

**MEDICAL UNIVERSITY OF SOUTH CAROLINA
OFFICE OF ACADEMIC AFFAIRS AND PROVOST
POLICY MEMORANDUM**

		MEMORANDUM ID:	AA-2015-1-Academic Standards
TITLE:	Academic Standards		
ORIGINATOR:	Mark S. Sothmann, PhD	DATE:	11/4/15
REVIEWED/APPROVED:	DATE: 11/3/15	SIGNATURES:	
DEANS' COUNCIL			
PRESIDENT'S COUNCIL			
IMPLEMENTATION:		DATE:	
DISTRIBUTION:			

I. RATIONALE:

MUSC's academic standards apply both to faculty and students. Academic standards for students are outlined in the Bulletin, the university's document of authority for students. The following Academic Standards policy clarifies the university's expectations for educators who conduct courses that yield academic credit at the university.

II. POLICY:

In keeping with established university practices, educators are expected to adhere to professional ethics and academic responsibilities, including the following:

1. Educators must have appropriate expertise and qualifications to deliver the content.
2. Educators must make clear the objectives of the course, standards of achievement, how learning is assessed, and how grades are assigned.
3. Educators have the responsibility to teach the course in a manner that is consistent with the course description and credits published in the catalogue.
4. Educators must meet classes as scheduled and, when circumstances prevent this, arrange equivalent alternate instruction.
5. Educators must assess students' acquisition of learning outcomes to assign a course grade (including grades of pass/fail).
6. Course grade assignment must follow the university grading system listed in the Bulletin (http://academicdepartments.musc.edu/esl/bulletin/acad_policies/grading.html).
7. The program must maintain congruence between the curricular information provided on the website (and other published materials) with the curriculum actually delivered.

III. GUIDELINES:

Deans should ensure that all Academic Program Directors in their college are aware of this policy. Academic Program Directors or their designee should ensure that these standards are being adhered to by instructors/course directors in their degree programs. Concerns about full compliance with this standard should first be brought to the attention of the Academic Program Director. If the concern remains unresolved, it should be brought to the attention of the Dean of the college and if needed, to the attention of the Provost.

IV. DISTRIBUTION:

The Academic Standards policy will be available from the Office of the Vice President for Academic Affairs and Provost. It will be distributed digitally via the website for the Office of the Vice President for Academic Affairs and Provost:

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<http://academicdepartments.musc.edu/provost/policies.htm>

The Vice President for Academic Affairs and Provost will be responsible for monitoring and maintaining the policy. The policy will be reviewed for revision as needed.

V. ACCESS:

This memorandum is a public document with no restrictions for access or distribution.