

Enrollment Management Subcommittee

January 13, 2021 at 3:30PM

Via WebEx

Webex Information:

<https://uncp.webex.com/uncp/j.php?MTID=m17274bd35f535e56c564888fab6e528a>

Wednesday, Jan 13, 2021 3:30 pm | 1 hour 30 minutes | (UTC-05:00) Eastern Time (US & Canada)

Occurs the second Wednesday of every month effective 1/13/2021 until 2/10/2021 from 3:30 PM to 5:00 PM, (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 180 722 0456

Password: 5HbdSma2ee3

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Access code: 180 722 0456

Committee Members:

Polina Chemishanova

Joanna Hersey

Beth Holder (Dean for University College)

Alice Kay Locklear

Shilpa Regan

Crystal Walline

Lois Williams (AVC for Enrollment)

Vacant (EDUC)

Vacant (SGA representative)

Agenda

- I. Call to order
- II. Approval of Minutes from the November 11, 2020 meeting
- III. Report from Chair
- IV. Reports
 - a. Lois Williams (AVC for Enrollment)
 - b. Beth Holder (Dean for University College)
- V. Old Business
 - a. Student Handbook Edits: Adding, Dropping, Withdrawing From Courses (see Appendix A).
 - i. These edits are currently reflected in the academic catalogue (<https://catalog.uncp.edu/content.php?catoid=24&navoid=1441#undergraduate-grading-and-academic-eligibility>)
- VI. New Business
- VII. Announcements
- VIII. Adjournment

Appendix A

Student Handbook (pages 98-99): https://www.uncp.edu/sites/default/files/2020-09/200902_DSA_2021_StudentHandbook_v11.pdf

ADDING, DROPPING AND WITHDRAWING FROM COURSES

~~After a student has completed registration, the only way the student's schedule can be changed is through the drop-add procedure. To add a course, a student must obtain a Course Add Form from an academic department, complete the form, have it approved by their advisor, obtain the signature of the gaining professor and present the form to the Office of the Registrar. To withdraw from a course, a student must obtain a Course Withdrawal Form from an academic department, complete the form, have it approved by the student's advisor and present the form to the Office of the Registrar. The adding and dropping of courses during open registration can be done online for current students through BraveWeb. New freshmen students will need to see their University College advisor to request changes to their~~

schedule. After the drop/add period, students can add a course by completing a Late Add form. The Late Add form will need to be submitted to the Office of the Registrar for processing (form must have all necessary signatures before it will be processed).

A student may withdraw from a course after the drop-add period but prior to and including the last day of the first week of classes after midterm grades are reported, with a grade of W, if the student obtains the signature of their advisor and instructor. Students entering UNCP as freshmen will have the option of withdrawing from a maximum of 15 semester hours of coursework. No student is eligible to withdraw from more than fifteen (15) hours of credit regardless of their entry date. A student may withdraw from a course after the drop/add period through the last day to withdrawal from a class (see academic calendar for dates). Students will receive a W grades. The Course Withdrawal form is available online, and in Brave Central. The Course Withdrawal form must be completed and submitted to the Registrar's Office for processing (form must have all necessary signatures before it will be processed). Students entering UNCP as freshmen will have the option of withdrawing from a maximum of 16 semester hours of coursework.

A student who transfers to UNCP may not withdraw from more than the maximum number of hours of coursework as determined by the table below during their undergraduate career at UNCP. After a student has withdrawn from the maximum allowed number of credit hours, any subsequent withdrawal will result automatically in a grade of "F." These limits apply only to the fall and spring semester courses, not to summer session courses.

Transfer Hours	Maximum Withdrawal Hours
0-59 hours	16
60+ hours <u>hours or more</u>	13
Candidate for second Bachelor's degree	13

The associate vice chancellor for enrollment may approve withdrawal from a course or courses at any time without academic penalty if serious extenuating circumstances, such as serious illness, exist. Unsatisfactory academic performance does not by itself constitute an extenuating circumstance. As soon as possible, the student petitioning to withdraw from a course due to extenuating circumstances must meet with the associate vice chancellor for enrollment, present the appropriate medical or legal documentation, and complete the necessary forms. Withdrawal

under these circumstances will not count toward a student's 15 hour career withdrawal limit. Approved requests receive a grade of WX. In addition, the following conditions apply:

1. A WX will be recorded on the transcript.
2. The course(s) will count as attempted hours.
3. The course(s) will not count in GPA calculation.
4. The course(s) is subject to all Financial Aid and SAP rules and calculations.

Students denied a request for the grade of WX may appeal to the provost or designee whose decision will be final.