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August 7, 2014

To: Dr. Bettie Rose Horne, Chair, and Members, Committee on Academic Affairs and Licensing
From: MaryAnn Janosik, Ph.D., Director of Academic Affairs

Consideration of Revised *Policies and Procedures for New Academic Programs, Program Modifications, Program Notifications, Program Terminations, and New Centers*

The Academic Degree Program Task Force (ADP) was created to review the current program proposal process, including timelines, application template, and components of review. In its review, ADP was charged to recommend policies and procedures that facilitate a more efficient, transparent, and productive process for all academic stakeholders. The Task Force met April 7, 2014, and May 12, 2014, to develop a draft application template and to organize suggestions for revising the policies and procedures associated with program review.

Initial drafts for new program proposals (policies and procedures) and the application templates were approved by the Advisory Committee on Academic Programs (ACAP) at its meeting on June 19, 2014. At that time, ACAP members agreed to allow the Task Force to make final non-substantive edits to the documents before sending a final draft to CAAL for review. ADP members met again July 8, 2014, to review any minor revisions and to approve drafts for all application templates as well as the revised policies and procedures.

One goal of the ADP review process was to make CHE's policies and procedures for program review clearer and more cohesive. Several of the revisions speak directly to that goal. For example, policies have been grouped according to subject instead of provided in a single list, meaning that policies dealing with modifications or notifications are interspersed with policies for new programs. In addition, language describing new programs and program modifications was removed from the *Definitions* section and placed within the appropriate place in the policies section. The *Definitions* section is now found at the end of the document. Additional changes were made to delete redundant language.

CHE staff and the Task Force also made several substantive changes to the revised policies and procedures, including the following:

- The schedule for the evaluation process has been revised to shorten the time from submission to approval.

- The application template for new programs was revised to make it more consistent with the information required by the Southern Association of Colleges and Schools Commission on Colleges (SACS).
- All of the application templates were designed with an eye to moving all academic program proposals, modifications, and notifications to online submission.
- The Program Planning Summary requirement has been eliminated, thereby shortening the program review process.
- A change which takes an existing concentration and makes it a new program will be treated as a program modification if the new program is to be offered under a similar CIP code as the original program under which the concentration resided.
- A change in the degree designation of a program (e.g.., B.A. to B.S.; M.A. to M.S.; or A.A. to A.S.) will also be treated as a modification (shifts from B.A. to B.F.A.; M.A. to M.F.A.; or M.S. to M.B.A. are already treated as such).
- The addition of a new certificate program, regardless of credit hours required for that certificate, will now be treated as a notification.
- The out-of-state evaluator who reviews the proposal for a doctoral program will now be selected by the Commission.
- Terminated programs can be reactivated within three years of termination by a program modification proposal. If the program has been terminated for more than three years, however, the institution must submit a new program proposal to reactivate the program.
- The procedure section has been revised to show the new review process.

Please note, too, that some additional changes to the document may be necessary in the near or immediate future. For example, the State Department of Education is currently changing its regulations to replace the term teacher certification with *teacher licensure*. Once that process is complete, CHE staff plan to adjust the language accordingly in the *Policies and Procedures.*

Recommendation

Staff recommends that that the Committee on Academic Affairs and Licensing commend favorably to the Commission the *Revised Policies and Procedures for New Academic Programs, Program Modifications, Program Notifications, Program Terminations, and New Centers* to be implemented in January 2015, provided that staff be permitted to make editorial, non-substantive changes to the document as needed.

POLICIES AND PROCEDURES FOR NEW ACADEMIC PROGRAMS, PROGRAM MODIFICATIONS, PROGRAM NOTIFICATIONS, PROGRAM TERMINATIONS, AND NEW CENTERS

Approved by the Commission on

TABLE OF CONTENTS

I. INTRODUCTION 3
II. POLICIES 4
A. Policy for New Programs 4
B. Policy for Program Modifications 5
C. Policy for Program Proposals Submitted by Colleges in the South Carolina Technical College System 6
D. Policy for Proposals Submitted for Programs that Prepare Teachers and Other School Professionals 7
E. Policy for Off-site Delivery of Existing Approved Programs 8
F. Policy for Notification of Change in an Academic Program or Organizational Unit 9
G. Policy for the Notification of Termination of Academic Program, Concentration(s), or Organizational Unit 10
H. Policy for New Centers 11
I. Strategic Planning Policy for Academic Programs 11
III. PROCEDURES 13
A. Procedure for New Programs 13
B. Procedure for Program Modifications 14
C. Procedure for Notifications of Change in an Academic Program or Organizational Unit 15
D. Procedure for Notifications of Termination of Academic Program, Concentration(s), or Organizational Unit 15
E. Schedule of Evaluation Process for New Programs and Program Modifications 16
IV. DEFINITIONS 17
APPENDIX A: NEW PROGRAM PROPOSAL 20
APPENDIX B: PROGRAM MODIFICATION PROPOSAL 39
APPENDIX C: NOTIFICATION OF CHANGE FORM 57
APPENDIX D: NOTIFICATION OF CHANGE FORM FOR NEW CERTIFICATE PROGRAM 59
APPENDIX E: NOTIFICATION OF TERMINATION FORM 63
APPENDIX F: NEW CENTER PROPOSAL 65
APPENDIX G: ADVISORY COMMITTEE ON ACADEMIC PROGRAMS 72

I. INTRODUCTION

New academic program approval is one of the important functions that a higher education coordinating agency performs. The essential nature of this function was recognized in the 1967 legislation which created the South Carolina Commission on Higher Education. The enabling legislation requires that public institutions of higher education receive approval from the Commission or the General Assembly before any new academic program is implemented. This approval process was reemphasized in Act 359 of 1996 which specifically mandated that the Commission examine the curriculum offerings of each public college and university in the state as well as the respective relationships to services and offerings of other institutions. Act 359 also reaffirmed that no new program may be undertaken by any public institution of higher education without approval of the Commission.

The principal role of the Commission in program approval is to provide a statewide perspective (and, in some cases, a regional or national perspective). In reviewing proposals for new programs or certain modifications to existing programs, the Commission considers the following:

1. the objectives of the proposed program;
2. the need for the program;
3. the program's compatibility with the mission, role, and scope of the institution;
4. the estimated cost of the program;
5. the institution's personnel, facilities, library holdings, and other resources necessary to conduct a program of high quality or a timeline to acquire these resources; and
6. the research and workforce development needs of the state.

The Commission recognizes the sensitive nature of its responsibility for program approval and its obligation to assist public institutions in developing and maintaining programs of high quality while avoiding or reducing unnecessary program duplication. To make the process for program approval agile and efficient, the Commission will consider requests for deviations to the process or schedule for the evaluation of academic programs on a case-by-case basis.

Moreover, with the advent of distance learning technology and global competition among higher education institutions, institutional collaboration and acceptance of non-traditional methods for student instruction are essential. For these reasons, the Commission strongly encourages collaboration among and between in-state, public institutions to develop and offer academic programs in order to ensure a more efficient use of state resources and afford greater accessibility for students.

