



THE UNIVERSITY OF NORTH CAROLINA SYSTEM

TRANSMITTAL LETTER

Transmittal Number 121
August 14, 2018

THIS LETTER TRANSMITS CHANGES TO THE UNC POLICY MANUAL

- 700.4.1 *Policy on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings (Amended)**
- 700.7.1 *Policy on Military Student Success (Amended)**
- 700.7.1[R] *Regulation for Military Student Success (Amended)**
- 700.7.1[G] *Guidelines for Military Student Success (Repealed)*
- 700.10.1 *Policy on Awarding Course Credit on the Basis of Advanced Placement Exam Scores (Adopted)*
- 1300.9 *Policy on Providing Safety and Security Presentations to University Boards (Adopted)*
- The Code* Section 502 D. (Amended)*

The above policies and *The Code* Section 502 D. were adopted or amended by the Board of Governors at its July 27, 2018 meeting.

The above Regulation and Guidelines were approved by the President on August 13, 2018.

A copy of the above documents is attached herein and is accessible on the website at:
<http://www.northcarolina.edu/apps/policy/index.php>.

*A redline version reflecting the changes to the amended policy or regulation is attached to this letter.

Policy on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings

The purpose of this policy is to establish legally supportable, fair, effective and efficient procedures for student disciplinary proceedings. The minimum standards for these proceedings are set out below. These minimum standards exceed the requirements of due process and therefore complying with requirements will also result in providing due process.

- I. Elements of Policy. The two kinds of standards that must be followed are procedural standards and substantive standards.
- II. Procedural. The procedural standards require notice and an opportunity for a hearing. The formality of these provisions will vary depending on the seriousness of the offense. (See sections V., and VI., below.)
- III. Substantive. Substantive standards require that the decision reached be neither arbitrary nor capricious. Generally this means that there is some evidence to support the decision reached.
- IV. Code of Student Conduct. Each constituent institution must adopt a code of student conduct that:
 - A. Is applicable to all students;
 - B. Defines what conduct is prohibited; and
 - C. Specifies the types of sanctions that may be imposed for each category of prohibited conduct. Ranges of violations and ranges of sanctions are permissible.

Progressive sanctions for multiple violations are also legitimate. A periodic review of the code should be undertaken to ensure it remains in compliance with applicable laws, policies and regulations.

- V. Requirements for Minor Violations. A minor violation is one for which the possible sanctions are less than suspension and expulsion.
 - A. Procedural Requirements.
 1. A constituent institution may receive and, in its discretion, investigate reports of incidents of student misconduct. A student may be accused of a violation of the code of student conduct only by a designated university official with a formal charge initiating a disciplinary proceeding. A determination to initiate a disciplinary proceeding accusing a student of a violation of the code of student conduct should be made by a designated university official within a reasonable period of time after the constituent institution receives the report.

2. If a charge is to be pursued, it is then referred to a hearing official or body. The student must be notified in writing of the alleged violation(s), the referral and the hearing date. The hearing should not be scheduled for at least five (5) calendar days after the student receives the notice, unless the student agrees to an earlier hearing date. A committee member or the hearing official who has a conflict with, bias about or interest in the case should recuse himself. If the committee member or the hearing official refuses to recuse himself, a designated university official shall make the recusal decision.

3. The student may waive the hearing and accept a sanction proposed by a designated university official. The sanction must be within the ranges specified in accordance with section IV., above. The waiver and acceptance must be in writing and signed by the student.

4. If a hearing is held, it may occur as a meeting between the hearing committee/official and the student. It will be a closed meeting. The institution shall assure that students have the capability to present their evidence and defenses at the meeting or hearing. Witness testimony and documents may be received from both the designated university official and the student, who will both be present during all of the evidentiary presentation. At the end of the hearing, the committee/official will determine whether the designated university official has shown by a preponderance of the evidence that the student committed the offense charged. This determination must be based solely on the evidence presented at the hearing or meeting. The committee/official will also determine the appropriate sanction within the ranges specified in the definitions in Section IV, above.

5. The decision may be final or it may be a recommendation for a final decision by a designated university official. The final administrative decision must be reached within a specified amount of time, not to exceed 45 calendar days after the date of the hearing. The final administrative decision must be transmitted to the student in writing within 10 calendar days of the date the decision is made, and it must contain a brief summary of the evidence upon which the decision is based.

6. Appeal rights must be specified in the decision letter. At least one level of administrative appeal must be permitted and the time in which to appeal and the permitted grounds for the appeal must be articulated. Further appellate opportunities shall be governed by Section 502 D(3), of *The Code of the University of North Carolina*.

