



Policy Number	Policy/Procedure Name	Approval Date	Owner
COP-COM 1.5	Curriculum Oversight and Function of the Curriculum Committee: Undergraduate academic programs and courses	08/07/2025	Curriculum Committee

Scope

This policy applies to undergraduate courses and undergraduate academic programs, minors, and academic certificates originating from the University of South Carolina (USC) College of Pharmacy (COP) and required prerequisite courses for entry to the Doctor of Pharmacy degree program.

Definitions

- **Academic Program** means an undergraduate major-degree combination originating from the COP.
- **Minor** is a series of courses that display a distinct curricular pattern that is different from the major.
- **Course actions** include the creation, revision and elimination of undergraduate courses originating from the COP.
- **Prerequisites** mean courses that must be completed prior to a matriculant entering the Doctor of Pharmacy degree program via early entry or traditional pathways.
- **Academic Program Liaison (APL)** is the designee from the COP who serves as the primary information resource on academic program and course actions and is the liaison to the Provost's Office related to academic programs and courses. In the COP, the Senior Associate Dean serves as the APL.

Purpose

The USC COP adheres to university policy [ACAF 2.00 Creation and Revision of Academic Programs](#). Academic programs originating from the USC COP leading to the awarding of academic degrees or certificates must be reviewed and approved at appropriate levels within the unit, university, the South Carolina Commission on Higher Education (CHE), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in accordance with ACAF 2.00. Prior to the submission of proposals for the creation or revision of undergraduate academic programs by entities outside of the COP, any such proposal originating from the college will first be reviewed and approved by the college's Curriculum Committee and the full faculty.

The USC COP adheres to university policy [ACAF 2.03 Creation and Revision of Academic Courses](#). The USC COP is committed to the creation, review, and revision of academic courses as a fundamental part of the ongoing development of essential and up-to-date curriculum. Prior to submission to the Committee on Curricula and Courses of the Faculty Senate for review and approval, proposals for the creation or revision of undergraduate courses originating from the COP will be reviewed and approved by the college's Curriculum Committee.

Policy Statement

- A. Undergraduate Academic Programs, Minors, and Academic Certificates
 - a. Academic Programs
 - i. Per university policy, proposals for new undergraduate academic programs should include, as appropriate:
 1. Program objectives
 2. Learning outcomes
 3. Curriculum requirements
 - a. All undergraduate programs at USC must include, at minimum, Carolina Core and Major Requirements components
 4. Progression/graduate requirements
 5. Consideration of faculty and departmental resources
 6. Measurable program demand
 7. Impact upon existing programs at the university and across the state
 8. Sources of funding
 - b. Undergraduate Minors
 - i. Per university policy, proposals for new undergraduate minors should include, as appropriate:
 1. Prerequisite requirements
 2. Curriculum requirements
 - a. Undergraduate minors normally require a minimum of 18 credit hours of prescribed requirements
 3. Consideration of faculty and departmental resources
 4. Measurable program demand
 - c. Undergraduate Academic Certificates

- i. Per university policy, proposals for new undergraduate academic certificates fall under the same guidelines as new programs.
 - d. Change to Undergraduate Academic Programs, Minors, and Academic Certificates
 - i. Substantive changes to undergraduate academic programs and certificates will be considered those changes which involve the:
 - 1. Program objectives
 - 2. Learning outcomes
 - 3. Curriculum requirements
 - 4. Progression/graduate requirements
 - ii. Substantive changes to undergraduate minors will be considered those changes which involve the:
 - 1. Prerequisite requirements
 - 2. Curriculum requirements
 - iii. Substantive changes to undergraduate academic programs, minors, and academic certificates will also include discontinuation which may result from changes in faculty and departmental resources; program demand; funding; and other factors.
 - e. Faculty seeking approval for new or modified undergraduate academic programs, minors, and academic certificates originating from the COP should begin the proposal process by making contact with the APL who will serve as liaison between the proposal proponent and the COP Curriculum Committee.
 - f. Proposals for new or substantive change to undergraduate academic programs, minors, and academic certificates originating from the COP will be reviewed and approved by the COP Curriculum Committee prior to submission for review and approval by the full COP faculty. Following full COP faculty approval, the APL will enter the proposal into the university's electronic curricular approval system and serve as liaison for the proposal as it progresses through the various levels of required approval prior to inclusion within the university's Academic Bulletin.

