APPENDIX B

Procedures for Proposing New Degree Programs or Major Program Modifications

TO: Deans and Department Chairs
FROM: Interim Provost Doris R. Helms
DATE: 5 February 2001
RE: Procedures for approving new degree programs or major program modifications

Traditionally, the Board of Trustees has delegated to the President of the University the right to decide which new programs would be initiated. Clemson University has been the only University in South Carolina which has had this policy. The Board now desires to play a role in deciding which proposed new academic programs fit our mission and which programs have sufficient priority for the reallocation of scarce resources.

I have been working with the Educational Policy Committee of the Board of Trustees to modify our previous internal procedures. A copy of the new procedures is attached for your information. Please note especially item #2. Please keep this document on file for future use. If you have questions, the cognizant person in my office is Dr. DeWitt Stone.

cc: President Barker
Procedures for Proposing New Degree Programs or Major Program Modifications

Any faculty member or department proposing any new academic degree program or the substantive modification (i.e. one requiring CHE approval) of any existing program, must proceed as follows:

1) The proposer (or proposers) should prepare a Program Planning Summary (PPS) as described on pages 12 and 13 of the Guidelines for New Academic Program Approval (dated September 1998) published by the South Carolina Commission on Higher Education (CHE). This document should be approved by the department chair and then forwarded to the dean of the college involved.

2) If the dean approves the request, he/she should add a cover memo which describes how any additional funding, positions, space, or other resource needs (for the first five years) will be met by the department and/or the college. If University resources will be required, a request for these resources must be included. This memo should also give criteria (degrees awarded, grants obtained, etc.) by which the program should be evaluated after five years. The dean’s memo and the departmental PPS should then be forwarded to the Office of the Provost.

3) The provost will discuss the request with the Dean for Graduate Studies and/or the Dean for Undergraduate Studies, whichever is appropriate, and with the president. The president and/or provost may request additional information.

4) If the president wishes to proceed, he will direct the provost to take the Program Planning Summary to the Educational Policy Committee (EPC) of the Board of Trustees for their discussion. The president and/or the EPC have the option of holding all proposals for consideration at a specific EPC meeting each year. The EPC may approve, ask for additional information, reject, or refer the question of approving the proposed academic program to the full Board of Trustees for further discussion.

5) If the Educational Policy Committee approves, the Program Planning Summary will then be forwarded to the CHE Advisory Committee on Academic Programs (ACAP) for action at its next quarterly meeting. A copy of the PPS will also be forwarded to the Office of Institutional Effectiveness, which will be responsible for any required SACS notification. The ACAP is composed of the chief academic officers of the senior colleges, plus a representative of the Technical College System. The Clemson faculty member(s) who are proposing the new or modified program should plan to attend this meeting with the provost to answer any questions that the other institutions may wish to raise.

6) If the Program Planning Summary receives the approval of the Advisory Committee on Academic Programs, a full proposal must be prepared. The proposer should consult the Dean for Undergraduate Studies or the Dean for Graduate Studies (as appropriate) for programmatic advice and for the schedule of the appropriate University curriculum.
committee. All internal approvals (department chair, school director, dean, and the various curriculum committees) must be obtained before the proposal may be submitted to the CHE. A list of the dates of these approvals should be shown on the last page of the proposal.

7) The completed proposal should be received in the Office of the Provost at least thirty days before the CHE deadline (see CHE Guidelines). The Office of the Provost will review the proposal, secure the signature of the president, and will prepare and submit the required 30 copies to the Advisory Committee on Academic Programs.

8) Unless the Advisory Committee on Academic Programs determines by preliminary mail ballot (see item #6 on page 15 of the CHE Guidelines) that no institution wishes to raise questions, faculty representatives should again plan to attend the meeting of the Advisory Committee on Academic Programs with the provost.

9) Once the proposal is approved by the Advisory Committee on Academic Programs, the Commission on Higher Education staff will prepare a staff recommendation. As soon as this is received in the Office of the Provost, a copy will be forwarded to the proposer, department chair, and dean.

10) The proposal will then go with the staff recommendation to the CHE Committee on Academic Affairs (CAA) and then to the Commission on Higher Education. Only in unusual cases will it be necessary for faculty representatives to attend these meetings.

11) After final approval, the president will be notified by letter by the Executive Director of the Commission on Higher Education. Upon receipt of this letter, the president will notify the provost, who will notify the proposing college and department.

12) The provost will also notify the Office of Institutional Effectiveness so that it may notify the Southern Association of Colleges and Schools (SACS) as required. Program changes which meet the SACS's definition of substantial change require notification six months prior to implementation, and students may not be admitted into the new/modified program until this notification is received.

13) A description of the new/modified program should be placed in the next issue of the undergraduate or graduate announcements, however, a program may begin at any time after the final CHE (and SACS, if required) approval letters are received.

Please note that these procedures apply to all programs which involve the awarding of degrees. Academic units which propose to award certificates which are based upon credit coursework must contact the Office of the Provost for an interpretation of the applicable CHE rules. Non-credit workshops or courses, whether or not CEUs are awarded, are not governed by these procedures.

February 12, 2001