SUMMARY:

The official transcripts must be secured in order to ensure that the person is qualified to teach a specific discipline.

POLICY:

Official Transcripts

*Department Level*

The official transcripts must be secured in order to ensure that the person is qualified to teach a specific discipline. The official transcript should be requested by the Department Chair or individual faculty/candidate, to be sent to the Dean’s office. The Dean’s office will make 2 copies (front and back and envelope) of the official transcript; one copy for the Dean’s office, one copy for the Department’s files. The Dean’s office will send the original transcript to the Provost Office.

It is the responsibility of the department chair to review the official transcripts in order to ensure that the person is qualified to teach.

Transcripts and/or Documents for Foreign Universities

If a candidate’s transcripts come from a foreign university please note the following:

- Foreign transcripts should follow the policies set forth by Coastal Carolina University. All steps must be taken to ensure the relevant foreign university degree has been earned by the individual.
- The Prospective faculty member, at his/her expense, is responsible for securing a certified translation of the transcript and/or supporting documents, including but not limited to, diplomas, certificates, and licensures.