



FR 4.3 | Publication of Policies

The institution makes available to students and the public current academic calendars, grading policies, and refund policies.

Compliance Finding: IN COMPLIANCE

Narrative:

Distribution of Academic Calendars, Grading Policies, and Refund Policies

The University of South Carolina Beaufort (USCB) widely distributes current academic calendars, grading policies, and refund policies to faculty, students, and the general public in electronic format and hardcopy upon request. Academic calendars, grading policies, and refund policies are the same regardless of delivery method.

Academic Calendars

Academic calendar information (e.g. registration dates and deadlines, term start and end dates, add/drop dates, dates grades are due) are made available to faculty, students, and the public online on the [USCB Registrar webpage](#).

Grading Policies

Grading policies are detailed for faculty in the [Academic Affairs Resource Guide](#) (pp. 26-28). As mandated in the [Academic Affairs Resource Guide syllabus guidelines](#) (pp. 30-32), grading evaluation procedures are made available to students through inclusion in each [course syllabus](#). The Office of the Executive Vice Chancellor for Academic Affairs reviews all course syllabi prior to the start of each term, ensuring that grading evaluation procedures are included. For a change of grade, the instructor is required to complete a [Change of Grade form](#) and obtain department chair approval. Grading policies are available for students and the public in the [University Bulletin](#) (pp. 179-182), which is available online on the [USCB Registrar webpage](#).

Refund Policies

Refund policies (including the [appeal process](#)) are available to faculty, students, and the public online in the [University Bulletin](#) (pp. 191, 197-201) and the [USCB Bursar webpage](#).

Availability to Students in Distance Education

Students enrolled in distance education courses can access the academic calendars, grading policies, and refund policies online or by hardcopy upon request. USCB does not offer correspondence courses. Dual credit students attend classes on campus.

Supporting Documents

1. [USCB Registrar webpage—Academic Calendars](#)
2. [Academic Affairs Resource Guide—Grading Policies](#)
3. [Academic Affairs Resource Guide—Syllabus Guidelines](#)
4. [CSCI 416 Spring 2013 Course Syllabus](#)
5. [Change of Grade form](#)
6. [University Bulletin--Grading Policies](#)
7. [USCB Registrar webpage—Bulletins](#)
8. [Tuition Refund Appeal](#)
9. [University Bulletin—Refund Policies](#)
10. [USCB Bursar webpage—Refund Policies](#)