

AD HOC COMMITTEE ON ACADEMIC REGULATIONS REPORT

DRAFT

**ACADEMIC REGULATIONS: Section 5**  
**THE CATALOG AND THE STUDENT PROGRAM**

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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 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 **Tthe final responsibility for meeting all academic requirements for a selected program**  
31 **rests, however, with the student.**

32  
33 **OFFICIAL ANNOUNCEMENTS**

34 The university maintains approximately 100 official bulletin boards at key locations on  
35 campus. Through consecutively numbered official announcements, academic departments and  
36 other divisions of the university communicate essential and timely information to students; it is

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1 the responsibility of the student to read and know the contents of those announcements which  
2 affect his or her program.

### 3 COURSES OF STUDY

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

### 10 REGISTRATION

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

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

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

### 24 EARLY REGISTRATION

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

### 31 SCHEDULE CHANGES

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

36 ~~Dropping Courses: During the first 40% of the regularly scheduled class meetings of a~~



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1    **Dropping Courses After the Schedule Change Period**

2            During the first 40% of the regularly scheduled class meetings of a course, including the  
3 meeting for the final examination, a student may, at his or her own option, drop up to four  
4 courses in pursuit of a university degree. The number of drops is prorated on the student's credit  
5 hours. (See Course Drop Options below.) For regular semester-length courses, the drop period  
6 is limited to the first thirty days of classes of the semester. For five-week block courses or  
7 regular summer term courses, the drop period is limited to the first ten days of classes. The  
8 same 40% drop period rule applies to block courses of other lengths as well. Students are  
9 advised to consult official university bulletin boards to determine the appropriate drop period for  
10 such block courses. The student's academic record will reflect any course drop.

11  
12    \*            **DURING THE FIRST 40% OF THE REGULARLY SCHEDULED CLASS MEETINGS**  
13 **(INCLUDING THE MEETING FOR THE FINAL EXAMINATION) OF A COURSE, A STUDENT**  
14 **MAY, AT HIS OR HER OWN OPTION, DROP THE COURSE. THE STUDENT MAY DROP UP**  
15 **TO FOUR COURSES IN PURSUIT OF A UNIVERSITY DEGREE. THE NUMBER OF DROPS**  
16 **IS PRORATED ON THE STUDENT'S CREDIT HOURS. (SEE COURSE DROP OPTIONS**  
17 **BELOW.) FOR REGULAR SEMESTER-LENGTH COURSES, THE DROP PERIOD IS**  
18 **LIMITED TO THE FIRST THIRTY DAYS OF CLASSES OF THE SEMESTER. FOR**  
19 **FIVE-WEEK BLOCK COURSES OR REGULAR SUMMER TERM COURSES, THE DROP**  
20 **PERIOD IS LIMITED TO THE FIRST TEN DAYS OF CLASSES FOR THE SEMESTER OR**  
21 **SUMMER TERM. THE SAME 40% DROP PERIOD RULE APPLIES TO BLOCK COURSES**  
22 **OF OTHER LENGTHS AS WELL. STUDENTS ARE ADVISED TO CONSULT OFFICIAL**  
23 **UNIVERSITY BULLETIN BOARDS TO DETERMINE THE APPROPRIATE DROP PERIOD**  
24 **FOR SUCH BLOCK COURSES. *THE STUDENT'S ACADEMIC RECORD WILL REFLECT ANY COURSE***  
25 ***DROP.***

26            Requests for drops after the 40% drop period will be considered by the dean of  
27 undergraduate studies; requests for drops beyond the allotted number which are based upon  
28 medical or counseling reasons will also be considered by the dean or undergraduate studies  
29 upon the recommendation of the director of the Student Health Service or the director of the  
30 Counseling Center, as appropriate. If denies permission to drop, the student may appeal the  
31 decision to the Course Drop Appeals Committee. If permitted to drop, the student must deliver  
32 the required forms to the Office of the Registrar within three class days. A student may not drop  
33 a course after the last regularly scheduled class meeting prior to the final examination. NO  
34 COURSE IS OFFICIALLY DROPPED UNTIL THE REQUIRED PROCEDURE IS COMPLETE.

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\* This denotes a rewrite of the paragraph above.

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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 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.

**\* 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

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\* This denotes a rewrite of the paragraph above.

1 s.h. of graduation who has been admitted to a graduate degree program may take a 6000-level  
2 course while completing undergraduate degree requirements but only for graduate credit.

