

# COASTAL CAROLINA UNIVERSITY

## Policies and Procedures

Undergraduate and Graduate

<b>SECTION</b>	<b>Academic Programs</b>	<b>Date:</b>	<b>Spring 2008</b>
<b>SUBJECT</b>	<b>New Program Development and Modification</b>	<b>Authorized by:</b>	<b>Robert Sheehan</b>
		<b>Issued by:</b>	<b>Provost</b>

### I. Policy

The formation of new programs leading to a new degree, a new degree emphasis (above 18 credits), a new certificate program, or notification of change to any existing program must include justification and rationale based on University and institutional resources and mission along with the needs of its students. New programs, emphasis, or modifications cannot be advertised nor implemented until final approval is granted from the South Carolina Commission on Higher Education (CHE) and the Southern Association of Colleges and Schools (SACS).

NOTE: South Carolina Commission on Higher Education's *Policies and Procedures for New Academic Program Approval and Program Termination* (January 2008).

### II. Procedures

#### A. Submission of *Program Planning Summary*

1. The Provost must be consulted early in the program planning or modification process. The idea for a new degree program, emphasis (above 18 credits), or modification of existing programs is presented to the Provost by an academic Dean. If the Provost determines the degree program or modification as having merit and compatible with institutional resources and mission, a *Program Planning Summary* (maximum three pages) is prepared and sent, under the cover of the President for review to CHE.
2. The Program Planning Summary is written by the faculty following the format on the CHE Website, [http://www.CHE.sc.gov/AcademicAffairs/Revised\\_Guidelines\\_for\\_New\\_Prog\\_Approv.pdf](http://www.CHE.sc.gov/AcademicAffairs/Revised_Guidelines_for_New_Prog_Approv.pdf).
3. The *Program Planning Summary* is initially reviewed by an advisory committee of CHE, Advisory Committee on Academic Programs (ACAP), comprised of the academic Vice Presidents of the state's public institutions and representatives from the technical colleges. Once approved by CHE, the *Program Planning Summary* is active for three years; by the end of which time a full *Program Proposal* must be submitted or the *Program Planning Summary* becomes defunct. Coastal Carolina University's Provost is a member of this committee.
4. The *Program Planning Summary* is submitted by the Provost Office to Southern Association of Colleges and Schools, for notification of new program, emphasis, or modification.

5. If the *Program Planning Summary* is approved, the Provost directs the Dean of the College to develop the complete degree *Program Proposal* following the prescribed CHE format, found at the above CHE website.

## **B. Submission of *Program Proposal***

6. The *Program Proposal* (maximum twenty pages) is written by the Department Chair and appropriate faculty following the format on the CHE Website, [http://www.che.sc.gov/AcademicAffairs/Revised\\_Guidelines\\_for\\_New\\_Prog\\_Ap\\_prov.pdf](http://www.che.sc.gov/AcademicAffairs/Revised_Guidelines_for_New_Prog_Ap_prov.pdf).
7. Dean, Department Chair, and Associate Provost meet with Provost to review, as needed, the final proposal, with particular attention to any financial, space, equipment or faculty needs for implementation.
8. The Curriculum Committee for each College must approve the new program, emphasis, or modification at both the undergraduate and graduate levels.
9. In conjunction with preparing the *Program Proposal* for CHE, the appropriate internal forms are completed:
  - For undergraduate programs the forms can be found at the Academic Affairs website, <http://www.coastal.edu/facsenate/aac/>
    - a. Form B “**Change(s) for an Undergraduate Program,**”
      - i. Documentation: *Program Planning Summary* and *Program Proposal* must be attached
    - b. Form D “**PROPOSAL FOR NEW UNDERGRADUATE PROGRAMS**”
      - i. Documentation: *Program Planning Summary* and *Program Proposal* must be attached
  - For graduate programs the following forms found on the Graduate Programs website, <http://www.coastal.edu/graduate/forms.html>.
    - a. Form entitled “**REQUEST FOR ADDITION OF OR CHANGE IN A DEGREE PROGRAM OR CONCENTRATION.**” This form can
      - i. Documentation: *Program Planning Summary* and *Program Proposal* must be attached
8. Undergraduate procedures: The Department Chair or Associate Dean submits the form with all required documentation to the Academic Affairs Committee of Faculty Senate. Department Chairs and/or appropriate faculty are expected to be present at the meeting to introduce the documents and to answer any questions from the Committee members. If approved, reported to Faculty Senate for review and approval. If approved, recommended to the Provost and President.
9. Graduate procedures: The Department Chair or Associate Dean submits the form with all required documentation to the University Graduate Council. Department Chairs and/or appropriate faculty are expected to be present at the meeting to introduce the documents and to answer any questions from the members of the Council. If approved, reported for information only to the Faculty Senate; and then recommended to the Provost and President.
10. The *Program Proposal* is submitted by the Provost Office to the Academic Affairs Committee of the Coastal Carolina University Board of Trustees for approval, then to the Board of Trustees for approval. (See **Note** below)

