

**Enrollment Management Subcommittee**

**Wednesday, February 8, 2023 at 3:30PM**

**Via WebEx**

**Shilpa Regan's Personal Room**

**<https://uncp.webex.com/meet/shilpa.pai> | 731841996**

**Join by video system**

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**Access code: 731 841 996**

**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. Approval of Agenda
- III. Secretary assignments
  - a. February 8, 2023 (Jessica)
  - b. March 22, 2023 (Joseph)
  - c. April 12, 2023 (Emilia)
- IV. Approval of Minutes from January 11, 2023 (Appendix A)

- V. Report from Chair
  - a. Academic Honors Policy
- VI. Reports
  - a. Scott Billingsley (Associate Provost, Acting AVC for Enrollment)
  - b. Derek Oxendine (AVC for Student Success)
- VII. Old Business
- VIII. New Business
  - a. SGA resolution for Bereavement Policy (Appendix D)
    - i. Appendix B lists other institutions' policies
    - ii. Appendix C is SGA responses to EMS suggestions
  - b. Follow up on academic probation (page 35, [https://www.uncp.edu/sites/default/files/hrl/2022-23\\_StudentHandbook\\_v1.pdf](https://www.uncp.edu/sites/default/files/hrl/2022-23_StudentHandbook_v1.pdf))
    - i. Enrollment for the probationary semesters may 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).
- IX. Announcements
  - a. Next meeting is March 22, 2023
- X. Adjournment

## Appendix A

### **Enrollment Management Subcommittee Minutes for Wednesday, January 11, 2023**

**In attendance:** Emilia Bak, Scott Billingsley, Derek Oxendine, Shilpa Regan, De'maurion Shelley, Jessica Siegele, Laura Staal, Joseph Sweet, Crystal Walline

Guests: Christina Reeves (Registrar) and Macy Freeman (SGA)

- I. Call to order at 3:31PM
- II. Agenda approved with moving SGA bereavement policy prior to old business
- III. Secretary assignments
  - A. Laura Staal
- IV. Minutes approved by acclamation from the November 9, 2022 meeting
- V. No Report from Chair
- VI. Reports
  - A. Scott Billingsley (Associate Provost, Acting AVC for Enrollment)
    - Cherry Beasley is the acting Provost and she plans to retire
    - Working on search committee for permanent provost
    - Priority is to hire an AVC for Enrollment
      - -Polina has started the process before the holidays
  - B. Derek Oxendine (AVC for Student Success)
    - 6,880 students as of today—projecting 6,450-- payment deadline is today, and we usually lose some students after first drop-date
    - Some students were not able to access Braveweb due to glitches and deadline was extended until today
    - In data collection phase right now. 35 people were invited to participate in a survey and were selected from a wide range of representation across campus
- VII. New Business:
  - Bereavement policy was sent to the executive committee; SGA has addressed many concerns to include: immediate family and non-immediate family
  - Our university does not have an official bereavement policy. It is important to SGA to establish a policy so that there is standardization across campus. Proactive policy due to the number of deaths across the UNC system.
    - Are the WX and Inc polices not sufficient to account for this
  - Several recommendations to the current policy:
    - online students
    - Graduate students
    - Line 74, 82, 94 (appeals process in writing to Academic Affairs not Student Affairs)

- Number of days granted
- Will look at policies at other UNC institutions and outside (Stephenson University in Maryland)
  - <https://www.stevenson.edu/human-resources/policies-forms/policy-manual/standard-bereavement/>
  - <https://www.bu.edu/academics/policies/student-bereavement/>
  - <https://facultyhandbooks.charlotte.edu/handbook/classroom-policies-and-attendance#:~:text=Students%20Reporting%20Deaths%20of%20Immediate%20Family%20Members&text=Students%20referred%20to%20the%20Dean,the%20immediate%20family%20member%20OR>
  - <https://facultyhandbooks.charlotte.edu/handbook/classroom-policies-and-attendance>
  - <https://www.uncp.edu/resources/institutional-research/peer-institutions>
- SGA is open to recommendations as they do not have the complete institutional knowledge on how to implement this as a policy
- Macy will attend next EMS meeting with additional information

#### VIII. Old Business

- VII. Discussed revision of policy for academic honors at UNCP
  - A. Motion (Crystal) made to revise the policy not to include transfer hours. Seconded (Joseph) Approved 8-0-0

<https://catalog.uncp.edu/content.php?catoid=3&navoid=117>

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 at UNC Pembroke (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.

