Enrollment Management Subcommittee Meeting
Wednesday, February 11, 2015
Room 233 University Center 3:30 pm

Committee Members
Present: Jaeyoon Kim, ARTS; Frankie Denise Powell, EDUC; Anita Guynn, LETT; Emily Neff-Sharum, S&BS; Felicia Scott, NS&M; Melissa Schaub, Associate Vice Chancellor for Enrollment Management

Visiting: Jeff Fredrick

Absent: None

1. The meeting was called to order at 3:36 pm
2. Adjustments were made to the agenda
   a. Strike the online attendance policy from agenda—finished item from January
   b. Add discussion of disseminating results from survey
   c. Need commitment for going to AA. January meeting was missed. Anita agreed to go.
3. Minutes from January approved unanimously
4. Report from Dr. Schaub
   a. UNCP missed the spring enrollment goal (off 40 students), mostly due to a small spring start for “special” students such as second degree and licensure
   b. Regular undergraduate student enrollment has stabilized and has a good foundation
   c. We need to grow our fall enrollment, but external factors make predictions difficult (i.e., financial aid verification)
   d. Graduate program is aggressively expanding with new programs (online MBA, second cohort for online MPA, MSW, etc.)
   e. Reorganization that is happening
      1) Academic Support Services is working on some changes to be more cost effective as grants are expiring that fund some services and to put money into services utilized by greater numbers of students. One example is the pilot project of getting rid of SI and replacing it with SLA (which is a mandatory study session and attendance or participation counts toward the grade). SLA will be piloted for MAT 1070. RISE is supporting the testing of the small pilot.
      2) There are changes in how suspension programs will work. The old system had one program for everyone. It was required for students on probation and readmits who were coming off suspension. Now there will be two separate programs, which will allow full development for both programs.
         a) STAR- This program is for suspension students—both those who are being readmitted and those who won appeal. This program will utilize mental health graduate students working on practicum hours by working as interns to provide counseling and support for these at-risk students.
         b) ARMS- Academic Resource Mentoring is peer mentoring for probation students.
   f. Need the roster verification survey out ASAP. This semester has had new issues regarding hours and financial aid. Hope to get a policy out on this issue soon.
5. Old business
   a. Attendance Policy Change (see Appendix A)
      1) Dr. Fredrick explained the core elements of the proposed policy change to the committee and discussed that the policy has been a long term project that culminated in
a working draft over the summer.

2) Motion from Dr. Schaub and seconded by Dr. Guynn to amend the policy as follows
   a) Hyphenate all instances of “university-sanctioned”
   b) Include a paragraph break at “It remains the responsibility…”
   c) Re-insert the last two sentences of the current catalogue language regarding
      university closures.
   Motion was agreed to unanimously to amend and pass the policy to the Committee on
   Academic Affairs.

b. Suspension policy changes. (See Appendix B)
   1) Discussion of the three proposed changes and the necessary catalogue changes required
      to adopt changes was led by Dr. Schaub. The committee considered whether it was best
      to adopt the changes as a package or individually.
   2) Dr. Neff-Sharum made a motion to adopt the package of suspension policy revisions as
      presented by Dr. Schaub. The motion was seconded by Dr. Guynn.
       a) The committee unanimously voted to approve the suspension policy revisions.
   3) To simplify the presentation of materials from this committee to AA, the materials from
      this vote would be combined with the academic warning policy adopted during the
      January meeting.

6. New Business- Move discussion of survey results until March meeting

7. Adjourn meeting 4:58pm
Appendix A

Student Class Attendance Policy
Draft: January 29, 2015

Students are expected to attend class, be prepared for engaged learning, and be aware of the policies outlined in every course syllabus. Professors and instructors should communicate clear expectations regarding attendance, participation, and make-up of any missed exams and assignments. These expectations should be included in the written course syllabus and explained during the first day of each semester.

Professors and instructors teaching general education courses will keep accurate attendance records and notify the Academic Support Center when a student’s attendance patterns become counterproductive to academic progress. Excessive absences may result in course failure and any student who does not attend any class can be administratively withdrawn by the university. Faculty and staff are encouraged to offer reasonable accommodations to students with documented illnesses, family or medical emergencies, bereavement, or official legal proceedings.

