Policy Title: New Program Development and Modification
Policy Number: ACAD-109
Revision Date: August 2020
Policies Superseded: 104; ACAD-104
Policy Management Area(s): Faculty Senate

SUMMARY:

The formation of new programs leading to a new degree, a new degree emphasis (above 18 credits undergraduate or above 12 credits graduate), a new certificate program, or a 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 students.

POLICY:

I. POLICY

The formation of new programs leading to a new degree, a new degree emphasis (above 18 credits undergraduate or above 12 credits graduate), a new certificate program, or a 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 students. New programs, degree emphases, or modifications cannot be advertised nor implemented until final approval is granted from the South Carolina Commission on Higher Education (SCCHE) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Baccalaureate degrees are required to have at least 120 semester credit hours. Master’s degrees are required to have at least 30 semester credit hours. Doctoral degrees are required to have at least 60 semester credit hours. This figure may include 30 semester credit hours from an approved master’s degree. Any degree going above these hourly minimums must have approval by the provost/senior vice president for academic and student affairs (provost).

NOTE: Program development and modification must follow the SCCHE’s Policies and Procedures for New Academic Programs, Program Modifications, Program Notifications, Program Terminations, and New Centers (June 7, 2018).
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, degree emphasis (above 18 credits undergraduate or above 12 credits graduate), or modification of an existing program is presented to the provost by an academic dean. If the provost determines the degree program or modification has merit and is compatible with institutional resources and mission, a program planning summary (maximum three pages) is prepared for the provost to present to the Board of Trustees.

2. Once the Board of Trustees approves, the provost directs the dean of the college to develop a complete new program proposal or program modification, as appropriate, following the format on the SCCHE website:

   http://www.che.sc.gov/InstitutionsEducators/AcademicPolicies,
   Programs/AcademicPrograms.aspx.

3. The institution’s provost must notify the SCCHE 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.

B. Submission of Program Proposal

1. The program proposal is written by the department chair, program coordinator, or school director, along with appropriate faculty, following the format on the SCCHE website:

   http://www.che.sc.gov/CHEDocs/academicaffairs/1-New Program
   Proposal Form Fillable.pdf

2. The dean, department chair, program coordinator, school director, and/or associate provost meet with the provost to review, as needed, the final proposal, with particular attention given to any financial, space, equipment, or faculty needs for implementation.

3. The appropriate Curriculum Committee of each college must approve the new program, degree emphasis, or modification at both the undergraduate and graduate levels.

4. In conjunction with preparing the program proposal for SCCHE, the appropriate internal forms are completed:

   For undergraduate programs, the forms can be found at the academic affairs website: http://www.coastal.edu/forms/provost/academic/.
a. Form B titled “CHANGE(S) FOR AN UNDERGRADUATE PROGRAM.”
   i. Documentation: Program planning summary and program proposal must be attached.

b. Form D titled “PROPOSAL FOR NEW UNDERGRADUATE PROGRAMS.”
   i. Documentation: Program planning summary and program proposal must be attached.

5. For graduate programs, the following form can be found on the graduate programs website: http://www.coastal.edu/graduate.

   a. Form titled “REQUEST FOR ADDITION OF OR CHANGE IN A DEGREE PROGRAM OR CONCENTRATION.”
      i. Documentation: Program planning summary and program proposal must be attached.

6. Undergraduate procedures: The department chair, program coordinator, and/or associate dean submit the form with all required documentation to the Academic Affairs Committee of the Faculty Senate. Department chairs, program coordinators, and/or appropriate faculty are expected to be present at the committee meeting to introduce the documents and to answer any questions from the committee members. If approved, the proposal moves to the Faculty Senate for approval. If approved, an administrative action is then sent to the provost and president for approval and signature.

7. Graduate procedures: The department chair, program coordinator, school director, and/or associate dean submit the form with all required documentation to the University Graduate Council. Department chairs, program coordinators, school director, and/or appropriate faculty are expected to be present at the council meeting to introduce the documents and to answer any questions from the members of the council. If approved, the proposal moves to the Faculty Senate for approval. If approved, an administrative action is then sent to the provost and president for approval and signature.

