



**GUIDE FOR TEACHING ASSOCIATES
2009-2010**

DRAFT

August 2009



Office of the Provost

Welcome to Coastal Carolina University.

Coastal Carolina University is a student-centered institution that prides itself on offering a premier undergraduate education. This education is delivered by our faculty, including full-time faculty and part-time faculty. Your professional experience, advanced training, and knowledge will enhance the quality and effectiveness of the learning process. I am grateful that you have chosen to share your expertise with our students. The intention of this 2009-2010 manual is to ensure that all faculty have the requisite knowledge about university policies and procedures to effectively carry out their instructional assignments. I ask that you review this manual. I welcome any edits or suggestions you have for the next revision of these materials.

Robert Sheehan, Ph.D.
Provost and Senior Vice President for Academic & Student Affairs

Purpose of the Guide

This guide is designed to introduce you to Coastal Carolina University and answer some of the questions frequently asked by Teaching Associates. Specific questions should be directed to your department chair /designated administrator or college dean. You will also find your department's administrative assistant to be a valuable resource for general information, office procedures, and paperwork.

A number of website resources are identified throughout this Guide. Among those that you may want to bookmark on your computer are the following:

Coastal Carolina University <http://www.coastal.edu>

University Catalog <http://www.coastal.edu/catalog>

Student Handbook <http://www.coastal.edu/students/>

New Employee Forms <http://www.coastal.edu/hreo/newemployeeforms.html>

The following links are password protected:

Coastal Carolina University's Policies and Procedures Manual
<http://www.coastal.edu/policies/manual/index.html>

Faculty Manual <http://www.coastal.edu/facsenate/facultyHandbook.pdf>

Statement of Community Expectations

Coastal Carolina University is an academic community that expects the highest standards of honesty, integrity and personal responsibility. Members of this community are accountable for their actions and the actions of others and are committed to creating an atmosphere of mutual respect and trust. Approved by the Faculty Senate, July, 2009

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INTRODUCTION

A. Our Mission

Original approved by the Coastal Carolina University Board of Trustees on April 18, 1997

Update adopted by the Coastal Carolina University Board of Trustees on December 14, 2007

Coastal Carolina University is a public comprehensive liberal arts institution that seeks to develop students who are both knowledgeable in their chosen fields and prepared to be productive, responsible, healthy citizens with a global perspective. To deliver on this commitment, Coastal Carolina recruits highly qualified and motivated students, faculty, and staff from the region, state, nation, and world to create a diverse and dynamic student-centered learning environment.

Because Coastal Carolina embraces the teacher-scholar model, it places primary emphasis on high quality teaching and engaged learning, and it supports faculty research, creative activities, and expert collaboration in the community, state, nation, and world. This focus enables faculty and staff to mentor students in collaborative research, creative opportunities, and internships. To nurture this active learning community, Coastal Carolina maintains a broad range of contemporary technologies, programming, support services, and innovative course offerings and delivery methods. The result is alumni who are well prepared for professional careers or graduate programs in their chosen fields and who continue to be connected to Coastal Carolina.

Inspired by its founding in 1954 to serve the educational needs of the immediate area, Coastal Carolina has grown with the region to become a mid-sized regional comprehensive university with a tradition of a strong liberal arts core. As such, Coastal Carolina commits its resources to maintaining a population of 8,000 – 12,000 students by building baccalaureate and selective master's programs of national and/or regional significance in the arts and sciences, business, humanities, education, and health and human services. Coastal Carolina fully embraces its leadership role as a regional center of economic and intellectual resources, lifelong learning, cultural and recreational opportunities, and athletic programs.

As Coastal Carolina executes this mission, it recognizes its responsibility to be a role model to the community and to the professions by assuring fair and honest treatment of people with whom it interacts and sustainable stewardship of resources entrusted to it, adopting the highest standards of integrity and accountability, and committing itself to excellence through continuous self-improvement.

B. Accreditation

The university, Colleges, and programs assure quality to the students and public through the accreditation process. Holding an accredited status informs the public that an institution or program meets the minimal standards in areas such as faculty credentials, curriculum, student services, and libraries. Accreditation also ensures that the institution is fiscally responsible and stable.

Coastal Carolina University is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award the baccalaureate degree and the master's degree. SACS (<http://www.sacs.org/>) is the regional body for the accreditation of higher education for the southern states. Regional accreditation ensures that our institution has a purpose which is appropriate to higher education and has the necessary resources, programs, and services sufficient to achieve and maintain that purpose.

In addition, the Spadoni College of Education is individually accredited by the National Council for Accreditation of Teachers Education (NCATE), and the South Carolina State Board of Education using standards from the National Association of State Directors of Teacher Education and Certification. Additional information on the accreditation of specific disciplines within Education is available at <http://www.coastal.edu/assessment/acadAccreditation.pdf>

The E. Craig Wall, Sr. College of Business Administration is accredited by the AACSB International (The Association to Advance Collegiate Schools of Business), and the Wall College's Professional Golf Management program is sanctioned by the Professional Golfers Association (PGA).

Coastal Carolina University Department of Visual Arts is an accredited institutional member of the National Association of Schools of Art and Design (NASAD).

Within the College of Science the Department of Computer Science is accredited by the Accreditation Board for Engineering and Technology (ABET). The Department of Health Promotion in the School of Health, Kinesiology and Sport Studies of the College of Science, is accredited by the Society for Public Health Education (SOPHE).

More information on the University's accreditation and institutional assessment is provided at <http://www.coastal.edu/assessment/>

C. Teaching Responsibilities

In order to maintain academic credibility and consistency in classroom procedures, all faculty are expected to:

1. Write and distribute a syllabus for each course taught. All syllabi must include instructional objectives, grading procedures, and attendance procedures if different from the University Catalog statement. (See syllabus samples in the appendices of this guide.)
2. Direct instruction and examinations toward completion of stated objectives and to return examinations promptly.
3. Maintain consistency between course content and current University Catalog course descriptions.
4. Make available to students throughout the semester a current evaluation of their progress, including student inspection of examinations and papers. All final examinations should be retained by the instructor for at least one semester.
5. Make available at the end of each course to all students an evaluation form to evaluate the instructor and course.
6. Meet classes regularly, beginning and ending classes at stated times. No classes may be cancelled without prior approval of the Chair/designated administrator or dean. In the case of illness or emergency, faculty must notify the department chair/designated administrator or dean before the scheduled class meets.
7. Schedule and post reasonable office hours for student conferences. The minimum number of expected office hours per week is determined by the college dean but is at least one hour per week for each three credit hour course taught.
8. Provide a work and educational environment free from harassment, including sexual harassment.
9. Assist in providing program accessibility to self-identified qualified students with a disabilities by making reasonable accommodations for their disability.