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

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

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

### 11 COURSE LOAD

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

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

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

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

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

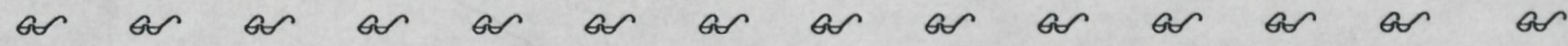
### 28 AUDITING COURSES

29 See Section 3, Admission: AUDITORS.

### 31 REPETITION OF COURSE WORK

32 A student will not be permitted to repeat a course for which he or she has earned a grade  
33 of C or better without written approval from his or her unit administrator and the dean of  
34 undergraduate studies. A student who desires to repeat a course in which he or she has earned  
35 a grade of D must obtain an approved raise grade form from his or her departmental office and  
36 submit this form to the Office of the Registrar prior to enrolling in the course. A student who





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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 ~~prior to enrollment for their first semester at the university.~~

**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. ~~The university operates five and one half days a week.~~ 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

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1 examination to the Office of the Registrar within one week of the date of approval by the dean of  
2 undergraduate studies. Credits earned under this regulation are recorded with the grade  
3 achieved on the examination. Credit earned by ~~special~~ examination may not be used to reduce  
4 minimum residence requirement.

5

**TRANSFER CREDIT Upon Admission**

6  
7 A student transferring to the university from another college or university will have  
8 transcripts evaluated by the Office of Admissions during the admissions process. Credit will be  
9 awarded for all transferable courses for which a grade of C or better was earned. This evaluation  
10 will then be reviewed by the student's academic unit. It is only upon the review by the academic  
11 unit that the student will know what additional courses are necessary to meet degree  
12 requirements.

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

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

25

**Following Admission**

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

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

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

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

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

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

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

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

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

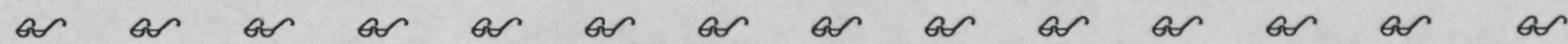
23           ~~No transfer credit will be accepted for a course which substantially duplicates a course in~~  
24 ~~which a student has prior enrollment at East Carolina University unless the academic work~~  
25 ~~presented for transfer represents a minimum of one full year (30 s.h. or 45 q.h. of transferable~~  
26 ~~work) at the other institution and the student has maintained a C average on all transferable~~  
27 ~~work. Duplicate credit cannot be granted under any circumstances.~~

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

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

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- 1 DEPARTMENT OFFERING THE COURSE AND THE OFFICE OF UNDERGRADUATE  
2 STUDIES.
- 3 • IF THE STUDENT HAS ATTAINED JUNIOR STANDING AND WISHES TO ATTEND A  
4 TWO-YEAR INSTITUTION SPECIFIC APPROVAL MUST BE GRANTED BY THE OFFICE  
5 OF UNDERGRADUATE STUDIES.
  - 6 • IF THE STUDENT HAS PREVIOUSLY COMPLETED SIXTY SEMESTER HOURS OR  
7 MORE AT A TWO-YEAR INSTITUTION, SPECIFIC APPROVAL MUST BE GRANTED BY  
8 THE OFFICE OF UNDERGRADUATE STUDIES PRIOR TO PERMITTING THE  
9 TRANSFER OF ADDITIONAL CREDIT FROM A TWO-YEAR INSTITUTION.
  - 10 • IF THE STUDENT WISHES TO BE CONCURRENTLY ENROLLED AT ECU AND IN  
11 CORRESPONDENCE COURSES, EXTENSION COURSES, OR COURSES AT ANOTHER  
12 INSTITUTION BOTH THE ACADEMIC UNIT AND THE OFFICE OF UNDERGRADUATE  
13 STUDIES MUST GRANT SPECIFIC APPROVAL.

14  
15 GENERAL INFORMATION

16 FINAL EXAMINATIONS

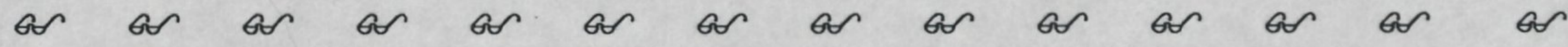
17 Final examinations will be ~~are~~ held at the close of each term in all courses. There will be  
18 no departure from the printed schedule of examinations. Changes for individual emergencies of  
19 a serious nature will be made only with the approval of the instructor, the student's major  
20 chairperson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

27  
28 INTERMEDIATE TESTS AND QUIZZES

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

32  
33 RE-EXAMINATIONS

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



1 course is permissible.

