

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

Approval Process Timeline 2016-2017

Program Terminations

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.		Program Termination Memo due to Academic Programs*	Program Termination discussed by BOT AA and BOT Full	Notification sent to CHE from Provost; Provost notifies SACS***	Program to be removed from the USC Bulletin after CHE and SACS approval (approximate)
	Faculty Senate**	Graduate Council**				
Cycle 1	C&C: May 2016 FacSen: Sept 2016	Committees: Sept 2016 Grad Council: Sept 2016	10/6/16	Sept 16, 2016 BOT AA Oct 14, 2016 BOT Full	11/1/2016	12/1/2016
Cycle 2	C&C: May 2016 FacSen: Sept 2016	Committees: Sept 2016 Grad Council: Sept 2016	10/25/16	Dec 13, 2016 BOT AA Dec 13, 2016 BOT Full	12/15/2016	2/1/2017
Cycle 3	C&C: Nov 2016 FacSen: Dec 2016	Committees: Jan 2017 Grad Council: Jan 2017	01/24/17	Mar 17 2017 BOT AA Apr 21, 2017 BOT Full	Apr 28, 2017	Fall 2018
Cycle 4	C&C: Mar 2017 FacSen: April 2017	Committees: Mar 2017 Grad Council: Mar 2017	04/18/17	Jun 9, 2017 BOT AA Jun 23, 2017 BOT Full	Jun 30, 2017	Fall 2018
Cycle 1	C&C: Apr 2017 FacSen: June 2017	Committees: May 2017 Grad Council: May 2017	07/25/17	Sep 15, 2017 BOT AA Oct 12, 2017 BOT Full	Oct 20, 2017	Fall 2018

NOTE: These dates reflect the shortest amount of time it takes to process a program termination 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. Tena B Crews, Associate Provost for Academic Programs, Office of the Provost, 777-6727. **It is recommended that proponent vet a draft program termination memo 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 program terminations must be fully approved by CHE and SACS before being removed from the Bulletin.**

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

Approval Process Timeline 2016 - 2017

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: May 2016 FacSen: Sept 2016	Committees: Sept 2016 Grad Council: Sept 2016	10/6/16	Sept 16, 2016 BOT AA Oct 14, 2016 BOT Full	11/1/2016	12/1/2016
Cycle 2	C&C: May 2016 FacSen: Sept 2016	Committees: Sept 2016 Grad Council: Sept 2016	10/25/16	Dec 13, 2016 BOT AA Dec 13, 2016 BOT Full	12/15/2016	2/1/2017
Cycle 3	C&C: Nov 2016 FacSen: Dec 2016	Committees: Jan 2017 Grad Council: Jan 2017	01/24/17	Mar 17 2017 BOT AA Apr 21, 2017 BOT Full	Apr 28, 2017	Fall 2018
Cycle 4	C&C: Mar 2017 FacSen: April 2017	Committees: Mar 2017 Grad Council: Mar 2017	04/18/17	Jun 9, 2017 BOT AA Jun 23, 2017 BOT Full	Jun 30, 2017	Fall 2018
Cycle 1	C&C: Apr 2017 FacSen: June 2017	Committees: May 2017 Grad Council: May 2017	07/25/17	Sep 15, 2017 BOT AA Oct 12, 2017 BOT Full	Oct 20, 2017	Fall 2018

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. Tena B Crews, Associate Provost for 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.**

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

Approval Process Timeline 2016-2017

New Programs

Cycle Number	Pre-authorization is required. See timeline below.		CHE New Program Proposal Form due to Academic Programs*	Proposal discussed by BOT AA and BOT Full	Academic Programs notifies CHE of intent to submit proposal	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)
	ONLY APPS FORMS ARE SUBMITTED TO FACULTY GOVERNANCE - due 10 days prior to committee meetings. Full faculty governance approval required prior to BOT consideration.	Faculty Senate**								
Cycle 1	C&C: May 2016 FacSen: Sept 2016	Committees: Sept 2016 Grad Council: Sept 2016	10/6/16	Sept 16, 2016 BOT AA Oct 14, 2016 BOT Full	11/1/2016	12/1/2016	1/26/2017	3/9/2017	4/6/2017	Fall 2017
Cycle 2	C&C: May 2016 FacSen: Sept 2016	Committees: Sept 2016 Grad Council: Sept 2016	10/25/16	Dec 13, 2016 BOT AA Dec 13, 2016 BOT Full	12/15/2016	2/1/2017	3/23/2017	5/11/2017	6/1/17/2017	Spring 2018
Cycle 3	C&C: Nov 2016 FacSen: Dec 2016	Committees: Jan 2017 Grad Council: Jan 2017	01/24/17	Mar 17 2017 BOT AA Apr 21, 2017 BOT Full	Apr 28, 2017	8/1/2017	9/14/2017	10/26/2017	12/7/2017	Summer 2018
Cycle 4	C&C: Mar 2017 FacSen: April 2017	Committees: Mar 2017 Grad Council: Mar 2017	04/18/17	Jun 9, 2017 BOT AA Jun 23, 2017 BOT Full	Jun 30, 2017	10/1/2017	11/30/2017	2/08/2018	3/1/2018	Fall 2018
Cycle 1	C&C: Apr 2017 FacSen: June 2017	Committees: May 2017 Grad Council: May 2017	07/25/17	Sep 15, 2017 BOT AA Oct 12, 2017 BOT Full	Oct 20, 2017	2/1/2018	3/29/2018	5/9/2018	6/7/2018	Fall 2018

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. met, the proposal will rotate into the next subsequent approval cycle.

