

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 4

► PROGRAM REVISION: 18 CREDIT HOURS OR LESS, INCLUDING ADDITION OF CONCENTRATION

OVERVIEW

These actions require approval at the department, campus/college/school, and university levels, and in some cases, notification to Commission on Higher Education (CHE). The proposing department must submit the proposal on the Academic Program Action form. If the program relates to P-12 educator preparation, a letter of endorsement from the Dean of the College of Education is required. The process typically takes up to one year from proposal formulation to program implementation.

** Faculty Governance approval step is not required for any revisions of USC Columbia MD, PharmD or JD degrees.*

*** The department cannot market the program as revised, or admit students to the revised program, until acknowledgement is received from CHE, and the SC Department of Education (when appropriate).*

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

- Department contacts the appropriate campus/college/school APL to confirm the correct procedures and forms to use for proposed curricular action.
- Campus/college/school APL monitors/tracks proposal progress through to implementation.

Step 2: APL Contacts Assistant Provost for Academic Programs if needed

- APL discusses parameters of proposed program modifications with Assistant Provost for Academic Programs if needed.
- If the program is a P-12 educator preparation program, APL must contact the APL in the College of Education for further information.

Step 3: Department Drafts Program Revisions on Academic Program Action form for Provost's Office Review

- Department completes Academic Program Action form (and related course forms when appropriate).
- If proposed revisions are to a P-12 educator prep program outside the College of Education, department works with College of Education to meet SC Department of Education requirements. Department submits draft Academic Program Action form to College of Education APL for review.

- College of Education reviews draft; Education APL shares comments with proposing department.
- Department incorporates recommended changes.
- Dean of College of Education forwards letter of endorsement to department.
- Campus/college/school APL submits draft program revisions on Academic Program Action form with Attachments 1 and 2 only to Provost's Office for review and comment.
- Department incorporates recommended changes.

Step 4: College/School Approval of Proposed Program Revisions

- Department seeks approval of proposed program revisions by appropriate departmental and college/school committees, including curriculum committees where necessary.

Step 5: Faculty Governance Approval of Proposed Program Revisions

Step 5a: For undergraduate program revisions, department seeks approval by Faculty Senate Curriculum and Courses Committee and full Faculty Senate

- Department submits Academic Program Action form with course forms/attachments (15 copies with signatures) at least 10 days prior to the scheduled Faculty Senate Curriculum and Courses Committee (FacSen-C&C) meeting. If revisions are to a P-12 educator preparation program outside the College of Education, include letter of endorsement from Dean of College of Education with documents submitted to Faculty Senate.
- If recommended for approval by FacSen-C&C, Committee forwards the materials to the full Faculty Senate for action.
- Representative(s) 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 5b: For graduate program revisions, department seeks approval by appropriate Graduate Curriculum Committee and full Graduate Council

- Department submits Academic Program Action form with course forms/ attachments (1 copy with signature) to the Graduate Council, at least 10 days prior to the scheduled meeting of the appropriate Graduate Council Curriculum Committee. If revisions are to a P-12 educator preparation program outside the College of Education, include letter of endorsement from Dean of College of Education with documents submitted to Graduate Council.
- If recommended for approval by Graduate Curriculum Committee, Committee forwards the materials to full Graduate Council for action.
- Representative from proposing department must attend both the Graduate Council Curriculum Committee and the full Graduate Council meetings. Contact the Graduate School for dates and times.

Step 5c: For program revisions at regional campuses, department seeks approval of Academic Program Action form with course forms/attachments by the Regional Faculty Senate.

- Department submits Academic Program Action form with course forms/ attachments to Regional Campuses Faculty Senate office at least 10 days prior to the next scheduled meeting of the System Affairs Committee.
- If recommended for approval, the Committee forwards the materials to the full Regional Campuses Faculty Senate for approval.
- Representative(s) from proposing department must attend Regional Campuses Faculty Senate meeting.
- Departmental representative who attended meeting notifies department and campus APL of final action on proposal.

Step 6: Dean of Campus/College/School Submits Final Program Revisions to the Provost

- Academic dean of campus/college/school transmits one copy of the final program revisions on the Academic Program Action form to the Provost's Office.
- If revisions are to a P-12 educator preparation program outside the College of Education, academic dean also copies Dean of College of Education on all documents submitted to Provost.

Step 7: CHE Notification

- If the revision involves the addition of a concentration, the Provost Office prepares and submits notification to CHE.
- If revisions are to a P-12 educator preparation program, CHE forwards proposal to SC Department of Education.
 - SC Department of Education notifies proposing department and Dean of College of Education regarding final action on proposal.
- CHE notifies Provost's Office of its endorsement.

Step 8: Provost Office Notifies University

- The Provost's Office notifies requesting campus/college/school, the Graduate School (when appropriate), the College of Education (when appropriate), and the Registrar's Office.
- Bulletin can be changed to the version of program revision as approved in Faculty Senate and/or Graduate Council meeting minutes.

Step 9: Department Can Begin Marketing the Program and Admitting Students

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