

NUMBER: ACAF 2.03
SECTION: Academic Affairs
SUBJECT: Creation and Modification of Academic Courses
DATE: August 14, 2009
Policy for: All Campuses
Procedure for: Columbia and Regional Campuses
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Issued by: Provost's Office

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

III. Appendices

All appendices are available for download at www.sc.edu/policies.

- Appendix 1: New Course Approval Procedures
- Appendix 2: Course Change Approval Procedures
- Appendix 3: Special Topics Course Approval Procedures
- Appendix 4: Non-Standard Course Session or Schedule Exception Approval Procedures
- Appendix 5: Course Method of Delivery Change – Distance Education
- Appendix 6: Off-Campus Course Change Approval Procedures

All required forms can be downloaded at www.sc.edu/provost/acadprog.

APPENDIX 1: NEW COURSE APPROVAL PROCEDURES

Step 1: Proposer Discusses Course Plan at Departmental Level

- Proposer consults appropriate program director and program faculty.
- Proposer seeks approval of appropriate departmental curriculum committee.
- Proposer drafts New Course Proposal (NCP) form, and procures departmental approval signatures.
- If course will be offered partially or entirely via distance education, proposer completes Distance Education Delivery (DED) form.
- All forms are available at www.sc.edu/provost/acadprog.

Step 2: Department Submits Course Proposal for College-Level Approval

- Proposer submits department-approved course proposal on NCP form to appropriate campus/college/school curriculum committee.
- If course is a P-12 educator preparation course, proposer discusses course proposal with Academic Program Liaison in College of Education.
- If course is to be cross-listed with a new course in another department, proposer collaborates with counterpart in other unit on moving both sets of proposal paperwork simultaneously through the approval processes.
- If new course is to be a special topics course, proposer must specify how often it may be taken for credit (see Appendix 3 for further guidance).

Step 3: Proposer Seeks USC Faculty Governance Approval

Step 3a: For courses numbered 699 and below

- Proposer submits NCP form with justification of need, course syllabus, DED form if appropriate, and any other 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 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 the 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 of final Faculty Senate action on proposal.

Step 3b: For courses numbered 700 and above

- Proposer submits NCP form with justification of need, course syllabus, DED form if appropriate, and any other attachments (1 copy with signatures) to the Graduate School office at least 10 days prior to the scheduled meeting of the appropriate Graduate Curriculum Committee.
- If recommended for approval by Graduate Curriculum Committee, Committee forwards the materials to the full Graduate Council for action.

- Representative from proposing department must attend both the Graduate Curriculum Committee and the full Graduate Council meetings. Contact the Graduate School for dates and times.
- Departmental representative who attended meetings notifies department of final Graduate Council action on proposal.

Step 4: Faculty Governance Body Submits Final Approved Course Description to Registrar

Step 4a: For courses numbered 699 and below

- If course is approved by Faculty Senate, Faculty Senate submits approved Course Description to Registrar's Office for coding and bulletin entry.

Step 4b: For courses numbered 700 and above

- If course is approved by Graduate Council, Graduate Council submits approved Course Description to Registrar's Office for coding and bulletin entry.

APPENDIX 2: COURSE CHANGE APPROVAL PROCEDURES (including Course Title, Designator, and Number Changes; Course Deletions; Credit Hour and Prerequisite Changes; and Changes to Delivery Method or Location)

(Please note: Schedule Exception Request, Distance Education Delivery, and Off-Campus Delivery Proposals require additional steps. See appropriate appendices)

Step 1: Proposer Discusses Course Change at Departmental Level

- Proposer consults appropriate program director and program faculty.
- Proposer seeks approval of appropriate departmental curriculum committee.
- Proposer drafts Course Change Proposal (CCP) form, and additional forms if needed.
- Proposer procures departmental approval signatures on all forms.
- All forms are available at www.sc.edu/provost/acadprog.