* Academic Programs refers to Dr.Tena B Crews, Associate Provost for Academic Programs and Director of Distributed Learning, 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.**

Office of the Provost Rev 1/24/2017

Pre-authorization to Faculty Senate Timeline - 2016-2017			Pre-authorization to Graduate Council Timeline - 2016-2017		
Pre-authorization Due to Academic Programs	Curricula and Courses Meeting	Faculty Senate Meeting	Pre-authorization Due to Academic Programs	Humanities or Sciences Sub-Committees	Graduate Council
December 19, 2016	January 23, 2017	February 1, 2017	December 19, 2016	January 9, 2017	January 23, 2017
January 30, 2017	February 13, 2017	March 1, 2017	January 30, 2017	February 13, 2017	February 27, 2017
February 27, 2017	March 13, 2017	April 5, 2017	February 27, 2017	March 13, 2017	March 27, 2017
March 27, 2017	April 17, 2017	June 7, 2017	March 27, 2017	April 10, 2017	April 24, 2017
			April 24, 2017	May 8, 2017	May 15, 2017

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Program Modifications

Cycle Number	Pre-Authorization, if appropriate - see timeline BELOW. 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 Program Modification Proposal Form due to Academic Programs*	Program Modification discussed by BOT AA and BOT Full (if appropriate)	Academic Programs notifies CHE of intent to submit proposal	Program Modification Proposal due to CHE from President; Provost notifies SACS***	Program Modification reviewed at Advisory Committee on Academic Programs (ACAP) meeting	CHE Staff Approval	Program to appear in the USC Bulletin after CHE and SACS approval (approximate)	
	Faculty Senate**	Graduate Council**							
Cycle 1	C&C: May 2016 FacSen: Sept 2016	Committees: Sept 2016 Grad Council: Sept 2016	10/6/16	Sept 16, 2016 BOT AA Oct 14, 2016 BOT Full	11/1/2016	12/1/2016	1/26/2017	2/16/2017	4/6/2017
Cycle 2	C&C: May 2016 FacSen: Sept 2016	Committees: Sept 2016 Grad Council: Sept 2016	10/25/16	Dec 13, 2016 BOT AA Dec 13, 2016 BOT Full	12/15/2016	2/1/2017	3/23/2017	4/13/2017	6/1/17/2017
Cycle 3	C&C: Nov 2016 FacSen: Dec 2016	Committees: Jan 2017 Grad Council: Jan 2017	01/24/17	Mar 17 2017 BOT AA Apr 21, 2017 BOT Full	Apr 28, 2017	8/1/2017	9/14/2017	10/5/2017	Summer 2018
Cycle 4	C&C: Mar 2017 FacSen: April 2017	Committees: Mar 2017 Grad Council: Mar 2017	04/18/17	Jun 9, 2017 BOT AA Jun 23, 2017 BOT Full	Jun 30, 2017	10/1/2017	11/30/2017	2/1/2018	Fall 2018
Cycle 1	C&C: Apr 2017 FacSen: June 2017	Committees: May 2017 Grad Council: May 2017	07/25/17	Sep 15, 2017 BOT AA Oct 12, 2017 BOT Full	Oct 20, 2017	2/1/2018	3/29/2018	4/19/2018	Fall 2018

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.

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** 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.**

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Office of the Provost Rev 1/24/2017

Pre-Authorization to Faculty Senate Timeline - 2016-2017			Pre-Authorization to Graduate Council Timeline - 2016-2017		
Pre-Authorization Due to Academic Programs	Curricula and Courses Meeting	Faculty Senate Meeting	Pre-Authorization Due to Academic Programs	Humanities or Sciences Sub-Committees	Graduate Council
December 19, 2016	January 23, 2017	February 1, 2017	December 19, 2016	January 9, 2017	January 23, 2017
January 30, 2017	February 13, 2017	March 1, 2017	January 30, 2017	February 13, 2017	February 27, 2017
February 27, 2017	March 13, 2017	April 5, 2017	February 27, 2017	March 13, 2017	March 27, 2017
March 27, 2017	April 17, 2017	June 7, 2017	March 27, 2017	April 10, 2017	April 24, 2017
			April 24, 2017	May 8, 2017	May 15, 2017

Pre-Authorization to Faculty Senate Timeline - 2016-2017

Pre-Authorization Due to Academic Programs	Curricula and Courses Meeting	Faculty Senate Meeting
December 19, 2016	January 23, 2017	February 1, 2017
January 30, 2017	February 13, 2017	March 1, 2017
February 27, 2017	March 13, 2017	April 5, 2017
March 27, 2017	April 17, 2017	June 7, 2017

Pre-Authorization to Graduate Council Timeline - 2016-2017

Pre-Authorization Due to Academic Programs	Humanities or Sciences Sub-Committees	Graduate Council
December 19, 2016	January 9, 2017	January 23, 2017
January 30, 2017	February 13, 2017	February 27, 2017
February 27, 2017	March 13, 2017	March 27, 2017
March 27, 2017	April 10, 2017	April 24, 2017
April 24, 2017	May 8, 2017	May 15, 2017