9. The final program proposal is then submitted to CHE by the provost to the Advisory Committee on Academic Programs. If approved, both the Academic Affairs and Licensing Committee of SCCHE and the full commission will then review and approve the proposal.

10. If required, a program prospectus is submitted for review and approval by SACSCOC.
11. Only upon approval of SCCHE and SACSCOC can a new degree program, degree emphasis, or modification to an existing program be offered.

   a. The following types of substantive change must be reported to SACSCOC.

      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. A prospectus is required six months in advance of implementation of the substantive change.

      iii. *Initiating degree completion programs:* A prospectus is required six months in advance of implementation of the substantive change.

      iv. *Adding significantly different programs at an approved site:* Written notification of change prior to implementation; approval is not required.

      v. *Initiating programs/courses offered through contractual agreement or consortium:* Written notification of change prior to implementation; approval is not required.

      vi. *Closing an institution/program; initiating teach-out degrees:* Approval and notification are required. A prospectus is required six months in advance of implementation of the substantive change.

   For further information, refer to the SACSCOC website for substantive changes: [http://www.sacscoc.org/SubstantiveChange.asp](http://www.sacscoc.org/SubstantiveChange.asp).

   Note: Program modifications that involve 18 or fewer credit hours of undergraduate coursework or that involve 12 or fewer credit hours of graduate coursework do not require SCCHE approval. However, a SCCHE “Notification Form” must be submitted as information.
### New Program Development or Program Modification

#### “Program Planning Summary”

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>Dean meets with provost to discuss and determine formation of new program, emphasis, or modification.</td>
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<tr>
<td>Appropriate department chair, <strong>program coordinator, and/or school director meets with the</strong> associate provost to review SCCHE guidelines, required paperwork, and approval process.</td>
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<tr>
<td>Department chair, <strong>program coordinator, and/or school director</strong>, with input from department faculty or college Curriculum Committee, drafts program planning summary.</td>
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<td>Program planning summary is approved (omit by the college faculty) by the dean and then submitted to the provost.</td>
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<tr>
<td>With provost’s approval, program planning summary is submitted to CCU Academic Affairs Committee of Board of Trustees for approval, then to the full CCU Board of Trustees for approval.</td>
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<td>If review is favorable, the provost directs the dean of the college to develop program proposal.</td>
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#### “Program Proposal”

<table>
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<th>Description</th>
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<tr>
<td>Using the <strong>SCCHE Guidelines and Coastal Carolina University’s procedures and Academic Affairs Committee forms</strong>, the department chair, <strong>program coordinator, and/or school director, along with related</strong> faculty, prepare a final proposal for the new program, emphasis, or modification.</td>
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<tr>
<td>Department chair, <strong>program coordinator, school director, or designee</strong> reviews proposal with associate provost for any revisions or additions.</td>
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<td>Dean, department chair, <strong>program coordinator, or school director (as appropriate) and</strong> the 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.</td>
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<tr>
<td>Program proposal is submitted to appropriate College Curriculum Committee for approval.</td>
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<tr>
<td>Undergraduate: Program proposal is submitted to the Academic Affairs Committee of Faculty Senate for approval. Graduate: Program proposal is submitted to the Graduate Council for approval.</td>
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<tr>
<td>Undergraduate: Program proposal is submitted to Faculty Senate for approval. Graduate: Program proposal is submitted to Faculty Senate for approval. All programs are approved by provost and president.</td>
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<td>Cover letter from CCU president to executive director of SCCHE is attached with approved program proposal cover letter from CCU president to president SACSCOC with necessary documentation.</td>
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<td>Program proposal reviewed and approved by ACAP, AALC of SCCHE, and then SCCHE Board SACSCOC may require program prospectus.</td>
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<td>The executive director of SCCHE sends letter of approval of program, emphasis, or modification to Coastal Carolina University president.</td>
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