10. Observe FERPA (Family Educational Rights and Privacy Act of 1974 [a.k.a. The Buckley Amendment]), including:
- a. Never posting grades for students by their social security numbers or other identifiable information.
 - b. Never giving out academic information to anyone over the phone
 - c. Never giving out academic information in person to anyone except the student (with valid photo identification if you don't know the student)
 - d. Never giving out directory information on a student

II. Appointment to a Teaching Associate Position

A. Definition of Teaching Associate

An appointment as a Teaching Associate is considered temporary employment for the period of a semester and is dependent on the needs of the university. Teaching assignments for this position are arranged by the semester on a per course basis according to enrollment demands. Teaching Associate positions are not eligible for tenure.

According to state regulations, Teaching Associates are not eligible for benefits or leave plans. However, they are eligible to enroll in the South Carolina Retirement System (SCRS) or the Optional Retirement Program (ORP). Information on both systems including ORP vendors is available at <https://www.coastal.edu/hreo/workplace/benefits/>.

If a Teaching Associate retired as a member of the South Carolina Retirement System and returns to work, they are required to continue contributions to the SCRS. Working retirees are eligible to continue receiving their monthly retirement benefit from SCRS.

Teaching Associates are covered by Worker's Compensation for on the job injuries. Information on both of the retirement and worker's compensation benefit is available at <http://www.coastal.edu/hreo/> by entering the *Workplace* site. Access to *Workplace* requires the use of the PIN you will receive after all hiring paperwork is completed. More information on reporting a workplace injury is provided in section VI.C of this guide.

B. Offer Letter and Hiring Process

After you have discussed and agreed to the terms of employment with your department chair/designated administrator or dean and your appointment has been approved by the Provost, you will be sent a Teaching Associate Offer letter.

You must sign a completed offer letter for each appointment period. If employed by two departments at the same time, you must sign an offer letter for each department. The signed offer letter should be returned to the Dean or Department Chair. Additionally, you will be asked to submit the following items to your department chair/designated administrator or to the Human Resources Office as indicated.

1. a current curriculum vitae. Note, vitae should be kept current and a copy placed on file in the department chair /designated administrator's office.
2. official transcripts for all your postsecondary education, not just the most recent degree work.
3. I-9 Form

To comply with the Immigration and Reform Act of 1986, you will be required to complete an "Employment Eligibility Verification Form," the I-9 form, to verify identity and work eligibility. The I-9 form must be completed on or before your first day of employment. The approved list of supporting documents is attached. One document from either List A **or** List B **and** one document from List C are required. Documents presented must be original. The form and the supporting documentation must be presented in person in the Office of Human Resources and Equal Opportunity (Sands Hall) but you may print it and take it with you. The form and list of acceptable documents is available under I-9 at the following address <http://www.coastal.edu/hreo/newemployeeforms.html>

In accordance with South Carolina regulation, Coastal Carolina University participates in the E-Verify program. Some of the pertinent information provided by the new hire to complete the I-9 form is entered into the E-Verify system to confirm work eligibility.

For additional information on these programs, contact the Office of Human Resources and Equal Opportunity at (843)349-2036.

4. W-4 form for tax withholding instructions. The W-4 form is available at Forms for New Employees on the Human Resources website, <http://www.coastal.edu/hreo/newemployeeforms.html> The completed form should be submitted in person to the Payroll Office located in Sands Hall.
5. Direct deposit form for salary payments. All payments are made through direct deposit, so you must complete an "Authorization Agreement for

Electronic Deposits” form and submit it in person to the Payroll Office in Sands Hall. You will need to provide a voided check for the checking account you wish to use. The form is available in online at <http://www.coastal.edu/hreo/newemployeeforms.html>

6. an ID Summary/Emergency Data Form available at <http://www.coastal.edu/hreo/newemployeeforms.html>. The form may be completed online, printed and sent to both the Human Resources Office and your academic department administrative assistant.

Your appointment will be processed when all of these materials along with a Personnel Action form (PAF) prepared by the academic department have been completed, approved by the Provost and received in Human Resources.

All of the above hiring documents should be submitted **before** work has begun. A delay in submission of items may delay the start of pay for the semester and access to Blackboard.

C. Reappointments/Non-reappointments

All Teaching Associates are hired on a semester basis. Positions end on the last day of their appointment as indicated in the Personnel Action Form. No further notice of the end of an appointment or the decision not to reappoint a Teaching Associate in the subsequent semester(s) will be provided.

III. ADMINISTRATIVE PROCEDURES

A. Payroll

The payroll schedule for Teaching Associates is available each semester on the Payroll Department website at <http://www.coastal.edu/payroll/schedule.html>. Please note that the pay schedule is based on receipt of all paperwork and approvals by the payroll processing deadlines. If paperwork is not received in a timely fashion, compensation will be divided equally among all remaining payroll periods within the employment period. All University payroll checks are distributed by direct deposit to the employee’s personal banking account.

B. Department/College Offices

Most department /college offices are open Monday through Friday from 8 a.m. to 5 p.m. during the academic year. See your department or college administrative assistant for summer hours.

You will receive intra-campus mail at your department location, and you will be asked to complete a schedule card that shows your class schedule, office hours, home address, home telephone, and campus e-mail address. The department administrative assistant will provide you with the schedule card or the format your department uses.

Any changes in the information should be reported to the department administrative assistant. Changes in personal information such as home address and telephone numbers should also be reported to the Office of Human Resources and Equal Opportunity by completing the "ID Summary/Emergency Data Form" available online with other New Employee forms. <http://www.coastal.edu/hreo/newemployeeforms.html>

C. Education Centers

The following Centers offer both credit and non-credit courses:

Myrtle Beach Education Center

Beginning in Fall 2009 the University's Myrtle Beach Higher Education Center will be located at 79th Avenue North and Hwy. 17 Bypass in Myrtle Beach. The phone contact for the center is through the University switchboard at (843) 347-3161. More information about the center and its administrative staff is available at <http://www.coastal.edu/outreach/mb.html>

Waccamaw Higher Education Center

The Waccamaw Higher Education Center is located off of Highway 17 at 160 Willbrook Boulevard behind the Hampton Inn in Litchfield. The main phone number for the center is (843) 349-4030. More information about the center and its administrative staff is available at <http://www.coastal.edu/outreach/waccamaw.html>

Georgetown Higher Education Center

The Georgetown Higher Education Center is located in the Georgetown Shopping Plaza at 1273 North Fraser St. across from the Wal-Mart, The main phone number for the center is (843) 546-7523. More information about the center and its administrative staff is available at <http://www.coastal.edu/outreach/georgetown.html>

If your appointment is at Myrtle Beach, Georgetown, or Waccamaw, you will receive intra-campus mail at this location. You will be asked to file with the administrative assistant of your academic department and the

primary administrative assistant at the Center a schedule card that shows your class schedule, office hours, home address, home telephone, and campus e-mail address. Any changes should be reported to the department administrative assistant. The department administrative assistant will provide you with the schedule card or the format your department uses.