The Commission recommends that institutions include, wherever appropriate, research experience, internships, cooperative education, service learning, and other work experiences in undergraduate programs. The Commission also expects all programs and centers to adhere to the standards set by the Southern Association of Colleges and Schools Commission on Colleges and program-specific accrediting bodies, if applicable.

II. POLICIES

The Committee on Academic Affairs and Licensing (CAAL) establishes and maintains procedures designed to implement the following policies.

A. Policy for New Programs

1. New degree programs are:
    a) offerings in any academic degree program that conclude with the conferral of a degree at any level in any field or major not previously offered;
    b) courses constituting 50 percent or more of a program of study not previously approved by the Commission offered on-campus or off-site by any instructional modality within a three-year period for associate's, baccalaureate, specialist, or master's programs, or within a five-year period for doctoral programs;
    c) any program offered at one degree level proposed to be offered at another level (e.g., the institution offers a B.A. and wants to offer an M.A.);
    d) new teacher programs including add-ons or endorsements;
    e) the addition of concentrations in educator preparation programs that lead to initial certification; or
    f) any existing program which changes to such an extent that a change in CIP code is required or for which a change to the CIP code is requested.

2. All new degree programs, no matter the mode of delivery or location, require Commission approval as defined by the policies and procedures in this manual. Authorized programs are identified in the Commission's *Inventory of Approved Programs*.

3. No new program proposal will go before the Commission for approval without approval from the proposing institution's governing board when such approval is required by the institution's governing board. Note: New program proposals from The Citadel, which does not require Board of Visitors approval for new programs, must meet all other institutional requirements for approval.

4. No program may be publicized as an approved program in the catalog of any institution or in any other manner prior to approval by the Commission. After the submission of a New Program Proposal, proposed programs may be publicized as "pending approval" for recruitment purposes.

5. Compliance with the Commission's productivity standards for existing programs will be considered in determining an institution's request to establish a new program. New program proposal requests will be approved by the Commission **only** if the proposal contains reasonable assurances that enrollment projections will meet the minimum standards for degree productivity.

6. If implementation of a proposed program entails new capital construction, substantial modifications to existing facilities, or leasing of new or expanded facilities, an appropriate request for Commission approval of such construction or modification must be submitted through the Finance and Facilities approval procedures concurrently with the proposal for the new program so that the Commission's Committee on Academic Affairs and Licensing and Committee on Finance and Facilities may review the proposals simultaneously.

7. All proposals to establish new doctoral programs must be accompanied by a review from a qualified out-of-state evaluator selected by the Commission which analyzes the merits of the proposed program, its potential effect on existing programs at the institution, its relationship to similar programs in the state, and the institution's readiness and ability to support the proposed program. The proposal must also include the educational qualifications and background of the evaluator.

8. An institution seeking approval to offer a program at a level above that which is included in its Commission-approved mission statement is required to submit a request for a change in mission and status (i.e., new level of degree offered) prior to or at the same time as the submission of the related program proposal.

9. New program implementation may be deferred by the institution for up to three years following approval of the program. After that time, a new program proposal must be resubmitted and reauthorized if the institution wishes to implement the program.

10. For joint or collaborative programs, a Memorandum of Understanding (MOU) that clearly delineates program responsibilities and fiscal arrangements among all participants, signed by the appropriate senior-level institutional officers must be submitted with the final program proposal.

11. After a new program has been approved by the Commission, should that program fail to be approved by the Southern Association of Colleges and Schools Commission on Colleges (SACS), the institution must notify the Commission of its plan to either appeal the SACS decision or withdraw the program within three months of the date the institution was notified of SACS's decision to not approve the program. Such notification should be made via an email sent by the institution's Chief Academic Officer to the Commission's Director of Academic Affairs, and should include 1.) copies of SACS's letter of denial and 2.) all other documents the institution submits to SACS in response.

B. Policy for Program Modifications

1. Program modifications are:
    a) the extension or transfer of an existing, approved program to a site that is different from the location(s) or site(s) already authorized, including out-of-state or out-of-country sites, where instruction is delivered in primarily traditional format or in a combination of traditional and distance education formats, where over 50 percent of the curriculum is offered at the site(s) within a period of three years for associate's, baccalaureate, specialist, master's and doctoral-professional practice programs, or within a five-year period for doctoral-research/scholarship programs.
    b) the addition of new concentrations, tracks, options, specializations, emphases, or cognates offered within an existing major that total more than 18 credit hours for undergraduate programs or more than 12 credit hours for master's, specialist, and doctoral programs (except in the case of adding new concentrations to programs that prepare teachers and other school professionals for initial certification, which are to be treated as a new program);

c) a change which takes an existing concentration and makes it a new program if the new program is to be offered under a similar CIP code;
d) substantive changes in program goal, purpose, curriculum, or target audience that do not require a change in the CIP code;
e) a change in the degree designation of a program when this change involves a significant shift in the program's purpose (e.g., B.A. to B.F.A.; M.A. to M.F.A.; or M.S. to M.B.A.; or B.A. to B.S.; M.A. to M.S.; or A.A. to A.S.); or
f) the reconfiguration of a number of existing related degrees into a single degree (e.g., B.A. in French; B.A. in German; and B.A. in Spanish collapsed into a B.A. in Modern Languages).

2. Proposals for program modifications follow a format and criteria similar to new program proposals (Appendix B). The Executive Director of the Commission has approval authority for program modifications. Final approval of appealed staff decisions rests with the Commission. Approval decisions regarding program modifications will be made within two months of the recommendation of the Advisory Committee on Academic Programs (ACAP).

3. At the will of the Commission, staff have the right to elevate a program modification to a new program proposal.

4. No program may be publicized as an approved program in the catalog of any institution or in any other manner prior to approval by the Commission. After the submission of a Program Modification Proposal, proposed programs may be publicized as "pending approval" for recruitment purposes.

C. Policy for Program Proposals Submitted by Colleges in the South Carolina Technical College System

New program proposals submitted by colleges in the South Carolina Technical College System (SCTCS) must first be evaluated by the SCTCS System Office.

1. Programs that are new to the SCTCS must adhere to the Commission's program approval process.

2.1 Programs that are already offered by one or more institutions within the SCTCS but are new to the proposing institution will be evaluated by SCTCS System Office staff to determine:
a) if the proposed program is substantially the same as the existing program and conforms to the SCTCS template for that program;
b) if the proposed program meets applicable accreditation requirements;
c) if the proposing institution has the capacity to support the program; and
d) if there is sufficient demand for the program.

2.2 If SCTCS System Office staff determine that the previously stated conditions are met, they will so certify to the Commission. The SCTCS System Office staff certification must include a brief program description and request for inclusion in the Commission's *Inventory of Approved Programs*.

2.3 Commission staff will review the SCTCS System Office request to determine if there are substantive questions that remain unanswered.

a) If there are no substantive questions, Commission staff will notify SCTCS System Office staff and the proposing institution that the program has been added to the *Inventory*.

b) If there are substantive questions, Commission staff will transmit them in writing in a timely manner to SCTCS staff for review and written response. When the questions are addressed satisfactorily, Commission staff will notify the proposing institution and SCTCS System Office staff that the program has been added to the *Inventory*.

