

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

**New Programs 2009 - 2010**

Draft Program Planning Summary due to Academic Programs*	Final Program Planning Summary due from Academic Programs to Provost	Program Planning Summary due to CHE from the President	CHE Advisory Committee on Academic Programs reviews summaries	Curriculum Material due to Faculty Governing Body**	Draft Full Proposal due to Academic Programs	Final Full Proposal due from Academic Programs to Provost	Final Proposal due to the USC Board of Trustees from Provost <small>AA- Academic Affairs &amp; Faculty Liaison Committee</small>	Final Proposal due to CHE from President; Provost notifies SACS***	CHE Committee on Academic Affairs and Licensing (CAAL)	Full Commission on Higher Education	Program to appear in the USC Bulletin
Dec. 15 2008	Jan. 15 2009	Feb. 1 2009	Mar. 19 2009	Apr. 1 2009	Apr. 15 2009	May 15 2009	AA – 6-11-09 BOT – 6-26-09	Aug. 15 2009	Dec. 3 2009	Jan. 7 2010	Next Year
Mar.15 2009	Apr. 15 2009	May 1 2009	July 23 2009	May 1 2009	July 15 2009	Aug. 15 2009	AA – 9-18-09 BOT – 10-16-09	Nov. 15 2009	Feb. 4 2010	Mar. 4 2010	Next Year
June 15 2009	July 15 2009	Aug. 1 2009	Oct. 8 2009	Sept. 1 2009	Sept. 15 2009	Oct. 15 2009	AA – 11-6-09 BOT – 12-14-09	Feb. 15 2010	Apr. 1 2010	May 6 2010	Next Year
Sept. 15 2009	Oct. 15 2009	Nov. 1 2009	Jan. 14 2010	Dec 1 2009	Jan. 15 2010	Feb. 15 2010	AA- Mar 2010 BOT – Apr 2010	May 15 2010	Sept. 2010	Oct. 2010	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.

\* Academic Programs refers to Dr. Kristia Finnigan, Director of Academic Programs, Office of the Provost, 777-6727

\*\* 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 2<sup>nd</sup> Monday of each month. The “Humanities, Social Sciences, Education and Related Professional Programs” committee meets the 2<sup>nd</sup> 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.**