



Attachment 5.

(of 10-13-92 mtg.)

MEMORANDUM

Office of the
Vice Chancellor for
Academic Affairs
106 Spilman

919-757-6241

TO: Members of the East Carolina University Faculty Senate

FROM: The Ad Hoc Committee on Academic Regulations

Thomas Evans, James Holloway, Jo Ann Jones, Robert Joyner,
Susan McDaniel, Richard Miller, Gilbert Moore, Dorothy Muller,
Eugene Owens, John Richards, Marion Sykes, Jack Thornton, and
Dave Watkins (Chair)

DATE: September 16, 1992

In May 1991, the chair of the Faculty Senate, James Joyce, and the vice chancellor for academic affairs, Marlene Springer, named a special committee to review the undergraduate academic regulations (Section 5) presented in the undergraduate catalog and to make recommendations for change where appropriate. This committee submits its recommendations in the attached report. The recommendations include suggestions for editorial revision and substantive changes in current regulations. The committee is recommending that the Faculty Senate consider the report in its entirety and that the initial reading of the report be at the October Faculty Senate meeting.

During the course of its deliberations, which began in September 1991, the ad hoc committee made an effort to inform senate committees charged with oversight of various portions of Section 5 as to the progress of the review and sought their input where appropriate. Additionally, university administrators with oversight responsibility for portions of Section 5 were consulted as committee deliberations took place.

After the committee completed its revisions of Section 5, the revisions were shared with the Educational Policies and Planning Committee and the Credits Committee. These two committees were singled out because the two major recommendations addressed in the report -- course scheduling (dropping and adding) and student eligibility standards -- are important issues to these committees. The ad hoc committee felt that review of the two sections by these committees prior to taking the report to the Faculty Senate could expedite consideration by the senate. The responses to these reviews are included as attachments 1 and 2. These two sections of the report were also shared with the chancellor, the vice chancellor for academic affairs, and the Council of Deans. These reviews resulted in support for the recommendations.

The committee has considered a timetable for implementation of the revisions should the senate move forward expeditiously with approval of the recommendations. Below is the implementation plan.

- The changes would become effective fall 1993.

Returning students would have the following timetable in effect:

- If a student enters the 1993 fall semester on probation and does not meet the academic retention standard, the student will be given a grace semester (1994 spring semester) to meet the required grade point average. The student will remain on probation until the end of the spring semester at which time the he or she will either meet the retention grade point average and become a student in good academic standing or be suspended if the retention standard is not met.

Committee members will be available to answer questions and provide supporting data and other rationale as the senate debates the content of the report.

If you have any questions about this cover memorandum or any of the attached material, please call Dave Watkins, committee chair.

cc: Richard R. Eakin
Marlene Springer

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EDUCATIONAL POLICIES AND PLANNING COMMITTEE

ATTACHMENT 1

Minutes of July 23, 1992

Members Present: Ken Wilson, James LeRoy Smith, John Moskop, Steve Tacker, Manolita Buck, Bill Grossnickle, Tom Chenier, Jim Holloway, and Margaret Stangohr

Members Absent: Marlene Springer, Connie Kledaras, Nancy Hobbs, Margie Gallagher, and Carmine Scavo

Guests Present: Robert Thompson, William Fendley, Dave Watkins, Dorothy Muller, Gil Moore

VICE CHANCELLOR
ACADEMIC AFFAIRS

JUL 29 1992

RECEIVED

The Educational Policies and Planning Committee met on July 23, 1992. Robert Thompson, Chair of the Search Committee, presented Dr. William R. Fendley, the fourth candidate for the position of Director of Planning and Institutional Research to the Educational Policies and Planning Committee. Committee members were asked to forward their evaluations once completed to the Search Committee.

The Committee then met with three members of the Ad Hoc Committee on Academic Regulations to discuss the proposed revisions to the academic regulations of the Undergraduate Catalog. The Ad Hoc Committee had asked to meet with the Committee to discuss the proposed revisions and to gain support before presenting the full report to the Faculty Senate in October, 1992.

Dave Watkins gave a brief history of the Ad Hoc Committee. It was appointed by the Vice Chancellor for Academic Affairs and the Chair of the Faculty in 1991 with a charge to review and propose revisions to the academic regulations. The Ad Hoc Committee has already received support from the Vice Chancellor for Academic Affairs and the Council of Deans on their proposed revisions.

Gil Moore first directed the Committee to page 3, line 19, Dropping and Adding Courses of the proposed revisions. He discussed the rationale behind the proposed revisions and answered various questions of the committee members. Several committee members offered suggestions in reference to the time frame being proposed and discussion followed.

Dorothy Muller then directed the Committee to page 11, line 18, Scholastic Eligibility Standards of the proposed revisions. She thoroughly elaborated on the rationale behind the proposed revisions stating examples where the current regulations failed to achieve its goals.

* Following discussion, James LeRoy Smith moved that the Educational Policies and Planning Committee endorse the two proposed revisions under Dropping and Adding Courses and Scholastic Eligibility Standards. He also commended the Ad Hoc Committee on their hard work. The motion passed without a negative vote.

The meeting adjourned at 12:45.

Sincerely,

Lori Lee

Lori Lee
Acting Secretary

NOTE: Please refer to the Ad Hoc Committee's report attached to each committee member's meeting notice of July 13, 1992, for further information. Thank you.

Committee: Credits Committee

Date: August 28, 1992

Time: 3:00 - 4:45

Location: Rawl Annex, #142

Presiding Chair: Bob Woodside

Secretary: Sylvene Spickerman

Actions of the Meeting:

Representatives G. Moore, D. Muller, M. Sykes, D. Watkins, and T. Powell from the Ad Hoc Committee on Academic Regulations met with the Credits Committee and discussed the document they have prepared titled "Academic Regulations: Section 5". In particular, the Ad Hoc Committee on Academic Regulations wanted the Credits Committee to review the section on "Dropping and Adding Courses" (page 3, lines 19-45).

* { Following a lengthy discussion on "Dropping and Adding Courses", the motion was made to support the idea of "Dropping and Adding Courses" (page 3, lines 19-45) of the proposed revisions to Section 5, Academic Regulations of the Undergraduate Catalog with some reservations. The motion passed.

Next Meeting: Friday, October 2, 1992, at 3:00 in Rawl Annex, #142

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DRAFT

ACADEMIC REGULATIONS: Section 5

DRAFT

THE CATALOG AND THE STUDENT PROGRAM

4 The catalog of East Carolina University, issued early in the summer of each
5 even-numbered year, is intended to give the description of the work of the university and such a
6 digest of its regulations as is needed by students. The catalog supplement published each
7 odd-numbered year is available upon request. Although the courses announced and the
8 regulations given are fairly continuous from year to year, neither of them is may be valid after
9 the issuance of a new catalog or supplement.