2.4 In the event that substantive questions remain unanswered, the SCTCS System Office staff will have the option to either:

a) withdraw the program from consideration;
b) defer consideration of the program until the questions can be answered and the program resubmitted; or
c) request that the program proposal be submitted for consideration under the Commission's program approval process.

3. Diploma and certificate programs offered by the state's technical colleges which require fewer than two years to complete **do not** require Commission approval.

4. Programs approved for delivery by the technical colleges do not require approval for delivery at additional sites within the institution's Commission-approved service area. Programs offered outside the service area must comply with Commission policies for approval of off-site programs.

D. Policy for Proposals Submitted for Programs that Prepare Teachers and Other School Professionals

1. Education units in public institutions that offer State Board of Education-approved programs to prepare teachers and other school professionals must be fully accredited by the Council for the Accreditation of Educator Preparation (CAEP). Programs that prepare teachers and other school professionals will be approved with the provision that CAEP accreditation be sought and/or maintained for the unit and that the program receive national recognition from the appropriate Specialized Professional Association (SPA) or accrediting body.

2. Should an institution's education unit lose CAEP accreditation or be accredited with conditions, the institution may not apply for any new programs that prepare teachers and other school professionals until the unit has acquired full accreditation.

3. Programs that prepare teachers and other school professionals should reflect prevailing national and state standards with respect to content and pedagogy. School personnel preparation programs are expected to meet the standards of Specialized Professional Associations (SPAs) or accrediting bodies within two years of initial approval and maintain them; failure to do so will result in the program being placed on provisional approval status.

4. All master's programs in education for advanced training of teachers are expected to incorporate the core propositions of the National Board for Professional Teaching Standards.

5. For master's programs in education, coursework should be targeted to either those seeking an initial license or those already licensed, not both. Justification will be required for programs in which a limited number of courses serve to fulfill requirements for both M.A.T. and M.Ed. programs.

6. SC Department of Education (SCDE) staff will be notified and granted the opportunity to review all proposals for new programs related to the preparation of teachers and other school professionals, including but not limited to, teacher education, counseling, and education administration programs.

7. Proposals for new programs related to the preparation of teachers and other school professionals must be approved by the Commission **prior** to consideration by SCDE for approval. New or modified program proposals from public institutions will not be considered by SCDE until program approval is granted by the Commission.

8. An institution changing the name of a program through SCDE, CAEP, a Specialized Professional Association (SPA), or any other accrediting body, must follow the Commission's policies for program modification, notification of change, or notification of termination, as appropriate.

9. Institutions adding a concentration to a program that prepares teachers and other school professionals which leads to a new certification must submit a proposal for a new program.

10. Institutions with programs that prepare teachers and other school professionals at the graduate level may submit a notification of change instead of a program modification for programs offered off-site if the institution has a time-limited contract with a local education agency (LEA) to offer the program. In such cases, a copy of the contract or Memorandum of Understanding with the LEA must be submitted with the notification.

11. When an institution is notified by SCDE of program certification authority being terminated by the State Board of Education, the institution should submit a notification of termination immediately for that program as such programs cannot admit new students and existing students have two years to complete the program.

E. Policy for Off-site Delivery of Existing Approved Programs

1. Institutions may offer less than 50 percent of the total required program credit hours for any **approved** degree program off-site without Commission approval (except as noted in #2 and 3 below). Commission program modification approval is required if an institution proposes to offer 50 percent or more of an existing degree program off-site by traditional or blended instruction.

2. Extension of an approved health professions program with a required clinical component (e.g., nursing and medical programs) to additional sites in-state, regardless of delivery

mode or percent of the total required program credit hours offered at that site, requires Commission review and approval as a program modification.

3. Extension of an approved program to a new delivery site in-state not previously approved by the Commission, regardless of delivery mode or percent of the total required program credit hours offered at that site, requires Commission review and approval as a program modification.

4. Institutions extending an approved program to 100% online delivery must submit a notification of change form to the Commission **three months prior** to implementing the change.

5. The Commission endorses the Southern Regional Education Board's (SREB) *Principles of Good Practice* regarding distance education and expects all public colleges and universities in the state to adhere to these *Principles*.

6. Technical colleges do not need Commission approval for delivery of approved programs at additional sites within their Commission-approved service area. Commission program modification approval is required for programs offered outside the service area.

7. Changing from one mode of distance delivery to another (e.g., satellite to internet) does not require Commission approval. Institutions are expected to report the revised method of course delivery to Commission staff by submitting a *Notification of Change in an Academic Program or Organizational Unit* form (Appendix C).

8. Commission approval is **not required** for any **existing** program or part of a program offered **out-of-state or out-of-country entirely through distance education** if that program or part of a program requests, requires, or receives no appropriations from the state. The institution must inform the Commission using the *Notification of Change in an Academic Program or Organizational Unit* form (Appendix C) no later than three months prior to implementing the program or program components at the site(s) in question and must report the total number of students and the total number of in-state students enrolled in the program.

9. Commission policies for program approval apply to any **new** program proposed to be offered exclusively out-of-state or out-of-country through distance education.

10. Programs that prepare teachers and other school professionals at the graduate level may submit a notification of change instead of a program modification if the institution has a time-limited contract with a local education agency (LEA) to offer the program off-site. In such cases, a copy of the contract or Memorandum of Understanding with the LEA must be submitted with the notification.

F. Policy for Notification of Change in an Academic Program or Organizational Unit

The institution making a change to an academic program or organizational unit must inform the Commission's Director of Academic Affairs of the change **three months prior to implementing the program** using the *Notification of Change in an Academic Program or Organizational Unit* form (Appendix C) or *Notification of Change – New Certificate* form (Appendix D). The Director

of Academic Affairs will notify the Advisory Committee on Academic Programs of such changes at its next meeting.

1. Notifications of change must be submitted for any of the following:
    a) off-site delivery of existing programs that are delivered through electronic formats in their entirety;
    b) out-of-state or out-of-country delivery of **existing** programs, regardless of delivery mode, if that program or part of a program requests, requires, or receives no appropriations from the state;
    c) program or major consolidation;
    d) change in program title **without** changes in objectives, purposes, substantive changes in curriculum, or changes in CIP code;
    e) consolidation or termination of concentrations, specializations, options, or tracks within an existing program;
    f) addition of a concentration, specialization, option, or track of 18 hours or less to an existing undergraduate program or 12 hours or less to an existing master's, specialist, or doctoral program;
    g) new certificate programs offered by senior institutions;
    h) new academic departments, schools, or colleges within existing institutions; or
    i) change in name for a center or institute, only if the center or institute was approved by the Commission.

2. At the will of the Commission, staff have the right to elevate any notification of change to a program modification or new program proposal.

G. Policy for the Notification of Termination of Academic Program, Concentration(s), or Organizational Unit

The institution terminating an academic program, concentration, or organizational unit must inform the Commission's Director of Academic Affairs of the change **within three months of the termination** using the *Notification of Termination of Academic Program, Concentration(s), or Organizational Unit* form (Appendix E) which must be submitted by the institution's Chief Executive or Chief Academic Officer. The Director of Academic Affairs will notify the Advisory Committee on Academic Programs of such notifications at its next meeting.

