



## ACAF 2.00 Creation and Revision of Academic Programs

- Academic Program Development: Responsibility and Oversight
  - Faculty have authority over curriculum
  - Provost's Office oversees approval process and ensures compliance with SACSCOC
  - APL's serve as the main information resource on academic program actions and as liaison to Provost's Office.
- Program Action Approval Process
  - Required approvals may take between 6 months to 2 years for full review.
  - Programs cannot advertise or admit students before approval notification from CHE and SACSCOC, when appropriate.
  - In most cases, program actions will begin in a department or unit of a campus, college or school. After consultation with the APL and receipt of unit-level approval, a pre-authorization request will be submitted to the provost for initial approval (the APL will assist in determining if this is not necessary).
  - Program actions must be reviewed and approved by Faculty Senate.
  - Cognates and sub-concentrations are not reviewed or approved by any faculty governance.
  - All program actions must be submitted through the Academic Programs Proposal System (APPS) and be approved by the dean of the college or school.
  - The Provost's Office must approve all program actions on the Columbia and Palmetto College campuses. Additional approvals may be required for some colleges or programs.
  - Program actions that may significantly affect the curriculum offerings at the regional Palmetto College campuses must be reviewed by the Palmetto College Office.
  - All new academic programs and program name changes must be approved by the president and the University Board of Trustees.
  - The Provost's Office coordinates the notification and submission of all program actions to CHE and to SACSCOC.
- Program Development Guidelines
  - Academic Programs should include: program objectives, learning outcomes, curriculum requirements, and progression/graduation requirements, consideration of faculty and departmental resources, measurable program demand, impact upon existing programs at the university and across the state, and sources of funding.
  - Undergraduate Minors, Concentrations, or Research Tracks should include: prerequisite requirements, curriculum requirements, consideration of faculty and departmental resources, and measurable program demand. They do not require program objectives, learning outcomes, or graduation requirements.
  - Academic Certificates may only be offered by the regional Palmetto College campuses.
- University Bulletins
  - Official University Undergraduate and Graduate Bulletins exist in electronic form only.
  - The online bulletins are frozen on December 15 each year.
  - Bulletins are maintained by the Office of the Registrar.
  - Changes to the bulletins must be approved by the appropriate faculty governance bodies.

- The effective date for a program change is the publication date of the next bulletin, after any required Board of Trustees, CHE and SACSCOC approvals and notifications are completed.
- New programs can be added to the bulletin at any time after the approvals and notifications.
- Also covered in the policy:
  - CHE and SACSCOC notification and approval requirements.
  - Academic Program Definitions, including the Program of Study and its components
    - Classification of Instructional Programs (CIP): the university uses the federal taxonomy of disciplines and assigns a 6-digit code for each major/program. A CIP code is specific to a particular category of instructional program. Most graduate and undergraduate programs offered by any one department fall under the same CIP code.
  - International Academic Programs
  - Dual, Joint and Other Collaborative Degree Programs
  - Interdisciplinary or InterProfessional Programs
  - Program Assessment
  - Program Review
- Academic Program Development: Responsibility and Oversight
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    - Interdisciplinary or InterProfessional Programs
    - Program Assessment
    - Program Review





## ACAF 2.03 Creation and Revision of Academic Courses

- Faculty own the curriculum
- The deans of the colleges and schools are responsible for maintaining unit- and campus-level compliance with CHE and SACS regulations.
- APL's serve as the main information resource on academic program actions and as liaison to Provost's Office.
- Faculty Governance Procedures
  - Course actions usually begin in a department or unit.
  - If the course action has the potential to impact the curriculum offering of other units or campuses, then concurrence must be obtained.
  - Course actions are submitted in the Academic Program Proposal System (APPS).
- Procedures for Columbia Campus
  - If course actions impact the offerings at the regional Palmetto campuses, the Palmetto College Office and Vice President for System Planning will be notified.
  - Levels of approval: unit head → college/school representative → Distributed Learning & Committee on Instructional Development (if 50% or more distributed learning) → Curriculum and Courses Committee → Faculty Senate
  - Once fully approved, a new course can be added to the bulletin.
  - The earliest effective date for a course change is the publication of the next bulletin (unless change is only to delivery method, in which case, it is effective for the next term).
- Cross-listed courses: "A cross-listed course is a course that is offered under more than one course subject and is not appropriate for courses with the same course subject. Once a cross-listed course is approved, the courses are viewed as equivalent and identical and should ideally be able to be taken interchangeably within degree programs which require the course."
  - Cross-listed courses must have the exact same criteria as listed below:
    - 1. Course Number (if possible; at minimum the course numbers for the cross-listed courses must have be at the same level, i.e., lower division, upper division, mixed, graduate)
    - 2. Title
    - 3. Course Description
    - 4. Pre-requisites and Co-requisites
    - 5. Catalog Restrictions (e.g., by student level or program)
    - 6. Carolina Core or GLD designations (if applicable)
    - 7. Grade Mode (i.e., letter grade or pass/fail)
    - 8. Schedule Type (e.g., lecture, lab, seminar) a. Cross-listed courses may have different course delivery and location.
- Course Syllabus: All undergraduate and graduate courses must have a course syllabus that includes the following:
  1. Course title (including course subject designator and number)
  2. Instructor name and relevant contact information
  3. Final Exam day and time, as appropriate (from Office of the Registrar's website)
  4. Class meeting days, times, and location, or equivalent
  5. Undergraduate or Graduate Bulletin course description
  6. Course learning outcomes
  7. Required text(s) and/or suggested readings, as appropriate
  8. Course requirements and grading

