

NUMBER: ACAF 3.50
SECTION: Academic Affairs
SUBJECT: Academic Bulletins and Planning Calendar
DATE: February 1, 1995
REVISED: February 17, 2017
Policy for: Columbia and Regional Palmetto College Campuses
Procedure for: Columbia and Regional Palmetto College Campuses
Authorized by: Executive Vice President for Academic Affairs and Provost
Issued by: Provost's Office

I. Policy

The University of South Carolina Academic Bulletins are the academic catalogs of the university for the Columbia and Palmetto College campuses. The Academic Bulletins are the official documents of record concerning graduate and undergraduate academic programs and regulations.

Academic Bulletins are for information purposes only and do not constitute any contractual agreement between a student and the University of South Carolina. The university reserves the right to make changes in curricula, degree requirements, course offerings, or academic regulations at any time when, in the judgment of the faculty, the president, or the Board of Trustees, such changes are in the best interest of the students and the university.

The Academic Planning Calendar ([Academic Planning Calendar](#)) is maintained by the Office of the Provost and coordinated by the Office of the University Registrar. The calendar integrates the dates by which the publishing/activation of the academic bulletins, the master schedule, and degree audit system are required to occur on an annual basis.

- A. The following Academic Bulletins are edited by the Office of the University Registrar, under the supervision of the following individuals and faculty governing bodies:
1. The Graduate Bulletin is edited under the supervision of the Dean of the Graduate School, who has final authority for all content therein. The Graduate Bulletin should reflect all pertinent actions taken during the previous academic year by the Graduate Council.
 2. The Undergraduate Bulletin is edited under the supervision of the Dean of Undergraduate Studies, who has final authority for all content therein. The Undergraduate Bulletin should reflect all pertinent actions taken during the previous academic year by the Faculty Senate.

3. The Academic Bulletins for the Law School and Medical School are edited under the supervision of the deans of those schools, who have final authority for all content therein. The Law School and Medical School Bulletins should reflect all pertinent actions taken during the previous academic year by the relevant faculty governing bodies.
4. The College of Pharmacy Bulletin is edited under the supervision of the dean who has final authority for all content therein. The COP Bulletin should reflect all pertinent actions taken during the previous academic year by the relevant faculty governing body.
5. The four regional Palmetto College campus bulletins (USC Lancaster, USC Salkehatchie, USC Sumter and USC Union) are edited under the supervision of the chancellor, who has final authority for all content therein. The four regional Palmetto College campus bulletins should reflect all pertinent actions taken during the previous academic year by the regional Palmetto College Campuses Faculty Senate.
6. All front matter and non-curricular sections of the Academic Bulletins are edited under the supervision of the individuals or faculty governing bodies outlined in Section I.C. of this policy.

B. Electronic Publishing of Academic Bulletins

1. Annual Freeze Date

The undergraduate and graduate studies bulletins are updated in accordance to the Academic Planning Calendar. On December 15 of each year, the bulletins are “frozen” to become the archived bulletin of record for the coming academic year. The "frozen" bulletins establish the guidelines and regulations under which each incoming class matriculates.

2. Ongoing Updates

- a. Only under certain circumstances are bulletin updates permitted between the freeze date and the next academic year. These include:
 - i. Approved new academic programs which do not replace any existing programs.
 - ii. Approved new courses which do not replace any existing courses.
 - iii. Approved new program concentrations which do not replace any existing concentrations, and which require only the addition of new text to the existing bulletin.

- b. Changes to or deletions of academic programs, concentrations, and courses will only appear in the bulletin of record for the coming academic year if approved by faculty governing bodies before the December 15 freeze date. Any updates must be approved by the individuals noted in I.A.1-6, as well as the Office of the Provost.

C. Oversight of Academic Bulletin Revisions

Substantive revisions to Academic Bulletins must be reviewed and approved prior to submission to the University Registrar. The responsible entities and due dates for each Bulletin section are outlined in the table below. Non-substantive revisions may be made throughout year with approval of University Registrar or the Registrar’s designee.

Depending on the revision, additional approval may be required by the Board of Trustees, the South Carolina Commission on Higher Education (CHE), and/or the Southern Association of Colleges and Schools/Commission on Colleges (SACSCOC) prior to inclusion in the Bulletin. See also University Policies ACAF 2.00 Creation and Revision of Academic Programs, ACAF 2.03 Creation and Revision of Academic Courses, and BUSF 4.00 Academic Fees and Expenses.

