Course Registration and Scheduling

Because so much of academic advising revolves around assisting students in developing an academic plan of courses to take, advisors need to understand Coastal Carolina University’s registration and scheduling process and how advisors, departments, and the Office of Registrar work together to help students register for classes. Be sure to consult the University Catalog and the Master Schedule of Classes for specific information regarding course descriptions, registration dates and deadlines and the times and days when classes are offered.

Advisement Process

Once the course schedules have been distributed by the First-Year Advisors, students should schedule appointments to meet with their advisors. Academic advisors should emphasize that student advisees should come to their appointments prepared to discuss pertinent information. Student should be advised when to obtain “Special Permission to Enroll” forms necessary for an overload of credit hours, independent study, or courses requiring special permission of the instructor.

Registration Process

Students are required to meet with their academic advisors in order to register for classes. Students use WebAdvisor as a means of registering for their classes, and all students must see their advisor in order to have the advisement hold on their file removed in order to use the system. Students should be made aware of any special permission required to enroll in a class or holds against their registration as well as any billing information relevant to the registration period. Students are responsible for resolving any problems that may block or delay their registration.

Registration Blocks

In order for students to take advantage of registration opportunities, especially WebAdvisor, their records must be free from all registration blocks. Students may be blocked from registration for several reasons:

- Disciplinary reason related to academic infractions
- Disciplinary reasons related to non-academic infractions (residence life violations or outcome of student judicial proceedings)
- Failure to meet with academic advisor to discuss course schedules
- Incomplete registration or admission requirement
- Indebtedness to the University (overdue or unpaid parking violation citations, library fines, or late payments to the tuition payment plan)
- All first-year students
Best Practices

Students who wish to resolve or appeal block placements should go to the department or office that placed the block:

- Admissions Office – 349-2170
- Student Accounts – 349-2159
- Financial Aid – 349-2313
- Registrar’s Office – 349-2019
- University Academic Center – 349-2934

<table>
<thead>
<tr>
<th>Holds</th>
<th>Code used in Datatel</th>
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</thead>
<tbody>
<tr>
<td>Student Accounts</td>
<td>U3 – U6</td>
</tr>
<tr>
<td>Library</td>
<td>LB</td>
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<td>Orientation</td>
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<td>Advising</td>
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<td>First Year</td>
<td>FY</td>
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<td>Suspension</td>
<td>SP</td>
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<tr>
<td>Probation</td>
<td>Shows the number of credit hours</td>
</tr>
</tbody>
</table>

How to Register for Courses Using Web Advisor

- Go to webadvisor.coastal.edu
- Click “log in” near the top right corner
- Login with your user ID and password and click “submit”
- Click “students” (the blue rectangle)
- First, check for holds or restrictions on your account by clicking the “personal restrictions” link under the “communications” heading in the bottom left corner
- Next, click “register for sections” under the “registration” heading
- Click the first link in blue that reads “search and register for sections”
- Put in the term you are registering for
- Go down to “subject” and scroll to find the subject you need
- The bottom of the page has options for classes to be narrowed down, such as: a certain professor, before a certain time, after a certain time, etc. (this is an option)
- Click submit to pull up the classes meeting your needs
- To save a class under preferred sections:
  - Click the square box on the left side for all the classes you want
  - Click “submit” and you will be brought to your preferred section page
  - Double check to make sure you marked off the correct courses
- To return to your “preferred section” page on your registration date, click the “register and drop sections” link under the “registration” heading, and you will be redirected to the preferred sections you chose
- Use either the drop down menu for ALL sections, or the individual drop down menus next to the course names to either register or remove sections
- Click “submit” at the bottom and you’re registered!
Best Practices

Policies Relating to Placement Examinations

Foreign Language Placement
In order to demonstrate proficiency in a foreign language, a student must successfully complete two sequential courses in a foreign language. Educated people should gain a basic knowledge of the world and the ability to learn from the practice of other languages. This leads to an awareness and understanding of other world cultures and languages, which foster diversity and help promote global citizenship.

Students must complete three credit hours in a foreign language at the 130 level or higher, or six credit hours of a foreign language in sequence. Entry level for students continuing a language will be determined by placement. Students who score at the 210 level should consider taking the College-level Examination Program, or CLEP Test. (See CLEP Test). The placement test can be found at http://www.coastal.edu/acadsupport/ptest.html#foreign.

Mathematics Placement
All first-year students are required to take the Mathematics Placement test at http://www.coastal.edu/acadsupport/ptest.html#math two weeks prior to attending summer Orientation. The test consists of multiple-choice questions designed to measure student proficiency in areas from arithmetic and algebra through trigonometry and calculus. Some of the topics tested include fractions, decimals, signed numbers, equations, factoring, and graphing. Results of the test are used by advisors to determine the most appropriate mathematics course for students based upon level of proficiency and the requirements of their academic major. This is a one hour timed test. Calculators are encouraged and the math placement test may be taken up to three times.

Policies Relating to Course Credit

Credit by Examination
An enrolled student may be awarded credit by examination (Advanced Placement, the College Level Examination Program (CLEP), or Departmental Exam, 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). The last 30 credit hours (representing the senior year’s work) must be earned “in residence” in regular Coastal Carolina University courses. Credit by examination cannot be earned while on academic 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.
Best Practices

College-Level Examination Program (CLEP)

Coastal Carolina University degree-seeking students can earn college credit for knowledge gained outside of the classroom. The College-Level Examination Program is a system of credit by examination sponsored by the College Board. The examinations are developed by college faculty nationwide and reflect material usually covered during basic or introductory course work. The tests are fair but very demanding. Through this program degree candidates at Coastal Carolina University may attempt a CLEP test on subjects listed below. A satisfactory score will give the student credit equal to the comparable college courses. Some examinations may not be accepted for required or elective courses. Students should check with the advisor in their major. The following information is important for students to know prior to scheduling a CLEP examination:

♦ Students must be currently enrolled in classes at Coastal Carolina University.
♦ CLEP credit will not be allowed for courses in which the student is enrolled at other institutions or at Coastal Carolina University, even if the course did not transfer or even if the student did not complete the course and/or received a grade of W.
♦ CLEP credit may not be used to earn credit in previously enrolled, failed or audited courses.
♦ CLEP credit will not be awarded if the student is in the last 30 hours of his/her degree program.
♦ The student must obtain written consent from the dean of his/her major.
♦ CLEP scores are not calculated into the student’s GPA; students receive credit hours only.
♦ CLEP credit will not be awarded if students are on suspension (academic or non-academic) from the University.
♦ Students may not repeat CLEP examinations for Coastal Carolina University credit.
♦ Students may not take the CLEP test for a foreign language in their native language. (Students with TOEFL scores of at least 500 are exempt from the foreign language requirement.)
♦ CLEP scores do not transfer to other institutions unless students request an official transcript from ETS.

