

ACAF 2.00 CREATION AND REVISION OF ACADEMIC PROGRAMS

[Click here for the full version of the policy [ACAF 2.00 Creation and Revision of Academic Programs](#) and its [Appendices](#). Forms and other instructions can be found at www.sc.edu/provost/acadprog.]

APPENDIX 5:

► CREATION, REVISION, OR TERMINATION OF A MINOR OR UNDERGRADUATE RESEARCH TRACK FOR GRADUATION WITH DISTINCTION

OVERVIEW

These actions require approval at the department, campus/college/school, and university levels. The proposing department must submit the proposal on the Academic Program Action form. The process may take up to six months from initiation to program implementation.

Step 1: Department Contacts Campus/College/School Academic Program Liaison (APL)

- Department contacts the appropriate campus/college/school APL to confirm the correct procedures and forms to use.
- Campus/college/school APL is responsible for monitoring/tracking proposal progress through to implementation.
- If undergraduate research track, APL facilitates department contact with Office of Undergraduate Research
- Department completes Academic Program Action form.

Step 2: Campus/College/School Approval of Proposal

- Department seeks approval of proposal by appropriate departmental and campus/college/school committees.

Step 3: Faculty Governance Approval

- Department seeks approval by Faculty Senate Curriculum and Courses Committee and full Faculty Senate
 - Department submits Academic Program Action form (15 copies with signatures) with required documentation to the Faculty Senate Office at least 10 days prior to the scheduled Faculty Senate Curriculum and Courses (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 FacSen-C&C and full Faculty Senate meetings. Contact the Office of Faculty Senate for dates and times.
 - Departmental representative who attended meetings notifies department and college/school APL of final Faculty Senate action on proposal.

Step 4: Dean of Campus/College/School Notifies Provost's Office

- Academic dean of campus/college/school transmits one copy of faculty governance-approved Academic Program Action form and a cover letter to Provost's Office

Step 5: Provost's Office Notifies Registrar and Bulletin

- Provost's Office notifies Registrar's Office of changes.
- Bulletin can be changed to reflect the actions as approved by Faculty Senate.

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