10 Ordinarily a student may expect to be allowed to ~~secure~~ earn a diploma or a degree in
11 accordance with the requirements of the curriculum described in the catalog in force when he or
12 she first entered the university or in any subsequent catalog published while he or she is a
13 student, but the faculty of the university reserves the right to make changes in curricula and in
14 regulations at any time when in its judgment such changes are for the best interest of the
15 students and of the university. If a student elects to meet the requirements of a catalog other
16 than the one in force at the time of his or her original entrance, he or she must meet all
17 requirements of the selected catalog. A student who changes degree program or major will be
18 expected to meet all of the requirements of the new program of the catalog in force at the time of
19 the change, except for students who do not declare a major upon entrance and who may meet
20 the requirements of the catalog in force at the time of their entrance to East Carolina University.
21 During the period that the student is registered in the General College, the university rule that a
22 student adopt the catalog that is current whenever he or she changes program does not apply.

23 The catalog that was current at the time the student entered the General College will
24 apply when he or she leaves the General College and declares a major unless the student elects
25 a later catalog or changes his or her program after initial transfer from the General College, or
26 accreditation requirements for the university have been changed. No student will be permitted to
27 graduate under a catalog issued more than five years prior to the date of his or her graduation.

28 ~~Academic a~~Advisers will offer ~~make every attempt to give effective~~ guidance to students
29 in academic matters and ~~to~~ refer students to those qualified to help them in other matters, ~~but~~
30 **The final responsibility for meeting all academic requirements for a selected program**
31 **rests, however, with the student.**

OFFICIAL ANNOUNCEMENTS

33 The university maintains approximately 100 official bulletin boards at key locations on
34 campus. Through consecutively numbered official announcements, academic departments and
35 other divisions of the university communicate essential and timely information to students; it is
36 the responsibility of the student to read and know the contents of those announcements which
37 affect his or her program.

38

COURSES OF STUDY

Students should refer to the requirements of their respective schools or departments for information about their programs of study and confer with their advisers whenever problems arise. The student is expected to follow the program outlined as closely as possible, particularly in the first two years when satisfying basic degree requirements and prerequisites for advanced standing.

REGISTRATION

To be officially admitted, a student must apply, be accepted, and receive a letter of acceptance. The student then reports to the office of the school or department to which he or she has been assigned. A faculty adviser will supply further information. To register, a student must complete an on-line registration schedule, have it approved by the adviser, and have it entered into the computer. To complete the process and be officially registered and entered on the class roll, a student must pay fees to the cashier's office. No person will be admitted to any class unless officially registered either for audit or for credit.

Students are expected to complete registration (including the payment of all required fees) on the dates prescribed in the university calendar.

Students who register during the early registration period are required to pay their fees and secure their official schedules during the stipulated period prior to registration day. Students who fail to pay fees by this date will have their schedules cancelled.

EARLY REGISTRATION

Early registration is a time designated each semester for currently enrolled or re-admitted students to meet with their advisers to review their records and plan their courses for the upcoming semester. The student will complete an on-line registration schedule, have it approved by the adviser, and have it entered into the computer. (New freshmen and transfers entering fall and spring semesters may not register earlier than the appropriate orientation session.)

SCHEDULE CHANGES

~~Dropping and Adding Courses: During the designated days at the beginning of a term, a student may drop or add a course or courses to his or her schedule with the approval of the adviser. The student secures the signature of the adviser on the schedule change form and takes it to the appropriate terminal operator for keying in.~~

~~Dropping Courses: During the first 40% of the regularly scheduled class meetings of a course, including the meeting for the final examination, a student may, at his or her option, drop a course or courses without penalty. For regular semester-length courses, the drop period is limited to the first thirty class days of the semester. For five-week block courses or regular summer term courses, the drop period is limited to the first ten days of the class for the semester or summer term. The same 40% drop period rule applies to block courses of other lengths as~~

Academic Regulations Rewrite

1 well. ~~Students are advised to consult official university bulletin boards to determine the~~
2 ~~appropriate drop period for such block courses. A student who wishes to drop a course or~~
3 ~~courses must observe the following procedure. He or she must discuss the course or courses~~
4 ~~which he or she wishes~~
5 ~~to drop with his or her adviser, obtain a schedule change form, complete it, obtain the signature~~
6 ~~of the adviser with whom he or she conferred, and take it to the appropriate terminal for final~~
7 ~~processing.~~

8 ~~After the first 40% of the regularly scheduled class meetings of a course, as defined~~
9 ~~above and as specified by the Office of the Registrar, a student may drop a course or courses~~
10 ~~only with the permission of the dean of undergraduate studies or the director of the Division of~~
11 ~~Continuing Education, as appropriate. Permission to drop a course or courses will be given only~~
12 ~~when unforeseeable and uncontrollable circumstances prevail. If denied permission to drop, the~~
13 ~~student may appeal the decision to the Course Drop Appeals Committee. If permitted to drop,~~
14 ~~the student must deliver the required forms to the Office of the Registrar within three class days.~~
15 ~~In no case, however, may a student drop a course after the last regularly scheduled class~~
16 ~~meeting prior to the final examination. No course is officially dropped until the required~~
17 ~~procedure is completed.~~

18
19 Dropping and Adding of Courses: During the first week of classes of the fall and spring
20 semesters (seven calendar days starting the first official day of classes), a student may drop or
21 add a course or courses to his or her schedule following consultation with his or her adviser. The
22 student secures the signature of the adviser on the schedule change form and takes it to the
23 appropriate terminal operator to input the changes. On the day following the five-day schedule
24 change period (seven calendar days starting the first official day of classes), a student may make
25 final additions to his or her schedule, but no courses may be dropped on this day unless to
26 accommodate the addition of a course or courses. The total hours for which a student is
27 registered after the transaction(s) must meet or exceed the total hours for which he or she is
28 registered prior to the transaction(s) on the add day. Students enrolled in a block course(s) may
29 drop the block course(s) prior to the day of the third class meeting without penalty. Any requests
30 to drop a block course after this time will be evaluated under the conditions of the late drop
31 policy as discussed below. During the summer the schedule change period is limited to the first
32 two days of each term. On the day following the two-day schedule change period, a student may
33 make final additions to his or her schedule in accordance with the policies outlined above for the
34 regular semesters.

35
36 Dropping Courses: After the close of the registration period, a student may drop a
37 course or courses only with the permission of the dean of undergraduate studies or the director
38 of the Division of Continuing Education, as appropriate. Permission to drop a course or courses
39 will be given only when unforeseeable and uncontrollable circumstances prevail. Requests for
40 late drops based upon medical or counseling reasons will be considered only upon the
41 recommendation of the director of the Student Health Center or the director of the Counseling
42 Center, as appropriate. If denied permission to drop, the student may appeal the decision to the
43 Course Drop Appeals Committee. If permitted to drop, the student must deliver the required
44 forms to the Office of the Registrar within three class days. A student may not drop a course
45 after the last regularly scheduled class meeting prior to the final examination. NO COURSE IS
46 OFFICIALLY DROPPED UNTIL THE REQUIRED PROCEDURE IS COMPLETED.

