

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

## Approval Process Timeline 2015 - 2016

### New Programs

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 Program Proposal Form due to Academic Programs*	Academic Programs notifies CHE of intent to submit proposal	Proposal discussed by BOT AA and BOT Full	Final Proposal due to CHE from President; Provost notifies SACS***	Proposals reviewed at Advisory Committee on Academic Programs (ACAP) meeting	Proposal reviewed at Committee on Academic Affairs & Licensing (CAAL) meeting	Proposal reviewed at Commission on Higher Education (CHE) meeting	Program to appear in the USC Bulletin after CHE and SACS approval (approximate)
	Faculty Senate**	Graduate Council**								
<b>Cycle 1</b>	C&C: 10/12/2015 FacSen: 11/4/2015	Committees: Nov 2015 Grad Council: Nov 2015	<b>11/2/2015</b>	12/1/2015	December 15, 2015 BOT AA/BOT Full	1/15/2016	2/18/2016	4/7/2016	5/5/2016	Fall 2016
<b>Cycle 2</b>	(same as Cycle 1)	(same as Cycle 1)	<b>(same as Cycle 1)</b>	3/15/2016	(same as Cycle 1)	4/1/2016	5/2016	9/1/2016	10/6/2016	Spring 2017
<b>Cycle 3</b>	C&C: Jan 2016 FacSen: Feb 2016	Committees: Jan 2016 Grad Council: Jan 2016	<b>2/5/2016</b>	6/1/2016	March 18, 2016 BOT AA April 22, 2016 BOT Full	7/1/2016	9/8/2016	11/3/2016	1/5/2017	Summer 2017
<b>Cycle 4</b>	C&C: Mar 2016 FacSen: April 2016	Committees: Mar 2016 Grad Council: Mar 2016	<b>4/29/2016</b>	9/1/2016	June 10, 2016 BOT AA June 24, 2016 BOT Full	10/1/2016	11/17/2016	1/5/2017	2/2/2017	Summer 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 Program 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. The process can take up to 6 months from date of notification to SACS, and may take longer if SACS requests additional information.**