Enrollment Management Subcommittee
Agenda, April 8, 2015 meeting
UC 233 3:30pm

1. Call to order
2. Approve March minutes
3. Report from Associate VC for Enrollment
4. (for action) Catalog changes: see attached two proposals
5. Other new business?
6. Adjourn
Proposal 1
Rationale for change: the 25% residency requirement should not have been dropped in 2012-13, and was still present in the Admissions section of the catalog, p. 76. The sentence added below provides consistency with p. 76.

2014-15 Catalog, p. 59
REQUIREMENTS FOR BACCALAUREATE GRADUATION
Each student is responsible for proper completion of his or her academic program, for familiarity with the University of North Carolina Catalog, for maintaining the grade point average required, and for meeting all other degree requirements. The academic advisor will counsel, but the final responsibility for a successful college career rests with the student. Though appropriate UNCP faculty and staff make every effort to insure that students register for the courses required by their chosen degree program, the ultimate responsibility for meeting graduation requirements lies with the individual student. Each candidate for graduation must meet all of the following requirements:

1. Have a minimum of 120 to 128 semester hours of course work in accordance with specific degree requirements, excluding ENG 0104, MAT 0104, EDN 0104, MUS 0106;
2. Have successfully completed the General Education Program;
3. Earn a grade of “C” (2.0) or better in both English composition courses, ENG 1050 and ENG 1060;
4. Have successfully completed a program for an academic major;
5. Have a minimum overall cumulative quality point average of 2.0 and have a minimum cumulative quality point average of 2.0 in all work attempted at the University of North Carolina at Pembroke;
6. Have a minimum overall cumulative quality point average of 2.0 in the major field of study;
7. Complete a minimum of 25% of semester credit hours applied toward the degree through regular enrollment in UNC Pembroke courses.
8. Complete a minimum of 9 semester hours above the General Education Program level in the major field of study at UNC Pembroke if the student transferred here (This does not contravene the minimum requirement of 15 total hours of 3000 or 4000 level courses in any major.);
9. Be registered during the academic year in which the student’s graduation occurs;
10. Count no more than 3 semester hours of activity courses toward the credit hours required for graduation. Activity courses are defined as having: no regularly scheduled class meeting time, no well defined instructional format, and no graded (A, B, C, D) work required. Excluded from this definition are UNV 1000 (Freshman Seminar) and supervised internship courses;
11. Count no more than 24 semester hours of correspondence and/or
extension credit (with no more than 12 hours of correspondence from regionally accredited institutions toward a degree, provided that such correspondence credit is approved by the Office of the Registrar and will not be applied to satisfy specifically stated course requirements in major programs) (NOTE: Any student needing to take correspondence work after admission to study at UNC Pembroke may be permitted to do so only after obtaining formal approval from the student’s academic advisor, from the Office of Academic Affairs, and from the Office of the Registrar.);

12. Meet the requirements of one catalog which were current at the time the student entered this institution or a subsequent catalog. Students will not be allowed to meet some of the requirements of one catalog and some of the requirements of another catalog;

13. Meet the requirements of the catalog in effect at time of readmission or those of a subsequent catalog if attendance is interrupted for more than one year (two semesters);

14. Make application for the degree by October 1st for the following spring or summer commencement and March 1st for the following winter commencement when earned hours reach 75 (end of first semester of junior year).

Proposal 2:

Rationale for the change: The FUSS guidelines issued last August by GA specify that all WX grades can be exempt from the withdrawal limit, not just those from withdrawing from a full semester. This change copies language from the Withdrawal from the University section on p. 66 to make the two sections consistent.

2014-15 Catalog, p. 66

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. In addition, the following conditions apply:

i. a WX will be recorded on the transcript;  ii. the course(s) will count as attempted hours;  iii. the course(s) will not count in tuition surcharge calculations;  iv. the course(s) will not count in GPA calculation;  v. the course(s) are 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 designate whose decision will be final.

**Withdrawal from the university**

Up to the last day to receive a W in a course, a student may complete a “Request for Withdrawal” form, available from the Office of the Registrar webpage at www.uncp.edu/registrar. The student should get the required signatures, take the I.D. card to the Student Accounts Office, and return the form to the Office of the Registrar. The University makes applicable refunds only after the withdrawal procedure is completed.

After the last day to receive a W in a course, or if the student wishes to withdraw on time with grades of WX, the Associate Vice Chancellor for Enrollment approves withdrawal from the University without academic penalty only when unusual and documentable circumstances warrant. Unsatisfactory academic performance does not by itself meet the requirement. As soon as possible, the student petitioning to withdraw from the University 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.

In addition, the following conditions apply:

i. a WX will be recorded on the transcript;  
ii. the course(s) will count as attempted hours;  
iii. the course(s) will not count in tuition surcharge calculations;  
iv. the course(s) will not count in GPA calculation;  
v. the course(s) are 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 designate whose decision will be final.