



# ACADEMIC REGULATIONS



COASTAL CAROLINA  
UNIVERSITY

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ACADEMIC REGULATIONS

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The University reserves the right to make changes in curricula, degree requirements, course offerings, and all academic regulations at any time, when in the judgement of the faculty, the President, or the Board of Trustees, such changes are for the best interest of the students and the University.

Registration at the University assumes the student's acceptance of all published academic regulations, including both those which appear in this catalog and all others found in any official announcement such as *The Master Schedule of Classes* and *The Student Handbook*. Official policies of the University listed below are published in *The Student Handbook*, which is available through the Student Affairs Office.

- a) Code of Student Conduct and Academic Responsibility
- b) Alcoholic Beverages Policy
- c) Sexual Harassment Policy
- d) Campus Solicitation Policy
- e) Sexual Assault Policy
- f) Student Rights to Freedom of Inquiry and Expression

An undergraduate student may choose to obtain a degree in accordance with the curricular requirements in force for the particular degree at the time the student first enrolls as a baccalaureate degree-seeking student or under subsequent requirements published while enrolled. However, the student's choice is restricted to a specific catalog and the curricular requirements described therein. Undergraduate students have a period of eight years, inclusive and continuous, in which to claim the curricular rights of a specific catalog.

Within the eight-year limit, an undergraduate student who is absent from the University for no longer than three years, and who returns to complete the program of study, shall have the right to continue under the catalog in effect at the time of the student's original enrollment as a baccalaureate degree-seeking student. Alternatively, the student may elect the degree requirements under the catalog in effect at the time of return. If the period of absence is longer than three years, the student will be subject to the curricular requirements in force at the time of return. Under no circumstances will students be allowed to appeal short-lived rules and regulations which were adopted and abandoned during the period of their absence.

If drastic revisions of curricula or program requirements have occurred during a student's absence (even if for less than three years), or during the period between the student's original enrollment as a baccalaureate degree-seeking student and the eventual movement to a different degree program, a reasonable effort will be made by the academic dean to permit the student to undertake transitional course work that is equivalent to the educational experience intended under the catalog in force at the time of the student's original enrollment as a baccalaureate degree-seeking student.

Unforeseen circumstances may interfere with the scheduling of a course or degree offering. Students must accept such developments even if doing so will mean a delay in some of their academic goals or a modification of those goals. The departments concerned will work closely with students facing such problems in an effort to resolve them with a minimum of difficulty.

**Right of Petition.** A student who wants relief from any academic regulation of the University may submit the case for consideration to the Committee on Petitions and Scholastic Standing in the college of the student's major or the appropriate University-wide committee.

## GENERAL INFORMATION

Students are expected to follow the programs outlined by their colleges as closely as possible, particularly in the first two years when satisfying basic degree requirements and prerequisites for advanced work.

Students must pursue required courses in the prescribed sequence. Failure to do so may lead to future scheduling difficulties and students may find that the courses in which they wish to enroll are not available to them.

Starting with the first semester on campus, all students will take the required English courses consecutively and in sequence until they have credit for both English 101 and English 102. A grade of C or above is required in each course. A grade of C in English 101 is a prerequisite for English 102.

Students who enroll in courses for which prerequisites or other defined requirements have not been met will be removed from these courses.

**FINAL RESPONSIBILITY FOR SATISFYING DEGREE REQUIREMENTS, AS OUTLINED IN THE UNIVERSITY CATALOG, RESTS WITH THE STUDENT.**

### Change of Name or Address

It is the obligation of every student to notify the Office of the Registrar of any change in name or address. Failure to do so may cause serious delay in the handling of student records and in notification of emergencies at home. Change of name may only be accomplished by presenting proper legal documentation.

### Indebtedness

It is expected that every student will discharge any indebtedness to the University as quickly as possible. No diploma, certificate, grade report, or transcript will be issued to a student or for a student who has not made satisfactory settlement with the Bursar for all indebtedness to the University. An individual who has not officially enrolled may be administratively removed and prohibited from attending classes or taking final examinations after the due date of any unpaid obligations.

## REGISTRATION

Students are academically and financially responsible for their course registrations, to enroll in courses for which they seek to earn credit, and to terminate enrollment in courses which they do not intend to complete. Each student is responsible for having knowledge of and observing all regulations and schedules published in the University *Catalog* and the *Master Schedule of Classes*.

To be officially enrolled in the University, a student must be academically eligible, complete the registration process, and possess a receipt issued by the Bursar for payment of current academic fees. Enrollment by proxy is not allowed unless permission has been obtained in advance from the Office of the Registrar. Students will be removed from any class for which prerequisites or other defined requirements have not been met.

Students are expected to complete registration (including the payment of all required fees) on the dates prescribed in the University Academic Calendar. Those failing to do so will have all course enrollments cancelled for non-payment.

Failure of a student to properly register and appear on class rolls and failure to pay tuition disqualifies the student from receiving credit for any course work, even if the student attends class and takes exams and earns a grade with the permission of the instructor.

The University reserves the right to withdraw any course for cogent reasons, such as in the case of inadequate enrollment.

Registration in any course may be closed when the maximum enrollment has been reached. Students are responsible for their own registration and its accuracy.

## **Auditing**

All auditors must be admitted to the University and go through the regular registration process. Auditors will be charged the same fees as students taking courses for academic credit.

The request for the privilege of auditing a course should be made to the instructional department concerned and should be for a specified semester.

Auditing a course consists of attending classes. An auditor, however, is not responsible for assignments or examinations. No credit may be earned in an audited course by examination or otherwise. No audited course may be repeated for credit at a later date. Course work not taken in a traditional format may not be audited.

A student who has registered for a course on an audit basis and who wishes to change the registration to take the course for credit (or who wishes to change from credit to audit) must do so no later than the last day for adding courses, as published in the University Academic Calendar. The change must be requested on a Registration Form properly signed by the course instructor and the dean of the college in which the student is enrolled, and the form must be submitted to the Office of the Registrar.

## **Course Load**

An average course load for a Fall or Spring Term is 15 credits. A legal full-time academic course load is 12 credits. All international students on F-1 student visas must maintain a full-time academic course load (12 credits) each Fall and each Spring Term. No student may take over 19 credits without the permission of the department chair, assistant/associate dean or dean of the major college.

During a regular Summer term, 6 credits is considered full-time for academic purposes. No more than 7 credits may be taken in a given Summer term. One course is the normal academic course load for May Semester or other such abbreviated sessions.

Courses taken by correspondence are not included in course load for enrollment verification purposes.

## **Repetition of Course Work**

A student may repeat a course which has been passed in order to raise the grade, only in the event that the degree college requires a higher grade in the course. A student who repeats the course will have both grades entered on the permanent academic record and computed into the grade point average.

Certain courses, such as those requiring physical skills, performance, or working on student publications may be repeated; except as noted in the course description. However, course credit toward graduation will be given only once, unless otherwise stipulated in the course description.

## **Non-Traditional Course Work**

Traditional course delivery at Coastal Carolina University requires student adherence to established attendance policies and the specific communication of course expectations from instructor to student through the course syllabus. However, it is recognized that, at times, University study may be taken in a manner that departs from this tradition. *All of these situations require that an instructional/course contract be developed before the study begins.* These situations typically are:

- 1) when students engage in an independent learning experience in an area not represented by established course work at the University, such as through courses numbered 399 (Independent Study), 499 (Directed Undergraduate Research), or special or selected topics,
- 2) study in established University courses on an independent, non-traditional basis, or
- 3) cooperative and internship study.

These courses are designed for the self-motivated student, usually a junior or senior, who has an intense interest in conducting scholarly work in an academic area not offered in the traditional course format. The course will result in a document, performance, or body of work that reflects the student's research or summarizes the knowledge synthesized during a structured, sequenced order of study.

The student, in consultation with the supervising professor, must complete and file a contract for the course with the department chair in the discipline area and with the dean of the college in which the work is to be performed prior to registration for the course. The contract must be signed by the student, the student's adviser, the supervising professor, the course department chair, the chair of the student's major, and the dean or the dean's designee of the student's major. (Signature of the college dean or designee is not required for the College of Natural and Applied Sciences majors.) It must include the course objectives, course requirements, the number of credits to be earned, the date of completion, and the method(s) of student evaluation. The student should consult the adviser for any restrictions on the number of such credits acceptable to the major. These courses cannot be used to fulfill University core curriculum requirements.

