

# South Carolina Commission on Higher Education

Nonpublic Postsecondary Institution Licensing

1333 Main Street, Suite 200, Columbia, SC 29201

Telephone (803) 737-2260; FAX (803) 737-2297

Web site: [www.che.sc.gov](http://www.che.sc.gov)

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## AMENDMENT TO ADD PROGRAM (CERTIFICATE, DIPLOMA, OR DEGREE)

### PROCEDURES

The Commission staff will review the application and documentation, and may recommend that the license be amended without further review or may call for an interim examination visit before making a recommendation.

**NONDEGREE PROGRAMS:** The staff approves nondegree programs.

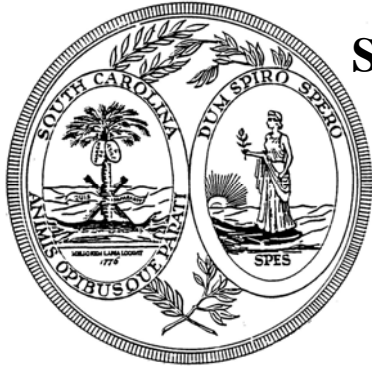
**DEGREE PROGRAMS:** The initial step in the process for amendments to a license to grant degrees is to submit a letter of intent/interest. A letter of interest/intent must include the name/title/degree, credit hours, accreditation, mode of delivery (i.e., traditional classroom, distance education, on-line) and location where the institution would offer the program. The staff distributes the information to public and private institutions already operating in the state and allows a 60-day comment period. A CHE staff member forwards comments to the applying institution. The institution may submit the application and documentation at the same time or any time after it submits the letter of intent/interest. After review (staff or team) in most cases the proposal must be taken before the Committee on Academic Affairs and Licensing and subsequently before the Commission.

#### **The institution must submit an Amendment to Add Program Application:**

1. When cumulative changes equal or exceed 25 percent of the contact hours, credits, curriculum content, or program length following the initial program approval or last review by the Commission;
2. If cumulative changes to a program within a one-year calendar period equal or exceed 25 percent; or
3. If the change is to add any field or major not previously offered that total more than 18 semester (or equivalent) credit hours.

#### **NOTE:**

Notwithstanding the above, if the change is more than 25 percent but the program title and objectives are the same, contact a member of the licensing staff for a determination. If the change is less than the parameters listed above, contact Licensing staff for a Program Revision Notification.



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## AMENDMENT TO ADD PROGRAM (CERTIFICATE, DIPLOMA, OR DEGREE)

### APPLICATION

Institution name: \_\_\_\_\_

Address: \_\_\_\_\_

School Official: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Web site: \_\_\_\_\_

Proposed date of implementation: \_\_\_\_\_

Title (name) of the proposed program including designation, type, and level of degree (if applicable):

\_\_\_\_\_

	Enclosed?	CHE USE
(1) An outline of the curriculum to be offered with a statement of the purposes and objectives of the program.	Y or N/A	
(2) A discussion of the need for the program in the state, including but not limited to student demand or interest, anticipated employment opportunities for graduates, or demand for services.	Y or N/A	
(3) The minimum qualifications of the faculty who will teach in the program of study; confirmation that the institution employs at least one full-time faculty member for the major, curricular area, or concentration.	Y or N/A	
(4) Admissions criteria	Y or N/A	
(5) Projected enrollment and additional income for each	Y or N/A	

	program and maximum student/teacher ratio		
(6)	Available learning resources and services and projected acquisitions for the first cycle (class) of the program.	Y or N/A	
(7)	An explanation of whether or to what extent the existing physical plant will be adequate to provide equipment, space, and instructional material for the program. If any additional physical plant requirements or modifications to existing facilities will be made in the near future, what those are and how these are to be financed.	Y or N/A	
(8)	A schedule of tuition and fees	Y or N/A	
(9)	Fee: one-half of one percent of the projected additional gross tuition income for the first year, \$2,750 maximum, \$75 minimum per program. Make check payable to "SC Commission on Higher Education."	Y or N/A	
(10)	Confirmation that the existing bond is adequate to include the additional program(s) or a rider increasing the bond to the adequate amount.	Y or N/A	
(11)	If institution is out-of-state, proof of authority to offer the program(s) in the home state.	Y or N/A	
(12)	If graduates of the proposed program are subject to licensure or certification by any public or private agency, a brief description of that process and of the ways in which the proposed program will ensure that such certification or licensure, if obligatory, can reasonably be expected to be achieved by graduates. This information must also be included in information provided to the students (see item 13).	Y or N/A	
(13)	A proposed supplement to the institution's catalog (or a draft revised edition of the catalog) containing the new program information. The institution must be prepared to provide the supplement or revised publication to current or prospective students after approval by the Commission.	Y or N/A	
(14)	If the institution is accredited or if the program is subject to specialty program accreditation, an explanation of the process by which the program will be included in accreditation and proposed timelines.	Y or N/A	

By signing this application, the applicant is confirming that the institution continues to comply with the provisions of the Nonpublic Postsecondary Institution License Act, CHE regulations, and conditions for licensure.

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date