1. When a program no longer satisfies requirements for necessary accreditation or approval by a state board or agency other than the Commission (e.g., State Board of Nursing, State Department of Education) or no longer meets the productivity standards set forth by the Commission, the institution should terminate the program and notify the Commission of such termination by submitting the *Notification of Termination of Academic Program, Concentration(s), or Organizational Unit* form (Appendix E). An institution may also terminate a program or organizational unit based on its own evaluation of that program or unit.

2. In the *Notification*, the institution must provide a date certain by which the program will be closed to new students and a date certain by which the CHEMIS data file will be closed (typically not longer than 150% of program duration, e.g., six years for a four-year program).

3. Termination of any approved program, center, or institute does not require prior Commission approval, but notification of such changes shall be made to the Commission staff using the *Notification of Termination of Academic Program, Concentration(s), or Organizational Unit* form (Appendix E).

4. Termination of any academic school, department, or college does not require Commission approval or formal notification; however, the institution should notify the Commission staff of such changes by submitting the *Notification of Termination of Academic Program, Concentration(s), or Organizational Unit* form (Appendix E).

5. For programs subject to additional approval by a state board or agency other than the Commission (e.g., State Board of Nursing, State Department of Education), the Commission will notify the appropriate board or agency of notification of terminations received for such programs.

6. Terminated programs can be reactivated within three years of termination by a program modification proposal. If the program has been terminated for more than three years, the institution must submit a new program proposal to reactivate the program.

H. Policy for New Centers

1. New centers and institutes for which the institution intends to request or receive appropriations from the state require Commission approval. Existing centers not approved by the Commission must gain Commission approval prior to requesting any special state funding. Commission approval is **not required** for centers for which no appropriation from the state is requested or required.

2. SmartState Centers will be considered to be in compliance with this policy if they are approved by the SmartState Review Board.

3. Education Improvement Act (EIA) Centers of Excellence will be considered to be in compliance with this policy if they are approved by the Commission.

4. Proposals for new centers follow a format and criteria similar to new program proposals (Appendix F) and follow the same procedures as new program proposals.

I. Strategic Planning Policy for Academic Programs

1. In the event of any specific review of academic programs conducted by the Commission, the Commission will make recommendations regarding the future status of programs and fields of study under review statewide. These recommendations will be based on three main sources of information:
    a) a peer-review document developed by consultants hired by the Commission;
    b) supplemental qualitative and quantitative data relating to the field of study collected from statistically reliable sources; and
    c) the institution's strategic plan and the statewide strategic plan for higher education.

2. The Commission may also make recommendations regarding the articulation of programs under review at the undergraduate level.

III. PROCEDURES

A. Procedure for New Programs

New programs will be evaluated in accordance with the following procedures: the institution submits a New Program Proposal which is thoroughly reviewed by Commission staff. If Commission staff plan to recommend approval of the proposed program, the proposal is then sent to the Advisory Committee on Academic Programs (ACAP) for consideration. After ACAP's review, Commission staff transmit substantive comments, questions, or concerns from both ACAP members and staff to the proposing institution and the institution submits a revised proposal. The revised proposal and accompanying staff recommendation are then sent to the Committee on Academic Affairs and Licensing (CAAL) for consideration, and, if approved by CAAL, are considered by the Commission.

To make the process for program approval agile and efficient while taking its responsibility for program approval seriously, the Director of Academic Affairs will consider requests for deviations to the process or schedule for the evaluation of academic programs. Each request for deviations to the process or schedule will be considered on a case-by-case basis.

1. It is important for Commission staff to have the opportunity to consult with an institution early in the consideration and planning of new programs. An institution's Chief Academic Officer or designee must notify the Director of Academic Affairs via email about the intent to submit a new program proposal as soon as possible and no later than 30 days prior to the intended submission date for the proposal. Institutions may also submit a draft of the proposal for review by Commission staff well in advance of due dates for proposals.

2. Proposals for new programs must be submitted in the appropriate format online by the President or Chief Academic Officer of the institution or system. Please note the following:

    a) Commission staff will review final proposals to ensure that required components are included and that the proposal adheres to the Commission's policies. Failure to address all required components adequately or adhere to policies may delay the program's submission to ACAP.

    b) Proposal for programs that prepare teachers and other school professionals must also include the additional information required by the South Carolina Department of Education (SCDE): SCDE Requirements (section III) and SPA or Other National Specialized and/or Professional Association Standards (section IV).

    c) Additional information, including letters of support, should not be sent to the Commission unless requested by Commission staff.

3. Commission staff review the proposed program and discuss any questions or significant concerns with the institution. If the New Program Proposal receives a favorable staff review, it will be sent to ACAP for consideration.

4. The institution must present the New Program Proposal to ACAP. If ACAP recommends approval of the new program, the proposal and Commission staff analysis of the proposal will be presented to the Committee on Academic Affairs and Licensing (CAAL) at its next scheduled meeting. **If ACAP does not recommend approval of the new program,** the institution may elect to: send the proposal and staff analysis of the proposal to CAAL with a negative recommendation; withdraw the New Program Proposal; or revise the New Program Proposal and present it to ACAP for reconsideration.

5. If requested to do so by Commission staff, the institution submits a revised New Program Proposal that addresses questions, substantive comments, and concerns raised by both staff and ACAP members.

6. Commission staff will prepare a written analysis and recommendation for each proposal for CAAL. The analysis and recommendation will also be provided to the Chief Academic Officers of the institutions.

7. The institution must present the New Program Proposal to CAAL. The chairperson of CAAL will submit findings and recommendations to the Commission.

8. The Commission on Higher Education will review and take action on the New Program Proposal. The Executive Director of the Commission will notify the President or Chief Executive Officer of the institution or system in writing regarding the action the Commission has taken. Proposals for programs that prepare teachers and other school professionals will be forwarded to the SC Department of Education after Commission approval.

9. An institution that wishes to appeal the Commission's action on any proposal for a new program may do so, provided a written notice stating the reason(s) for the appeal is submitted to the Executive Director of the Commission by the President or Chief Executive Officer of the institution or system within 30 calendar days after receipt of written notice of the Commission's action. Appeals will be referred to the CAAL for consideration at a regularly scheduled meeting. CAAL will undertake any further study or action it deems appropriate. Should CAAL find in favor of the appeal, the proposal will be submitted to the Commission for reconsideration. If CAAL's decision is unfavorable, the institution must wait one full calendar year before submitting a new proposal for the program or a similar program.

B. Procedure for Program Modifications

Program modifications will be evaluated in accordance with the following procedures: the institution submits a Program Modification Proposal for review by ACAP and Commission staff. Based on the staff's review and ACAP's recommendation concerning the proposed modification, staff makes a determination about the proposed modification within two months of the recommendation of ACAP, with appeal to CAAL and the Commission in the event of an unfavorable staff decision.

