

10.1

Academic Policies

The institution publishes, implements, and disseminates academic policies that adhere to principles of good educational practice and that accurately represent the programs and services of the institution.

Judgment

Compliant Non-Compliant Not Applicable

Narrative

Publication

The University of South Carolina Columbia and the regional Palmetto College campuses widely publishes academic policies that adhere to principles of good educational practice. These are disseminated to students, faculty, and other interested parties through a variety of publications, both electronically and in print, that accurately represent the programs and services of the University's colleges and schools. All of these publications are available online and each document is periodically reviewed by faculty and the administration as appropriate. Academic Policies are published in both the Columbia and regional Palmetto College campuses faculty manuals ([Columbia](#) | [Palmetto College](#)), the online [Policies and Procedures Manual](#), and the academic bulletins.

University of South Carolina Columbia

[Undergraduate Studies Bulletin | Policies and Regulations](#)

[Graduate Studies Bulletin | Policies and Regulations](#)

[College of Pharmacy Bulletin](#)

[School of Law Bulletin](#)

[School of Medicine Bulletin \(Columbia\)](#)

[School of Medicine Bulletin \(Greenville\)](#)

Regional Palmetto College Campuses

[Lancaster Bulletin](#)

[Salkehatchie Bulletin](#)

[Sumter Bulletin](#)

[Union Bulletin](#)

Academic policies are also publicized via the [Office of the University Registrar](#), the [Division of Student Affairs](#), and the [Office of the Provost](#), including the [University Advising Center](#). On the Regional campuses, some campuses maintain an additional handbook for its students containing policies and procedures ([Lancaster](#), [Salkehatchie](#), [Sumter](#)).

The [Office of Student Conduct and Academic Integrity](#) empowers students to be responsible citizens and to uphold the core values of the academic community. In particular, the Code of Conduct articulated in [STAF 6.26 Student Code of Conduct](#) outlines students' responsibilities to themselves and the Carolina Community. The Honor Code policy [STAF 6.25 Academic Responsibility - The Honor Code](#) describes the university's expectations for students' academic integrity. Both documents reflect the values and aspirations of the [Carolinian Creed](#).

Policy Development, Approval, and Revision

At the University level, all policies are governed by [UNIV 1.00 Policy on Policies: Development and Oversight of University Policies](#). University policies and procedures are listed on the University of South Carolina [Policies and Procedures Manual website](#). The policies are divided by administrative unit and address issues for one, several or all campuses, depending on the subject. Updating the sections of the University of South Carolina [Policies and Procedures Manual](#) is the responsibility of the administrative division head; each unit and campus has a [Responsible Officer](#) and a [Policy Liaison](#). The University of South Carolina [policy approval process](#) begins within the respective unit. Draft new policies, draft revisions to existing policies, and policies recommended for repeal are posted to the [University Policies website](#) for comment by University faculty and staff. Policies are also reviewed in detail by the President's Executive Council and the Council of Academic Deans when appropriate. All university policies are forwarded to the President for final approval.

The general faculty must approve any changes to the respective Faculty Manual; changes to the various Academic Bulletins are reviewed by the respective faculty governance entity of each campus. The [University of South Carolina Columbia Faculty Manual](#) governs the responsibilities and authority of the faculty, and is reviewed and approved by the [Faculty Advisory Committee](#). All revisions to the [Faculty Manual](#) are reviewed by the [Faculty Senate](#) and approved by the General Faculty. On the regional Palmetto College campuses, revisions to the [regional Palmetto College campus Faculty Manual](#) are reviewed and

approved by the [Regional Campuses Faculty Senate](#). After the appropriate governing body Faculty has voted, the *Faculty Manual* revisions are forwarded to the provost and then presented to the president who, if he agrees with the recommended changes, forwards them to the Board of Trustees. If the president is not in agreement with the recommended revisions to the *Faculty Manual*, the president engages in discussions with the faculty to obtain a resolution. The Board of Trustees must approve all revisions to any *Faculty Manual*. All Faculty Manuals are maintained as electronic documents ([Columbia | Palmetto College](#)) and via the [University Policies and Procedures website](#).