If a student is representing the University in an official capacity (for example: academic conference, student government, course field trips, ROTC events, athletics, band) and the Office of the Provost has approved the activity, in writing, as an official university-sanctioned event, that absence will be considered excused and the student will not be penalized provided that no more than 15% of class time (e.g. six (6) MWF or four (4) TR classes in the regular semester) is missed. Students should not enroll in a course if participation in University-sponsored activities causes them to miss an excessive number of classes, as determined by the instructor, beyond the allotted 15% of class hours unless prior approval is granted by the instructor for the student to take the course. Reasonable accommodations of time and access—not more than three university business days after the student returns to campus—shall be provided to allow the student to complete missed work. Such sanctioned events are important to building a rich and multi-faceted student experience which is a core value of the University mission. It remains the responsibility of the student to communicate accurately and regularly with the professor or instructor about missed class due to any reason, including for university sanctioned events. Students must provide official documentation of scheduled university sanctioned events that will result in excused absences during the first week of each semester. Such prior written documentation must be provided for each excused absence, unless extenuating circumstances arise, in which case the faculty member should in good faith negotiate with the student reasonable accommodations.
Appendix B

Suspension Policy Revisions
February 2015

Enrollment proposes the following changes to the university's handling of academic suspension and academic and financial aid appeals:

1. Abolish the practice of suspending first-semester undergraduates who achieve below a 1.5, and allow them to have a semester of probation with required additional academic support.
2. Abolish the ban on students transferring in credit hours earned from other institutions while not in good standing at UNCP (GPA below 2.0).
3. Clarify that students whose appeal is denied cannot appeal again unless their academic record has changed (e.g. through grade replacements, completion of Incompletes, successful completion of courses at other institutions, etc.).

Catalog revisions to effect these changes is included below. *Please note that the revisions to the probation section have already been passed by EMS. I included them for context.

2014-15 Catalog p. 60:

PERMISSION TO TAKE A COURSE AS A VISITOR AT ANOTHER UNIVERSITY
Students who wish to enroll in courses at other institutions to apply toward a degree at UNCP must adhere to the following policies:

1. Have written approval from their UNCP advisor.
2. Have written approval from their UNCP Department Chair if the course is part of their major curriculum.
3. Have written approval from the UNCP Registrar.
4. Be in good social standing.
5. Have an official transcript submitted to the UNCP Office of the Registrar immediately upon completion of the course.
6. Courses accepted for transfer credit will be evaluated in terms of UNCP’s academic policies, curriculum and the student's proposed program at UNCP. Fractional credit will not be granted for partial completion of any course.
7. Credit hours will transfer for courses in which the student earns a “C” or better. Grades earned at other institutions are not used to compute UNCP’s quality point average.
8. Permission will not be granted to repeat a course at another institution. Students may elect to repeat any course if the original course and the repeat course are taken at UNCP.

2014-15 Catalog p. 62-63:

Academic Probation

Continuing Students: A continuing student is placed on Academic Probation when his/her cumulative GPA falls below 2.0.

Students on academic probation are eligible to attend the University under specified provisions but are not in good standing.

Enrollment for the probationary term will be limited to a maximum of 13 semester hours. At the end of the probationary term, students must achieve one of the following:

1. Raise the cumulative GPA to a minimum of 2.0, or
2. Earn a minimum GPA of 2.3 on at least 12 semester hours, excluding FRS 1000 and PE activity courses, for the probationary term.

Failure to meet one of the conditions above will result in suspension from UNCP for one semester.

First-Semester Freshmen and First-Semester Transfer Students: In addition to the requirements above, first-semester freshmen and first-semester transfer students who earn between 1.5 and 1.99 at the end of their first semester are placed on probation for one term and must participate in the Academic Support Center’s program for probation students. First-semester freshmen and first-semester transfer students who earn below a 1.5 at the end of their first semester are placed on probation for one term and must participate in the Academic Support Center's program for suspended students. Failure to participate in the appropriate support program will result in a hold being placed on the student's record. Additionally, these students must earn a minimum GPA of 2.3 or achieve good academic standing status at the end of the second term. Failure to meet one of these grade criteria will result in a one-semester suspension.

