South Carolina
Commission on Higher Education

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October 4, 2007

MEMORANDUM

To: Dr. Layton R. McCurdy, Chairman, and Members, Commission on Higher Education

From: Dr. Bettie Rose Horne, Chair, and Members, Committee on Academic Affairs and Licensing

Revision of *Guidelines for New Program Approval*

Attached is the proposed revision of the *Guidelines for New Program Approval* (1998 revision). The purpose of the changes to the document is to reflect changes in technology and processes; to clarify the application of existing processes and practice under the *Guidelines*; to reorder and regroup policies in a more useful way; and to incorporate input stemming from previous versions of the proposed revisions.

The attached policy is the fourth iteration of the *Guidelines* since its initial presentation in revised form to the Advisory Committee for Academic Programs in July 2006. It was shared with the Advisory Committee on July 31 and October 11 in 2006 and, most recently, on March 21, 2007. Proposed revisions to the *Guidelines* have been informed by the input from these meetings, written suggestions and commentary, and input on articulation and assessment provisions from members of the Commission. In addition, the title of the document has been changed to *Policies and Procedures for New Academic Program Approval and Program Termination* in order to reflect its content more accurately.

At the end of the March 2007 Advisory Committee meeting, the members were encouraged to submit written suggestions for changes to be incorporated into the final revision of the proposed *Guidelines*. One institution did so, and most of those suggestions were reflected in a draft presented to the Advisory Committee on Academic Programs on July 25, 2007.

The draft, with three minor revisions, was adopted unanimously and is presented here for consideration by the Committee on Academic Affairs and Licensing.

Recommendation

The Committee on Academic Affairs and Licensing commends favorably to the Commission adoption of the revised *Guidelines for New Academic Program Approval* to be implemented in January 2008.

Attachment

PROPOSED

POLICIES AND PROCEDURES FOR NEW ACADEMIC PROGRAM APPROVAL AND PROGRAM TERMINATION

TABLE OF CONTENTS

SECTION I

Introduction

New program approval is one of the important functions that a coordinating agency performs. The essential nature of this function was recognized in the 1967 legislation creating the South Carolina Commission on Higher Education, which requires approval by the Commission or the General Assembly before any new program is implemented by a public institution of higher learning. It 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 "and 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 learning without approval of the Commission."

The principal role of the Commission in program approval is to provide a statewide viewpoint (and, in some cases, a regional or national viewpoint). In reviewing proposals for new programs or certain modifications to existing programs, the Commission seeks answers to the following five broad questions concerning each program:

What are the objectives of the proposed program?

Does the state need the program, and if so, are there alternative means of accomplishing the desired objectives?

Is the program compatible with the mission, role, and scope of the institution?

How much does the program cost?

Does the institution have the necessary personnel, facilities, library holdings, and other essentials necessary to conduct a program of high quality; and, if not, is there a plan for acquiring these essentials?

The Commission on Higher Education recognizes the sensitive nature of this responsibility. It also recognizes its obligation to assist the public institutions of the state in developing and maintaining programs of high quality while avoiding or reducing unnecessary program duplication.

Moreover, the Commission believes that with the advent of distance learning technology and global competition among higher education institutions, institutional collaboration and acceptance of non-traditional methods for student learning are

essential. For these reasons, the Commission strongly encourages collaboration between and among in-state, public institutions in developing and offering academic programs to ensure a more efficient use of state resources and afford greater accessibility for students.

The Commission encourages institutions to include, wherever appropriate, research experience, internships, cooperative education, and other work experiences in undergraduate programs. Graduates' employability is generally increased when practical as well as theoretical experiences are included in their undergraduate programs.

SECTION II

Definitions

Academic discipline refers to the major areas 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 in 1990 and updated in 2000.

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 can follow the *CHE Guidelines for Approval of Specialized Accreditation Agencies,* also located on the Commission's website.

Administrative units are commonly referred to as centers, bureaus, or institutes and are engaged in carrying out research, public service, or instruction, or any combination of the above as their primary purpose(s).

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

Collaborative Programs are programs with a lead institution that confers the degree but with one or more institutional partners who contribute courses, faculty or other resources.

Degree program, for purposes of Commission program approval, refers to a series of courses or activities that 1) lead to an associate, baccalaureate, master's, specialist, first professional, or doctoral degree or 2) lead to a certificate or a diploma totaling more than 18 credit hours at a senior institution. A program is commonly called a "major." Majors typically contain 30 – 40 credit hours. Degree programs are designated by a

specific six-digit CIP code. Commission approval is required for all degree programs as defined herein.

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

1) "**Traditional**" instruction in which significant site attendance is required;
2) the **Internet**;
3) **Special Facilities** for site-to-site two-way audio-visual (compressed video);
4) satellite, cable TV, **TV/Radio**, closed circuit, video tape, CD Roms;
5) **Correspondence**; and
6) a **Blend** of the above.

Distance education is coursework delivered by electronic means, whether satellite transmission, Internet, fiber optics technology, CD ROM, videotape, or other specified technology that occurs at a place other than where the instructor is located or at a time other than when the instructor teaches the class.

