South Carolina
Commission on Higher Education

Mr. Tim M. Hofferth, Chair
Ms. Dianne C. Kuhl, Vice Chair
Mr. Paul O. Batson, III
Mr. Devron H. Edwards
Dr. Bettie Rose Horne
Mr. Richard A. Jones, Jr.
Mr. Kenneth W. Kirkland
Ms. Allison Dean Love
Dr. Louis B. Lynn
Vice Admiral Charles Munns, USN (ret.)
Mr. Kim F. Phillips
Ms. Terrye C. Seckinger

Mr. Jeffrey M. Schilz
Interim President and Executive Director

ACAP
9/14/17
Agenda Item 4

September 14, 2017

MEMORANDUM

TO: Members, Advisory Committee on Academic Programs

FROM: John Lane, DMA, Director of Academic Affairs

Consideration of Revisions to the *Policies and Procedures for New Academic Programs, Program Modifications, Program Notifications, Program Terminations, and New Centers for SC Public Colleges and Universities*

At the ACAP meeting on May 10, 2016, Academic Affairs staff recommended the creation of a task force to revise the *Policies and Procedures for New Academic Programs, Program Modifications, Program Notifications, Program Terminations, and New Centers for SC Public Colleges and Universities* to strengthen the policy and better align the policy with current institutional and Commission processes as well as incorporate suggestions made by the Committee on Academic Affairs and Licensing. The task force met on September 29, 2016; October 31, 2016; and November 10, 2016, and made several recommendations for revisions. In Spring and Summer 2017, Academic Affairs staff considered the recommendations made by the task force and made additional revisions to the policy as well, including those made for clarity.

The substantive revisions presented for consideration include the following:

- Clarifying that program modification proposals are required for cumulative changes made to a program that total more than 18 hours for undergraduate programs and 12 hours for graduate programs;
- Clarifying the policy regarding the addition of concentrations (e.g., for senior and USC two-year institutions only one concentration may be added via a Notification; the second and all subsequent concentrations must be treated as program modifications);
- Adding a time limit to implement program modifications (similar to the existing time limit for new programs);
- Requiring staff approval for new certificate programs;
- Allowing staff on rare occasions to de-elevate new program proposals to program modifications and program modification proposals to notifications if staff believe such action is warranted;
- Removing the statement allowing a concentration to be elevated to a stand-alone program through a program modification proposal; all new programs will require a new program proposal;
- Requiring programs to have Board approval which must be received prior to proposal submission;

- Requiring President's approval on all new programs;
- Revising the policy for new program proposals submitted by colleges in the South Carolina Technical College System so that new programs with a potential for transfer to a four-year degree program must be reviewed by the Commission (e.g., delete references to occupational programs from this section of the policy);
- Requiring that programs subject to approval by a state board or agency other than the Commission (e.g., Education, Nursing, etc.) be approved with a provision regarding such approval and that the program must receive approval or provide evidence of satisfactory progress toward approval within 12 months; and
- Requiring a notification if a program implementation date is changed.

Additionally, staff revised the proposal forms to align with the revised policy. Some notable changes to the forms include requesting the following information:

- an explanation of enrollment projections in proposals for new programs and program modifications;
- the plan to develop a timeline to implement new courses if any are identified;
- descriptions for new courses in proposals for program modifications and new certificates;
- both new and total costs and sources of financing as well as a justification of all figures provided;
- a summary of the nature of the proposed change for both program modification proposal and notification of change forms; and
- a brief description of resources available to offer the program online for programs moving to online delivery on the notification of change form.

Staff also moved the questions about program objectives to the programmatic assessment section and clarified questions about faculty for proposals for new programs and program modifications.

The task force made additional recommendations for consideration that staff will continue to discuss with both ACAP and CAAL.

Recommendation

The Academic Affairs staff recommend that the Advisory Committee on Academic Programs approve the revised *Policies and Procedures for New Academic Programs, Program Modifications, Program Notifications, Program Terminations, and New Centers for SC Public Colleges and Universities*.

Enclosures: Attachment I: Current Policy
Attachment II: Revised Policy

POLICIES AND PROCEDURES FOR NEW ACADEMIC PROGRAMS, PROGRAM MODIFICATIONS, PROGRAM NOTIFICATIONS, PROGRAM TERMINATIONS, AND NEW CENTERS FOR SC PUBLIC COLLEGES AND UNIVERSITIES

Approved by the Commission on
October 2, 2014
Revised by the Commission on May 5, 2016

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 8
E. Policy for Off-site Delivery of Existing Approved Programs 9
F. Policy for Notification of Change in an Academic Program or Organizational Unit 10
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 12
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 38
APPENDIX C: NOTIFICATION OF CHANGE FORM 47
APPENDIX D: NOTIFICATION OF CHANGE FORM FOR NEW CERTIFICATE PROGRAM 49
APPENDIX E: NOTIFICATION OF TERMINATION FORM 53
APPENDIX F: NEW CENTER PROPOSAL 55
APPENDIX G: ADVISORY COMMITTEE ON ACADEMIC PROGRAMS 62

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. New program proposals must be approved by the proposing institution's governing board prior to submission.

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 staff.

1. Programs that are new to the SCTCS and are designed for transfer to a four-year institution must adhere to the Commission's program approval process.

2. For programs that are new to the SCTCS and proposed as occupational, nontransferable (i.e., not college parallel) programs:
    a. The program will be evaluated by Commission staff and the Advisory Committee on Academic Programs (ACAP), via electronic review to guarantee a timely response, to determine:
        i. if the proposed program is an occupational program as defined by Commission and SCTCS staff; or
        ii. if there is potential for transfer to a four-year degree program (i.e., potential for a pathway to or articulation agreement with a four-year degree program); and
        iii. if there are any substantive questions.
    b. If Commission staff and ACAP concur with SCTCS that the program is an occupational program that is not designed for transfer:
        i. Commission staff will notify the SCTCS staff that the program is to be considered by the SC State Board for Technical and Comprehensive Education. Commission staff will also transmit any substantive questions in writing to SCTCS staff.
        ii. Commission staff will include an information item on the agenda of the next scheduled Commission meeting stating that a new program has been reviewed by staff and ACAP, has been determined to qualify for approval as an occupational, nontransferable program, and is pending approval by the SC State Board for Technical and Comprehensive Education.

iii. If the program if approved by the SC State Board for Technical and Comprehensive Education, the SCTCS staff will send a request for inclusion in the Commission's *Inventory of Approved Programs*. Commission staff will notify SCTCS staff and the proposing institution that the program has been added to the Inventory.

c. If Commission staff determine that the program does not meet the definition of an occupational program or there is potential for transfer to a four-year degree program, the technical college must adhere to the Commission's standard program approval process.
    i. If requested by the technical college, Commission staff will establish an approval process schedule that guarantees a timely response to business and industry needs.