While it is expected that the study of established University courses will be taken in a traditional format, occasionally, for compelling reasons, such study may be allowed via an independent, non-traditional format. In such cases, students and instructors involved will follow the same procedure as stated above for study. Essentially, a contract for the work must be filed outlining the course content based on an existing syllabus, the specific expectations that have been established for the student, the date of completion expected, and the method(s) of evaluation. Further, the instructor is to attach to the contract a statement of explanation as to why the course is not being taken in the traditional format. As above, the contract developed is to be signed by the student, the student's adviser, the supervising professor, the course department chair, the chair of the student's major, and the dean or the dean's designee of the major BEFORE registration for the course. (Signature of the college dean or designee is not required for the College of Natural and Applied Sciences majors.)

## **Summer Terms**

The Summer consists of terms normally totaling five weeks each. Shorter sessions and workshops are also offered. Students regularly enrolled in the University may take work applicable to the degree sought during Summer terms.

Except in abbreviated sessions or in cases of adjustments for holidays, each course meets four periods a week, Monday through Thursday.

A maximum of two courses is permitted during any regular term. (Two courses normally means a maximum of 7 credits.) One course is the normal load for abbreviated terms.

The University reserves the right to withdraw any course for cogent reasons, such as in the case of inadequate enrollment.

Additional courses may be offered upon request by a sufficient number of students. A minimum of 15 enrolled students is the usual requirement. Registration in any course may be closed when the maximum enrollment has been reached.

Students seeking admission to the University for the first time during a Summer term should refer to the Categories of Admission section of this catalog.

## **Senior Privilege (Undergraduate Enrollment in Graduate Courses)**

Qualified undergraduate students may enroll for graduate course credit in courses numbered 500 through 699. Students who have earned a minimum of 90 credits and are within 30 credit hours of completing the requirements for the bachelor's degree may be permitted

to enroll in course for graduate credit. The students are expected to have a minimum grade point average of 3.0 on a 4.0 scale and be adequately prepared for graduate work in the field concerned. Undergraduate students may earn graduate credit provided:

1. Prior to registering, a Non-Degree Seeking Graduate Application is completed with the Office of Admissions;
2. A Senior Privilege Coursework Authorization form is obtained from the Graduate Program Coordinator in the appropriate College;
3. A Registration form for the graduate course, a copy of the student's transcript, and a copy of the student's undergraduate registration for the semester in which the graduate course will be taken are attached to the senior privilege form;
4. Signatures and action taken by the student's adviser, the Department Chair of the student's major, the Dean, and Graduate Program Coordinator are on the senior privilege form;
5. The academic course load does not exceed 16 credit hours including the proposed graduate course in the semester the graduate course is taken; and
6. The total number of graduate credits acquired through senior privilege does not exceed 12 credit hours;
7. Graduate credit earned by undergraduate students through senior privilege is not applied toward the undergraduate degree.

## CHANGES OF REGISTRATION

### Changes of Enrollment

Adding a course, changing from credit to audit or audit to credit, changing from one section to another, and changing the number of credits in any variable credit course must be completed by the last day to late register as published in the University Academic Calendar.

Electing or revoking the Pass-Fail option must be completed no later than the last date for dropping a course without receiving a grade of **WF**, as published in the University Academic Calendar. This change must be recorded with the Office of the Registrar on a Pass-Fail Option form bearing all required signatures.

Students must consult with their advisers concerning any change of enrollment.

### Dropping a Course

#### **Dropping courses during final exams is not permitted.**

Courses dropped during the official late registration period of a term/session will not be recorded on a student's permanent record. A grade of **W** will be recorded on the permanent record after the official late registration period and up to the last date to drop without a grade of **WF** and will not enter into the computation of credits attempted, grade point average, or any other total. The time allowed for dropping any course with a grade of **W** will be equal to two-thirds of the total number of class days from the beginning of the term/session. A grade of **WF** will be recorded for any course dropped after the close of the prescribed "drop with **W**" period and through the last day of class. A **WF** is treated as an **F** in computing the student's grade point average. A student who stops attending classes without officially dropping will have the grade of **F** recorded for each course. This grade is included in all calculations and totals. The University Academic Calendar lists the prescribed deadline dates in each term/session.

Students must consult with their advisers concerning any change of enrollment.

### Change of Major

Students who desire to change their majors must request admittance into the desired major through the chair of the new major. Students must: (a) obtain a Change of Major form

from the Office of the Dean of the current major; (b) have this form signed by the chair of the academic department of the college in which they are currently enrolled (for release) and then the chair of the academic department of the college in which entry is desired (for acceptance). Upon acceptance into the new major, the college of the new major will make the necessary computer entry to reflect the new major and assign the new adviser. To be valid, a "Change of Major" must not only follow the procedures indicated but must also be completed in advance of registration in the major to which the change is desired.

Credits earned in one degree program may not be applicable toward other degree programs. Verification of credits applicable to the new major should be obtained in writing from the dean of the college in which the new degree or major is offered.

## Course Substitutions

Only under unavoidable and exceptional circumstances will the faculty permit substitution for or exemption from the prescribed curricula. When it becomes necessary to request a deviation from the prescribed course of study, the student should consult the dean of the major college before preparing a petition listing the substitutions or exemptions sought and the reasons. General Petition forms are available from the offices of the deans.

Deviations from major and college degree requirements, as published in the *University Catalog*, may be petitioned to the appropriate college Petitions and Scholastic Standing Committee. Committee decisions are subject to approval of the college dean. Deviations from the University core requirements must first be approved by the university-wide Core Curriculum Committee, and then, the Provost.

## WITHDRAWAL

**Withdrawal from the University or from a course during final exams is not permitted.**

All students, both full-time and part-time, desiring to withdraw from the University or to discontinue enrollment in **all** courses should obtain a University Semester Withdrawal form from the Office of the Registrar. An exit interview will be conducted to assist the student in completing the withdrawal form and to resolve any outstanding obligations. A student who leaves the University without following this procedure may prejudice any further attempt to re-enter the University and will receive a grade of **F** in all courses.

The date of withdrawal from the University will be posted on student transcripts. Courses from which the student withdraws during the late registration period will not be recorded on a student's permanent record. Thereafter, through two-thirds of the total number of class days from the beginning of the term/session, the grade of **W** will be recorded on a student's transcript but will not be used in computing the grade point average. Specific dates are listed in the University Academic Calendar. Students withdrawing after the close of the prescribed "withdraw with **W**" period and prior to the last day of class will receive a grade of **WF** for each course in which they are enrolled. A **WF** is treated as an **F** in computing the student's grade point average. Students who stop attending classes without officially withdrawing will have the grade of **F** recorded for each course. This grade is included in all calculations and totals.

Exceptions to the assignment of a grade of **WF** are possible only for verifiable, documented reasons. If a student must withdraw from the University for medical reasons or for another acceptable major cause after the last day to receive a **W**, the grade of **W** still may be assigned. A Request for Total Withdrawal From Courses Due To Extenuating Circumstances form, available from the Office of the Dean of the student's major, must be approved by the course instructor(s) and the student's academic dean and returned to the Office of the Registrar by the dean.

## CLASS ATTENDANCE

Students are obligated to attend class regularly. Absences, excused or not, do not absolve a student from the responsibility of completing all assigned work promptly. Students who miss assignments, announced quizzes, or other course work obligations due to excused absences

will be allowed to make up the work in a manner deemed appropriate by the instructor. It will be the responsibility of the student to contact the instructor and make arrangements at the convenience of the instructor. The instructor is not obligated to allow a student to make up work missed due to an unexcused absence.

Absences will be excused for:

- a) incapacitating illness,
- b) official representation of the University (excuses for official representation of the University should be obtained from the official supervising the activity),
- c) death of a close relative, and
- d) religious holidays.

The instructor will determine whether other absences from class should be excused or unexcused. In the event of an impasse between the student and the instructor, the department chair and/or the dean of the college shall make the final decision as to whether an absence is to be considered excused.

An instructor is permitted to impose a penalty, including assigning the grade of **F**, for excused or unexcused absences in excess of 25% of the regularly scheduled class meetings. An instructor may require a more stringent class attendance policy. In such cases, the instructor will make this additional attendance requirement known to his/her dean. All instructors should state their class attendance and grading policy in the course syllabus.

## FINAL EXAMINATIONS

Final examinations for Spring and Fall are held over a five-day period at the close of each semester; Summer term examinations are held at the close of each session. Examination schedules are published as part of the *Master Schedule of Classes*. No final examination may be held outside the stated time without special permission of the instructor's dean.

