

ADMISSIONS AND RECRUITMENT COMMITTEE REPORT

Listed below is an editorially revised copy of the earlier adopted Nonmatriculated Student Policy (March 19, 1991, #91-18). Please note that the item noted in bold print is what the Committee is recommending as a revision to the policy.

UNIVERSITY COLLEGE

Students may be permitted to enroll on a space-available basis and assigned to the University College, which is housed in Brewster A-113, if they qualify under one of the following five categories:

1. An auditor is a person who wishes to attend university classes without earning college credit. (See AUDITORS, below.)
2. A nontraditional student is a person whose class graduated from high school three or more years ago and who is admitted provisionally according to the Nontraditional Student Policy. (See NONTRADITIONAL STUDENT POLICY, below.)
3. A special undergraduate student is a person with previous college experience who is eligible to return to the previous institution and attests that he or she meets requirements for admission as a matriculated student but has not supplied all documentation for that status. This student may enroll for one semester in a maximum of two courses. As soon as the student provides the appropriate documentation, the student may be admitted to degree-seeking status.
4. A nondegree-undergraduate student is a person who has completed high school three or more years ago and who wishes to take courses for credit but who is not a degree-seeking student. Individuals who desire to participate in this program, should contact the undergraduate admissions office for further information.
5. A visiting student is a person who is enrolled as a matriculated student at another college or university. (See VISITORS, below.)

NONTRADITIONAL STUDENT POLICY

Students may be permitted to enroll in the University under a performance-based admission policy provided their high school class graduated three or more years prior to the expected date of entry and they meet one of the following stipulations:

1. have had no previous college experience, or
2. have had previous college experience and are eligible to return to the previous institution but do not meet all stated university admission requirements, or
3. have had previous college experience, are not eligible to return to the previous institution, and have not been matriculated at the collegiate level for at least three years prior to the expected date of entry.

In order to continue enrollment as degree-seeking students, nontraditional Students must satisfy all conditions of their provisional admission or complete a minimum of **24** s.h. of degree-creditable work at ECU with a minimum cumulative GPA of 2.2 on all courses attempted at ECU. In all cases, nontraditional students must also remove any high school deficiencies as prescribed by the University of North Carolina and East Carolina University.

Only 28 s.h. of course work completed as a nontraditional student may apply toward a degree program. Students enrolling under this policy must comply with all university policies regarding the payment of tuition and fees and must comply with NC state law concerning health and immunization records.

Nontraditional students are assigned for advisement to the University College. Upon completion of admission stipulations, they are reassigned to the General College or to the school/department of their intended major.

SUMMER SESSION 1994

FIRST TERM

(Actual class days: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for registration, 1 day for Final Exams)

March 15, Tuesday	Last day to apply for admission to Graduate School for first term
May 13, Friday	Schedules cancelled for all who have not paid fees by 4:00 p.m.
May 16, Monday	Registration and schedule changes
May 17, Tuesday	Classes begin; late registration; schedule changes
May 18, Wednesday	Last day for late registration and schedule changes for first term
May 30, Monday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
June 10, Friday	Last day to submit thesis to the Graduate School for first term
June 14, Tuesday	Last day for graduate students to drop courses without grades
June 20, Monday	Classes end
June 21, Tuesday	Final Examinations

Second Term

(Actual class days: 4 Mondays, 5 Tuesdays, 5 Wednesdays, 6 Thursdays, 5 Fridays, 1 day for Registration, 1 day for Final Exams)

May 1, Sunday	Last day to apply for admission to Graduate School for first term
June 21, Tuesday	Schedules cancelled for all who have not paid fees by 4:00 p.m.
June 22, Wednesday	Registration and schedule changes
June 23, Thursday	Classes begin; late registration; schedule changes
June 24, Friday	Last day for late registration and schedule changes for second term
July 4, Monday	State Holiday (no classes)
July 7, Thursday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
July 18, Monday	Last day to submit thesis to the Graduate School for second term
July 22, Friday	Last day for graduate students to drop courses without grades
July 28, Thursday	Classes end
July 29, Friday	Final Examinations

