UNIVERSITY OF
South Carolina
Darla Moore School of Business

Office of the Dean

GUIDELINES: Courses and Curricula Internal Workflow for AY27

DATE: September 10,2026

Background

The internal course and curriculum approval process has been streamlined to provide a clear, documented path from initial submission through college faculty approval. After the originating department or program committee approves a proposal, it is submitted in APPS and reviewed first by the Scheduler, who approves the submission, prepares the proposal and cover sheet, identifies all required approval levels, and routes it to the appropriate Level 1 committee. Committee chairs document each subsequent review and vote on the cover sheet and forward the proposal as needed until it receives approval from UPFC or MPFC. The SADAR then coordinates the college faculty vote, records the outcome, stores the approved materials, and provides final college approval in APPS.

1. Required Routes By Proposal Type

Departmental proposal: New or revised course proposals and new or revised program proposals for programs that are housed within one department. The department is responsible for initial approval & submission of the change.

Interdisciplinary program curriculum change - new or revised course: Proposals for new or revised courses for interdisciplinary programs (e.g., undergraduate core, MSBA, and MBA) may originate with the program committee, which then must request that a department create the new course or revise an existing course. The department is responsible for initial approval & submission of the change.

Interdisciplinary program curriculum change - existing courses only: As a courtesy, when the curriculum change does not include a creating a new course or revising an existing course the program committee should confer with the affected department(s) to assure that departmental resources are aligned with the proposed changes. The program committee is responsible for initial approval & submission of the change.

Certificate curriculum changes – new or revised course: Proposals for a new or revised courses for certificates may originate with the program committee, which then must request that a department create the new course or revise an existing course. The department is responsible for initial approval & submission of the change.

Certificate curriculum changes – existing courses only: As a courtesy, when the curriculum change does affects existing courses only, the program committee should confer with the affected department(s) to assure that departmental resources are aligned with the proposed changes. The addition or deletion of an existing course from a certificate's curriculum requirements do not require university approval and thus, do not go through the APPs system.

2. **Internal Workflow at a Glance**

Type of Proposal	Initial Approval & Submission	Scheduler	Level 1 Review	Level 2 Review	Final Approval (following faculty vote)
Departmental proposal	Department	Scheduler	UPFC or MPFC	—	SADAR
Interdisciplinary program change - new/revised courses	Department	Scheduler	Program Committee	UPFC or MPFC	SADAR
Interdisciplinary program change - existing courses	Program Committee	Scheduler	UPFC or MPFC		SADAR
Certificate program change – new/revised courses	Department	Scheduler	Certificate Committee	MPFC	SADAR
Certificate program change – existing courses	N/A	N/A	Certificate Committee	—	AD Grad

3. **Calendar AY27**

The general faculty have two scheduled meetings this semester designed to meet the deadlines for approval through the university and to get into the Fall 2027 Bulletin.

	Initial Approval Submission	Scheduler Approval	Submission to UPFC/ MPFC	UPFC/MPFC Approval and submission to SADAR	Faculty Vote Date	Deadline to C&C	C&C Meeting Date	Faculty Senate Meeting
Fall 2026	17-Sep	17-Sep	18-Sep	1-Oct	9-Oct	28-Oct	11-Nov	2-Dec
Spring 2027	12-Dec 26* or 13-Jan	12-Dec 26* or 13-Jan	14-Jan	28-Jan	5-Feb	Feb-24	17-Mar	7-Apr
	20 Jan* or 3-Feb	20 Jan* or 3-Feb	4-Feb	18-Feb	26-Feb	24-Mar	14-Apr	5-May

*if the approval process involves 2 Review Levels

For the October 2 meeting, the schedule is condensed to one week intervals from initial submission to approval by the UPFC or MPFC due to the delay in composing committees. Going forward, the UPFC/MPFC must receive the proposals three weeks in advance.