#### IX. Announcements

- a. Next meeting is February 8, 2023
- b. March meeting scheduled to March 22, 2023 at 3:30PM

#### X. Adjournment 4:30PM

## Appendix B

### Universities with Bereavement Policies

- **Stevenson**
  - <https://www.stevenson.edu/human-resources/policies-forms/policy-manual/standard-bereavement/>
- **UNC System**
  - **Chapel Hill** - Quote from Desirée Rieckenberg, Dean of Students “At present, UNC-Chapel Hill does not have a Student Bereavement Policy. Students that need support related to bereavement of an immediate family member, can connect with a member of the Dean of Students team. Please know that students who experience the loss of an immediate family member may qualify for university approved absences which excuse them from classes and allow them to make-up missed work.” For more information on university approved absences and the Class Attendance Policy, you can visit <http://uaao.unc.edu>.
  - **UNC Wilmington** - Our office does not excuse absences and we strongly encourage students to connect with faculty when they return to determine the best course of action for the class. The email will always contain language that reminds the student that we do not excuse absences.
    - <https://uncw.edu/odos/services.html#emergencyemails>
  - **UNC Charlotte**
    - In the event a student informs a faculty member that he/she will miss or has missed class due to a death in the family, you are encouraged to refer the student to the Dean of Students Office for assistance. The Dean of Students Office will make every effort to determine the validity of the student’s absence and inform faculty members in writing once the appropriate documentation has been obtained from the student.
    - Students referred to the Dean of Students Office will be asked to provide credible documentation to support their absence from class. This documentation may include:
      - A copy of a death certificate of the immediate family member OR

- The obituary of the deceased which includes the student's name in the listing of surviving family members OR
  - A memorial service or funeral program which includes the date and location of the service and the student's name in the listing of surviving family members.
  - Any other information that would confirm the death of an immediate family member.
  - Upon review of documentation, the Dean of Students or designee will provide written notification to all of the student's faculty members including the date and location of the memorial service.
- **App State**
    - When a student is out of town and unable to return to campus due to hospitalization, death in the family, or other extenuating circumstances, the student or the student's parents may contact the Office of Student Development to request that professors be notified as to the reason for the absence. This notification is conveyed to the appropriate departmental office as a matter of information only and does not serve as an official excuse for class absence. Only individual faculty members make this determination, and documentation may be requested by the faculty members. The Office of Student Development does not provide this service when notification is received after the absence has occurred. Also, if a student is in town, that student is responsible for notifying the individual faculty members that she/he will be missing class.
- **NC State**
    - <https://dasa.ncsu.edu/support-and-advocacy/find-help/absence-notification/>
    - Unanticipated absences include such events as illness, the death of a family member, or a natural disaster. Once the event is known, communication with instructors as soon as possible is expected and in everyone's best interest.
- **ECU**

