

CS 3.4.5 - Academic Policies

The institution publishes academic policies that adhere to principles of good educational practice. These are disseminated to students, faculty, and other interested parties through publications that accurately represent the programs and services of the institution.

Compliance Finding: In Compliance

Narrative:

The University of South Carolina Beaufort's (USC Beaufort) Mission Statement [i] and Statement of Institutional Goals [ii] provide the basis for the creation of specific academic policies. Several mechanisms exist to ensure that USC Beaufort's academic policies adhere to the principles of good educational practice as set forth in the mission statement and institutional goals. Several bodies within USC Beaufort work together to formulate sound academic policies. For example, the Faculty Senate approves policies and procedures concerning curriculum and the Academic Affairs Council develops and confirms academic policies.

These policies appear in several USC Beaufort publications. The major documents outlining the University's policies, procedures, and information include the USC Beaufort Bulletin [iii], the USC Beaufort Student Handbook [iv], the Faculty Manual [v], and the USC Beaufort Academic Advisor Handbook [vi]. Each publication is updated every spring to ensure that they continue to adhere to principles of good educational practice and are accurate.

The Bulletin contains all academic policies currently in force and is reviewed by the Academic Council and the Executive Vice Chancellor for Academic Affairs. The Bulletin is updated annually and published at the beginning of each academic year in electronic form on the USC Beaufort website. When requested, the Bulletin is provided in printed form. Information on admission, registration, financial aid, and tuition and fees is disseminated to students, parents, faculty, and other interested parties through publications and electronic means that accurately represent the programs and services of the institution.

In addition to the Bulletin, students may access schedules, degree requirements, academic regulations, and admission and registration procedures through the USC Beaufort website. The student registers using the USC Visual Information Processing (VIP) system, a website that supports all USC campuses. Through VIP, students may register, add/drop classes, pay bills, and access their class schedules and grades. The USC Beaufort home page has a link to Academics [vii] that contains information on departments, academic programs, and faculty contact information.

The Student Handbook, a critical source of information to the students, faculty and staff regarding policies and procedures governing student conduct, is available in both print and online versions. The Handbook describes policies and systems such as the judicial system (including the Student Code of Conduct, drug and alcohol violations, etc.), and academic policies.

The Faculty Manual includes a variety of academic policies and procedures in both the administrative portions of the Manual and in the Faculty By-Laws [viii]. In addition the manual describes the standing Faculty Senate committees with responsibilities for academic policies and

procedures.

USC Beaufort academic brochures and recruiting materials are produced by the Advancement Office. Brochures for specific academic programs are produced in cooperation with the program director and/or department chair, who reviews and approves the final version prior to printing. All statements regarding academic programs in materials published by the USC Beaufort are reviewed by the Executive Vice Chancellor for Academic Affairs prior to publication.

Specifically, in the past year at USC Beaufort, each academic degree program brochure underwent a review process [ix] led by the Vice Chancellor for University Advancement, to ensure consistency between the marketing brochures and the latest USC Beaufort Bulletin. The changes suggested by Academic Affairs were implemented by January 14, 2008. USC Beaufort's suite of academic program brochures is being substantially revised in the 2008 calendar year; an example [x] is provided below.

Supporting Documentation

- [i USC Beaufort Mission](#)
- [ii Statement of Institutional Goals](#)
- [iii USC Beaufort Bulletin](#)
- [iv USC Beaufort Student Handbook](#)
- [v USC Beaufort Faculty Manual](#)
- [vi USC Beaufort Academic Advisor Handbook](#)
- [vii USC Beaufort Academics Homepage](#)
- [viii USC Beaufort Faculty Manual -- Faculty By-Laws](#)
- [ix Academic Brochure Review Process](#)
- [x USC Beaufort Business Program Brochure 2008](#)