[ACAF 2.00 Creation and Revision of Academic Programs](#) states, "The faculty of the University has legislative authority over matters pertaining to the curriculum on the campus where they serve." On the Columbia campus, all academic policies relating to the curriculum are reviewed and approved by the [Faculty Senate](#) (for undergraduate course and curriculum proposals) or the [Graduate Council](#) (for graduate course and curriculum proposals). Both bodies also have [standing and ad hoc committees](#) that meet regularly to review program or course curricular changes or proposals as well as broader academic policy issues in preparation for discussion and approval by the full Senate or Council. Minutes of these meetings are published online ([Faculty Senate](#), [Graduate Council](#)) and readily available for faculty review across campus. At the program level, the Office of the Provost oversees the [approval process for academic programs](#) and ensures that all ongoing academic program development is in compliance with South Carolina Commission of Higher Education (SC CHE) and SACSCOC regulations and in alignment with University strategic goals and priorities. A representative committee of [Academic Program Liaisons](#) works in collaboration with the Office of the Provost to review and implement these policies and procedures. All policies, meeting minutes, forms and other related documents are easily accessible on the [Academic Programs website](#).

In addition to issues of institutional governance described in the Faculty Manuals, individual colleges, schools and departments on any campus may create and publish academic policies for their own units (e.g. [College of Arts and Sciences](#) or [College of Education](#)). Academic units also have the option to create their own by-laws, which govern academic decision-making in those units (e.g. [College of Education](#)).

Distance Education and Off-Campus Sites

The University of South Carolina Columbia and regional Palmetto College campuses offer dual enrollment and approved academic programs and courses online. All academic policies for distance education, face-to-face instruction, and dual enrollment are the same. In summary, the University of South Carolina Columbia and regional Palmetto College campuses publishes, implements, and disseminates academic policies that adhere to principles of good educational practice and that accurately represent the programs and services of the institution. Additionally, as the evidence and narratives provided herein, the University is in compliance with this standard as well as with SACSCOC Policies: *Distance and Cooperative Education, Dual Enrollment, Institutional Obligations for Public Disclosure* and *Substantive Change for SACSCOC Accredited Institutions*.

Regional Palmetto College Campuses

The four regional campuses of the University of South Carolina Columbia (Lancaster, Salkehatchie, Sumter, and Union) fall under the authority of the Columbia campus and reside in a central administrative unit known as Palmetto College, headed by a Chancellor and Associate Provost. These campuses are referred to as regional Palmetto College campuses. The campuses exist as part of the University of South Carolina system as denoted in Board of Trustees Bylaws. The administrative unit also houses the academic unit Palmetto College Columbia, which offers courses on the Columbia campus and in the metropolitan Columbia area as well as AA/AS programs and courses at Fort Jackson. This unit also provides instruction, guidance and support for the delivery of the university's undergraduate online degree completion programs.

As noted in the [University of South Carolina system Mission Statement](#), "The primary mission of the University of South Carolina system is the education of the state's diverse citizens through teaching, research, creative activity, and community engagement." The regional Palmetto College campuses of the University play a vital role in the fulfillment of this mission. Accredited with the University of South Carolina Columbia by the Southern Association of Colleges and Schools Commission on Colleges, the regional Palmetto College campuses in Lancaster, Salkehatchie, Sumter, and Union principally provide the first two years of undergraduate education, focusing on general education, as well as, at Lancaster, selected associate degree programs mainly for their locales. More specifically, the regional Palmetto College campuses Mission Statements [state that "Through classroom and laboratory instruction delivered in a variety of face-to-face and distance learning formats and modalities, the institution awards the Associate in Arts and Associate in Science degrees..."](#) The campuses also serve as providers of coursework leading to baccalaureate degrees offered by the comprehensive universities (Aiken, Beaufort, and Upstate) and the University of South Carolina Columbia. These associate degrees and ensuing academic policies associated with supporting the degrees and courses are described in the respective bulletins of [Lancaster](#), [Salkehatchie](#), [Sumter](#), and [Union](#).

Palmetto College faculty and key academic administrators participate in the forging of these policies, with membership on the following University committees: Academic Program Liaison Committee, Assessment Advisory Committee, Associate/Assistant Deans' Council, Council of Academic Deans, Courses and Curriculum Committee, Policy Advisory Committee, Provost Advisory Committee on Women's Issues Advisory committee, Provost's Palmetto college Campuses Academic Issues Advisory Committee, and the Diversity and Inclusion Advisory Committee. The descriptions for most of these committees can be found at the following link: [Palmetto College Faculty representation on Columbia Campus Faculty Committees](#)

All AA and AS programs are reviewed by the faculty of the respective campuses (see narrative in each campus' section below) as well as by the Palmetto College Campuses Faculty Senate and the Palmetto College Chancellor's Office, who in turn, tasks the Palmetto College Associate Provost (who also reports to the Provost) with securing approval of any desired changes from the Office of the Provost, who, in turn, works with the Columbia Faculty Senate for necessary/desired approvals. Proposed changes to these programs may be for submitted by campus faculty but must be approved by the faculties of all campuses and Palmetto College Columbia; included as sample documentation is excerpts from a 2015 Palmetto College Faculty Senate Meeting (complete repository of minutes can be found [here](#)).