47

SELECTION OF COURSES

An undergraduate student is not permitted to select courses more than one classification level above the student's own classification. There are occasions, however, on which exceptions to this regulation may be deemed desirable and necessary by the student's adviser and/or dean. Under these circumstances, a student will be allowed to register for courses two or more numbers either above or below the student's classification if the registration or schedule change form contains the initials of the adviser and/or dean written on the line with the course that is involved in the regulation.

~~Senior Graduate (5000-5999) courses are taught at the graduate level primarily for graduate students; graduate students and senior majors will be admitted, and selected junior majors and selected seniors from other areas may be admitted with the written consent of the chairperson of the department or dean of the school in which the course is offered. A unit may include 5000-level courses for undergraduate degree requirements. The course requirements for undergraduate students will be different from those of graduate students.~~

Five thousand (5000-5999) level courses are graduate courses. Undergraduate students may be admitted with the written permission of the chairperson of the department or the dean of the school in which the course is offered.

Only students who have been admitted to pursue graduate work on a degree or nondegree basis will be permitted to enroll in courses numbered 6000 or above. A senior within 6 s.h. of graduation who has been admitted to a graduate degree program may take a 6000-level course while completing undergraduate degree requirements but only for graduate credit.

Prerequisites are stated as integral parts of various programs, entrance requirements for degree programs, and sequential progression into subject matter. Students are not allowed to enroll in courses for which they have not met the prerequisites.

Elective courses in any curriculum may be taken from any field and are decided upon with the approval of the adviser.

The vice chancellor for academic affairs has authority on all established curricular matters.

COURSE LOAD

A student may take 18 s.h. of credit per semester without restrictions. With the approval of the major adviser and the departmental chairperson or dean, a student who has earned an average of B in all work may take 19 or 20 s.h. per semester. The approval for extra-hour load must be signed on the registration form by the chairperson or dean concerned.

A student desiring to enroll for more than 20 s.h. must secure, in addition to the above signatures, approval from the dean of undergraduate studies.

Academic Regulations Rewrite

1 A student may take 7 s.h. each summer term without restrictions; with the written approval
2 of the dean of undergraduate studies, a student who has earned an average of B in all work may
3 take extra hours.

4 A student with a minimum GPA of 2.0 and in the last semester or summer term before
5 graduation may take extra hours with the approval of the departmental chairperson or dean and,
6 when necessary as outlined above, the dean of
7 undergraduate studies.

8 ~~While there may be exceptions to this guideline, It is suggested that~~ students who work
9 more than 20 hours per week ~~should not~~ carry no more than 9 s.h. of course work; ~~and that~~
10 students who work 15-20 hours per week ~~should not~~ carry no more than 12 s.h. of course work.

AUDITING COURSES

12 See Section 3, Admission: AUDITORS.

REPETITION OF COURSE WORK

14 A student will not be permitted to repeat a course for which he or she has earned a grade
15 of C or better without written approval from his or her unit administrator and the dean of
16 undergraduate studies. A student who desires to repeat a course in which he or she has earned
17 a grade of D must obtain an approved raise grade form from his or her departmental office and
18 submit this form to the Office of the Registrar prior to enrolling in the course. A student who
19 repeats a course he or she has passed in order to raise the grade will receive the original grade,
20 hours attempted, hours earned, and grade points. The student will also receive the raised grade,
21 hours attempted, and grade points. The raised grade, or last grade, stands. Students receiving
22 an F on the raised grade must repeat the course if credit is required for graduation.

23 A student who repeats a course he or she has failed will receive the failure (hours
24 attempted and no grade points) and the raised grade with hours attempted, hours earned, and
25 grade points. If a student fails a given course more than ~~one time~~ twice, he or she may take
26 advantage of the Multiple F Policy available through the Office of the Registrar. (See **GRADE**
27 **SYSTEM, GRADE POINTS, GRADE POINT AVERAGE**, below.)

OFFICIAL WITHDRAWAL

29 Students desiring to withdraw officially from the university should apply for withdrawal to
30 the dean of students. After the student has obtained the signatures of the various officials
31 designated on the form, it must be submitted to the dean of students for final approval. Students
32 withdrawing for medical/counseling reasons should complete the procedure ~~as soon as possible~~
33 ~~and in no case later than~~ within thirty days after the last class attendance. All other students
34 withdrawing should complete this procedure immediately after the last class attendance, ~~and in~~
35 ~~no case later than two weeks after the last class attendance.~~ After classes have ended, no
36 withdrawal, except in the case of severe medical emergency, can be filed.

37

Academic Regulations Rewrite

1 During the first thirty class days of a semester, a student may withdraw from school
2 without receiving grades for courses in which he or she is enrolled. After the first thirty class
3 days, a student withdrawing from school shall receive a grade of F for all classes which he or she
4 is failing at the time unless, in the judgment of the dean of undergraduate studies or the director
5 of the Division of Continuing Education, as appropriate, the failures were caused by
6 circumstances beyond the student's control.

CHANGE OF MAJOR/MINOR

8 A student who desires to change his or her program of study involving transfer from one
9 college or school or department of the university to another is required to follow this procedure:

- 10 1. Obtain from the adviser a change of major/minor form.
- 11 2. Have this form signed by the dean of the college or school or chairperson of the
12 department in which he or she is currently enrolled and obtain from the administrator a
13 complete student advisee file.
- 14 3. Present the form for the approval of the dean of the college or school or chairperson of
15 the department in which he or she plans to enroll and leave the advisee file with the
16 administrator.
- 17 4. File the change of major/minor form with the Office of the Registrar.

COURSE SUBSTITUTIONS

19 Only under unavoidable and exceptional circumstances will the faculty permit substitution
20 for or exemption from the prescribed curricula. If it becomes necessary to request deviation from
21 the prescribed course of study, the student should consult the dean of the college or school or
22 the chairperson of the department of the student's major. The dean or departmental chairperson
23 will petition by letter to the registrar for substitutions or exceptions sought and will state the
24 reasons therefor.

25 Any deviations from the applicable published degree requirements must have the
26 approval of the appropriate departmental chairperson and college or school dean and the
27 approval of the dean of undergraduate studies. Students transferring from other colleges who
28 desire to substitute courses taken elsewhere for courses prescribed at the university must submit
29 such petition, ~~prior to enrollment for their first semester at the university.~~

CREDITS

31 The university operates on the semester plan. The fall and spring semesters are each
32 approximately fifteen weeks in length. The summer session is divided into two consecutive
33 terms. ~~The university operates five and one-half days a week.~~ Credit hours to be earned in
34 each course are noted for each course listed.