The following subject examinations listed below are administered at Coastal Carolina University. General CLEP exams are not offered and are not accepted for credit. Each examination is in the multiple-choice format and is 90 minutes in duration.

American Government
American Literature
Analyzing and Interpreting Literature
Calculus with Elementary Functions
College Algebra
College Level French Language
College Level German Language
College Level Spanish Language
English Literature
Freshman College Composition
General Biology
General Chemistry
History of the U.S. I – Early Colonization to 1877
History of the U.S. II – 1865 to the Present
Human Growth and Development
Introductory Business law
Principles of Accounting
Principles of Macroeconomics
Principles of Management
Principles of Marketing
Principles of Microeconomics
Introductory Psychology
Introductory Sociology
Trigonometry
Western Civilization I – Ancient Near East to 1648
Western Civilization II – 1648 to the Present

Students interested in getting more information regarding the College Level Examination Program or scheduling a CLEP test should contact Kay Alford at the Computer Based Testing Center at kay@coastal.edu or (843) 349-4004.

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 examinations, a minimum score of 3 must be earned on the exam. For a complete listing of examinations for which Coastal Carolina University awards academic credit, refer to the University Catalog, or contact the Office of the Registrar at (843) 349-2019.

International Baccalaureate
Coastal Carolina University recognizes the International Baccalaureate (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 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/subsidiary level examinations.

Students must have an official IB transcript issued by the New York Office of the International Baccalaureate forwarded to Coastal Carolina University’s Office of the Registrar for assignment of credits. Courses/scores for which credit may be awarded by Coastal Carolina University are as listed. Some credits may not apply to your individual program of study. See your academic adviser to determine program applicability.
Biology
A score of 5, 6 or 7 will earn 8 credits in BIOL 121/121L and BIOL 122/122L.

Chemistry
A score of 5, 6 or 7 will earn 8 credits in CHEM 111/111L and CHEM 112/112L.

Environmental Systems
A score of 4, 5, 6 or 7 will earn 4 credits in MSCI 102/102L.

History (American)
A score of 4 or 5 will earn 3 credits in HIST 201.
A score of 6 or 7 will earn 6 credits in HIST 201/202.

History (European)
A score of 4 or 5 will earn 3 credits in HIST 101.
A score of 6 or 7 will earn 6 credits in HIST 101/102.

Language A (A1/A2)
A score of 4 or 5 will earn 3 credits in ENGL 101.
A score of 6 or 7 will earn 6 credits in ENGL 101/102.

Language B
A score of 4 or 5 will earn 3 credits in SPAN, GERM or FREN 110.
A score of 6 or 7 will earn 6 credits in SPAN, GERM or FREN 110/120.

Mathematics
A score of 5, 6 or 7 will earn 7 credits in MATH 130/160.

Physics
A score of 5, 6 or 7 will earn 8 credits in PHYS 201/201L and PHYS 202/202L.

Psychology
A score of 5, 6 or 7 will earn 3 credits in PSYC 101.

Visual Arts
A score of 4 will earn 3 credits in ARTS 103 or ARTS 104
(The specific course will be determined after consultation with the Department Chair.) For a score of 5 or more, the total credit hours and specific courses will be determined after consultation with the Department Chair.

Credit for other exams will be determined by the appropriate academic department at Coastal Carolina University through identification of specific equivalent or parallel courses where appropriate.

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, are only 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.
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 Carolina University degree requirements. Students from regionally accredited colleges and universities may transfer credit for academic course 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 towards its degree. 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.

Students cannot receive degree credit for a course taken at Coastal Carolina University 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 Carolina University equivalent, regardless of the grade earned, appears on the Coastal Carolina University academic record. A student can never be awarded more transfer credit for a course from the original institution than Coastal Carolina University awards for the equivalent course. In these situations, Coastal Carolina University’s lower level of credit shall be used to meet appropriate requirements such as core curriculum and 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 sources of military credit.

A student planning on pursuing work at other institutions must complete this work before attaining senior classification (90 credit hours). The last 30 credits (representing the senior year’s work) 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 University.** 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 Carolina University, 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.**

Transient Study
Credit for work completed at other institutions by Coastal Carolina University students will not be accepted for transfer credit if the student has previously failed to earn the required grade in an
equivalent course at Coastal Carolina University. 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 is 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+.)

**Orientation Policy and Procedure**

Prior to attending Coastal Carolina University, students must attend a Summer Orientation session. There are many sessions spread out throughout the summer.

All first year students will have their first schedule built in the First-Year Academic Advising Office prior to attending orientation. Fall semester schedules will be built based on placement test scores, major and department recommendation, tracking sheets and student information forms.

At orientation all first-year students will receive a folder containing their fall schedule, a welcome letter from their First-Year Advisor, a copy of the tracking sheet for their major, the First-Year Experience brochure, information on the Big Read Essay Contest, a schedule information/change form, the UAC Newsletter, and additional information as deemed necessary.

All First-Year advisors will hold group sessions with all of their advisees during summer orientation.

The first advising session for the fall will be held during Welcome Week.

**Additional Summer Communications**

- The Director of the UAC sends out a letter of welcome in March and April as students are accepted into Coastal Carolina University.
- A post card reminding students to take their placement tests is sent out prior to orientation. Reminder e-mails are also regularly sent.
- A post card explaining their Welcome Week advising session will be sent out in August.
- A letter welcoming students to Coastal is sent out from their Peer Leader based on the student’s 110 section.
- Additional communications as the advisor deems necessary.