3. For programs that are already offered by one or more institutions within the SCTCS but are new to the proposing institution:
    a. The program will be evaluated by SCTCS staff to determine:
        i. if the proposed program is substantially the same as the existing program and conforms to the SCTCS template for that program;
        ii. if the proposed program meets applicable accreditation requirements;
        iii. if the proposing institution has the capacity to support the program; and
        iv. if there is sufficient demand for the program.
    b. If SCTCS staff determine that the previously stated conditions are met, they will so certify to the Commission. The SCTCS staff certification must include a brief program description and request for inclusion in the Commission's *Inventory of Approved Programs*.
    c. Commission staff will review the SCTCS request to determine if there are substantive questions that remain unanswered.
        i. If there are no substantive questions, Commission staff will notify SCTCS staff and the proposing institution that the program has been added to the *Inventory*.
        ii. 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 staff that the program has been added to the *Inventory*.
    d. In the event that substantive questions remain unanswered, the SCTCS staff will have the option to either:
        i. i. withdraw the program from consideration;
        ii. defer consideration of the program until the questions can be answered and the program resubmitted; or
        iii. request that the program proposal be submitted for consideration under the Commission's program approval process.

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

5. 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. If approved by CAAL, the proposals are forwarded to the full Commission for consideration and final approval.

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.

POLICIES AND PROCEDURES FOR NEW ACADEMIC PROGRAMS, PROGRAM MODIFICATIONS, PROGRAM NOTIFICATIONS, PROGRAM TERMINATIONS, AND NEW CENTERS FOR SC PUBLIC COLLEGES AND UNIVERSITIES

Approved by the Commission on

TABLE OF CONTENTS

I. INTRODUCTION 3
II. POLICIES 5
A. Policy for New Programs 5
B. Policy for Program Modifications 7
C. Policy for Program Proposals Submitted by Technical Colleges 9
D. Policy for Proposals Submitted for Educator Preparation Programs 10
E. Policy for Off-site Delivery of Existing Approved Programs 11
F. Policy for Notification of Change to an Academic Program 12
G. Policy for Notification of Termination 13
H. Policy for New Centers, Institutes, and Consortiums 14
I. Policy for the Ensuring the Accuracy of the *Inventory of Academic Programs* 14
J. Strategic Planning Policy for Academic Programs 15
III. PROCEDURES 16
A. Procedure for New Programs 16
B. Procedure for Program Modifications 19
C. Procedure for Notifications of Change to an Academic Program 20
D. Procedure for Notifications of Change – New Certificate Programs 20
E. Procedure for Notifications of Termination 20
F. Procedure for New Centers, Institutes, and Consortiums 20
G. Schedule of Evaluation Process for New Programs and Program Modifications 21
IV. DEFINITIONS 22
APPENDIX A: ADVISORY COMMITTEE ON ACADEMIC PROGRAMS 25
APPENDIX B: NEW PROGRAM PROPOSAL FORM 26
APPENDIX C: PROGRAM MODIFICATION PROPOSAL FORM 36
APPENDIX D: NOTIFICATION OF CHANGE FORM 42
APPENDIX E: NOTIFICATION OF CHANGE – NEW CERTIFICATE FORM 44
APPENDIX F: NOTIFICATION OF TERMINATION FORM 47
APPENDIX G: NEW CENTER, INSTITUTE, OR CONSORTIUM PROPOSAL FORM 48

I. INTRODUCTION

New academic program approval is one of the important functions 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 Commission). 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 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 (§59-103-35 of the *South Carolina Code of Laws 1976 as amended*).

The Commission establishes and maintains the policies and procedures for program approval[1]. The purpose of the Commission's program proposal review is to assure effective and efficient use of resources so institutions offer students quality, accessible, and affordable programs. 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 modifications to existing programs, the Commission considers the following:

1. objectives of the proposed program;
2. need for the program;
3. program compatibility with the mission, role, and scope of the institution;
4. estimated cost of the program;
5. personnel, facilities, library holdings, and other resources necessary to conduct a program of high quality or a timeline to acquire these resources; and
6. 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. Institutions should consult Commission staff[2] early in the process of planning a new program to aid in the submission of quality proposals. To make the process for program approval agile and efficient, Commission staff 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 also encourages articulation between two- and four-year programs to provide seamless transitions for students. In addition, should a program be terminated, the Commission wants to be assured there are adequate pathways for students to complete their education.

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 to adhere to the standards set by the Southern

[1] This policy and all Commission on Higher Education policies referenced in this document are available on the Commission's website (www.che.sc.gov).

[2] All references to Commission staff refer to staff in the Division of Academic Affairs unless otherwise noted.

Association of Colleges and Schools Commission on Colleges (SACSCOC) and program-specific accrediting bodies, if applicable. Furthermore, the Commission expects all public institutions to adhere to the *Institutional Integrity Standard* of SACSCOC. As such, Commission staff and institutional staff will deal honestly and openly with one another; institutions must comply with Commission policies, procedures, and decisions; institutions must make complete, accurate and honest disclosures to the Commission and provide any information requested; and both Commission staff and institutional staff will make reasonable and responsible decisions consistent with the spirt of integrity[3].

[3] Southern Association of Colleges and Schools Commission on Colleges. *Integrity and Accuracy in Institutional Representation*. August 2014.

II. 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 educator preparation programs, including add-ons or endorsements;
    e. the addition of concentrations in educator preparation programs that lead to a certification which the institution is not currently authorized by the State Board of Education to offer; 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. The proposing institution's provost/chief academic officer, president and governing board must approve new program proposals **prior to submission** to Commission staff.

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. Proposed programs may be publicized as "pending approval" for recruitment purposes only after a favorable vote on the program proposal by the Committee on Academic Affairs and Licensing (CAAL).

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 may be submitted through the Finance and Facilities approval procedures concurrently with the proposal for the new program so 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 approved by Commission staff 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, region, or nation; and the institution's readiness and ability to support the proposed program because these programs typically have lower enrollment and

higher costs than programs offered at other degree levels. Prior to submitting the proposal, the institution must provide to Commission staff the following information for at least three prospective evaluators: Curriculum Vitae, description of how the educational qualifications and background of each evaluator are related to the proposed program, and the rationale for identifying the evaluators.

