



Policy Title:	Policy on Policies
Policy Number:	UNIV-410
Revision Date:	December 2023
Policies Superseded:	101; PRES-100
Policy Management Area(s):	University Compliance

SUMMARY:

Coastal Carolina University shall be governed by known and consistent policies. The Coastal Carolina University Board of Trustees “shall establish the general policies of the University.” By-Laws, revised August 7, 2020, Article II.

These policies should be clear, fair, and broadly understood. All policies of the University shall be widely available to the University community. This policy establishes the process for creation, revision, review, and publication of all Coastal Carolina University policies.

POLICY:

I. DEFINITIONS

- A. Policy – a statement of guidelines, principals or framework established to provide direction and assistance to the University community in the conduct of University business or activities that directly or substantially affect long-term goals or the operation of multiple units, departments, or divisions. Policies must be approved by the Board of Trustees.
- B. Procedure – documented steps or activities to administer and implement Policy. Procedures are the responsibility of the administration and faculty and may be, but are not required to be, approved by the Board of Trustees.

II. POLICY PROTOCOL

- A. Policies establish standard operations for Coastal Carolina University. Each University policy must meet the following criteria:
 1. Be aligned with the University mission and strategic direction.
 2. Be a governing principle that mandates or constrains actions.
 3. Set a course for the foreseeable future.
 4. Guide compliance and/or reduce institutional risk.

5. Be approved by executive council and signed by the president, and/or be approved by the Board of Trustees as set forth herein.
- B. 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 or revisions of existing policies.
- Additional governing laws, regulations, rules, procedures, and practice applying to students, staff, faculty, and constituents connected to the University may be found in the federal code and regulations, South Carolina Constitution, S.C. Code of Laws, S.C. Code of Regulations, University Catalog, Code of Student Conduct, Faculty Manual, and other published documents within colleges, departments, and auxiliaries of the University.
- C. Policy Type
- The designation of policy type is determined by the primary constituent group(s). The established policy types for Coastal Carolina University are based on their primary constituents:
1. ACAD - Policies directly related to the academic operations of the University.
 2. FAST- Policies directly related to the faculty and staff of the University.
 3. STUD - Policies that primarily affect students.
 4. UNIV - Policies that are Universitywide.
- D. Policy Management Area(s)
- The designation of policy management areas is specified within each policy. These areas are responsible for review and/or proposing revision of policies, as well as ensuring that their policies are not in contradiction with other University policies or procedures.
- E. As a means of ensuring that University policies are clear, accurate, and meet the purposes for which they are designed, the policy management area will review the policies in their respective area every three (3) years, unless otherwise prescribed by law, mandate, or necessity. If new policies are required or revisions are necessary, the policy management area should initiate those changes through the procedure established in Section III of this policy.
- F. Drafting policies
1. All policies are required to contain the following information:
 - a. A title clearly defining the topic.
 - b. Any superseded policies.
 - c. A policy summary.
 - d. The policy type.
 - e. The policy management 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 or a method of approving and publishing procedures.
- d. Location of procedures relating to policy implementation.

III. ESTABLISHING/REVISING POLICIES

A. Board of Trustees Initiated Policies

The Board of Trustees has the ultimate authority to establish, amend or revise the Policies of the University, and with such authority to include the right to propose and approve new or revised policies on its own initiative, without complying with the procedures set forth below.

Notwithstanding, the Board may wish to seek input of Faculty and Administration on Academic or Non-academic Policies by submitting any Board proposed policies to the procedures described below, in which event the policy revision process in Sections III, IV and V shall apply.

B. Academic Policies (ACAD)

Establishing/revising academic policies (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. Policies relating to the academic affairs of the University, but not directly to the academic operations of the University, may be developed without substantive involvement of the University faculty; however, Faculty Senate should be notified of such development and/or revision.

For approval of these new or revised academic policies, the following procedure must be followed:

1. Consultation with the provost/ regarding the creation or revision of the policy.
2. Policy is submitted to the appropriate Faculty Senate committee. From there, the policy will follow standard Faculty Senate procedure. If the policy is administrative in nature, the appropriate committee should be notified.
3. The provost submits the proposed new policy or the revised current policy with changes highlighted, along with a completed policy submission form ([Forms Page Login](#)), to University Compliance with verification that they, along with the Faculty Senate, have endorsed the policy.
4. Policy is submitted for review by University Counsel and approval by the Board of Trustees.

- C. Non-academic Policies (FAST, STUD, UNIV)
- 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 executive council member responsible for that area. For approval of these new or revised administrative policies, the following process must be followed:
5. The proposed new or revised policy is submitted to the executive council member responsible for the policy's management area.
 6. The executive council member 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.
 7. Once the executive council member 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 submission form ([Forms Page Login](#)) indicating the executive council member's endorsement.
 8. Policy is submitted for review by University Counsel, endorsement by the Executive Council and the President, and the approval of the Board of Trustees.

IV. POLICY APPROVAL

- A. University Compliance and University Counsel Review:
1. University Compliance reviews the policy for conformity 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 Board and/or executive council representative 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 and University Counsel for their review.
- B. Endorsement by Executive Council:
1. The executive council shall review all policies. The executive council may review, suggest edits, revisions, or identify potential conflicts in operation and will vote whether or not to endorse the policy as proposed.
 - a. If the executive council has no suggested edits to, revisions of, or conflicts with the policy, they will vote whether to accept the policy as proposed. If the policy passes, it will be sent to University Counsel for legal review and then signed by University Counsel and the President.

- b. If, however, the executive council has edits, revisions, or conflicts with the policy, it will be returned to the executive council representative for reconsideration, after which steps in sections A and B of this policy will be repeated.
 - c. In cases of necessity, the chair of executive council may initiate the policy approval process and vote via email or other electronic means.
- C. Endorsement by the President:
 - 1. The president shall review policies. The president reserves the right to not endorse a policy that is submitted 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.
- D. Approval by the Board of Trustees

All policies require approval of the Board of Trustees. If the Board of Trustees votes to accept a policy, it becomes effective as of the date of the vote. The Board of Trustees shall vote to accept, modify, or reject a Board of Trustees initiated policy. Further the Board of Trustees shall vote on a policy as presented, accept the policy as amended or modified by the Board of Trustees, or reject the policy. If the Board of Trustees rejects the policy, the policy may be sent back to the Executive Council representative responsible for the policy for additional action.

In addition, to University policies, 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.

V. POLICY MANAGEMENT

- A. University Compliance disseminates information about new, revised, or deleted policies and procedures via University email to University-issued email addresses.
- B. University Compliance is responsible for maintaining the original signed copies of all policies.
- C. 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 executive council representative.
- D. University policies are not retroactive.

E. Please contact University Compliance at compliance@coastal.edu for policy related assistance.