1. Program Modification Proposals must be submitted online by the President or Chief Academic Officer of the institution or system. Please note the following:

a) Staff will review the proposal to ensure that required elements are included and that the proposal adheres to the Commission's policies. Failure to address all required components adequately or adhere to policies may delay the program's submission to ACAP.

b) Proposals for programs that prepare teachers and other school professionals must also include the additional information required by the South Carolina Department of Education (SCDE): SCDE Requirements (section III) and SPA or Other National Specialized and/or Professional Association Standards (section IV).

c) Additional information, including letters of support, should not be sent to the Commission unless requested by Commission staff.

2. The institution will present the Program Modification Proposal to the ACAP. If ACAP recommends approval, the proposal will be reviewed thoroughly by Commission staff. **If ACAP does not recommend approval,** the institution may elect to withdraw the Program Modification Proposal or revise the Program Modification Proposal and present it to ACAP for reconsideration.

3. After review by ACAP, program modification proposals will be reviewed by Commission staff. Approval authority rests with the Executive Director of the Commission for all program modifications. If the Commission staff , Director of Academic Affairs, or the Executive Director do not grant approval of the program modification, the institution may appeal the decision by presenting the Program Modification Proposal to CAAL and then to the Commission. The Commission retains final approval authority in appeals cases.

C. Procedure for Notifications of Change in an Academic Program or Organizational Unit

1. The institution making the change in question must inform the Commission's Director of Academic Affairs of the change **three months prior to implementation** using the *Notification of Change in an Academic Program or Organizational Unit* form (Appendix C or D depending on the change) which must be submitted online by the institution's Chief Academic Officer.

2. The Director of Academic Affairs will notify ACAP of such notifications at the meeting subsequent to receiving the notification.

D. Procedure for Notifications of Termination of Academic Program, Concentration(s), or Organizational Unit

1. The institution terminating an academic program, concentration(s), or organizational unit must inform the Commission's Director of Academic Affairs **within three months of the termination** using the *Notification of Termination of Academic Program, Concentration(s), or Organizational Unit* form (Appendix E) which must be submitted by the institution's Chief Academic Officer.

2. The Director of Academic Affairs will notify ACAP of such notifications at the meeting subsequent to receiving the notification.

E. Schedule of Evaluation Process for New Programs and Program Modifications

Schedules for the evaluation process of new programs and program modifications are displayed in the following tables**.** The Director of Academic Affairs will consider requests for deviations to the schedule on a case-by-case basis.

Please note that the Committee and Commission meeting dates vary from year to year. Updated schedules and meeting dates are posted on the Commission's website.

COMMISSION EVALUATION PROCESS FOR NEW PROGRAMS FOR SC PUBLIC INSTITUTIONS			
Final Proposal Due	**Advisory Committee on Academic Programs (ACAP) Meeting**	**Committee on Academic Affairs & Licensing (CAAL) Meeting**	**Commission on Higher Education (CHE) Meeting**
January 5	February	March	April
May 1	June	July	August
August 1	September	October	November

PROGRAM MODIFICATIONS		
Final Proposal Due to CHE	**Advisory Committee on Academic Programs (ACAP) Meeting**	**Staff Determination**
January 5	February	March
May 1	June	July
August 1	September	October

IV. DEFINITIONS

Academic discipline refers to a major area of study identified in the Classification of Instructional Programs (CIP), that is, the first four digits of the CIP code, developed by the National Center for Education Statistics.

Academic programs refer to associate, baccalaureate, master's, specialist, and doctoral degree programs, program components (e.g., concentrations, options, and tracks), and certificates.

Accrediting agency refers to a national, regional, or special area accrediting body that has been approved by the Commission. A list of approved agencies can be found on the Commission's website. In the instance where a proposed new program is accreditable by an agency that is not on the approved list, the institution must follow the *Guidelines for Approval of Specialized Accreditation Agencies,* also located on the Commission's website.

Advisory Committee on Academic Programs (ACAP) advises the Commission on all matters relating to academic affairs generally, and specifically on matters relating to new and existing programs (Appendix G).

Blended instruction is a combination of both traditional, face-to-face (F2F) instruction and distance education in which more than half (50%) of the instruction is delivered by distance education.

Center/Institute in an institution of higher education is an organizational unit focused on carrying out research or public service or improving instruction in a certain field or area.

Certificate in a four-year institution refers to an organized series of courses requiring fewer credit hours than a degree program that is offered for credit at either the undergraduate or graduate level of study for eligible students.

Classification of Instructional Programs (CIP) code is used to identify major areas of study. This classification system was developed by the National Center for Education Statistics to support accurate tracking, assessment, and reporting of fields of study and program completions activity.

Collaborative programs are programs offered by one or more institutional partners who contribute courses, faculty, or other resources and in which a lead institution confers the degree.

Concentrations, tracks, options, specializations, emphases, and cognates refer to a series of courses with a distinctive curricular pattern within a major.

Degree program, for purposes of Commission program approval, refers to a series of courses or activities that lead to an associate, baccalaureate, master's, specialist, or doctoral degree.

Delivery mode is the primary method by which students participate in a program. Delivery modes include:

1. **Traditional, face-to-face (F2F) instruction** in which significant site attendance is required; or
2. **distance education** in which coursework is delivered online; by blended instruction, a combination of face-to-face and online instruction; or by other methods whereby the

coursework is delivered by an instructor who provides instruction at a place or time other than the place or time the instruction is received. .

Delivery site is a physical location that:

1. is controlled or sponsored by a college or university or its agents (including foundations);
2. is not on that college or university's campus; and
3. is used to offer distance education to students who are physically present.

Distance education is coursework delivered by an instructor who provides instruction at a place or time other than the place or time the instruction is received.

Duplication occurs when an academic program closely matches another academic program in content, location, and audience.

Full-Time Equivalent (FTE) Student Enrollment is based on the number of credit hours required for a student to be considered a full-time student, and is usually calculated as 15 credit hours per semester for an undergraduate student, 12 credit hours per semester for a master's degree student, and nine credit hours per semester for a doctoral student.

Joint programs are collaborative programs that have strong interdependence among the participants and their respective contributions to courses, faculty, or other resources. A joint degree may be conferred by one or more institutions that have or are using a current Memorandum of Understanding (MOU).

Headcount Enrollment is the number of students enrolled in classes, regardless of whether they are full-time or part-time students.

Implementation, for the purposes of program approval, means that the program is active and enrolling students.

Majors are composed of a series of courses, typically 30 or more credit hours, related by discipline and form a subject of academic study chosen as a field of specialization.

Minors are composed of a series of courses related by discipline and focus outside the major (typically 6-7 courses). Course coding for the minor cannot be from the same six-digit CIP code as the major. Commission approval for minors is not required.

Off-site delivery or **off-site** means offering coursework at one or more sites that are separate from the institution's main campus, either by online, blended or traditional instruction.

Online delivery refers to coursework provided in a different environment from the traditional face-to-face format. In this case, the instructor presides synchronously or asynchronously with students with all participants interacting by using a computer network. It is also called distance education.

Organizational units are administrative units such as colleges and departments or centers and institutes that are engaged in carrying out research, public service, or instruction, or any combination of the above as their primary purpose(s).

