

The University Committee on Continuing Education  
Report to the Faculty Senate

Katharine W. Hodgin, Chairman

The Continuing Education Committee has met four times this academic year. Primary items considered or action taken at the meetings included:

1. Adoption of revisions to the "Administrative Disciplinary Procedures for Students Enrolled in the Division of Continuing Education."
2. Adoption of a statement relative to jurisdictional authority related to the above disciplinary code.
3. Adoption of a statement pertaining to the role of the Continuing Education Committee.
4. Reports from Continuing Education staff members about various aspects of the Continuing Education program.

Two years ago the Continuing Education Committee assisted the Division of Continuing Education in developing and adopting "Administrative Disciplinary Procedures for Students Enrolled in the Division of Continuing Education." These Procedures basically provide for a process whereby continuing education students are subject to disciplinary hearings by their peers in Continuing Education rather than to the campus student judiciary. The past two years have shown that the basic code has been very workable but did need some revisions. These revisions were adopted by the Continuing Education Committee after some study. (A copy of the Procedures is attached.)

The question of jurisdictional authority is related to students who are enrolled in ECU Continuing Education programs on campuses of other institutions such as community colleges or technical institutes. In the event students commit an offense that could be considered by either or both administrations (Continuing Education and the local institution), a statement of clarification concerning jurisdictional authority was adopted by the Continuing Education Committee.

A study and evaluation of the role of the Continuing Education Committee was made by the Committee. Following is the statement which was adopted as a description of the Committee's role:

The Committee acts as a liaison between the Division of Continuing Education and the Faculty Senate, thus representing the views of the entire faculty.

The Committee serves as a sounding board for ideas and projects under consideration by the Division of Continuing Education; it offers advice and assistance to the Division when such advice is needed.



Policies relating to faculty participation in extension work are periodically studied and recommended.

The Committee serves as a final appeal board in cases of disciplinary action involving a student enrolled in the Division of Continuing Education.

Brief consideration was given during the year to the current policies relating to faculty participation in Continuing Education programs. The Committee decided there was no need at this time to make any revision in the policies which were adopted last year.



Adopted February 24, 1971

ADMINISTRATIVE DISCIPLINARY PROCEDURES FOR STUDENTS ENROLLED IN  
THE DIVISION OF CONTINUING EDUCATION

Students enrolled at East Carolina University are expected to uphold at all times standards of integrity and behavior that will reflect credit upon themselves, their families, their associates, and East Carolina University. Students are expected to behave with propriety and to respect the rights and privileges of others. They are expected to abide by the laws of the city, state, and nation, and by the rules and regulations of East Carolina University. Failure to do so may result in their being separated from the University.

The following procedures will be followed in cases involving misconduct by students enrolled in the Division of Continuing Education:

1. Students charged with activities resulting in disruption of academic procedures may, at the discretion of the appropriate program director, be immediately suspended from one or all classes for a period not to exceed two weeks.
2. The person making the charge will submit a written report to the director of the program.
3. The program director will discuss the case with the student who is charged.
  - a. If the student states that he is guilty of the offense with which he is charged, the director has the right to suspend the student for not more than two terms. If cheating is involved, the student will receive a failing grade on the course in which the cheating occurred. The University will not refund any portion of the tuition for the course, nor make any refund if he is suspended from all other courses in which he is enrolled. The program director will inform the student and the Dean of Continuing Education in writing of the charges against the student and the action taken.



- b. If the student states that he is not guilty of the offense with which he is charged, he will be given a hearing by the Judicial Review Board within two weeks after his hearing before the program director. If he fails to appear before the Board, then the Board will proceed to take appropriate disciplinary action which will become final.

4. The Judicial Review Board.

- a. A Judicial Review Board will be established for each type of continuing education program.
- b. Each Judicial Review Board will have three members. They will be as follows:

- (1) Instructor - full-time or part-time (appointed by the Dean of Continuing Education)

- (2) Two students (appointed by program director)

Appointments will be made for an entire academic year in September. If it becomes necessary to appoint replacements or alternates (either permanent or temporary) during the academic year, then the appointments will be made by the Dean and the program director. Each Judicial Review Board will select its own chairman.

- c. Each Judicial Review Board will hear all cases referred to the Board. Within seven days after a hearing the Board will submit a written report of the case and its decision to the Dean of Continuing Education.
- d. Students will be permitted to have counsel and to call witnesses.
- e. If a student is found guilty of the offense with which he is charged, the penalty will be according to the following scale:



- (1) First conviction: The maximum penalty for the first conviction will be suspension for not more than one calendar year.
  - (2) Second conviction: The maximum penalty for the second conviction will be permanent dismissal from East Carolina University.
  - (3) In cases involving cheating, the minimum penalty will be the issuance of an "F" in the course involved.
5. In all cases regarding suspension or expulsion, the Judicial Review Board will recommend the penalty to the Dean of Continuing Education. The Dean has the power to modify or reverse any decision of the Board but only with the concurrence of a majority of the Continuing Education Committee of the University.
  6. The student has the privilege of appealing the decision of the Judicial Review Board to the Dean of Continuing Education. In this case final disposition will be determined by the Continuing Education Committee of the University.
  7. Students enrolled in Continuing Education programs which are housed in facilities not administered by East Carolina University will be subject to all regulations concerning personal conduct which apply to regularly enrolled students at the host institution. Infractions of such rules shall be reported to the East Carolina University program director. The program director and the appropriate administrator at the host institution shall decide jointly as to which institution has jurisdiction in each particular case.