Changes in personal information such as home address and telephone numbers should also be reported to the Office of Human Resources and Equal Opportunity by completing the "ID Summary/Emergency Data Form" available online at <http://www.coastal.edu/hreo/newemployeeforms.html>

D. WebAdvisor PIN

Pin number is assigned after you sign the statement of confidentiality which is available at <http://www.coastal.edu/hreo/newemployeeforms.html>

You will need this PIN to access the grade reporting system, order interlibrary loan documents online, and access Blackboard. As with all passwords or PINs, this one should be kept confidential and not shared with anyone else. Your PIN is computer generated the night after all hiring information is entered into the administrative computing system by the Human Resources Office. To look up your PIN, go to the following address <https://www.coastal.edu/search/password/>

E. Email Account

An e-mail account will be computer generated the night after all hiring information is entered into the administrative computing system by the Human Resources Office. To look up your email address, use the following link <https://www.coastal.edu/search/password/>

F. Directory Information

Your office information will appear in the campus directory which may be found at <http://www.coastal.edu/search/facultystaff/>. This directory is available to students and the public.

A second directory is accessible from *Workplace* on the Human Resources home page by entering your WebAdvisor PIN. The *Workplace* directory provides personal information such as home address or telephone number and is available only to other faculty and staff who enter a password. If you do not wish personal information to appear on the password protected site, you have the option of indicating it when you fill out your Personal information

sheet. If your personal information changes, complete a new ID Summary/Emergency Data Form online at new employee forms.

G. Office Supplies

Office supplies are available in, or may be ordered through, your academic department office. If it is necessary to purchase supplies off-campus, your chair/designated administrator must give prior written approval to any expenses for which you will request reimbursement. If you are approved to purchase supplies off campus, note that the petty cash reimbursement is limited to \$30/day.

Scantron forms and pencils used for test taking are available through your department office. Printer paper is also available from the departmental office.

H. Administrative Support

Each academic department has an administrative support staff member who will be available to assist you with typing tests if needed, making copies, and acquiring supplies. This staff member is an invaluable contact for you and is knowledgeable about the campus. Please check with the staff member for deadlines for submitting work to them and recognize that during certain periods, such as semester start, midterm and finals, most faculty are requesting similar assistance from the staff member.

I. Technology support

As a faculty member, an important point of contact for technology related problems is your Information Resource Consultant. You may find the contact info for your IRC at: <http://www.coastal.edu/its/irc.html>

If you have a problem with a classroom computer during a class time within normal working hours you should call Equipment Checkout in Media Services at 349-2890. If you require assistance with a classroom computer outside normal working hours call 283-1155.

For assistance in preparing the computer for classroom use, contact the TEAL Center (<http://www.coastal.edu/teal>) to schedule an appointment. Remember that other faculty will be using this service at the beginning of the semester.

Instruction on the use of Blackboard and other technology that may enhance your classes are available from the TEAL center at no cost to you. The calendar of training sessions is posted at <http://www.coastal.edu/teal/training/>

Direct links to Blackboard and to WebAdvisor are available from the University's home page at <http://www.coastal.edu/>

IV. ACADEMIC/CLASSROOM ADMINISTRATION

A. Faculty Absences

Any planned absences must be pre-approved through your department Chair or designated administrator. You must make the necessary arrangements for your classroom students or other university appointments and notify the Chair or designated administrator of these arrangements. It is recommended that you confirm your absence and arrangements in writing/email to the department chair/designated administrator. Emergency absences should be reported promptly to your department chair/designated administrator. Consult with your department chair/designated administrator for all such arrangements when emergencies occur. Your chair /designated administrator will discuss with you the communication to your students about your absence and how your absence will be covered.

B. Academic Integrity

In July 2009, the Faculty Senate approved the following statement affirming the faculty's commitment to academic integrity:

Coastal Carolina University is an academic community that expects the highest standards of honesty, integrity and personal responsibility. Members of this community are accountable for their actions and the actions of others and are committed to creating an atmosphere of mutual respect and trust.

C. Course Syllabus

Your Chair/designated administrator will discuss department-specific requirements for the course syllabus with you and may provide you with an instructional model adopted by your department. Copies of syllabi used by others teaching the course will be available from your department Chair/designated administrator for reference while preparing your syllabus. When

you have completed your syllabus, you must file a copy with your Chair/designated administrator prior to the first class meeting.

The following identifies general components that are usually included in a syllabus:

1. Course identification with section number, semester, meeting times, and assigned meeting room.
2. Instructor name, office, telephone extension, e-mail address, and office hours

Depending on the availability of space in the academic department, Teaching Associates may share an office or workstation with other Teaching Associates or part-time faculty. Teaching Associates are expected to be available outside of class for students and provide regular office hours. The minimum number of expected office hours per week is usually 1 hour for each 3 hour credit class per week.

3. Texts

Unless you have selected your texts, your chair/designated administrator will provide you with desk copies of texts before the semester begins. Some departments use departmental texts for courses. Your department chair/designated administrator will assist you in contacting the textbook representative to acquire supplementary materials such as test banks. Information about the textbook, including edition, should appear on the syllabus. If you choose to use Blackboard for your class, you may wish to provide a link on the class home page to online resources that may be available for the students. The University Bookstore, operated by Follett, will stock the textbook for your class. Students may check pricing at <http://www.efollett.com>

4. Student Learning Outcomes and Course Objectives

Some academic departments use common objectives and student learning outcomes for courses. If the course was approved since 2006, they are available by examining syllabi that were prepared for academic affairs when the course was approved.

Course objectives: similar to goals but express the intended content to be covered in a course.

Student Learning Outcomes are the things that students will be able to *do* because they took your course. They are useful for many reasons, among which are:

- They answer the question: Why is it important for students to take your course?
- They allow easy comparison of the outcomes of two different courses, especially for transfer of credit.
- They help gauge how well a student has mastered a subject.
- They are *not* course objectives or a list of topics.