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

4

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#### CLASSIFICATION REGULAR STUDENTS

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

|    |                                  |            |
|----|----------------------------------|------------|
| 11 | 0-31 semester hours credit       | Freshmen   |
| 12 | 32-63 semester hours credit      | Sophomores |
| 13 | 64-95 semester hours credit      | Juniors    |
| 14 | 96 or more semester hours credit | Seniors    |

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

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#### GRADING SYSTEM, GRADE POINTS, AND

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#### GRADE POINT AVERAGE

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

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

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#### REMOVAL OF INCOMPLETES

36 A grade of I must be removed during the next semester (not counting summer session)

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

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### SCHOLASTIC ELIGIBILITY STANDARDS

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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.)

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### STANDARDS and PROBATION

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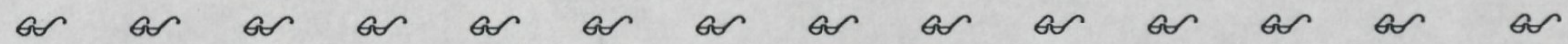
A student will be placed on probation:

- 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





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

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

9 **Note:**

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

12  
13 ~~A minimum cumulative GPA of 2.5 is required for admission to the Upper Division in~~  
14 ~~Teacher Education and to student teaching.~~

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

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

19

20 **PROBATION AND SUSPENSION CODES**

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

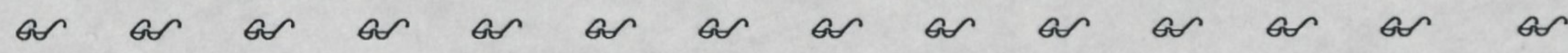
25 **#1 Removed from Academic Probation**

26 ~~#2 Academic Warning--This code indicates that the student is performing at~~  
27 ~~the required scholastic level at the present time; however, continued performance at this~~  
28 ~~level will, upon the attainment of the next retention period, result in academic probation~~  
29 ~~and inability to graduate during the normal time frame.~~

30 ~~#3 Academic Probation--This code indicates that the student has not met the required~~  
31 ~~scholastic standards. If the deficiency is not removed by the end of the next semester of~~  
32 ~~enrollment, the student will be declared academically ineligible to return. suspended.~~

33 ~~#4A Academically Ineligible Suspension--This code indicates the first time that the~~  
34 ~~student's scholastic performance has not met the requirements necessary to~~  
35 ~~continue enrollment. The student is suspended for one semester followed by~~  
36 ~~readmission on probation.~~





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### 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. ~~Official transcripts from all institutions attended since the last enrollment at East Carolina must be on file prior to a student's being approved for readmission.~~ In order to ensure processing, applicants should submit ~~transfer~~ readmission applications according to the deadline thereon. ~~at least three weeks prior to registration day of the intended term of re-enrollment.~~ Transfer credit will be evaluated in accordance with established university policy. (See TRANSFER CREDIT, above.)

### 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. ~~eligibility to return to the previous institution.~~ 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.



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1 Office of the Dean of Students, Whichard Building. Official written excuses for personal illness  
2 are not issued by the Student Health Service except in the case of a final examination when a  
3 grade of Incomplete (I) is recommended.

4 The death of an immediate family member **OR STUDENT PARTICIPATION IN**  
5 **RELIGIOUS HOLIDAYS** may be considered as an excused absence under university policy.  
6 Should such a circumstance occur, the student should contact the Office of the Dean of Students  
7 for a University Excused Absence while providing documentation of the particulars.

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

10 1. Participation in authorized university activities as an official representative of the university  
11 (i.e. sporting events, delegate to regional or national meetings or conferences, participation  
12 in and necessary travel to and from university sponsored performances).

13 2. Participation in activities directly related to university course work and part of the course  
14 requirements. To qualify for a University Excused Absence, an activity must:

15 a) Be directly related to the course work.