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. In rare instances and at its discretion, staff may de-elevate a new program proposal to a program modification.

10. After a new program has been approved by the Commission, should the implementation date of that program change to either earlier or later implementation, the institution must submit written notification of this change to the Director of Academic Affairs. For Commission reporting purposes to federal and other agencies, if the new implementation date is later than originally proposed, the institution must submit a rationale for the change. However, if the new implementation date is earlier than originally proposed, the notification must provide the rationale for the change and quality assurance that any new faculty, courses, facilities, equipment or other resources will be available by the earlier start date.

11. 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.

12. For new joint programs, a Memorandum of Understanding or Agreement (MOU or MOA) 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. Institutions may submit a single proposal for joint programs, however, the proposal must present separate information for faculty, facilities, and financial support for each institution. Joint programs that require the submission of a new program proposal will also require the submission of new program proposal(s) should the program ever separate.
Note: Institutions seeking curriculum or program partnerships should provide the Commission with a copy of the appropriate document (MOU, MOA, or Articulation Agreement) that provides details regarding 1.) the intended curriculum or program(s) addressed; 2.) responsibilities of each institution; 3.) intended sites and locations; 4.) date of implementation and expiration, if applicable; 5.) centrality to institutional mission; and 6.) the signature of the chief academic officer and appropriate other senior-level institutional officers. The document should be submitted to the Commission at least three months prior to the expected date of implementation.

13. A new program proposal is required for a dual program if one of the programs of the proposed dual degree is a new program. A justification must be provided for any shared coursework; staff recommend that no more than 25% of the coursework be shared (i.e., fill requirements) for the programs. For dual programs offered by more than one institution, a Memorandum of Understanding of Agreement (MOU or MOA) 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. Institutions may

submit a single proposal for dual programs, however, the proposal must present separate information for faculty, facilities, and financial support for each institution. Dual programs that require the submission of a new program proposal will also require the submission of new program proposal(s) should the program ever separate.
Note: See note above about MOUs, MOAs, or Articulation Agreements.

14. 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 (SACSCOC), the institution must notify the Commission of its plan to either appeal the SACSCOC decision or withdraw the program within three months of the date the institution was notified of SACSCOC's decision to not approve the program. The institution's Chief Academic Officer must send written notification to the Commission's Director of Academic Affairs, which should include 1.) copies of SACSCOC's letter of denial and 2.) all other documents the institution submits to SACSCOC in response.

15. Institutions are advised to keep a copy of the final, Commission-approved proposal for comparative purposes to be used when completing the program's first program productivity review.

16. If an institution has a program placed on probation by the Commission due to insufficient productivity, it must provide a plan for meeting the standards within the probationary period. If this plan is not submitted by the institution by the date requested, the Commission will not accept any new program proposals until the plan is received.

17. If a program is subject to approval by a state board or agency other than the Commission (e.g., Education, Nursing, etc.), the program will be approved with a provision regarding such approval. The program must receive approval or provide evidence of satisfactory progress toward approval within 12 months. If the institution does not receive approval or demonstrate satisfactory progress at that time, a new program proposal must be resubmitted and reauthorized if the institution wishes to implement the program.

B. Policy for Program Modifications

1. Program modifications are:
    a. the extension or transfer of an existing, approved program to an instructional site that is different from the location or site already authorized, including out-of-state or out-of-country sites, where instruction is delivered in traditional format or in a combination of traditional and distance education formats, where 50 percent or more of the curriculum is offered at the site(s) within a period of three years for associate's (except for those offered by technical colleges), baccalaureate, specialist, master's and doctoral-professional practice programs, or within a five-year period for doctoral-research/scholarship programs
    Note: health professions programs with a required clinical component (e.g., nursing and medical programs) require Commission review and approval as a program modification, regardless of delivery mode or percent of the total required program credit hours offered at that site;
    b. the addition, deletion, or consolidation of concentrations, tracks, options, specializations, emphases, or cognates offered within an existing major, except in the following cases:

i. if the concentration is the first to be added to the program, it may be added by a notification of change provided that the concentration is 18 hours or less for undergraduate programs and 12 hours of less for graduate programs when considering the addition, deletion, or modification of required courses (the second and all subsequent concentrations to be added to a program must be treated as a program modification);
ii. new concentrations to educator preparation programs that lead to a certification which the institution is not currently authorized by the State Board of Education to offer (these must be treated as a new program); and
iii. new concentrations for programs offered by technical colleges are to be treated as a Notification of Change.

c. substantive changes in curriculum of 19 hours or more to an existing undergraduate program or 13 hours or more to an existing master's, specialist, or doctoral program when considering the addition, deletion, or modification of required courses;
d. substantive changes in program goal, purpose, curriculum, organizational structure, or target audience or any other change made to the program that initiates a substantive change request either to SACSCOC or the program's accrediting body provided that such changes 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.S. to M.B.A.; or B.A. to B.S.);
f. the addition of a new degree type of the same program at the same degree level (e.g., the institution offers a B.A. and wants to add a B.F.A.)
g. 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);
h. the creation of a dual program using two existing (already approved) programs, in which case a justification must be provided for any shared coursework and staff recommend that no more than 25% of the coursework be shared (i.e., fill requirements) for both programs; or
i. the creation of a joint program by merging existing related programs at two or more institutions. Please note that reconfigured or merged programs that require the submission of a program modification proposal will also require the submission of a program modification proposal should the program ever separate.

2. Proposals for program modifications (Appendix C) follow a format and criteria similar to new program proposals (Appendix B). The Executive Director of the Commission has approval authority for program modifications based on the recommendation of Academic Affairs staff and the Advisory Committee on Academic Programs (ACAP). 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 ACAP.

3. In rare instances and at its discretion, staff have the right to elevate a program modification proposal to a new program proposal or de-elevate a program modification proposal to a

notification of change. Staff may also elevate a program modification proposal for consideration by CAAL and the Commission.

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. Modified programs may be publicized as "pending approval" for recruitment purposes only after a favorable vote on the program proposal by ACAP. However, if the program modification is elevated for CAAL consideration, the program may be publicized as "pending approval" for recruitment purposes only after a favorable vote on the program proposal by CAAL.

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

6. If an institution has a program placed on probation by the Commission due to insufficient productivity, it must provide a plan for meeting the standards within the probationary period. If this plan is not submitted by the institution by the date requested, the Commission will not accept any new program proposals or program modification proposals until the plan is received.

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 staff.