(Actual class days: 13 Mondays, 14 Tuesdays, 15 Wednesdays, 14 Thursdays, 14 Fridays and 14 Saturdays. Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 14 Saturdays)

June 1, Wednesday	Last day for persons holding a bachelor's degree to apply for admission to Graduate School for the fall semester
August 5, Friday	Last day to pay or secure fall semester fees without penalty
August 22, Monday	Faculty meetings; schedules cancelled for all who have not paid fees by 4:00 p.m.
August 23, Tuesday	Registration and schedule changes
August 24, Wednesday	Classes begin; late registration; schedule changes
August 25, Thursday	Last day for late registration and schedule change
September 5, Monday	Labor Day holiday (no classes)
October 4, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
October 20-25 Thursday through Tuesday	Fall break (tentative)
October 26, Wednesday	Labor Day makeup day (Classes which would have met on Monday, September 5, will meet on this day so there will effectively be the same number of Mondays and Wednesdays as every other weekday during this semester.
November 14, Monday	Early Registration for spring semester 1995 begins.
November 18, Friday	Last day to remove incompletes given during spring and/or summer session 1994.
November 23-November 27 Wednesday through Sunday	Thanksgiving break
November 28, Monday	8:00 a.m. - Classes resume, and last day for graduate students to drop courses without grades.
November 29, Tuesday	Last day to submit thesis to the Graduate School for Fall graduation.
December 9, Friday	Classes end
December 10, Saturday	Commencement
December 12, Monday	Regular Exams begin
December 17, Saturday	6:30 p.m. Exams for fall semester close

EXAMINATION SCHEDULE

FALL SEMESTER 1994

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour courses will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate courses meeting at night will be held at 7:00 - 9:00 p.m. on the first night of their usual meeting during the examination period (December 12-December 17). Graduate courses meeting at night will hold their examination during their regular class times the first class night during the examination period. Courses meeting on Saturday morning will have the final examination on Saturday, December 7, at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examination at the time scheduled of the hour during which the class begins (e.g., a 9:30-11:00 a.m. TTH class will meet the examination schedule of the 9:00 a.m. TTH class; an 8:00-10:00 a.m. MWF class will meet the examination schedule of the 8:00 a.m. MWF class)

Common examinations will be held according to the following schedule:

Physics 1251, 1261, Mathematics 1065	4:30 - 6:30 Monday	December 12
French 1002, Spanish 1002, 1003, German 1002	4:30 - 6:30 Tuesday	December 13
Economics 1000, 2113, 2133	4:30 - 6:30 Wednesday	December 14
Chemistry 1121, 1151, 1161, 2621	4:30 - 6:30 Thursday	December 15
Chemistry 0150, 1120, 1150, 1160, 2620	4:30 - 6:30 Friday	December 16
French 1001, 1003, Spanish 1001, German 1001	4:30 - 6:30 Saturday	December 17

Times classes regularly meets

Time and day of examination

8:00 MWF	8:00 - 10:00	Monday	December 12
8:00 TTh	8:00 - 10:00	Tuesday	December 13
9:00 MWF	8:00 - 10:00	Wednesday	December 14
9:00 TTh	8:00 - 10:00	Thursday	December 15
10:00 MWF	8:00 - 10:00	Friday	December 16
10:00 TTh	8:00 - 10:00	Saturday	December 17
11:00 MWF	11:00 - 1:00	Monday	December 12
11:00 TTh	11:00 - 1:00	Tuesday	December 13
12:00 MWF	11:00 - 1:00	Wednesday	December 14
12:00 TTh	11:00 - 1:00	Thursday	December 15
1:00 MWF	11:00 - 1:00	Friday	December 16
1:00 TTh	11:00 - 1:00	Saturday	December 17
2:00 MWF	2:00 - 4:00	Monday	December 12
2:00 TTh	2:00 - 4:00	Tuesday	December 13
3:00 & 4:00 MWF	2:00 - 4:00	Wednesday	December 14
3:00 & 4:00 TTh	2:00 - 4:00	Thursday	December 15

