



Policy Title:	Faculty Transcripts
Policy Number:	ACAD-117
Revision Date:	November 2018
Policies Superseded:	114; 115; ACAD- 114
Policy Management Area(s):	Faculty Senate

SUMMARY:

Official transcripts from all institutions of higher education attended where any graduate coursework was completed, regardless of whether a degree was conferred, must be secured in order to ensure that the individual is qualified to teach a specific discipline.

POLICY:

I. POLICY

A. Department Level

Official transcripts from all institutions of higher education attended where any graduate coursework was completed, regardless of whether a degree was conferred, must be secured in order to ensure that the individual is qualified to teach a specific discipline. If no graduate degree is conferred, all other official transcripts, including undergraduate transcripts, must be provided. The official transcript should be requested by individual faculty/candidate and sent to the dean’s office. The dean’s office will make two copies (front, back and envelope) of the official transcript; one copy is for the dean’s office, and one copy is for the department’s files. The dean’s office will send the original transcript to the Office of the Provost. If electronic official transcripts are received, a color copy is required in addition to the email received from the institution.

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

B. Transcripts and/or Documents for Foreign Universities

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

1. Foreign transcripts must follow the policies set forth herein by Coastal Carolina University. All steps must be taken to ensure the

relevant foreign university coursework and/or degree have been earned by the individual being represented.

2. The prospective faculty member, at his/her expense, is responsible for securing a certified translation, if necessary, and an evaluation of the transcript and/or supporting documents, including but not limited to, diplomas, certificates and licensure.