The primary vehicle for providing information about academic programs and policies are each campus' Academic Bulletin - Academic Regulations section. These sections will be covered in each campus narrative below as well as a description of how faculty address policy issues. Finally, all campuses follow guidelines from the [SC CHE Dual Enrollment Policy](#) as well as SACSCOC in regard to dual enrollment students.

On the regional Palmetto College campuses, academic policies relating to the curriculum are reviewed and approved by the [Regional Palmetto College campus Faculty Senate](#) and forwarded to the Columbia campus faculty governance bodies when appropriate. [Minutes](#) of regional Palmetto College campus Faculty Senate meetings are available online and readily available for faculty review across the campuses. The regional Palmetto College campuses also have [representation](#) on University committees, including but not limited to: Academic Program Liaison Committee; Assessment Advisory Committee; Associate/Assistant Deans' Council; Council of Academic Deans; Courses and Curriculum Committee; and the Policy Advisory Committee.

Lancaster

Lancaster publishes academic policies adhering to principles of good educational practice in a variety of formats depending on the constituencies. The major document outlining academic policies, procedures, and information is the [Lancaster Academic Bulletin](#), which is accessible to students, faculty, and other interested parties on the university's web site. Students are introduced to these policies at orientation sessions for new students, and all students, regardless of whether they attend orientation, receive an email with a link to the [Lancaster Student Handbook](#) and other campus information and policies. All student life pages link to this document, and new students are directed to these policies particularly through academic advising and UNIV 101 courses. Students and faculty are supported in exemplary conduct in the classroom and in our community by adherence to the [Carolinian Creed](#). In addition to students receiving this information in new student orientations, faculty are encouraged to include this information in course syllabi.

Academic policies are developed on the local campus by the Lancaster Faculty Organization, which maintains policy documents online at the [Faculty Organization](#) webpage as well as at a separate page, [Resources for Faculty](#). The [Faculty Organization Bylaws](#) publishes procedures for appropriate development, approval, and review of policy. An example of minutes related to policy discussion may be found at the following links: [Faculty Organization Minutes Excerpt, February 2018](#), [Faculty Organization Minutes Excerpt, February 2019](#), [Faculty Organization Minute Excerpt, September 2019](#) (see [November 2018](#) for full minutes): Revision to Hardship Withdrawal Policy presented and voted. Lancaster faculty also are elected to faculty governance positions in the University of South Carolina system as representatives to the [Palmetto College Campuses Faculty Senate](#) and the [Columbia Faculty Senate](#). The [Palmetto College Campuses Faculty Manual](#) publishes academic policies that govern Lancaster students, faculty, staff, and administration on the system level. The [Academic Policies](#) of the University also govern Lancaster students, faculty, staff, and administration.

Salkehatchie

Salkehatchie publishes academic policies adhering to principles of good educational practice in a variety of formats depending on the constituencies. The major document outlining academic policies, procedures, and information is the [Salkehatchie Bulletin](#), which is accessible to students, faculty, and other interested parties on the university's website. Students are introduced to these policies at orientation sessions for new students. Students are also directed to these policies through academic advising and UNIV 101 classes (taken by many, but not all, students). Current plans are to use e-mail and the institutional texting platform to send ALL students links to the [Salkehatchie Student Handbook](#) and other campus information and policies at least once per year. Moreover, all such documents are easily and clearly accessible through the "Current Students" section of the "MyUSCSalkehatchie" area of the website. Students and faculty are supported in exemplary conduct in the classroom and in our communities by adherence to the [Carolinian Creed](#), which is among the first items in the [Salkehatchie Student Handbook](#), is prominently featured on the [website](#), and is covered in new student orientation. Faculty are encouraged to include this information on course syllabi.

Academic policies are developed on the local campus by the Salkehatchie Faculty Organization. See [Salkehatchie Faculty Organization By-Laws](#) (complete). The [Salkehatchie Faculty Organization By-Laws](#) (excerpted) establishes the faculty's purview to develop procedures for appropriate development, approval, and review of policy. Examples of minutes related to policy discussion may be found at the following link: [Salkehatchie Faculty Organization Minutes, February 2019](#). Salkehatchie faculty also are elected to faculty governance positions in the University of South Carolina system as representatives to the [Palmetto College Campuses Faculty Senate](#) and the [Columbia Faculty Senate](#). The [Palmetto College Campuses Faculty Manual](#) publishes academic policies that govern Salkehatchie students, faculty, staff, and administration on the system level. The [Academic Policies](#) of the University also govern Salkehatchie students, faculty, staff, and administration.