- Following the death of an immediate family member (defined as: the student's spouse or life partner; child; parent; legal guardian; sibling; grandparent; grandchild, step-, half- and in-laws of the same relationship:
  - Students may request a university excused absence by completing a Request Form for University Excused Absence, available here.
  - To validate the request for university excuse, the student must provide supporting documentation that may include a copy of: the obituary, the funeral announcement, a death certificate or a funeral program.
  - UEA for the death of an immediate family member is limited to five (5) consecutive business days to cover both travel and bereavement time.
- Other Schools
  - **Ball State University** - [https://www.bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures/student-leaves#accordion\\_funeralandbereavement](https://www.bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures/student-leaves#accordion_funeralandbereavement)
    - Students will be excused from class for funeral leave in the event of the death of a close friend or member of the student's family or household. The number of excused absences allowed is determined by the distance of funeral services from Muncie, Indiana, as follows:
      - Three school days - Within 150 miles radius of Muncie
      - Four school days - Between 150-300 miles radius of Muncie
      - Five school days - Beyond 300 miles radius of Muncie
      - Seven school days - Outside of North America
    - If the student is unable to attend the funeral services, the student will be allowed three school days for bereavement.
    - Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit for assignment missed. If the student is not satisfied with the outcome, he or she may appeal as outlined in this policy.
  - **Duke University**
    - <https://trinity.duke.edu/undergraduate/academic-policies/bereavement>

## Appendix C

- Documentation/Proof: Obituary, Signed letter from funeral home, funeral program, death certificate
- University-wide policy
- Student goes/sends information to Academic Affairs when bereavement comes into effect. Office goes to send information to the professor. Send legislation to Student and Academic Affairs
- Up to 3 Academic calendar days to notify Academic Affairs of bereavement loss
- Bereavement policy included in syllabus
- Up to the discretion of professor makeup coursework and time allotted
- Up to 5 consecutive academic calendar days
- Immediate family: Parents/Legal Guardians, spouses/partners, siblings, grandparents, children and other relatives as living in the same household
- Relationships outside of the immediate family may include, but not limited to: cousins, aunts/uncles, nieces/nephews, in/laws
- Outside of immediate family time allotted: Up to 3 consecutive days academic calendar days
- Statistics: Reach out to CAPS regarding mental health of students during bereavement, academic trends from students following bereavement/not having bereavement(reach out to Stephenson + google schools
- If an instructor fails to follow this policy, the student may appeal the instructor's decision in writing to the Provost & Vice Chancellor of Student Affairs



**2022-2023**

**SENATE RESOLUTION [01]**

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

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**Short Title:** University Bereavement Policy Act (Public)

**Sponsored by:** Academic Affairs Chair Alexander

**Signatories:** Senator Freeman, Senator Keith, Senator Darden, Senator Patterson, University and Community Relations Chair Ortiz-Rojas, Senator Fernandez, Senator Jacobs, Senator Mifdal, Senator Bryant, Chief of Staff Andersson

**First Reading:** 11/30/22

**Second Reading:** [SECOND READING DATE]

**Version Date:** 11/17/2022  
*(Initial Edition)*

**Referred to:** \_\_\_\_\_

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- 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 the academic journal “College Student Development” study 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,** this study details the impact a loss may have and its recorded effects such as  
10 memory loss, inability to focus and losing one’s identity, emotional implications  
11 such as anger, yearning and loneliness; and,  
12
- 13 **WHEREAS,** research from this study shows that bereavement can have a negative impact on a  
14 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,** this study shows that “approximately 30% of students going through bereavement  
19 in college drop out before their sophomore year, with feelings such as loneliness  
20 and self-isolation already common with first-year students and can be intensified  
21 with grief”; and,  
22
- 23 **WHEREAS,** another study titled “Prevalence and Severity of College Student Bereavement  
24 Examined In a Randomly Selected Sample” details that students who are

25 geographically away from their normal support systems, like family, during time  
26 of grief show negative effects such as stress and suffering academics; and,  
27

28 **WHEREAS,** though most college campuses offer counseling and psychological services,  
29 college and university environments are not conducive to recovery after a loss;  
30 and,  
31

32 **WHEREAS,** the impaired cognitive functioning, motivation, and self-confidence associated  
33 with bereavement could negatively impact college students' academic and  
34 professional engagement, such as difficulties in completing assignments and  
35 exams, keeping appointments and routines, and other essential functions; and,  
36

37 **WHEREAS,** UNCP currently has no bereavement policy for students, allowing professors to  
38 inconsistently determine allotted times for services and to heal from loss; and,  
39

