Enrollment Management Subcommittee Meeting
Wednesday, January 9th, 2013
Room 103 Sampson 3:30 p.m.

Committee Members:
Tracy Wiggins (ARTS)
Lisa Mitchell (EDUC)
Melinda Rosenberg (LETT; subcommittee chair 2012-2013)
Rachel Smith (NS&M)
James W. Robinson (SB&S)
Sharon Kissick (Registrar)
Jenelle Handcox (Director of Financial Aid)
Student Government Representative

Agenda

1. Call to Order
2. Introduction of Members and Guests
3. Approval of Agenda
4. Approval of Meeting Minutes from November 14th, 2012
5. Report from the Chair, Dr. Rosenberg
6. Reports From Administrators
7. New Business
   a. Course Repeat Policy (Appendix A)
8. Old Business
9. Announcements
10. Adjournment
APPENDIX A

The Withdrawal, Course Replacement, Repeat Working Group of the Enrollment Management subcommittee recommends the following change:

I. Decrease the number of times a course can be repeated (without the signature of the chair of the department offering the course and the appropriate dean) from three to two.

II. Add statement #7 below which makes students aware that financial aid may not cover repeated coursework.

Proposed changes to the current catalog:
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 may repeat a course a maximum of three times. 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.

4. 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).

5. A student will receive credit (earned hours) for a course one time, and the most recent grade will be used in meeting graduation requirements.

6. All entries remain a part of the student’s permanent record.

7. Students should be aware that financial aid may not cover repeated courses. Students considering repeating a previously passed course are strongly encouraged to consult with the Office of Financial Aid regarding repeated coursework.