

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 2: COURSE CHANGE APPROVAL PROCEDURES (including Course Title, Designator, and Number Changes; Course Deletions; Credit Hour and Prerequisite Changes; and Changes to Delivery Method or Location)

(Please note: Schedule Exception Request, Distance Education Delivery, and Off-Campus Delivery Proposals require additional steps. See appropriate appendices)

Step 1: Proposer Discusses Course Change at Departmental Level

- Proposer consults appropriate program director and program faculty.
- Proposer seeks approval of appropriate departmental curriculum committee.
- Proposer drafts Course Change Proposal (CCP) form, and additional forms if needed.
- Proposer procures departmental approval signatures on all forms.
- All forms are available at www.sc.edu/provost/acadprog.

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

- Proposer submits department-approved course proposal on CCP form to appropriate campus/college/school curriculum committee.
- If course is a P-12 educator preparation course, proposer discusses course change with Academic Program Liaison in College of Education.
- If course is cross-listed with a course in another department, proposer collaborates with counterpart in other unit on moving both sets of paperwork simultaneously through the approval processes.

Step 3: Proposer Seeks USC Faculty Governance Approval

Step 3a: For courses numbered 699 and below:

- Proposer submits CCP form with justification of need, course syllabus, 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 CCP form with justification of need, course syllabus, and any other attachments (1 copy with signatures) to the Graduate School office at least 10 days prior to the scheduled meeting of the 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 Graduate Council meetings. Contact the Graduate School Office 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 Course Change Description to Registrar

Step 4a: For courses numbered 699 and below:

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

Step 4b: For courses numbered 700 and above:

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

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