Joint programs are collaborative programs that have strong interdependence among the participants and their respective contributions to courses, faculty, or other resources. The degree may be conferred by one or more institutions.

Minors represent 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.

New degree programs are:

1) those offerings in any academic degree program concluding with the conferral of a degree at any level in any field or major not previously offered;

2) 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 certificate, associate's, baccalaureate, specialist, or master's programs, or within a five-year period for doctoral programs;

3) certificates in any field or major not previously offered that total more than 18 credit hours (excepting diploma or certificate programs offered by the technical colleges);

4) any program approved at one degree level (e.g., B.A.) that is moving to another level (e.g., M.A.);

5) any new center, bureau, or institute for which the institution requests/requires additional new appropriations from the state;

6) new teacher certification programs including add-ons or endorsements; or

7) any existing program which changes in any way to a sufficient degree that a change in CIP code is required.

Off-site delivery or **off-site** signifies offering coursework at one or more sites separate from the institution's main campus, either by distance education or by traditional instruction.

Options, concentrations, specializations, emphases, cognates and tracks refer to a series of courses that display a distinctive curricular pattern within the major.

Program modifications are:

1) the extension or transfer of an existing, approved program to a new 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 electronic (e.g., web, video, satellite, etc.) formats, where over 50% of the curriculum is offered at the new site(s) within a period of three years for certificate, associate, baccalaureate, specialist, master's and first professional programs or within a period of five years for doctoral programs. [Note: this provision does not apply to programs where 100% of the curriculum is distance-delivered in electronic formats. (c.f. IIIB, p. 9-10)]

2) addition of new concentrations, tracks, options, specializations, emphases, or cognates offered within an existing major that total more than 18 credit hours;

3) substantive changes in program goal, purpose, or target audience that do not require a change in the CIP code

4) a change in the degree designation of a program when this change involves a significant shift in the program's purpose (e.g., M.A. to M.F.A. or M.S. to M.B.A., but **not** B.A. to B.S., M.A. to M.S., or A.A. to A.S.)

5) reconfiguration of a number of existing degrees into a single degree (e.g., B.A. in French, B.A. in German, B.A. in Spanish collapsed into a B.A. in Modern Languages)

Program Notification is the required notification to the Commission of changes in existing programs that do not fall under the requirements for **Program Modification** (*Notification Form,* Appendix C). Program notification is required for program changes involving:

1) off-site delivery of existing programs that are delivered through electronic formats in their entirety;
2) awarding of certificates of 18 hours or fewer from baccalaureate-granting institutions;

3) program/major consolidation; or

4) changes of program title, **without** any change in objectives, purposes, substantive changes in curricula, or changes in CIP code.

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, or Specialized Professional Associations).

Site codes are numerical codes that represent locations where coursework is offered by an institution, whether on-campus or at an off-site location. All coursework must be assigned a site code by the Commission as part of the Commission on Higher Education Management Information System (CHEMIS). Courses and programs offered through distance education are assigned a single distance education code.

Traditional instruction refers to coursework that is offered by faculty who are physically present at the same site and at the same time as the students, whether the location is off-site or at the institution's main campus.

SECTION III

Policies

A. General Policies

1. All degree programs offered by any institution must have received appropriate Commission approval as stipulated by the policies and procedures in this manual. The benchmark for identifying authorized programs will be the Commission's *Inventory of Academic Degree Programs.*

2. All new degree programs, no matter the mode of delivery or location, require Commission approval.

3. Proposals for program modifications must follow the same format and criteria as new program proposals. The Executive Director has approval authority for all program modifications, with final approval of appealed staff decisions resting with the Commission. All approval decisions regarding program modifications will be made within two months of approval of the final proposal by the Advisory Committee on Academic Programs.

4. No program may be publicized as an approved program in the catalog of any institution or in any other manner prior to approval of the program by the Commission.

5. The Commission does not require approval of the creation of new academic departments, schools, or colleges within existing institutions. However, institutions shall notify the Commission staff on a quarterly basis of any such changes.

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

7. Certificate programs offered by senior institutions in a field or major in which the institution already possesses an approved degree program **do not** require Commission approval. Certificates requiring 18 or more credit hours in a field or major in which the institution **does not** possess an approved degree program **do** require full Commission approval. Certificates requiring **under** 18 credit hours in a field or major in which the institution **does not** possess an approved degree program **do not** require full Commission approval.

8. Compliance with the Commission's productivity standards for its 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.

9. In the case in which implementation of a proposed program entails new capital construction or substantial modifications of existing facilities, an appropriate request for Commission approval of such construction or modification must be submitted concurrently with the proposal for the new program.

10. All proposals to establish new doctoral programs must be accompanied by an evaluation from a qualified out-of-state consultant who analyzes the merits of the proposed program, its potential effect on existing programs, and the institution's readiness to support the proposed program. Also, colleges and universities should refer to the Commission's document *Priority Statements Relating to Offsite Doctoral Programs* for accepted best practices relating to doctoral programming.