Following is two examples of student learning outcomes:

COMM 410 – Community, Communication and Health

Upon completion of this course, the student should be able to

1. Create, implement, and evaluate clear, effective and creative health communication messages;
2. Consider, assess, and reflect on the roles among university, community, family, and individual as institutions that constrain and enable social change and cultural phenomena;
3. Analyze, criticize, and effectuate audience motivation and media advantage;
4. Continue to hone written and oral communication, research, and cognitive skills.

MSCI 301 – Physical Oceanography

When a student successfully completes MSCI 301, he/she should be able to:

- Apply the Simple Equation of State to a water parcel to determine its density and predict how differences or changes in the density will affect its behavior.
- Identify what forces are acting on a water parcel in any real-world situation, determine how that parcel moves, and predict what changes would occur in with changes in the situation.
- Identify what heat fluxes are going into and out of a water parcel in any real-world situation, and determine its short-term temperature change and predict its long-term temperature changes.
- Describe the upper- and lower-layer circulation of the ocean, and be able to analyze oceanographic data to identify and trace water masses by their distinctive characteristics.
- Explain the causes of and processes influencing the upper and lower layer circulation of the ocean, and analyze and predict what effect changes in those processes would have on the ocean's circulation.
- Interpret figures, graphs and images used in oceanography for the correct physical meaning. Select and analyze an appropriate oceanographic data-set to solve real world problems, using graphic or numerical methods.
- Explain the processes by which gravity waves (including wind waves and tides) are generated and propagate, analyze and predict how changes in conditions would change the resulting waves.

- Explain the ocean/atmosphere interactions that produce phenomena such as hurricanes, ENSO, NAO, and global climate change, and analyze how future changes in these interactions may impact human society.
- Explain how ocean, atmosphere and terrestrial forces affect the circulation of coastal waters, describe how that circulation impacts the coastal and near-shore environment, and predict how changes in that circulation would affect those environments.

For more information including a flow chart and how to article on writing student learning outcomes, go to <http://www.coastal.edu/facsenate/aac/#procedures>

A glossary of terms is available at <http://www.coastal.edu/assessment/> If you need assistance in developing objectives with measurable outcomes, consult your department chair/designated administrator. Training is also available throughout the academic year.

5. Student Attendance Policy

The current University Attendance Policy may be found in the Regulations section of the current University Catalog: <http://www.coastal.edu/catalog/> These regulations define excused absences and the number of absences students may have before their credit for the course is affected.

Faculty may use a different attendance policy, as long as it is clearly stated in the syllabus and approved by the department chair/designated administrator. You are encouraged to take attendance especially during the first two weeks as the Financial Aid Office asks each faculty member to identify students who never attended during the first two weeks of the semester.

Recording attendance may be expedited by using the University's online attendance system found at www.coastal.edu/attendance. The system provides you with a roster of students along with their photographs. You may take attendance from the site, validating attendance yourself or you may request student to slide their identification cards through a card reader, automatically entering their attendance. The system is capable of providing attendance reports on individuals as well as by date. Access is protected by requiring the instructor's PIN number.

6. Daily schedule

The daily schedule including topics to be covered, due dates for readings or exams may be included. Exams should be announced well in advance of the date given. For your planning purposes you may find holidays for

classes under Calendars on the Registrar's website at <http://www.coastal.edu/registrar/>

7. Availability of Accommodations for Students with Disabilities

All faculty are required to include a statement related to providing accommodations for students with disabilities, including learning disabilities. A statement like the following example as the following should be included in your syllabus:

“Coastal Carolina University, in accordance with the Americans with Disabilities Act of 1990 (ADA) and the Federal Rehabilitation Act of 1973/ Section 504, will provide reasonable accommodations for eligible students with disabilities. If you require special assistance, please see me privately and seek assistance directly from the Office of Disability Services in the Indigo House. You are responsible for initiating arrangements for accommodations for tests and other assignments in collaboration with the Office of Disability Services and your professors.”

It is also recommended that you provide information in your syllabus on how students can contact the University's Disabilities Coordinator located in Indigo Hall. The telephone number is 349-6561

<http://www.coastal.edu/counseling/disability.html>

8. Special requirements for your class

You will find it useful to state any special requirements you may have regarding papers or examinations. Following is an example of requirements for a paper:

Paper requirements:

- All submitted work should show name, student number, course, and section.
- All final papers must be typed and show forms, e.g., parenthetical notes, per MLA II.
- All paper assignments are due at the beginning of the class period on the dates shown in the schedule above.
- Late papers are penalized at 25% of grade points x class periods late.

9. Tests and Final Examinations

Your Chair or designated administrator or designated administrator or designated administrator will discuss usual testing procedures with you. While you may elect a variety of testing schedules and methods, faculty members are expected to give final examinations in all classes during examination week at the end of each semester. Final examination times are often different from class times during the semester and are listed on the Registrar's website at <http://www.coastal.edu/registrar/>. Click on Calendars to locate the examination schedule, as well as the academic year calendar.

Final examinations are held over a five-day period at the close of each semester. No final examination may be held outside the stated time without special permission of the Dean.

In any course or laboratory that meets three times per week, no quiz, test, or examination may be given during the last two class meetings prior to the regularly scheduled examination period in any semester. In any course or laboratory that meets once or twice a week, no quiz, test, or examination may be given during the last class meeting prior to the regular examination period.

Re-examination on the final examination for the purpose of removing an "F" or raising a grade is not permitted.

Any student with three final examinations scheduled on the same day may arrange for an alternate time with the instructor of the second examination.

To assist the student in monitoring his/her own academic progress, faculty are encouraged to provide timely feedback to students, particularly prior to the last "drop date" before a grade of "WF." This feedback will enable a student to make an informed decision regarding withdrawal from the course without grade penalty. Check the academic calendar at <http://www.coastal.edu/registrar/> to determine the last drop date for each semester. Use of the Blackboard technology system to record grades provides students with convenient access to grades for the class.

10. Grading options

Your syllabus should state the values of each required classroom performance, i.e., examinations, papers, discussion, etc.

The grading system outlined below is in effect for all students at the university. Under this system undergraduate course credit will be granted only for earned grades of “A,” “B+,” “B,” “C+,” “C,” “D+,” “D,” or “S.” Any of the following symbols will become a permanent part of the student’s academic records when assigned.

“A,” “B,” “C,” “D,” and “F” carry the traditional academic connotations of excellent, good, average, poor, and failing performance respectively.

“S” and “U” indicate satisfactory (passing) and unsatisfactory (failing) performance respectively in courses carried under Pass-Fail or non-credit options. No course carried under the Pass-Fail option will affect a student’s grade point average or the evaluation of suspension conditions.

“WF” is assigned for withdrawal from a course after the last date to withdraw with a grade of W (as prescribed in the university academic calendar) and is treated as an “F” in GPA computation.

