**SUMMARY:**

The routing of graduate curricula issues begins at the department level.

**POLICY:**

I. **POLICY**

   A. Faculty initiate actions related to programs or curriculum. The approval progression is as follows:

      1. Academic Department Faculty
      2. Department Chair
      3. College Curriculum Committee
      4. Dean
      5. Graduate Council
      6. Faculty Senate
      7. Provost (Signs Administrative Action Form)
      8. President (Signs Administrative Action Form)
      9. Board of Trustees (New Programs only)

   If an item is not approved at any level, it goes back to the previous level.

   Administration action forms, signed original forms for approved program and curriculum proposals are kept in the Office of Graduate Studies.

   B. **New Graduate Programs and Modifications**

      New programs or significant changes in a program follow Policy ACAD-SENA 109 New Program Development and Modification.
C. Graduate Curricula

Curriculum for graduate study must follow Policy ACAD-SENA 111 Graduate Curricula. Syllabi should follow the Graduate Syllabus Template found on the Office of Graduate Studies website.

Coastal Carolina University
Graduate Studies
Program and Curriculum Routing

Academic Department

College Curriculum Committee

Dean (or Associate Dean)

Graduate Council

Faculty Senate

Provost

President

Board of Trustees
(New Programs Proposals only)