SPRING SEMESTER 1995

(Actual class days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 14 Saturdays)

October 15, Saturday	Last day for persons holding a bachelor's degree to apply for admission to Graduate School for the spring semester 1995
December 16, Friday	Last day for continuing students to pay or secure spring semester fees without penalty
January 4, Wednesday	Class schedules cancelled for all who have not paid fees by 4:00 p.m.
January 5, Thursday	Registration; schedule changes
January 6, Friday	Classes begin: late registration and schedule changes
January 10, Tuesday	Last day for late registration and schedule changes
January 16, Monday	State holiday (no classes)
January 17, Tuesday	Last day to apply for graduation in May
February 17, Friday	Last day to drop a regular semester-length course or withdraw from school (undergraduate students). Block course may be dropped only during the first 40% of their regularly scheduled class meetings.
March 5-12	Spring break
Sunday through Sunday	
March 13, Monday	8:00 a.m. - Classes resume
March 27, Monday	Early registration for fall semester and summer session 1995 begins
April 13, Thursday	Last day to remove incomplete given during fall semester 1994
April 14, Friday	State holiday (no classes)
April 24, Monday	Classes end
April 25, Tuesday	Reading day
April 26, Wednesday	Exams begin
May 3, Wednesday	6:30 p.m. - Exams for spring semester close
May 6, Saturday	Commencement

EXAMINATION SCHEDULE
SPRING SEMESTER 1995

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour courses will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate courses meeting at night will be held at 7:00-9:00 p.m. on the first night of their usual meeting during the examination period (April 26-May 3). Graduate courses meeting at night will hold their examination during their regular class times the first class night during the examination period. Courses meeting on Saturday morning will have the final examination on Saturday, April 29, at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examination at the time scheduled of the hour during which the class begins (e.g., a 9:30-11:00 a.m. TTH class will meet the examination schedule of the 9:00 a.m. TTH class; an 8:00-10:00 a.m. MWF class will meet the examination schedule of the 8:00 a.m. MWF class)

Common examinations will be held according to the following schedule:
(4:30 - 6:30)

French 1002, Spanish 1002, 1003, German 1002.....Wednesday April 26

Economics 1000, 2113, 2133..... Thursday April 27

Chemistry 1121, 1151, 1161, 2621..... Friday April 28

Chemistry 0150, 1120, 1150, 1160, 2620 Monday May 1

French 1001, 1003, Spanish 1001, German 1001.....Tuesday May 2

Physics 1251, 1261, Mathematics 1065..... Wednesday May 3

Times classes regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:00 Monday May 1
8:00 TTh	8:00 - 10:00 Wednesday May 3
9:00 MWF	8:00 - 10:00 Wednesday April 26
9:00 TTh	8:00 - 10:00 Thursday April 27
10:00 MWF	8:00 - 10:00 Friday April 28
10:00 TTh	8:00 - 10:00 Tuesday May 2
11:00 MWF	11:00 - 1:00 Monday May 1
11:00 TTh	11:00 - 1:00 Wednesday May 3
12:00 MWF	11:00 - 1:00 Wednesday April 26
12:00 TTh	11:00 - 1:00 Thursday April 27
1:00 MWF	11:00 - 1:00 Friday April 28
1:00 TTh	11:00 - 1:00 Tuesday May 2
2:00 MWF	2:00 - 4:00 Monday May 1
2:00 TTh	2:00 - 4:00 Wednesday May 3
3:00 MWF	2:00 - 4:00 Wednesday April 26
3:00 TTh	2:00 - 4:00 Thursday April 27.
4:00 MWF	2:00 - 4:00 Friday April 28
4:00 TTh	2:00 - 4:00 Tuesday May 2

FACULTY AFFAIRS COMMITTEE REPORT

PROCEDURES FOR RESOLVING FACULTY GRIEVANCES

As described in Appendix D, Section VII, of the Faculty Manual, the Faculty Affairs Committee, serving as the Faculty Grievance Committee, shall consider grievances directly related to a faculty member's employment status and institutional relationships within East Carolina University. No grievance that grows out of or involves matters related to a formal proceeding for the discharge, or termination of a faculty member's employment, or that is within the jurisdiction of another standing faculty committee, may be initiated by the committee.

