

Enrollment Management Subcommittee

Wednesday, January 11, 2023 at 3:30PM

Via WebEx

Shilpa Regan's Personal Room

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Committee Members:

- I. Emilia Bak
- II. Scott Billingsley, Associate Provost, Acting AVC for Enrollment
- III. Derek Oxendine, AVC for Student Success
- IV. Shilpa Regan
- V. De'maurion Shelley, SGA Representative
- VI. Jessica Siegele
- VII. Laura Staal
- VIII. Joseph Sweet
- IX. Crystal Walline

Agenda

- I. Call to order
- II. Secretary assignments
 - a. January 11, 2023 (Laura)
 - b. February 8, 2023 (Jessica)
 - c. March meeting will need to be re-scheduled due to Spring Break (Joseph)
 - d. April 12, 2023 (Emilia)

- III. Approval of Minutes from the November 9, 2022 (Appendix A)
- IV. Report from Chair
- V. Reports
 - a. Scott Billingsley (Associate Provost, Acting AVC for Enrollment)
 - b. Derek Oxendine (AVC for Student Success)
- VI. Old Business
 - a. Review credit needed to gain academic honors at UNCP (Appendix B)
 - i. Review previous academic catalogs to see how long the current policy has been in place (Christina)
 - ii. UNC Charlotte petition (detailed information in Appendix B)
 - iii. Western Carolina: Confirmed that Honors includes only coursework completed at WCU
- VII. New Business
 - a. SGA resolution for Bereavement Policy (Appendix C)
- VIII. Announcements
 - a. Next meeting is February 8, 2023
 - b. Need to reschedule March meeting
- IX. Adjournment

Appendix A

Minutes from Enrollment Management Subcommittee meeting on November 9, 2022

Committee Members:

- I. Emilia Bak (present)
- II. Scott Billingsley, Associate Provost, Acting AVC for Enrollment (present)
- III. Derek Oxendine, AVC for Student Success (present)
- IV. Shilpa Regan (present)
- V. De'maurion Shelley, SGA Representative (present)
- VI. Jessica Siegele (absent)
- VII. Laura Staal (present)
- VIII. Joseph Sweet (present)
- IX. Crystal Walline (present)

Minutes

- I. Call to order at 3:32PM
- II. Secretary assignments
 - a. November 9, 2022 (Shilpa)
 - b. January 11, 2023 (Laura)
 - c. February 8, 2023 (Jessica)
 - d. March meeting will need to be re-scheduled due to Spring Break (Joseph)
 - e. April 12, 2023 (Emilia)
- III. Minutes approved by acclamation from October 12, 2022
- IV. Report from Chair
 - a. Advising for undergraduates for Spring 2023
 - Seniors and priority registration - February 6
 - Juniors - February 13
 - Sophomores - February 20
 - Freshmen - February 27
 - Open registration - March 13
 - b. Extending drop/add for undergraduates
 - i. Unsure if extending drop/add will be helpful
 - ii. Extending adding classes may cause difficulty in students being successful in course.
 - iii. Historically we have added students in, desire to stop it 3rd day into class
 - iv. Dropping may be acceptable
 - v. Will be presented in AA as a discussion point

- V. Reports
 - a. No report from Scott Billingsley (Associate Provost, Acting AVC for Enrollment)
 - b. No report from Derek Oxendine (AVC for Student Success)
- VI. Old Business
 - a. Review credit needed to gain undergraduate academic honors at UNCP (see Agenda Appendix B)
 - i. Continued review of policy including sister institutions policy. Institutions vary on including transfer hours and number of hours needed in residence (ranges from 45-60) Unclear why transfer hours are not counted for GPA but are for Honors. The following information will be collected
 - 1. Scott Billingsley will contact Western Carolina for clarification of their policy
 - 2. Shilpa Regan will investigate Frostburg, clarify rationale for increasing hours for honors, understand UNCC petition, and how many students are affected.
 - 3. De'maurion Shelley will gather student input on the policy especially if increase in hours considered
 - b. Taking course as a visitor at another college will be addressed separate from EMS first.
- VII. No new Business
- VIII. Announcements
 - a. Next meeting is January 11, 2023
- IX. Adjournment at 3:56PM

Respectfully submitted by Shilpa Regan

Appendix B

Review credit needed to gain academic honors at UNCP

UNC Charlotte information from Assistant Registrar (Tracy):

The policy to allow petitions for exception to the Academic Honors policy became effective in Fall 2021. There was a revision to the policy made 28 April 2022 for the 2022-2023 catalog for the following: "Students enrolled in a degree completion program at UNC Charlotte for which there are less than 48 credit hours required for the major are exempt from this credit hour requirement and are not required to file a petition."

