10 days prior to the scheduled Faculty Senate Curriculum and Courses Committee (FacSen-C&C) meeting. If revisions are to a P-12 educator preparation program outside the College of Education, include letter of endorsement from Dean of College of Education with documents submitted to Faculty Senate.
- If recommended for approval by FacSen-C&C, Committee forwards the materials to the full Faculty Senate for action.
- Representative(s) from proposing department must attend both FacSen-C&C and full Faculty Senate meetings. Contact the Office of Faculty Senate for dates and times.
- Departmental representative who attended meetings notifies department and college/school APL of final Faculty Senate action on proposal.

Step 5b: For graduate program revisions, department seeks approval by appropriate Graduate Curriculum Committee and full Graduate Council

- Department submits Academic Program Action form with course forms/ attachments (1 copy with signature) to the Graduate Council, at least 10 days prior to the scheduled meeting of the appropriate Graduate Council Curriculum Committee. If revisions are to a P-12 educator preparation program outside the College of Education, include letter of endorsement from Dean of College of Education with documents submitted to Graduate Council.
- If recommended for approval by Graduate Curriculum Committee, Committee forwards the materials to full Graduate Council for action.
- Representative from proposing department must attend both the Graduate Council Curriculum Committee and the full Graduate Council meetings. Contact the Graduate School for dates and times.

Step 5c: For program revisions at regional campuses, department seeks approval of Academic Program Action form with course forms/attachments by the Regional Faculty Senate.

- Department submits Academic Program Action form with course forms/ attachments to Regional Campuses Faculty Senate office at least 10 days prior to the next scheduled meeting of the System Affairs Committee.
- If recommended for approval, the Committee forwards the materials to the full Regional Campuses Faculty Senate for approval.

- Representative(s) from proposing department must attend Regional Campuses Faculty Senate meeting.
- Departmental representative who attended meeting notifies department and campus APL of final action on proposal.

Step 6: Dean of Campus/College/School Submits Final Program Revisions to the Provost

- Academic dean of campus/college/school transmits one copy of the final program revisions on the Academic Program Action form to the Provost's Office.
- If revisions are to a P-12 educator preparation program outside the College of Education, academic dean also copies Dean of College of Education on all documents submitted to Provost.

Step 7: CHE Notification

- If the revision involves the addition of a concentration, the Provost Office prepares and submits notification to CHE.
- If revisions are to a P-12 educator preparation program, CHE forwards proposal to SC Department of Education.
 - SC Department of Education notifies proposing department and Dean of College of Education regarding final action on proposal.
- CHE notifies Provost's Office of its endorsement.

Step 8: Provost Office Notifies University

- The Provost's Office notifies requesting campus/college/school, the Graduate School (when appropriate), the College of Education (when appropriate), and the Registrar's Office.
- Bulletin can be changed to the version of program revision as approved in Faculty Senate and/or Graduate Council meeting minutes.

Step 9: Department Can Begin Marketing the Program and Admitting Students

APPENDIX 5:

► CREATION, REVISION, OR TERMINATION OF A MINOR OR UNDERGRADUATE RESEARCH TRACK FOR GRADUATION WITH DISTINCTION

OVERVIEW

These actions require approval at the department, campus/college/school, and university levels. The proposing department must submit the proposal on the Academic Program Action form. The process may take up to six months from initiation to program implementation.

Step 1: Department Contacts Campus/College/School Academic Program Liaison (APL)

- Department contacts the appropriate campus/college/school APL to confirm the correct procedures and forms to use.
- Campus/college/school APL is responsible for monitoring/tracking proposal progress through to implementation.
- If undergraduate research track, APL facilitates department contact with Office of Undergraduate Research
- Department completes Academic Program Action form.

Step 2: Campus/College/School Approval of Proposal

- Department seeks approval of proposal by appropriate departmental and campus/college/school committees.