35 Credit will not be allowed for courses ~~taken~~ which substantially duplicate courses already
36 completed.

37

Academic Regulations Rewrite

CREDIT BY EXAMINATION

Students regularly enrolled or formerly enrolled in the university may obtain credit by examination in a course in which they have had no class attendance or semester standing provided the course has been determined by the offering department or school to be an appropriate class for credit without attendance. Permission to take the examination must be obtained in advance from the dean of the college or school or chairperson of the department in which the course is offered and must be approved by the dean of undergraduate studies. Examinations are not permitted in courses in which a student has previously been enrolled as a regular student or as an auditor. (No person is allowed to attend class or receive class instruction without being properly registered either for credit or for audit.) The applicant must pay to the university cashier in advance of the examination a fee of \$10 per semester hour; this fee is not refundable. The petition, receipted by the university cashier, must be shown to the instructor conducting the examination. The instructor administers and reports the results of the examination to the Office of the Registrar within one week of the date of approval by the dean of undergraduate studies. Credits earned under this regulation are recorded with the grade achieved on the examination. Credit earned by special examination may not be used to reduce minimum residence requirement.

TRANSFER CREDIT Upon Admission

A student transferring to the university from another college or university will have transcripts evaluated by the Office of Admissions during the admissions process. Credit will be awarded for all transferable courses for which a grade of C or better was earned. This evaluation will then be reviewed by the student's academic unit. It is only upon the review by the academic unit that the student will know what additional courses are necessary to meet degree requirements.

Students who have satisfactorily completed basic military training may receive credit for the health and physical education courses required for general education upon submitting a DD-214 or DD-295 to the ~~Office of the Registrar~~ Office of Admissions. Students who have completed service schools while on active duty with the military may request an evaluation through the Office of Admissions. Credit will be awarded in accord with the American Council on Education recommendations provided that the credit recommended is at the baccalaureate level and applicable to the general education requirements, to the student's declared major field of study, or to the elective hours prescribed within the student's designated program of study.

Students who have prior military training (active duty, JROTC, College ROTC, reserve, or National Guard) may be eligible for 6 s.h. of credit if pursuing a commission through the AFROTC, AROTC, Marine Corps Platoon Leaders course, or Coast Guard Basic Program. Additional information may be obtained from the Office of Admissions.

Academic Regulations Rewrite

Following Admission

~~Students who wish to take course work at other institutions or through correspondence following enrollment at East Carolina University must comply with the following policies:~~

~~All courses must be approved in writing by the student's dean or departmental chairperson and the Office of Undergraduate Studies prior to enrollment. An official transcript must be submitted to the Office of the Registrar immediately upon completion.~~

~~Approval will not normally be granted for any course in which the student has been previously enrolled at East Carolina University. An exception may be granted only upon approval of both the chairperson of the student's major department and the chairperson of the department offering the course at ECU.~~

~~Approval will not be granted if the student has a GPA of less than 2.00 at East Carolina University.~~

~~Students who have obtained junior standing may not attend a two-year institution without additional approval from the dean of undergraduate studies.~~

~~Students who have completed one-half of the total hours required for the baccalaureate degree at a two-year institution will not be allowed to transfer additional credit from a two-year institution without special authorization from the dean of undergraduate studies.~~

~~Approval will not be granted if the student has any outstanding obligations to any department of the university.~~

~~Approval will not be granted if the student is ineligible to return to East Carolina University because of disciplinary action.~~

~~Only under special circumstances and with special authorization from the dean of undergraduate studies will approval be granted while the student is concurrently enrolled at the university. At no time may the total hours exceed the maximum hours allowed at East Carolina University. Except by special permission from the adviser and departmental chairperson or dean and then only when carrying less than a full academic load, a student is not allowed either to begin or to continue correspondence or extension courses while taking work in residence at East Carolina University. Moreover, a student enrolled for correspondence or extension work with another institution must notify the adviser when such courses are being taken. Students are held individually responsible for any violations of these regulations. A maximum of fifteen percent of the total hours required for graduation will be allowed through correspondence courses. Students will not receive credit for correspondence courses in the major field.~~

~~No transfer credit will be accepted for a course which substantially duplicates a course in which a student has prior enrollment at East Carolina University unless the academic work presented for transfer represents a minimum of one full year (30 s.h. or 45 q.h. of transferable work) at the other institution and the student has maintained a C average on all transferable~~

Academic Regulations Rewrite

1 ~~work. Duplicate credit cannot be granted under any circumstances.~~

2 Students who have less than a 2.00 average or who are academically ineligible to return
3 to East Carolina University must complete at an another accredited institution 30 s.h. or 45 q.h.
4 of transferable work and maintain a minimum grade average of C on all transferable work in
5 order for the credit to be acceptable in transfer to East Carolina University. Although credit may
6 be allowed for courses the equivalent of which the student was previously enrolled in at East
7 Carolina University, duplicate credit will not be granted under any circumstances.

8 For additional regulations applying to transfer credit, see **Section 3, Admission:**

9 Currently Enrolled East Carolina University Students

10 Approval must be granted in writing by the student's dean or departmental chairperson
11 and the Office of Undergraduate Studies prior to enrollment in any course at any other institution.
12 An official transcript must be submitted to the Office of the Registrar immediately upon
13 completion of the course(s).

- 14 • Approval will not be granted if the student has less than a cumulative 2.00 GPA at East
15 Carolina.
- 16 • Approval will not be granted if the student is ineligible to return to the university because of
17 disciplinary action.
- 18 • Approval will not be granted if the student has any outstanding obligations to any department
19 or office of the university.
- 20 • Approval will not be granted for courses in which credit has been previously earned.
- 21 • Approval will not be granted for correspondence courses in the student's major field.
- 22 • Approval will not be granted for correspondence courses beyond 15% of the total hours
23 required for graduation.

24 With specific authorization as indicated below, approval may be granted in the following
25 instances:

- 26 • Credit will not normally be granted if the student has been previously enrolled in a
27 comparable course unless specific approval has been granted by the chairperson of the
28 department offering the course and the Office of Undergraduate Studies.
- 29 • Specific approval must be granted by the Office of Undergraduate Studies if the student has
30 attained junior standing and wishes to attend a two-year institution.
- 31 • If a student has previously completed 60 semester hours or more at a two-year institution,
32 specific approval must be granted by the Office of Undergraduate Studies prior to permitting
33 the transfer of additional credit from a two-year institution.
- 34 • Both the academic unit and the Office of Undergraduate Studies must grant specific
35 approval to enable a student to be concurrently enrolled at ECU and in correspondence
36 courses, extension courses, or courses at another institution.