11. An institution seeking approval to offer programs at levels above those which have been previously approved by the Commission is required to request of and receive from the Commission, through its Committee on Academic Affairs and Licensing and related planning and study processes, approval for a change in mission and status (i.e., new level of degree offered) prior to submission of a program proposal at the new level.

12. New centers, bureaus, and institutes for which the institution requests additional new appropriations from the state require new program 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 units where no additional new appropriation from the state is requested or required. In these cases, institutions must still adhere to the Commission's Notification Policy (see page 11).

13. Changes of program title, **without** any change in objectives, purposes, or substantive changes in curricula, **do not** require Commission review and approval. In cases where review and approval is **not** required, institutions must inform the Commission in writing **within thirty (30) days** of implementation of the changes, using the *Notification Form* (Appendix C) referenced in this policy and available on the Commission website.

14. As of September 1, 1999, all public institutions that offer State Board of Education-approved programs to prepare school personnel must be fully accredited by the National Council for the Accreditation of Teacher Education (NCATE). Therefore, all proposals for new school personnel preparation programs that are recommended for approval by the Commission will only be recommended with the proviso that NCATE accreditation be sought immediately upon Commission approval.

15. Should an institution lose NCATE accreditation or be accredited with conditions, it may not apply for any new school personnel preparation programs until it has reacquired full accreditation.

16. All school personnel preparation programs should reflect prevailing national and state standards with respect to content and pedagogy. School personnel preparation programs are expected to meet standards of national specialty organizations within two years of initial approval and maintain them; failure to do so will result in the program's being placed on provisional approval status.

17. All advanced programs for teachers in education are expected to incorporate the core propositions of the National Board for Professional Teaching Standards.

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

19. The staff of the State Department of Education will be notified and granted the opportunity to review all proposals for new programs related to school personnel preparation, including but not limited to, teacher education, counseling, and education administration programs.

20. All proposals for new programs related to school personnel preparation must be approved by the CHE prior to submission to the State Department/State Board of Education for approval.

21. An institution changing the name of a program through the State Department of Education, NCATE, a Specialized Professional Association (SPA), or any other accrediting body must follow Commission policy on **Program Modification, Notification of Program Change**, or **Notification of Termination**.

22. 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.

23. The planning summary for any pending new program proposal will be considered active for no more than three years from the time of submission to the Commission. After three years, the institution will be required to submit a new planning summary in order to have the new program proposal considered.

24. Exceptions to the timeline for the program planning summary and new program proposal approval cycle may be made in justifiable emergency situations by the Director of Academic Affairs and Licensing on behalf of the Committee on Academic Affairs and Licensing.

25. For joint or collaborative programs, a "Memorandum of Understanding" that clearly delineates program responsibilities and fiscal arrangements among all participants must be developed and approved concurrently with the program proposal at the institutional level; the "Memorandum of Understanding," signed by the appropriate senior-level institutional officers, must be submitted with the final program proposal when the program proposal is submitted to CHE for approval.

26. The Committee on Academic Affairs and Licensing will establish and maintain procedures designed to implement these policies.

B. Policies on Off-site Delivery of Existing Programs

27. The Commission endorses and expects all public colleges and universities in the state to adhere to the *Principles of Good Practice* regarding distance education developed by the Southern Regional Education Board [SREB].

28. Institutions may offer up to 50 percent of total required program credit hours for any **approved** degree program off-site without Commission approval. If an institution proposes to offer 50 percent or more of an existing degree program off-site by traditional instruction within a three-year period for associate's, baccalaureate, specialist, master's programs, and first professional programs, or within a five-year period for doctoral programs, Commission program modification approval is required.

29. Extension of an approved program to additional sites **solely** via distance education (see above definition of Distance Education) **does not** require Commission review and approval except for nursing programs (see #30 below). In these instances, the institution must provide to the Commission **within thirty (30) days of** the implementation of the program verification that all coursework offered off-site is offered via distance education. (See Notification Policy, Part C, on page 11.)

30. Extension of an approved baccalaureate nursing program to additional sites via distance education requires Commission review and approval because of the requirements and competition for clinical placements.

31. Programs approved for delivery by the technical colleges and the two-year regional campuses of the University of South Carolina are approved for delivery at any site within the Commission-approved service area or region (as

stipulated in the Commission-approved mission statements of these institutions) of the institution awarding the degree. Programs offered outside the service area must comply with Commission policies for approval of off-site programs.

32. Shifting from one mode of electronic (distance) delivery to another electronic mode does not require CHE approval. However, institutions are expected to report the correct method of course delivery codes for CHEMIS.

33. Commission review and approval are **not required** for any **existing** program or part of a program offered entirely through electronic means out-of-state or out-of-country if that program or part of a program requests, requires, or receives no additional new appropriations from the state. The institution must inform the Commission using the *Notification Form* (Appendix C) no later than three months before implementation of the program or program components at the site(s) in question and must report students enrolled in the program separately from students enrolled in-state.

34. Commission policies on program approval and program level apply fully to any **new** program being offered exclusively out-of-state or out-of-country by a state institution through electronic or other means.