Productivity standards are defined by the Commission. For more information about these standards, refer to the Commission's Program Productivity Policy.

Program modifications are changes to an existing program such that a program modification proposal is required.

Program notification is the required notification to the Commission of changes in existing programs that do not fall under the requirements for program modifications (Appendices D and E).

Program termination is the discontinuation of a degree program, certificate, concentration, center, or other organizational unit by an institution.

Program title is the official title of the proposed program that will be used in the institution's catalog, the institutional program area of the Commission's *Inventory of Academic Programs*, and official communications about the program (e.g., communications with IPEDS; the SC Department of Education; regional accrediting bodies; and Specialized Professional Associations).

Site refers to the physical location at which an academic program is delivered, regardless of the delivery mode.

Site codes are numerical codes assigned by the Commission that represent locations where coursework and/or programs are offered by an institution, whether on-campus or at an off-site location.

Traditional instruction refers to face-to-face (F2F) instruction offered by faculty who are physically present at the same site and at the same time as students, whether the location is on-campus or off-site.

APPENDIX A: NEW PROGRAM PROPOSAL

Name of Institution

Name of Program (include concentrations, options, and tracks)

Program Designation

- ◯ Associate's Degree
- ◯ Bachelor's Degree: 4 Year
- ◯ Bachelor's Degree: 5 Year
- ◯ Doctoral Degree: Professional Practice (e.g., Ed.D., D.N.P., J.D., PharmD., M.D.)
- ◯ Master's Degree
- ◯ Specialist
- ◯ Doctoral Degree: Research/Scholarship (e.g., Ph.D., DMA)

Does the program qualify for supplemental Palmetto Fellows and LIFE Scholarship awards?

- ◯ Yes
- ◯ No

Proposed Date of Implementation

CIP Code

Delivery Site(s)

Delivery Mode

- ◯ Traditional/face-to-face*
  *select if less than 50% online
- ◯ Distance Education
  - ◯ 100% online
  - ◯ Blended (more than 50% online)
  - ◯ Other distance education

Program Contact Information (name, title, telephone number, and email address)

Institutional Approvals and Dates of Approval

Background Information

State the nature and purpose of the proposed program, including target audience and centrality to institutional mission. (1500 characters)

List the program objectives. (2000 characters)

Assessment of Need

Provide an assessment of the need for the program for the institution, the state, the region, and beyond, if applicable. (1500 characters)

Employment Opportunities

Is specific employment/workforce data available to support the proposed program?

- ◯ Yes
- ◯ No

If yes, complete the table and the component that follows the table. If no, complete the single narrative response component beginning with "Provide supporting evidence."

Employment Opportunities			
Occupation	**Expected Number of Jobs**	**Employment Projection**	**Data Source**

Provide additional information regarding anticipated employment opportunities for graduates. (1000 characters)

Provide supporting evidence of anticipated employment opportunities for graduates, including a statement that clearly articulates what the program prepares graduates to do, any documented citations that suggests a correlation between this program and future employment, and other relevant information. Please cite specific resources, as appropriate. (3000 characters)
Note: Only complete if you did not complete the Employment Opportunities table and the component that follows the table.

Will the proposed program impact any existing degree programs and services at the institution (e.g., course offerings or enrollment)?

- ○ Yes
- ○ No

If yes, explain. (500 characters)

List of Similar Programs in South Carolina

Program Name	Institution	Similarities	Differences

Description of the Program

Projected Enrollment						
Year	Fall		Spring		Summer	
	Headcount	Credit Hours	Headcount	Credit Hours	Headcount	Credit Hours

Besides the general institutional admission requirements, are there any separate or additional admission requirements for the proposed program?

- ◯ Yes
- ◯ No

If yes, explain. (1000 characters)

Are there any special articulation agreements for the proposed program?

- ◯ Yes
- ◯ No

If yes, identify. (1000 characters)

Curriculum

Select one of the following charts to complete: Curriculum by Year **or** Curriculum by Category

Curriculum by Year					
Course Name	**Credit Hours**	**Course Name**	**Credit Hours**	**Course Name**	**Credit Hours**
Year 1					
Fall		**Spring**		**Summer**	
Total Semester Hours		Total Semester Hours		Total Semester Hours	
Year 2					
Fall		**Spring**		**Summer**	
Total Semester Hours		Total Semester Hours		Total Semester Hours	
Year 3					
Fall		**Spring**		**Summer**	
Total Semester Hours		Total Semester Hours		Total Semester Hours	
Year 4					
Fall		**Spring**		**Summer**	

Curriculum by Year					
Course Name	**Credit Hours**	**Course Name**	**Credit Hours**	**Course Name**	**Credit Hours**
Total Semester Hours		Total Semester Hours		Total Semester Hours	
Year 5					
Fall		**Spring**		**Summer**	
Total Semester Hours		Total Semester Hours		Total Semester Hours	

Curriculum by Category*					

* Add category titles to the table (e.g., major, core, general education, concentration, electives, etc.)

Total Credit Hours Required

Course Descriptions for New Courses

Course Name	Description

Faculty

Faculty and Administrative Personnel				
Rank	**Full- or Part-time**	**Courses Taught or To be Taught, Including Term, Course Number & Title, Credit Hours**	**Academic Degrees and Coursework Relevant to Courses Taught, Including Institution and Major**	**Other Qualifications and Comments (i.e., explain role and/or changes in assignment)**

Note: Individuals should be listed with program supervisor positions listed first. Identify any new faculty with an asterisk next to their rank.

Total FTE needed to support the proposed program (i.e., the total FTE devoted just to the new program for all faculty, staff, and program administrators):

Faculty	Staff	Administration

Faculty /Administrative Personnel Changes

Provide a brief explanation of any additional institutional changes in faculty and/or administrative assignment that may result from implementing the proposed program. (1000 characters)

Library and Learning Resources

Identify current library/learning collections, resources, and services necessary to support the proposed program and any additional library resources needed. (1000 characters)

Student Support Services

Identify academic support services needed for the proposed program and any additional estimated costs associated with these services. (500 characters)

Physical Resources

Identify any new instructional equipment needed for the proposed program. (500 characters)

Will any extraordinary physical facilities be needed to support the proposed program?

- ○ Yes
- ○ No

Identify the physical facilities needed to support the program and the institution's plan for meeting the requirements, including new facilities or modifications to existing facilities. (1000 characters)

Financial Support

Estimated New Costs by Year						
Category	**1st**	**2nd**	**3rd**	**4th**	**5th**	**Total**
Program Administration						
Faculty and Staff Salaries						
Graduate Assistants						
Equipment						
Facilities						
Supplies and Materials						
Library Resources						
Other*						
Total						
Sources of Financing						
Category	**1st**	**2nd**	**3rd**	**4th**	**5th**	**Total**
Tuition Funding						
Program-Specific Fees						
State Funding (i.e., Special State Appropriation)*						
Reallocation of Existing Funds*						
Federal Funding*						
Other Funding*						
Total						
Net Total (i.e., Estimated New Costs Minus Sources of Financing)						

*Provide an explanation for these costs and sources of financing in the budget justification.

