SUMMARY:

Coastal Carolina University shall be governed by known and consistent policies. These policies should be clear, fair and broadly 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 and/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. Guide compliance and/or reduce institutional risk; and

E. Be approved at the senior level of the University and signed by the President.

III. The University Policies 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, the S.C. Code of Laws, the S.C. Code of Regulations, the University Catalog, the 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 Coastal Carolina University policies is an act by the President. The administration, implementation and enforcement of University policies is the responsibility of the appropriate administration area. The review, revision and creation of policies is delegated to the appropriate management area. Policies types are determined by their primary constituents.

B. The offices that serve as administration areas, and are therefore responsible for the administration, implementation and enforcement of those policies that fall under their purview are:

- PRES -- The Office of the President
- PROV -- The Executive Vice President and Provost
- STRR -- Vice President of Student Rights and Responsibilities
- FINA -- Vice President and Chief Financial Officer
- UCHR -- Vice President of Compliance and Human Resources
- UNCL -- University Counsel
- PHIL -- Vice President for Philanthropy

C. The offices that serve as management areas, and are therefore responsible for the review, revision and creation of those policies that fall under their purview are:

- ATHL -- Athletics
- BUFA -- Finance and Administration
- CLSE -- Campus Life and Student Engagement
- COMP -- University Compliance
- DSO -- Dean of Students Office
- EHS -- Environmental Health and Safety
- EVMG -- Event Management
D. The established **policy types** for Coastal Carolina University are based on their primary constituents:

- **ACAD** -- Policies directly related to the academic operations of the University
- **FAST** -- Policies directly related to the faculty and staff of the University
- **STUD** -- Policies that primarily affect students
- **UNIV** -- Policies that are Universitywide

E. As a means of ensuring that University policies are clear, accurate and meet the purposes for which they are designed, the appropriate Vice President (or President, in his designated category) will review the policies in his/her respective area every three years, unless otherwise prescribed by law, mandate or necessity. If new policies are required or revisions are necessary, the Vice President of the appropriate Policy Management Area (or President, in his designated area) should initiate those changes through the procedure established in Section V of this policy.

F. **Drafting policies**

1. All policies are required to contain the following information:
   a. Title, clearly defining the topic
   b. Effective date
   c. Policy(ies) superseded, if applicable
   d. Policy summary
   e. Policy statement
   f. Policy type (UNIV, STUD, FAST or ACAD)
   g. Policy management area
   h. Policy administration area

2. Policies may also include supplemental information, such as:
a. Definitions of terms, especially of those terms particular to the policy subject matter
b. Related document(s) and/or form link(s)
c. Procedures for implementation that are necessary for policy understanding
d. Location of procedure manual of information relating to policy implementation
e. Contact information

V. ESTABLISHING/REVISION TO POLICIES

A. Establishing/revising academic policies (ACAD) – All ACAD policies relating directly to the academic operations 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:

1. 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.
2. The proposed policy is submitted to the appropriate Standing Faculty Committee for approval.
3. The committee forwards the policy to the Faculty Senate for approval.
4. The Provost submits the proposed new policy or the revised current policy (with changes highlighted, along with a completed Policy Approval form (Forms Page Login to sign in), to University Compliance with verification that he/she, along with the Faculty Senate, has endorsed the policy.
5. University Compliance reviews the policy for conformity with relevant federal, state and local laws, as well as with other University policies and regulations, and assigns the document a policy number.

a. If there are inconsistencies that need to be addressed, University Compliance will work with the Provost to alter the policy for consistency while still maintaining the intent.

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

1) If the Executive Council has no suggested edits to revisions of, or conflicts with the policy, the Provost signs the policy, whereupon University Counsel takes possession of the policy for his/her final legal review. If University Counsel finds that the policy is in accordance with all pertinent federal, state and local laws, as well as with other University policies and regulations, Counsel will sign the policy as having been legally reviewed and approved and forward the document to the University President for his review and approval. Once all approvals are obtained, the
Provost will notify the Faculty Senate of the policy approval.

2) If, however, the Executive Council has edits, revisions or conflicts with the policy, it will be returned to the Provost for reconsideration, after which steps V.A.1-5 will be repeated.

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

7. In addition, new or revised policies in certain sections of the Faculty Manual must be approved by the University Board of Trustees, including those policies relating to faculty employment, tenure, promotion, and post-tenure review and expectation procedures.

8. The President’s Office will send the approved new or revised policy, as signed by the Provost, University Counsel and the President, to University Compliance for posting to the University Policies website.

B. All ACAD policies related directly to the administrative operations of the University will be managed by the appropriate policy management area. For approval of new or revised policies of this type, the following procedure must be followed:

1. The Chair of the Faculty Senate will be notified of the impending new or revised policy.

2. The appropriate policy management area will consult with the Provost / Executive Vice President for preliminary approval to establish a new policy or to revise a current policy.

3. The policy management area will submit the policy to the Provost for approval.

4. The procedure will then follow steps V.A.4-8 as shown above.

C. Establishing/revising administrative policies – All policies relating to the administration of the University that are not directly related to academic operations of the University, to the Student Code of Conduct, and/or to the Faculty Manual are to be developed or revised at the departmental level under the appropriate Policy Management Area and approved by the Vice President responsible for that area. (See IV.C.) For approval of these new or revised administrative policies, the following process must be followed:

1. The proposed new or revised policy is submitted to the Vice President responsible for the policy’s management area.

2. The Vice President consults 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 Vice President and the department head approve the draft, the proposed new policy or the revised current policy with changes highlighted is submitted to University Compliance with a completed Policy Approval form (Forms Page Login to sign in) indicating the Vice President’s endorsement.

4. University Compliance reviews the policy for conformity with relevant federal, state and local laws, as well as with other University policies and regulations, and assigns the document a policy number.
   a. If there are inconsistencies that need to be addressed, University Compliance will work with the responsible Vice President to alter the policy for consistency while still maintaining the intent.
   b. If there are no inconsistencies, University Compliance will forward the policy to the Executive Council for their review.
      1) If the Executive Council has no suggested edits to, revisions of, or conflicts with the policy, the responsible Vice President signs the policy, whereupon University Counsel takes possession of the policy for his/her final legal review. If Counsel finds that the policy is in accordance with all pertinent federal, state and local laws, as well as with other University policies and regulations, Counsel will sign the policy as having been legally reviewed and approved and forward the document to the University President for his review and approval.
      2) If, however, the Executive Council has edits, revisions or conflicts with the policy, it will be returned to the responsible Vice President for reconsideration, after which steps V.C.2-4 will be repeated.

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

6. The President’s Office sends the approved new or revised policy, as signed by the responsible Vice President, University Counsel and the President, to University Compliance for posting to the University Policies website.

VI. DISSEMINATION OF POLICIES

A. University Compliance disseminates information about new, revised, or eliminated policies and procedures via email monthly.

B. University Compliance is responsible for maintaining the original signed copies of all policies.
VII. EXISTING POLICIES

A. University policies established prior to February 2011 are deemed to be official regardless of the sponsorship of the particular policy and will be revised as needed during the periodic review of policies by the appropriate Vice President.

B. University policies are not retroactive. Please contact University Compliance at compliance@coastal.edu if you need access to a policy that was in effect on a certain date.

VIII. RIGHT TO INTERVENE

A. The following circumstances may be brought before the President’s Council for discussion, interpretation and/or determination as needed:
   1. Conflicting policy interpretations
   2. Emergency policy enactment
   3. Policies found to be in conflict with state, federal or local law, regulation or mandate.