40 **WHEREAS,** various universities within and outside of the University of North Carolina System  
41 currently uphold a bereavement policy; and,  
42

43 **WHEREAS,** an article titled “Advocating for Bereavement Leave Policies for College  
44 Students” details how student leaders advocated for a bereavement policy, with  
45 members of their student government garnering support by using the university  
46 newspaper and leveraging connections with administrators, leading to its  
47 implementation; and,  
48

49 **WHEREAS,** the implementation of a university-wide bereavement policy would provide  
50 students the time to attend memorial services for family members and cope with  
51 their loss; now, therefore, be it  
52

53 **RESOLVED,** that the Student Government Association (hereafter “SGA”) of UNCP recognize  
54 the need for a bereavement policy supporting and protecting the well-being of its  
55 students; and be it further  
56

57 **RESOLVED,** that UNCP recognize the impact loss may have on the emotional and academic  
58 well-being of students and the need to support students during this time of undue  
59 stress; and be it further  
60

61 **RESOLVED,** that the SGA of UNCP recommend the creation of a university-wide bereavement  
62 policy for its students, providing a formal process to allow grieving students  
63 appropriate time to attend memorial services and be with their family; and be it  
64 further  
65

66 **RESOLVED,** that the SGA of UNCP recommend this policy excuse a student from class for  
67 reasons such as funeral leave, mourning, and subsequent bereavement; and be it  
68 further  
69

70 **RESOLVED**, that under this policy a student be entitled up to five (5) consecutive academic  
71 days of bereavement to mourn a death in the immediate family, defined as parents,  
72 legal guardians, spouses, partners, siblings, grandparents, children and other  
73 relatives living in the same household; and be it further  
74

75 **RESOLVED**, that under this policy a student be entitled to two (2) consecutive academic days of  
76 bereavement for a death outside of the immediate family, including, but not  
77 limited to, aunts, uncles, cousins, nieces, nephews, and in-laws; and be it further,  
78

79 **RESOLVED**, that the university reserve the right to approve any other relationship outside of  
80 these identified for the bereavement policy; and be it further  
81

82 **RESOLVED**, that the student, or a representative (family member, room/suitemate, on-campus  
83 faculty/staff), notify the office of the Provost and Academic Affairs prior to the  
84 start of the bereavement leave, where an official from the office of the Provost and  
85 Academic Affairs will then notify appropriate on-campus offices, such as the  
86 Division of Student Affairs, faculty and staff, athletic coaches, Housing &  
87 Residence Life, and Counseling and Psychological Services, of a student's  
88 bereavement leave and anticipated return date; and be it further  
89

90 **RESOLVED**, that documentation to utilize this policy be required and provided to the office of  
91 the Provost and Academic Affairs, acceptable documentation including, but not  
92 limited to, a funeral program, obituary, signed letter from funeral home, or death  
93 certificate; and be it further  
94

95 **RESOLVED**, that a student's failure to provide documentation will result in unexcused  
96 absence(s); and be it further  
97

98 **RESOLVED**, that while this policy provides excused absence(s) from class attendance, the  
99 student remains responsible for making up all material covered in class, with the  
100 allotted time for makeup work left at the professor's discretion; and be it further  
101

102 **RESOLVED**, that if an instructor fails to follow this policy, the student may appeal the decision  
103 in writing to the Provost and Vice Chancellor for Academic Affairs and Associate  
104 Provost; and be it further  
105

106 **RESOLVED**, that upon its passage, copies of this resolution be sent to the Chancellor, the Vice  
107 Chancellor of Student Affairs, the Provost and Vice Chancellor of Academic  
108 Affairs, the Associate Provost, the Dean of Students, and the Associate Dean of  
109 Students.  
110

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

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**Yamilkal Hernández Sánchez**  
**Student Body Vice President**  
**75<sup>th</sup> Session**

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**Taliyah Daniels**  
**Student Body President**  
**75<sup>th</sup> Session**