B. Undergraduate Courses

- a. Proposals for new undergraduate courses
 - i. Proposals should follow an approved course template (either the USC COP template or a template supplied by the USC Center for Teaching Excellence) and include, at minimum, each of the following:
 - 1. Course title
 - 2. Credit hours
 - 3. Instructor name, affiliated department/program/organization, degree(s) held (if any), and relevant contact information
 - 4. Final Exam Day and time, as appropriate (from Office of the Registrar's website)
 - 5. Class meeting days, times, and location, or equivalent
 - 6. Undergraduate Bulletin course description
 - 7. Course learning outcomes

8. Distributed Learning courses must include a learning outcomes equivalency statement (e.g., “All learning outcomes in this Distributed Learning course are equivalent to face-to-face (F2F) version of this course.”).
 9. Required text(s) and/or suggested readings, where applicable. When included, must also include a fair use statement (e.g., “All readings/materials comply with copyright/fair use policies.”).
 10. Course requirements and grading
 - a. Assignments, projects, quizzes, and/or exams with brief descriptions of expectations with points/weights assigned to each activity
 11. Grading scheme and weights including what a student must do to receive a grade of A through F for a letter grade-based course, or an S or U, or a T or U, as appropriate for a non-letter grade course. Grading scheme must adhere to the policies published in the Academic Bulletin.
 12. Topical outline of content to be covered, including a time allocation framework (e.g., week 1, week 2, etc. to include 14 weeks for a standard academic year course session). The time allocation framework will be adjusted for other term lengths accordingly, consistent with course credit hours as defined above.
 13. For Distributed Learning Courses, the syllabus is expected to articulate a schedule for course topics and activities that demonstrates students will be expected to expend total time and effort consistent with course credit hours as defined above. The Committee on Instructional Development shall maintain and administer guidelines for such courses.
 14. Statement regarding academic integrity, honorable behavior and/or the Carolinian Creed (or excerpt thereof).
 15. Course attendance policy consistent with the expectations stated in the respective Academic Bulletin.
 16. Statement regarding disability services.
 17. Statement regarding mental health resources for students.
- ii. Proposals for new undergraduate courses originating from the COP will be reviewed and approved by the COP Curriculum Committee prior submission of the course by the APL into the university’s electronic curricular approval system. The APL will serve as liaison for the proposal as it progresses through the various levels of required approval prior to inclusion within the university’s Academic Bulletin.
- b. Proposals for changes to undergraduate courses
 - i. Proposals for substantive course change
 1. Proposals for substantive change to undergraduate courses will include those changes which impact the following elements of the course:
 - a. Course title (including course subject designator and number)
 - b. Credit hours
 - c. Undergraduate Bulletin course description

- d. Mode of delivery
- e. Grading system
2. Proposals for substantive course change should be submitted utilizing an approved course template (either the USC COP template or a template supplied by the USC Center for Teaching Excellence) as described above.
3. A justification summary, inclusive of assessment data or other explanation which supports the proposal is invited. A cross-walk of planned changes to the course may also be of great value to the committee in evaluating the proposal.
4. Proposals for substantive course change will require review and approval of the COP Curriculum Committee. Following approval of the Curriculum Committee, the APL will enter the proposal into the university's electronic curricular approval system and serve as liaison for the proposal as it progresses through the various levels of required approval prior to inclusion within the university's Academic Bulletin.

C. PharmD Program Prerequisite requirements

- a. The COP Curriculum Committee will review and approve proposals for change to the prerequisite course requirements for entry to the Doctor of Pharmacy degree program for both traditional and early entry pathways.
- b. Following review and approval of a proposal for the additions, deletion, or change to the courses required for entry to the Doctor of Pharmacy program by any admissions pathway by the COP Curriculum Committee, the proposal will be referred to the full faculty of the COP for subsequent review and approval prior to the prerequisite change taking effect for subsequent incoming cohorts.

Proposal Review and Action

The submitting faculty member(s) will be invited to present their proposal to the COP Curriculum Committee and be involved in the initial discussion of their submitted proposal. The submitting faculty will then be dismissed from the meeting and the committee will have further discussion and vote upon the request. The Curriculum Committee may vote to 1) approve, 2) not approve, or 3) approve with revisions to the proposal. On occasion, decisions may be deferred pending committee acquisition of further details or university/college policy. For all proposals, the Curriculum Committee Chairperson will notify the submitting faculty of their proposal's status within one week of the vote. Faculty may present a previously disapproved, significantly modified proposal by following the same procedures stated above.

Additional Contacts

Not Applicable

Related Information

ACAF 2.00 Creation and Revision of Academic Programs

ACAF 2.03 Creation and Revision of Academic Courses

[Program Actions - Office of the Provost | University of South Carolina](#)

[Course Actions for University of South Carolina](#)

Student Conduct and Academic Integrity: <http://www.sa.sc.edu/academicintegrity/>

Student Disability Resource Center: www.sa.sc.edu/sds/

Center for Teaching Excellence Syllabus Templates:
https://sc.edu/about/offices_and_divisions/cte/teaching_resources/syllabus_templates/index.php

[Faculty Resources Toolbox](#)

History

Date of Revision	Revision
08/07/2025	New policy approval

Policy requires a vote and/or administrative directive with review cycle established; Procedures defined by committee(s) and/or administratively.

Appendices

Not Applicable