ACAF 2.03
CREATION AND REVISION OF ACADEMIC COURSES

*[Click here for the full version of the policy **ACAF 2.03 Creation and Revision of Academic Courses** and its **Appendices**. Forms and other instructions can be found at **www.sc.edu/provost/acadprog**.]*

APPENDIX 1: NEW COURSE APPROVAL PROCEDURES

Step 1: Proposer Discusses Course Plan at Departmental Level

- Proposer consults appropriate program director and program faculty.
- Proposer seeks approval of appropriate departmental curriculum committee.
- Proposer drafts New Course Proposal (NCP) form, and procures departmental approval signatures.
- If course will be offered partially or entirely via distance education, proposer completes Distance Education Delivery (DED) form.
- All forms are available at www.sc.edu/provost/acadprog.

Step 2: Department Submits Course Proposal for College-Level Approval

- Proposer submits department-approved course proposal on NCP form to appropriate campus/college/school curriculum committee.
- If course is a P-12 educator preparation course, proposer discusses course proposal with Academic Program Liaison in College of Education.
- If course is to be cross-listed with a new course in another department, proposer collaborates with counterpart in other unit on moving both sets of proposal paperwork simultaneously through the approval processes.
- If new course is to be a special topics course, proposer must specify how often it may be taken for credit (see Appendix 3 for further guidance).

Step 3: Proposer Seeks USC Faculty Governance Approval

Step 3a: For courses numbered 699 and below

- Proposer submits NCP form with justification of need, course syllabus, DED form if appropriate, and any other attachments (15 copies with signatures) to the Faculty Senate office at least 10 days prior to the scheduled Faculty Senate Curriculum and Courses Committee (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 the FacSen-C&C and the full Faculty Senate meetings. Contact the Office of Faculty Senate for dates and times.
- Departmental representative who attended meetings notifies department of final Faculty Senate action on proposal.

Step 3b: For courses numbered 700 and above

- Proposer submits NCP form with justification of need, course syllabus, DED form if appropriate, and any other attachments (1 copy with signatures) to the Graduate

School office at least 10 days prior to the scheduled meeting of the appropriate Graduate Curriculum Committee.

- If recommended for approval by Graduate Curriculum Committee, Committee forwards the materials to the full Graduate Council for action.
- Representative from proposing department must attend both the Graduate Curriculum Committee and the full Graduate Council meetings. Contact the Graduate School for dates and times.
- Departmental representative who attended meetings notifies department of final Graduate Council action on proposal.

Step 4: Faculty Governance Body Submits Final Approved Course Description to Registrar

Step 4a: For courses numbered 699 and below

- If course is approved by Faculty Senate, Faculty Senate submits approved Course Description to Registrar's Office for coding and bulletin entry.

Step 4b: For courses numbered 700 and above

- If course is approved by Graduate Council, Graduate Council submits approved Course Description to Registrar's Office for coding and bulletin entry.

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