

# ACADEMIC POLICIES



## Contact information:

- Edward M. Singleton Building, Room 108
- [www.coastal.edu/registrar](http://www.coastal.edu/registrar)
- [registrar@coastal.edu](mailto:registrar@coastal.edu)
- (843) 349-2019 voice
- (843) 349-2909 fax



## Our Mission:

- Maintain the integrity of academic records
- Coordinate registration and grading activities
- Produce transcripts
- Publish class offerings
- Publish University Catalog



# The University Catalog:

- Is a student and parent's primary resource
- Is available online and in print
- Contains all academic programs
- Contains all academic regulations
- Contains important calendar dates



## Semester Academic Honors:

- Dean's List

When a student earns a 3.5 semester GPA or greater on a minimum of 12 Graded Hours (3.25 or greater for Freshman)

- President's List

When a student earns a 4.0 semester GPA on a minimum of 12 Graded Hours



# Probation and Suspension

<b>Cum CCU Grade Hours</b>	<b>Satisfactory Academic Progress</b>	<b>Cum CCU GPA Resulting in Probation</b>	<b>Cum CCU GPA Resulting in Suspension</b>
0-15	2.0 – 4.0	1.30 – 1.99	Below 1.30
16-29	2.0 – 4.0	1.40 – 1.99	Below 1.40
30-44	2.0 – 4.0	1.50 – 1.99	Below 1.50
45-59	2.0 – 4.0	1.50 – 1.99	Below 1.50
60-74	2.0 – 4.0	1.60 – 1.99	Below 1.60
75-89	2.0 – 4.0	1.70 – 1.99	Below 1.70
90-104	2.0 – 4.0	1.80 - 1.99	Below 1.80
105+	2.0 – 4.0	1.90 – 1.99	Below 1.90

Please see the complete policy online



## The Essence of the Policy:

- A 2.0 Cumulative GPA is required to graduate
- The policy is structured to keep students on track to graduate

Any Cumulative GPA below 2.0 is considered  
unsatisfactory academic performance



# First-Time Freshman and Transfers:

- Will not be suspended during their first major semester of enrollment
- Instead, placed on Probation if their GPA < 1.5
- Then, while on Probation:

Must earn a 2.0 semester GPA to avoid suspension



## Obtaining Grades:

- First-time Freshmen will have midterm grades mailed to their permanent home address
- All other grades and academic standings are available in WebAdvisor



# WebAdvisor Grades/GPA by Term

Term			
1	Fall Semester 2006		
Total Earned Credits			
1	6.00	Total Grade Points	
		24.00	Term GPA
			4.000
Course/Section and Title			
Grade			
Credits			
1	EDIT*704 E1 Technology in Curricula	A	3.00
2	EDIT*770 E1 Fld Exper in Educ Technology	A	3.00



## WebAdvisor Academic Standings

Type	Academic Standing	Date	Term
TERM Academic Term Level	PL President's List	12/12/03	03/FA Fall Semester 2003
TERM Academic Term Level	DL Dean's List	05/09/03	03/SP Spring Semester 2003
TERM Academic Term Level	PL President's List	12/13/02	02/FA Fall Semester 2002
TERM Academic Term Level	PL President's List	05/10/02	02/SP Spring Semester 2002
TERM Academic Term Level	PL President's List	12/14/01	01/FA Fall Semester 2001
TERM Academic Term Level	PL President's List	05/04/01	01/SP Spring Semester 2001
TERM Academic Term Level	DL Dean's List	12/08/00	00/FA Fall Semester 2000

NOTE: There will be nothing posted on this screen if the student is within a normal, good academic standing range



## Enrollment Verification Certificates:

- Self-service printouts are available online via our vendor, the National Student Clearinghouse
- Students access the Clearinghouse through their WebAdvisor Account



# Office of the Registrar

**National Student Clearinghouse**  
13454 Sunrise Valley Drive, Suite 300  
Herndon, Virginia 20171  
PH (703) 742-4200 FX (703) 742-4239  
[www.studentclearinghouse.org](http://www.studentclearinghouse.org)

**IMPORTANT:** If you are forwarding this certificate to a 3<sup>rd</sup>-party, we advise that you print your policy, account or other identifying information on each page.

Policy/Acct. Holder Name

Policy/Account/Group or Other ID #

## Current Enrollment Verification Certificate

Transaction ID#: 005619782

Date/Time Notified: 07/10/2006 14:09 EST

The National Student Clearinghouse as Authorized Certifying Agent for

**COASTAL CAROLINA UNIVERSITY**

verifies the enrollment below for

**DANIEL M LAWLESS**

Date Certified by School	Enrolled Half Time	Term Start	Term End
05/05/2006 -----	-END OF RECORD-	01/11/2006 -----	05/05/2006 -----



## FERPA:

- Federal law protecting the privacy of student records
- In K-12, both students and parents had access to the student's record
- After enrollment in a post secondary institution, access rights transfer exclusively to the student
- Parents no longer have direct access



## Exceptions:

- Student grants written authorization to allow parent access
- Parent documents that student is a dependent under U.S. Tax Code

Must document after each tax year



## If Granted Access:

- Information cannot be provided over phone, fax, or via email – only by U.S. Mail
- Must send a written request each time you want a copy of end-of-term grades

NOTE: Both of these paper-based methods are cumbersome

*The best method is to keep an open line of communication with your student and have the student share the information with you*



# Bill Payment Access:

- Students can grant access to payment information online
- The authorized person will receive:
  - A separate WebAdvisor account
  - A unique passcode that can be used to authenticate identity in telephone conversations with the Office of Student Accounts

Please note: The passcode cannot be used to discuss academic information



## Reminder:

- **Course schedules are cancelled for non-payment**
- Cancelled class seats go back into a general pool
- Anyone can register for those available seats
- You might not get the same schedule when you reregister



## A Final Thought:

- Please encourage students to keep their local address information up to date – it's important
- Students update their local address information online in WebAdvisor
- Other information changes can be updated in the Registrar's Office