In any course or laboratory which meets three times per week, no quiz, test, or examination may be given during the last two class meetings prior to the regularly scheduled examination period. In any course or laboratory which meets once or twice a week, no quiz, test, or examination may be given during the last class meeting prior to the regular examination period. This provision applies to all examinations except laboratory examinations. With the approval of the Dean, laboratory examinations may be given during the last week of class. Self-paced courses are exempt from this regulation.

Re-examination for the purpose of removing a grade of **F** or raising a grade is not permitted.

A student who is absent from any final examination will be given the grade **F** on the course if an excuse acceptable to the instructor has not been offered. If excused, the student will be assigned a grade of **Incomplete** and may complete the course through a **Deferred Examination** (see details in section below). The definition and description of an **Incomplete** grade may be found in the **Grading System** section of this catalog.

If an instructor teaches more than one section of the same course, a student may be transferred from one examination section to another upon approval of the instructor.

Any student with three examinations scheduled on the same day may arrange for an **Alternate Examination** time with the instructor of the second examination. The instructor of the second examination will make the necessary arrangements upon the student's request.

## Deferred Examinations

A student who has received an **Incomplete** in a course as a result of being *excused* from an examination may be eligible for a deferred or special final examination. For a deferred or special final examination, the instructor and the student mutually agree on a date and time for the exam. A deferred or special final examination may be taken during the next regularly scheduled final examination period for that course. The examination must be taken within one major term from the time that the **Incomplete** was assigned.

## Graduating Seniors

No early examinations are given for graduating seniors. Students who have submitted a degree application may attend the graduation ceremony. Diplomas are normally mailed within 30 days after final examinations and after a student's dean has verified that all degree requirements have been met.

## COURSE CREDIT

The credit value of each course is usually determined by the number of class meetings per week during one semester. Two or three laboratory hours (one period) are equivalent to one class meeting. The credits for each course are included in each course description.

Students who are suspended from Coastal Carolina University for any reason, academic or non-academic, may not earn academic credit toward a Coastal Carolina degree during the period of suspension, whether by residence elsewhere or by correspondence courses of any origin. Students who have been suspended from the University are not eligible to enroll in any correspondence course(s) for academic credit until one calendar year from the date of return to the University.

Coastal Carolina University awards course credit only to currently enrolled students and only through "in residence" course work, credit by examination (Advanced Placement, CLEP, Departmental Examination, International Baccalaureate), academic transfer credit, transient study, and military educational experiences as stipulated below.

## CREDIT BY EXAMINATION

An enrolled student may be awarded credit by examination (CLEP, Departmental Exam, Advanced Placement, International Baccalaureate) for courses:

- a) in which there has been no class attendance or semester standing at a regionally accredited institution, or
- b) which were taken at an institution *not* accredited by the appropriate regional accrediting association.

Credit by examination *must* be authorized by the department chair or the dean of the student's major to ensure applicability toward degree requirements. Credit awarded by examination is recorded with credits earned only and does not affect GPA.

A student planning to pursue credit by examination must obtain this credit before reaching senior classification (90 credit hours). All course credit beyond 90 credit hours must be earned "in residence" in regular Coastal Carolina University courses.

Credit by examination cannot be earned while on suspension from the University, cannot be used to earn credit for previously **audited** courses, cannot be awarded for courses that have been failed previously, nor be used to raise a grade earned previously in a college course.

Credit by examination may be earned by College-Level Examination Program (CLEP), Departmental Exam, Advanced Placement, and/or International Baccalaureate. Coastal Carolina University does not award credit for DANTES Standardized Tests (Subject or General).

## College-Level Examination Program (CLEP)

Credit by examination may be awarded after the student obtains the required score on the appropriate CLEP Subject Examination. Credit is not awarded for CLEP General Examinations. There is a fee for taking a CLEP Subject Examination; this fee is non-refundable. CLEP credit can only be posted after the Registrar's Office has received the official score report from Educational Testing Service; credit **cannot** be transferred from another college/university transcript. Non-native English speaking students may not CLEP the Foreign Language test(s) of their native language. Information regarding specific CLEP Subject Examinations may be obtained by contacting the University's Computer Testing Center at 843-913-7887. A student who does not achieve the required score on a CLEP Subject

Examination may not attempt a corresponding Departmental Examination. Students may not repeat CLEP examinations for CCU credit.

## Departmental Examination

A Departmental Examination may be given for students:

- a) seeking credit for course work from an institution not regionally accredited, or
- b) seeking specific course credit for knowledge gained through life experience.

These Departmental Examinations, however, would only be administered if a CLEP Subject Examination does not exist. A grade of B or above on the Departmental Examination is required to receive credit for the course.

Credit by Departmental Examination costs \$30 per credit hour; this fee is non-refundable. Before the examination is administered, the department must determine student eligibility and require a Bursar's Office receipt specifying payment of fees and the course to be examined. Examination results and proof of payment must be forwarded by the Department to the Office of the Registrar in order for credit to be posted to the academic record.

Departmental Examination credit cannot be transferred from another college/university transcript.

## Advanced Placement

The University will accept appropriate undergraduate credits earned through Advanced Placement Program Tests completed prior to high school graduation. Students must request that official Advanced Placement test results be sent directly to the Office of the Registrar for evaluation. Advanced Placement credit cannot be transferred from another college/university transcript.

To earn Advanced Placement credit for the following examinations, a minimum score of "3" must be earned on the exam.

Art History	French Language	Music Theory
Art Studio, Drawing	French Literature	Subscore Aural Stimulus
Art Studio-2D	German Language	Physics B
Art Studio-3D	Government and Politics, U.S.	Physics C, Part I
Biology	Government and Politics, Comparative	Mechanics
Chemistry	History - American	Physics C, Part II
Computer Science A	History - European	Electricity and Magnetism
Computer Science AB	Human Geography	Psychology
Economics-Macro	Latin - Literature	Spanish Language
Economics-Micro	Latin - Virgil	Spanish Literature
English (see specific criteria below)	Math, Calculus AB	Statistics
Environmental Science	Math, Calculus BC *	World History

The University may also award credit for English Language and Composition or English Literature and Composition. If a student takes only one examination, either English Language/Composition or English Literature/Composition, and receives a score of "3" or "4" on either examination, credit will be awarded for English 101. If a student takes both English Language/Composition and English Literature/Composition and earns a minimum score of "3" on each test, credit will be awarded for English 101 and 102. If both tests are taken and a score of "3" or better is earned on only one test, credit will be awarded for English 101. When a score of "5" is earned on either or both exams, credit will be awarded for English 101 and 102. For further information contact the Office of the Registrar.

\* A score of 1 or 2 on Calculus BC with a score of 3 or above on the Calculus AB subscore component will earn 4 credits in Math 160.

## International Baccalaureate (IB)

Coastal Carolina University recognizes the IB as a rigorous and challenging program and will provide credit after the student is enrolled as a baccalaureate degree-seeking student. Credit awarded at Coastal Carolina University is dependent upon the scores received in the IB program. Only scores of 4, 5, 6 and 7 on Higher Level exams may earn credit. No credit will be awarded for Standard or Subsidiary Level examinations.

Students must have an official IB Transcript issued by the N.Y. Office of the International Baccalaureate forwarded to CCU Registrar's Office for assignment of credits. For additional information and a partial list of course credits awarded, contact the Registrar's Office.

## Transfer Credit

A student transferring to the University from another college or university should, before enrolling in any course at the University, have transcripts evaluated by the Office of Admissions. It is only through such evaluation that a student will know which transferred courses may be applicable toward Coastal degree requirements. Students from **regionally accredited** colleges and universities may transfer credit for academic courses completed with grades of **C (meaning C-, C or C+)** or above, but the University reserves the right to determine what credit, if any, for courses taken elsewhere will be counted toward its degrees. A maximum of 76 credits may be transferred for degree credit from any **regionally accredited** two-year college transfer program. A maximum of 90 credits may be transferred for degree credit from any **regionally accredited** four-year college or university.

The **regional accrediting** associations are: Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges.

Students cannot receive degree credit for a course taken at Coastal if they have received transfer credit for an equivalent course taken previously at another institution. Similarly, transfer credit will not be awarded if a Coastal equivalent, regardless of the grade earned, appears on the Coastal academic record. A student can never be awarded more transfer credit for a course than the original institution awarded. In some instances, the originating institution may have granted more credit for a course than Coastal awards for the equivalent course. In these situations, Coastal's lower level of credit shall be used to meet appropriate requirements such as core curriculum or major/minor/cognate credits. Excess credits will not be forfeited, but rather applied to the elective category.

