

## **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](http://www.sc.edu/provost/acadprog).]*

### **APPENDIX 1**

- ▶ **NEW PROGRAMS**
- ▶ **NEW ACADEMIC CERTIFICATES OF ANY LENGTH IN A NEW CIP CODE**
- ▶ **NEW ACADEMIC CERTIFICATES: 18 CREDIT HOURS OR MORE IN A CURRENT CIP CODE**

### **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 both a Program Planning Summary and a full proposal in CHE format. 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 at least two years from program planning summary formulation to program implementation.

*\* New MD, PharmD and JD programs at USC Columbia do not require the faculty governance approval outlined in Step 7.*

*\*\* New stand-alone undergraduate certificate programs are only permitted on two-year campuses of the USC system, and students are required to be matriculated at the two-year campus to complete the coursework and to receive their certificates. Undergraduate certificates at four-year campuses are permissible only if students are post-baccalaureate and/or are concurrently enrolled in a regular baccalaureate program.*

*\*\*\* The department cannot market the program as created, or admit students to the new program, until notification of approval is received from both CHE and SACS, as well as the SC Department of Education (when appropriate).*

#### **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.

#### **Step 2: APL Contacts Assistant Provost for Academic Programs**

- APL discusses parameters of proposed program with Assistant Provost for Academic Programs.
- If the proposed 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 CHE Program Planning Summary (CHE-PPS) and Academic Program Action form for Provost's Office Review**

- Department drafts Academic Program Action form.
- Department drafts CHE-PPS using format prescribed by CHE.
- If the proposal is for a P-12 educator preparation program outside the College of Education, department submits draft CHE-PPS and Academic Program Action form to College of Education APL for review.
  - College of Education reviews drafts; Education APL shares comments with proposing department.
  - Department incorporates changes as appropriate.
  - Dean of College of Education forwards letter of endorsement to department.
- With authorization of academic dean, campus/college/school APL transmits draft CHE-PPS and draft Academic Program Action form without attachments to Provost's Office.
- Provost's Office reviews drafts, shares comments with department.
- Department incorporates recommended changes.

**Step 4: College/School Approval of Academic Program Action form**

- Department seeks approval of Academic Program Action form by appropriate departmental and college/school committees.

**Step 5: Department Submits Final CHE-PPS to Provost's Office**

- Academic dean transmits final CHE-PPS to Provost's Office with cover letter at least three weeks prior to CHE mailing deadline. (Timelines are available at [www.sc.edu/provost/acadprog](http://www.sc.edu/provost/acadprog).) If P-12 educator prep program outside the College of Education, academic dean also copies final CHE-PPS and cover letter to Dean of College of Education.
- Provost's Office obtains appropriate University signatures and transmits final PPS to CHE.

**Step 6: CHE Advisory Committee on Academic Programs (CHE-ACAP) Reviews PPS**

- Representative from proposing department must attend CHE-ACAP meeting. Office of Provost notifies department and dean of CHE-ACAP meeting date and time, and department notifies Office of Provost of name/contact information of departmental representative(s) attending meeting.

**Step 7: USC Faculty Governance Approval of Academic Program Action form with Course Forms/Attachments**

**Step 7a: For undergraduate programs, department seeks approval of Academic Program Action form with course forms/attachments 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) to the Faculty Senate office at least 10 days prior to the scheduled Faculty Senate Curriculum and Courses Committee (FacSen-C&C) meeting. If proposal is for a P-12 educator preparation program

outside the College of Education, include letter of endorsement from Dean of College of Education along with the 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 the 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 7b: For graduate programs, department seeks approval of Academic Program Action form with course forms/attachments by the appropriate Graduate Curriculum Committee and full Graduate Council.**

- Department submits Academic Program Action form with course forms/ attachments (one copy with signature) to Graduate Council office at least 10 days prior to the scheduled meeting of the appropriate Graduate Curriculum Committee. If proposal is for 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(s) from proposing department must attend both Graduate Council Curriculum Committee and full Graduate Council meetings. Contact the Graduate School for dates and times.
- Departmental representative who attended meetings notifies department and campus/college/school APL of final Graduate Council action on proposal.