Budget Justification

Provide a brief explanation for the other new costs and any special sources of financing (state funding, reallocation of existing funds, federal funding, or other funding) identified in the Financial Support table. (1000 characters)
Note: Only provide this budget justification if any other new costs, state funding, reallocation of existing funds, federal funding, or other funding are included in the Financial Support table.

Evaluation and Assessment

Programmatic Assessment: Provide an outline of how the proposed program will be evaluated, including any plans to track employment. Identify assessment tools or software used in the evaluation. Explain how assessment data will be used. (3000 characters)

Student Learning Assessment

Expected Student Learning Outcomes	Methods of/Criteria for Assessment

Will the proposed program seek program-specific accreditation?

- ○ Yes
- ○ No

If yes, provide the institution's plans to seek accreditation, including the expected timeline for accreditation. (500 characters)

Will the proposed program lead to licensure or certification?

- ◯ Yes
- ◯ No

If yes, explain how the program will prepare students for licensure or certification. (500 characters)

Teacher or School Professional Preparation Programs

Is the proposed program a teacher or school professional preparation program?

- ◯ Yes
- ◯ No

If yes, complete the following components.

Area of Certification

Attach a document addressing the South Carolina Department of Education Requirements and SPA or Other National Specialized and/or Professional Association Standards.

APPENDIX B: PROGRAM MODIFICATION PROPOSAL

Name of Institution

Name of Program (include concentrations, options, and tracks)

Program Designation

- ◯ Associate's Degree
- ◯ Bachelor's Degree: 4 Year
- ◯ Bachelor's Degree: 5 Year
- ◯ Doctoral Degree: Professional Practice (e.g., Ed.D., D.N.P., J.D., PharmD., M.D.)
- ◯ Master's Degree
- ◯ Specialist
- ◯ Doctoral Degree: Research/Scholarship (e.g., Ph.D., DMA)

Does the program qualify for supplemental Palmetto Fellows and LIFE Scholarship awards?

- ◯ Yes
- ◯ No

Proposed Date of Implementation

CIP Code

Delivery Site(s)

Delivery Mode

- ◯ Traditional/face-to-face*
  *select if less than 50% online
- ◯ Distance Education
  - ◯ 100% online
  - ◯ Blended (more than 50% online)
  - ◯ Other distance education

Program Contact Information (name, title, telephone number, and email address)

Institutional Approvals and Dates of Approval

Background Information

Provide a detailed description of the proposed modification, including its nature and purpose and centrality to institutional mission. (1500 characters)

List the objectives of the modified program. (1500 characters)

Assessment of Need

Provide an assessment of the need for the program modification for the institution, the state, the region, and beyond, if applicable. (1500 characters)

Will the proposed modification impact any existing programs and services at the institution?

- ○ Yes
- ○ No

If yes, explain. (1000 characters)

List of Similar Programs in South Carolina

Program Name	Institution	Similarities	Differences

Description of the Program

Projected New Enrollment						
Year	Fall		Spring		Summer	
	Headcount	Credit Hours	Headcount	Credit Hours	Headcount	Credit Hours

Curriculum

Attach a curriculum sheet identifying the courses required for the program.

Curriculum Changes

Note: Complete this table only if there are changes to the curriculum.

Courses Eliminated from Program	Courses Added to Program

Faculty

Provide a brief explanation of any additional institutional changes in faculty and/or administrative assignment that may result from implementing the proposed program modification. (1000 characters)

Resources

Identify any new library/learning resources, new instructional equipment, and new facilities or modifications to existing facilities needed to support the modified program. (2000 characters)

Financial Support

Estimated New Costs by Year						
Category	**1st**	**2nd**	**3rd**	**4th**	**5th**	**Total**
Program Administration						
Faculty and Staff Salaries						
Graduate Assistants						
Equipment						
Facilities						
Supplies and Materials						
Library Resources						
Other*						
Total						
Sources of Financing						
Category	**1st**	**2nd**	**3rd**	**4th**	**5th**	**Total**
Tuition Funding						
Program-Specific Fees						
State Funding (i.e., Special State Appropriation)*						
Reallocation of Existing Funds*						
Federal Funding*						
Other Funding*						
Total						
Net Total (i.e., Estimated New Costs Minus Sources of Financing)						

*Provide an explanation for these costs and sources of financing in the budget justification.

Budget Justification

Provide a brief explanation for the other new costs and any special sources of financing (state funding, reallocation of existing funds, federal funding, or other funding) identified in the Financial Support table. (1000 characters)
Note: Only provide this budget justification if any other new costs, state funding, reallocation of existing funds, federal funding, or other funding are included in the Financial Support table.

Evaluation and Assessment

Will any the proposed modification impact the way the program is evaluated and assessed?

- ○ Yes
- ○ No

If yes, explain. (1000 characters)

Will the proposed modification affect or result in program-specific accreditation?

- ◯ Yes
- ◯ No

If yes, explain; if the modification will result in the program seeking program-specific accreditation, provide the institution's plans to seek accreditation, including the expected timeline for accreditation. (500 characters)

Will the proposed modification affect or lead to licensure or certification?

- ◯ Yes
- ◯ No

If yes, explain how the program will prepare students for licensure or certification. (500 characters)

Teacher or School Professional Preparation Programs

Is the proposed modified program a teacher or school professional preparation program?

- ◯ Yes
- ◯ No

If yes, complete the following components.

Area of Certification

Attach a document addressing the South Carolina Department of Education Requirements and SPA or Other National Specialized and/or Professional Association Standards.

APPENDIX C: NOTIFICATION OF CHANGE FORM

S.C. Commission on Higher Education
Notification of Change in an Academic Program or Organizational Unit
(One Program per Form)

Name of Institution

Current Name of Program (include concentrations, options, and tracks)

Proposed Name of Program (include concentrations, options, and tracks)

Program Designation

- ◯ Certificate
- ◯ Associate's Degree
- ◯ Bachelor's Degree: 4 Year
- ◯ Bachelor's Degree: 5 Year
- ◯ Master's Degree
- ◯ Specialist
- ◯ Doctoral Degree: Research/Scholarship (e.g., Ph.D., DMA)
- ◯ Doctoral Degree: Professional Practice (e.g., Ed.D., D.N.P., J.D., PharmD., M.D.)

Proposed Date of Implementation

CIP Code (confirmed by CHE)

Site Code(s) (assigned by CHE)

Delivery Mode

- ◯ Traditional/face-to-face
  *select if less than 50% online
- ◯ Distance Education
  - ◯ 100% online
  - ◯ Blended (more than 50% online)
  - ◯ Other distance education

State the nature of change and provide a summary of the rationale for and objectives of the program. Include the number of credit hours the change entails.

List the courses required for new concentrations, option, or tracks (prefix, number, title, and credit hours).

Provide information about courses in major, general education, and electives requirements, and the number of credits required for graduation, if changing.