**Policies Relating to Registration and Enrollment**

**Registration and Enrollment**

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. **Students will be removed from any class for which prerequisites or other requirements have not been met.** Students are expected to complete registration (including payment of all required fees) on the dates prescribed in the University Academic Calendar (http://www.coastal.edu/registrar/acadcalendar.html). 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 roles and failure to pay tuition disqualifies the student from receiving credit for any course work, even if the student attends classes and takes exams and earns a grade with the permission of the instructor. Registration in any course may be closed when the maximum enrollment has been reached. **Students are responsible for their own registration and its accuracy.**

**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:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hours Earned</th>
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</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29</td>
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<tr>
<td>Sophomore</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</td>
</tr>
<tr>
<td>Senior</td>
<td>90 and above</td>
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</tbody>
</table>

**Course Load**
A full-time academic course load is 12-18 credit hours a semester. All international students on F-1 student visas must maintain a full-time academic course load (12 credits) each fall and 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, six credits is considered full-time for academic purposes. No more than seven credits may be taken in a given summer term. One course is the normal academic course load for Maymester.

**Dropping a Course**
Courses dropped during the official late registration and Add/Drop period of a term/session will not be recorded on the 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 with a grade of **WF**. 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. Dropping courses during final exams is not permitted. Students must consult with their advisors concerning any change in enrollment.

**Dropping courses during final exams is not permitted**
**The Withdrawal Process**

1. The *University Semester Withdrawal* form must be obtained from the University Academic Center, located in the Prince Building, Room 213F. The top portion of the form, including student signature and date, must be completed in the University Academic Center when the form is obtained.

   A counseling session with a retention counselor will take place explaining the ramifications of withdrawing. At that time, the retention counselor will date stamp the form, which will begin the seven day validity period for the form.

2. The student will make appointments with, and obtain signatures from, each of the following offices: Bursar’s Office, Office of Financial Aid, Office of Residence Life (if applicable), and the SEVIS Official (International Students).

3. Within the 7 day period, the completed form must be submitted for processing to the Office of the Registrar, located in the Singleton Building, Room 108. Failure to complete the process within the 7 day period will nullify the *University Semester Withdrawal* Form. The student will relinquish his/her Student Identification Card to the Office of the Registrar at the time the completed form is submitted.

4. Once processed, a copy of the submitted *University Semester Withdrawal* request form will be provided to the student.

**Withdrawal from the University May Be More Important Than You Think**

Students who withdraw from the institution will be given a refund on the basis of either

1. University refund calculation (students who do not receive Title IV Federal Financial Aid), or

2. University refund calculation and Return of Title IV Funds Policy (students who receive Title IV Federal Financial Aid).

Both refund calculations conform to federal regulations set forth by the Higher Education Act of 1965, as amended by the Higher Education Amendments of 1998 (Public Law 105-244 approved on Nov. 1, 1999).

The Return of Title IV Federal Funds Policy applies only to students at the University who are recipients of Title IV Federal Financial Aid. A copy of the Return of Title IV Funds Policy worksheet is available in either the Office of Financial Aid or the Bursar’s Office.

The University policy applies to all students who withdraw from the institution.

The refund schedules are published online in the General Registration Information document each semester (go to http://www.coastal.edu/registrar, then select General Registration Information By Term).

Any financial aid for which the student was eligible prior to withdrawal but which has not been disbursed will be cancelled and returned to the source.

For specific refund dates, go to www.coastal.edu/registrar, choose the current University Catalog, select Fees & Expenses, scroll down to *Policy for Withdrawal Refunds*, and select the current term.
Best Practices

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 (see withdrawal process for details). 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.

For specific academic withdrawal dates for the current term, go online to www.coastal.edu/registrar, select Academic Calendar and then choose the current term.

Student Instructions for Withdrawing from College

WARNING: Withdrawing from the University could be more costly than you realize.

If you are receiving federal funds (Pell Grant, SEOG, Perkins, Stafford, or Plus Loans) and you withdraw from the university after the 100% refund date, you are responsible for reimbursing Coastal Carolina University for the federal funds that the university must repay on your behalf.

Eligibility for any refund of tuition/fees/charges is based on the validation date stamped on the completed withdrawal form (if submitted within seven days) and the published refund schedule.

If you are eligible for any refund, it will be reduced by any debt you currently owe the University and/or by any financial aid received from the University.

Refund checks will be mailed to your permanent address on record with the Office of the Registrar.
Withdrawal from the University after the last day to drop with no academic record will result in assignment of grades of W or WF in all courses. If extenuating circumstances exist, consult your academic dean.

Any financial obligations you may incur to the University must be paid in full before you may register again.

1. The “University Semester Withdrawal” form must be obtained from the University Academic Center, located in the Prince Building, Room 213F. Forms cannot be e-mailed or faxed to students and/or parents.

   The top portion of the form, including student signature and date, must be completed in the University Academic Center when the form is obtained.

   A counseling session with a retention counselor will take place explaining the ramifications of withdrawing. At that time the retention counselor will date stamp the form, which will begin the seven day validity period for the form.

2. The student will then make appointments with the Office of Financial Aid located in Kingston Hall, Room 134; (843) 349-2313 and the Bursar’s Office located in Evergreen Hall; (843) 349-2159 to discuss the financial ramifications of withdrawing from the university. After each counseling session, the department representative will affix his/her signature to the form.

3. If living in student housing, the student will make an appointment to meet with a Residence Life representative located in Waccamaw Hall, room 129; (843) 349-6400. Appropriate procedures will be followed (as determined by the Residence Life representative.) At the conclusion of the meeting, the Residence Life representative will affix his/her signature to the form.

4. International students must meet with the university’s SEVIS Officer in the International Programs Office located in Laurel Hall; (843) 349-2054. At the conclusion of the meeting, the SEVIS Officer will affix his/her signature to the form.

5. The completed form must then be submitted to the Office of the Registrar located in Singleton Building, Room 108; (843) 349-2019. The student will relinquish his/her Student Identification Card to the Office of the Registrar at the time the completed form is submitted. A copy of the submitted University Semester Withdrawal request form will be provided to the student.

*Note: Steps 1-5 must be completed within seven calendar days. Failure to complete this process will nullify the University Semester Withdrawal form. However, financial aid will be prorated from the original date.*

Medical/Psychological Withdrawal

Psychological Withdrawal Criteria
Best Practices

♦ Is there a recent history of a mental health problem which has affected the student’s ability to perform during this semester?
  o Evidence: History of counseling in Counseling Services
  o Evidence: History of counseling/hospitalization elsewhere demonstrated with documentation
  o Evidence: Description or demonstration of symptoms which are not likely to have been repeated from an abnormal psychology textbook (i.e. can give detail as to how symptoms have impacted their own life)
  o Evidence: Symptoms did not selectively impact school performance only
♦ Is the student willing to stay out of school at least three months to address the issue?
♦ Is the student prepared to get mental health care to address the problem?
♦ Is the student doing poorly in school due to lack of effort and wanting the psychological withdrawal to “bail out” of bad grades?
♦ Will the granting of a psychological withdrawal serve to further enable the student to continue destructive behavior?
♦ Will the leverage of required therapy to return to school potentially get this student into treatment when they otherwise might continue to avoid it?