Credits earned at another institution while a student is on suspension, academic or non-academic, from Coastal Carolina University are not transferable and cannot be applied toward a degree or used in improving the grade point average.

A maximum of 30 credit hours may be applied toward a Bachelor's degree from the combined sources of military credit and correspondence credit.

A student planning to pursue work at other institutions or through correspondence must complete this work before attaining senior classification (90 credit hours). All course credit beyond 90 credit hours must be earned "in residence" at the University and at least 12 credit hours of the student's major courses and 6 credit hours of minor courses must be earned at the University. Some programs impose higher student residence and/or major requirements.

Grade point average (GPA) is calculated on the basis of all work in the student's career at Coastal Carolina. Former USC-Coastal Carolina College students should consult with their adviser and the Admissions Office regarding their former course work and their GPA calculation. Coastal Carolina University students granted approval to complete course work at other institutions (transient/visiting students) will not have this work calculated in the GPA. Credits earned at other institutions and transferred to Coastal, may be used to satisfy program requirements but will not be calculated as part of the GPA. Graduation with honors, however, will be based on a *collegiate* GPA calculated on the basis of *all work in the student's postsecondary career*. The criteria for graduation with honors may be found in the Graduation With Honors section of this catalog.

## College Parallel Course Credit - Regionally Accredited Institution

Academic courses completed with a grade of **C (meaning C-, C, or C+)** or above at **regionally accredited** institutions normally are transferable to Coastal Carolina. Courses

that usually are not accepted for transfer are those which are:

- a) occupational or technical in nature;
- b) essentially remedial in nature; or
- c) from a two-year institution and are not recognized in that institution's catalog as a part of its college parallel (transfer) program.

Exceptions to this rule may be made only by the dean of the student's major or the Provost, and only in specific cases where such courses are judged to be uniquely relevant to the student's degree program.

Certain degree programs do not recognize transfer credit from a two-year institution for courses which are considered upper division or upper level courses at Coastal Carolina. In no Coastal degree program may such courses fulfill any upper level requirement within the major concentration, the minor, or the cognate. However, some degree programs will grant transfer credit for such courses in the lower level elective category or within the core curriculum requirements.

### **Non-College Parallel Course Credit - Regionally Accredited Institution**

Non-college parallel courses taught at **regionally accredited** institutions are not acceptable for transfer credit unless validated by examination. If credit is to be awarded for a Coastal equivalent course, validation will be by Departmental Examination. The examination will be administered and success will be determined by the department offering the equivalent course. When there is no Coastal equivalent course, the department chair or dean of the major may validate the course through their departmental process. Validation by departmental process will award elective credit only and only for the specific major in which the student is enrolled at the time of validation. There is no fee for examinations taken to validate non-college parallel courses taken at a **regionally accredited** institution.

### **Course Credit - Non Regionally Accredited Institution**

The University does not accept transfer credit from institutions which are not accredited by the appropriate **regional accrediting** association. Students may validate credits earned at an institution which is not regionally accredited by obtaining the required score on the appropriate CLEP Subject Examination. Only if the appropriate CLEP Subject Examination does not exist may a Departmental Examination be administered. See Departmental Examination section of this catalog.

Specific guidelines may be found in the Credit by Examination section of this catalog.

### **Transient Study**

Credit for work completed at other institutions by Coastal students will not be accepted for transfer if the student has previously failed to earn the required grade in an equivalent course at Coastal. Credit for other courses will be accepted only under the conditions that (a) each course has been approved in advance by the dean or the Provost and such approval filed in writing with the Office of the Registrar, (b) each course has been passed with a grade adequate for transfer purposes (normally a C or above), and (c) each course was taken for "academic credit". (**Note: A grade of C means a C-, C or C+.**)

### **Foreign Institution Credit**

Foreign credits are evaluated by the International Programs Office in coordination with the dean of the student's major and the dean of each course in review. As with transfer hours from a U.S. institution, foreign credits may be determined to be transferable, yet not be applicable toward satisfying degree requirements. The department chair or dean determines whether specific transferable hours will satisfy degree requirements. Courses **posted** on the transcript of a foreign institution which are not accepted for transfer credit may be challenged by Departmental Examination even though the specific CLEP Subject Examination exists. There is no fee for this Departmental Examination. The student must earn a grade of **B** or above on the Departmental Examination in order to receive credit for the course.

## Military Credit

Hours of credit which may be awarded for educational experiences in the military will be in accordance with recommendations published by the American Council on Education and will be consistent with University policy on the transfer of credit. Hours awarded for educational experience in the military may include credits not applicable in certain degree programs. The student must consult the dean of the appropriate major to determine applicability.

Credits earned through educational experiences in the military do not meet "in residence" requirements. All course credit beyond 90 credit hours must be earned "in residence" in regular Coastal Carolina University courses.

A maximum of 30 credit hours may be applied toward a Bachelor's degree from the combined sources of military credit and correspondence credit.

## GRADING SYSTEM

Enrollment in a course obligates the student not only for prompt completion of all work assigned but also for punctual and regular attendance and for participation in whatever class discussion may occur. It is the student's responsibility to stay informed concerning all assignments made. Absences, whether excused or unexcused, do not absolve the student from this responsibility.

The grading system outlined below has been in effect since the Fall Semester, 1978. Under this system, undergraduate course credit will be granted only for earned grades of **A, B +, B, C +, C, D +, D** or **S**. Each of the following symbols will become a permanent part of the student's academic record when assigned.

**A, B+ and B, C+ and C, D+ and D, and F** carry the traditional academic connotations of excellent, good, average, poor, and failing performance, respectively.

**S** and **U** indicate respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option. Courses carried under the Pass-Fail option will not affect a student's grade point average.

**W** is assigned for withdrawal from a course after the official late registration period and through two-thirds of the total number of class days from the beginning of the term/session. Courses dropped during the official late registration period (as published in the University Academic Calendar) will not be recorded on a student's permanent record. In exceptional cases, the grade **W** may be assigned for *total* University Withdrawals after two-thirds of the total number of class days of the term/session and requires the concurrence of the course instructor and the dean of the student's major. A grade of **W** will not enter into the grade point average computation but will be recorded on the student's permanent record.

**WF** is assigned for withdrawal from a course after the last date to withdraw grade of **W** (as prescribed in the University Academic Calendar) and is treated as an **F** in the grade point average computation.

**I**, Incomplete, is assigned at the discretion of the instructor when, in the instructor's judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, or family hardship. The grade of **I** is not intended to give students additional time to complete course assignments unless there is some indication that the specified condition or event prevented the student from completing course assignments on time. In those instances when the faculty member agrees to assign the grade of **I**, the faculty member must prepare with the student a completed Assignment of

Incomplete Grade form stating specific expectations that the student must meet before the **I** grade is changed to a letter grade. Additional forms may be required by the department. This Assignment of Incomplete Grade form must also include a deadline for completion of the work. Students who receive an **I** (Incomplete) grade normally have one major semester to complete the work required. Copies of the completed form are then distributed to the student, the Registrar, the department chair or college dean, and the instructor at the time grades are reported. **Re-enrolling in the course will not make up an Incomplete.** The grade **I** will not affect the students's GPA during the one semester, or during the contractually agreed upon time limit. After one major semester (or the agreed upon limit), a grade of **I** for which work has not been completed is permanently changed to a grade of **F**. Work to be completed must be submitted in sufficient time for the grade to be assigned and processed prior to the conversion of the **I** to an **F**. The responsibility for completing the requirements and assuring removal of an **I** rests directly with the student. Suspension does not extend the time allowed to make up an **Incomplete**.

**AUD** indicates a course was carried on an audit basis. A grade of **AUD** will not enter into the grade point average computation.

## Grade Changes

Grades may be changed only by the instructor of record or through an appeals process as specified in the *Code of Student Conduct and Academic Responsibility*. No grade may be changed after one year from the completion of a course, except with the concurrence of the Committee on Petitions and Scholastic Standing of the student's major college. (See next paragraph.) In the case of a deceased faculty member, or in extreme cases and for cogent reasons, the Department Chair of the course may act in place of the faculty member of record in consultation with the major dean and the Registrar.

Student petitions which involve changing a grade must be approved by the faculty member who assigned the grade. Students who wish to petition to the Committee on Petitions and Scholastic Standing for a grade change must do so within three years of the term in which the course ended (effective Summer I, 2001).

