

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 3

► PROGRAM REVISION OF MORE THAN 18 CREDIT HOURS, INCLUDING ADDITION OF CONCENTRATION AND CIP CODE CHANGES

OVERVIEW

Substantial program modifications require approval at the department, campus/college/school, university, and Commission on Higher Education (CHE) levels, and in some cases approval by Southern Association of Colleges and Schools (SACS). The proposing department must submit the proposed changes 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 a year from formulation to program implementation.

** The Faculty Governance approval step is not required for any modifications pertaining to USC Columbia MD, PharmD or JD degrees.*

*** The department cannot market the program as modified or admit students to the modified program until notification of approval is received from CHE, as well as SACS and 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 process through to implementation.

Step 2: APL Contacts Assistant Provost for Academic Programs

- APL discusses parameters of proposed program modifications with Assistant Provost for Academic Programs.
- If the 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 Program Modifications on Academic Program Action form for Provost's Office Review

- Department drafts proposed program modifications on Academic Program Action form.
- If proposed modifications are to a P-12 educator preparation program 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 program modifications on Academic Program Action form with Attachments 1 and 2 only to Provost's Office for review and comment.
- Department incorporates recommended changes.

Step 4: College/School Approval of Proposed Program Modifications

- Department seeks approval of proposed program modifications by appropriate departmental and college/school committees, including curriculum committees where necessary.

Step 5: Faculty Governance Approval of Proposed Program Modifications

Step 5a: For undergraduate program modifications, department seeks approval 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) at least 10 days prior to the scheduled Faculty Senate Curriculum and Courses Committee (FacSen-C&C) meeting. If modifications are to 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 program modifications, department seeks approval by appropriate Graduate Curriculum Committee and full Graduate Council

- Department submits Academic Program Action form with course forms/ attachments (1 copy with signature) to the Graduate Council, at least 10 days prior to the scheduled meeting of the appropriate Graduate Council Curriculum Committee. If modifications are to 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.

Step 5c: For program modifications 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: Department drafts Full CHE Program Proposal on Program Modifications

- Department drafts Full CHE Program Proposal on program modifications.
- 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.
- 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 on program modifications, and fully signed Academic Program Action form with attachments, to dean of campus/college/school.

Step 7: Dean of Campus/College/School Submits Final Full CHE Program Proposal on Program Modifications, 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. 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 10 copies of the signed program modification proposal.
- Provost's Office transmits original and 10 copies to CHE.
- Provost's Office notifies SACS only if modifications increase the total degree hours by more than 10%.

Step 8: CHE Approval of Program Modifications

- The CHE Full Proposal on Program Modifications is discussed at the next meeting of the CHE Advisory Committee on Academic Programs (CHE-ACAP).

- Following an affirmative CHE-ACAP vote, CHE staff review proposal and make recommendation regarding approval.
- If questions are raised by CHE or member institutions, the Provost's Office may request that departmental and/or college/school representative attend one or more CHE meetings as needed to resolve objections. Provost's Office notifies department, dean and college/school APL of meeting dates and times, and dean or APL notifies Provost's Office of name/title/contact information of representative(s) attending all meetings.
- Once approved by CHE, 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 as Appropriate

- When appropriate, Provost's Office notifies SACS of approved program modification.
- SACS acknowledgement of notification may take up to six months.
- SACS may request a Prospectus on the proposed program modifications. Provost's Office will notify requesting department and dean if a SACS Prospectus is required. 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 10: 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 modification as approved in Faculty Senate and/or Graduate Council meeting minutes.

Step 11: Department Can Begin Marketing the Program and Admitting Students

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