Draft MINUTES

Enrollment Management Subcommittee

October 10, 2018, 3:30PM

UC 233

Members in attendance: Joanna Hersey (ARTS), Melissa Schaub (LETT), Rachel Smith (NSM), Lois Williams (AVC for Enrollment)

Members not in attendance: Dorea Bonneau (EDUC), Frederick Stephens (SBS), Derek Oxendine (Director of the Center for Student Success), (SGA representative TBD)

Visitors and guests: Beth Holder (Dean of the University College)

1. The meeting was called to order at 3:45pm.
2. The minutes from the April 11, 2018 meeting were approved as circulated.
3. The agenda was adopted.
4. The election of a secretary was deferred until the November meeting since only 3 of the 5 faculty members were in attendance. Dr. Smith volunteered to take minutes for this meeting (only).
5. Report from the Past Chair

Last year EMS, AA and Senate passed changes to the limit on the number of course hours a student can withdrawal from. Those changes were not originally made in the 2018-2019 catalog but after an exchange between the past chair and the catalog editor, the correct changes have been made.

1. Report from Associate Vice Chancellor for Enrollment

The Registrar’s Office is working with DoIT staff to develop online forms to replace many of the paper forms which are currently in use. AVC Williams would like to review these draft forms at the next EMS meeting including the number of approvals for various processes since this increases the complexity of the process and slows it down. Dr. Smith volunteered to find EMS minutes where these questions had been previously considered.

A new admissions director, Elizabeth Hunter, has been hired and will begin Nov. 5th. She comes to UNCP directly from Duke where she worked in the School of Nursing’s Admission’s office. She is familiar with the Admission Pros software which UNCP is now using for a 2nd year.

BravesCentral is open and currently hiring more staff. Enrollment has had to work with Human Resources to move positions into BravesCentral from other areas since its implementation was required to be cost neutral. Each area has offered up a couple of positions.

Admissions staff are out recruiting. Several staff on the 2nd floor of Lumbee Hall will be relocating. A major project in the Registrar’s Office is digitizing historical files. This project will free up space to allow more frontline people in Registrar’s Office. Financial Aid will add Campus Logic software which will allow students chosen for verification to upload documents. The Federal Government has increased the number of Financial Aid recipients who must undergo verification from the previous 35% to 40-50%. Financial Aid will undergo restructuring and an internal business process audit this year.

For Fall 2018 the total enrollment was 7137 with a Freshman class of 1233 and 838 Transfer students. The average GPA increased from 3.48 in Fall 2017 to 3.55 in Fall 2018. The average ACT increased from 19.3 to 19.8. The average SAT went up from 916 to 1004. The SAT was revised and the average for all institutions was a 50-point increase so it is difficult to determine whether or not UNCP’s 88-point increase is significant. The FT/FT retention rate increased from 68.7-73.8%. It appears as though the Fall 2018 entering class was as diverse as previous classes with a slight increase in Hispanic students and very little change in % of American Indian and African American students.

1. The Director of the Center for Student Success was not in attendance.
2. Unfinished Business was deferred to November meeting due to loss of quorum.
	1. Proposed changes to the Course Repetition and Grade Replacement Policies (Appendix A)
	2. Proposed changes to the Academic Standing Policy (Appendix B)
3. New Business was deferred to November meeting due to loss of quorum.
	1. Concern about WX grade approval process
4. There were no announcements.
5. The meeting was adjourned at 4:21pm.

Appendix A: Course Repetition/Grade Replacement Policy Proposal

This proposal would modify the current UNCP catalog in the Undergraduate Academic Policies🡪Academic Procedures and Policies area: <http://catalog.uncp.edu/content.php?catoid=9&navoid=495#registration-procedures-and-policies>

**Repetition of Course Work**

A student who wishes to repeat a course must adhere to the following policies:

1. The original course and the repeat course must be taken at UNCP.
2. The course being repeated must be the same course taken previously; no substitutions are allowed.
3. Students who receive a grade of “C” (2.00) or better in a course may not repeat the course. Exceptions to this requirement require approval of the chair of the department offering the course and the appropriate dean.
4. Students may repeat a course twice. Exceptions to this limit require approval of the chair of the department offering the course and the appropriate dean.
5. All grades received in courses repeated will be used to compute the quality point average, unless the student elects to use a grade replacement (see "Grade Replacement Policy" below).
6. A student will receive credit (earned hours) for a course one time, and the ~~most recent~~ the highest grade will be used in meeting graduation requirements.
7. All entries remain a part of the student's permanent record.

**Note: Please visit the website for Repetition of Corse Work Policies prior to Fall 2018**

### Grade Replacement Policy

### Note: Please visit the website for Grade Replacement Policies prior to Fall 2018

#### ~~a. Students Entering UNCP Prior to Fall 1994~~

~~Undergraduate students who entered UNCP before the fall of 1994 and who follow the repeat policy will automatically have the grade replaced for all eligible repeats. The semester hours and quality points in courses repeated are counted only once, and the most recent grade and the quality points corresponding to the most recent grade are used in computing the quality point average and meeting graduation requirements. However, all entries remain a part of the student's permanent record.~~

#### ~~b. Students Entering UNCP for Fall 1994 and Thereafter~~

~~Beginning with the fall semester of 1994, undergraduate students who enter UNCP and who wish to replace a course grade must adhere to/the following policies:~~