OVERSIGHT OF ACADEMIC BULLETIN REVISIONS				
BULLETIN SECTION	Undergraduate Bulletin	Graduate Bulletin	Regional Palmetto College Campuses (USC Lancaster, USC Salkehatchie, USC Sumter, USC Union)	Updates Due
University	<i>Office of Institutional Research Assessment & Analytics (OIRAA)</i>	<i>OIRAA</i>	<i>OIRAA</i>	<i>Aug. 1 for immediately following year</i>
Admissions	<i>Office of Admissions</i>	<i>Graduate School</i>	<i>Office of System Affairs</i>	<i>Dec. 15 for following fall semester</i>
Academic Regulations	<i>Columbia Campus Faculty Senate, Scholastic Standards and Petitions Committee</i>	<i>Graduate Council, Policies and Practices Committee</i>	<i>Office of System Affairs</i>	<i>Dec. 15 for following fall semester</i>
Fees and Refunds	<i>Bursar’s Office</i>	<i>Bursar’s Office</i>	<i>Office of System Affairs</i>	<i>Aug 1 for immediately following fall semester</i>

OVERSIGHT OF ACADEMIC BULLETIN REVISIONS

BULLETIN SECTION	Undergraduate Bulletin	Graduate Bulletin	Regional Palmetto College Campuses (USC Lancaster, USC Salkehatchie, USC Sumter, USC Union)	Updates Due
Academic Programs Introduction	<i>Dean of Undergraduate Studies</i>	<i>Dean of the Graduate School</i>	<i>Dean of Undergraduate Studies</i>	<i>Dec 15 for following fall semester</i>
Campus or College Information	<i>College or School Dean</i>	<i>Dean of the Graduate School, College or School Dean</i>	<i>Campus Dean</i>	<i>Dec 15</i>
Roster of Faculty	<i>Academic Unit Head</i>	<i>Academic Unit Head</i>	<i>Academic Unit Head</i>	<i>August 1</i>
Academic Unit Overview	<i>Academic Unit Head, OIRAA</i>	<i>Academic Unit Head, OIRAA</i>	<i>Academic Unit Head, OIRAA</i>	<i>Dec 15</i>
Program Learning Outcomes	<i>Academic Unit Head; OIRAA; Columbia Campus Faculty Senate</i>	<i>Academic Unit Head; OIRAA; Graduate Council</i>	<i>Campus Dean; OIRAA; Regional Palmetto College Faculty Senate</i>	<i>Dec 15</i>
Academic content changes to or deletions of academic programs and courses	<i>College or School Academic Program Liaison; Columbia Campus Faculty Senate (*When appropriate, Board of Trustees, CHE and/or SACSCOC as well)</i>	<i>College or School Academic Program Liaison; Graduate Council (*When appropriate, Board of Trustees, CHE and/or SACSCOC as well)</i>	<i>Regional Palmetto College Campuses Faculty Senate</i>	<i>Dec 15</i>

OVERSIGHT OF ACADEMIC BULLETIN REVISIONS				
BULLETIN SECTION	Undergraduate Bulletin	Graduate Bulletin	Regional Palmetto College Campuses (USC Lancaster, USC Salkehatchie, USC Sumter, USC Union)	Updates Due
New academic programs and courses	<i>College or School Academic Program Liaison; Columbia Campus Faculty Senate (*When appropriate, Board of Trustees, CHE and/or SACSCOC as well)</i>	<i>College or School Academic Program Liaison; Columbia Campus Faculty Senate/Graduate Council (*When appropriate, Board of Trustees, CHE and/or SACSCOC as well)</i>	<i>Palmetto College Campuses Faculty Senate</i>	<i>Ongoing</i>

II. Related Policies

USC Columbia *Faculty Manual*

Regional Palmetto College Campuses *Faculty Manual*

University Policy ACAF 2.00 Creation and Revision of Academic Programs

University Policy ACAF 2.03 Creation and Revision of Academic Courses

University Policy FINA 4.00 Academic Fees and Expenses

III. Reason for Revision

Policy revised to change names of the Regional Palmetto College Campuses, Office of Institutional Assessment and Analytics (OIRAA) and SACSCOC; the new policy designation of FINA 4.00; and the changed procedure for approval of program learning outcomes.