C. Notification Policy for Program Changes

35. In all cases of program changes involving:
    a) off-site delivery of existing programs that are delivered through electronic formats in their entirety;
    b) awarding of certificates of 18 hours or fewer from baccalaureate-granting institutions;
    c) program/major consolidation; or
    d) changes of program title, **without** any change in objectives, purposes, substantive changes in curricula, or changes in CIP code,

    the institution awarding the degree program/major in question must inform the Commission's Director of Academic Affairs and Licensing of the change in program status using the *Notification Form* (Appendix C) **within thirty (30) days of the implementation of the program.**

36. In all such cases, the Director of Academic Affairs and Licensing will notify the Advisory Committee on Academic Programs at the Committee meeting subsequent to receiving notification from the awarding institution.

37. Notifications from the institutions (see Appendix C for *Notification Form*) must include the following information which clearly conveys the changes being made:

    a) degree program title (degree awarded and major);
    b) concentrations, options, tracks, etc;
    c) site of delivery;
    d) mode of delivery (i.e., distance and type (e.g., web, compressed video, satellite, etc.), traditional, or both) and the percentage of coursework offered by each mode;
    e) the CIP code of the program (subject to confirmation by CHE);
    f) a one-paragraph summary of the rationale for and the changes in the program; and,
    g) a short curricular display that includes a list of courses in the major as well as information on general education requirements and electives.

38. In all cases of the creation of a center, institute, or bureau that is not receiving state funding and for which Commission approval is therefore not required, the institution creating the entity in question must notify the Commission's Director of Academic Affairs and Licensing in using the *Notification Form* (see Appendix C) **within thirty (30) days of** the creation of the center, institute, or bureau.

D. Program Termination Policy

39. Termination of any program, center, bureau, institute, or any academic school, department or college 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 or Organizational Unit* (Appendix C).

40. In the *Notification of Termination* for a terminated degree program, the institution shall provide a date certain by which the program will be closed to new students and a date certain by which the Data File will be closed (typically not longer than 150% of program duration, e.g., six years for a four-year program).

E. Strategic Planning Policy for Academic Programs

41. In concert with any special or targeted review of existing programs conducted by the Commission (see *Guidelines for Existing Academic Program Review at Public Senior Institutions)*, the Commission will make recommendations regarding the future status statewide of programs and fields of study under

review. These recommendations will be based on three main sources: 1) a peer review document developed by out-of-state consultants hired by the Commission; 2) supplemental quantitative data relating to the field of study collected from statistically reliable sources (i.e., National Center for Education Statistics, Employment Security Commission, National Bureau of Labor Statistics, etc.); and 3) the institution's strategic plan and the statewide strategic plan for higher education.

42. As appropriate, the Commission may also make recommendations regarding the articulation of programs under review at the undergraduate level.

SECTION IV

Procedures

The **cycle** for the program development/new program approval/program modification process includes the steps noted below.

New programs will be approved in accord with the following procedures: submission of a **Program Planning Summary**; review by the Advisory Committee on Academic Programs; submission of a **Full Program Proposal**; review by the Advisory Committee on Academic Programs; review by the Committee on Academic Affairs and Licensing; and review and approval by the Commission. The Advisory Committee on Academic Programs reviews Program Planning Summaries each quarter and may elect not to review final proposals unless it wishes to raise questions about any given proposal.

Program modifications will be approved in accord with the following procedures: submission of a **Program Planning Summary**; review by the Advisory Committee on Academic Programs; submission of a **Full Program Proposal**; review by the Advisory Committee on Academic Programs; and Staff Approval within two months of approval by the Advisory Committee, with appeal to the Committee on Academic Affairs and Licensing and the Commission in the event of an unfavorable staff decision. Program modifications are reviewed each quarter.

Approval Process

The process to be followed for the approval of New Programs and Program Modifications is outlined below:

1. A **Program Planning Summary is due** not less than two months before the quarterly meeting of the Advisory Committee on Academic Programs at which

the Summary is to be considered. The detailed timeline is posted on the Commission's website. The Director of Academic Affairs and Licensing may make exceptions to this schedule for justifiable emergencies. Program Planning Summaries should be submitted at the beginning, not at the end, of the institution's internal planning process. Each summary is limited to one program.

The following procedures are applicable for these summaries:

a) Program Planning Summaries are valid for three years. After that date, Program Planning Summaries must be updated and resubmitted.

b) All Summaries must be signed by the institutional/system president. Summaries shall be submitted as a Word document by electronic means and shall be addressed to the Director of the Division of Academic Affairs and Licensing.

c) The Program Planning Summary **should not exceed three pages in length** and should include specific language that addresses the following ten elements:

- Designation as New Program Proposal or Modification and number of credit hours in program or modification;
- Designation of undergraduate programs as four- or five-year program;
- Designation of Science, Technology, Engineering and Math (STEM) programs, healthcare programs and Math/Science teacher education programs as qualified for supplemental Palmetto Fellows Scholarship and LIFE Scholarship awards;
- Proposed date of implementation;
- Justification of need for the proposed program;
- Anticipated program demand and productivity;
- Assessment of extent to which the proposed program duplicates existing programs in the state;
- Relationship of the proposed program to existing programs at the proposing institution;
- Relationship of the proposed program to other institutions via inter-institutional cooperation;
- Total new costs associated with implementing the proposed program (general estimates).

