

College of Charleston  
Academic Affairs  
General Policy Manual  
( Revised 8/09/08)

Policy # 6

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### New Program Proposals

(an addendum follows this policy for items not requiring CHE approval)

*Majors and new degrees require CHE approval.; minors do not require CHE approval. Minors, options, concentrations, specializations, emphases, cognates or tracks within a major totaling more than 18 hours require CHE approval but if they are 18 hours or less they require notification only. Contact the CHE Academic Liaison through the Office of Academic Affairs (through Clara Hodges, 953-4983) for questions and notification follow up.*

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#### 1.0 PURPOSE

The Commission on Higher Education (CHE) has approved a revision of the policies and procedures governing the submission of new academic program proposals (July 2008). The Board of Trustees and the general administration of the College of Charleston require internal review and approval of new academic programs. This policy outlines the format, the calendar and the approval requirements for new program proposals.

The CHE approves new programs using the following procedures: submission of a Program Planning Summary, optional review by an advisor at CHE offices in Columbia, then submission of a Full Program Proposal. The Planning Summary must be approved by ACAP. The final proposal must be approved by ACAP\*, CAAL\*, then the full commission. (All College of Charleston programs must go through the Academic Liaison to CHE through the Office of Academic Affairs.)

\* ACAP is the Advisory Committee on Academic Programs; CAAL is the Committee on Academic Affairs and Licensing.

#### 2.0 DEFINITIONS

2.1 **New Programs** --- offerings which lead to the conferral of a degree or the establishment of any administrative unit such as an institute or research center engaged in research, public service or instruction. (FOR FULL DEFINITIONS, SEE [CHE POLICIES AND PROCEDURES](#), PAGES 3-5.)

2.2. **Program Planning Summary** --- the Program Planning Summary, three pages or less, is submitted to the CHE at the beginning of the institutional planning process. The purpose of a Program Planning Summary is to inform the College community and the CHE of the possibility of developing a new academic program proposal and submitting it to internal, College review and approval as well as CHE review and approval. (SEE [CHE POLICIES AND PROCEDURES](#), PAGE 14, FOR REQUIRED FORMAT.)

2.3 **New Program Proposal** --- whether describing a degree program or an academic unit, the Program Proposal is submitted to the CHE once the internal College review and approval process (including Board of Trustees approval) has been completed. (SEE [CHE POLICIES AND PROCEDURES](#), APPENDIX A FOR REQUIRED FORMAT. )

2.4 **Program Modifications** --- After Board of Trustees approval, the CHE expects to review program modifications such as the extension or transfer of a program to another site, the addition of new concentrations within a major, the elimination of majors or concentrations, consolidation of majors and substantive modifications of majors or concentrations. (SEE [CHE POLICIES AND PROCEDURES](#), APPENDIX A FOR REQUIRED FORMAT.)

### 3.0 INTERNAL DEVELOPMENT, REVIEW AND APPROVAL OF THE PROGRAM PLANNING SUMMARY (SEE NOTES UNDER 2.2 ABOVE REGARDING FORMAT.)

3.1 The Program Planning Summary should contain: justification of the proposed program; anticipated program demand and productivity; assessment of possible duplication with other programs; relationship to other College programs; relationship to other programs at other institutions; information about faculty credentials; costs broken down into new cost vs. redirected cost summaries; total cost summaries. A cover letter for the proposal from the President of the College to the executive director of the CHE is prepared by Academic Affairs after review of the planning summary.

3.2 Deans and department chairs should notify the Provost of their intention to develop a Program Planning Summary well in advance of submitting the letters for internal review and approval. Once the Program Planning Summary has been written, the department chair and/or dean of the school where the program resides submits the Letter to the Provost for review and approval no less than six weeks prior to date the Letter will be submitted to the CHE. The Program Planning Summary should include statements of support from the relevant academic dean(s) and the Graduate Dean (as appropriate). The Provost may reject a Program Planning Summary. The Provost will submit the cover letter to the President of the College for final review and signature. ***Submission of a Program Planning Summary to the CHE in no way commits the College to the new program but simply signals the intention of the College to develop a new program, within three years.*** Full administrative and faculty review and approval must take place prior to the implementation of any new academic program (see below).

### 4 INTERNAL DEVELOPMENT, REVIEW AND APPROVAL OF THE PROGRAM PROPOSAL

4.4 It is the responsibility of the department chair or the Dean in the area where the new program will reside to develop a Program Proposal. The draft covers the following elements: cover page, classification, justification, enrollment projections, curriculum, faculty, physical plant, equipment, library resources, accreditation, estimated costs. The CHE requires a specific format for a Program Proposal which appears in Appendix A of its Manual (see

[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)

4.5 Chairs and Deans developing proposals should review them with the Provost (for undergraduate proposals) and the Dean of Graduate Programs (for graduate proposals) prior to beginning the internal review and approval process (below). They should also contact the CHE Academic Liaison in the Office of Academic Affairs for information on the CHE process and possible examples of proposals from other units in the school and from other institutions in South Carolina. They will send the proposals for informal review by the CHE staff. They will assure that the proposals are in the appropriate format with all the required elements. **APPROPRIATE ASSISTANCE WILL REQUIRE A MINIMUM OF SIX WEEKS PRIOR TO THE SUBMISSION OF THE DOCUMENTS TO CHE.**

4.6 Each department participating in the proposed program should review and approve the proposal. The dean of each school where a proposal resides should review and approve the proposal.

