

GENERAL OUTLINE OF GOVERNANCE PROCESS

The Graduate School of the College of Charleston is governed by the following process when developing new courses, changing or deleting existing courses, or developing new programs.

1. **The Faculty Committee on Graduate, Continuing Education and Special Programs** is selected from the general faculty and consists of five members. The group is the first to review and study all initial proposals for new, changed, or deleted courses; new programs; program changes, etc. The committee meets once a month. The official membership is augmented by the requirement that the Dean of the Graduate School and the Registrar attend as non-voting members.
2. The **Graduate Council** consists of all graduate program directors, the Associate Dean of the Graduate School, and an appointed faculty representative from each school offering graduate programs. The Dean of the Graduate School is chair of the Council. The Associate Dean serves as interim-Chair in the absence of the Dean. This body reviews all issues considered by the Faculty Committee on Graduate, Continuing and Special Programs as well as acting on the policy issues governing the Graduate School. The Graduate Council bylaws follow this section.
3. The **Faculty Senate** is the final arbiter of whether or not a new course, program, etc. becomes part of the formal graduate structure. The Senate meetings are led by the Speaker of the Faculty.

GRADUATE CURRICULUM PROPOSALS - PROGRAM CHANGES, COURSE CHANGES, AND CROSS-LISTING

Curriculum proposals for graduate courses and programs are submitted to the Graduate School liaison for the committee by the program director and/or the department chair. Proposals should be submitted using the forms on the Graduate School website. A complete proposal includes all signatures (program director, department chair(s), school dean(s), provost, and budget director, as indicated on the form).

The Graduate School liaison checks proposals for completeness and sends proposals to the Chair of the Faculty Committee on Graduate, Continuing Education and Special Programs for distribution to the committee. The Committee reviews and discusses proposals during scheduled committee meetings. In rare cases, additional meetings may be scheduled. A representative of the program (e.g., the program director or department chair) should attend the committee meeting to answer questions. The Committee votes on each proposal with the Committee Secretary documenting recommendations. The Committee may vote to approve, approve with changes, table, send back for revisions, or not approve proposals. The program director and/or department chair is notified of the Committee's decision(s) and any necessary changes. It is the responsibility of the program director and/or department chair to make any required revisions before the proposal due date of the Graduate Council.

General Guidelines for Graduate Course Proposals:

1. Complete the new or revised graduate course form.
2. For new or significantly revised courses, attach a syllabus in the department or school format.
3. Required:
 - a. Course title, name, number (from registrar), and number of credit hours
 - b. Course description (for catalog), limited to 50 words.
 - c. Course objectives that reflect graduate-level requirements
 - d. Course location(s) (campus, off-campus, alternative delivery)
 - e. Connection to standards of accreditation body (if required)
 - f. Accurate grading scale (that matches the level of the student, undergraduate or graduate*)
 - g. Accurate course schedule (topic outline over 14 weeks of class)
 - h. Course assignments and readings that reflect graduate-level expectations and course objectives
4. Programs that submit a number of new or significantly revised courses will be expected to demonstrate that the program of study has not changed or submit a program revision proposal.

***The graduate student grading scale includes A, B+, B, C+, C, and F (and I, W, P, S, U, XF in those circumstances).**

NEW PROGRAM APPROVAL POLICIES, PROCESS AND FLOW CHART

New Program Proposals

Majors and new degrees require CHE approval; minors do not require CHE approval. Graduate Certificates, options, concentrations, specializations, emphases, cognates or tracks within a major totaling more than eighteen hours require CHE approval, however if they are eighteen hours or less, they require CHE notification only.

Purpose

The Commission on Higher Education (CHE) has approved a revision of the policies and procedures governing the submission of new academic program proposals (Revised: July 2008). It can be found on the South Carolina Commission on Higher Education website at: http://www.che.sc.gov/AcademicAffairs/Revised_Guidelines_for_New_Prog_Approv.pdf The Board of Trustees and the general administration of the College of Charleston require internal review and approval of new academic programs. College of Charleston Policy #6, New Program Proposals, outlines the format, the calendar, and the approval requirements for new program proposals.

Definitions

New Programs: offerings which lead to the conferral of a degree of the establishment of any administrative unit, such as an institute or research center engaged in research, public service, or instruction.

Program Planning Summary: the Program Planning Summary is submitted to the CHE at the beginning of the institutional planning process. The purpose of a Program Planning Summary is to inform the College community and the CHE of the possibility of developing a new academic program proposal and submitting it to internal College review and approval, as well as CHE review and approval.

New Program Proposal: whether describing a degree program or an academic unit, the Program Proposal is submitted to the CHE once the internal College Review and approval process (including Board of Trustees approval) has been completed.

Program Modifications: the CHE expects to review program modifications such as the extension or transfer of a program to another site, the addition of new concentrations within a major, the elimination of majors or concentrations, consolidation of majors and substantive modifications of majors or concentrations.