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

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

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

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

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

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

### POLICY ON POSTING GRADES

32 It is the policy of the university that each instructor post final grades in each course which  
33 he or she teaches at the end of each semester or summer term in a convenient place so that  
34 students may have access to their grades as soon as possible after completion of the course.  
35 Additionally, some instructors post interim grades. The individual student's identification number  
36 without an accompanying identifying name is used to identify the individual course grades to

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1 protect the privacy of the student. In compliance with the Family Educational Rights and Privacy  
2 Act (P.L. 93-380), if any student does not want the grades posted by the instructors during or at  
3 the end of the semester or term ~~at the end of the term~~, the student must notify the instructor and  
4 the Office of the Registrar of that fact at the beginning of the semester ~~no later than~~  
5 ~~twenty-one calendar days prior to the last day of classes of a given semester or summer~~ term.  
6 Once such notification has been made, that student's grades will not be posted in any courses  
7 taken during that term. It is the student's responsibility to notify the instructor and the Office of  
8 the Registrar each term he or she wishes grades not to be posted.

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

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#### CHANGE OF GRADE

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A change in grade, other than I, for any reason, must be made within one year from the

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date the original grade was received.

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

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Each semester outstanding scholarship is recognized in the following manner:

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

20

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

23

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

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#### DEGREE REQUIREMENTS

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

34

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



1 (including a foreign language requirement) will not apply. Courses taken to meet general  
2 education requirements may be used to satisfy requirements for a second major or a minor, but  
3 not a primary major.

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

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**SCHOLASTIC REQUIREMENTS  
FOR A  
SECOND UNDERGRADUATE DEGREE**

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

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

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

32

**DEGREES WITH DISTINCTION**

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

- 35 "Summa Cum Laude" for a cumulative average of 3.90
- 36 "Magna Cum Laude" for a cumulative average of 3.60

1                    "Cum Laude" for a cumulative average of 3.50.

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

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

- 5                    1. The student must complete at ~~this university~~ East Carolina University at least  
6                    one-half the minimum number of hours required for the degree.  
7                    2. The student must have the required average on all work taken at this university.  
8                    3. The student must have a cumulative average on all work attempted (including any  
9                    transfer credit) which meets the requirements for the degree with distinction.  
10

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

- 13                    1. The student must complete a minimum of 30 s.h. at ~~this university~~ East Carolina  
14 University.  
15                    2. The student must have a minimum GPA of 3.5 on course work for the second degree  
16 and a cumulative average on all course work attempted for the first degree as well as for  
17 the second degree which meets the requirement for the degree with distinction. The level  
18 of distinction on the second degree can be no higher than that allowed by the GPA on  
19 the work toward the second degree. The student must meet all other scholastic  
20 requirements for a second degree as listed in this catalog.  
21

## 22                    CHANGE OF NAME AND ADDRESS

23                    It is the obligation of every student to notify the Office of the Registrar of any change in  
24 name or address. Failure to do so can cause serious delay in communication with the student.  
25 ~~the handling of student records and in notification of emergencies at home.~~  
26

## 27                    TRANSCRIPTS OF RECORDS

28                    Requests for transcripts of a student's record should be addressed to the Office of the  
29 Registrar. For each copy, there is a fee of \$3. A transcript will not be issued for a student who is  
30 financially indebted to the university.  
31

## 32                    PRIVACY OF STUDENT EDUCATIONAL RECORDS POLICY

33                    The university policy for the administration of student educational records is in accordance  
34 with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). This  
35 policy provides that the student has a right of access to student educational records maintained  
36 by the university or any department or unit within the university. The policy also protects the

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1 confidentiality of personally identifiable information in student records. A copy of the university  
2 policy dealing with the privacy of student educational records is maintained in each professional  
3 school and academic department within the university. Each member of the faculty should be  
4 thoroughly familiar with this policy and comply with its provisions.

5

6

#### ACCESS TO STUDENT EDUCATIONAL RECORDS

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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:

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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.

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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.

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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.

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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.

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5. Information from the student's records may be released without the written consent of  
the student in the following situations:

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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

- 1 desires, so that he or she may have an opportunity to challenge the contents of  
2 the record.  
3 e. Requests from authorized representatives of the US Comptroller General or  
4 the administrative head of a federal educational agency in connection with an  
5 order or evaluation of federally supported educational programs.  
6 f. Requests in connection with a student's application for receipt of financial aid.  
7 g. Requests from parents of a dependent student as defined in Section 152 of  
8 the Internal Revenue Code of 1954.  
9 h. Requests from appropriate persons in connection with an emergency if the  
10 knowledge of such information is necessary to protect the health or safety of the  
11 student or other persons.

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

#### 17 RELEASE OF DIRECTORY INFORMATION

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

#### 31 INDEBTEDNESS

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