Other Issues Considered
♦ Have they discussed it with their parents?
♦ Will they continue to have health insurance when not enrolled?
♦ Will this result in the loss of future financial aid or the requirement to immediately repay financial aid?
♦ Will they have a reasonable place to live and means to pay for the necessities of life?
♦ Will they be able to get out of a lease or continue rent payments?
♦ Will they have adequate structure in life after withdrawing to prevent deepening of the problem?

University Withdrawal for Extenuating Circumstances
  a. Students who withdraw for psychological or medical distress between the first and last day of classes. Students will initiate this process by meeting with an advisor in the University Academic Center.
  b. Students who withdraw as a result of other traumatic events during the WF period. Students will initiate this process by meeting with an advisor in the University Academic Center.

Medical or Psychological Withdrawal
Students who withdraw from the University because of a psychological or medical crisis and are not able to complete the regular withdrawal process. University staff or family members will initiate this process.

Students wishing to initiate a Medical or Psychological Withdrawal are required to see an advisor in the University Academic Center as a first step process of withdrawing. When the reason for requesting the withdrawal is psychological or medical, regardless of whether the request is made before or after the close of the “assignment with a W for drops or withdrawals”
Best Practices

period, the advisor in the University Academic Center refers these students to Counseling Services and Student Health Services. To be considered for a Medical/Psychological Withdrawal, a student and his/her condition must be evaluated by Student Health Services or Counseling Services. Recommendations for Medical/Psychological Withdrawal will only be made for debilitating physical or mental illnesses. A Medical/Psychological Withdrawal allows a student to receive a W for all semester grades regardless of whether the withdrawal occurred before or after the beginning of the “assignment of a WF for drops or withdrawals” period. The withdrawal generally includes all registered classes for the student. If a Medical/Psychological Withdrawal is granted, a withdrawal will be specified on the student’s transcript without the words “Medical/Psychological.” Typical conditions may be considered for a Medical/Psychological Withdrawal are major surgery or prolonged hospitalizations, major depressive disorders, bipolar disorders, psychotic disorders, anorexia nervosa, and alcohol or drug dependence (conditions similar for which one would be disabled to work).

If not being seen or treated by Student Health Services or Counseling Services, the student may be asked to present detailed supporting medical, psychiatric, or psychological records or documents to the Health Services Director for medical conditions or the Counseling Services Director for psychiatric or psychological conditions. The Director will use this information as part of his/her evaluation. Because evaluating the student in person and/or reviewing the relevant documents, as well as speaking with professionals involved in the student’s care is a time consuming process, two weeks are needed to determine the appropriateness of recommending a Medical/Psychological Withdrawal. The same or more time is needed before a decision can be made about removing the Medical/Psychological Withdrawal “hold” once this is requested by the student.

If a Medical/Psychological Withdrawal is granted then a “hold” is put on the student’s account and he/she cannot register until the director who recommended the withdrawal agrees to recommend removal of the “hold.” If the Medical/Psychological Withdrawal is approved, the student’s pre-registration for the following semester will also be cancelled.

Students needing Medical/Psychological Withdrawal are generally unable to work with an advisor in the University Academic Center due to hospitalization or other circumstances that prevent them from being present on campus. Counseling Service personnel or Student Health Service personnel serve as the advisor to facilitate the withdrawal.

Medical/Psychological Withdrawal Procedures
For students to initiate a Withdrawal for Extenuating Circumstances due to medical or psychological concerns, they must complete a Medical/Psychological Withdrawal Request form, obtained from the advisor in the University Academic Center. This form should be submitted to the Director of Student Health Services for medical conditions or the Director of Counseling Services for psychiatric or psychological conditions. The director will conduct medical or psychological evaluations of the student and review supporting medical or psychological records. The student would be required to sign a release of information allowing the director to communicate with the advisor in the University Academic Center. The director will complete his/her portion of the Medical/Psychological Withdrawal Request form and send the form to the
Best Practices

advisor in the University Academic Center. If a recommendation is made for the Medical/Psychological Withdrawal, the advisor in the University Academic Center may be the process of completing the University Semester Withdrawal form. Ultimately, the decision regarding the granting of the withdrawal lies with the Provost’s Office. If the Provost’s Office finds it necessary, the student will need to sign a release of information form to allow the Counseling Services or Student Health Services staff to speak with the representative from the Provost’s Office. The Provost may choose to meet with the student and/or consult the instructors of the courses in which the student is enrolled prior to making the decision. If a Medical/Psychological Withdrawal is granted, a “hold” is placed on the student’s record to prevent him/her from registering for future classes until requirements have been met.

When the director evaluates the student, the following will occur:
- A medical or psychological evaluation will be completed.
- Treatment recommendations will be made.
- Requirements for return from the withdrawal will be discussed.

Medical/Psychological students may be incapacitated or involuntary hospitalized and may be unable to meet with the director. In such cases, the student’s designated next of kin may request the withdrawal on the student’s behalf by submitting the Medical/Psychological Withdrawal Request form. The director will communicate withdrawal implications and return requirements to the next of kin. The director will then submit the Medical/Psychological Withdrawal Request form to the Provost’s “Office for approval.

If a student (or next of kin) requests a Medical/Psychological Withdrawal, he/she agrees that the student will:
- Pursue on-going treatment with a medical professional for medical conditions or licensed mental health professional for psychological/psychiatric conditions to address the issues which led to the withdrawal;
- Have a substantial period of time of medical or psychological stability which is documented by their treating clinicians and agreed upon by the appropriate director. This normally requires staying out of the university for at least 3-6 months; and
- Meet the requirements for return from Medical/Psychological Withdrawal.

Partial Medical/Psychological Withdrawal
A student has the ability to drop some (but not all) of their courses at any point in the regular semester up to and including the last day that a class meets. Student may not drop courses during examination week. A student wishing to drop all courses (i.e. total withdrawal) must utilize the in-person total withdrawal process.

During the first few days of each semester, a “drop with no academic record” period exists (as defined in each semester’s Academic Calendar) where a student may drop individual courses via the web without the courses becoming part of the student’s transcript record.