Step 3: Faculty Governance Approval

- Department seeks approval by Faculty Senate Curriculum and Courses Committee and full Faculty Senate
 - Department submits Academic Program Action form (15 copies with signatures) with required documentation to the Faculty Senate Office at least 10 days prior to the scheduled Faculty Senate Curriculum and Courses (FacSen-C&C) meeting.
 - If recommended for approval by FacSen-C&C, Committee forwards the materials to the full Faculty Senate for action
 - Representative from proposing department must attend both FacSen-C&C and full Faculty Senate meetings. Contact the Office of Faculty Senate for dates and times.
 - Departmental representative who attended meetings notifies department and college/school APL of final Faculty Senate action on proposal.

Step 4: Dean of Campus/College/School Notifies Provost's Office

- Academic dean of campus/college/school transmits one copy of faculty governance-approved Academic Program Action form and a cover letter to Provost's Office

Step 5: Provost's Office Notifies Registrar and Bulletin

- Provost's Office notifies Registrar's Office of changes.
- Bulletin can be changed to reflect the actions as approved by Faculty Senate.

APPENDIX 6:

► PROGRAM REVISION: CHANGE OF DELIVERY METHOD TO DISTANCE EDUCATION (25% TO 49% OF PROGRAM)

OVERVIEW

These actions require approval at the department, campus/college/school, and university levels, and notification to Southern Association of Colleges and Schools (SACS). The proposing department must submit the proposal on the Academic Program Action form. The process may take up to nine months from initiation to SACS acknowledgement.

** Faculty Governance approval step is not required for USC Columbia MD, PharmD, or JD degrees.*

*** The department cannot market the program with the changed delivery method or admit students until notification of approval is received from SACS.*

Step 1: Department Contacts Campus/College/School Academic Program Liaison (APL)

- Department contacts the appropriate campus/college/school APL to confirm the correct procedures and forms to use.
- Campus/college/school APL is responsible for monitoring/tracking proposal progress through to implementation.
- Department completes Academic Program Action form.

Step 2: College/School Approval of Delivery Method Change

- Department seeks approval of delivery method change by appropriate departmental and college/school committees.

Step 3: USC Distance Education and Instructional Services Approval of Delivery Method Change

- Department seeks signature of Director of Distance Education and Instructional Services on Academic Program Action form prior to submission to Faculty Senate and/or Graduate Council.

Step 4: USC Faculty Governance Approval of Delivery Method Change

Step 4a: For undergraduate programs, department seeks approval by Faculty Senate Curriculum and Courses Committee and full Faculty Senate

- Department submits Academic Program Action form (15 copies with signatures) with required documentation to the Faculty Senate Office, at least 10 days prior to the scheduled Faculty Senate Curriculum and Courses (FacSen-C&C) meeting.
- If recommended for approval by FacSen-C&C, Committee forwards the materials to the full Faculty Senate for action
- Representative from proposing department must attend both FacSen-C&C and full Faculty Senate meetings. Contact the Office of Faculty Senate for dates and times.

- Departmental representative who attended meetings notifies department and college/school APL of final Faculty Senate action on proposal.

Step 4b: For graduate programs, department seeks approval by appropriate Graduate Curriculum Committee and full Graduate Council

- Department submits Academic Program Action form (1 copy with signatures) with required documentation to the Graduate Council, at least 10 days prior to the scheduled meeting of the appropriate Graduate Council Curriculum Committee.
- If recommended for approval by Graduate Curriculum Committee, Committee forwards the materials to full Graduate Council for action.
- Representative from proposing department must attend both the Graduate Council Curriculum Committee and the full Graduate Council meetings. Contact the Graduate School for dates and times.

Step 4c: For programs at regional campuses, department seeks approval of Academic Program Action form with course forms/attachments by the Regional Faculty Senate.

- Department submits Academic Program Action form to Regional Campuses Faculty Senate office at least 10 days prior to the next scheduled meeting of the System Affairs Committee.
- If recommended for approval, the Committee forwards the materials to the full Regional Campuses Faculty Senate for approval.
- Representative(s) from proposing department must attend Regional Campuses Faculty Senate meeting.
- Departmental representative who attended meeting notifies department and campus APL of final action on proposal.