The procedures for presenting a grievance to the Faculty Grievance Committee are specified in Appendix D, Section VII of the Faculty Manual. The faculty member should make every reasonable effort to resolve the grievance prior to submitting the petition to the Faculty Grievance Committee. To accomplish this, these steps should be followed:

- STEP 1. The faculty member (grievant) shall make every reasonable effort to resolve the grievance in an informal manner with other parties involved in the grievance (respondents).
- STEP 2. If this effort does not lead to a satisfactory solution, the grievant shall then discuss the formal grievance with the administrative official given immediate oversight over the grievant and respondent(s).¹ This administrative official shall meet with the grievant and respondent(s) within ten working days after the request is received. The administrative official, the grievant, and respondent(s) shall discuss informally the grievance and make every effort to resolve the grievance to the satisfaction of the involved parties. Within ten working days after the conference, the administrative official shall advise the grievant and respondent(s) of his/her decision and /or what corrective action will be taken.
- STEP 3. If Completion of STEP 2. does not resolve the grievance to the satisfaction of the grievant, the grievant shall appeal to the next higher administrative official. The grievant shall notify this administrative official of the desire to discuss the grievance within ten working days after the conclusion of STEP 2. This administrative official will respond to the request for an appointment and discuss informally the grievance with the grievant within ten working days after receipt of such request. This administrative official shall invite the respondent(s) to participate in the conference if he/she deems it appropriate or if it is requested by the grievant. The administrative official shall make every effort to resolve the grievance to the satisfaction of the involved parties. The administrative official shall notify the grievant of his/her decision and/or corrective action within ten working days subsequent to the conference.

¹ In the event the appropriate vice chancellor is involved in STEP 2., STEP 3. will not be necessary.

STEP 4. If the grievance is not resolved to the satisfaction of the grievant in the preceding steps, the grievance shall be taken to the appropriate vice chancellor. Within ten working days after the completion of the preceding step, the grievant shall notify the vice chancellor of the desire to discuss the grievance. The vice chancellor shall invite those persons he/she deems appropriate to participate in the conference or those requested by the grievant. The vice chancellor shall make every effort to resolve the grievance to the satisfaction of the involved parties. The decision and/or corrective action of the vice chancellor shall be made and the grievant notified within ten working days after the conference.

STEP 5. If completion of the previous steps does not resolve the grievance to the satisfaction of the grievant, the grievant may then petition, in writing, the Faculty Affairs Committee, functioning as the Faculty Grievance Committee, in accordance with Section VII.D. of Appendix D of the Faculty Manual, and the following procedures. The petition shall set forth in detail the nature of the grievance and against whom it is directed. It shall contain any information that the petitioner considers pertinent to the case. The Faculty Grievance Committee shall carefully evaluate the petition to determine whether the contentions presented, if established, would support the petitioner's allegations that a grievance has occurred. If the committee decides that the case merits investigation, it shall proceed in accordance with Appendix D, Section VII of the Faculty Manual.

FULL AGENDAS WITH ATTACHMENTS ARE DISTRIBUTED TO ADMINISTRATORS, DEANS, CHAIRS, DIRECTORS, SENATORS, CHAIRS OF ACADEMIC COMMITTEES, AND AVAILABLE ELECTRONICALLY THROUGH "FSONLINE".

EAST CAROLINA UNIVERSITY
FACULTY SENATE EXECUTIVE AGENDA

The eighth regular meeting of the Faculty Senate for academic year 1991/92 will be held on Tuesday, April 14, 1992, at 2:10 p.m. in the Mendenhall Student Center Great Room. This will be the last regularly scheduled meeting for those Senators whose terms expire in 1992.

