Academic Program Development:
New Course Proposals, Course Change Proposals,
New Program Proposals, Curriculum Change Requests,
Program Terminations, Requests for Distance Education Delivery,
Special Topics Courses, Scheduling Exception Requests

1. All proposals related to courses and curriculum must be in compliance with the University policies described on the Provost's Academic Programs website. For the Arnold SPH, the **Associate Dean for Faculty Affairs and Curriculum** is the **Academic Program Liaison (APL)** to the Provost's Office of Academic Programs and should be consulted for any questions about the various procedures and requirements as needed.
2. Proposals are initiated at the department level, some based on an individual faculty's initiative (e.g., topical new course) and some based on a department level discussion (e.g., most curriculum changes). When any proposal is submitted to the school level, we assume that it has been approved by the faculty in the requesting department. In the **Academic Programs Proposal System (APPS**), the electronic system, the individual who submits the proposal is known as the **proponent**.
3. Proposals for special topic course approval (STC) and scheduling exception requests (SER) can be approved administratively by the APL, i.e., without full review by the school's **Academic Programs Committee (APC)**. The forms, including any necessary supporting documentation, should be submitted to the Office of Faculty Affairs and Curriculum for approval. Once approved, the APL is responsible for submitting to the registrar's office.
4. Proposals for distance/online delivery are submitted through the APPS. The option for distance delivery can be found within the course change menu. If the request for distance delivery is the only requested change, the proposal can be approved administratively by the APL for submission to either **Faculty Senate (FS)** or **Graduate Council (GC)**.
5. For all other proposals (other course changes, new course proposal and any proposal concerning a curriculum), the APL will provide a preliminary review and may request revisions if needed before distribution to the APC.   The full proposal is distributed to the APC with an adequate time allowed for responses. As needed, any comments and questions are conveyed to the proponent, with revisions requested as needed. The mechanism for requesting changes is to "return to the proponent" within the APPS. Once the proposal is approved by the APC, the APL submits it to the next level review in the governance process.
6. After approval by the APL, the proposal is reviewed by either the FS or the GC.
   a. Undergraduate courses and curriculum are reviewed by the FS, initially by the Courses and Curriculum committee of the FS, then by the full senate.
   b. 500 and 600 level courses (that can be offered for either undergraduate or graduate credit) are also reviewed by the FS, but a representative of the GS must also approve that the course requirements demonstrate sufficient differentiation in depth and rigor for undergraduate versus graduate credit.
   c. Graduate courses and curriculum are reviewed by the GC. Currently all proposals from the Arnold School are initially reviewed by the GC Science, Math and Related Professional Programs committee. (Each academic unit is assigned to either this committee or the GC Humanities, Social Sciences, Education and Related Professional Programs committee.)
7. A new course becomes official, i.e., can be added to the bulletin and/or class schedule, 30 days after the proposal is approved, although a waiver of this waiting period is easily granted by the registrar.
8. A new program proposal has a much longer approval process because additional approvals from the Board of Trustees, SC Commission on Higher Education, and SACS may be required before implementation. Establishing a new degree program takes a minimum of 14 months from initial

proposal to Bulletin publication, but this can easily be longer based on time for requested revisions and the meeting schedules of the various entities.

9. Any course or curriculum change that results in a bulletin change is effective with the next official publication of the academic bulletins. Thus any change submitted by approximately November 1 of one year becomes effective the next fall with the bulletin for the new academic year (e.g., a course or curriculum change approved during Fall 2016 is effective Fall 2017). Content to the bulletin can be added (e.g., new courses), but changes to existing content cannot be made to the bulletins, so this means a new course can be added much more quickly than a course change can be implemented.

10. In addition to the bulletin publication schedule, major curriculum changes may require additional approvals beyond FS or GC. Major changes include addition or revision or program concentrations, or change in the minimum number of credit hours required. When contemplating a curriculum change, faculty should be aware that the unit is required to allow any current students to complete the curriculum under which they entered the program. These students can choose to follow the new curriculum rather than the old. However, they have to follow one or the other; they cannot choose components of both that they prefer.

11. Program terminations (including termination of concentrations within a program) are a special kind of curriculum change. For program terminations, two dates must be specified: the term and year when the program ceases admitting students (must be at least six months in the future to allow for required notifications to CHE and SACS) and the term and year when the program ceases conferring degrees (allowing reasonable time for those students currently in the program).

Updated July 2015
Updated for terminology March 2017