Step 5: Dean of Campus/College/School Submits Approved Proposal for Delivery Method Change to Provost's Office

- Academic dean of campus/college/school transmits one copy of faculty governance approved proposal for delivery method change on Academic Program Action form to Provost's Office. If program is a P-12 educator preparation program outside the College of Education, academic dean also copies Dean of College of Education on all documents submitted to Provost.
- Provost's Office notifies Southern Association of Colleges and Schools (SACS).

Step 6: SACS Approval Process

- SACS review and approval may take up to six months.

Step 7: SACS Notifies University

- Once notification is received from SACS, the Provost's Office notifies requesting campus/college/school, the Graduate School (when appropriate), the College of Education (when appropriate), and the Registrar's Office.
- Bulletin can be changed to the version of program approved in Faculty Senate and/or Graduate Council meeting minutes.

Step 8: Department Can Begin Marketing the Program and Admitting Students

APPENDIX 7:

► PROGRAM REVISION: CHANGE OF DELIVERY METHOD TO DISTANCE EDUCATION (50% OR MORE OF PROGRAM)

OVERVIEW

These actions require approval at the department, campus/college/school, university, Commission on Higher Education (CHE) and Southern Association of Colleges and Schools (SACS) levels. The proposing department must submit the proposal on the Academic Program Action form. The process from initiation to SACS approval may take up to eighteen months, and must be completed six months prior to the actual offering of the program under the changed delivery method.

** Faculty Governance approval step is not required for USC Columbia MD, PharmD, or JD degrees.*

*** The department cannot market the program with the changed delivery method or admit students until acknowledgement is received from CHE and notification of approval is received from SACS.*

Step 1: Department Contacts Campus/College/School Academic Program Liaison (APL)

- Department contacts the appropriate campus/college/school APL to confirm the correct procedures and forms to use.
- Campus/college/school APL is responsible for monitoring/tracking proposal progress through to implementation.
- Department completes Academic Program Action form.

Step 2: College/School Approval of Delivery Method Change

- Department seeks approval of delivery method change by appropriate departmental and campus/college/school committees

Step 3: Distance Education and Instructional Services Approval of Delivery Method Change

- Department seeks signature of Director of Distance Education and Instructional Services on Academic Program Action form prior to submission to Faculty/Senate.

Step 4: Faculty Governance Approval

Step 4a: For undergraduate programs, department seeks approval of Faculty Senate Curriculum and Courses Committee and full Faculty Senate

- Department submits Academic Program Action form (15 copies with signatures) with required documentation at least 10 days prior to the scheduled Faculty Senate Curriculum and Courses (FacSen-C&C) meeting.
- If recommended for approval by FacSen-C&C, Committee forwards the materials to the full Faculty Senate for action

- Representative from proposing department must attend both FacSen-C&C and full Faculty Senate meetings. Contact the Office of Faculty Senate for dates and times.
- Departmental representative who attended meetings notifies department and college/school APL of final Faculty Senate action on proposal.

Step 4b: For graduate programs, department seeks approval by appropriate Graduate Curriculum Committee and full Graduate Council

- Department submits Academic Program Action form (1 copy with signatures) with required documentation at least 10 days prior to the scheduled meeting of the appropriate Graduate Council Curriculum Committee.
- If recommended for approval by Graduate Curriculum Committee, Committee forwards the materials to full Graduate Council for action.
- Representative from proposing department must attend both the Graduate Council Curriculum Committee and the full Graduate Council meetings. Contact the Graduate School for dates and times.

Step 4c: For programs at regional campuses, department seeks approval of Academic Program Action form with course forms/attachments by the Regional Faculty Senate.

- Department submits Academic Program Action form to Regional Campuses Faculty Senate office at least 10 days prior to the next scheduled meeting of the System Affairs Committee.
- If recommended for approval, the Committee forwards the materials to the full Regional Campuses Faculty Senate for approval.
- Representative(s) from proposing department must attend Regional Campuses Faculty Senate meeting.
- Departmental representative who attended meeting notifies department and campus APL of final action on proposal.

