

NUMBER: ACAF 2.00  
SECTION: Academic Affairs  
SUBJECT: Creation and Revision of Academic Programs  
DATE: August 14, 2009  
REVISED: October 15, 2010  
Policy for: All Campuses  
Procedures for: USC Upstate  
Authorized by: Dr. Marsha Dowell  
Issued by: Academic Affairs

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I. Policy

<http://www.sc.edu/policies/acaf200.pdf>

II. Procedure

A. **Creation of New Academic Programs:**

1. Department discusses possibility of new program with Senior Vice Chancellor for Academic Affairs.
2. If decision is to pursue a new program, a **Program Summary** using the CHE format is prepared by the department and sent to the Senior Vice Chancellor for submission to CHE for approval for a new program. (Academic Affairs, not the departments, submits all Program Summaries and Program Proposals to CHE, USC Columbia and SACS.)
3. Once CHE has approved the Program Summary, the development of the full **Program Proposal**, using the CHE format, is done by the department in collaboration with the Senior Vice Chancellor.
4. New program proposal is submitted to the Academic Affairs Committee of the school or college proposing the new program.
5. If approved, program proposal submitted to faculty of school or college submitting proposal.
6. If approved, submitted to the Executive Academic Affairs Committee.
7. If approved, submitted to the Faculty Advisory Committee for inclusion on Faculty Senate agenda.
8. If approved, submitted to Faculty Senate.
9. If approved, submitted to Senior Vice Chancellor.
10. If approved, submitted to Chancellor.

Once approved on campus, the signature page that accompanies the program proposal must have all the correct signatures before the proposal can be submitted to USC Columbia.

1. Academic Affairs submits the proposal to the Provost office in Columbia.
2. If approved, Provost's office submits the program proposal to the President for review and approval (signature).
3. If approved, Provost's office gets the program proposal on the agenda of the Academic Affairs and Faculty Liaison's committee of the Board of Trustees.
4. If approved, submitted to the Board of Trustees.
5. If approved, Provost's office sends Program Proposal to CHE.
6. At CHE, Program Proposal submitted to the Advisory Committee on Academic Programs (ACAP)
7. If approved, submitted to the Academic Affairs and Licensing Committee (CAAL) of CHE.
8. If approved, submitted to the full CHE.
9. Once approved, Academic Affairs submits notification to SACS.

## **B. Modification of Academic Programs**

1. Department discusses modifications to current program with Senior Vice Chancellor for Academic Affairs.
2. Program modification is prepared by the department using the CHE format for Program Modifications.
3. The program modification is sent to the Senior Vice Chancellor for reviewing.
4. Program modification submitted to the Academic Affairs Committee of the school or college proposing the new program.
5. If approved, submit program modification to faculty of school or college submitting program modification.
6. If approved, submit to Academic Budget and Facilities Planning Committee (information only).
7. **For graduate program modifications only**, program modification submitted to Graduate Committee (and not to the Executive Academic Affairs Committee).
8. If an undergraduate program is approved, submit to the Executive Academic Affairs Committee.
9. If approved, submit to the Faculty Advisory Committee for inclusion on Faculty Senate agenda.
10. If approved, submit to Faculty Senate.
11. If approved, submit to Senior Vice Chancellor for Academic Affairs.
12. Senior Vice Chancellor submits the modification to the Provost's Office in Columbia.
13. If approved, Provost's office submits the program proposal to the President for review and approval (signature).

14. If approved, Provost's office gets the program modification on the agenda of the Academic Affairs and Faculty Liaison's committee of the Board of Trustees.
15. If approved, submitted to the Board of Trustees.
16. If approved, Provost's office sends Program Proposal to CHE.
17. At CHE, Program Proposal submitted to the Advisory Committee on Academic Programs (ACAP)
18. If approved, CHE staff reviews and approves.
19. Once approved by CHE, notification is submitted by Academic Affairs to SACS.

**NOTE: ALL PROGRAM SUMMARIES, PROGRAM PROPOSALS AND PROGRAM MODIFICATIONS ARE SUBMITTED TO COLUMBIA, TO CHE AND TO SACS BY THE OFFICE OF ACADEMIC AFFAIRS.**