1. Programs that are new to the SCTCS and are designed for transfer to a four-year institution must adhere to the Commission's program approval process.

2. Programs that are new to the SCTCS and proposed as nontransferable (i.e., not college parallel) programs will be evaluated by SCTCS staff first, then Commission staff and the Advisory Committee on Academic Programs (ACAP), prior to consideration by the SC State Board for Technical and Comprehensive Education, to determine if the proposed program is nontransferable.
    a. If Commission staff and ACAP concur with SCTCS staff that the program is nontransferable, the program will be considered by the SC State Board for Technical and Comprehensive Education, and if approved, SCTCS staff will send a request for inclusion in the Commission's *Inventory of Approved Programs*.
    b. If Commission staff or ACAP determine there is potential for transfer to a four-year degree program, the technical college must adhere to the Commission's standard program approval process. (See Procedures for more information about this process.)

3. For programs that are currently offered by one or more institutions within the SCTCS but are new to the proposing institution, the SCTCS staff will evaluate the program to determine if the proposed program is substantially the same as the existing program, and if so, the SCTCS staff will so certify to the Commission and send a request for inclusion in the Commission's *Inventory of Approved Programs*. (See Procedures for more information about this process.)

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

5. Technical colleges do not need Commission approval for delivery of approved programs at additional sites within their statutory-approved service area. However, the Commission should be notified when a program is extended to additional sites within the college's service area. Commission program modification approval is required for programs offered outside the service area.

D. Policy for Proposals Submitted for Educator Preparation Programs

1. Education units in public institutions that offer State Board of Education-approved educator preparation programs must be fully accredited by the Council for the Accreditation of Educator Preparation (CAEP) and maintain that accreditation. 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 to the Commission for any new educator preparation programs until CAEP has granted or restored full accreditation to the unit.

3. Educator preparation programs must reflect prevailing national and state standards with respect to content and pedagogy. Such educator 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. Should the institution fail to receive or maintain accreditation with the SPA, the institution may not apply for any new educator preparation programs until the SPA has granted or restored accreditation to the program.

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 teacher education, the M.A.T is to be offered for those seeking an initial certification and a M.Ed. is to be offered for those already certified or who are not seeking an initial teacher certification. As such, coursework should be targeted to either those seeking an initial certification (M.A.T) or those already certified or not seeking certification (M.Ed.), not both.

6. Institutions adding a concentration to an educator preparation program which leads to a new certification that the institution is not currently authorized by the State Board of Education to offer must submit a proposal for a new program.

7. Educator preparation programs must provide evidence that candidates in all certification programs know, understand, and can apply South Carolina College- and Career-Ready Standards in the area in which they seek to be certified.

8. Proposals for new educator preparation programs must be approved by the Commission **prior** to consideration through the State Board of Education process. New or modified program proposals from public institutions will not be considered by the State Board of Education until program approval is granted by the Commission. Commission staff will notify SC Department of

Education (SCDE) staff when the Commission receives a proposal for a new educator preparation program.

9. Proposals for educator preparation programs that prepare teachers and other school professionals must submit the additional information required by SCDE when the program proposal is submitted to the Commission. The SCDE may begin its review of this information at that time, however, the program must be approved by the Commission prior to consideration through the State Board of Education process.

10. Within 12 months of Commission approval, new or modified proposals must receive approval by the State Board of Education or provide evidence of satisfactory progress toward approval. If the institution does not receive approval or demonstrate satisfactory progress at that time, a new program proposal must be resubmitted and reauthorized if the institution wishes to implement the program.

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

12. Institutions with educator preparation programs 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.

13. When an institution is notified by SCDE of program certification authority being terminated by the State Board of Education, the institution must 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 at **a previously approved site** without Commission approval, except in the case of health professions programs with a required clinical component (e.g., nursing and medical programs) which require Commission review and approval as a program modification, regardless of delivery mode or percent of the total required program credit hours offered at that site. However, Commission program modification approval is required if an institution proposes to offer **an approved degree program at a previously approved site** by traditional or blended instruction where 50 percent or more of the curriculum is offered at the site(s) within a period of three years for associate's (except for those offered by technical colleges), baccalaureate, specialist, master's and doctoral-professional practice programs, or within a five-year period for doctoral-research/scholarship programs.

2. Institutions adding **an approved program to a new delivery site** in-state not previously approved by the Commission either for that institution or for that particular program (i.e., other institutions do not offer the program at that site) must submit a program modification proposal, regardless of delivery mode or percent of the total required program credit hours offered at that site.

3. Institutions adding 100% online delivery to an approved program must submit a notification of change form to the Commission **three months prior** to implementing the change. For purposes of program duplication review, notifications for 100% online delivery are subject to ACAP review.

4. Institutions extending a certificate program to a new site must submit a notification of change form to the Commission **three months prior** to implementing the change.

5. Technical colleges do not need Commission approval for delivery of approved programs at additional sites within their statutory-approved service area. However, the Commission should be notified when a program is extended to additional sites within the college's service area. Commission program modification approval is required for programs offered outside the service area.

6. 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 does not request, require, or receive appropriations from the state. The institution must inform the Commission using the *Notification of Change to an Academic Program or Organizational Unit* form (Appendix D) 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. Institutions offering programs out-of-state are expected to adhere to the policies and guidelines of the National Council for State Authorization Reciprocity Agreements or receive state approval as required.

7. 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.

8. Educator preparation programs 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 to an Academic Program

The institution making a change to an academic program must inform the Commission's Director of Academic Affairs of the change **three months prior to implementing the change** using the *Notification of Change to an Academic Program or Organizational Unit* form (Appendix D) or *Notification of Change – New Certificate* form (Appendix E). However, **the change may not be implemented until the institution receives a written acknowledgement** from staff. Therefore, staff recommend submitting the *Notification* as early as possible to allow sufficient time for staff to review the change and determine whether it may be processed as a *Notification* or needs to be elevated. The Director of Academic Affairs will notify the Advisory Committee on Academic Programs (ACAP) of changes acknowledged by staff at each 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 does not request, require, or receive appropriations from the state;
c. change in program title without changes in CIP Code;
d. changes in objectives or purposes of the program
e. substantive changes in curriculum of 18 hours or less to an existing undergraduate program or 12 hours or less to an existing master's, specialist, or doctoral program when considering the addition, deletion, or modification of required courses;
f. the deletion or consolidation of concentrations, tracks, options, specializations, emphases, or cognates offered within an existing major that result in a cumulative change of 18 hours or less to an existing undergraduate program or 12 hours or less to an existing master's, specialist, and doctoral programs when considering the courses added to, deleted from, or modified for the program;
g. the addition of a concentration to programs offered by senior or USC two-year institutions provided that the concentration is the first one to be added since program approval and implementation and that the concentration is 18 hours or less for undergraduate programs or 12 hours or less for graduate program when considering the addition, deletion, or modification of required courses except in the case of adding new concentrations to educator preparation programs leading to initial certification, which are to be treated as a new program (the second and all subsequent concentrations to be added to a program must be treated as a program modification);
h. the addition of concentrations to programs offered by the technical colleges;
i. new certificate programs offered by senior institutions;
j. new sites for certificate programs offered by senior institutions; or
k. change in name for a center or institute, only if the center or institute was approved by the Commission.