- a. Assignments, projects, quizzes, and/or exams with brief descriptions of expectations with points/weights assigned to each activity.
  - b. Courses at the Mixed/Advanced Undergraduate/Entry Level Graduate Courses (500/600--level) must include separate grading schemes for undergraduate and graduate credit and one or more assignments for graduate credit that are clearly differentiated from undergraduate assignments
  - c. Grading scheme and weights including what a student must do to receive a grade of A through F for a letter grade-based course, or an S or U, or a T or U, as appropriate for a non-letter grade course
9. Topical outline of content to be covered, including a time allocation framework (e.g., week 1, week 2, etc. to include 14 weeks for a standard academic year course 6 session). The time allocation framework will be adjusted for other term lengths accordingly, consistent with course credit hours as defined in section III D.
  10. For Distributed Learning Courses, the syllabus is expected to articulate estimated time commitments of instructional time and course activity time consistent with course credit hours as defined above. The Committee on Instructional Development shall maintain and administer guidelines for such courses.
  11. Statement regarding academic integrity, honorable behavior and/or the Carolinian Creed (or excerpt thereof). Additional information may be found at the Office of Academic Integrity website ([www.sa.sc.edu/academicintegrity/](http://www.sa.sc.edu/academicintegrity/)). Sample syllabi statements may be found on the Center for Teaching Excellence website: [www.sc.edu/about/offices\\_and\\_divisions/cte/teaching\\_resources/coursedevelopment/example\\_syllabus\\_statements/index.php](http://www.sc.edu/about/offices_and_divisions/cte/teaching_resources/coursedevelopment/example_syllabus_statements/index.php).
  12. Course attendance policy consistent with the expectations stated in the respective Academic Bulletin.
  13. Statement regarding disability services. Additional information may be found at the Student Disability services website: [www.sa.sc.edu/sds/](http://www.sa.sc.edu/sds/) and in policy STAF 6.02 Support Services and Accommodations for Students with Diagnosed Disabilities. Sample syllabi statements may be found on the Center for Teaching Excellence website: [www.sc.edu/about/offices\\_and\\_divisions/cte/teaching\\_resources/coursedevelopment/example\\_syllabus\\_statements/index.php](http://www.sc.edu/about/offices_and_divisions/cte/teaching_resources/coursedevelopment/example_syllabus_statements/index.php)
- Also covered in the policy:
    - Definitions, including learning outcomes and requirements for a course syllabus.
    - Course scheduling guidelines, including special topics courses, independent study courses, and internships and experiential learning courses.



## ACAF 3.00 Assessment of Student Learning

- Definitions
- Policy oversight
  - The chief academic officer is responsible for ensuring that all academic programs undergo annual learning outcomes assessment.
  - The Director of Institutional Effectiveness and Accreditation is responsible for collecting and reviewing the academic program assessment plan documentation.
- Procedures
  - General Education Assessment
    - Implementation: Carolina Core Faculty
    - Administrative Oversight: OIRAA
    - Reporting: Carolina Core Committee and OIRAA
    - Evaluation: Carolina Core Committee and OIRAA
  - Undergraduate Program Assessment
    - Implementation: Program Faculty
    - Administrative Oversight: OIRAA
    - Reporting: Program Faculty via Assessment Plan Composer report
    - Evaluation: Department Chair or School Director and OIRAA
  - Criteria for Evaluating Good Practice



## ACAF 3.50 Academic Bulletins and Planning Calendar

- The Academic Bulletins are the official documents of record concerning graduate and undergraduate academic programs and regulations.
- The Academic Planning Calendar integrates the dates by which the publishing/activation of the academic bulletins, the master schedule, and degree audit system are required to occur on an annual basis.
- The Academic Planning Calendar is maintained by the Office of the Provost and coordinated by the Office of the University Registrar.
- The Undergraduate Bulletin is edited under the supervision of the Dean of Undergraduate Studies.
- The bulletin should reflect all pertinent actions taken during the previous academic year by the Faculty Senate.
- On December 15 of each year, the bulletins are “frozen” to become the archived bulletin of record for the coming academic year.
  - Only under the following circumstances are bulletin updates permitted between the freeze date and the next academic year:
    - Approved new academic programs
    - Approved new courses
    - Approved new program concentrations
- Oversight of Academic Bulletin Revisions
  - Substantive revisions must be reviewed and approved prior to submission to the University Registrar. (Responsible entities and due dates are outlined in the policy)
  - Non-substantive revisions may be made throughout the year with approval of University Registrar or the Registrar’s designee.