APPENDIX D: NOTIFICATION OF CHANGE FORM FOR NEW CERTIFICATE PROGRAM

S.C. Commission on Higher Education
Notification of Change – New Certificate Program
(One Program per Form)

Name of Institution

Name of Certificate Program

Certificate Program Designation

Undergraduate Post-baccalaureate Post-master's

Proposed Date of Implementation

CIP Code

Delivery Site(s)

Delivery Mode

Traditional/face-to-face
*select if less than 50% online

Distance Education
100% online
Blended (more than 50% online)
Other distance education

Purpose

State the nature and purpose of the proposed program, including program objectives, target audience, and centrality to institutional mission. (1500 characters)

Assessment of Need

Provide an assessment of the need for the program for the institution, the state, the region, and beyond, if applicable. (1500 characters)

Curriculum

List the courses required for the certificate (prefix, number, title, and credit hours). (1000 characters)

Faculty

Provide a brief explanation of any additional institutional changes in faculty and/or administrative assignment that may result from implementing the proposed program. (1000 characters)

Financial Support

Estimated New Costs by Year				
Category	**1st**	**2nd**	**3rd**	**Total**
Program Administration				
Faculty and Staff Salaries				
Equipment				
Supplies and Materials				
Other*				
Total				
Sources of Financing				
Category	**1st**	**2nd**	**3rd**	**Total**
Tuition Funding				
Other Funding*				
Total				
Net Total (i.e., Estimated New Costs Minus Sources of Financing)				

* Provide an explanation for these costs and sources of financing in the budget justification.

Budget Justification

Provide a brief explanation for the other new costs or sources of financing identified in the Financial Support table. (1000 characters)
Note: Only provide this budget justification if any other new costs or other funding are included in the Financial Support table.

APPENDIX E: NOTIFICATION OF TERMINATION FORM

S.C. Commission on Higher Education
Notification of Termination of Academic Program, Concentration(s), or Organizational Unit
(One Program per Form)

Name of Institution

Name of Program (include concentrations, options, and tracks)

Program Designation

- ◯ Certificate
- ◯ Associate's Degree
- ◯ Bachelor's Degree: 4 Year
- ◯ Bachelor's Degree: 5 Year
- ◯ Master's Degree
- ◯ Specialist
- ◯ Doctoral Degree: Research/Scholarship (e.g., Ph.D., DMA)
- ◯ Doctoral Degree: Professional Practice (e.g., Ed.D., D.N.P., J.D., PharmD., M.D.)

CIP Code

Site Code(s)

Delivery Mode

- ◯ Traditional/face-to-face
  *select if less than 50% online
- ◯ Distance Education
  - ◯ 100% online
  - ◯ Blended (more than 50% online)
  - ◯ Other distance education

Date program will be closed to new students (mo/year)

Date data file will be closed (mo/year).*

* Date by which all currently enrolled students will have graduated or transferred to other programs.

State the reason for termination.

Describe the plan to teach out students currently enrolled.

APPENDIX F: NEW CENTER PROPOSAL

(Only required if the institution intends to request or receive appropriations from the state)

Name of Institution

Name of Proposed Center/Institute

Proposed Date of Implementation

Site

Program Contact Information (name, title, telephone number, and email address)

Institutional Approvals and Dates of Approval

Background Information

State the nature and purpose of the proposed center/institute and its centrality to institutional mission. (1500 characters)

List the objectives of the proposed center/institute. (1000 characters)

Assessment of Need

Provide an assessment of the need for the proposed center/institute for the state, the region, and beyond, if applicable. (1500 characters)

Will the proposed center/institute impact any existing programs and services at the institution?

- ○ Yes
- ○ No

If yes, explain. (1000 characters)

List of Similar Centers/Institutes in South Carolina

Name	Institution	Similarities	Differences

Faculty

Provide a brief explanation of any changes in faculty and/or administrative assignment that may be required as a result of the proposed center/institute. (1000 characters)

Library and Learning Resources

Identify current library/learning collections, resources, and services necessary to support the proposed center/institute and any additional library resources needed. (500 characters)

Physical Resources

Identify any new equipment needed for the proposed center/institute. (500 characters)

Will any extraordinary physical facilities be needed to support the proposed center/institute?

- ○ Yes
- ○ No

Identify the physical facilities needed to support the center/institute and the institution's plan for meeting the requirements, including new facilities or modifications to existing facilities. (1000 characters)

Financial Support

Estimated New Costs by Year						
Category	**1st**	**2nd**	**3rd**	**4th**	**5th**	**Total**
Program Administration						
Faculty and Staff Salaries						
Graduate Assistants						
Equipment						
Facilities						
Supplies and Materials						
Library Resources						
Other*						
Total						
Sources of Financing						
Category	**1st**	**2nd**	**3rd**	**4th**	**5th**	**Total**
Tuition Funding						
State Funding (i.e., Special State Appropriation)*						
Reallocation of Existing Funds*						
Federal Funding*						
Other Funding*						
Total						
Net Total (i.e., Estimated New Costs Minus Sources of Financing)						

*Provide an explanation for these costs and sources of financing in the budget justification.

Budget Justification

Provide a brief explanation for the other new costs and any special sources of financing (state funding, reallocation of existing funds, federal funding, or other funding) identified in the Financial Support table. (1000 characters)
Note: Only provide this budget justification if any other new costs, state funding, reallocation of existing funds, federal funding, or other funding are included in the Financial Support table.

Evaluation and Assessment

Provide an outline of how the proposed center/institute will be evaluated. Identify assessment tools or software used in the evaluation. Explain how assessment data will be used. (1500 characters)

APPENDIX G: ADVISORY COMMITTEE ON ACADEMIC PROGRAMS

The purpose of the Advisory Committee on Academic Programs (ACAP) is to advise the Commission, principally through the staff and the Committee on Academic Affairs and Licensing, on all matters relating to academic affairs generally, and specifically to advise these bodies on matters relating to new and existing programs.

The members of ACAP shall consist of the following persons *ex officio*:

a) The Director of Academic Affairs and Licensing of the Commission, who shall serve as Chair;
b) The Chief Academic Officer (CAO) of each of the public senior colleges and universities;
c) The CAO of the staff of the SC Technical College System;
d) The CAO from three technical colleges, to be appointed for two-year terms by the Technical College Chief Academic Officers Peer Group, to take effect on July 1st; and
e) The Vice Provost for System Affairs and Executive Dean for Regional Campuses and Continuing Education representative of the two-year institutions of the USC System.

Program Planning Summaries will be made available to ACAP for review with comments required from each member. ACAP will meet regularly at least three times annually for the purpose of reviewing proposals for new and modified programs. Meeting dates will be set at the beginning of each fiscal year. Special meetings may be called by the Chair or at the request of a majority of members. The meeting agenda and supporting materials will be mailed to ACAP members by the Chair at least one week in advance of each meeting. A majority of the membership will constitute a quorum at any meeting. Non-recommendation for approval of a proposal by ACAP will not remove a proposal from the approval process. The proposing institution may elect voluntarily to withdraw its proposal.

ACAP may undertake such studies and make such recommendations to the Committee on Academic Affairs and Licensing (CAAL) as it deems necessary. Matters may also be referred to ACAP for its study and advice by CAAL or by the Commission.