## Pass-Fail Grading

The Pass-Fail option is designed to encourage students to investigate fields outside their major curricula in which they have a specific personal interest without affecting their grade point averages. The only grades assigned on courses taken on the Pass-Fail option are **S** and **U**; a grade of **S** indicates a satisfactory performance and a **U** indicates unsatisfactory performance. A student will be given credit for courses in which the grade of **S** is earned, but these courses will not affect the computation of the GPA.

Specific provisions of the Pass-Fail option are as follows:

1. The Pass-Fail option is in effect for an indefinite period of time, subject to periodic review.
2. The Pass-Fail option is available to all undergraduate students except those whose semester or cumulative GPA is less than 2.0.
3. Students are permitted to exercise the Pass-Fail option only on undergraduate, elective courses.
4. Students are permitted to take no more than 8 courses on a Pass-Fail basis during their undergraduate career.
5. A student wishing to exercise the option must have the permission of the dean.
6. The option may be elected or revoked by the student on or before the last date for withdrawing from the course without receiving a grade of **WF**.
7. Normal prerequisites may be waived for students taking a course on a Pass-Fail

basis.

8. No course carried on a Pass-Fail basis will be counted toward the hours required for either the President's or the Dean's Honor List.

### Grade Point Average

The Grade Point Average is determined by dividing the total number of Grade Points by the total number of Grade Hours.

$$\text{GPA} = (\text{Grade Points}) \div (\text{Grade Hours})$$

Grade Points are calculated by multiplying the number of credit hours assigned to a course by the value of the grade earned in the course.

<u>Earned Grade</u>	<u>Grade Value</u>
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0.0
WF	0.0

Grade Hours are calculated by adding the credit hours of all courses with an earned grade.

Only grades of A, B+, B, C+, C, D+, D, F, and WF are used in the calculation of Grade Hours, Grade Points, and the Grade Point Average. Grades of I, S, U, W, and AUD do not affect Grade Point Average.

### Grade Reports

Following each major term of enrollment, grades are available via the Internet. No grades will be available, however, to students who have outstanding financial obligations to the University.

## ENROLLMENT CERTIFICATION

Certification of enrollment is based upon the total number of credit hours for which a student is registered at the time of the certification. Beginning and ending dates reported in enrollment certification conform to the official Coastal academic calendar dates for the term requested.

## TRANSCRIPTS

A transcript of a student's record carries the following information: a detailed statement of the Coastal Carolina University scholastic record showing courses pursued with credits carried, credits earned, grades, grade points, grade point average, grade point deficits, academic status as appropriate, and an explanation of the grading system. All failures, incomplete grades, and penalties such as suspensions are also indicated. Students who were enrolled at Coastal Carolina prior to Summer II 1993 and who do not return to Coastal Carolina University until the Fall 1997 Semester or later will be considered transfer students and their USC System/Coastal Carolina course work taken prior to Summer II 1993 will not be included in the Coastal Carolina University academic totals.

All requests for transcripts must be in written form. Any student who needs a transcript or a certified copy of the end-of-semester grade report must complete a Transcript Request

form at the Office of the Registrar, or send a signed and dated letter containing all pertinent identifying information to the Office of the Registrar. In addition to the written consent, each transcript request should include full name or names used, student number, dates of attendance, location of attendance, and date of birth to ensure proper identification of the record requested.

Transcripts will not be issued to a student who is indebted to Coastal Carolina University. Partial transcripts will not be issued.

Coastal Carolina University will issue up to twelve (12) official transcripts per person per calendar year at no charge. A non-refundable fee of \$5.00 per copy must accompany subsequent requests that are made within the same year. Coastal Carolina reserves the right to alter this charge at any time.

## CLASSIFICATION OF STUDENTS

Students are classified at the beginning of each semester and maintain that classification until the next semester begins. Classification is based on the total number of semester credits earned. Classifications are as follows:

Classification	Hours Earned
Freshman	0 - 29
Sophomore	30 - 59
Junior	60 - 89
Senior	90 and above

## NOTIFICATION OF STUDENT RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Coastal Carolina University education record policies comply fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, enacted as section 438 of the General Education Provisions Act. The University provides official notice to students of their rights under FERPA by publishing such notice in the Coastal Carolina University Catalog, the Master Schedule of Classes, and on the Registrar's Home Page.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

**1. *The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.***

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom that request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**2. *The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.***

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her

right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

Coastal Carolina University will disclose information from a student's education records only with the written consent of the student, except:

- (a) To school officials with legitimate educational interests;  
A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including campus law enforcement and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (b) To officials of other institutions in which the student intends to enroll provided that the student has previously requested a release of his/her record to the requesting institution;
- (c) To authorized representatives of the U.S. Department of Education, the Comptroller General of the United States, the Attorney General of the United States, state/local educational authorities, organizations conducting studies for or on behalf of the University, and accrediting organizations;
- (d) In connection with a student's application for, and receipt of, financial aid;
- (e) To comply with a judicial order or lawfully issued subpoena;
- (f) To parents of dependent students as defined by the Internal Revenue Code of 1986, Section 152;
- (g) To appropriate parties in a health or safety emergency; or
- (h) To the alleged victim of any crime of violence of the results of any disciplinary proceedings conducted by the University.

Coastal Carolina University has designated the following items as **Directory Information**: a student's name, mailing addresses (local, permanent, electronic), telephone numbers, photograph, electronic image, semester/s of attendance, enrollment status (full- or part-time), date of admission, date of graduation, college, major and minor fields of study; whether or not currently enrolled, classification (freshman, etc.), type of degree being pursued, degrees, honors, and awards received (including scholarships and fellowships), the most recent educational institution attended, weight and height of members of athletic teams, and whether the student has participated in officially recognized activities and sports sponsored by the University.

The University may disclose any of these items without prior written consent unless the student has submitted a written request to the Office of the Registrar not to release directory information pertaining to them. This request must be made at the time of registration but no later than 14 days after the beginning of the term.

The University may publish a Student Directory annually. Students who do not wish to have information printed in the Student Directory should complete a Student Directory Privacy Request Form, available in the Office of the Registrar. Student Directory Privacy Request Forms must be completed no later than 14 days after the beginning of the term.

**4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coastal Carolina University to comply with the requirements of***

**FERPA.**

**The name and address of the Office that administers FERPA is:**

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington DC 20202-4605

Questions concerning this law and the University's procedures concerning release of student education records may be directed to the Office of the Registrar, Singleton Building, 108, (843) 349-2019.

Appeals: An appropriate hearing board will provide each student with an opportunity to challenge the content of their University education records, to ensure that the records are accurate, and provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein. Hearing requests should be made to the University Registrar.

## **ACADEMIC STATUS**

The following standards regarding scholastic eligibility, probation, and suspension are applicable to all degree seeking undergraduate students. Administration of these regulations is the responsibility of the Provost.

### **Good Academic Standing**

Continued enrollment in Coastal Carolina University is a privilege that is granted to a student who is making satisfactory academic progress toward a degree. A degree-seeking student enrolled at Coastal Carolina University is in **good academic standing** unless placed on academic suspension.

### **Probation/Suspension Status**

**Probation:** Students are placed on probation when the level of their academic performance is endangering their opportunity to earn a degree from the University. Students must earn a minimum cumulative grade point average on graded hours at Coastal Carolina University to avoid being placed on probation.

[Grade hours = total credit hours of all courses that have an earned grade of A, B+, B, C+, C, D+, D, F, or WF]

When a student's academic level of achievement falls below a 2.0 cumulative grade point average, but within the range indicated in the following table, the student is placed on probation. Probation appears on a student's academic record at the end of the fall, spring, and summer (the *last* term of summer attendance, whether it be May Semester, Summer I, or Summer II) terms. A student is removed from the probationary status at the end of the fall, spring, or summer terms in which the cumulative grade point average is at least a 2.0.

Cum CCU Grade Hours	Satisfactory Academic Progress	Cum CCU GPA Resulting in Probation	Cum CCU GPA Resulting in Suspension
0-15	2.0 – 4.0	1.30 – 1.99	Below 1.30
16-29	2.0 – 4.0	1.40 – 1.99	Below 1.40
30-44	2.0 – 4.0	1.50 – 1.99	Below 1.50
45-59	2.0 – 4.0	1.50 – 1.99	Below 1.50
60-74	2.0 – 4.0	1.60 – 1.99	Below 1.60
75-89	2.0 – 4.0	1.70 – 1.99	Below 1.70
90-104	2.0 – 4.0	1.80 - 1.99	Below 1.80
105+	2.0 – 4.0	1.90 – 1.99	Below 1.90

The following rules apply to students who are on probation:

1. may not enroll in more than 13 credits per semester,  
[Students who pre-registered for more than 13 credits must drop to 13 credits. Should the student fail to drop to 13 credits, the University will adjust the student's course schedule to 13 credits.]
2. required to have their course schedules and credits reviewed and approved by their academic advisers at the beginning of each semester,
3. required to meet at least two times per semester with their academic advisers, and
4. required to attend a one day Dean's Academic Counseling Seminar at the beginning of each semester.

