SUMMARY:

Coastal Carolina University shall be governed by known and consistent policies. These policies should be clear, fair, and widely understood. All policies of the University shall be widely available to the University community as well as to the many stakeholders of the University. This policy establishes the process for creation, revision, review, and publication of all policies of Coastal Carolina University.

Procedural practices to accomplish policy directives should be documented in departmental procedure manuals as much as practicable.

POLICY:

I. Definitions
   a. Policy- a statement of management or practice established to provide direction and assistance to the University community in the conduct of University business or activities that directly or substantially affect the operation of multiple units, departments, or divisions. Policies must conform with state laws, statutes, regulations, or other mandates applicable to the University.
   b. Procedure- documented steps or activities that accomplish the goals and directives of a related policy.

II. Policies and Procedures establish standard operations for Coastal Carolina University. Each University policy must meet the following criteria:
   a. Be aligned with the University mission and strategic direction;
   b. Be a governing principle that mandates or constrains actions;
   c. Set a course for the foreseeable future;
   d. Guides compliance and/or reduces institutional risk; and
   e. Be approved at the senior level of the University and signed by the President.
III. The University Policy Website is the official source for Coastal Carolina University policies. This website is subject to change based on the implementation of new policies, revisions of existing policies, or improved processes.

Additional regulations applying to students, staff, faculty, and constituents connected to the University may be found in the South Carolina Constitution, S.C. Code of Laws, S.C. Code of Regulations, University Catalog, Code of Student Conduct, Faculty Manual, and other documents within colleges, departments, and auxiliaries of the University.

IV. POLICY PROTOCOL

a. The establishment of all policies of Coastal Carolina University is an act by the President. The administration, implementation, and enforcement of University policies is the responsibility of the administration.
   i. Policy Areas
      The established policy areas for Coastal Carolina University:
      - ACAD- Academic
      - ATHL- Athletics
      - ENRL- Enrollment Services
      - FINA- Finance and Administration
      - HREO- Human Resources and Equal Opportunity
      - PHIL- Philanthropy
      - PRES- President
      - STUD- Student Affairs
      - UCOM-University Communication

b. As a means of ensuring that University policies are clear, accurate, and meet the purposes for which they are designed, the Vice President (or President, in his designated category) will review, annually, the policies in his/her respective area. If new policies are required or revisions are necessary, the Vice President (or President, in his designated area) should initiate those changes through the procedure established in Section V of this policy.

c. Drafting Policies

All policies are required to contain the following information:
   i. Title, clearly defining the topic
   ii. Effective Date
   iii. Policies superseded, if applicable
   iv. Summary
   v. Policy Statement

Policies may include supplemental information, such as:
   i. Definitions
   ii. Related document and form links
   iii. Procedures for implementation, necessary for policy understanding
   iv. Location of procedure manual of information relating to policy implementation
   v. Contact information

V. ESTABLISHING/REVISION TO POLICIES
a. Policies Directly Related to Academic Operations

All policies relating directly to the academic operations of the University are published in the University Catalog, Student Code of Conduct, and/or the Faculty Manual. These academic policies of the University, such as grading policies, degree completion requirements, or curricular content, are to be developed and approved with substantive involvement of the University faculty. For approval of these new or revised academic policies, the following procedure must be followed:

i. The committee, department, or college consults with the Provost/Executive Vice President for preliminary approval to establish a new policy or to revise a current policy.

ii. The proposed policy is submitted to the appropriate committee of the Faculty Senate for approval.

iii. The committee forwards the policy to Faculty Senate for approval.

iv. The Provost submits the proposed policy and the current policy, with changes highlighted, to the Office of University Compliance with verification that he/she, along with the Faculty Senate, has endorsed the policy. (Policy Submission Form)

v. The Office of University Compliance reviews the policy for consistency with relevant federal, state, and local laws, as well as other University Policies, and regulations and assigns a policy number

1. If there are inconsistencies that need to be addressed, the University Compliance Office will work with the Provost on how to best alter the policy for consistency while maintaining the intent.