2. **Program approval requests will be classified based on the Program Planning Summary** into one of two categories: new programs and program modifications.

3. **The Advisory Committee on Academic Programs will review the Program Planning Summary and recommend approval or disapproval of the proposed program summary to the Commission.** An institution may not submit draft proposals until the Advisory Committee has considered the related Program Planning Summary. (See Appendix B.)

4. **Staff review of draft proposals.** It is essential for Commission staff to have the opportunity to consult with an institution early in its consideration and planning of new programs. Institutions are strongly urged to submit drafts of proposals for review by the Commission staff well in advance of due dates for proposals.

5. **Final Proposals Due.** Proposals for new programs or program modifications shall be submitted by the chief executive officer of the institution or system to the Director of the Division of Academic Affairs and Licensing with an appropriate letter of transmittal. New programs and program modifications require the same proposal format (see Appendix A). Please note the following:

   a) All required institutional approvals, including that of the Board of Trustees if applicable, must be obtained prior to submission of the final proposal to the Commission.

   b) Staff will review final proposals to ensure that all required elements are included.

   c) Proposals should not exceed 20 pages in length.

   d) Ten unbound copies of each proposal should be submitted in accord with the schedule on page 16. In addition, the full document in Word format should be submitted to the Director of the Division of Academic Affairs and Licensing or his/her designee.

   e) All doctoral program proposals must be accompanied by a single copy of an assessment by an external consultant of the merits of the proposed program, its potential effect on existing programs, and the proposing institution's readiness to support the proposed program. In addition, the proposal must be accompanied by a brief institutional summary outlining changes made to the proposal in response to the external consultant's evaluation.

   f) Appendices, including letters of support, are discouraged and will not be forwarded to Committee/Commission

members. This information should be quantified and included in the proposal narrative to the extent possible.

g) In general, the Commission does not approve special funding for new program start-up costs.

6. **Advisory Committee on Academic Programs review.** At the request of the Advisory Committee, the Committee may vote by ballot prior to each quarterly meeting whether to discuss a final proposal at the quarterly meeting. At the request of any individual member, the Advisory Committee shall review the final program proposal. If no member of the Committee requests a review of the final proposal, the staff will consider the Committee's recommendation as a positive one for purposes of the staff program summary. In the case of new programs, the staff may forward its recommendation to the Committee on Academic Affairs and Licensing at its next scheduled meeting following the decision of the Advisory Committee.

7. **Staff review of program modifications.** After review by the Advisory Committee on Academic Programs, all program modifications will be reviewed by the staff of the Commission on behalf of the Committee on Academic Affairs and Licensing and the Commission. The Executive Director of the Commission possesses approval authority for all program modifications. Institutions may appeal the Executive Director's decision to the Committee on Academic Affairs and Licensing and the Commission, which retains final approval authority in appeals cases.

(The following procedures pertain to new programs only.)

8. **Staff review and recommendation to the Committee on Academic Affairs and Licensing.** Commission staff will prepare for the Committee, in advance of its meetings, a written evaluation and recommendation for each proposal to be considered. This material will also be provided one to two weeks in advance to the Chief Academic Officers of the institutions.

9. **Committee on Academic Affairs and Licensing review.** The chairperson of the Committee, or his or her designee, will submit Committee findings and recommendations to the Commission at the appropriate time on each proposal on which the Committee has acted.

10. **Commission on Higher Education review.** The Executive Director of the Commission will notify in writing the Chief Executive Officer of the institution or system regarding the action the Commission has taken on each proposed program.

11. **Institutional Appeal Rights.** An institution wishing 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 chief executive officer of the institution or system within 30 calendar days after receipt of written notice of the Commission's action. All such appeals will be referred to the Committee on Academic Affairs and Licensing for consideration at a regularly scheduled quarterly meeting. The Committee will undertake any further study or such other action as may appear to it to be appropriate under the circumstances.

Timelines for the approval processes for new programs and for program modifications are displayed in the following tables. **Please note that the tables are updated annually and that the dates of submission, Committee meetings, and Commission meetings vary from year to year.** Updated timelines are posted on the Commission's website (www.che.sc.gov) .