“W” is assigned as a permanent grade after the official late registration period and up to the deadline for withdrawal without penalty for all drops and withdrawals. A “W” may also be assigned, in exceptional cases, to indicate satisfactory performance in courses from which a student withdraws after the last drop date. The grade is used primarily in cases of withdrawal from the university or course withdrawals for medical reasons and requires the concurrence of the instructor and the dean of his/her college.

Students are responsible for their own registration and its accuracy. Grade change requests that seek to delete a course from the record because the student did not attend will not be honored as such. In those cases, the student must petition for a change of grade.

“AUD” indicates a course was carried on an audit basis. A grade of AUD will not enter into the grade point average computation.

“I,” incomplete, indicates satisfactory attendance and performance but failure to complete some portion of the assigned work of a course. By arrangement with the instructor, the student will normally have one semester in which to complete the work before a permanent grade is recorded. The grade “I” does not affect the student’s grade point average until the incomplete work exceeds the time allotted to complete it (usually one semester), then a grade of “I” will be permanently changed to a grade of “F.” The Assignment of Incomplete Grade Form is available at: <https://www.coastal.edu/forms/>

The grade of “I” is assigned at the discretion of the instructor when, in the instructor’s judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, or family hardship. The grade of “I” is not designed to provide students additional time to complete course assignments unless there is some indication that such an unanticipated event prevented the student from completing the required course assignments on time. An “I” should not be given if the student is already failing the course.

The responsibility for completing the requirements and assuring removal of an “I” rests directly with the student. Re-enrolling in the course will not make up an Incomplete.

Fx is assigned for courses where failure occurs as a result of academic dishonesty. The **Fx** grade is treated as an F in the grade point average computation. With regard to Repetition of Course Work, courses that receive an **Fx** grade are not eligible to be repeated under the university’s “Repeat Forgiveness” option, and instead may only be repeated via the “Standard Repeat” option. When assigned, the **Fx** grade will become a part of the student’s internal academic record and will appear on unofficial transcripts and within the student information system. The **Fx** grade will not appear on the student’s official transcript.

11. Grade Forgiveness

a) Repeat Forgiveness Option

Degree-seeking undergraduate students may repeat any course taken at Coastal Carolina University. All grades will appear on the student’s transcript, but a course that has been repeated under this option will be counted only once for the graduation requirement. For financial aid and scholarship purposes, duplicate credits do not count as credits completed for satisfactory academic progress except in certain cases. As specified in the college catalog, some courses such as those requiring physical skills, performance, or working on student publications, may be repeated for credit and grades. All grades will be included when calculating the student’s grade point average with the following possible exception. Students may elect to exercise a “repeat forgiveness” option for up to 13 undergraduate credits during their enrollment at Coastal Carolina University for courses taken at Coastal Carolina University. For credits taken under this option, Coastal Carolina University will exclude the grade and credit hours earned for the first enrollment in the course when calculating the student’s cumulative GPA and earned credit hours. Both grades will appear on the transcript. Only course grades of **C**, **D**, **D+**, **F**, or

WF are eligible for “repeat forgiveness.” A student may not exercise the “repeat forgiveness” option for courses in which the student was assigned a grade as a result of academic misconduct. Students selecting the “repeat forgiveness” option should 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 “repeat forgiveness,” undergraduate students must 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.

Note: The course repeat privilege may be used by students to achieve the Dean’s List or President’s List. The cumulative collegiate grade point calculation for graduation with Honors will include all grades, including original and repeat grades, as well as any attempted coursework completed at other institutions, provided the GPA achieved at Coastal Carolina University meets the level specified for the honor sought. See the Graduation with Honors policy.

b) Standard Repeat

Outside of the “repeat forgiveness” option or once a student’s 13 undergraduate credits of “repeat forgiveness” have been exhausted, a student may repeat a course which has been passed in order to raise the grade only in the event that the degree college requires a higher grade in the course. A student who repeats the course will have both grades entered on the permanent academic record and computed into the grade point average. Certain courses, such as those requiring physical skills, performance, or working on student publications may be repeated; except as noted in the course description. However, course credit toward graduation will be given only once, unless otherwise stipulated in the course description.

12. Statement on Cheating and Plagiarism

A faculty member’s response to student cheating should be governed by the Code of Student Conduct which was approved by the Student Government Association and the Faculty Senate as well as the community expectations approved by the Faculty Senate. The University has adopted the grade of **Fx** to be assigned by a faculty member to a student who receives a failing grade in a course as a result of academic dishonesty.

Your syllabus should include a statement about cheating and plagiarism and the consequences of either in your class. The Code of Student Conduct 2009-2010 outlines Prohibited Conduct and gives examples under Standards of Academic Conduct. This information should be a part of the

syllabus and/or discussions in your class. The Code of Conduct identifies the following as prohibited conduct:

Prohibited Conduct

[1]. Plagiarism, cheating and all other forms of academic dishonesty

a. Examples of plagiarism include but are not limited to the following:

(i) Words, sentences, ideas, conclusions, examples and/or organization of an assignment are borrowed without proper acknowledgment from a source (for example, a book, article, electronic documents, or another student's paper).

(ii) A student submits another person's work in place of his/her own.

(iii) A student allows someone else to revise, correct or edit an assignment without explicit permission of the instructor.

(iv) A student submits work without proper acknowledgment from commercial firms, Web sites, fraternity or sorority files or any other outside sources, whether purchased or not.

(v) A student allows another person to take all or any part of a course, including quizzes, tests, and final examinations.

(vi) A student submits any written assignments done with the assistance of another without the explicit permission of the instructor.

(vii) A student knowingly aids another student who is engaged in plagiarism.

b. Examples of cheating include but are not limited to the following:

(i) A student uses unauthorized information, materials or assistance of any kind for an assignment, quiz, test, or final examination.

(ii) A student knowingly aids another student who is engaged in cheating.

[2]. Furnishing false information to any University official, faculty member or University office

[3]. Forgery, alteration or misuse of any University document or record

[4]. Disruption or obstruction of teaching, research, administration, academic discipline proceedings, or other activities when the behavior disrupts the environment and violates the standard of fair access to the academic experience. (2009-2010 Coastal Carolina University Catalog)

Information on the Guidelines and Procedures for reporting academic infractions appears in section V, page ..., of this manual. The full text of Code of Student Conduct is located at <http://www.coastal.edu/judicialaffairs/codeofconduct.pdf>.

