

Conceptual Phase:

Form Concept: The originator of the idea begins the development of a concept, alone or with colleagues.

Share Concept: The concept is shared with the department chair by the originator(s). The chair shares with the Dean of the School who brings it for discussion at the Academic Council. The originator and department chair insure that they advise the Academic Planning Committee.

Procedural Checkpoint: If there are no unresolved issues, the concept is shared by the originator with the Academic Liaison of the Office of Academic Affairs as well as the Office of Accountability, Accreditation, Assessment and Planning. The Academic Liaison will help the originator to determine whether the concept will require CHE approval or simply CHE notification. For programs requiring CHE involvement, the Academic Liaison will provide the necessary information and forms. The Office of Accountability, Accreditation, Assessment and Planning will help the originator with respect to the issues of SACS compliance.

Planning Summary Phase:

Programs Requiring CHE approval

Originator writes Planning Summary:

Links to internal forms:

[Undergraduate](#)
[Graduate](#)

[Link to CHE deadlines and guidelines:](#)

Department / Chair reviews and approves summary: The originator asks for department input and review of planning summary. After revisions, signatures on internal forms are obtained through all departments participating in program. It is important that such reviews occur in a timely manner.

Dean reviews and approves summary: The Dean(s) of Schools having program participation review and approve summary, signing internal form. It is important that these reviews occur in a timely manner.

Academic Planning: The originator sends a copy of the program summary with signatures obtained at the stage to the Faculty Committee on Academic Planning. It is incumbent on the Academic Planning Committee to review and comment as required in a timely manner.

Academic Affairs reviews and approves Summary: The program summary is given to the Office of Academic Affairs (Academic Liaison) for review and processing. The Academic Liaison arranges for preparation of cover letter, and gives to Provost for review.

President reviews and approves Summary: The Provost forwards the documents to the President for review and signature. Documents are returned to Academic Affairs where they are forwarded to CHE.

CHE reviews and approves Summary: Program summaries go through the CHE process. This involves review by the CHE Staff; review by ACAP (Provost's of SC State Higher Education Institutions); review by CAAL (Subcommittee of CHE for Academic Affairs); and the CHE (full committee). [Calendars](#) for these committees are available. When receipt of approval is received in Academic Affairs, the Academic Liaison will notify the originator who can proceed with the full proposal.

SACS reviews and approves Summary: The originator forwards the proposal to the Office of Accountability, Accreditation, Assessment and Planning for review relative to SACS guidelines on substantive change.

Proposal Phase:

Write Full Proposal: The originator writes the full proposal. See [CHE guidelines](#) and internal signature document.

Link to: [Undergraduate form](#)
[Graduate form](#)

See Academic Affairs if sample approved programs would be helpful.

Department / Chair reviews and approves proposal: The originator seeks input and approval from the department chair. The department chair signs the internal approval form.

Dean reviews and approves proposal: The originator seeks input and approval from the Dean of the School. A signature is obtained from each Dean for all Schools participating in the program.

Program Level Checkpoint: The process for Graduate and Undergraduate Programs differs.

Undergraduate:

Faculty Senate Budget Committee: The originator provides a copy of the program proposal to the Budget Committee of the faculty for signature.

Curriculum Committee: The Curriculum Committee of the Faculty approves the program proposal.

Faculty Senate Academic Planning Committee:

Graduate:

Faculty Senate Budget Committee: The originator provides a copy of the program proposal to the Budget Committee of the faculty for signature.

Graduate Education Committee: The Graduate Education Committee of the Faculty reviews the program information. Questions should be directed to the Graduate School.

Faculty Senate Academic Planning Committee:

Graduate Council: The Graduate Education Committee of the Faculty forwards the program information to the Graduate Council.

Senate: The program proposal and all the signatures are forwarded to the Faculty Senate after approval by the Curriculum Committee of the Faculty. The Senate votes on the program proposal.

Provost: The originator provides a copy of the program proposal to the Office of Academic Affairs.

Implementation Phase:

Academic Affairs: The originator provides the final, Senate approved, proposal to Academic Affairs. The Academic Liaison reviews the document and prepares the cover letter for review by the Provost.

President: The Provost reviews the program proposal and cover letter. The Provost presents the documents to the President for signature. If approved, the material is then forwarded to the Board of Trustees.

Board: The Provost or President takes the information to the Board of Trustees for approval. See [Board calendar](#).

Academic Affairs submits to CHE: The Office of Academic Affairs forwards the proposal to the CHE after approval by the Board of Trustees. Programs are then reviewed by the CHE Staff, the ACAP (Provost's of SC State Higher Education Institutions); CAAL (Subcommittee of CHE for Academic Affairs); and the CHE (full committee).

Academic Affairs Distributes Letter from CHE: When receipt of approval is received from CHE in Academic Affairs, the Academic Liaison will notify the originator, the department chair(s), and the relevant Dens of Schools, as well as the Graduate Dean as needed. The Academic Liaison will ensure that pertinent information is scanned to the server for archival purposes.

Registrar: The Academic Liaison in the Office of Academic Affairs will forward the program information to the Registrar. The Registrar will notify all relevant College of Charleston offices for program implementation.

End of Programs requiring CHE approval

Proposals reviewed internally:

Proposal Phase:

Prepare Internal Forms: Program proposal is prepared for [Curriculum Committee](#).

Department / Chair reviews and approves proposal: The originator seeks input and approval from the department chair. The department chair signs the internal approval form.

Dean reviews and approves proposal: The originator seeks input and approval from the Dean of the School. A signature is obtained from each Dean for all Schools participating in the program.

Program Level Checkpoint: The process for Graduate and Undergraduate Programs differs.

Undergraduate:

Faculty Senate Budget Committee: The originator provides a copy of the program proposal to the Budget Committee of the faculty for signature.

Curriculum Committee: The Curriculum Committee of the Faculty reviews the program information. See curriculum committee [forms and timelines](#).

Faculty Senate Academic Planning Committee

Graduate:

Graduate Education Committee: The Graduate Education Committee of the Faculty reviews the program information. Questions should be directed to the Graduate School.

Graduate Council: The Graduate Education Committee of the Faculty forwards the program information to the Graduate Council.

Faculty Senate Academic Planning Committee

Senate: The program proposal and all the signatures are forwarded to the Faculty Senate after approval by the Curriculum Committee of the Faculty. The Senate votes on the program proposal.

Implementation Phase:

Registrar: The Academic Liaison in the Office of Academic Affairs will forward the program information to the Registrar. The Registrar will notify all relevant College of Charleston offices for program implementation.

End of proposals reviewed internally