2. Commission staff have the right to elevate any notification of change to be considered by ACAP, CAAL, and the Commission or to require the submission of a program modification or new program proposal.

G. Policy for the Notification of Termination of an Academic Program, Concentration, Site or Center

The institution terminating an academic program or concentration must inform the Commission's Director of Academic Affairs of the change **three months prior to the termination** using the *Notification of Termination* form (Appendix F) 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 processed by staff at each meeting.

1. For programs subject to additional approval by a state board or agency other than the Commission (e.g., State Board of Nursing or State Board of Education), when the program no longer satisfies requirements for necessary accreditation or approval, the institution should terminate the program and notify the Commission of such termination by submitting the *Notification of Termination* form (Appendix F). If an institution is notified that the board or agency is revoking approval, licensure, or certification authority of the program, the institution must immediately notify the Commission of such action by submitting the *Notification of Termination* form. A copy of the report or notification for revoking approval must be included

with the *Notification of Termination.* The Commission will notify the appropriate board or agency of notification of terminations received for such programs.

2. When a program 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* form (Appendix F). An institution may also terminate a program or organizational unit based on its own evaluation of that program or unit.

3. In the *Notification*, the institution must provide:
    a. 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); and
    b. a detailed description of the teach-out plan to assure the Commission that the plan adequately addresses students' needs.

4. 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, Institutes, and Consortiums

1. New centers, institutes and consortiums for which the institution intends to request or receive appropriations from the state require Commission approval. Existing centers, institutes, or consortiums not approved by the Commission must gain Commission approval prior to requesting state funding. Commission approval is not required if 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 or appropriate state government entity.

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, institutes, and consortiums follow a format and criteria similar to new program proposals (Appendix G) and follow the same procedures as new program proposals.

I. Policy for the Ensuring the Accuracy of the *Inventory of Academic Programs*

1. On an annual basis, the Commission will request that institutions review the *Inventory of Academic Programs (Inventory)* to ensure it reflects accurate information for programs currently offered. The Commission must receive written notification of any discrepancies by the deadline stated in the request. Should there be discrepancies, the Commission reserves the right to not accept any program proposals from the institution until the discrepancy is resolved.

2. To correct discrepancies in the *Inventory*, Commission staff will request the submission of a Notification of Change form, program modification proposal, or new program proposal, depending on the discrepancy.

J. Strategic Planning Policy for Academic Programs

1. In the event of a specific review of academic programs, 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.

III. PROCEDURES

A. Procedure for New Programs

The institution submits a New Program Proposal which is thoroughly reviewed by staff. Staff choose whether to present the proposed program to the Advisory Committee on Academic Programs (ACAP). If there are significant concerns, the staff will recommend that the proposal be revised or withdrawn. The proposal is transmitted to ACAP for consideration. After ACAP's review, staff transmit substantive comments, questions, or concerns from both ACAP members and staff to the proposing institution and the institution submits a revised proposal. Staff consider ACAP's discussion in preparing an analysis for consideration by the Committee on Academic Affairs and Licensing (CAAL). The revised proposal and accompanying staff analysis and recommendation are then transmitted to CAAL for consideration. If CAAL votes to recommend approval of the program to the Commission, the materials are forwarded to the full Commission for consideration and the proposed program is considered for final approval.

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 on a case-by-case basis.

Prior to Proposal Submission
Commission staff encourage institutions to consult with them early in the consideration and planning of new programs. This consultation may include telephone conversations, email discussions, and brief meetings. Institutions may also submit a draft of the proposal for review by staff well in advance of due dates for proposals.

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

1. 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.

2. Proposals for educator preparation programs must submit the additional information required by the South Carolina Department of Education when the program proposal is submitted to the Commission.

3. Proposals for doctoral programs must include a review from a qualified out-of-state evaluator approved by Commission staff 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, region, or nation; and the institution's readiness and ability to support the proposed program. Prior to submitting the proposal, the institution must provide to Commission staff the following information for at least three prospective evaluators: Curriculum Vitae, description of how the educational qualifications and background of each evaluator are related to the proposed program, and the rationale for identifying the evaluators.

4. Proposals for joint programs must present separate information for faculty, facilities, and financial support for each institution.

Consideration of the Proposal

1. Staff review the proposed program, discuss any questions or significant concerns with the institution, and choose whether to transmit the proposal to ACAP for consideration.

2. The institution must introduce the New Program Proposal to ACAP. If ACAP favorably reviews the new program proposal, staff prepares an analysis and staff recommendation regarding approval of the proposed program. The proposal and staff analysis will be transmitted to CAAL. **If ACAP does not favorably review the new program,** the proposal may be: revised and presented to ACAP for reconsideration, withdrawn, or forwarded to CAAL with a negative recommendation.

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

4. Commission staff will prepare a written analysis and recommendation for each proposal for CAAL, which will also be provided to ACAP.

5. The proposal is presented to CAAL for consideration. CAAL will submit findings and recommendations to the Commission.

6. The Commission on Higher Education will consider the proposal. The Executive Director of the Commission will notify the President or Chief Executive Officer of the institution or system in writing of the Commission's decision. Proposals for educator preparation programs will be forwarded to the SC Department of Education after Commission approval.

7. An institution that seeks 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 no later than 30 calendar days after receipt of written notice of the Commission's action. Appeals will be referred to CAAL for consideration and 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.

Procedures for New 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 SCTCS staff.

1. Programs that are new to the SCTCS and are designed for transfer to a four-year institution must adhere to the Commission's program approval process described above.

2. For programs that are new to the SCTCS and proposed as nontransferable programs:
    a. The program will be evaluated by Commission staff and the Advisory Committee on Academic Programs (ACAP), via electronic review to guarantee a timely response, to determine:

i. if there is potential for transfer to a four-year degree program (i.e., potential for a pathway to or an articulation agreement with a four-year degree program); and
ii. if there are any substantive questions.