37

Academic Regulations Rewrite

GENERAL INFORMATION

FINAL EXAMINATIONS

Final examinations will be ~~are~~ held at the close of each term in all courses. There will be no departure from the printed schedule of examinations. Changes for individual emergencies of a serious nature will be made only with the approval of the instructor, the student's major chairperson or dean, and the dean of undergraduate studies. The departmental chairperson or the school dean will, if a serious emergency is believed to exist, forward a written request to the dean of undergraduate studies, setting forth the nature of the emergency. A student who is absent from an examination without an excuse ~~will~~ may be given a grade of F ~~on the exam in the~~ course. An incomplete (I) will be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor or an official university excuse from the dean of students.

INTERMEDIATE TESTS AND QUIZZES

Students who are absent from intermediate tests and quizzes with an excuse acceptable to the instructor or an official university excuse from the dean of students will be given a makeup test or an excuse from taking the test at the discretion of the instructor.

RE-EXAMINATIONS

Re-examination for the purpose of removing a failure is permitted only in the case of graduating seniors who are in their last term before their scheduled commencement and who are passing the course at the time the final examination is given. Only one re-examination per course is permissible.

A grade change resulting from re-examination must be on file in the Office of the Registrar one week after the originally scheduled examination.

CLASSIFICATION REGULAR STUDENTS

In order to graduate in eight semesters of attendance, a student in a typical degree program must average 15-17 s.h. of credit per semester. A regular or full-time student is required to schedule at least 12 s.h. per semester. Students who register for no more than 11 s.h. per semester are classified as part-time students. Students will be classified as to class standing as follows:

0-31 semester hours credit.....Freshmen

32-63 semester hours credit.....Sophomores

64-95 semester hours credit.....Juniors

96 or more semester hours credit.....Seniors

Students must meet grade (quality) point requirements based ~~on attempted and/or transfer hours~~ to be eligible for readmission for the next a succeeding semester of the university at East Carolina University. (See **SCHOLASTIC ELIGIBILITY STANDARDS**, below.)

Academic Regulations Rewrite

GRADING SYSTEM, GRADE POINTS, AND GRADE POINT AVERAGE

A grade (quality) point system based on all hours attempted at East Carolina University is used to calculate student scholarship. The following grade symbols are currently in use for all undergraduate courses: A--excellent, B--good, C--average, D--barely passed, F--failed (Course must be repeated to secure credit.), I-incomplete, N--audited. A grade of I is given for a deficiency in quantity, not quality, of work.

Grade points are computed by multiplying the number of semester-hour credits by four for courses in which a grade of A is earned; by three for a grade of B; by two for a grade of C; by one for a grade of D. No grade points are given for a grade of F, but hours attempted are recorded for each attempt of a given course. In those situations where a student has failed a given course more than ~~one time~~ twice, commencing with the ~~second~~ third failure, the attempted hours offered for the course shall not be counted in computing the student's GPA if the student initiates the multiple F policy in the Office of the Registrar. The GPA is obtained by dividing the total number of grade points earned by the total number of semester hours attempted.

REMOVAL OF INCOMPLETES

A grade of I must be removed during the next semester (not counting summer session) the student is enrolled in the university, or it automatically becomes a failure. The instructor will set a time for the removal of the incomplete, in no case later than three weeks prior to the end of the semester. Instructors must submit the proper removal of incomplete form to the Office of the Registrar at least two weeks prior to the end of the semester. If the student does not return to school, the I must be removed within one year or it automatically becomes an F. An incomplete may not be removed by repeating the course. If a student enrolls in a course in which he or she has an incomplete, the I will automatically become an F. No student will be allowed to graduate with an incomplete on his or her record.

SCHOLASTIC ELIGIBILITY STANDARDS

Retention requirements are based upon attempted hours at East Carolina University, ~~and/or transfer hours from another institution.~~ In order to remain in good academic standing, a student must have a 1.75 GPA through the first 31 s.h. and a 2.00 GPA on 32 s.h. or more. Certain academic programs require a GPA greater than 2.0 for admission. (See specific major requirements.)

~~The minimum scholarship requirements are as follows: Retention Periods:~~

~~First Retention Period—1-7 attempted and/or transfer hours, no GPA~~

~~Second Retention Period—8-31 attempted and/or transfer hours, 1.35 GPA~~

~~Third Retention Period—32-63 attempted and/or transfer hours, 1.60 GPA~~

~~Fourth Retention Period—64-95 attempted and/or transfer hours, 1.80 GPA~~

~~Fifth Retention Period—96 or more attempted and/or transfer hours, 1.90~~

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~~Sixth Retention Period—second undergraduate degree, 2.0 GPA~~

Warning Levels:

~~RP 1—1-7 attempted and/or transfer hours, less than 1.35 GPA~~

~~RP 2—14-31 attempted and/or transfer hours, less than 1.60 GPA~~

~~RP 3—46-63 attempted and/or transfer hours, less than 1.80 GPA~~

~~RP 4—78-95 attempted and/or transfer hours, less than 1.90 GPA~~

STANDARDS and PROBATION

A student will be placed on probation:

- if after attempting 1-31 semester hours, he or she has a cumulative grade point average (GPA) of less than 1.75.
- if after attempting 32 or more semester hours, he or she has a cumulative grade point average (GPA) of less than 2.00.

Note:

A student will remain on academic probation until the required grade point average is obtained or the student is suspended.

Intervention Strategies

A student who has been placed on academic probation shall:

- receive a written notification of academic probation (The University Registrar will notify the student on the Student Grade Report, and the appropriate indication will be made on the student's university record.);
- be required to meet with his/her adviser or attend an academic review session conducted by his/her academic unit prior to the semester break (fall or spring); and
- complete with his/her adviser or unit representative an academic review form, identifying possible actions or strategies which the student will use during the probationary semester to improve his/her academic standing. (This form must be signed by the student and the adviser or unit representative and a copy given to the student and a copy maintained in the advising folder or unit office.)

SUSPENSION

- The student who fails to meet the required grade point average (GPA) while on probation will be suspended from the university for one semester unless he/she earns at least a 2.5 grade point average on a minimum of 12 attempted hours in the current probationary semester.

READMISSION FOLLOWING SUSPENSION

- Following an initial suspension and readmission to the university on academic probation, the student who fails to meet the required grade point average (GPA) while on probation will be suspended from the university for two semesters unless he/she earns at least a 2.5 grade point average on a minimum of 12 attempted hours in the current probationary semester.

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- 1 • Following the second suspension and readmission to the university on academic probation,
2 the student who fails to meet the required grade point average will be suspended from the
3 university for an indefinite period of time, not less than three academic years, unless he/she
4 earns at least a 2.5 grade point average on a minimum of 12 attempted hours in the current
5 probationary semester.

