

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 2

- ▶ **NEW ACADEMIC CERTIFICATES: LESS THAN 18 HOURS IN A CURRENT CIP CODE**
- ▶ **ALL PROGRAM NAME AND FOUR-LETTER DESIGNATOR CHANGES**

OVERVIEW

These actions require approval at the department, campus/college/school, and university levels, and notification to Commission on Higher Education (CHE) and Southern Association of Colleges and Schools (SACS). 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.

** 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 newly created certificate program/renamed program or admit students until acknowledgement is received from both CHE and SACS, as well as 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 if needed

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

Step 3: Department Drafts Certificate/Name Change Proposal on Academic Program Action form for Provost's Office Review

- Department completes Academic Program Action form.

- If the proposal is for a P-12 educator preparation certificate 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 changes as appropriate.
 - Dean of College of Education forwards letter of endorsement to department.
- Campus/college/school APL submits draft certificate/name change proposal on Academic Program Action form without attachments to Provost's Office for review/comment.
- Department incorporates changes recommended by Provost's Office.

Step 4: College/School Approval of Certificate Proposal

- Department seeks approval of certificate/name change proposal on Academic Program Action form by appropriate departmental and college/school committees, including curriculum committees where necessary.

Step 5: USC Faculty Governance Approval of Certificate/Name Change Proposal

Step 5a: For undergraduate certificates/name changes at USC Columbia, department seeks approval by Faculty Senate Curriculum and Courses Committee and full Faculty Senate

- Department submits certificate/name change proposal on Academic Program Action form (15 copies with signatures) with required documentation at least 10 days prior to the scheduled Faculty Senate Curriculum and Courses Committee (FacSen-C&C) meeting. If certificate/name change involves 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 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 5b: For graduate certificates/name changes, department seeks approval by appropriate Graduate Curriculum Committee and full Graduate Council

- Department submits certificate/name change proposal on Academic Program Action form (1 copy with signature) with required documentation to the Graduate Council, at least 10 days prior to the scheduled meeting of the appropriate Graduate Council Curriculum Committee. If proposal involves 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 the Graduate Council Curriculum Committee and the full Graduate Council meetings. Contact the Graduate School for dates and times.
- Departmental representative who attended meetings notifies department and college/school APL of final Graduate Council action on proposal.

Step 5c: For name changes 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 Certificate/Name Change Proposal to Provost's Office

- Academic dean of campus/college/school transmits one copy of the fully signed certificate/name change proposal on Academic Program Action form and attachments with 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).
- Provost's Office obtains appropriate university signatures and makes 40 copies of the signed final certificate/name change proposal.
- Provost's Office transmits original and 40 copies to USC BOT office.

Step 7: USC Board of Trustees Approval of Certificate/Name Change Proposal

- USC Board of Trustees Academic Affairs Subcommittee considers the certificate/name change proposal at one of its quarterly meetings (March, June, September, November), and makes recommendation to full USC BOT.
- USC-BOT considers the proposal at its quarterly meeting following USC-BOT-AA meeting (April, June, October, December).
- Representative(s) 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 8: CHE Acknowledgement of Certificate/Name Change

- Provost's Office prepares and submits a notification form to CHE regarding the USC-BOT-approved certificate program/name change.
- CHE notifies Provost's Office of its endorsement.
- 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 9: Provost's Office Notifies SACS

- Provost's Office notifies SACS of certificate/name change proposal at same time it is sent to CHE.
- SACS acknowledgement may take up to six months.
- SACS may request a full Prospectus on a proposed certificate. 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 10: 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 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 11: Department Can Begin Marketing the Program/Certificate and Admitting Students

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