COMMISSION APPROVAL DATES FOR

NEW PROGRAMS

(Undergraduate, Graduate Programs, and Centers, Bureaus, and Institutes)

Program Planning Summary Due	Advisory Committee on Academic Programs Reviews Summaries	Final Proposal Due	Advisory Committee on Academic Programs (ACAP)	Committee on Academic Affairs & Licensing (CAAL)	Commission on Higher Education (CHE)
Feb. 1	March	M ay 1	July 25, 2007	Sept. 6, 2007	Oct. 4, 2007
May 1	July	Aug. 1	Oct. 11, 2007	Nov. 1, 2007	Dec. 6, 2007
Aug. 1	September	Nov. 1	Jan. 17, 2008	Feb. 7, 2008	Mar. 6, 2008
Nov. 1	January	Feb. 1	Mar. 20, 2008	April 3, 2008	May 8, 2008

PROGRAM MODIFICATIONS

Program Planning Summary Due	Advisory Committee (ACAP) Reviews Summaries	Final Proposal Due to CHE	Advisory Committee on Academic Programs (ACAP)	Staff Approval 2 Months After Last ACAP Review
February 1	March	May 15	July	September
May 1	July	Aug. 15	October	December
August 1	October	Nov. 15	January	March
November 1	January	Feb. 15	March	May

APPENDIX A

A. Format for All Program Proposals (New Program, Modification, and Centers, Bureaus, and Institutes)

The proposal must contain the following elements:

Cover Page

Name of the proposing institution
Program Title including options, concentrations, tracks (See definition, p. 6)
Date of submission
Signature of the chief executive officer of the institution or system
Program contact name and contact information

Classification

Program Title including options, concentrations, tracks (See definition, p. 6))
Academic unit involved
Designation, type, and level of degree (if a baccalaureate, please specify 4- or 5-year)
Proposed date of implementation
CIP code from the current USDOE's Classification of Instructional Programs
Identification of Program as New or Modification
Site
Program qualifies for supplemental Palmetto Fellows Scholarship and LIFE Scholarship awards: Yes _____ No:_____
Delivery mode (See definition, p. 4)

Justification

This section must contain at least the following:

- A statement of the purposes and objectives of the program including the student learning objectives and proposed method(s) of assessment of these learning objectives

- A discussion of the need for the program in the state, including but not limited to student demand or interest, anticipated employment opportunities for graduates, or demand for services, which must be quantified to the maximum extent possible, cover a reasonable period in the future beyond the anticipated date of graduation of the first classes, and must include sources of data.

- A discussion of the centrality of the program to the mission of the institution as that mission is currently defined by the Commission.

- A discussion of the relationship of the proposed program to other related programs within the institution, including, if possible, description of strengths and weaknesses of the related programs as documented by evaluative reports of institutional and/or Commission consultants.

- A description of similarities or differences between the proposed program and those with similar objectives offered at other institutions including discussion of similar programs within the state, and especially for graduate programs, the region, and the nation. The discussion should include reference to programs offered by independent institutions headquartered in South Carolina, the Academic Common Market, and web-based institutions.

Enrollment

This section must contain at least the following information:

- A discussion of admissions criteria specific to the program;

- A table showing projected total student enrollment in each term for at least the first three years for associate degree programs or the first five years for all other proposed programs. These figures should enumerate all students, including those who are already enrolled at the institution, those who transfer into the new program from other majors, and those who are new to the institution and to the program;

The format for this table is as follows:

PROJECTED TOTAL ENROLLMENT						
YEAR	FALL		SPRING		SUMMER	
	Headcount	Credit Hours	Headcount	Credit Hours	Headcount	Credit Hours
20xx – xx						
20xx – xx						
20xx – xx						

20xx – xx						
20xx – xx						

- A discussion of the process by which these estimates were made, including the pool or pools of students to be served; and

- A table showing the estimated **new** student enrollments, by headcount and credit hours generated. This table is different from the one above in that the enrollments projected represent only **new** enrollments at the institution as opposed to students enrolled in other programs who change their majors (i.e., students already enrolled at the institution who transfer to the program must be excluded from this table). Use this table to figure new costs and revenues attributed to the proposed new program.

The format for this table is below:

ESTIMATED NEW ENROLLMENT						
YEAR	**FALL**		**SPRING**		**SUMMER**	
	Headcount	Credit Hours	Headcount	Credit Hours	Headcount	Credit Hours
20xx – xx						
20xx – xx						
20xx – xx						
20xx – xx						
20xx – xx						

Curriculum

This section should contain at least the following:

- A sample curriculum for undergraduate programs and for graduate programs that will use a required core of courses;
- A brief explanation of the assessments of student learning outcome that will be used.
- A list, with catalog type descriptions, of **all new courses** that are to be added to the catalog within three years for associate degree programs or five years

for all other degree programs. New courses should be clearly identified as such.

Faculty

This section should contain at least the following:

- A table detailing the rank (not name) and academic qualifications of each staff member who will be involved in the program (see below).