Commission staff may request additional information to determine transferability, including syllabi and faculty credentials.

b. If Commission staff and ACAP concur with SCTCS staff that the program is not designed for transfer:
    i. Commission staff will notify the SCTCS staff that the program is to be considered by the SC State Board for Technical and Comprehensive Education. Commission staff will also transmit any substantive questions in writing to SCTCS staff.
    ii. Commission staff will include an information item on the agenda of the next scheduled Commission meeting stating a new program has been reviewed by staff and ACAP, has been determined to qualify for approval as a nontransferable program, and is pending approval by the SC State Board for Technical and Comprehensive Education.
    iii. If the program is approved by the SC State Board for Technical and Comprehensive Education, the SCTCS staff will send a request for inclusion in the Commission's *Inventory of Approved Programs*. Commission staff will notify SCTCS staff and the proposing institution that the program has been added to the *Inventory*.

    If Commission staff determine there is potential for transfer to a four-year degree program, the technical college must adhere to the Commission's standard program approval process described above. If requested by the technical college, Commission staff will establish an approval process schedule that guarantees a timely response to business and industry needs.

3. For programs that are currently offered by one or more institutions within the SCTCS but are new to the proposing institution:
    a. The program will be evaluated by SCTCS staff to determine:
        i. if the proposed program is substantially the same as the existing program and conforms to the SCTCS template for that program;
        ii. if the proposed program meets applicable accreditation requirements;
        iii. if the proposing institution has the capacity to support the program; and
        iv. if there is sufficient demand for the program.
    b. If SCTCS staff determine that the previously stated conditions are met, they will so certify to the Commission. The SCTCS staff certification must include a brief program description and request for inclusion in the Commission's *Inventory of Approved Programs*.
    c. Commission staff will review the SCTCS request to determine if there are substantive questions that remain unanswered.
        i. If there are no substantive questions, Commission staff will notify SCTCS staff and the proposing institution that the program has been added to the *Inventory*.
        ii. 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 staff that the program has been added to the *Inventory*.

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

i. defer the request for the program to be included in the *Inventory* until the questions are answered; or
ii. request that the program proposal be submitted for consideration under the Commission's program approval process.

B. Procedure for Program Modifications

The institution submits a Program Modification Proposal, which is thoroughly reviewed by staff. Staff choose whether to present the proposed program modification to ACAP. If there are significant concerns, staff will recommend that the proposal be revised or withdrawn. If staff decide to elevate the modification, the institution will be notified prior to ACAP. The proposal is transmitted to ACAP for consideration. Based on the staff's review and ACAP's discussion concerning the proposed modification, staff makes a determination about the proposed modification within two months of the ACAP meeting. In the event of an unfavorable staff decision, the institution may appeal to CAAL.

1. Proposals must be submitted electronically by the President or Chief Academic Officer of the institution or system. 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. Please note that proposals for educator preparation programs may submit the additional information required by the South Carolina Department of Education (SCDE) when the program proposal is submitted to the Commission.

2. The institution will introduce the proposal to ACAP. **If ACAP does not favorably review the proposed modification,** the institution may elect to withdraw the proposal or revise the proposal and present it to ACAP for reconsideration.

3. After ACAP's review, staff transmit substantive comments, questions, or concerns from both ACAP members and staff to the proposing institution and the institution submits a written response or a revised proposal, whichever is required.

4. Approval authority rests with the Executive Director of the Commission for all program modifications. If the modification is approved, Commission staff will notify the institution within 60 calendar days of ACAP consideration of the proposal. If the staff or Director of Academic Affairs do not recommend or the Executive Director does not grant approval of the program modification, the institution may appeal the decision. The appeal must be submitted to the Executive Director of the Commission by the President or Chief Executive Officer of the institution or system no later than 30 calendar days after receipt of written notice of the staff's action. Appeals will be referred to CAAL for consideration and 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 consideration. If CAAL's decision is unfavorable, the institution must wait one full calendar year before submitting a new proposal for the program modification or a similar program. The Commission retains final approval authority in appeals cases.

C. Procedure for Notifications of Change in an Academic Program

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* form (Appendix D) which must be submitted by the institution's Chief Academic Officer.

2. Commission staff will review the form and notify the institution of any substantive questions. The change may not be implemented until the institution receives a written acknowledgement from staff.

3. The Director of Academic Affairs will notify ACAP of changes acknowledged by staff at each meeting.

D. Procedure for Notifications of Change – New Certificate Programs

1. The institution adding a new certificate program must inform the Commission's Director of Academic Affairs **three months prior to implementation** using the *Notification of Change – New Certificate* form (Appendix E) which must be submitted by the institution's Chief Academic Officer.

2. Commission staff will review the form and notify the institution of any substantive questions. The certificate may not be implemented until the institution receives approval from staff. If approved, the staff will notify the institution within three months of receiving the *Notification of Change – New Certificate* form and The Director of Academic Affairs will notify ACAP of such notifications acknowledged by staff at each meeting. If staff do not approve the certificate program, the *Notification of Change – New Certificate* may be revised, withdrawn, or elevated to consideration by ACAP, CAAL, and the Commission.

E. Procedure for Notifications of Termination of an Academic Program, Concentration, Site, or Center

1. The institution terminating an academic program, concentration, site, or center must inform the Commission's Director of Academic Affairs **within three months of the termination** using the *Notification of Termination* form (Appendix F) which must be submitted by the institution's Chief Academic Officer.

2. The Director of Academic Affairs will notify ACAP of such notifications processed by staff at each meeting.

F. Procedure for New Centers, Institutes, and Consortiums

1. New centers, institutes, and consortiums follow the same procedures as new program proposals.

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

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

Please note that ACAP, CAAL, and Commission meeting dates vary from year to year. Any updates to schedules and meeting dates will be posted on the Commission's website.

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.

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 A).

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

Center/Institute is a unit used to organize faculty to conduct and disseminate research and scholarship and contribute to the education of students, public service, and economic development in a certain field or area as appropriate. A center or institute cannot confer a degree or other credential. The success of centers and institutes is measured by their ability to generate external funding, conduct research leading to innovation, disseminate the research and scholarship, and provide opportunities for educational experiences and professional development and public service.

Certificate in a four-year institution is a stand-alone organized series of courses offered for credit at either the undergraduate or graduate level of study for eligible students that results in a credential awarded by the institution.

Classification of Instructional Programs (CIP) Code is a classification system developed by the National Center for Education Statistics used to identify major areas of study and 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 for 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.