When the “drop with no academic record” period ends, courses may no longer be dropped via the web and students must use the in-person withdrawal process. A student must meet with his/her advisor to discuss the academic implications of dropping and obtain an advisor’s
signature on a registration form that indicates all of the classes the student has will be dropped. The student must submit the completed form to the Registrar’s Office for processing.

After the WF period begins, a student who requests withdrawal from some, but not all, courses for medical/psychological reasons must use the Medical/Psychological Withdrawal process to request a Partial Medical/Psychological Withdrawal. Partial Medical/Psychological Withdrawal will only be considered with documentation from a treating professional which specifies:

1. that the student is able to maintain sufficient functioning to successfully participate in the remaining course(s) while pursuing the necessary treatment; and
2. it is in the best interest of the student to remain partially enrolled in the university.

After all supporting documentation has been received, the Director of Student Health Services or the Director of Counseling Services will review the materials and make a recommendation to the Provost (or the Provost’s designee). The Provost will make a final determination, considering the needs of the student and the needs of the university, and notify the student of the decision.

When a Partial Medical/Psychological Withdrawal is granted, a hold will be places on the student’s record to prevent the student form any additional registration activity until the Return from Partial Medical/Psychological Withdrawal requirements have been met.

Psychological Leave Procedures
If a student requires time away from the university due to psychological reasons but wishes to remain enrolled and complete the semester, it is recommended that he/she meet with a counselor from Counseling Services prior to leave if he/she is able. The counselor will conduct a psychological evaluation, make treatment recommendations, and if requested, have the Dean of Students inform relevant university personnel of the student’s absence. If the student is not able to meet with a counselor prior to leave, he/she or his/her next of kin may contact a counselor by phone. The student or student’s next of kin should maintain periodic contact with the counselor so that arrangements can be made for return and/or recommendations can be made regarding pursuit of a psychological withdrawal.

Return from Medical/Psychological Withdrawal
When a student wishes to return after a Medical/Psychological Withdrawal, he/she is required to do the following:

- Complete a Request for Re-Enrollment Following Medical/Psychological Withdrawal form and submit it to the Director of Student Health Services for medical conditions and the Director of Counseling Services for psychological/psychiatric conditions;
- Request that all professionals treating him/her for medical/psychological conditions during his/her absence from the University complete a Community Provider Report Form;
- Meet with the appropriate director who will evaluate the Community Provider Reports, conduct a medical or psychological evaluation, and make continued treatment recommendations.

The director will make a recommendation to the Provost (or Provost’s designee) regarding the student’s suitability to return to the university. The Provost will make a decision regarding re-enrollment and lift the “hold” on the student’s record if the student is granted re-enrollment. The
student who is readmitted must adhere to the agreed upon follow-up treatment plan established by Student Health Services or Counseling Services and must agree to notification of the Vice-President of Student Affairs (or his/her designee) if he/she fails to comply with those recommendations. Failure to comply with recommendations may result in the student being involuntary withdrawn for medical/psychological reasons.

Return from Partial Medical/Psychological Withdrawal
When a student accepting a partial medical/psychological withdrawal wishes to return to full-time student status, he/she must follow the same procedures as return from a Medical/Psychological Withdrawal to establish readiness to return to full student status.

Return from Psychological Leave
If a student wishes to return to the university after having left the university for psychological reasons during the same semester and wishes to have his/her absences excused, he/she should see a counselor in Counseling Services. The counselor will conduct a psychological evaluation, make treatment recommendations, and if appropriate, provide the student with documentation which may be delivered to the current instructors verifying the psychological condition and dates of absence.

If a student wishes to return to the university after having committed a self-inflicted life-threatening act, he/she must first meet with the Director of Counseling Services before returning to classes or a residence hall. A life-threatening act includes, but is not limited to, a suicide attempt, significant self-harm behavior, self-starvation resulting in a recommendation for hospitalization, and alcohol/drug over-dose requiring medical treatment. A failure to meet this requirement will result in the student being referred by any university personnel to the Dean of Students for disciplinary action. When the student meets with the Director of Counseling Services, the director will conduct a psychological evaluation, make treatment recommendations, and if appropriate, proved the student with documentation which may be delivered to the current instructors verifying the psychological condition. The director will make a recommendation to the Dean of Students regarding requirements for continued enrollment. The Dean of Students will monitor continued compliance with those recommendations.

Advising Students Planning on Withdrawing From a Class
Once the drop/add period is completed, all students must be advised of the following items when withdrawing from a class:

- Any student dropping below twelve credit hours will lose their full-time status
- Students who are part-time may lose their insurance coverage
- Any student receiving financial aid must complete seventy-five percent of the credit hours they attempt or they are in danger of losing their financial aid
- Any class assigned a “W” or a “F” counts as an attempted (not completed) course and will be calculated in the twenty-five percent
- While a “W” does not impact the students GPA, multiple withdrawals do not look good on the student’s transcript
Best Practices

- Courses transferred into Coastal Carolina University do not apply to the cumulative GPA earned at Coastal. However, they may be calculated in the LIFE and HOPE GPA.
- Certain scholarships, such as LIFE and HOPE, might require a certain yearly GPA and completion of 30 credit hours from August 1st to August 1st.

All advisors must review all these points with any student requesting to withdraw from a course.

Wherever possible, have Student Workers or Student Advisors walk the student to the Registrar’s office; if one is not available, whenever possible, walk the student to the Registrar’s Office yourself. The student has not formally withdrawn until the Registrar’s Office processes the withdrawal form.

It is recommended that all advisors give students a handout listing these points.

How Academic Progress Relates to Financial Aid Eligibility

As an academic advisor, you should be aware of the current financial aid status of your advisees and any stipulations placed upon the students’ aid regarding academic standing. Many students are not aware of how financial aid eligibility is dependent on satisfactory academic progress at the University. Some types of financial aid may require the completion of a certain amount of credit hours each semester or year, a minimum GPA, or satisfactory progress toward completion of a degree program within a certain time frame. Students must also realize that dropping classes may affect the date they must repay certain types of financial aid to the University. They should always be advised to consult with the Office of Financial Aid and Scholarships if they are not sure how their class schedule or amount of course hours will effect their financial eligibility. Below is some information on the academic requirements for certain forms of financial aid. This is not a comprehensive list, and all questions regarding financial aid, student eligibility, and the requirements for specific financial aid awards should be directed to the Office of Financial Aid and Scholarships at 349-2313.

