

CHARLESTON SOUTHERN UNIVERSITY

OFFICE OF THE REGISTRAR

MANUAL OF ACADEMIC POLICIES & PROCEDURES

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PROCEDURE FOR THE ADDITION OR REMOVAL OF MAJORS, EMPHASES OR MINORS TO UNDERGRADUATE CURRICULUM	R-40	1 of 1	March 29, 1994

Purpose: To provide for the procedure for the removal or addition of a major, minor, or emphasis for the undergraduate curriculum.

UNDERGRADUATE PROCEDURE

The addition or removal of majors, emphases, or minors (referred to as "programs" below) is usually the result of evaluating assessment or other data. Based upon such evaluations, a chair will request the addition or removal of a program to the appropriate dean, who upon approving the request will forward the action for approval to the Vice President of Academic Affairs (VPAA) with supporting documentation. On rare occasions, requests for addition or removal of programs may come directly from a dean or the VPAA.

At this time, the VPAA will decide whether the documentation is sufficient to progress with the request or whether more evaluation, assessment, and study is required, including possible strategic and budgetary considerations. Upon deciding that all documentation is sufficient to justify progressing with the request for addition or removal of said program, then the VPAA presents the request to the President and Board of Trustees for approval. If the President and Board approve the request, the appropriate documentation is submitted to the Curriculum Committee for approval (see *Charleston Southern University Curricular Approval Process*). Additionally, after the VPAA, President, and Board have approved the addition or deletion of a program, the department (with the help of the appropriate dean, the Curriculum Committee, and VPAA through the President or SACS-COC liaison) will submit all required documentation and data and to the Southern Association of Colleges and Schools Commission on Colleges in accord with the SACS-COC Substantive Change Policy and any other appropriate accrediting bodies.

The Curriculum Committee will consider all submitted action requests and supporting data and curriculum design and vote to either approve the request or deny it; in some cases the Committee may ask for clarification or changes and require the request to be resubmitted. The VPAA, President, and Board of Trustees will then be informed of the decision of the Curriculum Committee.

By action of the Curriculum Committee on March 29, 1994. Revised by the Curriculum Committee on October 12, 2010. Revised by the Registrar October 2014.