

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 7:

► PROGRAM REVISION: CHANGE OF DELIVERY METHOD TO DISTANCE EDUCATION (50% OR MORE OF PROGRAM)

OVERVIEW

These actions require approval at the department, campus/college/school, university, Commission on Higher Education (CHE) and Southern Association of Colleges and Schools (SACS) levels. The proposing department must submit the proposal on the Academic Program Action form. The process from initiation to SACS approval may take up to eighteen months, and must be completed six months prior to the actual offering of the program under the changed delivery method.

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

*** The department cannot market the program with the changed delivery method or admit students until acknowledgement is received from CHE and notification of approval is received from SACS.*

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.
- Department completes Academic Program Action form.

Step 2: College/School Approval of Delivery Method Change

- Department seeks approval of delivery method change by appropriate departmental and campus/college/school committees

Step 3: Distance Education and Instructional Services Approval of Delivery Method Change

- Department seeks signature of Director of Distance Education and Instructional Services on Academic Program Action form prior to submission to Faculty/Senate.

Step 4: Faculty Governance Approval

Step 4a: For undergraduate programs, department seeks approval of Faculty Senate Curriculum and Courses Committee and full Faculty Senate

- Department submits Academic Program Action form (15 copies with signatures) with required documentation 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 4b: For graduate programs, department seeks approval by appropriate Graduate Curriculum Committee and full Graduate Council

- Department submits Academic Program Action form (1 copy with signatures) with required documentation at least 10 days prior to the scheduled meeting of the appropriate Graduate Council Curriculum Committee.
- 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 4c: For programs 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 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 5: Dean of Campus/College/School Submits Approved Academic Program Action form Seeking Delivery Method Change to Provost's Office

- Academic dean of campus/college/school transmits one copy of faculty governance-approved Academic Program Action form seeking delivery method change to Provost's Office. If program is 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 6: Provost Office Notifies CHE

- Provost's Office prepares and submits a notification form to CHE.
- CHE notifies Provost's Office of its endorsement.

Step 7: Provost Office Notifies SACS

- Provost's Office notifies SACS of certificate/name change proposal at same time it is sent to CHE.
- SACS approval may take up to six months.
- SACS may request a full Prospectus on the proposed delivery method change. Provost's Office will notify requesting department and dean if a SACS Prospectus is required. If a Prospectus is submitted, SACS response may take up to an additional six months.

Step 8: SACS Notifies University

- Once notification is received from SACS, 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 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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