



Policy Title:	New Program Development and Modification
Policy Number:	ACAD-109
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Policies Superseded:	104; ACAD-104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 substantial change to any existing program (above 18 credits undergraduate or above 12 credits graduate) 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 substantial change to any existing program (above 18 credits undergraduate or above 12 credits graduate) must include justification and rationale based on University and institutional resources and mission along with the needs of students. New programs, degree emphases, or program modifications or changes 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). Education programs leading to licensure must also have South Carolina Department of Education approval. Accredited programs may require additional approvals. 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 current South Carolina Commission on Higher Education (SCCHE) policies and procedures.

II. PROCEDURES

A. New Program Development and Program Changes

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), new certificate, or substantial modification of an existing program (above 18 credits undergraduate or above 12 credits graduate) 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, the academic unit can proceed with the approval process. The academic unit should consult with the Provost's Office and the SCCHE liaison in the Provost's Office to confirm the appropriate SCCHE paperwork and submission timeline.
2. For new degree programs only, a program planning summary (a maximum three pages of narrative) is prepared for the provost or designee to present to the Board of Trustees. Once the Board of Trustees approves, the provost directs the dean of the college to develop a complete new program proposal following current SCCHE policies and procedures. The provost or designee 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, or as per current SCCHE policies and procedures.
3. For new degree programs only, the *program proposal* is written by the department chair, program coordinator, or school director, along with appropriate faculty, following the current format as per the current SCCHE policies and procedures. The dean, department chair, program coordinator, school director, and/or associate provost should review the final proposal, with particular attention given to any financial, space, equipment, or faculty needs for implementation.
4. For new certificates, the *notification of change – new certificate* is written by the department chair, program coordinator, or school director, along with the appropriate faculty, following the current format as per the current SCCHE policies and procedures. The academic unit should consult with the Provost's Office and the SCCHE liaison in the Provost's Office to confirm the appropriate SCCHE paperwork and submission timeline.
5. For substantial modification of an existing program ((above 18 credits undergraduate or above 12 credits graduate), the *program modification*, is written by the department chair, program coordinator, or school director, along with the appropriate faculty, following the current format as per the current SCCHE policies and procedures. The academic unit should consult with the Provost's Office and

the SCCHE liaison in the Provost's Office to confirm the appropriate SCCHE paperwork and submission timeline.

6. For new concentrations, if it is the first concentration, the *notification of change* is written by the department chair, program coordinator, or school director, along with the appropriate faculty, following the current format as per the current SCCHE policies and procedures. For the addition of subsequent concentrations, the *program modification* is written by the department chair, program coordinator, or school director, along with the appropriate faculty, following the current format as per the current SCCHE policies and procedures. The academic unit should consult with the Provost's Office and the SCCHE liaison in the Provost's Office to confirm the appropriate SCCHE paperwork and submission timeline.

For all other changes to an academic program, the notification of change is written by the department chair, program coordinator, or school director, along with the appropriate faculty, following the current format as per the current SCCHE policies and procedures. The academic unit should consult with the Provost's Office and the SCCHE liaison in the Provost's Office to confirm the appropriate SCCHE paperwork and submission timeline.

7. In conjunction with preparing the appropriate SCCHE paperwork, the appropriate internal proposals are completed using the curriculum management system.
8. For undergraduate programs, the current curriculum management system can be found at the academic affairs website:
<http://www.coastal.edu/forms/provost/academic/>.

For graduate programs, the current curriculum management system can be found on the graduate programs website:
<https://www.coastal.edu/academics/facultysenate/graduatecouncil/>

9. Undergraduate procedures: The department chair, program coordinator, and/or associate dean submits and approves the proposal with all required documentation through the current curriculum management system. The proposal is reviewed and approved by the department, college curriculum committee, and the dean or designee and is forwarded 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 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. A record of the completed administrative action is maintained by the Provost's Office.
10. Graduate procedures: The department chair, program coordinator, school director, and/or associate dean submits and approves the proposal with all required documentation through the current curriculum management system. The proposal is

reviewed and approved by the department, college, curriculum committee, and the dean or designee and is forwarded 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 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. A record of the completed administrative action is maintained by the Provost's Office.

11. The final appropriate program paperwork is then submitted to SCCHE by the provost to the or provost's designee and if first reviewed by the SCCHE staff. For new programs and program modifications, the Advisory Committee on Academic Programs to the SCCHE will review the proposal. If approved, both the Academic Affairs and Licensing subcommittee of SCCHE and the full commission will then review and approve the proposal.
 12. If required, a *program prospectus* is submitted for review and approval by SACSCOC. Also, for teacher preparation programs, appropriate paperwork is submitted to the South Carolina Department of Educations for review and approval. Additional review and approval may be required for accredited programs.
- B. Only upon approval of SCCHE and SACSCOC can a new degree program, degree emphasis, or modification to an existing program be offered.

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

1. *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.
2. *Expanding at current degree level:* Approval and notification are required. A prospectus is required six months in advance of implementation of the substantive change.
3. *Initiating degree completion programs:* A prospectus is required six months in advance of implementation of the substantive change.
4. *Adding significantly different programs at an approved site:* Written notification of change prior to implementation; approval is not required.
5. *Initiating programs/courses offered through contractual agreement or consortium:* Written notification of change prior to implementation; approval is not required.

6. *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, contact the SACS liaison in the office of Institutional Research, Assessment, and Analysis.