

**CHARLESTON SOUTHERN UNIVERSITY  
OFFICE OF THE REGISTRAR  
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

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| <b>TITLE</b>  | <b>NUMBER</b> | <b>DATE</b>           |
|---|---------------|-----------------------|
| <b>PROCEDURE FOR THE REMOVAL<br/>OF PROGRAMS FROM THE<br/>GRADUATE CURRICULUM</b> | <b>R-41</b>   | <b>March 29, 1994</b> |

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**GRADUATE PROCEDURES**

Purpose: To provide for the procedure for the removal of programs from the graduate curriculum.

The removal of programs from the graduate curriculum is usually the result of evaluating assessment or other data. Based upon such evaluations, a chair or a director will request the 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 removal of programs may come directly from a dean or the VPAA. In cases where financial exigency has been declared by the Board of Trustees, the Graduate Council will serve in an advisory role, and program removal will be a senior administrative decision.

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, budgetary and accreditation considerations. Upon deciding that all documentation is sufficient to justify progressing with the request for removal of said program, the VPAA presents the request to the Graduate Council for faculty consideration. The Graduate Council will consider all submitted requests and supporting data and vote to either approve or deny the request, or may ask for clarification or changes and require the request to be resubmitted. If the request passes the Graduate Council, the VPAA will then submit it to the President and Board of Trustees for approval. After the Graduate Council, VPAA, President, and Board have approved the deletion of a program, the department (with the help of the appropriate dean, the Graduate Council, and VPAA) will submit all required documentation and data and to the Southern Association of Colleges and Schools in accord with the Southern Association Substantive Change Procedure and any other appropriate accrediting bodies.

By action of the Graduate Council on March 29, 1994. Revised by the Graduate Council on April 15, 2011.

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VPAA

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Registrar