South Carolina Need Based Grant
Students awarded the South Carolina Need Based Grant must be enrolled at least half time (six or more credit hours) in a degree-granting program and maintain a 2.0 cumulative GPA.

South Carolina State Tax Credit
South Carolina residents are eligible for a tax credit beginning in the 1997 tax year for students who complete 30 credits a year. The tuition cannot have been paid from grants or scholarships.
Best Practices

Student Loans
The maximum amount of Federal Stafford Loan money (depending on financial aid eligibility as determined by Office of Financial Aid and Scholarships) a student is allowed to borrow is as follows:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Credit Hours</th>
<th>Maximum Amount of $ Student Allowed to Borrow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29 hours</td>
<td>$3500</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59 hours</td>
<td>$4500</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89 hours</td>
<td>$5500</td>
</tr>
<tr>
<td>Senior</td>
<td>90+ hours</td>
<td>$5500</td>
</tr>
</tbody>
</table>

Student Scholarships
Students must complete 30+ credit hours and also maintain a minimum of a 3.0 cumulative GPA with satisfactory degree progress each academic year to receive the following scholarships for the next year:

Presidential Merit Scholarship
First-time freshmen who are South Carolina residents who present SAT scores of at least 1,250 or 27 on the ACT, and have a minimum high school GPA of 3.50 or rank in the top twenty (20) percent of their high school class will be considered for an annual $4,000 academic scholarship and will also receive an invitation to participate in the Honors Program.

Non-resident students who present SAT scores of at least 1,300 or 29 on the ACT, and have a minimum high school GPA of 3.50 or rank in the top twenty (20) percent of their high school class will be considered for an annual $7,500 academic scholarship. This scholarship will be applied to the student’s account at the University in equal payments each semester and will pay for direct University billed expenses, including tuition and fees, textbooks, and room and board. Presidential Merit Scholarships are awarded for a maximum of eight semesters. Students are eligible for renewal of the Presidential Merit Scholarship if they maintain a minimum 3.25 cumulative CCU GPA and earn 30 semester hours each academic year.

Provost Merit Scholarship
First-time freshmen who present an SAT score of at least 1,200 or ACT score of 26, have a minimum cumulative high school GPA of 3.5, or rank in the top twenty (20) percent of their graduating class will be considered for a Provost Merit Scholarship. South Carolina residents will receive an annual $2,000 scholarship, and non-residents will receive an annual $6,500 scholarship. Provost Merit Scholarships are awarded for a maximum of eight semesters.

Students are eligible for renewal of this Scholarship if they maintain a minimum 3.0 cumulative CCU GPA and earn 30 credit hours each academic year. (Provost Scholars are distinguished members of the entering freshman class and may be invited to participate in the Honors Program.)

Coastal Merit Scholarship
First-time freshmen who are South Carolina residents who present an SAT score of at least 1,100 or an ACT score of at least 24 and a high school GPA of 3.5 or rank in the top 20
percent of their class will be considered for an annual $1,000 academic scholarship, provided funds are available.

Students who are non-residents of South Carolina who present an SAT score of at least 1,150 or an ACT score of at least 25 and a high school GPA of 3.5 or rank in the top 20 percent of their class will be considered for an annual $4,000 academic scholarship.

Awards will be renewed annually if students earn 30 credit hours each academic year and maintain a minimum 3.0 cumulative CCU GPA with satisfactory degree progress (full-time status). Freshman awards are made for a maximum of eight semesters.

See Financial Aid and Scholarships website for application deadlines at www.coastal.edu/financialaid.

Coastal Merit Transfer Scholarship
Transfer students who are South Carolina residents who have completed 30 credit hours of college transfer course work with a 3.25-3.49 cumulative GPA will be considered for an annual $1,000 academic scholarship provided funds are available. Students who have completed 30 credit hours of college transfer course work with a 3.50-4.0 cumulative GPA will be considered for an annual $1,500 academic scholarship provided funds are available.

Transfer students who are not residents of South Carolina who have completed 30 credit hours of college transfer course work with a 3.25-3.49 cumulative GPA will be considered for an annual $4,000 academic scholarship provided funds are available. Students who have completed 30 credit hours of college transfer course work with a 3.50-4.0 cumulative GPA will be considered for an annual $6,500 academic scholarship provided funds are available.

Coastal Transfer Merit scholars will be notified approximately two weeks after being accepted to Coastal Carolina University. Awards will be renewed annually if students earn 30 credit hours each academic year and maintain a minimum 3.0 cumulative CCU GPA with satisfactory degree progress (full-time status). Transfer awards are made for up to six semesters depending on the number of credit hours transferred into Coastal Carolina University.

Honors Program Awards
Admission into the Honors Program is by invitation. The director of the Honors Program will evaluate the records of students applying for admission to the University. Minimum criteria for receiving an Honors Program Scholarship Award are:
1. SAT score of 1,200 (critical reading and math) or ACT score of 26;
2. High school GPA of 3.5 or higher;
3. Rank in the top twenty (20) percent of high school class; and
4. Submission of a resume to the Honors Program Director is required for students who are invited to participate.

Students who are invited into the Honors Program may receive an Honors Program award, which is an assigned state-of-the-art personal notebook computer to use while attending CCU.
and being an active member of the Honors Program. Because enrollment in the Honors Scholarship Program is limited, early application for admission to the University is encouraged. Honors Program scholarships are renewable following a satisfactory annual review of degree progress, a 3.0 cumulative CCU GPA and 30 credit hours completed each academic year, and participation in an Honors course each semester. Honors Program scholarships are awarded for a maximum of eight semesters.

**LIFE Scholarship**

The South Carolina General Assembly funds the Legislative Incentives for Future Excellence (LIFE) Scholarships to qualified South Carolina residents. The LIFE Scholarship does not require a scholarship application. Students are evaluated for the LIFE Scholarship at the time of application for admission to the University. The Office of Financial Aid notifies admitted students who meet the eligibility criteria of the award. Notification is made after a student receives an acceptance to the University. The LIFE Scholarship award is valued at $5,000 annually and is renewable for up to a total of eight semesters for a four-year degree program. In addition, students majoring in mathematics, science, health promotion and middle grades education with an emphasis in math or science may be eligible for the LIFE Scholarship Enhancement valued at $2,500 annually beginning their second year of college for a total value of $7,500 annually. To be eligible for the LIFE Scholarship Enhancement the student must complete at least 14 credit hours of math and science with a lab (6 to 7 credits in math and 6 to 8 credits in science) during their first year of college. Students must be eligible for the LIFE Scholarship to receive the LIFE Scholarship Enhancement.