**Step 7c: 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 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 8: Department drafts Full CHE Program Proposal**

- Department begins drafting Full CHE Program Proposal while Program Planning Summary is being considered by CHE.
- Department uses format prescribed by CHE.
- For P-12 educator prep programs, department works with College of Education to meet SC Department of Education requirements embedded in the full CHE proposal.

- Once CHE-ACAP has responded with suggestions/concerns about the Program Planning Summary, incorporate these into Full CHE Program Proposal.
- Department submits electronic draft of full CHE proposal to Provost's Office for review.
- Provost's Office reviews draft, shares comments with department.
- Department incorporates recommended changes.
- Where appropriate, department seeks approval of revised full CHE proposal by college/school academic planning committee.
- After Academic Program Action form and all course form attachments have been approved through Faculty Governance, department forwards final Full CHE Program Proposal and fully signed Academic Program Action form with attachments to dean of campus/college/school.

**Step 9: Dean of Campus/College/School Submits Final Full CHE Program Proposal, Academic Program Action form, and Cover Letter to the Provost's Office**

- Academic dean of campus/college/school transmits one copy of the final Full CHE Program Proposal, the fully signed Academic Program Action form, and a cover letter to Provost's Office at least three weeks prior to mailing deadline for the Academic Affairs subcommittee of the USC Board of Trustees (USC-BOT-AA). If P-12 educator prep program outside the College of Education, academic dean also copies Dean of College of Education on all documents submitted to Provost.
- Provost's Office obtains appropriate university signatures, and makes 40 copies of the signed Full CHE Program Proposal.
- Provost's Office transmits original and 40 copies of signed full CHE proposal to USC Board of Trustees office.

**Step 10: USC Board of Trustees Approval of Full CHE Program Proposal**

- USC Board of Trustees Academic Affairs Subcommittee (USC BOT-AA) considers Full CHE Program Proposal at one of its quarterly meetings (March, June, September, November), and makes recommendation to full USC BOT.
- USC-BOT considers full CHE proposal at its quarterly meeting following USC-BOT-AA meeting (April, June, October, December).
- Faculty from requesting department and/or college/school must attend both USC-BOT-AA and full USC BOT meetings. Provost's Office notifies department, dean and college/school APL of dates and times, and dean or APL notifies Provost's Office of name/title/contact information of representative(s) attending both meetings.
- USC-BOT notifies Provost's Office of final USC-BOT action on proposal. Provost's Office informs campus/college/school APL.

**Step 11: CHE Approval of Full CHE Program Proposal**

- Provost's Office submits USC-BOT-approved Full CHE Program Proposal to CHE.
- Full CHE proposal is directed to the CHE Committee on Academic Affairs and Licensure (CHE-CAAL) for review at their next meeting.
- CHE-CAAL forwards proposal to full Commission, which acts on the CHE-CAAL recommendation.
- Representative(s) from proposing department must attend all CHE meetings (CHE-ACAP, CHE-CAAL, and full CHE) at which full proposal is discussed. The Provost's

Office notifies department, dean, and college/school APL of dates and times of all three meetings, and dean or APL notifies Provost's Office of name/title/contact information of representative(s) attending all meetings.

- CHE notifies Provost's Office of final action on proposal. Provost's Office informs campus/college/school APL.
- If P-12 educator prep 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.

#### **Step 12: Provost's Office Notifies SACS**

- Provost's Office notifies SACS of approved program proposal at same time full proposal is sent to CHE.
- SACS acknowledgment may take up to six months.
- SACS may request additional information in the form of a Prospectus on the proposed program. Provost's Office will notify requesting department and dean if a Prospectus is required by SACS. If a Prospectus is needed, contact your campus/college/school APL for additional information.
- If a Prospectus is submitted, SACS response may take up to an additional six months.

#### **Step 13: SACS Notifies University**

- Once notification is received from SACS, the Provost's Office notifies requesting campus/college/school APL, the Graduate School (when appropriate), the Dean of the College of Education (when appropriate), and the Registrar's Office.
- Bulletin can be changed to the version of program description with related courses as approved in Faculty Senate and/or Graduate Council meeting minutes.

#### **Step 14: Department Can Begin Marketing the Program and Admitting Students**

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