11. The final *Program Proposal* is submitted by the Provost office for review and approval by the Academic Affairs Committee of the Board of South Carolina Commission on Higher Education; and then, the full Board will review and approve the proposal.
12. The final *Program Proposal* is submitted for review and approval by the Southern Association of Colleges and Schools
13. Only upon approval of the South Carolina Commission on Higher Education and the Southern Association of Colleges and Schools can a new degree program, emphasis, or make modification to an existing program be offered.
  - a. For SACS approval the following different types of substantive change must be reported.
    - i. ***Initiating coursework or programs at a more advanced level than currently approved:*** approval and notification are required. Twelve months in advance of implementation of the substantive change an application for initiating programs at a more advanced degree level, not a prospectus is required.
    - ii. ***Expanding at current degree level:*** approval and notification are required. Six months in advance of implementation of the substantive change a prospectus is required.
    - iii. ***Initiating degree completion programs:*** six months in advance of implementation of the substantive change a prospectus is required.
    - iv. ***Adding significantly different programs at an approved site:*** written notification of change prior to implementation, approval in not required.
    - v. ***Initiating programs/courses offered through contractual agreement or consortium:*** written notification of change prior to implementation, approval in not required.
    - vi. ***Closing an institution/program; initiating teach-out degrees:*** approval and notification are required. Six months in advance of implementation of the substantive change a prospectus is required.

For further information please refer to the SACS website for substantive changes <http://www.sacscoc.org/SubstantiveChange.asp>.

**Note:** Program modifications that involve 18 or less credit hours of coursework do not require CHE approval. However, a CHE “Notification Form” must be submitted as information.

## New Program Development or Program Modification “Program Planning Summary”

Dean meets with Provost to discuss and determine formation of new program, emphasis, or modification
Appropriate Department Chair and Associate Provost meet to review CHE guidelines, required paperwork, and approval process
Department Chair, with input from department faculty or college curriculum committee, drafts Program Planning Summary
Program Planning Summary is approved by the College Faculty, the Dean and then submitted to the Provost
With Provost’s approval, Program Planning Summary reviewed and approved by the CHE Advisory Committee on Academic Programs (ACAP) Program Planning Summary reviewed and approved by Southern Association of Colleges and Schools
If review is favorable, the Provost directs the Dean of the College to develop Program Proposal

## “Program Proposal”

Using the CHE Guidelines and Coastal Carolina University’s procedures and Academic Affairs Committee forms, the Department Chair and faculty prepare a final proposal for the new program, emphasis, or modification
Department Chair reviews proposal with Associate Provost for any revisions or additions
Dean, Department Chair, Associate Provost meets with Provost to review, as needed, the final proposal, with particular attention to any financial, space, equipment or faculty needs for implementation.
Program Proposal is submitted to appropriate College Curriculum Committee and faculty for approval
Undergraduate: Program Proposal is submitted to Academic Affairs Committee of Faculty Senate for approval Graduate: Program Proposal is submitted to Graduate Council for approval
Undergraduate: Program Proposal is submitted to Faculty Senate for approval Graduate: Program Proposal is submitted for information only to Faculty Senate
Program Proposal is submitted to CCU Academic Affairs Committee of Board of Trustees for approval
Program Proposal is submitted to CCU Board of Trustees for final approval
Cover letter from CCU President to Executive Director of CHE is attached with approved Program Proposal Cover letter from CCU President to President Commission on Colleges with necessary documentation
Program Proposal reviewed and approved by ACAP, AAC of CHE and then CHE Board Program Proposal reviewed and approved by Southern Association of Colleges and Schools
The Executive Director of CHE sends letter of approval of program, emphasis, or modification to Coastal Carolina University President