An eligible student will have graduated from a South Carolina high school and be a full-time, undergraduate, degree-seeking student. The student must be a South Carolina resident for in-state tuition purposes and have no felony or no more than two (2) alcohol-drug related convictions within 12 months from the date of the start of school for the current academic year.

Freshmen entering in fall 2008 will be eligible if they meet at least two of the three following criteria: graduate from high school with at least a 3.0 cumulative grade point average (GPA) based on the South Carolina uniform grading scale (SC UGS); score at least 1,100 on the SAT (critical reading and math) – or an ACT score of 24; or rank in the top 30 percent of the graduating class.

Students currently enrolled in an eligible college or university must earn a 3.0 cumulative LIFE GPA or higher based on the SC UGS by the end of the academic year to be eligible for a LIFE Scholarship renewal. In addition, students entering the second year of college must have earned at least 30 credit hours during the previous academic year. Students entering the third year of college must have earned a total of at least 60 credit hours; and students entering the fourth year of college must have earned a total of at least 90 credit hours.

The LIFE Scholarship is renewable, up to the allowable number of semesters (maximum of eight for first-time entering freshmen), as long as the student maintains at least a 3.0 cumulative LIFE GPA and earns an average of 30 or more credit hours each academic year.
The GPA and/or credit hour requirement for renewal may be met by enrolling in the summer term(s) that immediately follows an academic year when the student had a LIFE Scholarship.

Students graduating from out-of-state high schools must be South Carolina residents prior to graduating and have their GPA converted to the SC UGS.

**HOPE Scholarship**

The South Carolina General Assembly funds the HOPE Scholarship to qualified South Carolina residents. The HOPE Scholarship does not require a scholarship application. Students are evaluated for the HOPE Scholarship at the time of application for admission to the University. The Office of Financial Aid notifies admitted students who meet the eligibility criteria of the award. Notification is made after a student receives an acceptance to the University. The HOPE Scholarship award is $2,800 during the freshman year.

Qualifications for funding for the LIFE and the HOPE Scholars may change per South Carolina Commission on Higher Education guidelines.

Students are eligible to receive the HOPE Scholarship for no more than two semesters (or its equivalent) during the freshman year of attendance only. An eligible student will have graduated from a South Carolina high school and be a full-time, undergraduate, degree-seeking student, be a South Carolina resident for in-state tuition purposes, and have no felony or no more than two (2) alcohol-drug related convictions within 12 months from the date of the start of the school for the current academic year.

Freshmen entering in fall 2008 must graduate from a South Carolina high school with at least a 3.0 cumulative grade point average (GPA) based on the SC UGS. At the end of the first year of college, if the student has a cumulative LIFE GPA of 3.0 and has completed 30 credit hours, the student will be eligible for the LIFE Scholarship the following academic year.

Students graduating from out-of-state high schools must be South Carolina residents prior to graduating and have their GPA converted to the SC UGS.

**Dean’s Excellence Scholarship**

The Dean of each academic college will review applications for Excellence Awards from continuing students in each respective college. The Dean may select up to seven applicants per year and will recommend applicants to the University Scholarship Committee. The Dean of the Edwards College of Humanities and Fine Arts will review applications of Interdisciplinary Studies majors and will recommend one applicant to the University Scholarship Committee. Successful applicants will receive a $1,000 per year academic scholarship. Students who are currently receiving the Presidential Merit, Provost Merit, Coastal Merit Scholarship or Visual and Performing Arts Award are not eligible for the Dean’s Excellence Scholarship.
Best Practices

Minimum criteria for the Dean’s Excellence Award include:
1. An applicant must have completed at least 15 credit hours with a minimum 3.25 cumulative GPA from Coastal Carolina University to be eligible to apply;
2. The recipient must have completed at least 30 credit hours with a minimum 3.25 cumulative GPA from Coastal Carolina University at the time the scholarship is awarded; and
3. The recipient must have demonstrated active involvement in the degree program.

The maximum term of scholarship funding will be determined at the time of the award. Continuation of the scholarship is contingent upon the candidate earning at least 30 credit hours annually at Coastal Carolina University with a minimum 3.25 cumulative GPA and the availability of continued funding.

Policies Relating to Academic Transcripts

A transcript of the 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 suspension are also indicated. 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 the University. Partial transcripts will not be issued. Coastal Carolina University will issue up to twelve 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.

Code of Conduct and Academic Responsibility

Introduction
This chapter extends and applies the general principles of the Statement of Student rights and Freedoms to specific actions and responsibilities of students at Coastal Carolina University. It accepts the proposition that “academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society,” and that “free inquiry and free expression are indispensible to the attainment of these goals.” This chapter establishes rules, regulations, policies, and the disciplinary guidelines under the duty and corollary powers inherent in educational institutions to protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of college facilities. Students have the right to expect expeditious enforcement of the code of student conduct and academic responsibility. It is the responsibility of each student as a member of the University community to abide by the code. Knowledge of this code can prove
Academic Responsibility

Academic Infractions – Infractions of academic discipline include, but are not limited to, the following:

1. **Cheating.** This refers to conduct during quizzes and examinations which shall include utilizing written or recorded information, or information obtained by any other means of communication, not specifically permitted by the instructor, and giving written or oral information, or information conveyed by any other means of communication, to another student. Means of such cheating can include picture phones, text messaging, iPods, any other device that can store information, etc. It also includes stealing, buying, selling, or unauthorized collaboration on any test, homework, assignment, or project. A student who knowingly participates in another’s cheating also commits cheating.

2. **Plagiarism.** This refers to submitting, as a student’s own work, material obtained from another source without indicating the source from which it was obtained. It includes letting another person compose or rewrite a student’s written assignment. Plagiarism includes submission of old laboratory reports, previously submitted term papers, computer programs not authored by the student, or material copied without attribution of published sources. It also includes a student’s allowing another person to take all or part of a course or examination in his or her place. A student who knowingly participates in another’s plagiarism also commits plagiarism.

3. **Disruption of Normal Instruction Activity.** No one may interfere with or disrupt the normal instructional activity and operations of students, faculty of staff of this institution. Examples of disruptive behavior can include, but are not limited to, arriving late to class or leaving class early, eating, arguing, complaining, asking off-track questions, texting, sleeping, or talking to others when the instructor is talking.

