## **New Academic Program Approval Process**

Faculty/Department develop <u>new</u> academic program concept

-Does it support College mission and Strategic initiatives?

- -Is there student demand?
- -Is there projected benefit to the College, Lowcountry, state and/or students?
- -Does the College have resources? -If 'yes' to all, consult with Dean(s) and Provost's Office.
- -Faculty create a <u>CofC internal</u>
  <u>Planning Summary</u> based on the questions above and consults with the Associate Provost
- -The internal Planning Summary is shared with the Academic Planning Committee for early feedback
- -Faculty consults with SACSCOC Liaison to determine the type of SACSCOC notification.
- -Faculty/Department(s) prepare <u>NEW</u>
  <u>Program Proposal</u> form following CHE
  guidelines and SACSCOC policies.
  -Faculty/Department(s) prepare
  relevant course forms, gather approval
  signatures (Chairs, Deans), and
  submits complete package to
  Provost's Office. Provost's Office
  reviews in consultation with the Office
  of the Registrar and OIEP.

Provost's Office reviews, signs, and submits <u>NEW Program Proposal</u> to Faculty Curriculum Committee, Academic Planning Committee, Faculty Committee on Graduate Education, Graduate Council, and Budget Committee for full review and action (*Approval* or *Rejection*).

Committees and Council forward <u>NEW Program Proposal</u> and Committee Report to Faculty Senate for consideration (*Approval* or *Rejection*).

OIEP determines SACSCOC notification or approval.

Provost's Office prepares summary of <u>NEW Program Proposal</u> and resolution for Board of Trustee consideration (January, April, August, and October).

- -OIEP notifies SACSCOC if program substantive change.
- -Faculty/Department(s) should begin work with the SACSCOC Liaison on documents requiring SACSCOC Notification of Substantive Change (prospectus).

-Full Program Proposal due to ACAP (March 15, June 1, September 1, October 1 or December 1).

- -Full Program Proposal reviewed by ACAP (February, May, September or November).
- -Full Program Proposal reviewed by CAAL (January, April, September or November).
- -Full Program Proposal reviewed by CHE (January, February, May or October).
- -SACSCOC Notification of Substantive Change which requires a Prospectus (request for approval from SACSCOC may take 6-12 months)
- -Provost's Office notifies stakeholders (Office of the Registrar, Graduate School, IRP, and OIEP) of CHE final approval.
- -SACSCOC Liaison notifies all stakeholders of SACSCOC approval (President's Office, Program Coordinator(s), Deans(s), Provost, Registrar, IRP, DAC member, Marketing, and Graduate School) and posts to website.
- -The Office of the Registrar enters catalog changes; (programs must receive all final approvals prior to May 1 in order to appear in the catalog and take effect the following fall semester. New academic programs begin with a new catalog year (fall) only.

Note: On a case-by-case basis, the Provost's Office may consult with the Office of Legal Affairs (OLA) on any of these approval steps.