Step 2: Proposer Submits Course Proposal for College-Level Approval

- Proposer submits department-approved course proposal on CCP form to appropriate campus/college/school curriculum committee.
- If course is a P-12 educator preparation course, proposer discusses course change with Academic Program Liaison in College of Education.
- If course is cross-listed with a course in another department, proposer collaborates with counterpart in other unit on moving both sets of paperwork simultaneously through the approval processes.

Step 3: Proposer Seeks USC Faculty Governance Approval

Step 3a: For courses numbered 699 and below:

- Proposer submits CCP form with justification of need, course syllabus, and any other 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 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 the 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 of final Faculty Senate action on proposal.

Step 3b: For courses numbered 700 and above:

- Proposer submits CCP form with justification of need, course syllabus, and any other attachments (1 copy with signatures) to the Graduate School office at least 10 days prior to the scheduled meeting of the Graduate Curriculum Committee.
- If recommended for approval by Graduate Curriculum Committee, Committee forwards the materials to the full Graduate Council for action.

- Representative from proposing department must attend both the Graduate Curriculum Committee and the Graduate Council meetings. Contact the Graduate School Office for dates and times.
- Departmental representative who attended meetings notifies department of final Graduate Council action on proposal.

Step 4: Faculty Governance Body Submits Final Course Change Description to Registrar

Step 4a: For courses numbered 699 and below:

- If course change is approved by Faculty Senate, Faculty Senate submits approved course change description to Registrar's Office for coding and bulletin entry.

Step 4b: For courses numbered 700 and above:

- If course change is approved by Graduate Council, Graduate Council submits approved course change description to Registrar's Office for coding and bulletin entry.

APPENDIX 3: SPECIAL TOPICS COURSE APPROVAL PROCEDURES

New Special Topics Course Development

Step 1: Department Decides to Offer a Special Topics Course

- To develop a Special Topics course for addition to a department's bulletin list of courses for the first time, the offering unit should follow the procedures in Appendix 1: New Course Approval Procedures using the New Course Proposal (NCP) form. The NCP form should include a specific description of how often the course may be taken by an individual student, and how credit is to be assigned.
- All forms are available at www.sc.edu/provost/acadprog.

Step 2: Department Seeks Registrar's Office Approval

- Once the NCP form has been approved through the proper channels, the Office of the Registrar will assign codes to the course based on the specifications provided by the offering unit regarding frequency and credit.

Scheduling a Special Topics Course for a Particular Semester

Following initial approval, special topics courses still need to have their content cataloged through the Office of the Registrar each time they are offered, so that the course titles entered onto the transcripts are recorded accurately.

Step 1: Department Scheduling Committee Decides to Offer a Special Topics Course

- Department decides upon course title and suffix, which must be distinct from other Special Topics courses taught during the same semester.
- Department completes Special Topics Course (STC) form, procures chair's signature.
- All forms are available at www.sc.edu/provost/acadprog.

Step 2: Department Seeks Campus/College/School Approval

- Department submits signed STC form to appropriate campus/college/school curricular dean/committee.

Step 3: Department Seeks Registrar's Office Approval

- After campus/college/school approval, department submits STC form to Office of the Registrar for review and addition to the online course catalog listing, prior to Master Schedule course entry period.
- During the course entry period for Master Schedule Production and Classroom Scheduling, department may add the Registrar-approved Special Topics course to their master schedule, being sure to enter the complete and correct title and suffix.
- Department may choose to add a description of the content as a footnote during online master schedule entry.
- After course entry period has been de-activated, Office of the Registrar ensures that the Special Topics class is included in the master schedule.

APPENDIX 4: NON-STANDARD COURSE SESSION AND SCHEDULE EXCEPTION APPROVAL PROCEDURES

Step 1: Proposer Completes Schedule Exception Request (SER) Form

- Proposer completes Schedule Exception Request (SER) form..
- All forms are available at www.sc.edu/provost/acadprog.
- Proposer calculates and enters contact hour information and attaches a complete list of all the course meeting dates and times.
- Proposer consults appropriate program director or program faculty.
- Proposer secures approval of departmental chair.