Note:

7 A student may attend summer school only at East Carolina University to remove
8 academic deficiencies.

APPEALS OF SUSPENSION

- 11 • Only students who have completed the required intervention strategies are eligible to appeal
12 for exception to suspension.
13 • A student who wishes to appeal his/her suspension must submit to the Office of the Registrar
14 at least four working days prior to registration day for the next semester of enrollment the
15 following:
16 • a letter explaining the rationale for the appeal,
17 • a document supporting the appeal, with personal, family, and medical problems
18 supported by documentation from sources involved, and
19 • a copy of the intervention plan signed by his/her adviser or departmental
20 representative.

Note:

22 In considering appeals for readmission for the fall semester, the committee normally
23 expects students to attend summer school to demonstrate academic improvement

25 ~~A minimum cumulative GPA of 2.5 is required for admission to the Upper Division in~~
26 ~~Teacher Education and to student teaching.~~

27 ~~To graduate, a student must have a minimum cumulative and major GPA of 2.0.~~

28 ~~A student who possesses a baccalaureate degree and who is working toward a second~~
29 ~~baccalaureate degree must maintain a minimum cumulative GPA of 2.0 on all work attempted~~
30 ~~on the second baccalaureate degree.~~

PROBATION AND SUSPENSION CODES

32 Grade point calculations are made and the report is mailed to the student ~~at the~~
33 ~~permanent address of record~~ at the end of each semester and each summer term. A student who
34 is not meeting the required scholastic eligibility standards will find one of the following codes
35 printed on the grade sheet:

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1 #1 Removed from Academic Probation

~~#2 Academic Warning—This code indicates that the student is performing at the required scholastic level at the present time; however, continued performance at this level will, upon the attainment of the next retention period, result in academic probation and inability to graduate during the normal time frame.~~

6 **#3 Academic Probation--**This code indicates that the student has not met the required
7 scholastic standards. If the deficiency is not removed by the end of the next semester of
8 enrollment, the student will be ~~declared academically ineligible to return.~~ suspended.

9 **#4A Academically Ineligible Suspension--**This code indicates the first time that the
10 student's scholastic performance has not met the requirements necessary to
11 continue enrollment. The student is suspended for one semester followed by
12 readmission on probation.

13 **#4B Academically Ineligible Suspension--**This code indicates the status of a student
14 who has become academically ineligible for a second time. A student
15 becoming ineligible a second time will be suspended for one academic year
16 (two consecutive semesters).

17 **#4C Academically Ineligible-Suspension-**This code indicates the status of a student
18 who has become academically ineligible for a third time. If a third
19 suspension occurs, the student will be readmitted only by successful
20 appeal to the Readmission Appeals Committee.

21 Students on probation or suspended from the university are encouraged to attend summer
22 school at East Carolina University in order to progress toward good academic standing.

~~During a period of probation or suspension, a student will not be given permission to attend another institution of higher education but is eligible to attend summer school at East Carolina University. In this way, a student may establish good standing during a period of probation or suspension.~~

27 **APPEALS**

Continuing students whose latest grade report indicates an academic status of 4A, 4B, or 4C and who wish to seek exemption from the suspension must submit a letter of appeal to the Readmission Appeals Committee. Students who have served a portion of their suspension and who wish exemption from the remainder must submit a letter of appeal. This letter must be received in the Office of the Registrar no later than four working days prior to registration day for the next term of enrollment. The Readmission Appeals Committee normally will not consider appeals from ineligible students unless they are based on personal or family problems of an extreme nature or on evidence of substantial academic improvement.

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1 ~~Personal, family, and medical problems should be supported by documentation from other~~
2 ~~sources involved. In considering appeals for readmission for the fall semester, the committee~~
3 ~~normally expects students to attend summer school to demonstrate academic improvement.~~

4 ~~Readmission to the university does not guarantee readmission to individual academic~~
5 ~~programs.~~

READMISSION

Regular

8 Any student not ~~currently~~ enrolled for one or more semesters on the main campus of the
9 university must apply for readmission. Applications for Readmission noting deadlines are
10 available from the Office of Admissions. Readmission to the university does not guarantee
11 readmission to individual academic programs. ~~Applicants should contact the admissions office to~~
12 ~~determine deadline dates for each academic term.~~

Transfer Readmission

15 Students who have been enrolled at another college or university since their last
16 enrollment at East Carolina University must submit to the Office of Admissions official transcripts
17 indicating that a minimum cumulative C average (2.0 on a 4.0 scale) has been earned on all
18 transferable courses attempted. ~~Official transcripts from all institutions attended since the last~~
19 ~~enrollment at East Carolina must be on file prior to a student's being approved for readmission.~~
20 In order to ensure processing, applicants should submit transfer readmission applications
21 according to the deadline thereon. at least three weeks prior to registration day of the intended
22 ~~term of re-enrollment.~~ Transfer credit will be evaluated in accordance with established university
23 policy. (See TRANSFER CREDIT, above.)

Special Readmission (Forgiveness) Policy

25 East Carolina University students who have been out of school for a minimum of three
26 consecutive academic years (summer schools excluded) may request special readmission.
27 Such requests must be submitted in writing according to application deadline dates as specified
28 above.

29 Students who have been enrolled at another college or university since their last
30 enrollment at East Carolina University must submit to the Office of Admissions official transcripts
31 indicating that a minimum cumulative C average (2.0 on a 4.0 scale) has been earned on all
32 transferable courses attempted. ~~eligibility to return to the previous institution.~~ No transfer credit
33 will be awarded for courses taken at any institution of higher education during the initial three
34 consecutive academic years. For courses taken in subsequent years, only those in which the
35 student received a grade of C or better will be accepted for transfer credit at ECU. The sole
36 exception is that students may attend ECU during summer sessions for credit.

37 Subsequent grade point averages of students readmitted under this policy will be

Academic Regulations Rewrite

1 computed without inclusion of previous course work in which a grade below C was received;
2 credit toward graduation will not be allowed for such course work. However, this work will be
3 included in calculations for consideration for honors.

4 A student may be readmitted under the Forgiveness Policy only one time. Those
5 readmitted under this policy are on academic probation for the first 19 s.h. of attempted course
6 work. At the end of the term in which the nineteenth semester hour is attempted, a minimum
7 cumulative C average (2.0 on a 4.0 scale) must have been earned at East Carolina University
8 since readmission. Failure to meet this stipulation will result in the student's being ineligible
9 except for summer school until such time as the C average is obtained.

