

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 8:

- ▶ **PROGRAM REVISION: CHANGE OF DELIVERY LOCATION TO OFF-CAMPUS (25% TO 49% OF PROGRAM), USING TRADITIONAL ON-SITE DELIVERY METHOD, INCLUDING OUT OF STATE AND INTERNATIONAL**

OVERVIEW

These actions require approval at the department, campus/college/school, and university levels, and notification to Southern Association of Colleges and Schools (SACS). The proposing department must submit the proposal on the Academic Program Action form. The process may take one year or more from initiation to SACS acknowledgement.

** The department cannot market the program with changed delivery location or admit students until notification of approval is received from SACS.*

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.
- Department completes Academic Program Action form.

Step 2: College/School Approval of Delivery Location Change

- Department seeks approval of delivery location change by appropriate departmental and campus/college/school committees
- Department seeks approval by appropriate authorities at off-campus delivery location.
- If delivery location is international, see University Policy ACAF 2.06 International Academic Agreements and Programs.

Step 3: Dean Of Campus/College/School Submits Approved Proposal for Delivery Location Change to Provost's Office

- Academic dean of campus/college/school transmits one copy of proposal for delivery location change to Provost's Office. If program is a P-12 educator preparation program outside the College of Education, academic dean also copies Dean of College of Education on all documents submitted to Provost.
- Provost's Office notifies Southern Association of Colleges and Schools (SACS).

Step 4: SACS Approval of Delivery Location Change

- SACS approval may take up to six months

- SACS may request a full Prospectus on the proposed delivery location change. Provost's Office will notify requesting department and dean if a SACS Prospectus is required.

Step 5: 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 if appropriate to reflect delivery location change.

Step 6: Department Can Begin Marketing the Program and Admitting Students

Step 7: Department Contacts Registrar for Off-Campus Location Code

- During the course scheduling process in subsequent semesters, the department is responsible for contacting the Registrar's Office to obtain the proper off-campus location code for any course being offered off-campus the following semester. The department ensures that the proper course information is entered into the master schedule.

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