SUMMARY:

Petitioning for exceptions to the completion of the core curriculum as described in the Undergraduate Catalog for all students earning an undergraduate degree must be approved by the appropriate academic and administrative bodies outlined in this policy.

POLICY:

I. POLICY

Students earning an undergraduate degree from Coastal Carolina University must complete the core curriculum and its requirements as detailed in the Undergraduate Catalog. Students may petition for an exception to a core curriculum requirement. Petitions must be approved by the Core Curriculum Committee.

A student who is accepted to the University with an earned Associate of Arts, Associate of Science, Baccalaureate of Arts, or Baccalaureate of Science degree from a regionally accredited college or university will be exempt from the University’s core curriculum requirement. (see policy ACAD-118 Exemption of Core Curriculum Requirements)

II. PROCEDURES

Petition for Exception of to the Core Curriculum Requirements

A. There are cases where a student may have completed an academic experience that is equivalent to one required by the core curriculum. If so, students may petition for a core curriculum exception. Procedurally, the student meets with his or her adviser, and both complete a “Petition for Exception to Core Curriculum Requirements” form found online at https://www.coastal.edu/forms/. All information, signatures, transcripts, transfer equivalency reports and course description listed on the form are required; other supporting documents may be included. The student writes a letter explaining the
reason the petition, and provides justification for the exception. This may include a syllabus and course description for a course taken elsewhere.

B. The completed form is reviewed by the adviser, Department Chair and Dean of the student’s major college; each must sign and date the form and indicate if approval of the petition is recommended. The form is then reviewed by the Department Chair of the related course, who provides written documentation supporting the decision to recommend or not recommend the petition, signs and dates the form, and indicates his/her decision. The petition is reviewed by the Dean of the related course who signs and dates the form, and indicates his or her decision to recommend or not recommend.

C. The completed form and all accompanying documentation are reviewed by the Core Curriculum Committee, who votes to approve or disapprove the exception. The Committee compares the student’s academic experience to the student learning outcomes for the core curriculum. If the academic experiences are judged equivalent, the petition is approved. The Core Curriculum Committee chair signs, dates, and indicates the committee’s decision.

D. The petition is reviewed by the Provost’s Office for final approval. If approved, the Provost signs, dates, indicates the final decision and forwards the petition to the Registrar. Copies of the completed petition are sent to the student, the Dean of the student’s major college, and the student’s adviser. In cases where the exception is approved, the Office of the Registrar incorporates the exception in the student’s academic record. It is the student’s responsibility to maintain a record of the approved petition.

Coastal Carolina University
Core Curriculum Committee
Exceptions the Core Curriculum Workflow

Student and Adviser → Department Chair of Student’s Major → Department Chair of Related Course → Dean or Associate Dean of Related Course → Dean or Associate Dean of Student’s Major → Provost’s Office → Core Curriculum Committee

Remarks: Below is a list of items to consider when submitting an exception to the Core Curriculum:
1) The student is responsible for providing all required documentation and obtaining all required signatures and approvals before the form is submitted to the dean of the student’s major.
2) The petition may be returned to the student, adviser, or any other signatory for further information by any other signatory.
3) Once the Provost approves an exception, copies of the completed petition are sent to the student, the dean of the student’s major college, and the student’s advisor. In cases where the exception is approved, the Office of the Registrar notes the exception in the student’s academic record.