

NUMBER: ACAF 2.02  
SECTION: Academic Affairs  
SUBJECT: Establishment and Modification of Academic Administrative Units  
DATE: August 14, 2009  
REVISED: January 29, 2015  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Michael D. Amiridis  
Issued by: Provost's Office

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## I. Policy

Academic administrative units at the University include colleges, schools, departments, interdisciplinary programs, centers and institutes. Academic administrative units other than centers and institutes may offer academic programs that lead to formal degrees.

This policy outlines the chain of approval required to establish or modify an academic administrative unit, including mergers of multiple units and unit name changes. It applies to academic administrative structures or units only, not academic programs. If the proposed action pertains to the creation or modification of an academic program or major, including name changes, then University Policy ACAF 2.00 Creation and Revision of Academic Programs should be followed.

### A. Oversight and Approval Process

In most cases, the creation or modification of academic administrative units requires internal review through the faculty governance body, and approval by the campus, college or school dean (hereafter referred to as "dean"), the executive vice president for academic affairs and provost or chancellor, the president and the Board of Trustees. External notification to the South Carolina Commission on Higher Education (CHE) is also required.

1. An Academic Program Liaison (APL) will be designated for each college/school on the Columbia campus, for each Comprehensive campus, and for the Palmetto College campuses. The APLs will serve as the main information resource on academic program actions and as the academic program liaison to the Provost's Office for their respective units. The list of current Academic Program Liaisons can be found at

[https://sc.edu/about/offices\\_and\\_divisions/provost/planning/academicprograms/program-actions/academic-program-liasons.php](https://sc.edu/about/offices_and_divisions/provost/planning/academicprograms/program-actions/academic-program-liasons.php) .

Draft documents and notifications may be forwarded to the Provost's Office by the APL, but all formal program actions must be forwarded directly by the dean or chief academic affairs officer.

2. The Provost's Office is responsible for coordinating the approval process for academic actions on the Columbia and Palmetto College campuses. The chief academic affairs officer is responsible for coordinating the approval process for academic actions on each Comprehensive campus.
3. The Provost's Office is the sole liaison to the University Board of Trustees for all campuses.
4. The Provost's Office is the liaison to CHE for the Columbia and Palmetto College campuses.

The Comprehensive campus chief academic affairs officer serves as the liaison to CHE for all actions relating to the modification and establishment of academic administrative units. See also University Policy ACAF 2.00 Creation and Revision of Academic Programs.

## B. Publications

University bulletins, brochures, websites and other internal and external materials may be updated to reflect the approved change only after acknowledgement is received from CHE.

## II. Procedures

### A. Each campus should follow the internal approval processes outlined below:

#### 1. Columbia Campus

Requests to establish new or modify existing academic administrative units must be reviewed by the faculty governance structure in the respective college/school, and approved by the dean. The dean should then forward the request to the executive vice president for academic affairs and provost for approval. The executive vice president for academic affairs and provost will forward the request to the president for approval.

#### 2. Comprehensive Campuses

Requests to establish new or modify existing academic administrative units must be reviewed by the faculty governance structure on the respective campus. The academic unit head should then forward the request to the chief academic affairs officer for approval. The chief academic affairs officer will forward the request to the chancellor. The chancellor will forward the request to the president through the executive vice president for academic affairs and provost for approval.

### 3. Palmetto College Campuses

Requests to establish new or modify existing academic administrative units must be reviewed by the appropriate faculty governance structure, and approved by the campus dean. The dean should then forward the request to the executive vice president for academic affairs and provost for approval, through the chancellor of Palmetto College. The executive vice president for academic affairs and provost will forward the request to the president for approval.

- B. The president will present the approved request to the Board of Trustees. Following Board approval, the executive vice president for academic affairs and provost or the chief academic affairs officer will notify CHE as appropriate by campus.

After acknowledgement is received from CHE, the executive vice president for academic affairs and provost or chief academic affairs officer will notify the dean or academic unit head.

### III. Related Policies

See also:

University Policy ACAF 2.00 Creation and Revision of Academic Programs

University Policy ACAF 2.01 Establishment and Modification of Centers and Institutes

### IV. Reason for Revision

Policy revised to update system and campus name changes.