

**University of South Carolina and SC Commission on Higher Education (CHE)
Approval Processes and Timelines**

New Programs 2008- 2009

Final Program Planning Summary due to Provost	Program Planning Summary due to CHE from the Provost	CHE Advisory Committee on Academic Programs reviews summaries	Curriculum Material due to Faculty Governing Body*	Final Full Proposal Due to Provost	Final Proposal due to the USC Board of Trustees from Provost <small>AA- Academic Affairs & Faculty Liaison Committee</small>	Final Proposal due to CHE from Provost; Provost notifies SACS**	CHE Advisory Committee on Academic Programs (ACAP)***	CHE Committee on Academic Affairs and Licensing (CAAL)	Full Commission on Higher Education	Program to appear in the USC Bulletin
Jan 8	Feb 1	March	April 1	May 25 2008	AA – Jun BOT – Jun	Aug. 15 2008	Oct. 9 2008	Dec. 4 2008	Jan. 8 2009	Next Year
April 8	May 1	July	May 1	Aug. 25 2008	AA – Sept BOT – Oct	Nov. 15 2008	Jan. 15 2009	Feb. 5 2009	Mar. 5 2009	Next Year
July 8	Aug 1	October	Sept 1	Oct. 26 2008	AA – Nov BOT – Dec	Feb. 15 2009	Mar. 19 2009	Apr. 2 2009	May 7 2009	Next Year
Oct 8	Nov 1	January	Dec 1	Jan. 26 2009	AA – 3-20-09 BOT – 4-7-09	May 15 2009	July 23 2009	Sept. 3 2009	Oct. 1 2009	Next Year

NOTE: These dates reflect the shortest amount of time it takes to process a proposal through the approval cycle. If the dates in one approval process are not met, the proposal will fall into the next approval cycle.

*** Undergraduate:**

The Faculty Senate meets 9 times each Academic Year (September, October, November, December, February, March, April, June or July) The Curricula and Courses Committee meets approximately one month before the actual Faculty Senate. New courses and course modifications necessitated by a new or modified program must be approved before program proposal can be sent to CHE.

Graduate:

The Graduate Council meets 9 times each academic year (August, September, October, November December, January, February, March, April, May) on the fourth Monday of the month. There are two Curricula & Courses Committees. The “Science, Math and Related Professional Programs” committee meets the 2nd Monday of each month. The “Humanities, Social Sciences, Education and Related Professional Programs” committee meets the 2nd Wednesday of each month.

**** All programs need to be fully approved by SACS before a major code is assigned and before admitting students. The process can take up to 6 months from date of notification to SACS, and may take longer if SACS requests additional information.**

*** Proposal will only be on the ACAP agenda if requested by other SC Institutions. Otherwise it goes directly to CAAL.