

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

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

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

PROCEDURE

The addition or removal of a major, minor, or emphasis normally results from examining the missional alignment, market viability, and financial sustainability of the program. Whether proposals are initiated within an academic unit or from the provost, all proposals must be reviewed by the appropriate chair or graduate director and dean.

When proposals are initiated within an academic unit, the chair or graduate director is responsible for developing a proposal that demonstrates academic best practices, standards, and missional alignment along with the basic framework for market viability and financial sustainability. Upon completion of the proposal, the graduate director or chair will approve and forward the materials to the dean for review. The dean is responsible for ensuring the proposal meets the institutional expectations regarding academic best practices, standards, and missional alignment along with the basic framework for market viability and financial sustainability. If the dean approves the proposal, the dean will forward the materials to the provost for review. When proposals are initiated by the provost, deliberate collaboration between the provost, the appropriate graduate director or chair, and the dean is required, and the aforementioned process is followed.

Upon receiving the completed proposal, the provost will analyze whether it is consistent with academic best practices, standards, missional alignment, market viability, and financial sustainability, including strategic and budgetary considerations. The provost may choose to advance the request to the graduate council or curriculum committee or require additional evaluation, assessment, and study.

The graduate council or curriculum committee is responsible for reviewing the curriculum design of the proposal to ensure academic best practices, standards, and missional alignment. The graduate council or curriculum committee will vote by simple majority to either approve or deny the request. In some cases, the graduate council or curriculum committee may ask for clarification or changes. Any significant changes require the request to be resubmitted in accordance with the aforementioned process.

If the graduate council or curriculum committee approves the request, the provost will submit the proposal to the president for review. If the president approves the proposal, then the materials will be submitted to the board of trustees for review and final approval.

Once this process is complete, the registrar will add these changes to the catalog, and the SACSCOC liaison will send all required documentation and data to SACSCOC in accord with the SACSCOC Substantive Change Policy and any other appropriate accrediting bodies for formal approval.

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. Revised by the Curriculum Committee and Provost on April 9, 2024. Revised by the Graduate Council April 18, 2024.