In order to avoid suspension, a student who enrolls while on probation must demonstrate progress toward the attainment of a degree by earning at least a 2.0 semester grade point average in each term. Once the student has earned at least a 2.0 cumulative grade point average, the student is considered to be making satisfactory academic progress and is no longer subject to the rules of probation.

**Suspension:** Students are suspended from Coastal Carolina University at the end of the fall, spring, or summer (the *last* term of summer attendance, whether it be May Semester, Summer I, or Summer II) term if:

1. the student's cumulative grade point average falls below the suspension level as indicated above; or,
2. while on probation, the student fails to earn a minimum 2.0 semester grade point average in any term.

**Note:** First-time freshmen will not be suspended at the close of the first semester of enrollment. First-time freshmen who fall below a 1.50 cumulative grade point average, however, will be placed on probation and subject to the rules of probation.

The first academic suspension means a required separation from Coastal Carolina University for the semester (fall or spring) immediately following the semester in which the suspension occurs. A second, or indefinite, suspension means a required separation from Coastal Carolina University for a minimum of one calendar year. Notice of suspension is placed on the student's permanent academic record.

After the first suspension is served, a student must be readmitted to the University through the Admissions Office. Suspension, including reinstatement by petition or administrative action, will remain on the academic record and will be considered as a suspension for subsequent decisions. Students serving a first suspension may attend any Coastal Carolina University summer term(s) for the purpose of raising their cumulative grade point average to allow their return in the fall. Suspended students will be admitted to summer courses through the Registrar's Office.

Students who have served an indefinite suspension must seek readmission through the Academic Suspension Petitions Committee. Admission is not automatic or guaranteed. Students on indefinite suspension may not attend summer school except by action of the Academic Suspension Petitions Committee.

Students who enroll after suspension are admitted under the status of probation. Students are required to earn at least a 2.0 semester grade point average each semester or earn the required minimum grade point average to avoid a subsequent suspension. Students who are readmitted after suspension are required to enroll in a reduced course load (13 credits), have their course selection and credits approved by their adviser, and attend a one day Dean's Academic Counseling Seminar.

Under extenuating circumstances, appeals for readmission or other exceptions to academic policies may be presented to the Academic Suspension Petitions Committee. Students must contact the Dean's Office of their major for information and deadlines for submitting an appeal.

### **General Policies and Petition Procedures**

With the exception that students suspended for the first time are allowed to enroll in Coastal Carolina University summer school, students on suspension may not be admitted to, or continue in, any program at Coastal Carolina University for credit or grade point average purposes. Suspension does not extend the time allowed to make up an Incomplete grade. Credits earned at other institutions or by correspondence of any origin while a student is on suspension from Coastal Carolina, cannot be applied toward a degree from Coastal Carolina University or used for improving the grade point average. Students are reminded that these rules are for suspension from Coastal Carolina University. Some degree programs may impose more stringent requirements for retention in the program. Students suspended by this policy have the right to petition the Coastal Carolina University Academic Suspension Petitions Committee at any time to waive the application of the suspension rule. Requests for petitions and information should be directed to the dean of the student's major.

## **ACADEMIC FORGIVENESS FOR FORMER COASTAL CAROLINA STUDENTS**

Academic Forgiveness means that students' past failures are forgiven to allow them to resume their college careers with a realistic possibility of completing a degree. In essence, the program will allow the calculation of a grade point average (GPA) based on the student's performance in courses taken after being granted forgiveness.

A student must meet the following conditions to apply for academic forgiveness.

1. The student was separated from Coastal Carolina for at least 48 consecutive months and had less than a 2.0 cumulative grade point average on work completed at Coastal.
2. The student must be readmitted to Coastal Carolina University, must declare a major, and must complete at least 24 hours of graded course work prior to applying for academic forgiveness.

3. After readmission to Coastal Carolina, the student must earn a cumulative GPA of at least 2.0 and meet the progression requirements of their declared academic program.
4. The student must apply in writing for academic forgiveness prior to application for graduation.
5. The student has not previously been granted academic forgiveness.

A student who has met these conditions and desires academic forgiveness must submit a written request for academic forgiveness to the dean of the student's major. After verification of the student's eligibility, the dean will forward all information to the Provost who will inform the Registrar of the decision.

Once academic forgiveness has been granted, the following apply to the student's academic record:

1. All curriculum requirements will be in accordance with those in force at the time the student was readmitted.
2. The student may not receive Academic Honors upon graduation.
3. The student's grade point average for graduation purposes is recalculated beginning in the semester in which the student was readmitted to Coastal Carolina.
4. Courses in which the student received a grade of C or above prior to being readmitted and granted academic forgiveness may be used for academic credit, but are not used in the calculation of the grade point average.
5. ACADEMIC FORGIVENESS GRANTED will appear on the academic record of any student granted academic forgiveness.
6. The permanent academic record (transcript) will remain an unmodified record of all work attempted at Coastal Carolina.

## ACADEMIC HONORS

### Honor Lists

The names of students who achieve high GPA's are entered on the Honor Lists each Fall and Spring semester.

Students who have earned, during the Fall or Spring semester, a GPA of 4.0 on a minimum of 12 grade hours at the time of official grade production are listed on the **President's Honor List**.

Students who have achieved, during the Fall or Spring semester, a GPA of 3.5 or higher (3.25 for freshmen) on a minimum of 12 grade hours at the time of official grade production are listed on the **Dean's Honor List**.

No course carried on a Pass-Fail or audit basis, taken through correspondence, or passed by examination or exemption will be counted toward the 12 hours required for either the President's or Dean's Honor List.

Grades of Incomplete changed to letter grades beyond the semester's official grade production date will not qualify a student for honors.

## GRADUATION

All course credit beyond 90 credit hours must be completed "in residence" at Coastal Carolina University, and at least 12 credits of the student's major courses and 6 credits of minor courses must be earned at Coastal. Some programs impose greater student residence and/or major and minor requirements.

Regardless of when students enter the University, they must complete the last 30 credit hours before graduation enrolled in classes approved by the appropriate chair of the depart-

ment from which the degree will be granted. All degree applicants are urged to confer with the chairs of their respective departments about their programs and degree requirements prior to the beginning of their last semester of residence at the University.

"In residence" means that the student was regularly enrolled in Coastal Carolina courses. "In residence" requirements may not be met by courses for which credit is earned by exemption or exam, courses taken by correspondence, credits earned through military credentials, or courses for which transfer credit was awarded (except in the case of credits earned through sanctioned Coastal academic exchange programs). Courses taken under Pass-Fail option meet "in residence" requirements. In order for the student to be eligible for graduation, all credits beyond 90 credit hours must be earned "in residence" at Coastal Carolina University.

All candidates for degrees must file a formal application by the date specified in the University Academic Calendar (which is during the first month of the term of graduation) with the deans of their respective majors. The applications may be obtained from the Office of the Dean of the major or the Office of the Registrar. A graduation certification form signed by the appropriate dean and the fee receipt must accompany the graduation application when it is submitted by the appropriate dean to the Office of the Registrar. Applications for summer graduation are to be submitted by June 15. Commencement exercises at the University are held each year in May for those completing their program in the Spring Term or who have fifteen or fewer credits to complete for Summer graduation and in December for those completing their program in the Fall Term. Graduates who are members of nationally-recognized honor societies with chapters at Coastal, graduates with academic honors and Honors Program students may wear honor stoles during commencement exercises.

Graduation will be based on a cumulative GPA calculated on the basis of all course work in the student's college career at Coastal Carolina University. Students who were enrolled at Coastal Carolina prior to Summer II 1993 and who do not return to Coastal Carolina University until Fall 1997 Semester or later will be considered transfer students and their USC System/Coastal Carolina course work taken prior to Summer II 1993 will not be included in the calculation of this cumulative GPA. Coastal Carolina University students granted approval to complete course work at other institutions will not have this work calculated as a part of the GPA. Credits earned at other institutions and transferred to Coastal may be used to satisfy program requirements but will not be calculated as part of the GPA. Students attending the University in any non-degree candidate admission category will not be considered for graduation. Students are responsible for their own academic program and for meeting the requirements of their major department. It is recommended that they meet with their faculty advisers at least once each semester. In order to be eligible for graduation, students must meet all course requirements, meet all "in residence" requirements, meet all departmental or program requirements, and have a cumulative GPA of at least 2.0 on all work attempted at Coastal.

