SUMMARY:

Official transcripts from all institutions of higher education attended must be secured in order to ensure that the individual is qualified to teach a specific discipline.

POLICY:

I. POLICY

   A. Department Level

      Official transcripts from all institutions of higher education attended must be secured in order to ensure that the individual is qualified to teach a specific discipline. The official transcript should be requested by the Department Chair or individual faculty/candidate and 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 is for the Dean’s office, one copy is for the Department’s files. The Dean’s office will send the original transcript to the Provost’s Office.

      It is the responsibility of the Department Chair to review the official transcripts to ensure that the individual is qualified to teach the course(s) assigned.

   B. Transcripts and/or Documents for Foreign Universities

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

      1. Foreign transcripts must follow the policies set forth by Coastal Carolina University. All steps must be taken to ensure the relevant foreign university coursework and/or degree have been earned by the individual being represented.
2. 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.