2. If there are no inconsistencies, the University Compliance Office will forward the policy to Executive Council for their review.

vi. If the Executive Council has no suggested edits, revisions, or conflicts with the policy, the Provost signs the policy and it leaves the meeting with University Counsel for final legal review. After the legal review, University Counsel signs the policy and forwards it to the President for his signature.

1. If the Executive Council have edits, revisions, or conflicts with the policy, it will be returned to the Provost for reconsideration. Steps ii-vi of this policy are then repeated.

vii. The President reserves the right to not sign any policy that is submitted to him based on a valid reason, including but not limited to, further internal review, inconsistent practice, apparent or suspected self-dealing, or circumvention of existing University policies.

viii. In the case of certain sections of the Faculty manual, the University Board of Trustees must approve now policies and revisions to existing policies including those relating to faculty employment, tenure, promotion, and post-tenure review and expectation procedures.

ix. The President’s Office will send the policy, signed by the Provost, University Counsel, and the President, to the Office of Compliance for posting to the University Policy website.

b. Establishing/Revising Administrative Policies

i. All policies relating to the administration of the University, which are not directly related to Academic Operations of the University, the Student Code of Conduct, and/or the Faculty Manual, are to be developed at the departmental
level and approved by the Vice President who has responsibility for the
department.
For approval of all new or revised administrative policies, the following process
must be followed:
1. Proposed changes to policies should be submitted to the Vice President
responsible for the policy’s area.
2. The Vice President will consult with appropriate people in the
department to ensure that the policy meets the department’s needs, is
consistent with related policies, and complies with specific mandates for
that area.
3. Once the department head and Vice President approve the draft, the
proposed policy, with changes highlighted, and the existing policy will
be sent to the Office of Compliance with verification that the Vice
President has endorsed the policy. (Policy Submission Form)
4. The Office of University Compliance reviews the policy for consisten-
cy with relevant federal, state, and local laws, as well as other University
Policies, and regulations and assigns a policy number.
   a. If there are inconsistencies that need to be addressed, the
      University Compliance Office will work with the responsible
      Vice President on how to best alter the policy for consistency
      while maintaining the intent.
   b. If there are no inconsistencies, the Compliance Office will
      forward the policy to Executive Council for their review.
5. If the Executive Council has no suggested edits, revisions, or conflicts
with the policy, the Provost signs the policy and it leaves the meeting
with University Counsel for final legal review. After the legal review,
University Counsel signs the policy and forwards it to the President for
his signature.
   a. If the Executive Council have edits, revisions, or conflicts with
      the policy, it will be returned to the responsible Vice President
      for reconsideration. Steps ii-vi of this policy are repeated.
6. The President reserves the right to not sign any policy that is submitted
to him based on a valid reason, including but not limited to, further
internal review, inconsistent practice, apparent or suspected self-dealing,
or circumvention of existing University policies.
7. The President’s Office will send the policy, signed by the responsible
Vice President, University Counsel, and the President, to the Office of
University Compliance for posting to the University Policy website.

VI. DISSEMINATION OF POLICIES
   a. The Office of University Compliance disseminates information about new, revised, or
      eliminated policies and procedures via email weekly.
   b. The Office of University Compliance is responsible for maintaining the original signed
copies of policies.

VII. EXISTING POLICIES
   a. University policies established prior to February 2011 shall be deemed official regardless
of the sponsorship of the particular policy, and shall be revised, as needed, during the
periodic review of policies by the appropriate Vice President.
b. University policies are not retroactive. If you need access to a policy that was in effect on a certain date, please contact the Office of Compliance at compliance@coastal.edu.

VIII. RIGHT TO INTERVENE

The following circumstances may be brought before President’s Council for discussion, interpretation, and/or determination, as needed:

- Conflicting policy interpretations,
- Emergency policy enactment, or
- Policies found to be in conflict with state or federal law, regulation, or mandate.