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FULL FACULTY SENATE MINUTES ARE DISTRIBUTED TO ACADEMIC
ADMINISTRATORS, SENATORS, ALTERNATES, CHAIRS OF ACADEMIC
COMMITTEES, AND AVAILABLE ELECTRONICALLY THROUGH FSONLINE.

EAST CAROLINA UNIVERSITY FACULTY SENATE
FULL MINUTES OF FEBRUARY 23, 1993

The sixth regular meeting of the Faculty Senate for academic year 1992/1993 was held on Tuesday, February 23, 1993, at 2:10 in the Mendenhall Student Center, Room #244.

Agenda Item I. Call to Order

Chair John Moskop called the meeting to order at 2:10 pm.

Agenda Item II. Approval of Minutes

The Faculty Senate minutes of January 26, 1993, were approved as written.

Agenda Item III. Special Order of the Day

A. Roll Call

Members absent were: Chancellor Eakin, Decker (HPERS), Joyner (Math), Pories and Worthington (Medicine), and Eason (Nursing).

Alternates present were: Glascoff for Hughes (Business), Ferrell for Atkeson (History), Inman for Gallagher (Human Environmental Sciences), Reaves for McPherson (Industry & Technology), Pokorny for Engelke (Nursing), and Grossnickle for Graham (Psychology).

B. Announcements

1. The Chancellor has approved **Resolution #93-1** from the January 26 1993, Faculty Senate meeting.
2. Chancellor Eakin has asked to meet with the Faculty Senators and Alternates to discuss an upcoming **Shared Visions Campaign**. This campaign will be the University's first major cooperative campaign involving the academic, athletic, and Health Sciences communities and will double the University endowment. The major portion of the resources will go toward scholarships and faculty and program enhancements. Faculty Senators and Alternates are asked to attend the special meeting scheduled for Tuesday, March 16, 1993, from 3:00 to 4:00 in the Mendenhall Student Center, Great Room.
3. The Career Education Committee is sponsoring a **Majors/Minors Fair** as a resource for students who are undeclared, uncertain of their majors, or just curious about what possibilities are available at ECU. The Fair will be held on Wednesday, March 24, 1993. Please notify your Chair or Dean if you are interested in participating in this event.
4. The Committee on Committees met recently to begin deliberations on filling academic, administrative, and appellate **committee vacancies**. There are still several vacancies to fill. Anyone interested in serving on these committees is asked to please notify either Caroline Ayers (Chair of the Committee on Committees) or Lori Lee (Faculty Senate office).
5. Recently the Credits Committee met, as requested by Chair John Moskop, to consider a revised **Plus/Minus Grading System** in comparison to NC State University's proposed scale. In November, 1992, the Committee distributed a questionnaire to all Deans, Chairs, Directors, and Coordinators asking for input. After considering the responses from the questionnaire and further discussion, the Credits Committee decided not to recommend a change to the current system at this time.

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C. Richard Eakin, Chancellor

Chancellor Eakin was out of town attending a monthly UNC Administrative Council meeting in Chapel Hill.

D. Vice Chancellors' Reports

Dr. Marlene Springer, Vice Chancellor for Academic Affairs, reported that awards from the Student Computing and Technology Fee and the Faculty Micro-Computer Program have been completed. She noted that two Ad Hoc Committees are working toward reports: Enrollment Management, chaired by Dave Watkins and Undergraduate Advising, chaired by Dorothy Muller. Springer's report included budget information from meetings with the General Administration in Chapel Hill, noting the one percent and two percent recall and the 30% return from retirement salaries. She also mentioned two state Senate bills dealing with additions to Joyner Library and the acquisition of Rose High School. She closed her remarks by reporting that promotion and tenure decision letters were being processed in her office and should be out within the week.

Hough (Faculty Assembly) asked about the timetable for Teaching Grants and Research/Creative Activity Grants. Springer reported that the decisions have been made, pending minor technical considerations regarding the individual budgets of each award. Wilson (Faculty Assembly) asked about the "gridlock" on the Academic mainframe computer. Springer noted that for a period of time this Spring, ECU was the main server for BitNet in the Southeast and that this problem has been resolved. She also reported that negotiations are underway for a new academic mainframe processor. Glascoff (Business) asked about Board of Governors action on Appendix D. Springer responded that she had not heard of any final action by the Board.

Dr. James Hallock, Vice Chancellor for Health Sciences, reported that the Medical School faculty was in the process of voting on a revised Code for the School, which will be forwarded to the appropriate Faculty Senate committee soon. He reported details concerning applications to the Medical School, which reflect increases from out of state students and a very high percentage of pre-medical students within North Carolina. Hallock also noted the recognition given the Medical School nationally for its work in training primary care physicians. This recognition has come recently from the AAMC, the Robert Wood Johnson Foundation, the Harvard Foundation, and the PEW Charitable Trust. Additionally, the School of Medicine has established two rural Family Practice Residencies in Ahoskie and Williamston.

Dr. Al Matthews, Vice Chancellor for Student Life, had no formal remarks but was available for questions.

E. Larry Hough, Faculty Assembly Report

Larry Hough (Political Science) presented a summary of the February 19, 1993, Faculty Assembly meeting. A complete report is available for review in the Faculty Senate office.

F. Election of Nominating Committee for Faculty Officers.

The following senators were elected by acclamation to serve on the Nominating Committee for Faculty Officers: Mark Taggart (Music), Martha Engelke (Nursing), Maury York (Academic Library Services), Brian Harris (Foreign Languages), and Ed Bell (Education). The Committee was charged to present a slate of nominees at the Faculty Senate Organizational meeting on April 21, 1993.

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Agenda Item IV. Unfinished Business

Ad Hoc Committee on Academic Regulations

Section 5: Academic Regulations of the Undergraduate Catalog

Dave Watkins, Chair of the Ad Hoc Committee, was present along with other members of the Committee to speak on behalf of the proposed revisions. Chair Moskop opened the floor for discussion on the revised Academic Regulations: Section 5 of the Undergraduate Catalog, beginning where the Faculty Senate stopped at the last meeting (January 23) on page 20, line 31, then offering the full document for discussion and final approval.

Matthews (VCSL) moved to amend page 20, line six, to read: "Should such a circumstance occur, and the faculty member desires verification, the student should contact the Office of the Dean of Students for a University Excused Absence while providing documentation of the particulars." The motion was seconded. Springer (VCAA) stated that this compromise would retain faculty authority and yet provide the help of the Dean of Students when verification is needed. Givens (Allied Health Sciences) asked about a situation in which a student is turned down by a faculty member, noting that this could present a problem under the revised regulations. Springer (VCAA) pointed out that there are appeals processes available. The motion carried.

Lowe (Council of Deans) moved to amend page 12, line 17 by deleting the words "in all courses." The motion was seconded. Lowe noted that many courses do not have final examinations in a traditional sense. Karns (Business) pointed out that this amendment leaves open the possibility of a professor bypassing the final examination. Muller (Undergraduate Studies) raised a concern about final evaluations being scheduled during the last week of the course. The motion failed.

Ferrell (History) moved to amend page four, line 15, adding, after the word degree, the following sentence: "The student wishing to drop a course may apply at the Office of the Registrar." The motion was seconded. Sexauer (Art) spoke against the motion, pointing out that in the professional schools advisors deal with majors, and thus treat the issue of drops differently than some advisors in the General College. Muller (Undergraduate Studies) spoke against the motion noting that taking the advisor out of the process is inconsistent with planned changes in advising and to the Schedule Change Form, from the Ad Hoc Committee on Academic Advising. Woods (Geology) spoke in favor of the motion, stating that in her tenure as an advisor she had never succeeded in persuading a student to remain in a course rather than drop. Castellow (Psychology) spoke against the motion, noting that he had successfully persuaded students to change their minds. Thompson (Political Science) spoke against the motion, noting that even if the advisor fails to persuade the student against dropping a course, the advisor is needed to give advice on the implications of the drop on a student's program of study. The motion failed.

Ferrell (History) moved to amend page four, line 14, adding, after the word "...course." the following sentence: "After consultation with his or her advisor, the student secures the signature of the advisor on the schedule change form and takes it to the Office of the Registrar for processing." The motion was seconded and carried.

Muller (Undergraduate Studies) recommended an editorial change to page three, line 28, replacing the words "keying in" with "processing." This editorial change was accepted.

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Daugherty (Math) moved to amend page four, line 15, replacing "four" with "six." The motion was seconded. Inman (Human Environmental Sciences) asked for the rationale for six drops and not four or eight. Daugherty responded that, among other valid reasons, some students find themselves in courses where professors have difficulty communicating. Springer (VCAA) spoke against the motion, pointing out that the number of four drops arrived at by the committee was not arbitrary, but represent the result of balancing graduation expectations, course enrollments, and student concerns. Responding to a question by Thompson (Political Science), Moore (Registrar) reported that in the Fall semester 1992, 58% of students dropped a course. Of those dropping courses, freshmen averaged 1.6 drops per student; sophomores 1.8; juniors 1.9; seniors 1.9. Hough (Faculty Assembly) raised the question of the balance between allowing students to drop and insisting that students remain in courses where they will perhaps fail. The motion failed.

Joyce (Past Chair) called for the question on the entire Revised Academic Regulations. This motion was seconded. The call for the question passed.

The revised Section 5: Academic Regulations of the Undergraduate Catalog, as amended by the Faculty Senate during its January 26, and February 23, 1993, meetings, was approved. **(Resolution #93-5)** Please refer to attachment 1 at the conclusion of this document for the full revised Section 5: Academic Regulations report.

Recommendation concerning Course Outlines

Dave Watkins, Chair of the Ad Hoc Committee, presented a request that the Faculty Senate refer to the proper committee the following recommendation concerning Course Outlines which stated: "That the University establish an electronic database containing course outlines for each course offered during the current semester by East Carolina University faculty. The outline would indicate instructor expectations including grading and attendance policies."

Following discussion concerning the recommendation itself, Thompson (Political Science) moved to refer the Ad Hoc Committee's recommendation to a committee appointed by the Chair of the Faculty. The motion passed. **(Resolution #93-6)**

Agenda V. Report of Committees

A. Committee on Committees

Caroline Ayers (Chemistry), Chair of the Committee, presented the second reading of a proposed change to the Continuing Education Committee charge. Winstead (Health Sciences Library) moved to amend the charge so that the last clause under membership would read: "and a representative from each of the Campus Libraries (Joyner and Health Sciences)." The Continuing Education Committee charge was approved as amended. **(Resolution #93-7)** Please refer to attachment 2 at the conclusion of this document for the full revised charge.

Professor Ayers then presented the first reading of a proposed charge for a new committee, the Writing Across the Curriculum Committee. The Committee charge will be presented and acted upon by the Faculty Senate at the March 30, 1993, meeting.

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B. Admissions and Recruitment Committee

Dawn Clark (Theatre Arts), a member of the Committee, presented a recommendation regarding Admission of Transfer Students Holding Associate Degrees. This recommendation would revise Section 3: Admission of the Undergraduate Catalog (pages 35 and 36).

The recommended revisions to Section 3: Admission of the Undergraduate Catalog were approved. (**Resolution #93-8**). Please refer to the conclusion of this document for the full resolution.

C. Curriculum Committee

Bill Grossnickle (Psychology), Chair of the Committee, presented the Undergraduate Curriculum Committee report of January 28, 1993. The report was approved. (**Resolution #93-9**)

D. Teaching Effectiveness Committee

David Lawrence (Geology), Chair of the Committee, presented a report for information only on the comparison of the ECU Student Opinion of Instruction Survey with the Student Instructional Report. The complete report is available for review in the Faculty Senate office.

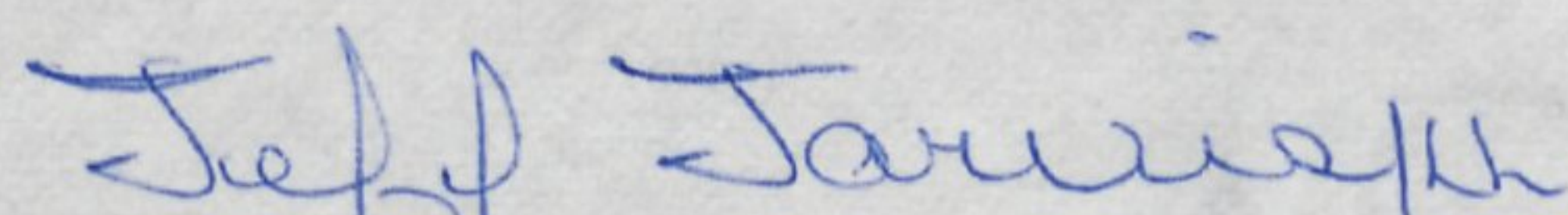
Agenda VI. New Business

Two temporary members were elected by acclamation to the Hearing Committee: Jack Karns (Business) and Susan McCammon (Psychology).

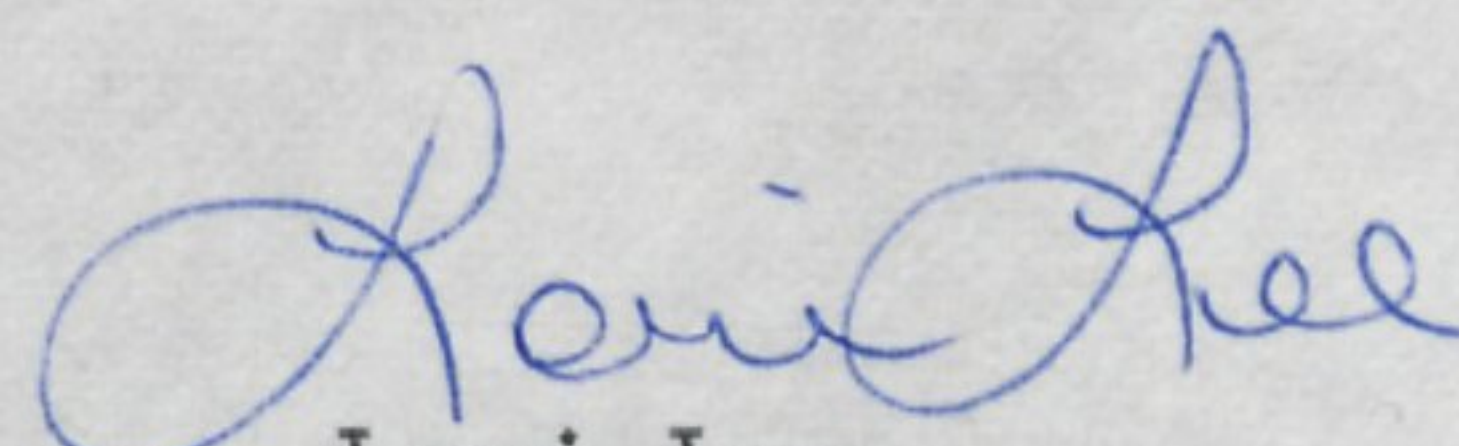
Griffin (Social Work) brought to the attention of the Faculty Senate the concern from her unit that this year's pre-retirement conference was scheduled during March 7-13 Spring Break. Chair Moskop was asked to forward this concern to the appropriate office.

The meeting adjourned at 4:52 pm.

Respectfully submitted,



Jeff Jarvis
School of Music
Secretary of the Faculty



Lori Lee
Faculty Senate Secretary

RESOLUTIONS PASSED AT THE FEBRUARY 23, 1993, FACULTY SENATE MEETING

#93-5 Revised Section 5: Academic Regulations of the Undergraduate Catalog (attachment 1 for recipients of the Full Faculty Senate Minutes).
Disposition: Chancellor

#93-6 The following recommendation from the Ad Hoc Committee on Academic Regulations was referred to the Chair of the Faculty to appoint an academic committee to review and report back to the Faculty Senate at a later date: "That the University establish an electronic database containing course outlines for each course offered during the current semester by East Carolina University faculty. The outline would indicate instructor expectations including grading and attendance policies."

Disposition: Chair of the Faculty

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- #93-7 Revised Continuing Education Committee Charge (attachment 2).
Disposition: Faculty Senate
- #93-8 Revisions to Section 3: Admission of the Undergraduate Catalog
(attachment 3).
Disposition: Chancellor
- #93-9 Curriculum matters contained in the Undergraduate Curriculum
Committee minutes of January 28, 1993.
Disposition: Chancellor

Approved by the Faculty Senate, 2-23-93
Pending approval by the Chancellor
Resolution #93-5

REVISED

SECTION 5: ACADEMIC REGULATIONS of the Undergraduate Catalog

THE CATALOG AND THE STUDENT PROGRAM

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

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

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

Academic advisers will offer guidance to students in academic matters and refer students to those qualified to help them in other matters. The final responsibility for meeting all academic requirements for a selected program rests, however, with the student.

OFFICIAL ANNOUNCEMENTS

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

affect his or her program.

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 canceled.

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, 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 -- Schedule Change Period

During the first 5 days of classes (Mondays through Fridays) of the fall and spring semesters, a student may drop or add a course or courses to his or her schedule following consultation with his or her adviser. The student secures the signature of the adviser on the schedule change form and takes it to the office of the Registrar for processing. On the day following the five-day schedule change period, a student may make final additions to his or her schedule.

During the summer, the schedule change period is limited to the first two days of classes each term. On the day following the two-day schedule change period, a student may make final additions to his or her schedule in accordance with the policies outlined above for the regular

semesters.

Dropping Courses After the Schedule Change Period

During the first 40% of the regularly scheduled class meetings (including the meeting for the final examination) of a course, a student may, at his or her own option, drop the course. After consultation with his or her advisor, the student secures the signature of the advisor on the schedule change form and takes it to the office of the Registrar for processing. The student may drop up to four courses in pursuit of a university degree. The number of drops is prorated on the student's credit hours (see Course Drop Options). For regular semester-length courses, the drop period is limited to the first thirty days of classes of the semester. For five-week block courses or regular summer term courses, the drop period is limited to the first ten days of classes for the semester or summer term. The same 40% drop period rule applies to block courses of other lengths as well. Students are advised to consult official university bulletin boards to determine the appropriate drop period for such block courses.

Requests for drops after the 40% drop period will be considered by the dean of undergraduate studies; requests for drops beyond the allotted number which are based upon medical or counseling reasons will also be considered by the dean of undergraduate studies upon the recommendation of the director of the Student Health Service or the director of the Counseling Center, as appropriate. If denied permission to drop, the student may appeal the decision to the Course Drop Appeals Committee. If permitted to drop, the student must deliver the required forms to the office of the Registrar within three class days. A student may not drop a course after the last regularly scheduled class meeting prior to the final examination. No course is officially dropped until the required procedure is complete.

Course Drop Option

The number of course drops available to a student is based on credit hours (both ECU and transferred) at the time of initial matriculation:

0-31 semester hours of credit - 4 course drops

32-62 semester hours of credit - 3 course drops

63-95 semester hours of credit - 2 course drops

96 or more semester hours of credit - 1 course drop

Students may use the drops during the designated course drop period of each term; drops not used roll forward to the following term.

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 above 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.

Undergraduate students may be admitted to five thousand (5000-5999) level courses 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 non degree 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.

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

A student with a minimum GPA of 2.0 and in the last semester or summer term before graduation may take extra hours with the approval of the departmental chairperson or dean and the dean of undergraduate studies.

It is suggested that students who work more than 20 hours per week carry no more than 9 s.h. of course work and that students who work 15-20 hours per week carry no more than 12 s.h. of course work.

AUDITING COURSES

See Section 3, Admission: AUDITORS.

REPETITION OF COURSE WORK

A student will not be permitted to repeat a course for which he or she has earned a grade of C or better without written approval from his or her unit administrator and the dean of

undergraduate studies. A student who desires to repeat a course in which he or she has earned a grade of D must obtain an approved raise grade form from his or her departmental office and submit this form to the office of the Registrar prior to enrolling in the course. A student who repeats a course he or she has passed in order to raise the grade will receive the original grade, hours attempted, hours earned, and grade points. The student will also receive the raised grade, hours attempted, and grade points. The raised grade, or last grade, stands. Students receiving an F on the raised grade must repeat the course if credit is required for graduation.

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

OFFICIAL WITHDRAWAL

Students desiring to withdraw officially from the university should apply for withdrawal to the dean of students. After the student has obtained the signatures of the various officials designated on the form, it must be submitted to the dean of students for final approval. Students withdrawing for medical/counseling reasons should complete the procedure within thirty days after the last class attendance. All other students withdrawing should complete this procedure immediately after the last class attendance. After classes have ended, no withdrawal, except in the case of severe medical emergency, can be filed.

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

CHANGE OF MAJOR/MINOR

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

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

COURSE SUBSTITUTIONS

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

Any deviations from the applicable published degree requirements must have the approval of the appropriate departmental chairperson and college or school dean and the approval of the dean of undergraduate studies. Students transferring from other colleges who desire to substitute courses taken elsewhere for courses prescribed at the university must submit such petition.

CREDITS

The university operates on the semester plan. The fall and spring semesters are each approximately fifteen weeks in length. The summer session is divided into two consecutive terms. Credit hours to be earned in each course are noted for each course listed.

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

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 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 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.

FOLLOWING ADMISSION

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

For additional regulations applying to transfer credit, see Section 3, Admission.

CURRENTLY ENROLLED EAST CAROLINA UNIVERSITY STUDENTS

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

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

required for graduation.

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

- If the student has been previously enrolled in a comparable course, specific approval must be granted by the chairperson of the department offering the course and the office of Undergraduate Studies.
- If the student has attained junior standing and wishes to attend a two-year institution specific approval must be granted by the office of Undergraduate Studies.
- If the student has previously completed sixty semester hours or more at a two-year institution, specific approval must be granted by the office of Undergraduate Studies prior to permitting the transfer of additional credit from a two-year institution.
- If the student wishes to be concurrently enrolled at ECU and in correspondence courses, extension courses, or courses at another institution both the academic unit and the office of Undergraduate Studies must grant specific approval.

GENERAL INFORMATION

FINAL EXAMINATIONS

Final examinations will be 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 may be given a grade of F 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 to be eligible for readmission for a succeeding semester at East Carolina University. (See SCHOLASTIC ELIGIBILITY STANDARDS)

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 twice, commencing with the 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. 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.)

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 advisor 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 advisor 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 advisor 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.

Following the second suspension and readmission to the university on academic probation, the student who fails to meet the required grade point average will be suspended from the university for an indefinite period of time, not less than three academic years, unless he/she

earns at least a 2.5 grade point average on a minimum of 12 attempted hours in the current probationary semester.

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

APPEALS OF SUSPENSION

Only students who have completed the required intervention strategies are eligible to appeal for exception to suspension.

A student who wishes to appeal his/her suspension must submit to the office of the Registrar at least four working days prior to registration day for the next semester of enrollment the following:

- a letter explaining the rationale for the appeal,
- a document supporting the appeal, with personal, family, and medical problems supported by documentation from sources involved, and
- a copy of the intervention plan signed by his/her advisor or departmental representative.

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

PROBATION AND SUSPENSION CODES

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

- #1 Removed from Academic Probation
- #3 Academic Probation--This code indicates that the student has not met the required scholastic standards. If the deficiency is not removed by the end of the next semester of enrollment, the student will be suspended.
- #4A Academic Suspension--This code indicates the first time that the student's scholastic performance has not met the requirements necessary to continue enrollment. The student is suspended for one semester followed by readmission on probation.
- #4B Academic Suspension--This code indicates the status of a student who has become academically ineligible for a second time. A student becoming ineligible a second time will be suspended for one academic year (two consecutive semesters).
- #4C Academic Suspension--This code indicates the status of a student who has become academically ineligible for a third time. If a third suspension occurs, the student will be readmitted only by successful appeal to the Readmission Appeals Committee.

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

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.

READMISSION

Regular

Any student not enrolled for one or more semesters on the main campus of the university must apply for readmission. Applications for Readmission noting deadlines are available from the office of Admissions. Readmission to the university does not guarantee readmission to individual academic programs.

Transfer Readmission

Students who have been enrolled at another college or university since their last enrollment at East Carolina University must submit to the office of Admissions official transcripts indicating that a minimum cumulative C average (2.0 on a 4.0 scale) has been earned on all transferable courses attempted. In order to ensure processing, applicants should submit readmission applications according to the deadline thereon. Transfer credit will be evaluated in accordance with established university policy. (See TRANSFER CREDIT)

Special Readmission (Forgiveness) Policy

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

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

Subsequent grade point averages of students readmitted under this policy will be computed without inclusion of previous course work in which a grade below C was received; credit toward graduation will not be allowed for such course work. However, this work will be

included in calculations for consideration for honors.

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

CLASS ATTENDANCE REGULATIONS

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

Each instructor shall determine the class attendance policy that is felt to be best for the particular course. This policy, along with other course requirements, will be presented to the class, preferably in writing, at the beginning of the semester or summer school term.

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

The death of an immediate family member or student participation in religious holidays may be considered as an excused absence under university policy. Should such a circumstance occur, and the faculty member desires verification, the student should contact the office of the Dean of Students for a University Excused Absence while providing documentation of the particulars.

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

1. Participation in authorized university activities as an official representative of the university (i.e. sporting events, delegate to regional or national meetings or conferences, participation in and necessary travel to and from university sponsored performances).
2. Participation in activities directly related to university course work and part of the course requirements. To qualify for a University Excused Absence, an activity must:
 - a. Be directly related to the course work.
 - b. Be of a nature that prevents it from being accomplished at a time that does not conflict with a class.

- c. Be announced, with complete information regarding date, time, purpose, and duration, on the first day of class.
 - d. Be limited to one per course per term.
 - e. Be submitted by the course instructor, through the appropriate departmental chairperson or dean, to reach the Dean of Students not later than one month prior to the start of the term.
3. Participation in other activities deemed by the Dean of Students to meet the spirit of these requirements by furthering the mission and enhancing the reputation of East Carolina University.

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

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. Additionally, some instructors post interim grades. 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 grades posted by the instructors during or at the end of the semester or term, the student must notify the instructor and the office of the Registrar of that fact at the beginning of the semester or 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 instructor and the office of the Registrar each term he or she wishes grades not to be posted.

As soon as they 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 advisor and/or their major department/school representative about their programs and degree requirements. At least two semesters prior to graduation, each student must, in consultation with the unit administrator or designee, 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 choice to the requirements of one specific catalog or its supplement. Undergraduate students who enter the university under the regulations of a catalog have a period of five years, inclusive and continuous, in which to claim the degree requirements of that catalog.

GENERAL REQUIREMENTS FOR GRADUATION

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

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

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

Application for graduation must be made on a form provided by the office of the Registrar not later than two semesters before the completion of the requirements for the degree. The diploma fee must accompany the application.

At least two semesters prior to graduation, each student must, in consultation with the unit administrator or designee, complete a Senior Summary Sheet to be forwarded to the office of the Registrar.

DOUBLE OR SECOND MAJOR

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

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

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.

The student must maintain a minimum GPA of 2.0. In 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 determination of 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.

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

1. The student must complete at East Carolina University at least one-half the minimum number of hours required for the degree.
2. The student must have the required average on all work taken at this university.
3. The student must have a cumulative average on all work attempted (including any transfer credit) which meets the requirements for the degree with distinction.

Second undergraduate degrees with distinction are awarded under the following conditions:

1. The student must complete a minimum of 30 s.h. at East Carolina University.
2. The student must have a minimum GPA of 3.5 on course work for the second degree and a cumulative average on all course work attempted for the first degree as well as for the second degree which meets the requirement for the degree with distinction. The level of distinction on the second degree can be no higher than that allowed by the GPA on the work toward the second degree. The student must meet all other scholastic requirements for a second degree as listed in this catalog.

CHANGE OF NAME AND ADDRESS

It is the obligation of every student to notify the office of the Registrar of any change in name or address. Failure to do so can cause serious delay in communication with the student.

TRANSCRIPTS OF RECORDS

Requests for transcripts of a student's record should be addressed to the office of the Registrar. For each copy, there is a fee of \$3. A transcript will not be issued for a student who is financially indebted to the university.

PRIVACY OF STUDENT EDUCATIONAL RECORDS POLICY

The university policy for the administration of student educational records is in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). This policy provides that the student has a right of access to student educational records maintained by the university or any department or unit within the university. The policy also protects the confidentiality of personally identifiable information in student records. A copy of the university policy dealing with the privacy of student educational records is maintained in each professional school and academic department within the university. Each member of the faculty should be thoroughly familiar with this policy and comply with its provisions.

ACCESS TO STUDENT EDUCATIONAL RECORDS

In compliance with the Family Educational Rights and Privacy Act of 1974, it is the policy of the university that students have the following rights in regard to official educational records maintained by the university:

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

g. Requests from parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.

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

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

RELEASE OF DIRECTORY INFORMATION

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

INDEBTEDNESS

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

FACULTY SENATE MINUTES OF FEBRUARY 23, 1993
attachment 2.

Approved by the Faculty Senate, 2-23-93
Resolution #93-7

CONTINUING EDUCATION COMMITTEE CHARGE

1. Name: Continuing Education Committee

2. Membership:

5 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, Vice Chancellor for Academic Affairs, the Director of Continuing Education and Summer School, the Assistant Dean for Student Development, or their appointed representatives, and a representative from each of the Campus Libraries, Joyner and Health Sciences.

3. Quorum: 3 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:

The Continuing Education Committee advises the Director of Continuing Education and Summer School on programs, faculty, student services, support services, and future directions of continuing education. The Continuing Education Committee shall consider relating to Summer School which are not covered in other committee charges. The Committee examines and recommends policies relating to faculty teaching including qualifications, number of hours and compensation, in the Division of Continuing Education and Summer School.

B. To Whom The Committee Reports:

The Committee recommends to the Faculty Senate policies relating to teaching assignments, qualifications, and compensation of faculty in the Division of Continuing Education and Summer School. The Committee makes appropriate recommendations to the Director of Continuing Education and Summer School.

C. How Often The Committee Reports:

The Committee reports to the Senate as often as necessary, but at least once a year.

D. Power Of The Committee To Act:

The Committee is empowered to recommend to the Director of Continuing Education and Summer School programs relating to the Division of Continuing Education and Summer School.

FACULTY SENATE MINUTES OF FEBRUARY 23, 1993
attachment 3.

Approved by the Faculty Senate, 2-23-93
Pending approval by the Chancellor

Resolution #93-8

Revisions and addition to the Undergraduate Catalog, Section 3: Admission (pages 35 and 36) as follows:

1. Revise subsection ADMISSION-TRANSFER to read (revisions noted in bold):

ADMISSION - **GENERAL** TRANSFER

General admission requirements for transfer students are listed below:

1. Official transcript(s) from each college, technical institute, or university previously attended showing the following:
 - a. A satisfactory GPA on all transferable hours attempted.
(Some professional schools may require a grade point average which is higher than that required by the university.)
 - b. Honorable dismissal and eligibility to return to the college or university at which last matriculated. (Attendance only at summer school or evening school does not apply.)
2. Satisfactory health certificate.
3. A nondeductible, nonrefundable application fee of \$35.

Admission to the university does not guarantee admission to individual programs. Individual program admission requirements are described in the specific academic sections.

It is the student's responsibility to request that all transcripts and other records be forwarded to the admissions office.

NOTE: Transfer students must meet the same high school subject matter requirements as stated above for freshmen. In addition, those who present fewer than 30 s.h. (45 q.h.) of transferable credits with a minimum GPA of 2.0 must have satisfactory grades and test scores to qualify as freshmen. Students must also be eligible to return to the institution at which last matriculated.

2. Add the following as a new subsection after ADMISSION-GENERAL TRANSFER:

ADMISSION - TRANSFER WITH ASSOCIATE DEGREE

Admission of transfer students with an associate degree is based on the following criteria:

1. The applicant must have earned the Associate of Arts, Associate of Science, or Associate of Fine Arts degree;
2. The applicant must have earned the degree at an institution which is accredited by the Southern Association of Colleges and Schools; and
3. The applicant must have earned a minimum of 23 quarter hours at the institution conferring the degree.