

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.]

APPENDIX 6: COURSE DELIVERY LOCATION CHANGE – OFF-CAMPUS COURSES APPROVAL PROCEDURES

Step 1: Proposer Secures Departmental Approval

- Proposer completes Off-Campus Delivery Location (OCD) form.
- All forms are available at www.sc.edu/provost/acadprog.
- Proposer secures approval of department curriculum committee and/or department chair.

Step 2: Proposer Secures Campus/College/School-Level Approval

- Proposer forwards OCD form with a copy of syllabus and schedule of meeting dates/times to campus/college/school Academic Program Liaison (APL) to secure appropriate signature(s).
- APL contacts Office of Institutional Assessment and Compliance (IAC) to verify off-campus location code.

Step 3: Proposer Secures Provost Office Approval

- APL forwards signed OCD form with syllabus to Assistant Provost for Academic Programs.

Step 4: Provost's Office Forwards Request to Registrar

- After review and approval, Assistant Provost for Academic Programs forwards OCD paperwork to Registrar for assignment of codes in master schedule.