Diplomas will not be issued to students who are indebted to Coastal Carolina University. See *Graduation with Honors section*.

## **Graduation With Honors**

Graduation with honors will be based on a GPA calculated on the basis of *all work in the student's postsecondary career, i.e. collegiate GPA*, including any attempted at other institutions, provided that the GPA achieved at Coastal meets the level specified for the honors sought. This calculation will include all courses attempted, not just those submitted in fulfillment of graduation requirements.

The following designations indicate a consistently high level of academic achievement

throughout the student's entire academic career. To graduate with such honors, a student must have earned at least 60 credit hours (which can include credits earned through officially recognized Coastal Carolina University academic exchange programs) applicable toward the degree "in residence" at Coastal. Students are responsible for demonstrating appropriate GPA from the foreign institution. Courses taken as a transient student at other institutions, by correspondence, by examination, by exemption, or credits earned through military credentials are not considered "in residence".

*Summa cum Laude:* a collegiate GPA of 4.0

*Magna cum Laude:* a collegiate GPA of 3.75 - 3.99

*Cum Laude:* a collegiate GPA of 3.5 - 3.74

## DEGREES

Baccalaureate degrees may be earned at Coastal Carolina in the designated majors shown on page 6.

## MINORS

A minor requires a minimum of 18 credits outside of the major subject area (with the exception of Marine Science). Course requirements for the minor are specified by the college offering the minor. If the degree requires a cognate, the student may choose either the cognate or a minor. A grade of C (meaning C-, C or C+) or above is required in all courses to be applied toward the minor or cognate.

## SECOND BACCALAUREATE DEGREE

At times, the University confers a second baccalaureate degree upon candidates who have completed *all* requirements for the second degree, provided that the additional requirements for the second degree include a minimum of 24<sup>1</sup> credits beyond those required for the first degree and a minimum of 144 credits total. A student must complete core curriculum requirements for each degree. Courses accepted toward the first degree (cognates, minors, electives) may be applied toward the category of "MAJOR REQUIREMENTS" of the second degree, provided minimum credit limits of the second degree are observed. It should be noted that satisfying requirements for a second major will not by itself lead to the conferral of a second degree. Under this policy, a student may apply for two degrees at one time or separately. In either case, two diplomas would be awarded.

## DOUBLE MAJOR

A student may elect to complete a double major by satisfying the departmental requirements in each of two departments. This will include at least 48 hours of major work under the following options: a) both majors in the same college; b) two majors in different colleges. In cases where one degree program leads to a B.A. and the other to a B.S. degree, the student must designate one as the official degree of record. Fulfillment of the requirements for the second major will be indicated on the student's official transcript. Approval of the dean(s) is required for a double major. A double major eliminates the minor and/or the cognate requirement.

Students who complete the degree requirements for a double major will receive one diploma.

<sup>1</sup>Some majors require more than this number.

## **Student Academic Support Services**

Prince Building, Second Floor, 349-2934, <http://www.coastal.edu/advising>

The Office of Student Academic Support Services assists students who have concerns and questions about their academic pursuits while attending Coastal Carolina University. The office provides academic support to students who wish to excel at the University. These services include:

### **Academic Advising**

Prince 214 349-2720

At Coastal Carolina University academic advising is viewed as a vital part of education because it helps students develop meaningful educational plans that are compatible with their personal and career goals. Faculty advisers and students become engaged in a continuing process of communication that can influence students' growth and success; students learn to accept responsibility for their education through their advisers' guidance in curricular and professional choices.

The Office of Student Academic Support Services assists students with developing and accomplishing their educational goals. All students are encouraged to meet regularly with their advisers to plan a course of study. When students are accepted into the University, they are assigned an academic adviser by the dean or assistant dean of their major. Undeclared students are assigned advisers through the Office of Student Academic Support Services, which also assists all students at the University with any questions regarding the advising process.

Students who enter the University as "Undeclared" and have not yet selected majors should contact the Office of Academic Advising at (843) 349-2934. Non-degree-seeking students should contact the Office of Admissions at (843) 349-2026 for assistance with class scheduling and registration. Students are expected to arrange meetings with their advisers during each semester to plan their courses of study for the following semester and to discuss career goals. Students should see their advisers to discuss any problems which affect academic performance, select courses for the upcoming semester, add or drop courses, discuss academic progress, and to discuss career considerations. Advisers keep records of academic progress, but the Office of the Registrar maintains the official student records.

Information, advice, and interpretations of University policies offered by advisers do not supersede the official statement of Policies and Academic Regulations described in the University *Catalog*. Academic advisers cannot make exceptions to University Regulations. Any exceptions to the policies and regulations set forth in the University *Catalog* must be petitioned to the appropriate committees (where applicable): College Scholastic Standards and Petitions Committee, the University Petitions Committee for Suspensions, the Core Curriculum Committee, and then the major college Dean and the Provost.

### **First-Year Student Success Program**

Prince 207 349-2941

The first year of college is a major period of adjustment for students. It is a time when students are presented with new experiences and opportunities to achieve academic success. It also is a period where they discover career interests, become involved in campus life, and meet people from diverse backgrounds. As part of an institutional imperative to improve student satisfaction and success, the Office of Student Academic Support Services coordinates the First-Year Student Success Program, a program that involves faculty and peer mentoring of first-year students enrolled in first-year success seminars at the University.

The First-Year Student Success Program is a beneficial and interactive experience for students and is structured around first-year success seminars designed to introduce students to

college level academics as well as skills that can assist them in making a successful transition from high school to the University. The success seminars specifically focus on developing critical thinking skills, improving written and oral communication skills, setting personal and academic goals, developing structured and consistent study habits, practicing effective time management, and introducing campus resources. Coastal Carolina University wants first-year students to know their classmates, learn to work in groups, and develop effective oral communication skills. The goal of the success seminar is to create a comfortable learning environment where students are actively engaged while introducing material vital to student success in all academic courses. Each seminar is taught by a faculty mentor who not only instructs the class but also serves as the academic adviser for students enrolled in the course. Peer Mentors, exceptional CCU students who are role models for academic achievement and co-curricular involvement, serve as co-instructors for the course.

## **The Foreign Language Instructional Center**

Prince 213 349-2468

The FLIC provides resources that support and enhance class instruction provided by the Department of Foreign Languages at Coastal Carolina University. Available resources include free tutoring services in French, German, Italian, Japanese, Latin, and Spanish for students enrolled in a foreign language course at Coastal. The Foreign Language Instructional Center also provides a computer lab featuring multi-media computers with Internet access and a wide variety of computer software, an audio lab and cassette duplicating services.

## **The Mathematics Lab**

Wall 120 349-2884

The Math Lab provides free support for a variety of courses offered at Coastal, including, but not limited to, college algebra, trigonometry, pre-calculus, differential calculus, and integral calculus. The lab staff works to assist students in a relaxed non-threatening environment. Goals of any student/staff interaction in the math lab include an understanding of key concepts and a clear concise explanation of material. Students are encouraged to utilize the lab to work through homework problems and assignments; appointments are not necessary. Computer software packages, reference books, and handouts dealing with mathematical topics supplement the available resources.

## **The Writing Center**

Prince 208 349-2937 Grammar Hotline 349-4118

The Writing Center provides one-on-one writing consultations to all students regardless of major or level of writing proficiency. From early brainstorming to the final stages of proofreading, the faculty and undergraduate consultants are available to offer assistance to writers of any discipline at any stage of the composition process. The services are not limited to English papers; Writing Center consultants are from a wide range of academic majors and are prepared to assist with any writing assignment.

The Writing Center also offers various workshops throughout the academic year that cover many different writing issues. There are various handouts on composition and grammar available, as well. Appointments are not necessary but are highly encouraged, especially later in the semester.

## HONORS PROGRAM

The Honors Program at Coastal Carolina University aims to foster intellectual curiosity and creativity among highly-motivated and academically-gifted students. This goal is advanced through a challenging and well-structured Honors curriculum that incorporates disciplinary, cross-disciplinary, and interdisciplinary perspectives, and that encourages collaboration among members of the university community to support the academic, professional, and personal growth of Honors students. The program also includes active involvement in the life of the University and service to the community.

