

STEPS FOR APPROVAL OF NEW PROGRAMS

1. Department discusses possibility of new program with Senior Vice Chancellor for Academic Affairs.
2. A new program proposal using the CHE format is prepared by the department using the CHE format in collaboration with the Senior Vice Chancellor for Academic Affairs. The proposal is sent to the Senior Vice Chancellor and the Academic, Budget, and Facilities Planning Committee for review.
3. After the Academic, Budget, and Facilities Planning Committee's consideration, submission of the program proposal using the CHE format and the appropriate University program proposal and course forms to the Academic Affairs Committee of the school or college proposing the new program.
4. If approved, submission of program proposal using the CHE format and the appropriate University program and course proposal forms to the faculty of school or college submitting proposal.
5. If approved, submission of program proposal using the CHE format to the Graduate Committee, along with the properly signed University program and course proposal forms (for graduate program proposal only).
6. If approved, submission of program proposal using the CHE format and the appropriate University program and proposal forms to the Academic Affairs Committee.
7. If approved, submission of program proposal using the CHE format and the appropriate University program and proposal forms to Faculty Senate.
8. If approved, submission of program proposal using the CHE format and the appropriate University program and proposal forms to Senior Vice Chancellor.
9. If approved, submission of program proposal using the CHE format and the appropriate University program and proposal forms to Chancellor.
10. 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. (Academic Affairs, not the departments, submits all Program Proposals to CHE, USC Columbia and SACS.)
 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.