Step 2: Department Submits Schedule Exception Request for College-Level Approval

- Department submits SER form signed by chair to appropriate campus/college/school dean for signature.

Step 3: Department Submits Signed SER Form to Registrar

- Department submits SER form to Registrar's Office for review and assignment of session dates and catalog code, prior to Master Schedule Course Entry Period.
- During course entry period for Master Schedule Production and Classroom Scheduling, Department is responsible for adding course and proper session code to master schedule.
- Department may choose to add an explanation of schedule exception as a footnote during online master schedule entry.
- Once course entry period has been de-activated, late requests may only be entered onto master schedule by Office of the Registrar.

APPENDIX 5: COURSE METHOD OF DELIVERY CHANGE - DISTANCE EDUCATION APPROVAL PROCEDURES

Step 1: Proposer Completes Distance Education Delivery (DED) Form

- Proposer completes Distance Education Delivery (DED) form.
- All forms are available at www.sc.edu/provost/acadprog.
Proposer secures departmental curriculum committee and/or chair approval and signatures

Step 2: Proposer Submits Request to Distance Education

- Proposer forwards DED form to Office of Distance Education for review and signature.

Step 3: Proposer Seeks USC Faculty Governance Approval

Step 3a: For courses numbered 699 and lower:

- Proposer submits DED form with updated course syllabus and any other 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 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 the 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 of final Faculty Senate action on proposal.

Step 3b: For courses numbered 700 and higher:

- Proposer submits DED form with updated course syllabus and any other attachments (1 copy with signatures) to the Graduate School office at least 10 days prior to the scheduled meeting of the appropriate Graduate Curriculum Committee.
- If recommended for approval by Graduate Curriculum Committee, Committee forwards the materials to the full Graduate Council for action.
- Representative from proposing department must attend both the Graduate Curriculum Committee and the full Graduate Council meetings. Contact the Graduate School for dates and times.
- Departmental representative who attended meetings notifies department of final Graduate Council action on proposal.

Step 4: Faculty Governance Body Forwards Request to Appropriate Office for Cataloging

- Faculty Senate/Graduate Council forwards approved request to appropriate office for inclusion and cataloging on the Master Schedule, as follows:
 - 1) If University Instructional Services (UIS) provides primary support for the courses, including technology access, forward to UIS
 - 2) Contract courses using distance delivery, forward first to Office of Educational Outreach/College of Education, then to UIS

- 3) APOGEE courses – forward to Engineering
 - 4) Palmetto Program courses – forward to System Affairs
 - 5) Business Courses – forward to School of Business
- All other courses can be added to the Master Schedule by the offering department, with the correct Method of Instruction code selected for advertising purposes.

APPENDIX 6: COURSE DELIVERY LOCATION CHANGE – OFF-CAMPUS COURSES APPROVAL PROCEDURES

Step 1: Proposer Secures Departmental Approval

- Proposer completes Off-Campus Delivery Location (OCD) form.
- All forms are available at www.sc.edu/provost/acadprog.
- Proposer secures approval of department curriculum committee and/or department chair.

Step 2: Proposer Secures Campus/College/School-Level Approval

- Proposer forwards OCD form with a copy of syllabus and schedule of meeting dates/times to campus/college/school Academic Program Liaison (APL) to secure appropriate signature(s).
- APL contacts Office of Institutional Assessment and Compliance (IAC) to verify off-campus location code.

Step 3: Proposer Secures Provost Office Approval

- APL forwards signed OCD form with syllabus to Assistant Provost for Academic Programs.

Step 4: Provost's Office Forwards Request to Registrar

- After review and approval, Assistant Provost for Academic Programs forwards OCD paperwork to Registrar for assignment of codes in master schedule.