1. A student must follow all regulations regarding repetition of course work.
2. Some courses may be taken more than once for full credit; these courses are not eligible for grade replacement.
3. The semester hours and quality points in courses repeated are counted only once, and the most recent grade and the quality points corresponding to the most recent grade are used in computing the quality point average and meeting graduation requirements.
4. ~~Students entering UNCP as freshmen from Fall 1994 through Spring 2013~~ Students will have the option of replacing a maximum of ~~15~~ 16 credit hours with improved grades earned by repeating courses. ~~Students entering UNCP as freshmen beginning in Fall 2013 will have the option of replacing a maximum of 12 credit hours with improved grades earned by repeating courses. No student is eligible for more than 15 hours of replacement credit regardless of his/her entry date.~~
5. The credit hours associated with each repeated course will count toward the cumulative replacement hours.
6. Readmitted students requesting grade forgiveness will use forgiveness hours toward replacement hours; not to exceed 16 credit hours.
7. S~~tudents transferring or readmitted to UNCP may replace grades for courses taken at UNCP for a maximum number of hours as determined by the scale below, which is based on the number of hours accepted for transfer or readmission.~~

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| --- | --- |
| **~~Transfer or Readmission Hours Accepted as of Fall 1994~~** | **~~Maximum Hours for Replacement~~** |
| ~~0‑23 hours~~ | ~~15 or 12 (based on entry date)~~ |
| ~~24‑51 hours~~ | ~~12~~ |
| ~~52‑89 hours~~ | ~~9~~ |
| ~~90 or more hours~~ | ~~6~~ |
| ~~Candidate for Second Bachelor's degree~~ | ~~6~~ |

1. The student must secure a form from the Registrar's Office and indicate in writing which course grades are to be replaced for computation of the quality point average. The form designating specific course grade replacements will be maintained on permanent file in the Registrar's Office.
2. Decisions for course grade replacement are irrevocable.
3. All entries remain a part of the student's permanent record.

Examples of other UNC System schools’ policies for reference:

WCU: <http://catalog.wcu.edu/content.php?catoid=41&navoid=1481#grad_repl_and>

App State: <http://bulletin.appstate.edu/content.php?catoid=4&navoid=196>

UNCW: <http://catalogue.uncw.edu/content.php?catoid=41&navoid=5537#Repeating_of_Courses>

NCCU: <http://ecatalog.nccu.edu/content.php?catoid=9&navoid=1131#Undergraduate_Grade_Repeat_Policy_and_Grade_Point_Average>

Federal regulations that restrict the use of financial aid to repeat courses, which are related to the Repetition of Course Work policy, are on the Financial Aid Web site at: <https://www.uncp.edu/sites/default/files/2017-12/repeated_courses_policy.pdf>

Appendix B: Academic Standing Policy Proposal

This proposal would modify the current UNCP catalog in the Undergraduate Academic Policies🡪Academic Procedures and Policies area: <http://catalog.uncp.edu/content.php?catoid=9&navoid=495#undergraduate-grading-and-academic-eligibility>

Proposal for revisions to the Undergraduate Grading and Academic Eligibility section of the Academic Catalog regarding Progress Warning and Academic Probation, brought to EMS by the Office of the Registrar, the Office of Financial Aid, and the Center for Student Success.

Rationale regarding the proposed changes:

1. The proposed changes regarding Progress Warning will allow the university to be proactive in responding to students at the first sign of potential academic problems. Additionally, this change aligns with Federal Title IV regulations (Financial Aid) regarding the minimum two-thirds cumulative ratio of earned to attempted hours.
2. Currently, minimum GPA requirements for students on academic probation (2.3) and financial aid probation (2.0) do not match. The proposed changes eliminates the discrepancy.
3. Each semester there are students on academic probation that receive a GPA of 2.0 to 2.29 and are academically suspended. The proposed changes would allow these students to continue on probation. Over the last two academic years 138 students (86 in AY 15-16 and 52 in AY 16-17) were academically suspended who fell in this GPA range.
4. Corrects a grammatical error in the current language.

**Progress Warning**

~~A student is placed on Progress Warning when his or her pass rate falls below 67% but the cumulative GPA is 2.0 or higher. The pass rate is calculated by dividing the number of earned hours by the number of hours attempted at UNCP. Students on Progress Warning are not in good standing and will be advised of their status each semester until their pass rate reaches 67%.~~

A student who meets the cumulative requirements for good academic standing (minimum 2.0 GPA) but performs below a 2.0 GPA in the semester of the evaluation or performs below the two-thirds cumulative ratio of earned to attempted hours is given a “progress warning.”  This indicates potential academic problems and is communicated to the student and to the student’s advisor and major department(s).  Students on "progress warning" do not meet the financial aid requirements for Satisfactory Academic Progress.  Progress warnings do not appear on the student’s permanent academic record, and the transcript notation will reflect "good standing."

**Academic Probation**

A student is placed on Academic Probation when his/her cumulative GPA falls below 2.0. Students on academic probation are eligible to attend the University while carrying a cumulate grade point average below 2.0 under specified provisions but are not in good standing.

Students on probation have two semesters to improve their academic performance.  If a student takes a leave of absence after one semester of probation, he~~r~~ or she would still be under probation for one semester after returning.  Enrollment for the probationary term will be limited to a maximum of 13 semester hours, and students must participate in the services for probationary students offered through the Center for Student Success (CSS). This is a mandatory requirement.  Failure to participate in CSS services will result in immediate Academic Dismissal at the end of the semester.  Students should refer to the CSS website for more information on these services.

By the end of the second probationary semester, students must achieve one of the following:

1. Raise the cumulative GPA to a minimum of 2.0, or
2. Earn a minimum GPA of ~~2.~~3 2.0 for the second probationary semester.

Failure to meet one of the conditions above will result in a mandatory suspension from UNCP for one semester.  Refer to the section on Academic Suspension for more information.

To return to good standing, a student must have a cumulative GPA of 2.0 or better.  A probationary student who has earned a semester GPA of ~~2.~~3 2.0 but who has not achieved a cumulative GPA of 2.0 is continued on probation.