CLASS ATTENDANCE REGULATIONS

11 ~~Students are expected to attend punctually all lecture and laboratory sessions in the~~
12 ~~courses for which they are registered, beginning with the first session following registration in the~~
13 ~~course, except as noted below.~~

14 ~~Each instructor shall determine the class attendance policy that is felt to be best for the~~
15 ~~particular course. In determining the number of unexcused absences which will be accepted, the~~
16 ~~instructor should consider carefully the nature of the course, the maturity level of the students~~
17 ~~enrolled, and the consequent degree of flexibility which the instructor's policy will include. This~~
18 ~~policy, along with the instructor's requirements for announced quiz attendance, should be~~
19 ~~presented to the class, preferably in writing, at the beginning of the term and will govern~~
20 ~~attendance in the class.~~

21 ~~Instructors are expected to recognize and honor official university excuses, i.e., excuse~~
22 ~~students without penalty for absence because of participation in authorized university activities. If~~
23 ~~required by the instructor, verification of these authorized absences may be obtained by the~~
24 ~~student by contacting the dean of students. Verification of personal illness may be obtained by~~
25 ~~calling the Student Health Service. Official written excuses are not issued for personal illness,~~
26 ~~except in the case of a final examination when a grade of incomplete is recommended.~~

27 ~~Student teachers assigned to schools within the immediate vicinity of the campus will~~
28 ~~report to the Student Health Service when they are ill. The Student Health Service, upon~~
29 ~~request from the student teaching office, will provide verification of their visits and indicate~~
30 ~~whether the severity of the illness warrants an absence from student teaching.~~

CLASS ATTENDANCE REGULATIONS

32 Students are expected to attend punctually all lecture and laboratory sessions in the
33 courses for which they are registered. Absences are counted from the first class meeting, and
34 absences because of late registration will not be automatically excused. The student is held
35 accountable for the work covered in each class meeting.

36 Each instructor shall determine the class attendance policy that is felt to be best for the
37 particular course. This policy, along with other course requirements, will be presented to the

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1 class, preferably in writing, at the beginning of the semester or summer school term.

2 It is the intent of the university that students who miss classes due to the observance of
3 religious holidays be given an opportunity to make up work.

4 Instructors are expected to recognize and honor University Excused Absences, i.e., treat
5 the absence as an excused absence. Instructors may require that students provide reasonable
6 advance notice of a University Excused Absence, when possible. If required by the instructor,
7 verification of a University Excused Absence may be obtained by the student's contacting the
8 Office of the Dean of Students, Whichard Building. Official written excuses for personal illness
9 are not issued by the Student Health Service except in the case of a final examination when a
10 grade of Incomplete (I) is recommended.

11 The death of an immediate family member may be considered as an excused absence
12 under university policy. Should such a circumstance occur, the student should contact the Office
13 of the Dean of Students for a University Excused Absence while providing documentation of the
14 particulars.

15 University Excused Absences may be authorized by the Dean of Students for the
16 following types of activities:

17 1. Participation in authorized university activities as an official representative of the university
18 (i.e., sporting events, delegate to regional or national meetings or conferences,
19 participation in and necessary travel to and from university sponsored performances).
20 2. Participation in activities directly related to university course work and part of the course
21 requirements. To qualify for a University Excused Absence, an activity must:

22 a) Be directly related to the course work.

23 b) Be of a nature that prevents it from being accomplished at a time that does not
24 conflict with a class.

25 c) Be announced, with complete information regarding date, time, purpose, and
26 duration, on the first day of class.

27 d) Be limited to one per course per term.

28 e) Be submitted by the course instructor, through the appropriate departmental
29 chairperson or dean, to reach the Dean of Students not later than one month prior to the
30 start of the term.

31 3. Participation in other activities deemed by the Dean of Students to meet the spirit of these
32 requirements by furthering the mission and enhancing the reputation of East Carolina
33 University.

34 Except as provided above, requests for a University Excused Absence should be
35 submitted, whenever possible, to the Dean of Students at least a week prior to the scheduled
36 absence. Requests submitted after the fact will be disapproved unless circumstances made
37 prior approval impossible or unreasonable.

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POLICY ON POSTING GRADES

It is the policy of the university that each instructor post final grades in each course which he or she teaches at the end of each semester or summer term in a convenient place so that students may have access to their grades as soon as possible after completion of the course.

The individual student's identification number without an accompanying identifying name is used to identify the individual course grades to protect the privacy of the student. In compliance with the Family Educational Rights and Privacy Act (P.L. 93-380), if any student does not want ~~the~~ his/her grades posted by the instructors at the end of the term, the student must notify the Office of the Registrar of that fact no later than twenty-one calendar days prior to the last day of classes of a given semester or summer term. Once such notification has been made, that student's grades will not be posted in any courses taken during that term. It is the student's responsibility to notify the Office of the Registrar each term he or she wishes grades not to be posted.

As soon as ~~they~~ grades are determined at the end of each semester or summer term, a report of ~~grades~~ is sent to the student, ~~at his or her permanent home address.~~

CHANGE OF GRADE

A change in grade, other than I, for any reason, must be made within one year from the date the original grade was received.

CHANCELLOR'S LIST, DEAN'S LIST, AND HONOR ROLL

Each semester outstanding scholarship is recognized in the following manner.

The Chancellor's List is composed of the names of all full-time undergraduates who make four grade (quality) points per credit hour (4.0) on all work taken with no incomplete grades.

The Dean's List is composed of the names of all full-time undergraduates who make at least three and one-half grade (quality) points per credit hour (3.5) on all work taken with no grade below C and no incomplete grades.

The Honor Roll is composed of the names of full-time undergraduates who make at least three grade (quality) points per credit hour (3.0) on all work taken with no grade below C and with no incomplete grades.

DEGREE REQUIREMENTS

All students are urged to confer with their academic adviser and/or their major department/school representative ~~the dean of their respective college or school or the chairperson of their department~~ about their programs and degree requirements, ~~prior to the beginning of their last year of residence at the university.~~ At least two semesters prior to graduation, each student, in consultation with his or her adviser, must complete a Senior Summary Sheet to be forwarded to the Office of the Registrar.

A student may expect to be allowed to obtain a degree in accordance with the requirements set forth in the regulations in force when he or she enters the university or under subsequent regulations published while he or she is a student. However, a student is restricted in

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1 choice to the requirements of one specific catalog or its supplement. Undergraduate students
2 who enter the university under the regulations of a catalog have a period of five years, inclusive
3 and continuous, in which to claim the rights degree requirements of that catalog.

4 GENERAL REQUIREMENTS FOR GRADUATION

5 Any student who receives a degree from East Carolina University must complete a
6 minimum of 120 s.h., in regular class attendance at East Carolina University, a minimum of 30
7 s.h. and at least one-half of the total hours required in the major discipline must be completed in
8 regular class attendance at East Carolina University. The required resident study does not need
9 to be accomplished in consecutive semesters. One-half of the minimum semester hours
10 required in the student's program must be earned at a senior college. Official transcripts must be
11 on file in the Office of the Registrar. All requirements must be met by the official graduation date
12 of East Carolina University.

13 A student must also meet the curriculum requirements of the catalog under which he or
14 she enters or of some subsequent catalog. No student, however, will be permitted to graduate
15 under a catalog or supplement issued more than five years prior to the date of graduation.

