

## NEW ACADEMIC PROGRAM DEVELOPMENT CHECKLIST

The development of new academic majors, major program modifications (18 credit hours or more), new concentrations, and new centers or institutes from conception to full implantation requires a lengthy process of extensive internal and external review. In planning new programs, faculty should anticipate anywhere from 18-24 months from start to finish. Most internal and external due dates are published well in advance, but are subject to change. All communications with the South Carolina Commission on Higher Education (CHE) and the Southern Association of Colleges and Schools (SACS) require transmittal letters from the President and/or Provost.

<b>Developing the Program Concept and CHE Planning Summary</b>	<b>Date Completed</b>
Faculty/Departments develop the new academic program concept and consult early with relevant colleagues, departments, dean(s), and Academic Affairs. (contact: <a href="#">Associate Provost for Curriculum</a> ).	
Faculty create DRAFT Program Planning Summary following <a href="#">CHE Guidelines</a> , Format, and Page Limits.	
Faculty review <a href="#">SACS policy on substantive change</a> and in consultation with the AVP for Institutional Effectiveness and Planning, determine the type of SACS notification and approval required. (contact: <a href="#">AVP for Institutional Effectiveness and Planning</a> ).	
Dean(s) discuss the DRAFT Program Proposal including requirements for new resources with the Provost at a regular monthly meeting.	
Dean(s) present DRAFT Program Planning Summary to the Academic Council/Planning and Priorities Committee for feedback; Simultaneous submission to Academic Planning Committee for feedback.	
Revised and final Planning Summary submitted to Academic Affairs. (contact: <a href="#">Associate Provost for Curriculum</a> )	
Academic Affairs prepares transmittal material, obtains President's signature, and submits the Planning Summary to CHE by one of the deadlines: February 1, May 1, August 1, November 1.	
Planning Summary is reviewed by ACAP in March, July, October, or January. If approved, faculty may begin the process below.	
<b>Following CHE approval of the Planning Summary<sup>1</sup>:</b>	
Faculty/Department prepares NEW MAJOR PROGRAM form following <a href="#">CHE Guidelines</a> and SACS policies, prepares relevant COURSE forms for new courses, gathers approval signatures (chair, dean), and submits complete package to Academic Affairs according to published schedule. (contact: <a href="#">Associate Provost for Curriculum</a> ).	
Academic Affairs reviews, signs, scans, and submits to Faculty Curriculum Committee, Academic Planning Committee and Budget Committee for full review and action. Graduate proposals are submitted to the Graduate and Continuing Education Committee and to the Graduate Council.	
Committees forward New Program Proposal and Committee Reports to Faculty Senate.	
Faculty Senate Consideration (Approval or Rejection)	
Academic Affairs prepares summary of proposal and documentation for Board of Trustee consideration (January, April, August, October). Faculty/Department should begin work with AVP for Institutional Effectiveness and Planning on the documents required for SACS notification and request for approval.	
Full Proposal Sent to CAAL (September, December, February, April)	
Full Proposal Sent to CHE (October, January, March, May)	
Notification of SACS (if required) and request for approval (may take up to 6-12 months for approval)	
Academic Affairs notifies Registrar of CHE final approval. Department prepares relevant catalog changes; programs approved in October and January will appear in the catalog and be implemented beginning in August of the next academic year. Programs receiving final CHE approval in March and May will appear in the catalog and be implemented in August of the following academic year (e.g. May 2011/August 2013).	

<sup>1</sup> A Planning Summary expires three years from date of ACAP approval. After that time, proposals must be updated and resubmitted.