Academic Suspension

Continuing Students: If a student does not meet the above GPA requirement(s) during the probationary semester, he/she will be suspended for one semester and can apply for readmission after the suspension semester (see Registrar’s Website).

Following an initial suspension of one semester and being readmitted to the University on probation, failure to meet the GPA requirements at the end of the semester will result in a suspension for two semesters. After two semesters, the student may apply for readmission to UNCP (see Registrar’s Website).
Students failing to meet the GPA requirements for continuation after the second suspension and readmission to UNCP will be suspended from the University for a minimum of three academic years.

**Suspension Appeals**

A student who wishes to appeal his/her suspension must appeal to the Suspension Appeals Committee at least five (5) work days prior to the first day of classes of the semester for which enrollment is sought. Specific deadlines for each term can be found on the appeals form on the Web sites of the Academic Support Center and the office of Financial Aid. Appeals are coordinated by the staff of the Academic Support Center. Individuals wishing to appeal a suspension should contact the Center to schedule a meeting with a counselor to develop an appeals packet. Complete appeals packets include, at a minimum, letter of appeal, Success Contract, supporting documents of personal/medical reasons for performance, and statement of strategies/support programs that will be utilized during the semester to attain good academic standing status. No appeals will be heard if received after the deadline, and the decision of the Suspension Appeals Committee is final. Students whose appeal has been denied may not appeal again before the end of their suspension period unless there has been a material change to their academic record.

2014-15 Catalog p. 76:

**RE-ENROLLING STUDENTS**

Students who have interrupted their course of study for at least two semesters must apply for readmission through the Office of the Registrar ($25 readmission fee). Students who are seeking readmission to UNC Pembroke after completing additional work at another institution must reapply through the Office of the Registrar. Transcripts of any academic work completed in the interim at any other institution must be provided prior to approval for readmission, along with an application, $25 application fee, and university questionnaire from the last school attended if other than UNCP.

2014-15 Catalog p. 96:

**Financial Aid Probation** – If a student does not meet satisfactory academic progress, s/he will be denied his/her financial aid. The student will be allowed to appeal this decision by submitting an appeal which should include an attached academic plan that, if followed, will ensure that the student is able to meet this SAP policy by a specific point in time. A staff member from the Student Academic Support and Retention division will meet with the student to complete the Financial Aid Academic Progress Improvement Plan that outlines how tutoring or other support services provided by the University will be used to help assure academic improvement in the future, and will report on the student’s compliance with the plan at the end of the probationary semester(s). Appeals must include a detailed description of the extenuating circumstances that occurred during the semester in which the student failed to meet this policy. The appeal must also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved. The appeal must include the Financial Aid Academic Progress Improvement Plan as a written plan for academic success in the coming academic term(s). Events/circumstances that merit an appeal include, but are not limited to:

- Personal or family emergency
- Death or extended illness of an immediate family member which results in greater family responsibilities for the student
- Unanticipated, serious medical difficulty (excluding chronic conditions – students are responsible for properly balancing school work with known chronic conditions)
- Serious psychological difficulty

The appeals and all attached documentation will be reviewed by a committee. If a student’s appeal is approved, s/he is subject to the probation requirements as follows:

a. No earned grades below a C (including a C-)

b. No withdrawals (grades of W)

c. No incompletes (grades of I)

Students seeking to reestablish eligibility for financial aid by submitting an appeal remain ineligible for financial aid or deferment of payment until the appeals process is complete and a decision has been determined by the Committee. Students should be prepared to pay tuition, fees and other educational expenses until s/he has been approved to receive financial aid.

If a student’s appeal is not approved, that student will not be eligible for financial aid for one academic year. One academic year is defined as two consecutive semesters of fall/spring or spring/fall. A student whose financial aid is suspended for a spring/fall period will not be eligible for financial aid during summer sessions occurring between the spring/fall semesters. Students whose appeal has been denied may not appeal again before the end of their probation period unless there has been a material change to their academic record.