

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

New Certificates 2012-2013

Cycle Number	Draft Certificate Proposal due to Academic Programs*	Final Certificate Proposal due from Academic Programs to Provost	Curriculum Material due to Faculty Governing Body 10 Days Prior to Meeting Dates Below**		Final Proposal due to the USC Board of Trustees from Provost AA- Academic Affairs & Faculty Liaison Committee	Notification sent to CHE from Provost; Provost notifies SACS***	Program to appear in the USC Bulletin
			Faculty Senate	Or Graduate Council**			
Cycle 1 2012	Dec. 15, 2011	Feb. 1 2012	C&C: 2/2012 FacSen: 3/2012	Grad Council: 3/2012	AA – 6/2012 BOT – 6/2012	7/15/12	2013-2014
Cycle 2 2012	Mar. 15, 2012	May 1, 2012	C&C: 4/2012 FacSen: 4/2012	Grad Council: 4/2012	AA – 9/2012 BOT – 10/2012	10/30/12	2013-2014
Cycle 3 2012	July 15, 2012	Aug. 1, 2012	C&C: 8/2012 FacSen: 9/2012	Grad Council: 8/2012	AA – 11/2012 BOT – 12/2012	1/15/13	2014-2015
Cycle 4 2012	Sept. 15, 2012	Oct. 1, 2012	C&C: 9/2012 FacSen: 10/2012	Grad Council: 10/2012	AA – 3/2013 BOT – 4/2013	4/30/13	2014-2015

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

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

** Faculty Governance: Both the Faculty Senate and the Graduate Council meet 9 times each Academic Year. The curriculum committees (the Faculty Senate Curricula & Courses Committee, and the Graduate Science, Math & Related Professional Programs Committee, and Graduate Humanities, Social Sciences, Education & Related Professional Programs Committee) of these two bodies must review proposals prior to the full committee meetings. Please verify specific sub-committee meeting dates and times with the faculty governance offices or websites. Refer to ACAF 2.00 Appendix 2 for more information on the creation of new certificates.

*** All programs need to be fully approved by CHE 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.

Office of the Provost / 9/6/2011