16 In order to graduate, all students must have earned a minimum GPA of 2.0 and must
17 have a minimum cumulative and major GPA of 2.0. If a student completes required courses in
18 his or her major and takes other courses in that field as electives, these additional courses will
19 also be counted in computing the average grade in the major. Cognate courses will also be used
20 in computing average grades in the major. Grades made on courses taken at other colleges and
21 universities will not be considered.

22 Application for graduation must be made on a form provided by the Office of the Registrar
23 not later than two semesters before the completion of the requirements for the degree. The
24 diploma fee of \$25 must accompany the application.

25 ~~In the first semester of senior standing~~ At least two semesters prior to graduation, the
26 student ~~will,~~ in consultation with his or her adviser, must complete a Senior Summary Sheet to
27 be forwarded to the Office of the Registrar, ~~with the application for graduation.~~

28 DOUBLE OR SECOND MAJOR

29 Students desiring a second major will be advised in the department offering the primary
30 major. However, the chairperson or dean of the unit offering the second major also must review
31 the requirements for the second major and sign the senior summary sheet.

32 If the primary major is part of a non-BA degree program and the second major is identified
33 in the curriculum for the BA degree, additional general education requirements for the BA degree
34 (including a foreign language requirement) will not apply. Courses taken to meet general
35 education requirements may be used to satisfy requirements for a second major or a minor, but
36 not a primary major.

37

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A student may not receive two different degrees simultaneously. If requirements are completed for a degree outside the student's declared major, the student's transcript will reflect that fact although a second degree will not be awarded.

SCHOLASTIC REQUIREMENTS

FOR A

SECOND UNDERGRADUATE DEGREE

To satisfy the requirements for a second baccalaureate degree at East Carolina University, a student must complete a minimum of an additional 30 s.h. through regular class attendance after satisfying requirements for the first degree, and he or she must also satisfy the requirements of a major other than the major declared for the first baccalaureate (See General Requirements for Graduation). Students who wish to satisfy the requirements for a BS degree in teacher education may use the same major that they declared for the first baccalaureate provided that the university offers a teacher certification program in that major. ~~that the major used for the first baccalaureate offers a teacher certification program.~~

The student must maintain a minimum GPA of 2.0. In ~~determining~~ determination of the GPA, only attempted hours toward the second degree will be counted. Grade points earned in the first degree will not apply ~~in determining~~ in determination of the scholastic eligibility while a student is enrolled for a second degree.

The student must also meet the curriculum requirements for the second undergraduate degree in the catalog under which he or she enters or in some subsequent catalog. No student, however, will be permitted to complete the second degree under a catalog or supplement issued more than three years prior to the date of completion of the second degree. In evaluating curriculum requirements for the second undergraduate degree, the academic unit offering the second degree will determine whether general education requirements from the first undergraduate degree satisfy general education requirements for the second degree. However, any foreign language requirements for the second degree must be fully met and may not be waived.

DEGREES WITH DISTINCTION

Based on all work attempted, three degrees with distinction are granted to graduating undergraduate students:

"Summa Cum Laude" for a cumulative average of 3.90

"Magna Cum Laude" for a cumulative average of 3.60

"Cum Laude" for a cumulative average of 3.50.

~~A student must earn a minimum of 120 s.h., as needed for degree requirements, to be eligible for honors at East Carolina University.~~

Degrees with distinction are granted to transfer students under the following conditions:

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- 1 1. Each student has the right to inspect and review any and all official educational
2 records, files, and data maintained by the university and directly related to the student
3 and not related to other students.
- 4 2. The university will comply with the request from a student to review his or her records
5 within a reasonable time but in any event not more than forty-five days after the request
6 is made. Any inquiry pertaining to student records should be directed to the Office of the
7 Registrar.
- 8 3. A student who believes that his or her educational records contain inaccuracies or
9 misleading information or that his or her right of privacy is violated on the basis of
10 information contained in such records has the right to a hearing to challenge such
11 information and to have it removed from his or her record or to include in the record
12 his or her own statement of explanation. Any complaint pertaining to student records
13 should be made directly to the office of the university attorney, telephone 919-757-6940.
- 14 4. The university will not release any information from student records to anyone
15 (except those agencies noted below in item 5) without the prior written consent of the
16 student. The consent must specify the records or information to be released, the reasons
17 for the release, and the identity of the recipient of the records.
- 18 5. Information from the student's records may be released without the written consent
19 of the student in the following situations:
 - 20 a. In compliance with a court order or subpoena provided the student is notified
21 of all such orders or subpoenas in advance of compliance by the university.
 - 22 b. Requests from the staff or faculty of the university who have a legitimate
23 educational interest in the information.
 - 24 c. Requests from other departments or educational agencies who have
25 legitimate educational interest in the information.
 - 26 d. Requests from officials of other colleges or universities at which the student
27 intends to enroll provided the student is furnished with a copy, if he or she so
28 desires, so that he or she may have an opportunity to challenge the contents of
29 the record.
 - 30 e. Requests from authorized representatives of the US Comptroller General or
31 the administrative head of a federal educational agency in connection with an
32 order or evaluation of federally supported educational programs.
 - 33 f. Requests in connection with a student's application for receipt of financial aid.
 - 34 g. Requests from parents of a dependent student as defined in Section 152 of
35 the Internal Revenue Code of 1954.
- 36
- 37

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1 h. Requests from appropriate persons in connection with an emergency if the
2 knowledge of such information is necessary to protect the health or safety of the
3 student or other persons.

4 A student has the right to file a complaint at any time with the US Department of
5 Education. However, it is expected that the student normally would exhaust the available
6 administrative remedies for relief according to the university grievance procedures before filing
7 such a complaint.

RELEASE OF DIRECTORY INFORMATION

8
9 The university routinely makes available in an annually updated printed directory certain
10 information about its students. This policy is for the convenience of students, parents, other
11 members of the university community, and the general public. In compliance with the Family
12 Educational Rights and Privacy Act (P.L.93-380), the university will continue this policy of
13 releasing directory information, such information being defined by the Act as some or all of the
14 following categories: the student's name, address, telephone listing, date and place of birth,
15 major field of study, participation in officially recognized activities and sports, weight and height
16 of members of athletic teams, dates of attendance, degrees and awards received, and the most
17 recent previous educational agency or institute attended by the student. If any student does not
18 wish any or all of this directory information released without prior consent, the student must notify
19 the Office of the Registrar in writing within seven days after registration day of the current term
20 of enrollment.

INDEBTEDNESS

21
22 No degree will be conferred on a student, nor will any diploma, certificate, transcript, or
23 record be issued to a student who has not made satisfactory settlement with the university
24 cashier or other appropriate office for all financial indebtedness to the university (except a
25 secured loan). A student may not be permitted to register, to attend classes, or to take final
26 examinations after the due date of any unpaid obligation.

27

28 FINREV.DOC