Consortium refers to a formal association, with an appropriate Memorandum of Understanding or Agreement, between several institutions and/or other organizations to share the responsibility of conducting and disseminating research and scholarship; contributing to public service; and promoting economic development.

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 instruction** in which significant site attendance is required; or
2. **distance education** in which coursework is delivered online; by blended instruction, a combination of traditional instruction and instruction delivered by a variety of technologies; 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.

Dual Degree Program is a combined or simultaneous program that involves a student working for two different degrees, either at the same institution or at different institutions.

Duplication occurs when an academic program closely matches another academic program in content, location, or 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 12 credit hours per semester for an undergraduate student and nine credit hours per semester for a graduate student.

Joint Degree Programs are an agreement whereby students study at two or more institutions and the institutions grant a single academic award bearing the names, seals, and signatures of each of the participating institutions.

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, typically at least 15 credit hours, related by discipline and focus outside the major. 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 one form of distance education.

Organizational units are academic administrative units such as colleges, schools and departments 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 *Policies and Procedures for Academic Degree Program Productivity*.

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

Site refers to the physical location (e.g., street address) at which an academic program is delivered.

Site Codes are numerical codes assigned by the Commission that represent locations where coursework and/or programs are offered by an institution, regardless of delivery mode.

Traditional instruction refers to instruction offered by faculty who are physically present at the same site and at the same time as students.

APPENDIX A: 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 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 CAO representing the two-year institutions of the USC System.

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.

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.

APPENDIX B: NEW PROGRAM PROPOSAL FORM

Name of Institution:

Name of Program (include degree designation and all concentrations, options, or tracks):

Program Designation:

- ☐ 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. and DMA)
- ☐ Doctoral Degree: Professional Practice (e.g., Ed.D., D.N.P., J.D., Pharm.D., and M.D.)

Consider the program 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 (include department through Provost/Chief Academic Officer, President, and Board of Trustees approval):

Background Information

State the nature and purpose of the proposed program, including target audience, centrality to institutional mission, and relation to the strategic plan.

Assessment of Need

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

Transfer and Articulation
Identify any special articulation agreements for the proposed program. Provide the articulation agreement or Memorandum of Agreement/Understanding.

Employment Opportunities

Occupation	State		National		Data Type and Source
	Expected Number of Jobs	Employment Projection	Expected Number of Jobs	Employment Projection	

Supporting Evidence of Anticipated Employment Opportunities
Provide supporting evidence of anticipated employment opportunities for graduates.

Description of the Program

Projected Enrollment			
Year	Fall Headcount	Spring Headcount	Summer Headcount

Explain how the enrollment projections were calculated.

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

☐Yes

☐No

Curriculum

New Courses
List and provide course descriptions for new courses.

Total Credit Hours Required:

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	

Course Name	Credit Hours	Course Name	Credit Hours	Course Name	Credit Hours
Year 3					
Fall		**Spring**		**Summer**	
Total Semester Hours		Total Semester Hours		Total Semester Hours	
Year 4					
Fall		**Spring**		**Summer**	
Total Semester Hours		Total Semester Hours		Total Semester Hours	
Year 5					
Fall		**Spring**		**Summer**	
Total Semester Hours		Total Semester Hours		Total Semester Hours	

Similar Programs in South Carolina offered by Public and Independent Institutions

Identify the similar programs offered and describe the similarities and differences for each program.

Program Name and Designation	Total Credit Hours	Institution	Similarities	Differences

Faculty

Rank and Full- or Part-time	Courses Taught for the Program	Academic Degrees and Coursework Relevant to Courses Taught, Including Institution and Major	Other Qualifications and Relevant Professional Experience (e.g., licensures, certifications, years in industry, etc.)

Total FTE needed to support the proposed program:
Faculty:
Staff:
Administration:

Faculty, Staff, and Administrative Personnel
Discuss the Faculty, Staff, and Administrative Personnel needs of the program.

Resources

Library and Learning Resources
Explain how current library/learning collections, databases, resources, and services specific to the discipline, including those provided by PASCAL, can support the proposed program. Identify additional library resources needed.

Student Support Services
Explain how current academic support services will support the proposed program. Identify new services needed and provide any estimated costs associated with these services.

Physical Resources/Facilities
Identify the physical facilities needed to support the program and the institution's plan for meeting the requirements.

Equipment
Identify new instructional equipment needed for the proposed program.

Impact on Existing Programs
Will the proposed program impact existing degree programs or services at the institution (e.g., course offerings or enrollment)? If yes, explain.

☐ Yes

☐ No

Financial Support

Sources of Financing for the Program by Year												
	1st		2nd		3rd		4th		5th		Grand Total	
Category	**New**	**Total**	**New**	**Total**	**New**	**Total**	**New**	**Total**	**New**	**Total**	**New**	**Total**
Tuition Funding												
Program-Specific Fees												
Special State Appropriation												
Reallocation of Existing Funds												
Federal and/or Other Funding												
Total												
Estimated Costs Associated with Implementing the Program by Year												
	1st		2nd		3rd		4th		5th		Grand Total	
Category	**New**	**Total**	**New**	**Total**	**New**	**Total**	**New**	**Total**	**New**	**Total**	**New**	**Total**
Program Administration and Faculty/Staff Salaries												
Facilities, Equipment, Supplies, and Materials												
Library Resources												
Other (specify)												
Total												
Net Total (Sources of Financing Minus Estimated Costs)												

Budget Justification
Provide an explanation for all costs and sources of financing identified in the Financial Support table.

Evaluation and Assessment

Program Objectives	Student Learning Outcomes Aligned to Program Objectives	Methods of Assessment

Explain how the proposed program, including all program objectives, will be evaluated, along with plans to track employment. Describe how assessment data will be used.

Accreditation and Licensure/Certification

Will the institution seek program-specific accreditation (e.g., CAEP, ABET, NASM, etc.)? If yes, describe the institution's plans to seek accreditation, including the expected timeline.

☐Yes

☐No

Will the proposed program lead to licensure or certification? If yes, identify the licensure or certification.

☐Yes

☐No

Explain how the program will prepare students for this licensure or certification.

If the program is an Educator Preparation Program, does the proposed certification area require national recognition from a Specialized Professional Association (SPA)? If yes, describe the institution's plans to seek national recognition, including the expected timeline.