### Admission

Admission to the Honors Program is by invitation of the directors of the program in consultation with the Office of Admissions

For entering first-year students, the minimum admission criteria for invitation into the Honors Program are: 1) SAT score of 1200 or ACT score of 27; 2) high school GPA of 3.5 or higher; 3) rank in the top 15 percent of high school class and; 4) submission of an application to the Honors Program that will include an essay and a letter of recommendation from a high school teacher.

For *international students*, the minimum admission criteria for invitation into the Honors Program are: 1) TOEFL score of 575\*; 2) rank in the top 15 percent of high school class and; 3) submission of an application to the Honors Program that will include an essay and a letter of recommendation from a high school teacher. (\*International students from English-speaking countries are required to submit SAT scores of at least 1200 or ACT scores of at least 27.)

For *continuing or transfer students*, the minimum admission criteria for invitation into the Honors Program are : 1) a cumulative college GPA of 3.7 or above; 2) the completion of 30 academic credit hours and; 3) two letters of recommendation from college instructors.

### Academics

An enhanced academic curriculum includes Honors sections of core curriculum courses, enriched courses within majors, and advanced interdisciplinary courses for juniors and seniors. Reflecting the program's emphasis on research, Honors students complete a senior thesis project in their major field of study and present this work in a public forum. Honors students are also required to participate regularly in service to the University and local community. Whenever possible, this experience may be augmented through study abroad or through the Washington Semester Program.

Honors Program students are required to demonstrate regular progress toward the successful completion of 24 credits of Honors course work. The 24 credits must include Honors 101 (Honors Seminar), Honors 325 (Service Learning), two Honors courses in the core curriculum, two Honors courses in the student's major, Honors 498 (Research Methods), and Honors 499 (Honors Senior Thesis/Project).

To maintain eligibility to continue in the Honors Program, students are expected to maintain a minimum 3.0 GPA, successfully complete an Honors course each semester, and participate throughout the year in a minimum number of community and Honors Program activities. (These policies are outlined in detail in the Honors Program Handbook.)

### Scholarships

Students who are invited into the Honors Program are considered for a limited number of Honors Program Scholarships. These awards are determined by the Scholarship Office in consultation with the Honors Program directors (see the Financial Aid section of the catalog for further details).

### Honors Excellence Awards

Each year the Honors Program directors, in consultation with the Scholarship Office, award a number of Honors Excellence Awards for the following academic year. Any

Honors student in good standing who does not hold an Honors Scholarship may apply for the award. Applicants must meet the following criteria: evidence of University leadership; regular participation in Honors Program activities; exceptional academic performance and the completion of at least 30 credit hours; and a 300-500 word statement outlining the student's qualifications. Honors students may apply for this award every academic year that they are eligible. Current recipients may reapply, however, renewal is neither automatic nor guaranteed.

### **Recognition**

Newly-admitted students to the Honors Program are recognized during a formal Honors Induction Ceremony at the beginning of each academic year.

All graduating students who successfully complete the requirements of the Honors Program are recognized during Honors Convocation and at Commencement. Honors students receive an Honors Program medallion and have the seal of the program affixed to their diploma. Additionally, the designation Honors Graduate is placed on their official transcripts by the Registrar.

## **GERONTOLOGY CERTIFICATE PROGRAM**

The Gerontology Certificate program requires completion of 21 credits in addition to, or concurrently with, Major subject area requirements. The Major school will determine the status of gerontology program courses as electives, cognates, or major requirements. The Gerontology Certificate program is administered through The Department of Psychology and Sociology.

All candidates for the Gerontology Certificate must file formal Application for Gerontology Certificate and Gerontology Certificate certification forms during the first month of the term of graduation with the Director of Gerontology. The application forms may be obtained from the Director of Gerontology or the Office of the Registrar. Applications for summer certification are to be submitted by June 15.

Students interested in entering the Gerontology Certificate program should see the Department of Psychology and Sociology section of this catalog.

### **Study Abroad Advisement**

The Office of International Programs and Services (OIPS) actively promotes study, work, and travel programs for students wishing to visit other countries. The University sponsors its own academic programs and maintains directories and files that list several thousand programs organized by other American colleges and universities. Coastal has entered into bilateral agreements with universities and colleges in England, Australia, Austria, Germany, Ireland, Spain, and Japan. These programs allow Coastal students to study abroad in a variety of disciplines while paying Coastal fees. Agreements with universities in other countries are in development, and questions about other Coastal-sponsored exchange opportunities should be directed to the OIPS. Volunteer, work-abroad, and travel possibilities are extensive and may also be explored by visiting the Office of International Programs and Services located in Laurel Hall. The OIPS may be contacted by email ([internationalprograms@coastal.edu](mailto:internationalprograms@coastal.edu)).

## Professional Program Advisement

In addition to advisement for degree programs, Coastal also offers advisement regarding Professional Programs in Pre-Allied Health, Pre-Dental, Pre-Engineering, Pre-Law, Pre-Medical, Pre-Nursing, Pre-Pharmacy, Pre-Theological, and Pre-Veterinary.

### Pre-Allied Health

Adviser: Dr. Colleen A. Lohr,  
College of Natural and Applied Sciences

After completing three years, (90 hours) many students who participate in the program designed for biology majors transfer to a school of allied health science.

In selecting electives within the biology degree, students should consult with their advisers and choose electives that best prepare them for the professional schools of their choice.

### Pre Dental, Pre-Medical

Adviser: Dr. James Luken  
College of Natural and Applied Sciences.

Coastal Carolina University offers pre-dental and pre-medical programs that prepare students for entrance into dental and medical schools. The adviser will advise students in developing a course of study, assist in placing students with dentists or physicians in mentoring/shadowing programs and provide information for the application to dental or medical school.

### Pre-Engineering

Adviser: Dr. Douglas Nelson  
College of Natural and Applied Science

Through a cooperative program with Clemson University, students can begin their engineering education in the Engineering Dual Degree program. In the first three years of this program, students will fulfill most of the requirements for a B.S. degree at Coastal Carolina University. During this time, engineering foundation courses will also be completed in physics, mathematics and chemistry. The remaining engineering courses can be completed at Clemson University in two years and one summer session. The student in this program will receive two B.S. degrees, an engineering degree from Clemson University and a compatible B.S. degree from Coastal Carolina University. This program requires careful course selection made in consultation with the pre-engineering adviser.

### Pre-Law

Adviser: Dr. Jack Riley  
Edwards College of Humanities and Fine Arts

Coastal Carolina University provides comprehensive pre-law advisement and information concerning law schools to any student interested in pursuing a graduate education in law. Although there is no prescribed pre-law degree at Coastal Carolina, many students are preparing to meet the entrance requirements to law school through other majors. (The *Pre-Law Handbook*, published by the Association of American Law Schools and the Law School Admission Council, states that there is no recommended major.) Students may choose majors from the humanities, social sciences, mathematics or natural sciences, business administration, or any other field which might satisfy a particular career or personal goal in case they are not accepted to law school. In choosing a major, students should consider that law schools admit new students mainly by combining the undergraduate grade point average and the Law School Admissions Test (LSAT) score.

Pre-Nursing

Adviser: Dr. Richard Moore  
College of Natural and Applied Sciences

Students who are interested in a B.S.N. degree can complete two years at Coastal before applying to a nursing school. The Medical University of S.C. annually reserves 5 seats in its program at Francis Marion University for qualified students completing the basic pre-nursing curriculum at Coastal.

Pre-Pharmacy

Adviser: Dr. Richard Koesterer  
College of Natural and Applied Sciences

After completing two years, many students who participate in the program designed for biology majors transfer to a school of pharmacy.

In selecting electives within the biology degree, students should consult with their advisers and choose electives that best prepare them for the professional schools of their choice.

Pre-Theological

Adviser: Professor Preston L. McKeever-Floyd,  
Edwards College of Humanities and Fine Arts

Coastal Carolina provides pre-theological advisement and also assistance in obtaining information concerning religious vocations and admission to schools of sacred theology. Although no particular major is designated by the American Association of Theological Schools in the United States and Canada, an academic preparation is suggested. In selecting degree majors and elective courses, students should consult with their advisers in order to best prepare for further training.

Pre-Veterinary

Co-advisers: Drs. James Luken and Robert Young,  
College of Natural and Applied Sciences.

Coastal Carolina University offers a pre-veterinary science program with a strong background in biology, chemistry, math, physics and statistics. It is strongly recommended that undergraduate students also work with a veterinarian as an intern or as a part-time employee.

**Notes**