

EHHP Policy regarding communication with CAEP, SC DOE, SC CHE, and US DOE

Given the important relationships that the College of Charleston School of Education, Health, and Human Performance has with various government and accrediting agencies, it is critical that as an academic entity, we intentionally coordinate our communications with these types of organizations.

Therefore, faculty, staff or students should not represent EHHP in contacting the SC Department of Education (SCDOE), SC Commission on Higher Education (CHE), US Department of Education (USDOE), the Council for the Accreditation of Educator Preparation (CAEP), or any other relevant agencies, without written approval from both the department chair or unit director, and the Operations Manager for EHHP (as the Dean's designee). Furthermore, students enrolled within the School of Education, Health, and Human Performance should not contact any of these agencies without written permission from the Director of the Office of Student Services & Credentialing. An exception would be those students who have applied for teacher licensure through the SC DOE Web site. At that point, students are required to manage their own licensure application through communication with SC DOE.

Should a faculty member contact any of the agencies listed above without explicit permission, a letter of reprimand will be placed in the individual's personnel file, and this action will be noted in the annual evaluation by the department chair or director. If a student inappropriately contacts the SC DOE without permission from the Office of Student Services and Credentialing, a letter of reprimand will be placed in the individual student file.