There are 6 programs we identified that merit the exception. So I am reviewing these manually and determining if they should have Graduation with Distinction based on GPA, not hours. For all others, the student must submit the petition to request the exception. Our Provost's Office checks the GPA and hours (as of previous semester) and makes the decision on the petition. I process as per the petition when I am awarding the degree and/or publishing the Commencement Program. I also send a spreadsheet to our Bookstore for graduation regalia purchasing.

<https://provost.charlotte.edu/policies/academic-distinctions>

Petition question: Explain why you merit an exception to the Academic Honors policy at UNC Charlotte.

When is the GPA calculated to determine Graduation with Distinction levels?

The academic honors of Cum Laude, Magna Cum Laude, and Summa Cum Laude are determined based upon final grades, and this is what appears on a student's official transcript and diploma. However, what is listed in the Commencement Programs may differ, as the honors are based on the GPA at the time these publications are printed, which is prior to receiving final grades.

UNC Pembroke Current Policy:

Graduating seniors may be considered for honors if they have earned a Quality Point Average (QPA) of at least 3.4 for 45 semester hours of course work in residence at UNCP. All course work attempted (including quality hours from other institutions and repeated hours) will be included in the calculation of the cumulative QPA for determining the particular honors designation awarded. Students who attain a cumulative QPA of 3.85 or higher are graduated *summa cum laude*. Those who achieve a minimum cumulative QPA of 3.7 are graduated *magna cum laude* and students whose cumulative QPA is at least 3.4 are graduated *cum laude*.

Students who achieve the hours and the QPA requirement at the beginning of the last semester of their senior year will be recognized at commencement. The final assessment is done after graduation and honors are pending for all students until this is completed. The honors designation will appear on the student's diploma and transcript.

STUDENT SENATE OF THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE

2022-2023

SENATE RESOLUTION [XX]

**A RESOLUTION TO BE ENTITLED
AN ACT TO IMPLEMENT A UNIVERSITY WIDE BEREAVEMENT POLICY**

Short Title: University Bereavement Policy Act (Public)

Sponsored by: Academic Affairs Chair Alexander (corresponding)

Signatories: Senator Freeman, Senator Keith, Senator Darden, Senator Patterson, University and Community Relations Chair Ortiz-rojas, Senator Fernandez, Senator Jacobs, Senator Mifdal, Senator Bryant

First Reading: [FIRST READING DATE]

Second Reading: [SECOND READING DATE] **Version Date:** [LAST EDITED DATE]
(Initial Edition)

Referred to: _____.

1 **Section 1.** The Student Senate of the University of North Carolina at Pembroke (hereafter
2 “UNCP”) adopts the following Resolution:
3

4 **WHEREAS,** according to an academic journal study on college student development titled
5 “Understanding Bereavement among College Students: Implications for Practice
6 and Research”, 60% of college students reported having lost at least one loved one
7 by the end of their academic career; and,
8

9 **WHEREAS,** the impact of this loss has recorded effects such as memory loss, inability to focus
10 and losing one’s identity, emotional implications such as anger, yearning and
11 loneliness; and,
12

13 **WHEREAS,** research has documented with the lack of bereavement has shown a negative effect
14 on college students' academic performance, such as lower GPAs, fewer completed
15 credits, higher likelihood of being placed on academic probation, and increased
16 risk of dropping out; and,
17

18 **WHEREAS,** approximately 30% of students going through bereavement in college drop out
19 before their sophomore year, with feelings such as loneliness and self-isolation
20 already common with first-year students and can be intensified with grief; and,
21

22 **WHEREAS,** though most college campuses offer counseling and psychological services,
23 college and university environments are not conducive for recovery after a loss;
24 and,
25