List Staff by Rank (e.g. Professor #1, Professor #2, Associate Professor #1, etc.)	Highest Degree Earned	Field of Study	Specialization in Field (Yes/No)

- Enumeration and discussion of the necessary qualifications of new faculty (and staff) who will be added in support of the proposed program;

- In the case of currently-employed faculty or administrators, an explanation of proposed changes in assignment and of the extent to which each new assignment may require the addition of new positions to fulfill the former

assignment;

- A statement of the institutional plan for faculty development as it may relate specifically to the proposed program, including but not limited to released time for research, consulting, conferences, or curriculum development;
- The institutional definition of the full-time equivalents (FTE);
- A table showing for at least the first three years (for associate degree programs) or five years (for all others), the number (headcount) and the full-time equivalent (FTE) of faculty, administrators, and/or staff to be used in the program, listing new and currently-employed faculty, administrators, and staff separately. An example for "Faculty" is shown below:

UNIT ADMINISTRATION/FACULTY/STAFF SUPPORT						
YEAR	**NEW**		**EXISTING**		**TOTAL**	
	Headcount	FTE	Headcount	FTE	Headcount	FTE
Faculty						
20xx – xx	2	.75	3	1.5	5	2.25
20xx – xx			5	2.25	5	2.25
20xx – xx	2	1.0	5	2.25	7	3.25
20xx – xx	1	.75	7	3.25	8	4.00
20xx – xx			8	4.00	8	4.00
TOTAL	**5**	**2.5**	**3**	**1.5**	**8**	**4.00**

The format for the full table is on the following page:

UNIT ADMINISTRATION/FACULTY/STAFF SUPPORT						
YEAR	**NEW**		**EXISTING**		**TOTAL**	
	Headcount	FTE	Headcount	FTE	Headcount	FTE
Administration						
20xx – xx						
20xx – xx						
20xx – xx						
20xx – xx						
20xx – xx						
Faculty						
20xx – xx						
20xx – xx						
20xx – xx						
20xx – xx						
20xx – xx						
Staff						
20xx – xx						
20xx – xx						
20xx – xx						
20xx – xx						
20xx – xx						

Physical Plant

This section should contain at least the following:

- An explanation of whether, or to what extent, the existing physical plant will be adequate to provide space for the program for at least the first five years (three years for two-year colleges);

- A discussion of any additional physical plant requirements during the foreseeable future, including any modifications to existing facilities and an explanation of how these are to be financed.

Equipment

This section should contain at least the following:

- A brief discussion and identification of major equipment items that may be needed for at least the first five years (three years for two-year colleges). Normal acquisitions of commonly used items for instruction and research may be excluded.

Library Resources

This section should contain at least the following:

- A quantitative comparison of the institution's current holdings with a standard guide (such as the ALA Standards for College Libraries) in relationship to the new program being proposed;

- A qualitative assessment of current holdings in view of the new program being proposed;

- A quantitative estimate of acquisitions that may be needed annually for at least the first five years (three years for the two-year colleges) and the estimated additional cost of these;

The statewide higher education electronic library may be included as part of the library's resource base when making calculations of need for library resources for a new or modified program proposal. Although this resource brings substantial resources to bear, it does not obviate the need or desirability of all other additional library resources for a new program.

Accreditation, Approval, Licensure, or Certification

This section should contain at least the following:

- If the proposed program is subject to specialized or professional accreditation or approval by any state agency other than the Commission, a brief description of the accreditation or approval process, a statement as to whether such accreditation or approval will be sought, and when that accreditation or approval may be reasonably expected ;

- If graduates of the proposed program are subject to licensure or certification by any public or private agency, a brief description of that process and of the ways in which the proposed program will ensure that such certification or licensure, if obligatory, can reasonably be expected to be achieved by graduates.

Proposed education programs should also contain the following:

- For programs that lead to initial teacher certification or to licensure/certification of other school personnel (e.g., principals, superintendents, counselors), a concise but complete description of how the proposed program addresses national Specialty Professional Association standards and State Content Standards; and

- For programs at the graduate level that focus directly on teacher education (not educational leadership, etc.), a concise but complete description of how the proposed program addresses the core propositions of the National Board for Professional Teaching Standards.

Articulation

This section should contain a description of the institution's efforts to link the proposed program to similar programs offered by other South Carolina institutions.

- Proposed associate level programs should show a path for graduates to move into a related baccalaureate program, as appropriate.
- Proposed baccalaureate-level programs should show an entry path for students from two-year institutions, as appropriate.

- If the proposed program leads to a degree that is normally considered to be a terminal degree, the institution should so state in this section.

- Institutions should highlight collaboration with other state institutions in this section.

- If a program cannot show progress towards articulation agreements or inter-institutional collaboration, it should explain the lack thereof in this section.

Estimated New Costs

This section should contain at least the following:

- The table on page 25, which shows estimated annual new costs for at least the first three years for associate degree programs and for the first five years for all others and which displays sources of funds that will be available to support the proposed program

  (NOTE: Regarding the Sources of Financing section of the table on page 28, institutions should provide information regarding how estimated new program costs will be covered. In this section, institutions should estimate the projected revenues from the State generated by new student FTE's enrolled in the program [an estimate expressed by the Mission Resource Requirement]; tuition funding generated by new students; "Other State Funding," meaning special legislative appropriations ("below the line" appropriations); reallocation of existing funds from within the institution; federal funding; and, other funding such as endowment income, auxiliary enterprise funds, etc.)

- A statement as to whether or not "unique cost" or other special state appropriations will be required or requested.