4.7 Proposals for graduate programs should be reviewed by the Faculty Committee on Graduate and Continuing Education and approved by the Graduate Council. Proposals for undergraduate programs should be reviewed by the Faculty Curriculum Committee. Review by the Faculty Senate and their approval is required for all proposals. The Senate Budget Committee must review the costs of proposals for new College programs and initiatives and inform the Senate, before these proposals are put to a vote, of the Committee's evaluation of their potential budget impact.

4.8 Once the faculty review process has been completed, review by and approval of the Provost, the President and the Board of Trustees is required. Each proposal should have a signature sheet for noting the appropriate approvals as identified in steps 4.3, 4.4 and 4.5. **THIS MUST BE ACCOMPLISHED BEFORE DOCUMENTS CAN BE SENT TO CHE.**

## 5.0 Calendar for Internal Review and Approval

The CHE approval process requires a minimum of one year from the time of submission of a Program Concept Letter until approval of a new program by the Commission. The CHE has two deadlines, November 1 and May 1, annually for receipt of Program Planning Summaries and Program Proposals.

### 5.1 Program Planning Summary

Draft Program Planning Summaries must be submitted to the Provost no later than six weeks prior to the deadlines for submission to the CHE. (See [CHE Policies and Procedures](#), page 18.)

### 5.2 Program Proposal

The table below contains a schedule for internal review for New Program Proposals. The schedule represents the minimum time required for review/approval. New program development requires ongoing consultation among all parties and therefore often takes a great deal of time.

<b>CHE Submission Deadline</b>	<b>May 1</b>	<b>November 1</b>
<b>Departmental development*</b>	<b>Summer, early Fall</b>	<b>Fall, early Spring</b>
<b>Academic deans review*</b>	<b>early Fall</b>	<b>early Spring</b>
<b>Graduate Dean review*</b> <b>(graduate prgm. proposals only)</b>	<b>early Fall</b>	<b>early Spring</b>
<b>Draft proposal sent to CHE for staff review (optional but encouraged and done through Academic Affairs at the request of the proposer)</b>	<b>early Fall</b>	<b>early Spring</b>
<b>Curriculum Committee reviews*</b> <b>(undergrad. prgm. proposals only)</b>	<b>Fall</b>	<b>Spring</b>
<b>Faculty Cmte. on Graduate &amp; Cont. Ed. (grad. prgm. proposals only)*</b>	<b>Fall</b>	<b>Spring</b>
<b>Graduate Council*</b> <b>(graduate prgm proposals only)</b>	<b>Fall</b>	<b>Spring</b>
<b>Faculty Senate approves*</b>	<b>Last mtg. Fall</b>	<b>Last mtg. Spring</b>
<b>Provost approves *</b>	<b>or 1st mtg. Spring semester</b> <b>March</b>	<b>Summer</b>
<b>President approves*</b>	<b>March</b>	<b>Summer</b>
<b>Trustees approve*</b>	<b>April</b>	<b>First Fall mtg.</b>
<b>President approves &amp;(Delete approves &amp;) submits</b>	<b>May 1</b>	<b>November 1</b>

**\*Signatures and dates will be required in Academic Affairs to verify approval at these various levels.**

6.0 Commission Approval Process (SEE PAGE 18 OF [CHE POLICY AND PROCEDURES MANUAL.](#) )

A Program Planning Summary in the hands of the Commission by November 1 will be reviewed by its Advisory Committee on Academic Programs the following January. A final Proposal based on this Program Planning Summary and in the hands of the Commission by May 1 will be reviewed by the Advisory Committee on Academic Programs the following July. It will be reviewed by the Committee on Academic Affairs in October and the full Commission in November (a minimum of one year after the initial Program Planning Summary was submitted).

A Program Planning Summary in the hands of the Commission by May 1 will be reviewed by its Advisory Committee on Academic Programs the following July. A final Proposal based on this Program Planning Summary and in the hands of the Commission by November 1 will be reviewed by the Advisory Committee on Academic Programs the following January. It will be reviewed by the Committee on Academic Affairs in April and the full Commission in May (a minimum of one year after the initial Program Planning Summary was submitted).

Please notify Clara Hodges in the Academic Affairs Office at the completion of each step at [hodgesc@cofc.edu](mailto:hodgesc@cofc.edu).

Drafted:	L. Hines, D. Cohen	11/29/95
Reviewed:	Deans	12/11/95
Reviewed:	Deans, Directors	2/15/96
Approved:	Provost	4/5/96
Revised:	S. Morrison, A. McCandless	7/26/01
(revision includes notes to notify Academic Affairs at completion of each step and the addendum on procedures for items not requiring CHE approval)		
Revised:	S. Powers, C. Hodges	8/08/08
Reviewed and Approved	E. Jorgens, Deans	August, Sept 2008

**Addendum for Items Not Requiring CHE Approval**

Many items not requiring CHE approval still require Senate approval, such as minors and graduate certificates. In other cases, like name changes, the curriculum committee reviews the item and forwards it to the Senate as FYI.

Process for these items:

Department Chair Approval

Dean Approval

Provost / Associate Provost Notification (who will determine what further steps are required)

Possible further steps:

Review / approval by Curriculum Committee

Review / approval by Graduate Council

Review and recommendation by Senate Budget Committee

Review / approval by Faculty Senate

Provost Review / approval

Presidential Approval

Board of Trustees Approval