

## **ACAF 2.03 CREATION AND REVISION OF ACADEMIC COURSES**

*[Click here for the full version of the policy [ACAF 2.03 Creation and Revision of Academic Courses](#) and its [Appendices](#). Forms and other instructions can be found at [www.sc.edu/provost/acadprog](http://www.sc.edu/provost/acadprog).]*

### **APPENDIX 5: COURSE METHOD OF DELIVERY CHANGE - DISTANCE EDUCATION APPROVAL PROCEDURES**

#### **Step 1: Proposer Completes Distance Education Delivery (DED) Form**

- Proposer completes Distance Education Delivery (DED) form.
- All forms available at [www.sc.edu/provost/acadprog](http://www.sc.edu/provost/acadprog).  
Proposer secures departmental curriculum committee and/or chair approval and signatures

#### **Step 2: Proposer Submits Request to Distance Education**

- Proposer forwards DED form to Office of Distance Education for review and signature.

#### **Step 3: Proposer Seeks USC Faculty Governance Approval**

##### **Step 3a: For courses numbered 699 and lower:**

- Proposer submits DED form with updated course syllabus and any other 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 recommended for approval by FacSen-C&C, Committee forwards the materials to the full Faculty Senate for action.
- Representative from proposing department must attend both the 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 of final Faculty Senate action on proposal.

##### **Step 3b: For courses numbered 700 and higher:**

- Proposer submits DED form with updated course syllabus and any other attachments (1 copy with signatures) to the Graduate School office at least 10 days prior to the scheduled meeting of the appropriate Graduate Curriculum Committee.
- If recommended for approval by Graduate Curriculum Committee, Committee forwards the materials to the full Graduate Council for action.
- Representative from proposing department must attend both the Graduate Curriculum Committee and the full Graduate Council meetings. Contact the Graduate School for dates and times.
- Departmental representative who attended meetings notifies department of final Graduate Council action on proposal.

**Step 4: Faculty Governance Body Forwards Request to Appropriate Office for Cataloging**

- Faculty Senate/Graduate Council forwards approved request to appropriate office for inclusion and cataloging on the Master Schedule, as follows:
  - 1) If University Instructional Services (UIS) provides primary support for the courses, including technology access, forward to UIS
  - 2) Contract courses using distance delivery, forward first to Office of Educational Outreach/College of Education, then to UIS
  - 3) APOGEE courses – forward to Engineering
  - 4) Palmetto Program courses – forward to System Affairs
  - 5) Business Courses – forward to School of Business
  
- All other courses can be added to the Master Schedule by the offering department, with the correct Method of Instruction code selected for advertising purposes.

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