Table for New Costs to the Institution and Sources of Financing (Next page)

Specify source(s) (e.g., special item appropriation, auxiliary enterprise funds, endowment income, special grant or contract, etc.)

ESTIMATED NEW COSTS BY YEAR						
CATEGORY	**1st**	**2nd**	**3rd**	**4th**	**5th**	**TOTALS**
Program Administration						
Faculty Salaries						
Graduate Assistants						
Clerical/Support Personnel						
Supplies and Materials						
Library Resources						
Equipment						
Facilities						
Other (Identify)						
TOTALS						
SOURCES OF FINANCING BY YEAR						
Estimated FTE Revenue Generated from the State (See note on page 25.)						
Tuition Funding (New students only)						
Other State Funding (Legislative Approp.)						
Reallocation of Existing Funds						
Federal Funding						
Other Funding (Endowment, Auxiliary etc.)						
TOTALS						

Institutional Approval

- This section must include a list of titles of all internal institutional bodies of which approval was required, such as faculty committees and the institutional governing board, and the dates on which each body approved the program. Such approval is required prior to the submission of program proposals to the Commission.

APPENDIX B

Advisory Committee on Academic Programs

There is established a permanent Advisory Committee on Academic Programs. The purpose of this Advisory Committee 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 the Advisory Committee shall consist of the following persons ex officio:

a) The chief academic affairs officer of the Commission staff, who shall serve as chair;

b) The chief academic officer of each of the public senior colleges and universities;

c) The chief academic officer of the staff of the State Technical College System.

d) The Chief Academic Officers 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.

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.

The Advisory Committee will meet regularly at least four times annually for the purpose of reviewing proposals for new and modified programs. The dates for these meetings will be set at the beginning of each fiscal year. Special meetings may be called by the chair at his or her own volition or at the request of a majority of the members. An agenda and supporting materials will be mailed to the members by the chair at least one to two weeks in advance of each meeting. A majority of the membership will constitute a quorum at any meeting.

All Program Planning Summaries and, upon request by any member, full proposals, will be referred to the Advisory Committee for advice, comment, and approval or disapproval. These actions will be reported to the staff and/or Committee on Academic Affairs and Licensing. Disapproval of a proposal by the Advisory Committee

will not remove that proposal from the approval process unless the proposing institution elects voluntarily to withdraw the proposal.

The Advisory Committee may undertake such studies and make such recommendations to the Committee on Academic Affairs and Licensing as it may elect. Appropriate matters may also be referred by the Committee on Academic Affairs and Licensing or by the Commission to the Advisory Committee for its study and advice.

APPENDIX C

Forms

Notification of Change in Academic Program Status or Organizational Unit

Notification of Termination of Academic Program, Center, Bureau, Institute or Other Administrative Unit

S.C. Commission on Higher Education

Notification of Change in Academic Program Status or Organizational Unit

After approval by Chief Instructional Officer,

Four- year institutions please send completed form by mail to:
Director of Academic Affairs and Licensing
S. C. Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201

Or, fax to:
(803) 737-2297

Technical Colleges please send completed form by mail to:
Vice President for Academic Affairs
South Carolina Technical College System
111 Executive Center Drive
Columbia, SC 29210

1. a. Institution _____
   b. Implementation date for change: _____

2. Program Title including options, concentrations, tracks (See definition, p. 6)
_____

2. Designation, type, and level of degree (if a baccalaureate, please specify 4- or 5-year)
_____

3. Site of delivery _____

4. Delivery mode (See definition, p.4) and percentage of coursework offered by each mode
_____

5. CIP Code (confirmed by CHE)_____; Site Code (assigned by CHE)_____

6. Nature of change and summary of the rationale for and objectives of the program
   (Please include the number of credit hours the change entails.)
_____
_____
_____

7. Curricular display: courses in the major (prefix, number, and title); information on general education and electives requirements; number of credits required for graduation
_____
_____

_____ _____

Signature of Institution's
Chief Instructional Officer

Date

Notification of Termination of Academic Program, Center, Bureau, Institute or Other Administrative Unit

(One Program Per Form)

Institution terminating program: _____

Degree Designation: _____

Program title and concentration if applicable: _____

CIP Code: _____; _____; _____

Site(s) of program if other than main campus: _____

Article I. **Site code(s):** _____; _____; _____
Distance Delivered program? Yes _____ **No** _____

Article II. **DATE program will be closed to new students: (mo/year)**

_____

DATE Data File will be closed: (mo/yr) _____
(Date by which all currently enrolled students will have graduated or transferred to other programs)

Reason for termination: _____

_____

_____ _____
Signature of Academic Vice President **Date**

*Technical Colleges should submit this form to: Office of Academic Affairs, South Carolina Technical College System, 111 Executive Center Drive, Columbia, SC 29210. SCTCS will then forward the information to the Commission on Higher Education.

*All other Institutions should submit this form to: Dr. Gail M. Morrison, Director of Academic Affairs & Licensing, SC Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201

South Carolina Commission on Higher Education
Academic Affairs and Licensing Division
Phone # (803) 737-2242
FAX # (803) 737-2297
website: www.che.sc.gov