13. Syllabus Disclaimer

It is recommended that you end your syllabus by stating clearly that “This syllabus and schedule are tentative and subject to change by the Instructor with notice to the student as the semester progresses. “

D. Reporting Grades

Grades **must** be reported by the deadline issued by the Registrar for the semester. You will be notified of the deadline via email from the Registrar. A grade of “I” may not be used for the sole purpose of extending the deadline for the faculty member to submit grades.

All grades are recorded using the online WebAdvisor system, available at: <http://webadvisor.coastal.edu/> This system requires the use of your PIN. For information on using WebAdvisor check the Registrar’s website at <http://www.coastal.edu/registrar/> or use the link on the University’s home page, <http://www.coastal.edu/> Remember to save at least groups of your grades as you enter them because the access times out and will require entry to start from the beginning if grades haven’t been saved.

Midterm grades must be submitted for all freshmen during the first semester without regard to the level of the course. Midterm grades are not submitted for other students. The Registrar’s Office will send an email to your CCU email address when midterm grades are due. Additional grading forms, such as for an Assignment of an Incomplete or a Grade Change, may be found at: <https://www.coastal.edu/forms/> Access to these forms requires a PIN.

V. OTHER INSTRUCTIONAL AND ACADEMIC INFORMATION

A. Required Student Evaluations of Class and Faculty

Each college has adopted an instrument for students to evaluate courses and instructors. Your chair/designated administrator will provide you with a copy of the course evaluation instrument. Your students will be asked to complete the evaluation during the final two (2) weeks of classes. The evaluation is designed to provide specific feedback on how students perceive your conduct of the class. The evaluation forms are distributed and the results are collected by someone other than the instructor and sent to the department chair/designated administrator. Your department chair/designated administrator will provide you with a copy of the evaluation results after the class is completed.

B. Department Chair or designated administrator Evaluations of Faculty

The chair/designated administrator is responsible for providing ongoing assessment of the quality of instruction provided by part-time faculty members. The department chair/designated should make clear (prior to and following employment) both the general expectations and the specific duties of each faculty appointment. Immediately following the conclusion of the semester's teaching responsibilities, or on an annual basis, the department chair/designated administrator must evaluate the performance of the part-time faculty member. The Chair/designated administrator or his/her designee may visit the faculty member's classroom during the term for evaluation review of performance. If this occurs, the written evaluation of the visit must be added to the respective personnel file.

C. University Policy for Student Complaints

The university deems it essential that all students be provided an adequate opportunity to bring complaints and problems to the attention of the administration with the assurance that they will be treated promptly, professionally, fairly, confidentially, and without fear of reprisal. If any student believes he or she has been mistreated by any member of the faculty or staff, the procedures listed below should be followed. They are intended to simplify the proper route for students to follow in complaining about any perceived mistreatment by a university employee and are not intended to replace any existing grievance process for matters that may be grieved. Students who are unsure about this complaint policy are encouraged to consult with their academic advisers. Complaints about faculty on academic matters should be

reported to the department chair or dean who supervises the professor or instructor, or inquire at the Provost's office. Complaints about any form of perceived discrimination, including, but not necessarily limited to racial discrimination, sex discrimination, discrimination because of a disability, or sexual harassment and complaints about improper treatment by any university employee should be reported to [the Executive Director, Human Resources and Organizational Development](#).

Complaints about registration problems should be reported to the Office of the Provost.

Complaints about admissions, billings, accounts receivable, or financial aid should be reported to the office of the Vice President for Enrollment Services.

All other complaints on non-academic matters, including complaints about treatment by other students, should be reported to the Office of Student Affairs or the Office of Judicial Affairs.

If any student with a complaint does not receive satisfaction from any of the above-listed offices, the student should bring his or her complaint directly to the Office of the Provost of the university.

D. Academic Infractions

The Guidelines and Reporting Procedures for Academic Infractions are available in the Code of Student Conduct at <http://www.coastal.edu/judicialaffairs/codeofconduct.pdf>. The following information is from the Code:

General Guidelines and Reporting Procedures for Academic Violations

1. Academic violations include, but are not limited to, all acts of academic dishonesty or other behaviors described in Section III.A.
2. Academic violations may be reported to the Dean of Students (DoS) after the student-faculty conference and upon consultation with and approval of the department chair and dean.
3. Academic violations should be reported in writing within ten (10) business days of receiving knowledge of the potential violation to the instructor of the class, the department chair or college designee by:
 - a. the student accused of committing the violation;
 - b. any student observing the violation; or
 - c. any faculty or staff member observing the violation.
4. Reports of academic violations should include the following information:

- a. name of the accused student;
 - b. specific violation;
 - c. name(s) of witness(es).
5. Refer to Section II.C: Rights of a Person Filing a Complaint.
 6. Anonymous written reports may alert a faculty member to an existing problem in the classroom, but these reports cannot serve to initiate disciplinary action.
 7. In cases where reports are made to the department chair/dean, the department chair/dean will immediately inform the instructor(s) of the course(s) in which the alleged violation(s) took place so that the instructor can proceed with appropriate action. (See IV.B)
 8. Subsequent actions, including written notification of the accused and hearings or appeals, should occur on a schedule dictated by the need for prompt action to resolve the issue while providing ample time to protect the rights and responsibilities of all parties. The faculty member will be a party to all subsequent hearings or appeals.

Disciplinary Procedures for Academic Violations

1. The accused student will be notified in writing by the faculty member of the violation and available evidence and a copy will be forwarded to the department chair (where no chair exists, to the associate or assistant dean, or college designee). The notification will include a request that the student appear at a student-faculty conference.
2. At the student-faculty conference, the student will be informed of the possible sanction(s) and the student will have an opportunity to respond to the charge(s).
3. The student-faculty conference should occur within the semester during which the violation occurred. If the violation occurs within the last two weeks of a semester or during a period between semesters, the conference will occur as early as practical the following semester.
4. In the case of a student who chooses to not respond to the notification, the student-faculty conference may proceed in the student's absence.
5. Participants at a student-faculty conference will include the accused student and instructor, but can also include the student(s), faculty or staff member(s) who observed and reported the infraction.

Decisions and Appeal Process for Academic Violations

1. Refer to Section V: Hearing Decisions and Notification for Violations and Section VI: Sanctions.
2. If a student believes he or she has been wrongly accused, the sanction(s) imposed are too harsh or that due process has been

denied, the student may appeal the matter to the department chair or assistant or associate dean or college designee. The department chair or designee will then consult with the student and instructor and issue a written decision regarding the appeal.

3. The student may appeal the decision of the department chair to the college dean. The request for appeal must be in writing and state the reason(s) for believing the decision of the department chair or designee improper. The college dean will then issue a written decision regarding the appeal.

4. The decision of the college dean may be appealed to the Provost or designee. The request for appeal must be in writing and state the reason(s) for believing the decision of the college dean to be improper.