For new/revised courses for interdisciplinary programs, the program committee must meet and approve before the U/MPFC meeting. Due to the compressed schedule, I recommend those proposals be submitted for the October 2 meeting. In that case: (a) the scheduler sends the proposals to both the program committee and U/MPFC simultaneously, (b) the program committee votes on the proposals by 9/23 and (c) the MPFC members review the proposals and are prepared to meet and vote on September 24 or within 24 hours of receiving the program committee's approval, whichever is earlier.

Going forward, proposals requiring 2 levels of approval should be submitted 2 weeks before the program committee meets and 4 weeks before the U/MPFC meets (as is indicated by the asterisks -*). Proposals requiring one level of review should be submitted to the U/MPFC 2 week before the U/MPFC meets.

COURSES AND CURRICULUM APPROVAL INTERNAL WORKFLOW

I. Initial Submission and Internal Approval

1. The originating committee (department or program committee) votes on the proposal. The proponent (department, committee chair, or designee) submits the course or curriculum proposal in APPS.
2. APPS routes the proposal first to Scheduler (Jason Beever) for internal BA review.
3. If the proposal is acceptable, the Scheduler:
    - Approves it in APPS
    - Downloads a PDF of the proposal
    - Attaches the Courses and Curriculum Proposal Cover Sheet
    - Completes Section 1 of the Cover sheet
    - Identifies the committees for all additional levels of approval
    - Emails the document to the Level 1 Review committee

II. Level 1-2 Review

1. The Level 1 committee reviews and votes on the proposal.
2. The committee chair or designated staff member completes Level 1 review portion of the sheet emails the document to the next level review.
3. If the proposal requires 2 levels of review, the chairThis process continues until the proposal has received all required preliminary approvals and has been approved by either the Undergraduate Programs Faculty Committee (UPFC) or the Master's Programs Faculty Committee (MPFC), as applicable.

III. College Faculty Approval

1. Following UPFC or MPFC approval, the SADAR is notified.
2. The SADAR arranges for the proposal to be submitted to the college faculty for a vote.
3. The results of the faculty vote are recorded on the cover sheet.
4. The approved documents are then stored in the college-level curriculum committee folders.
5. Following college faculty approval, the SADAR approves the proposal in APPS.

DARLA MOORE SCHOOL OF BUSINESS
COURSES AND CURRICULUM PROPOSAL COVER SHEET

Proposal Title: _____

PROPOSAL TYPE

☐ New course ☐ Course change ☐ Course deletion
☐ Department-level program or curriculum proposal ☐ Interdisciplinary program proposal ☐ Certificate change – new/revised course
☐ Other: _____

Academic Level: ☐ Undergraduate ☐ Graduate

Initial Review and Approval

Chair or Designee: _____ **Date:** _____

☐ Department: _____ ☐ Program Committee: _____
☐ UPFC ☐ MPFC ☐ Certificate Committee ☐ Return for revision

Vote count: _____ Approve _____ Oppose _____ Abstain

Decision: ☐ Approved ☐ Rejected ☐ Returned for revision

Comments or conditions:

LEVEL 1 REVIEW

Chair or Designee: _____ **Date:** _____

☐ Department: _____ ☐ Program Committee: _____
☐ UPFC ☐ MPFC ☐ Certificate Committee ☐ Return for revision

Vote count: _____ Approve _____ Oppose _____ Abstain

Decision: ☐ Approved ☐ Rejected ☐ Returned for revision

Signature/Initials: _____
Comments or conditions:

LEVEL 2 REVIEW (if needed)

Chair or Designee: _____ **Date:** _____

☐ Department: _____ ☐ Program Committee: _____
☐ UPFC ☐ MPFC ☐ Certificate Committee ☐ Return for revision

Vote count: _____ Approve _____ Oppose _____ Abstain

Decision: ☐ Approved ☐ Rejected ☐ Returned for revision

Signature/Initials: _____
Comments or conditions:

FINAL Review

SADAR or designee: _____ D**ate:** _____

Faculty vote
Decision: ☐ Approved ☐ Rejected ☐ Returned for revision

Signature/Initials: _____
Comments or conditions: