



**Faculty Senate Resolution #98-33**

Approved by the Faculty Senate: December 8, 1998

Approved by the Chancellor: December 8, 1998

Reviewed by the Board of Trustees: December 11, 1998

ATTACHMENT # 1

**REVISED UNIVERSITY ACADEMIC RETENTION STANDARDS**

**CLASSIFICATION: REGULAR STUDENTS**

In order to graduate in eight semesters of attendance, a student in a typical degree program (120-128 semester hours) must average 15-16 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:

Freshman – 1-29 semester hours credit  
Sophomore – 30-59 semester hours credit  
Junior – 60-89 semester hours credit  
Senior – 90 or more semester hours credit

Students must meet grade (quality) point requirements to be eligible for readmission for a succeeding semester at East Carolina University. (See Scholastic Eligibility Standards, below.)

**SCHOLASTIC ELIGIBILITY STANDARDS**

The following eligibility standards are effective for students initially matriculating at ECU beginning fall semester 1999 and for readmitted students enrolling fall semester 1999 and thereafter. Retention requirements are based upon hours attempted at East Carolina University and/or transfer hours from another institution. Continuing students will be granted two semesters to meet new academic standards prior to the first suspension under the policy. The minimum scholastic requirements to avoid probation and/or suspension are as follows:

0 -29 attempted hours and/or transfer hours, 1.6 GPA  
30-59 attempted hours and/or transfer hours, 1.8 GPA  
60-74 attempted hours and/or transfer hours 1.9 GPA  
75 or more attempted and/or transfer hours, 2.0 GPA  
Second undergraduate degree, 2.0 GPA

A student who possesses a baccalaureate degree and who is working toward a second baccalaureate degree must maintain a minimum cumulative GPA of 2.0 on all work attempted on the second baccalaureate degree. Certain academic programs require a GPA greater than 2.0 for admission. (See specific major requirements.)

**Academic Standing Codes**

Grade point calculations are made and the report is posted to the web and mailed to the student at the end of each semester and each summer term. The report indicates the following as appropriate.

1. Removed from Academic Probation
2. Academic Warning: This code indicates that the student is not performing at an acceptable level for progression toward graduation. (Warning is assigned to students whose cumulative is less than 2.0 (required for graduation) but meets the minimum GPA required for his/her retention period.)
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 unless, during the semester of probation, the student earns a 2.5 or higher GPA on 12 or more attempted hours or the student's cumulative GPA results in a deficit of 5 or fewer quality points from the total required by the retention period and the number of attempted hours.
4. A. 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.  
  
B. 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).  
  
C. 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.

## REVISED UNIVERSITY ACADEMIC RETENTION STANDARDS (CONTINUED)

- D. **Nontraditional Student Suspension:** This code indicates the status of a student who has become academically ineligible because of failure to satisfy retention stipulations within the limits established by the Performance-Based Admission Policy. For readmission options available to students in this status, consult the nontraditional student readmission portion of the readmission policies below.

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.

### Warning and Probation

A student will be placed on academic warning if his or her cumulative GPA is less than 2.0 but meets the minimum GPA required for his or /her retention period.

A student will be placed on academic probation if he or she does not meet the current academic standards, above.

A student will remain on academic warning or probation until the required GPA is obtained or the student is suspended.

### Intervention Strategies

A student who has been placed on academic warning or probation shall

- receive a written notification of academic warning or probation and the appropriate indication will be made on the student's university record;
- be required to meet with the adviser and attend an academic review session conducted by the Office of Undergraduate Studies or his or her academic unit prior to registration for the next academic term (fall or spring); and
- complete with the adviser, unit representative, or other university representative an academic review form, identifying possible actions or strategies which the student will use during the warning/probationary semester to improve 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 AND READMISSION

### Suspension

The student who fails to meet the required GPA while on probation will be suspended from the university unless the student

- earns at least a 2.5 GPA on a minimum of 12 attempted hours in the current probationary semester or two summer terms,
- earns quality points on attempted hours during the current probationary semester or two summer terms such that his or /her cumulative quality points result in a deficit of no more than 5 quality points from the total quality points required for the retention period and the hours attempted, or
- is readmitted by the Readmission Appeals Committee following submission of an appeal to that committee. Appeals must be received by the published deadlines in order to be considered. Evidence of participation in the intervention program prescribed by the academic unit to which the student is assigned or by the Academic Support Center in the Office of Undergraduate Studies is considered.

### Appeals of Suspension

Although any student may appeal suspension, additional consideration will be given to those students who have completed the required intervention strategies.

A student who wishes to appeal his or her suspension must appeal in writing to the Readmission Appeals Committee. The appeal form or letter must be received in the Office of the Registrar by 5:00 p.m. according to the following schedule.

Appeals for fall semester: Examination day of the second summer term

Appeals for spring semester: Last day for examinations for fall semester

## REVISED UNIVERSITY ACADEMIC RETENTION STANDARDS (CONTINUED)

The appeal should contain the following:

- rationale for the appeal;
- documentation of personal, family, or medical problems; and, where available,
- a copy of the intervention plan signed by the adviser or departmental representative.

Continuing students who have served a portion of their suspension and who wish exemption from the remainder may submit a letter of appeal. This letter must be received according to the deadlines stated in the previous paragraph. The Readmission Appeals Committee normally will not approve appeals from ineligible students unless they are based on personal or family problems of an extreme nature or on evidence of substantial academic improvement. In considering appeals for readmission for the fall semester, the committee normally expects students to attend summer school to demonstrate academic improvement.

### Readmission Following Suspension

Following an initial suspension of one semester and readmission to the university on academic probation, the student who fails to meet the required GPA while on probation will be suspended from the university for two semesters unless he or she earns at least a 2.5 GPA on a minimum of 12 attempted hours in the current probationary semester or two summer terms, has a total quality point deficit of 5 or fewer for the retention period and hours attempted, or is readmitted by the Readmission Appeals Committee.

Following the second suspension and readmission to the university on academic probation, the student who fails to meet the required GPA will be suspended from the university for an indefinite period of time, not less than three academic years, unless he or she earns at least a cumulative GPA of 2.5 on a minimum of 12 attempted hours in the current probationary semester or two summer terms, has a total quality point deficit of 5 or fewer for the retention period and hours attempted, or is readmitted by the Readmission Appeals Committee.

A student may remove academic deficiencies only by attending East Carolina University. Quality points do not transfer.

**Faculty Senate Resolution #98-35**

Approved by the Faculty Senate: December 8, 1998

Approved by the Chancellor: pending

ATTACHMENT # 2

**CLARIFICATION STATEMENTS (POLICY AND GUIDELINES) FOR SCHEDULING CLASS CONTACT MINUTES FOR FALL/SPRING SEMESTERS, SUMMER SESSION, AND WEEKEND UNIVERSITY COURSES**

**UNC System Policy Governing Academic Calendars for Fall/Spring Semester Classes**

The academic contact hour for lecture/discussion classes is fifty minutes by custom and tradition. The following table indicates class meeting length according to the number of contact hours (50-minute periods) during the 15-week semester. The number of minutes shown in the table is contact minutes only and does not include breaks from classroom activity.

Academic contact hours per week	Total semester contact minutes	Number of meeting days per week, meetings per semester, and number of contact minutes per class meeting				
		1 day/wk	2 day/wk	3 day/wk	4 day/wk	5 day/wk
		15 meetings	30 meetings	45 meetings	60 meetings	75 meetings
1	750	50	--	--	--	--
2	1500	100	50	--	--	--
3	2250	150	75	50	--	--
4	3000	200	100	70*	50	--
5	3750	250	125	85*	65*	50

\*rounded

**Recommended Guidelines for Scheduling Lecture/Discussion Fall/Spring Semester Classes**

To facilitate timely matriculation of students it is important that class scheduling be coordinated. Having a scheduled gap between classes allows students time to move from one class to another. Lecture/discussion classes with more than 90 contact minutes per meeting should be lengthened in their scheduling to include one or more breaks of ten or fifteen minutes.

Three semester-hour credit lecture/discussion classes meeting on a Monday, Wednesday, and Friday sequence should start on the hour and be scheduled for fifty minutes. Three semester-hour credit classes meeting on a Tuesday and Thursday sequence should start at 8:00, 9:30, 11:00, 12:30, 14:00, or 15:30 and be scheduled for seventy-five minutes. Three semester-hour credit classes meeting on Monday and Wednesday afternoons may start on the hour or half hour and should be scheduled for seventy-five minutes. Lecture/discussion classes that are not three semester-hour credit and meet for fifty minutes on Tuesday or Thursday should start at 8:00, 10:00, 11:00, 13:00, 14:00, or 16:00 so as not to overlap more than one of the three semester-hour time-slots.

**Suggested times for three semester-hour courses**

MWF 8:00 – 8:50	TTh 8:00 – 9:15	MW 14:00 – 15:15
MWF 9:00 – 9:50	TTh 9:30 – 10:45	MW 15:30 – 16:45
MWF 10:00 – 10:50	TTh 11:00 – 12:15	
MWF 11:00 – 11:50	TTh 12:30 – 13:45	
MWF 12:00 – 12:50	TTh 14:00 – 15:15	
MWF 13:00 – 13:50	TTh 15:30 – 16:45	
MWF 14:00 – 14:50		
MWF 15:00 – 15:50		
MWF 16:00 – 16:50		

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**CLARIFICATION STATEMENTS (POLICY AND GUIDELINES) FOR SCHEDULING CLASS CONTACT MINUTES FOR FALL/SPRING SEMESTERS, SUMMER SESSION, AND WEEKEND UNIVERSITY COURSES (CONTINUED)**

**UNC System Policy Governing Academic Calendars for Summer Session Classes**

The academic contact hour for lecture/discussion classes is fifty minutes by custom and tradition. The following table indicates class meeting length according to the number of contact hours (50-minute periods) during the 5-week term. In order to have the contact minutes during the Summer session be consistent with contact minutes during the Fall/Spring 15-week semesters, the following table indicates how long class meetings should last during the 5-week term. The number of minutes shown in the table is contact minutes only and does not include breaks from classroom activity.

Fall/Spring academic contact hours per week	Total semester contact minutes	Number of meeting days per week, meetings per semester, and number of contact minutes per class meeting			
		2 day/wk	3 day/wk	4 day/wk	5 day/wk
		10 meetings	15 meetings	20 meetings	25 meetings
1	750	75	50	--	--
2	1500	150	100	75	60
3	2250	225	150	110*	90
4	3000	--	200	150	120
5	3750	--	--	185*	150

\*rounded

**Recommended Guidelines for Scheduling Lecture/Discussion Summer Session Classes**

To facilitate timely matriculation of students it is important that class scheduling be coordinated. Having a scheduled gap between classes allows students time to move from one class to another. Lecture/discussion classes with more than 90 contact minutes per meeting should be lengthened in their scheduling to include one or more breaks of ten or fifteen minutes.

Since most lecture/discussion classes carry three semester-hours credit, they should meet for either 90 minutes five days per week (morning) or 110 minutes (plus break minutes) four days per week (afternoon or evening). The following guidelines indicate recommended beginning and ending times for three semester-hour credit lecture/discussion classes. Other classes should either begin at one of these beginning times or end at one of these ending times. Classes that meet once a week during the Fall/Spring semesters (e.g. labs or night classes) could match their fifteen regular semester sessions by meeting three times per week during a Summer term for the same meeting length as during the Fall/Spring semesters.

MTWTHF	8:00 – 9:30
MTWTHF	9:40 – 11:10
MTWTHF	11:20 – 12:50
MTWTH	13:00 – 15:00 (includes 10 break minutes)
MTWTH	15:10 – 17:10 (includes 10 break minutes)
MTWTH	17:20 – 19:20 (includes 10 break minutes)
MTWTH	19:30 – 21:30 (includes 10 break minutes)

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**CLARIFICATION STATEMENTS (POLICY AND GUIDELINES) FOR SCHEDULING CLASS CONTACT MINUTES FOR FALL/SPRING SEMESTERS, SUMMER SESSION, AND WEEKEND UNIVERSITY COURSES (CONTINUED)**

**UNC System Policy Governing Academic Calendars for Weekend University Classes**

The academic contact hour for lecture/discussion classes is fifty minutes by custom and tradition. The following table indicates class meeting length according to the number of contact hours (50-minute periods) during the Weekend University terms. In order to have the contact minutes during the Weekend University terms be consistent with contact minutes during the Fall/Spring 15-week semesters, the following table indicates how long class meetings should last during the Weekend University terms. The number of minutes shown in the table is contact minutes only and does not include breaks from classroom activity.

Fall/Spring academic contact hours per week	Total semester contact minutes	Number of meeting days per week, meetings per semester, and number of contact minutes per class meeting	
		1 day/wk 14 meetings	1 day/wk 10 meetings
1	750	55*	75
2	1500	110*	150
3	2250	160	225
4	3000	215*	300
5	3750	--	--

\*rounded

**Recommended Guidelines for Scheduling Lecture/Discussion Weekend University Classes**

Since most lecture/discussion classes carry three semester-hours credit, they should meet for 160 minutes (plus break minutes) per class meeting during the Fall/Spring semesters or 225 minutes (plus break minutes) per class meeting during the Summer session. The following guidelines indicate recommended beginning and ending times for three semester-hour credit lecture/discussion classes; other classes should either begin at one of these beginning times or end at one of these ending times.

Fall/Spring    Fri 18:30 – 21:40 (includes 30 break minutes)  
Sat 8:00 – 11:10 (includes 30 break minutes)  
Sat 11:25 – 14:35 (includes 30 break minutes)  
Sat 14:50 – 18:00 (includes 30 break minutes)

Summer        Fri 18:00 – 22:20 (includes 35 break minutes)  
Sat 8:00 – 12:20 (includes 35 break minutes)  
Sat 13:00 – 17:20 (includes 35 break minutes)