The Provost or designee will then issue a written decision regarding the appeal.

5. The decision of the Provost or designee is the final step in the process within the University. Only in extraordinary circumstances and at their discretion may the President and Board of Trustees choose respectively to review a decision.

6. Once resolved, case files will be maintained by the college dean's office under which the violation occurred. A copy of the final written decision will be sent to the Office of the Provost. (2009-2010 Coastal Carolina University Catalog)

VI. STUDENT SERVICES

Instructors are not responsible for providing student services not related to the classes they teach. However, students frequently do approach faculty with problems or issues beyond faculty expertise. In order to facilitate the faculty's ability to direct students to the appropriate student services, a partial list is provided below:

- A. University Academic Center—placement testing, Writing Center, Math Lab, Foreign Language Lab, First Year Experience, and peer tutoring <http://www.coastal.edu/uac/> the Academic Center has adopted a tracking procedure for Fall 2009 that will allow staff to track and advise you of the progress of your students. If you refer a student to one of the Centers you will receive an acknowledgement from the center.
- B. Student Health Services—available to currently enrolled students for general outpatient care, first aid, allergy injections, limited lab services, vaccines, physicals, and personal counseling services <http://www.coastal.edu/health/>. Student health services are not for routine use by faculty.

C. Disability Services

Coastal Carolina University is dedicated to establishing and maintaining a barrier-free environment with all of its resources. Students with physical, psychological, or learning disabilities receive accommodations and assistance through Disability Services. With appropriate documentation, the coordinator determines accommodations needed to assist students in taking full advantage of their CCU educational opportunities. On-going coaching of students with disabilities is offered to help ensure success at CCU. To access services and accommodations, students should obtain documentation of the disability and make an appointment with the Coordinator of Disability Services at 349-2934. The office is located in Indigo House. www.coastal.edu/disabilityservices

D. Students At Risk Committee

The University maintains a "Students At Risk" Committee to identify and assist students who are at risk of failing or having to leave the university for behavioral, psychological, or health reasons. Contact the Office of Student Affairs at 349-2300 for information on identifying students who are "At Risk" and on the referral process faculty should use to help identified students.

E. Public Safety—parking permits, campus safety, reporting emergencies and crimes <http://www.coastal.edu/safety/> . See information in section VIII of this guide.

VII. FACULTY SUPPORT AND RESOURCES

A. Ombuds Office

The Faculty Ombuds provides a neutral, independent, confidential and informal place for faculty to express their workplace concerns and explores options to help faculty solve their issues and answer their questions. For more information about Ombuds services visit <http://www.coastal.edu/ombuds/> This site is also posted on the Faculty Senate page <http://www.coastal.edu/facsenate/>

B. Center for Effective Teaching and Learning (CETL)

The Center for Effective Teaching and Learning (CETL) is charged with the responsibility of supporting faculty members in their work as teachers, taking

a leading role in offering support for faculty members in areas related to instruction. CETL provides the following instructional services:

- Assistance in initiating a distance learning course, including redesigning a traditional in-classroom course as a distance learning course
- Provision of voluntary, in-classroom observations of faculty members related to their teaching and feedback to the faculty members regarding what was observed
- Assistance for faculty members on a voluntary basis in conducting mid-semester evaluations of their teaching and helping faculty members interpret these evaluations for the purpose of making any necessary adjustments to strengthen their teaching activities
- Consultation with faculty members on specific goals that a faculty member may have related to his or her work in the classroom
- Assistance for faculty members in understanding and linking with the communities surrounding the university and their resources.

CETL reports to the Provost and CETL staff offices are located upstairs in Kimbel Library. More information is available at <http://www.coastal.edu/cetl>

C. Technology in Education to Advance Learning (TEAL) Lab

TEAL (Technology in Education to Advance Learning) develops consulting relationships with faculty members from all academic disciplines at Coastal Carolina University to improve student learning by integrating technology in the teaching process. TEAL staff members can assist with technology training and support, teaching strategies using technology, course planning and assessment, course management for Blackboard, development of instructional materials, and developing distance learning courses. TEAL offers workshops and one-on-one assistance and is located in Rooms 217 and 219 on the second floor of the Kimbel Library. The TEAL training schedule is available at <http://www.coastal.edu/teal>. The TEAL Lab is a part of Kimbel Library.

D. Kimbel Library

Kimbel Library is available both on campus and online. You may place items on reserve for classes, send your students to the Library for research, ask Librarians to provide instructional services related to the use of the Library to

conduct research, check out materials and order materials through interlibrary loan. The Library website provides access to its services including searching the catalog and ordering and renewing materials at <http://www.coastal.edu/library/>

Beginning in Fall 2009, the Library will be open 24 hours per day from Sunday afternoon through Friday afternoon. Saturday hours will be from 10:00 am until 6:00 pm. A coffee bar, Java City, is adjacent to the back entrance of the Library.

E. Information Technology Services (ITS)

Information Technology Services is the point of contact regarding use of Smart Classroom Technologies: <http://www.coastal.edu/its/>

As a faculty member, your first point of contact for other technology related problems is your Information Resource Consultant (IRC). You may find the contact info for your IRC at: <http://www.coastal.edu/its/irc.html>

F. Media Services

Audio/Visual Equipment may be reserved for teaching purposes by requesting it online through media services: <http://www.coastal.edu/media/> . For assistance with equipment including classroom computer equipment, call 349-2890. As much notice as possible should be provided when requesting services.

VIII. SAFETY AND EMERGENCY INFORMATION

A. Accidental Injury or Illness

If time and circumstances permit, an employee should be referred to the Office of Human Resources and Equal Opportunity for accident reporting forms and worker's compensation insurance information. Students should be referred to Student Health Services for proper medical referral unless the student is injured while performing duties as a student employee. Student employees are covered under the University's worker's compensation insurance for work place injury or illness but must report the accident through supervisors to the Office of Human Resources and Equal Opportunity as any other employee.

If immediate assistance is needed, call University Dispatch (349-2911) and then Campus Police (349-2177), who should be notified so that the ambulance can be directed to the scene as needed.

B. Personal Safety

If you feel unsafe in your classroom or in your office, call Campus Police at 349-2911.

C. Reporting Crimes or Emergencies

You should report potential criminal action and related **emergencies** to Campus Police at 349-2911.

Non-emergency number for Public Safety is: 349-2177

The University has installed an emergency call box system for the safety and convenience of our community members. The call boxes are located both indoors and out and their locations are available on the University's emergency preparedness page which is directly accessible by this link <http://www.coastal.edu/emergency/pdfs/appendix-a.pdf>. All of the call boxes connect to the Department of Public Safety communications center 24/7. Please use the call boxes for emergency communications with the University's Department of Public Safety when you do not have access to a telephone.