Step 5: Dean of Campus/College/School Submits Approved Academic Program Action form Seeking Delivery Method Change to Provost's Office

- Academic dean of campus/college/school transmits one copy of faculty governance-approved Academic Program Action form seeking delivery method change to Provost's Office. If program is a P-12 educator preparation program outside the College of Education, academic dean also copies Dean of College of Education on all documents submitted to Provost.

Step 6: Provost Office Notifies CHE

- Provost's Office prepares and submits a notification form to CHE.
- CHE notifies Provost's Office of its endorsement.

Step 7: Provost Office Notifies SACS

- Provost's Office notifies SACS of certificate/name change proposal at same time it is sent to CHE.
- SACS approval may take up to six months.

- SACS may request a full Prospectus on the proposed delivery method change. Provost's Office will notify requesting department and dean if a SACS Prospectus is required. If a Prospectus is submitted, SACS response may take up to an additional six months.

Step 8: SACS Notifies University

- Once notification is received from SACS, the Provost's Office notifies requesting campus/college/school, the Graduate School (when appropriate), the College of Education (when appropriate), and the Registrar's Office.
- Bulletin can be changed to the version of program approved in Faculty Senate and/or Graduate Council meeting minutes.

Step 9: Department Can Begin Marketing the Program and Admitting Students

APPENDIX 8:

► PROGRAM REVISION: CHANGE OF DELIVERY LOCATION TO OFF-CAMPUS (25% TO 49% OF PROGRAM), USING TRADITIONAL ON-SITE DELIVERY METHOD, INCLUDING OUT OF STATE AND INTERNATIONAL

OVERVIEW

These actions require approval at the department, campus/college/school, and university levels, and notification to Southern Association of Colleges and Schools (SACS). The proposing department must submit the proposal on the Academic Program Action form. The process may take one year or more from initiation to SACS acknowledgement.

** The department cannot market the program with changed delivery location or admit students until notification of approval is received from SACS.*

Step 1: Department Contacts Campus/College/School Academic Program Liaison (APL)

- Department contacts the appropriate campus/college/school APL to confirm the correct procedures and forms to use.
- Campus/college/school APL is responsible for monitoring/tracking proposal progress through to implementation.
- Department completes Academic Program Action form.

Step 2: College/School Approval of Delivery Location Change

- Department seeks approval of delivery location change by appropriate departmental and campus/college/school committees
- Department seeks approval by appropriate authorities at off-campus delivery location.
- If delivery location is international, see University Policy ACAF 2.06 International Academic Agreements and Programs.

Step 3: Dean Of Campus/College/School Submits Approved Proposal for Delivery Location Change to Provost's Office

- Academic dean of campus/college/school transmits one copy of proposal for delivery location change to Provost's Office. If program is a P-12 educator preparation program outside the College of Education, academic dean also copies Dean of College of Education on all documents submitted to Provost.
- Provost's Office notifies Southern Association of Colleges and Schools (SACS).

Step 4: SACS Approval of Delivery Location Change

- SACS approval may take up to six months
- SACS may request a full Prospectus on the proposed delivery location change. Provost's Office will notify requesting department and dean if a SACS Prospectus is required.

Step 5: SACS Notifies University

- Once notification is received from SACS, the Provost's Office notifies requesting campus/college/school, the Graduate School (when appropriate), the College of Education (when appropriate), and the Registrar's Office.

- Bulletin can be changed if appropriate to reflect delivery location change.

Step 6: Department Can Begin Marketing the Program and Admitting Students

Step 7: Department Contacts Registrar for Off-Campus Location Code

- During the course scheduling process in subsequent semesters, the department is responsible for contacting the Registrar's Office to obtain the proper off-campus location code for any course being offered off-campus the following semester. The department ensures that the proper course information is entered into the master schedule.