26 **WHEREAS**, the impaired cognitive functioning, motivation, and self-confidence associated
27 with bereavement could negatively impact college students' academic and
28 professional engagement, such as difficulties in completing assignments and
29 exams, keeping appointments and routines, and other essential college student
30 functions; and,

31
32 **WHEREAS**, UNCP currently has no bereavement policy for students, where bereavement loss
33 and time allotted for services and or to heal from loss is currently left up to the
34 professor's discretion; and,

35
36 **WHEREAS**, universities such as the University of North Carolina at Charlotte and Appalachian
37 State University inside the University of North Carolina (hereafter "UNC") system
38 and others outside of the UNC system currently uphold a bereavement policy; and,

39
40 **WHEREAS**, the implementation of a university wide bereavement policy would provide
41 students the time to attend the bereavement services of family members and the
42 time to emotionally cope with loss, now, therefore, be it

43
44 **RESOLVED**, that the Student Government Association (hereafter "SGA") of UNCP recognize
45 the need for a bereavement policy supporting and protecting the wellbeing of its
46 students; and be it further

47
48 **RESOLVED**, that UNCP recognize the impact that a loss may have on the emotional and
49 academic well-being of a student and to support the student during this stressful
50 time; and be it further

51
52 **RESOLVED**, that the SGA of UNCP recommend the creation of a university wide Bereavement
53 Policy for its students, providing a formal process to allow grieving students the
54 time to attend the bereavement services, as well as the opportunity to be with their
55 family during times of grief; and be it further

56
57 **RESOLVED**, that the SGA of UNCP recommend that this policy excuses a student from class
58 for reasonings such as funeral leave, mourning and subsequent bereavement; and
59 be it further

60
61 **RESOLVED**, that a student in this policy be entitled up to five (5) consecutive academic days of
62 bereavement to mourn a death in the immediate family, immediate being parents
63 and or legal guardians, spouses and or partners, siblings, grandparents, children
64 and other relatives as living in the same household; and be it further

65
66 **RESOLVED**, that a student in this policy be entitled two (2) consecutive academic days of
67 bereavement for a death outside of the immediate family, outside of immediate
68 being, but not limited to, aunts or uncles, cousins, nieces or nephews, and in-laws;
69 and be it further,

70

71 **RESOLVED**, that the university reserve the right to approve and or disprove any other
72 relationship outside of these identified; and be it further
73

74 **RESOLVED**, that the student obtaining bereavement, or a representative (family member,
75 room/suitemate, on-campus faculty/staff) notify the Office of Student Affairs prior
76 to the start of the bereavement leave, where an official from the Office of Student
77 Affairs will notify appropriate on-campus offices such as faculty and professors,
78 academic advisors, athletic coaches, housing & residence life and counseling and
79 psychological services) of a student's bereavement leave and anticipated return
80 date; and be it further
81

82 **RESOLVED**, that documentation to utilize this policy be required and provided to the Office of
83 Student Affairs, acceptable documentation including: a funeral program, obituary,
84 signed letter from funeral home, or death certificate; and be it further
85

86 **RESOLVED**, that in the nature of a student's failure to provide documentation will result in the
87 absences being considered unexcused; and be it further
88

89 **RESOLVED**, that while this policy provides an excused absence from class attendance, the
90 student will remain responsible for all material covered in class, with the professor
91 being left discretion for makeup coursework and time allotted for such following
92 the bereavement period; and be it further
93

94 **RESOLVED**, that in the instance of an instructor failing to follow this policy, the student may
95 appeal the instructor's decision in writing to the Provost & Vice Chancellor of
96 Student Affairs; and be it further
97

98 **RESOLVED**, that upon its passage, copies of this resolution be sent to the Office of the
99 Chancellor, the Vice Chancellor of Student Affairs, the Vice Chancellor of
100 Academic Affairs & Provost, the Associate Provost, Chair of Faculty Senate, the
101 Dean of Students, and the Associate Dean of Students.
102

103 **Section 2.** This Act shall be effective Fall 2023.

2022-2023

Yamilkal Hernández Sánchez
Student Body Vice President
75th Session

Taliyah Daniels
Student Body President
75th Session