The out door call boxes are mounted in a column and are identified by a blue light near the top and the words "Emergency Call Box" on the exterior. These call boxes work like a walkie-talkie, push the button to talk and release the button to hear the dispatcher respond. Many of the cameras are in areas monitored by a camera that feeds into the DPS communications center.

Indoor call boxes are either red or white boxes mounted on the wall and identified with the words "Emergency Call Box" or "Emergency phone". These call boxes also work like walkie-talkies.

D. Emergency alert system

The University operates an emergency alert system which sends messages to registered cell phones when there is a general emergency. You must register for the system at <http://www.coastal.edu/emergency/ccualert.html>. The Online Emergency Information Center provides other important information so you may wish to bookmark the page.

E. Closing the University for Inclement Weather

In the event of hazardous weather, faculty, staff, and students are requested to listen to local radio and television stations or visit the Coastal Carolina University website for official University closing announcements. Announcements about hazardous weather are also posted on the University's homepage at www.coastal.edu

IX. OTHER UNIVERSITY SERVICES AND RESOURCES

A. Recreational Facilities

Your ID card gives you access to the Williams-Brice Building, which houses a 25-meter swimming pool, racquetball courts, a dance studio, an activities gym, and a weight training room. Additional information is available at the front desk or by calling 349-2802.

B. Food Services

ARAMARK offers two locations: the CINO Grille on the first floor of the Student Center and The Commons, beside Waccamaw Hall across from the Wall College of Business. There is a faculty/staff discount with your ID card. For hours and menus visit <http://www.campusdish.com/en-US/CSSE/CoastalCarolina/>

C. Identification Cards

CINO (Coastal Is Number One) cards are picture IDs made in the campus card office in Atheneum Hall. You may obtain an employee identification card approximately two business days after all required paperwork is submitted to the Office of Human Resources and Equal Opportunity. The card may also be used as a cash card after you deposit funds in your account. Visit the following site for FAQs on the use of the CINO card as a cash card and on locations where it is accepted <http://www.coastal.edu/cinocard/>

D. Mail and Postage

A United States Post Office is located on Founders Drive beside Human Resources. Mail pickups are done each day in all university offices. All postage and delivery fees pertaining to your college are charged to your college's budget.

E. Maintenance Requests

Maintenance and repair services that custodial staff cannot perform should be referred to the college's or department's office. A form must be completed and signed by the dean to perform the work. Any costs incurred are charged to the college.

F. Parking

Your vehicle must show a current faculty decal that is issued from the Department of Public Safety in Atheneum Hall, across from Kearns Hall. Parking is designated for faculty/staff or for students. To insure that costs of paving and maintaining parking areas are self-sustaining, student vehicles and vehicles after the first two registered for faculty/staff are charged a fee. The first two parking decals for faculty are free of charge; additional decals are \$10 per vehicle. These decals are for faculty/staff use only, not for other, non-faculty/staff, such as family members.

Application for a parking decal may be submitted online or in person at the Office of Public Safety. For more information on decals and regulations related to fines and towing visit, <http://www.coastal.edu/safety/>

Vehicles illegally parked in designated tow zones are subject to towing by an off campus tow company. Faculty are responsible for paying any fines associated with towing and for paying tickets received for parking illegally.

G. Credit Union and ATM

All University faculty/staff and students are eligible to become members of the Carolina Collegiate Federal Credit Union. The Carolina Collegiate has a branch on campus in Sands Hall with the main office located in Columbia. The website for the Credit Union is <https://www.carolina.org/home.aspx>

Carolina Trust Credit Union operates two ATMs on campus. One is located between the Lib Jackson Student Center and Evergreen Hall (Bursar's Office). A second ATM is located inside the Jackson Student Center.

H. Campus Map:

<http://www.coastal.edu/tour/>

Take a virtual tour hosted by students at <http://www.coastal.edu/admissions/>

X. FACULTY MEETINGS

Teaching Associates are invited to attend the variety of faculty meetings held throughout the year, including:

A. General Faculty Meeting

Convened by the Provost in the Fall and Spring before the beginning of classes). Open to all faculty.

B. Faculty Senate Meeting

Convened by the Chair of the Faculty Senate meetings will be the first Friday of each month at 2:30 effective. The Senate does not meet in January, June, or August. Open to all faculty to attend, but only Senators can participate (vote). The Faculty Senate website <http://www.coastal.edu/facsenate/index.html>

C. College and Department Meetings

Convened by the dean and chair/designated administrator respectively. College meetings are usually held two times per year and scheduled near the General Faculty meeting. Department meetings schedules are at the discretion of the chair/ designated administrator.

XI. UNIVERSITY EVENTS

Special Events usually include the four formal events of New Student Convocation, Founders Day, Honors Convocation and Commencement. A formal event requires faculty who participate in the processional or recessional to wear academic regalia. If you wish to purchase academic regalia, contact the University Bookstore. Participation is optional for part time faculty.

A. New Student Convocation

Each August the incoming freshman class is formally welcomed by the faculty, staff, and continuing students.

B. Founders Day

Scheduled each fall, this event commemorates the university's founding and recognizes community leaders for their contributions to the university.

C. Honors Convocation

Each spring, Coastal Carolina University recognizes outstanding academic achievements of its students. This event is convened by the Provost and arranged through that office.

D. Commencement

There are two graduation ceremonies each year in May and December. All tenured and tenure track faculty are required to attend. Other faculty are cordially invited to march in the processional and recessional. Full regalia is required. All faculty must contact the Senior Faculty Member to confirm their participation in the ceremony.

E. Celebration of Inquiry

Celebration of Inquiry is a campus-wide, two-day, cross-disciplinary academic conference in mid-February based around a common theme unique to each year; faculty, staff, students and community members are invited to contribute proposals; the event is free and open to the public; for the two-days of the event, all classes are re-directed to the conference sessions. Students should be redirected to conference sessions in lieu of normal class meetings, regularly scheduled classes are not held but class time is not cancelled. Therefore, faculty should expect students to attend conference sessions. It is recommended that you make an assignment related to the program or ask for an attendance record. The conference also includes presentations of Coastal Carolina University students' undergraduate research. For information visit www.coastal.edu/inquiry

F. General Event Information

General information about upcoming University events is available at <http://www.coastal.edu/>

The Academic Calendar and the examination schedule are available at <http://www.coastal.edu/registrar/acadcalendar.html>

Athletic Schedules are available at <http://www.goccusports.com/>

Not updated yet

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