South Carolina Department of Education
Program Proposal Requirements

Instructions:
Public and private institutions of higher education who propose new programs or make modifications to existing programs complete these requirements. An approved SC Commission on Higher Education proposal is submitted by public institutions in lieu of sections I and II of the proposal. All submissions should be made accessible for those with disabilities prior to submission. A Statement of Intent Form should be submitted prior to the New or Modified Program Review proposal.

The provider must submit a proposal for each new program with the following elements:

I. Cover sheet
   A. Name of proposing institution
   B. Title of the proposed program
   C. Date of submission
   D. Signature of CEO of institution
   E. Contact person – Title/Email/Phone/Fax

II. Program overview
   A. Classification
      1. name of proposed program
      2. academic unit involved
      3. designation, type and level of degree
      4. proposed date of implementation
      5. classification of Instructional Programs (CIP) code
      6. identification of program as new or modification
      7. delivery mode
   B. Justification for the program
      1. program purpose and long range goals
      2. need for the program
      3. centrality of the program to the institutional mission
      4. relationship of the program to other programs within the institution
      5. relationship of the program to other SC institutions of higher education
   C. Enrollment
      1. admissions criteria specific to the program
      2. table for projected total enrollment for first five years with a rationale of how information was computed
   D. Curriculum
      1. sample curriculum for undergraduate programs and for graduate programs that will use a required core of courses
      2. a list, with catalog descriptions, of all courses that will be added
E. Faculty
   1. table detailing the rank and academic qualifications of each staff member
      involved in the program (identified only by rank and not by name)
F. Physical plant
   1. adequacy of existing facilities for the first five years of the proposed program
   2. additional facility requirements, including any necessary modifications
G. Equipment – major equipment items needed for first five years
H. Library resources- specific library or media resources for program implementation
I. Articulation
   1. entry path for students from two-year institutions into four-year institutions as
      possible
   2. statement of how the proposed program leads to a certification
J. Assurance of institutional approvals timeline (faculty, academic provost, etc.)
K. Estimated program cost
   1. table for estimated new expenditures necessary annually for the first five years
   2. statement as to whether “unique” costs or other special appropriations will be
      required or requested

III. South Carolina State Department of Education Requirements
    Description of the ways in which the new program will meet all state requirements as
    outlined in the Policy Guidelines for South Carolina Educator Preparation Units,
    including the following:
    A. ADEPT
    B. PADEPP (If applicable)
    C. EEDA
    D. Standards of Conduct Assessment Plan
    E. South Carolina Safe School Climate Act
    F. PreK-12 Academic Standards
    G. Admission Requirements- Initial and Advanced
    H. Field and Clinical Experiences, including number of hours and integration of
       ADEPT and/or PADEPP
    I. Eligibility for Initial Certification
    J. Annual Reports (AACTE/CAEP and Title II submission)
    K. Commitment to Diversity Assurance
    L. Professional Development Courses (if applicable)
    M. Advanced Programs for Teachers Alignment with NBPTS
    N. Student Health and Fitness Act of 2005 (as applicable)
    O. Read to Succeed Requirements
    P. Parental Involvement
    Q. Educator Ethics
    R. Experimental or Innovative Programs (if applicable)
IV. National accreditor and SPA standards, and assessments
   Download the appropriate program report for the content area and complete the
   following using the program standards:
   A. Context
   B. List of assessments (completion of chart)
   C. Relationship of assessments to standards (completion of chart)
   D. Planned evidence for meeting standards (assessment documents)
   E. Planned use of assessment results to improve candidate and program performance
   F. Changes or additions to the program (For program modifications only)