- I. Call to Order
- II. Approval of Minutes of March 3, March 17, and March 31, 1992.
- III. Special Order of the Day
 - A. Roll Call
 - B. Announcements
 - C. Richard Eakin, Chancellor
 - D. Vice Chancellors' Reports
 - E. Ernie Schwarz, Chair
University Athletic Committee and Academic Review Subcommittee
 - F. Pat Bizzaro, Chair
Writing Across the Curriculum Committee (Attachment 1 will be distributed to all Senators.)
 - G. James LeRoy Smith, Director of Self Study for Southern Association of Colleges and Schools
- IV. Unfinished Business
 - Final Review and Adoption of the Proposed Revisions to Appendix D and Appendix L. (Attachment 2, the amended documents will be distributed to all Senators.)
- V. Report of Committees
 - A. Committee on Committees, Doug McMillan
Election of Members to the newly approved Grievance Board (Appendix X, Section II.E., page X-6). (A slate of nominees will be forwarded to all Senators prior to the meeting.)
 - B. Admissions and Recruitment Committee, James Holloway
Revision to the Nonmatriculated Student Policy (Attachment 3).
 - C. Calendar Committee, Jim Tracy
Proposed Summer 1994, Fall 1994, and Spring 1995 Calendars (Attachment 4).
 - D. Curriculum Committee, Bill Grossnickle
Curriculum matters contained in the March 26, 1992, meeting.
 - 1. Revise Social Sciences General Education requirements from 13 to 12 s.h. effective Fall 1992 if the change is in the new catalog; otherwise change to be effective Fall 1993.
 - 2. Add new Jazz Music certificate, thereby revising BM and BA in Music.
 - 3. Passed Writing Across the Curriculum, thereby changing all degrees.
 - 4. Revise BS Accounting.
 - 5. Revise BS LSS.
 - 6. Revise BA, BSP in POLS and minors in POLS and Comparative Government and International Relations.
 - E. Faculty Affairs Committee, Henry Ferrell
Revised Procedures for Resolving Faculty Grievances (Attachment 5).



PLEASE POST FOR ALL FACULTY TO READ!

MEMORANDUM

TO: Full Faculty Senate Agenda Recipients
FROM: John Moskop, Chair of the Faculty *JCM*
DATE: April 8, 1992
SUBJECT: April 14, 1992, Faculty Senate Meeting

Faculty Senate
140 Rawl Annex

919-757-6537
FSLEE@ECUVM1

The Committee on Committees met on April 6, 1992, and decided not to present a slate of nominees for the newly approved Grievance Board at the April 14, 1992, Faculty Senate meeting. In order to be consistent with other Appellate Committee procedures and to allow more time for nominations from the faculty, the Committee on Committees has distributed a memorandum (dated April 7, 1992) to all faculty requesting nominations of persons willing to serve on this Appellate Committee. Therefore, there will not be a report from the Committee on Committees at the April 14, 1992, Faculty Senate meeting.

Ken Wilson, Chair of the Educational Policies and Planning Committee, will offer the following information as new business at the April 14, 1992, Faculty Senate meeting.

**PROPOSED MISSION STATEMENT FOR USE IN THE UNC-GA'S
LONG-RANGE PLANNING, 1992-97 DOCUMENT**

East Carolina University is a public institution committed to rich and distinctive undergraduate and graduate education, exemplary teaching, research and scholarship, public service, and human and intellectual diversity. The University is one of the sixteen constituent institutions of the University of North Carolina. It offers degrees at the baccalaureate, master's, specialist, and doctorate levels. Programs of study include the arts and sciences and a wide range of professional fields, including the first-professional program in medicine. **The fundamental educational goal of the University is to provide students with a substantive general education and to enable students and other constituents to secure specialized and multidisciplinary knowledge. The primary research mission is to advance knowledge, to encourage traditional and nontraditional creative activity, to solve significant human problems, and to provide the best possible basis for professional practice. The service mission is to provide leadership in the pursuit of education, research, and cultural goals..** The University values the contributions of each member of the academic community, encourages the full development of human potential, and is dedicated to scholarly integrity and responsible stewardship of the public trust.