APPENDIX 9:

► PROGRAM REVISION: CHANGE OF DELIVERY LOCATION TO OFF-CAMPUS (50% OR MORE OF PROGRAM), USING TRADITIONAL ON-SITE DELIVERY METHOD, INCLUDING OUT OF STATE AND INTERNATIONAL

OVERVIEW

These actions require approval at the department, campus/college/school, university, Commission on Higher Education (CHE) and Southern Association of Colleges and Schools (SACS) levels, in addition to approval by appropriate authority if out of state or international. The proposing department must submit the proposal on the Academic Program Action form. The process from initiation to SACS approval may take up to eighteen months, and must be completed six months prior to the actual offering of the program under the changed delivery location.

** The department cannot market the program with changed delivery location or admit students until notification of approval is received from both CHE and SACS.*

Step 1: Department Contacts Campus/College/School Academic Program Liaison (APL)

- Department contacts the appropriate campus/college/school APL to confirm the correct procedures and forms to use.
- Campus/college/school APL is responsible for monitoring/tracking proposal progress through to implementation.
- Department completes Academic Program Action form.

Step 2: College/School Approval of Delivery Location Change

- Department seeks approval of delivery location change by appropriate departmental and campus/college/school committees.
- Department seeks approval by appropriate authorities at off campus delivery location.
- If delivery location is international, see University Policy ACAF 2.06 International Academic Agreements and Programs.

Step 3: Department Drafts Full CHE Program Proposal for Delivery Location Change

- Department drafts Full CHE Program Proposal for delivery location change
- Department uses format prescribed by CHE.
- Department submits electronic draft of Full CHE Proposal to Provost's Office for review.
- Provost's Office reviews draft, shares comments with department.
- Department incorporates recommended changes.

Step 4: Dean of Campus/College/School Submits Final Full CHE Program Proposal for Delivery Location Change to Provost's Office

- Academic dean of campus/college/school transmits one copy of the Final Full CHE Program Proposal, the fully signed Academic Program Action form with attachments, and a cover letter to Provost's Office. If program is a P-12 educator preparation program outside the College of Education, academic dean also copies Dean of College of Education on all documents submitted to Provost.

- Provost's Office obtains appropriate university signatures, and makes 10 copies of signed Program Proposal.
- Provost's Office transmits original and 10 copies to CHE.

Step 5: CHE Approval of Delivery Location Change

- The Full CHE Program Proposal is discussed at the next meeting of the CHE Advisory Committee on Academic Programs (CHE-ACAP).
- Following an affirmative CHE-ACAP vote, CHE staff review proposal and make recommendation regarding approval.
- If questions are raised by CHE or member institutions, the Provost's Office may request that departmental and/or college/school representative attend one or more CHE meetings as needed to resolve objections. Provost's Office notifies department, dean, and college/school APL of meeting dates and times, and dean or APL notifies Provost's Office of name/title/contact information of representative(s) attending all meetings.
- CHE notifies Provost's Office of final action on proposal. Provost's Office notifies campus/college/school APL.

Step 6: SACS Approval of Delivery Location Change

- Provost's Office notifies SACS of approved delivery location change.
- SACS approval may take up to six months
- SACS may request a Prospectus on the proposed delivery location change. Provost's Office will notify requesting department and dean if a Prospectus is required. If a Prospectus is needed, contact your campus/college/school APL for additional information.
- If a Prospectus is submitted, SACS response may take up to an additional six months.

Step 7: SACS Notifies University

- Once notification is received from SACS, the Provost's Office notifies requesting campus/college/school, the Graduate School (when appropriate), the College of Education (when appropriate), and the Registrar's Office.
- Bulletin can be changed to reflect delivery location change.

Step 8: Department Can Begin Marketing the Program and Admitting Students

Step 9: Department Contacts Registrar for Off-Campus Location Code

- During the course scheduling process in subsequent semesters, the department is responsible for contacting the Registrar's Office to obtain the proper off-campus location code for any course being offered off-campus the following semester. The department ensures that the proper course information is entered into the master schedule.