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)

Guests in attendance:
Elizabeth Normandy
Melissa Schaub
Staci Huffman
Polina Chemishanova
Michael Alewine

The meeting was called to order at 3:32pm. The members and guests introduced themselves. The agenda was approved as circulated. The minutes of the October 10th, 2012 meeting were approved with one revision: the word “needing” was replaced with the word “received” in the first sentence of the report from Dr. Schaub.

Report from the Chair
Dr. Rosenberg reviewed the status of the changes to the membership of the committee which have been proposed by the Faculty Governance committee, which include the addition of 3 at-large faculty members, the Director of the Center for Academic Excellence, and the Director of the Advising Center, revising “SGA member” to “SGA senator” and removing the Vice Chancellor for Enrollment Management from committee membership. This proposal will be discussed again at next Faculty Governance committee meeting.
The Chair also reviewed the goals, structure and composition of the new Strategic Enrollment Planning Council. Dr. Schaub explained the role of the implementation team (SEP-IT) and its 6 working groups.

Reports as needed from Administrators
Dr. Schaub (and Dr. Robinson) indicated that the new roster verification process would provide more information to faculty completing the roster verification and give clear instructions for how to submit them. It also includes a “select all” option. Faculty had a chance to give feedback on which of two options they would prefer at a recent drop-in forum. Students will be dropped immediately from the course roll if a faculty member indicates non-attendance. There will be a separate roster for second 8-week courses. Faculty members will receive reminders to submit the roster verification for each class until they have done.
Dr. Schaub indicated that the various functions in SASR are proceeding busily as usual. The demand for tutoring is so great that tutoring sessions are taking place in the hallways of the
Lowry building. The Advising Center has hired a new associate, and offers to potential academic advisors are pending, so the new Advising Center should be fully staffed for the Spring semester.

Old Business
1. Course Repeat and Replacement Policy (Appendix A) – The recommendation passed unanimously.

2. Retroactive Course Withdrawal for Medical and Military Reasons – This issue was tabled due to the Registrar’s absence.

New Business
1. Consideration of Writing Intensive (WI) Graduation Requirements
Based on an email which was sent to all faculty today concerning the implementation of QEP requirement, this issue was dropped.

2. Clarification of status of students returning after 1 semester
Dr. Schaub asked for input on the committee concerning whether or not students who are suspended from the university for one semester only and then apply for readmission should be required to meet the graduation requirements from the catalog in place at the time of their initial admission or the one in place upon their readmission. The catalog clearly indicates that students who leave the institution for 1 year (2 semesters) must meet the graduation requirements from the catalog under which they are readmitted. The committee recommended that the Registrar’s Office correctly categorize students in Banner as being under their original catalog upon their readmission after only one semester’s absence.

There were no announcements. The meeting was adjourned at 4:18pm.
Appendix A
The Course Replacement, Repeat Working Group of the Enrollment Management subcommittee recommends the following changes:

I. Decrease the number of grade replacements to 12 credit hours from the current limit of 15 hours for student entering as freshman. (See table for transfer student limits.)

II. Do away with students’ ability to choose which repeated courses count towards grade replacements. For the first 12 hours of repeated coursework, the last grade is used. Afterwards, all grades count towards the QPA.

Rationale:
In order to prepare our students for careers and the responsibilities of adulthood, we should give them an adequate number of chances to correct past mistakes. However, allowing them more chances than they could reasonably expect an employer to give them is teaching them the wrong lesson. Currently, students can retake up to five 3-hour courses and can choose whether or not they would like to use the grade from the first or second attempt at the course. A reduction to four 3-hour course grade replacements, in essence four “do overs”, is a better limit to set. Other universities in the UNC system have more stringent grade replacement limits (ASU-4 courses, UNCC-2 courses or 8 hrs max, UNCG-3 courses, NCSU-2 courses). Also, the time to graduation for students who used 5 grade replacements was 5 years as opposed to those who used 3-4 grade replacements which was 4.36 years, so clearly this affects our ability to graduate students in a timely fashion and wastes university resources.

The current policy allows students to choose when to use their available grade replacements and so students often retake multiple courses in order to improve their GPA and then choose which combination will get them above the 2.0 in major cut-off. This policy encourages students to re-take courses unnecessarily causing some to exceed 150 hours and incur a tuition surcharge and gives them a degree of control over their grade replacements which is not typical at a university. (UNCG was the only other UNC system institution found which also allows students to pick and choose which courses to replace grades.)

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. 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. Until a student reaches the maximum hours allowed by the “Grade Replacement Policy” below, only the last grade received in a repeated course will be used in the computation of the quality point average. For any additional repeated coursework, all grades for a course will be used in computing the QPA.
6. A student will receive credit (earned hours) for a course one time, and the most recent grade will be used in meeting graduation requirements.
7. 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.

Grade Replacement Policy

a. Students Entering UNCP Prior to Fall 1994

Undergraduate students who entered UNCP before the fall of 1994 and who follow the repeat policy will automatically have the grade replaced for all eligible repeats. The semester hours and quality points in courses repeated are counted only once, and the most recent grade and the quality points corresponding to the most recent grade are used in computing the quality point average and meeting graduation requirements. However, all entries remain a part of the student’s permanent record.

b. Students Entering UNCP for Fall 1994 and thereafter

Beginning with the fall semester of 1994 undergraduate students who enter UNCP and who wish to replace a course grade must adhere to the following policies:

1. A student must follow all regulations regarding repetition of course work.

2. Some courses may be taken more than once for full credit; these courses are not eligible for grade replacement.

3. The semester hours and quality points in courses repeated are counted only once, and the most recent grade and the quality points corresponding to the most recent grade are used in computing the quality point average and meeting graduation requirements.

4. Students entering UNCP as freshmen will have the option of replacing a maximum of 15 credit hours with improved grades earned by repeating courses. No student is eligible for more than 15 credit hours of replacement credit regardless of his/her entry date.

5. The credit hours associated with each repeated course will count toward the cumulative replacement hours.

6. Students transferring or readmitted to UNCP may replace grades for courses taken at UNCP for a maximum number of hours as determined by the scale below, which is based on the number of hours accepted for transfer or readmission.

<table>
<thead>
<tr>
<th>Transfer or Readmission Hours Accepted</th>
<th>Maximum Hours for Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-23 hours</td>
<td>15 12</td>
</tr>
<tr>
<td>24-51 hours</td>
<td>12 9</td>
</tr>
<tr>
<td>52-89 hours</td>
<td>9 6</td>
</tr>
<tr>
<td>90 or more hours</td>
<td>6 3</td>
</tr>
<tr>
<td>Candidate for Second Bachelor’s degree</td>
<td>6 3</td>
</tr>
</tbody>
</table>

7. The student must secure a form from the Registrar's Office and indicate in writing which course grades are to be replaced for computation of the quality point average. The form designating specific course grade replacements will be maintained on permanent file in the Registrar's Office.

8. Decisions for course grade replacement are irrevocable.

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