

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 9:

- ▶ **PROGRAM REVISION: CHANGE OF DELIVERY LOCATION TO OFF-CAMPUS (50% OR MORE 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, university, Commission on Higher Education (CHE) and Southern Association of Colleges and Schools (SACS) levels, in addition to approval by appropriate authority if out of state or international. The proposing department must submit the proposal on the Academic Program Action form. The process from initiation to SACS approval may take up to eighteen months, and must be completed six months prior to the actual offering of the program under the changed delivery location.

** The department cannot market the program with changed delivery location or admit students until notification of approval is received from both CHE and 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: Department Drafts Full CHE Program Proposal for Delivery Location Change

- Department drafts Full CHE Program Proposal for delivery location change
- Department uses format prescribed by CHE.
- 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.

Step 4: Dean of Campus/College/School Submits Final Full CHE Program Proposal for Delivery Location Change to 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 with attachments, and a cover letter 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 obtains appropriate university signatures, and makes 10 copies of signed Program Proposal.
- Provost's Office transmits original and 10 copies to CHE.

Step 5: CHE Approval of Delivery Location Change

- The Full CHE Program Proposal 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.
- CHE notifies Provost's Office of final action on proposal. Provost's Office notifies campus/college/school APL.

Step 6: SACS Approval of Delivery Location Change

- Provost's Office notifies SACS of approved delivery location change.
- SACS approval may take up to six months
- SACS may request a Prospectus on the proposed delivery location change. Provost's Office will notify requesting department and dean if a 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 7: 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 reflect delivery location change.

Step 8: Department Can Begin Marketing the Program and Admitting Students

Step 9: 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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