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

Program Modifications

Cycle Number	ONLY ELECTRONIC FORMS/APA PAPERWORK + ATTACHMENTS ARE SUBMITTED TO FACULTY GOVERNANCE - due 10 days prior to committee meetings. Full faculty governance approval required prior to BOT consideration.		New Program Proposal Form due to Academic Programs*	Academic Programs notifies CHE of intent to submit new program proposal	Full Proposal discussed by BOT AA and BOT Full	Final Proposal due to CHE from President; Provost notifies SACS***	Full Proposal 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 2 2015	C&C 11/2014 FacSen: 12/2014	Committees: 11/2014 Grad Council 12/2014	1/23/2015	4/1/2015	3/27/2015 BOT AA 4/24/2015 BOT Full	5/1/2015	6/11/2015	8/11/2015	2016-2017
Cycle 3 2015	C&C 1/12/2015 FacSen: 2/4/2015	Committees: 1/12/2015 Grad Council 1/26/2015	2/27/2015	7/1/2015	6/19/2015 BOT AA 6/26/2014 BOT Full	8/1/2014	9/10/2015	11/10/2015	2016-2017
Cycle 1 2016	C&C 3/16/2015 FacSen 4/1/2015	Committees: 3/9/2015 Grad Council 3/23/2015	6/24/2015	12/5/2015	9/18/2015 BOT AA 10/16/2015 BOT Full	1/5/2016	2/11/2016	4/11/2016	2017-2018

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. Kristia Finnigan, Director of Academic Programs, Office of the Provost, 777-6727. **It is recommended that proponent vet a draft 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: 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, or 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.**