

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

New Programs 2012 - 2013

Cycle Number	Draft Program Planning Summary due to Academic Programs*	Final Program Planning Summary due from Academic Programs to Provost	Program Planning Summary due to CHE from the President	Curriculum Material due to Faculty Governing Body 10 Days Prior to Meeting Dates Below		CHE Advisory Committee on Academic Programs (ACAP) reviews summaries	Draft Full Proposal due to Academic Programs	Final Full Proposal due from Academic Programs to Provost	Final Proposal due to the USC Board of Trustees from Provost	Final Proposal due to CHE from President; Provost notifies SACS***	CHE Committee on Academic Affairs and Licensing (CAAL)	Full Commission on Higher Education	Program to appear in the USC Bulletin
				Faculty Senate**	Graduate Council**				AA- Academic Affairs & Faculty Liaison Committee				
Cycle 1 2012	Dec. 1 2011	Jan. 15 2012	Feb. 1 2012	C&C: 2/2012 FacSen: 3/2012	Grad Council: 3/2012	March 2012	Apr. 15 2012	May 15 2012	AA – 6/2012 BOT – 6/2012	Aug. 15 2012	Dec. 2012	Jan. 2013	2014-2015
Cycle 2 2012	Mar. 15 2012	Apr. 15 2012	May 1 2012	C&C: 4/2012 FacSen: 4/2012	Grad Council: 4/2012	July 2012	July 15 2012	Aug. 15 2012	AA – 9/2012 BOT – 10/2012	Nov. 15 2012	February 2013	March 2013	2014- 2015
Cycle 3 2012	June 15 2012	July 15 2012	Aug. 1 2012	C&C: 8/2012 FacSen: 9/2012	Grad Council: 8/2012	October 2012	Sept. 15 2012	Oct. 15 2012	AA – 11/2012 BOT – 12/2012	Feb. 15 2013	April 2013	May 2013	2014-2015
Cycle 4 2012	Sept. 15 2012	Oct. 15 2012	Nov. 1 2012	C&C: 9/2012 FacSen: 10/2012	Grad Council: 10/2012	January 2013	Jan. 15 2013	Feb. 15 2013	AA- 3/2013 BOT – 4/2013	May 15 2013	September 2013	Oct. 2013	2014-2015

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

** Faculty Governance: Both the Faculty Senate and the Graduate Council meet 9 times each Academic Year. The curriculum committees (the Faculty Senate Curricula & Courses Committee, and the Graduate Science, Math & Related Professional Programs Committee, and Graduate Humanities, Social Sciences, Education & Related Professional Programs Committee) of these two bodies must review proposals prior to the full committee meetings. Please verify specific sub-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.**