4. **Misuse of University Document.** Forgery, alteration or misuse of any University document or record is prohibited.

5. **Fraud or Lying.** Lying or fraudulent misrepresentation in, or with regard to, any transaction with the University, whether oral or written, is prohibited.

6. **University Policies and Procedures.** A student who assists in any infraction mentioned previously shall be considered equally as guilty as the student who commits the infraction.

**Probation and Suspension Policy**

*Effective Fall 2008*

**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 Regular semesters (fall and spring). A student is removed from the probationary status at the end of the fall or spring term in which the cumulative grade point average is at least a 2.0.

<table>
<thead>
<tr>
<th>Cum CCU Graded Hours</th>
<th>Satisfactory Academic Progress</th>
<th>Cum CCU GPA Resulting in Probation</th>
<th>Cum CCU GPA Resulting in Suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>2.0 – 4.0</td>
<td>1.30 – 1.99</td>
<td>Below 1.30</td>
</tr>
<tr>
<td>16-29</td>
<td>2.0 – 4.0</td>
<td>1.40 – 1.99</td>
<td>Below 1.40</td>
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<tr>
<td>30-44</td>
<td>2.0 – 4.0</td>
<td>1.50 – 1.99</td>
<td>Below 1.50</td>
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<tr>
<td>45-59</td>
<td>2.0 – 4.0</td>
<td>1.50 – 1.99</td>
<td>Below 1.50</td>
</tr>
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<td>60-74</td>
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<td>1.60 – 1.99</td>
<td>Below 1.60</td>
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<tr>
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<td>90-104</td>
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<tr>
<td>105+</td>
<td>2.0 – 4.0</td>
<td>1.90 – 1.99</td>
<td>Below 1.90</td>
</tr>
</tbody>
</table>

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 adviser, and
4. required to attend a one day Dean’s Academic Counseling Seminar at the beginning of each semester.

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 regular term to be allowed continued enrollment and to avoid suspension. Once the student has earned at least a 2.0
cumulative grade point average in a regular term, 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 or spring semesters 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-semester freshmen and transfer students will not be suspended during the first semester of enrollment. First-semester freshmen and transfer students 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 who have served an indefinite suspension must seek readmission through the Academic Suspension Petitions Committee. Admission is not automatic or guaranteed.

Students on suspension may not attend summer school except by action of the Academic Suspension Petitions Committee. Suspended students who are granted permission to take summer courses will be admitted to those courses through the Registrar’s Office.

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**
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.

**Policies Related to Class Attendance and Grading**

Students are obligated to attend class regularly. Absences, excused or not, do not absolve students from the responsibility of completing all assigned work promptly. The instructor is not obligated to allow a student to make up work missed due to an unexcused absence. An instructor is permitted to impose a penalty, including assigning a grade of F, for excused or unexcused absences in excess of 25% of the regularly scheduled class meetings. All instructors are required to state their class attendance and grading policy in the course syllabus. Specific guidelines involving class attendance and grading are outlined in detail in the *University Catalog*.

**Grade Point Average**

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

\[
\text{GPA} = \frac{\text{Grade points}}{\text{Grade Hours}}
\]

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.

Grade Hours are calculated by adding the credit hours of all courses with an earned grade and value from the table below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Only grades of **A, B+, B, C+, C, D+, D, F, and WF** are used in 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.
**Pass-Fail Grading**

The Pass-Fail option is designed to encourage students to investigate fields outside of 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 grade of U indicates an 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:

- The Pass-Fail option is in effect for an indefinite period of time subject to periodic review.
- The Pass-Fail option is available to all undergraduate students except those whose semester or cumulative GPA is less than 2.0.
- Students are permitted to exercise the Pass-Fail option only on undergraduate, elective courses.
- Students are permitted to take no more than eight courses on a Pass-Fail basis during their undergraduate career.
- A student wishing to exercise the option must have the permission of the dean.
- 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.
- Normal prerequisites may be waived for students taking a course on a Pass-Fail basis.
- 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.

**Forgiveness Policy**

As of May 2008, Coastal Carolina University has a new “repeat forgiveness” option:

- Students may elect to exercise a course “repeat forgiveness” option for up to 13 undergraduate credits during their enrollment at Coastal Carolina University for courses taken at Coastal Carolina University.
- Only courses with grades of C, D+, D, F, and WF are eligible for “repeat forgiveness.”
- A student may not exercise the course “repeat forgiveness” option for courses in which the student was assigned a grade as a result of academic misconduct.
- A course that has been repeated will count only once towards meeting graduation with honors.
- For the course specified as being repeated, CCU will exclude the grade and credit hours earned when calculating the student’s cumulative GPA and earned credit hours.
- Both grades will remain on the transcript.
- All grades (original and repeat) will be used in the calculation of graduation with honors.
- LIFE and HOPE will not honor forgiveness. They will average the two grades.

When considering whether to exercise the course “repeat forgiveness” option, please be aware that professional schools, graduate programs, and future employers may apply their own criteria that may not recognize a “repeat forgiveness” option in evaluating credentials for prospective students and employees. For financial aid and scholarship purposes, duplicate credits do not count as credits completed for satisfactory academic progress except in certain cases. Check with The Office of Financial Aid for details.
To repeat a course using the “repeat forgiveness” option, undergraduates must, after reenrolling in a course, submit a completed Course Repeat Request Form for approval to the Registrar’s office by the end of the drop/add or drop with no academic record period for the semester in which the course is being repeated. Course Repeat Request Forms are available for download from the Office of the Registrar’s web site (http://www.coastal.edu/registrar/forms.html).

Courses that were previously repeated during the timeframe of Summer II 1993 to Spring 2008 may also be considered under the “repeat forgiveness” option. All the highlights listed above will apply. A separate Course Repeat Request Form must be submitted to the Office of the Registrar for each original course requested for “repeat forgiveness.”

Past multiple repetitions of a course may also be considered for “repeat forgiveness.” In those instances, each sequential repetition considered for forgiveness will subtract from the 13 total undergraduate credits.

**Academic Honors and 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. Student 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 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 include credits earned through sanctioned Coastal academic exchange programs) applicable toward the degree in residence at Coastal. Courses taken as a transient student at other institutions, by correspondence, by examination, by exemption, credits earned though 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