

University of South Carolina and SC Commission on Higher Education (CHE)

Approval Process Timeline 2015-2016

New Certificates (18 hours or less)

Cycle Number	ONLY APPS FORMS ARE SUBMITTED TO FACULTY GOVERNANCE - due 10 days prior to committee meetings. Full faculty governance approval required prior to BOT consideration.		CHE New Certificate Form due to Academic Programs*	New Certificate Proposal discussed by BOT AA and BOT Full	Notification sent to CHE from Provost; Provost notifies SACS***	Program to appear in the USC Bulletin after CHE and SACS approval (approximate)
	Faculty Senate**	Graduate Council**				
Cycle 1	C&C: 10/12/2015 FacSen: 11/4/2015	Committees: Oct 2015 Grad Council: Oct 2015	11/2/2015	December 15, 2015 BOT AA/BOT Full	12/21/2015	Summer 2016
Cycle 2	C&C: Jan 2016 FacSen: Feb 2016	Committees: Jan 2016 Grad Council: Jan 2016	2/5/2016	March 18, 2016 BOT AA April 22, 2016 BOT Full	4/29/2016	Fall 2016
Cycle 3	C&C: Mar 2016 FacSen: April 2016	Committees: Mar 2016 Grad Council: Mar 2016	4/29/2016	June 10, 2016 BOT AA June 24, 2016 BOT Full	7/1/2016	Spring 2017
Cycle 4	C&C: April 2016 FacSen: May 2016	Committees: May 2016 Grad Council: May 2016	8/1/2016	September 16, 2016 BOT AA October 14, 2016 BOT Full	10/21/2016	Spring 2017

NOTE: These dates reflect the shortest amount of time it takes to process a proposal through the approval cycle. If the deadlines in one approval process are not met, the proposal will rotate into the next subsequent approval cycle.

* Academic Programs refers to Dr. Kristia Finnigan, Director of Academic Programs, Office of the Provost, 777-6727. **It is recommended that proponent vet a draft CHE New Certificate Proposal Form with Academic Programs prior to the due date. Due dates to Academic Programs are firm; if dates are not met, proposals will rotate into the next subsequent cycle.**

** Faculty Governance: The curriculum committees of these two bodies meet 9 times each Academic Year. **Please verify specific committee meeting dates and times with the faculty governance offices or websites.**

*** **All programs need to be fully approved by SACS before a major code is assigned and before admitting students.**