Sumter

Sumter publishes academic policies adhering to principles of good educational practice in a variety of formats depending on the constituencies. The major document outlining academic policies, procedures, and information is the [Sumter Bulletin](#) which is accessible to students, faculty, and other interested parties on the university's web site. Students are introduced to these policies at orientation sessions for new students, and all students, regardless of whether they attend orientation, are directed to the [Sumter Student Handbook](#) and other campus information and policies. All student life pages link to this document, and new students are directed to these policies particularly through academic advising and UNIV 101 courses. Students and faculty are supported in exemplary conduct in the classroom and in our community by adherence to the [Carolinian Creed](#). In addition to students receiving this information in new student orientations, faculty are encouraged to include this information in course syllabi.

Academic policies are developed on the local campus by the Sumter Faculty Organization. The [Sumter Faculty Organization Bylaws](#) (excerpted) establishes the Academic Planning Committee ([Sumter Faculty Organization Planning Committee Charter](#)) to develop procedures for appropriate development, approval, and review of policy. Examples of minutes related to policy discussion may be found at the following link: [Sumter Faculty Organization Minutes \(extraction\)](#). Sumter faculty also are elected to faculty governance positions in the University of South Carolina system as representatives to the [Palmetto College Campuses Faculty Senate](#) and the [Columbia Faculty Senate](#). The [Palmetto College Campuses Faculty Manual](#) publishes academic policies that govern Sumter students, faculty, staff, and administration on the system level. The [Academic Policies](#) of the university also govern Sumter students, faculty, staff, and administration.

Union

Union publishes academic policies adhering to principles of good educational practice in a variety of formats depending on the constituencies. The major document outlining academic policies, procedures, and information is the [Union Bulletin](#) which is accessible to students, faculty, and other interested parties on the university's web site. Students are introduced to these policies at orientation sessions for new students. For new students who cannot attend an in-person orientation session, they are directed to the online [Orientation Checklist](#), with one of those steps linking them directly to the Bulletin homepage for them to review this information, as well as more specifically to the pertinent Student Life pages of the Bulletin. New students are also directed to these policies via academic advising and in UNIV 101 courses. Students and faculty are supported in exemplary conduct in the classroom and in our community by adherence to the [Carolinian Creed](#). In addition to students receiving this information in new student orientations, faculty are encouraged to include this information in course syllabi.

Academic policies are developed on the local campus by the Union Faculty Organization, which maintains policy documents online at the [Faculty and Staff](#) webpage. The [Union Faculty Handbook](#) establishes faculty purview concerning the academic programs offered (Academic Affairs Committee, p.5). Examples of minutes related to policy discussion may be found at the following links: [Union Faculty Organization Minutes, February 2016](#) (highlighted); [Union Faculty Organization Minutes, April 2018](#) (two highlights). Union faculty also are elected to faculty governance positions in the University of South Carolina system as representatives to the [Palmetto College Campuses Faculty Senate](#) and the [Columbia Faculty Senate](#). The [Palmetto College Campuses Faculty Manual](#) publishes academic policies that govern Union students, faculty, staff, and administration on the system level. The [Academic Policies](#) of the university also govern Union students, faculty, staff, and administration.

Sources

-  [ACAF 2.00 Creation and Revision of Academic Programs](#)
-  [Board of Trustees Bylaws](#)
-  [Carolinian Creed](#)
-  [College of Arts and Sciences Academic Policies](#)
-  [College of Education Academic Policies](#)
-  [College of Pharmacy 19-20 Bulletin](#)
-  [Columbia Faculty Senate](#)
-  [Commission on Higher Education](#)
-  [Faculty Resources](#)
-  [Faculty_Manual_Columbia](#)
-  [Faculty_Manual_Palmetto_College](#)
-  [Lancaster Bulletin](#)
-  [Lancaster Faculty Organization](#)
-  [Lancaster Handbook 19-20](#)
-  [Law Bulletin 19-20](#)

-  [Palm College Faculty Senate](#)
-  [Policy Approval Process Flowchart](#)
-  [STAF 6.25 Academic Responsibility - The Honor Code](#)
-  [STAF 6.26 Student Code of Conduct](#)
-  [Salkehatchie Bulletin](#)
-  [Salkehatchie Handbook 19-20](#)
-  [School of Medicine Bulletin 19-20](#)
-  [Sumter Bulletin](#)
-  [UNIV 1.00 Policy on Policies Development and Oversight of University Policies](#)
-  [Undergraduate Bulletin 19-20](#)
-  [Union Bulletin](#)
-  [University Policies](#)