☐Yes

☐No

APPENDIX C: PROGRAM MODIFICATION PROPOSAL FORM

Name of Institution:

Briefly state the nature of the proposed modification (e.g., adding a new concentration, extending the program to a new site, curriculum change, etc.):

Current Name of Program (include degree designation and all concentrations, options, and tracks):

Proposed Name of Program (include degree designation and all concentrations, options, and tracks):

Program Designation:

- ☐ 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. and DMA)
- ☐ Doctoral Degree: Professional Practice (e.g., Ed.D., D.N.P., J.D., Pharm.D., and M.D.)

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

- ☐ Yes
- ☐ No

If No, should the program be considered for supplemental Palmetto Fellows and LIFE Scholarship awards?

- ☐ Yes
- ☐ No

Proposed Date of Implementation:

CIP Code:

Current delivery site(s) and modes:

Proposed delivery site(s) and modes:

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 target audience, centrality to institutional mission, and relation to strategic plan.

Assessment of Need

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

Transfer and Articulation
Are there any special articulation agreements for the proposed modified program? If yes, explain.

☐ Yes

☐ No

Description of the Program

Projected Enrollment						
Year	Fall Headcount		Spring Headcount		Summer Headcount	
	New	Total	New	Total	New	Total

Explain how the enrollment projections were calculated.

Curriculum

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

Curriculum Changes

Courses Eliminated from Program	Courses Added to Program	Core Courses Modified

New Courses
List and provide course descriptions for new courses.

Similar Programs in South Carolina offered by Public and Independent Institutions

Identify the similar programs offered and describe the similarities and differences for each program.

Program Name and Designation	Total Credit Hours	Institution	Similarities	Differences

Faculty

State whether new faculty, staff or administrative personnel are needed to implement the program modification; if so, discuss the plan and timeline for hiring the personnel. Provide a brief explanation of any personnel reassignment as a result of the proposed program modification.

Resources

Identify new library, instructional equipment and facilities needed to support the modified program.
Library Resources:
Equipment:
Facilities:

Impact on Existing Programs
Will the proposed program impact existing degree programs or services at the institution (e.g., course offerings or enrollment)? If yes, explain

☐ Yes

☐ No

Financial Support

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

Budget Justification
Provide a brief explanation for all new costs and sources of financing identified in the Financial Support table.

Evaluation and Assessment

Program Objectives	Student Learning Outcomes Aligned to Program Objectives	Methods of Assessment

Will any the proposed modification impact the way the program is evaluated and assessed? If yes, explain.

☐ Yes

☐ No

Will the proposed modification affect or result in program-specific accreditation? If yes, explain; and, if the modification will result in the program seeking program-specific accreditation, provide the institution's plans to seek accreditation, including the expected timeline.

☐ Yes

☐ No

Will the proposed modification affect or lead to licensure or certification? If yes, identify the licensure or certification.

☐ Yes

☐ No

Explain how the program will prepare students for this licensure or certification.

If the program is an Educator Preparation Program, does the proposed certification area require national recognition from a Specialized Professional Association (SPA)? If yes, describe the institution's plans to seek national recognition, including the expected timeline.

☐ Yes

☐ No

APPENDIX D: NOTIFICATION OF CHANGE FORM

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

Name of Institution:

Briefly state the nature of the proposed change:

Current Name of Program (include degree designation and all concentrations, options, and tracks):

Proposed Name of Program (include degree designation and all 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. and DMA)
- ☐ Doctoral Degree: Professional Practice (e.g., Ed.D., D.N.P., J.D., PharmD., and M.D.)

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

- ☐ Yes
- ☐ No

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

Submission Date:

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, options, or tracks (prefix, number, title, and credit hours).

Provide information about major, general education, and elective course requirements, and the number of credit hours required for graduation, if changing.

If the program is adding or moving to blended or online delivery: provide a brief description of resources available to offer the program online (IT support, network capacity, and instructional support/availability for students, faculty qualifications to teach online, etc.) and the support provided to faculty to deliver and students to complete the program online; and state whether program will be covered by the State Authorization Reciprocity Agreement or discuss plans to receive approval from other states as required.

APPENDIX E: NOTIFICATION OF CHANGE – NEW CERTIFICATE FORM

S.C. Commission on Higher Education
Notification of Change – New Certificate Program Proposal
(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

Submission Date:

Institutional Approvals and Dates of Approval:

Purpose

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

Assessment of Need

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

Curriculum

List the courses required for the certificate (prefix, number, title, and credit hours). If new courses are being developed, provide the course descriptions for these courses and the plan and timeline for developing them.

Projected Enrollment

Year	Fall Headcount	Spring Headcount	Summer Headcount

Faculty

State whether new faculty, staff or administrative personnel are needed to implement the program; if so, discuss the plan and timeline for hiring the personnel. Provide a brief explanation of any personnel reassignment as a result of the proposed program modification.

Resources

Identify any library, instructional equipment and facilities needed to support the modified program. For facilities, identify new facilities or modifications to existing facilities needed to support the program. If the certificate will be delivered at a site not previously approved by the Commission, provide assurances that the facilities are adequate to support the proposed instruction.

Library Resources:
Equipment:
Facilities:

Financial Support

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

Budget Justification

Provide a brief explanation for all of the costs and sources of financing identified in the Financial Support table.

APPENDIX F: NOTIFICATION OF TERMINATION FORM

S.C. Commission on Higher Education
Notification of Termination of an Academic Program, Concentration, Site, or Center
(One Program per Form)

Name of Institution:

Identify the type of termination (e.g., program, concentration, or site):

Name of Program (include degree designation and all 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. and DMA)
- ☐ Doctoral Degree: Professional Practice (e.g., Ed.D., D.N.P., J.D., PharmD., and 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.

Submission Date:

State the reason for termination:

Describe the plan to teach out students currently enrolled:

APPENDIX G: NEW CENTER, INSTITUTE, OR CONSORTIUM PROPOSAL FORM

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 (include Provost/Chief Academic Officer, President and Board of Trustees approval):

Background Information

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

List the goals of the proposed center/institute.

Assessment of Need

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

Will the proposed center/institute impact existing programs or services at the institution? If yes, explain.

☐ Yes

☐ No

Describe any similar centers/institutes in South Carolina.

Faculty

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

Resources

Identify any new library, instructional equipment and facilities needed to support the proposed center/institute. For facilities, identify any new facilities or modifications to existing facilities needed to support the proposed center/institute.

Library Resources:
Equipment:
Facilities:

Financial Support

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

Budget Justification
Provide a brief explanation for all costs and sources of financing identified in the Financial Support table.

Evaluation and Assessment

Provide an outline of how the proposed center/institute will be evaluated and explain how assessment data will be used.