B. Substantive Requirements. In each case there must be sufficient evidence supporting the decision and the sanction.

VI. Serious Violations. A serious violation is one for which the possible sanctions include suspension or expulsion.

A. Procedural Requirements:

1. A constituent institution may receive and, in its discretion, investigate reports of incidents of student misconduct. A student may be accused of a violation of the code of student conduct only by a designated university official with a formal charge initiating a disciplinary proceeding. A determination to initiate a disciplinary proceeding accusing a student of a violation of the code of student conduct should be made by a designated university official within a reasonable period of time after the constituent institution receives the report.
2. Written notice to the student must be provided if a decision is made to issue a formal charge against the student. The notice should specify the offense(s) charged, the possible sanctions, and a brief recitation of the factual allegations supporting the charge. For all charged offenses which could result in expulsion, the notice must include this possibility and must specify that expulsion precludes matriculation at any UNC constituent institution.
3. A formal charge is then referred to a hearing official or body. The student must be notified in writing of the referral. This notice may include a hearing date. The hearing date may not be scheduled for at least 10 calendar days after the student receives notice of the referral, unless the student agrees to an earlier hearing date. Reasonable extensions of time for either party to prepare for the hearing should be allowed.
4. If a hearing date is not set in the notice of the charge, written notice of the hearing date must be sent to be received by the student not less than five calendar days before the proceeding is scheduled for hearing.
5. The student may waive the hearing and accept a sanction proposed by a designated university official. The sanction must be within the ranges specified in accordance with Section IV., above. The designated university official must determine that the waiver and acceptance is voluntary and that the charge and sanction have factual support. The waiver and acceptance must be in writing and signed by the student and the designated university official.
6. Prior to the hearing, the student must be given the opportunity to review any written evidence that will be used at the hearing and to obtain a list of witnesses.
7. A committee member or hearing official who has a conflict with, bias about or an interest in a case must recuse himself. If the committee member refuses to recuse himself, a designated university official will make the recusal decision. The student must also be given the opportunity to challenge a committee member or hearing official on these grounds. The decision on the challenge must be made by the committee or official within five calendar days. If necessary, a substituted committee member or hearing official will be appointed.
8. The institution shall assure that students have the capability to present their evidence and defenses at the hearings. The method for assuring this capability may vary depending on the nature of the case and on the nature of the representation of the

institution or the charging party. Each institution must have a policy delineating the participation or prohibition of attorneys and non-attorney advocates. Representation or assistance by attorneys or non-attorney advocates at the hearing is neither required nor encouraged.

9. The hearing will be closed to the public, unless a constituent institution's policy provides otherwise.

10. A transcript or other verbatim record of the hearing (but not of the deliberations) will be prepared. The institution will be responsible for the costs of this record.

11. At the hearing, a designated university official must present sufficient witness and/or documentary evidence to establish the violation. The student must be given an opportunity to question this evidence, either by direct questions or inquiries transmitted through the committee or hearing official.

12. The student must be given the opportunity to present any witness or documentary evidence that the student offers, provided that the evidence is relevant to the charge or other evidence presented and does not otherwise infringe the rights of other students.

13. At the conclusion of the evidence, the committee/official will determine whether the charging official has shown by a preponderance of the evidence, or by such higher standard as the institution may adopt, that the student committed the offense charged. This determination must be based solely on the evidence presented at the hearing. The committee or official will also determine the appropriate sanction within the ranges specified in accordance with section IV., above.

14. The decision may be final or it may be a recommendation for a final decision by a designated university official. The final administrative decision must be reached within a specified amount of time, not to exceed 45 calendar days after the hearing is completed. The final administrative decision must be transmitted in writing to the student within ten (10) calendar days of the date the decision is made and must contain a brief summary of the evidence upon which the decision is based.

15. A vice chancellor or the vice chancellor's delegate must make the final administrative determination in all suspension cases. The delegation may be to a student committee or a student/employee committee.

16. The chancellor or a vice chancellor must make the final administrative decision in all expulsion cases.

17. Appeal rights must be specified in the final decision letter. At least one level of institutional appeal must be permitted, and the time limits in which to appeal and the permitted grounds for appeal must be articulated.

18. Further appeals shall be governed by *The Code of the University of North Carolina*.

B. Substantive Requirements. In each case there must be sufficient evidence supporting the decision and the sanction.

VII. Special Cases

A. If the formal charge is also the subject of pending criminal charges, the institution must, at a minimum, allow an attorney advisor to accompany the student to the hearing.

B. Charges against multiple students involved in the same incident may be heard in a single case only if each student defendant consents to such a proceeding.

C. In cases of alleged sexual misconduct, both parties are entitled to the same opportunities to have others present during a disciplinary proceeding.¹

D. Victims of crimes of violence must be notified of the results of the disciplinary proceeding of the alleged assailant. "Results" means the name of the student assailant, the violation charged or committed, the essential findings supporting the conclusion that the violation was committed, the sanction if any is imposed, the duration of the sanction and the date the sanction was imposed.²

E. When a student with a disability is charged with an offense, the institution will assure that all requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act are met.

VIII. Other Matters

A. Effective Date. The requirements of this policy shall be effective on the date of its adoption by the Board of Governors and shall apply to all disciplinary proceedings initiated on or after August 1, 2018.

B. Relation to Federal and State Laws. The foregoing policy as adopted by the Board of Governors is meant to supplement, and does not purport to supplant or modify, those statutory enactments which may govern or relate to the subject matter of this policy.

C. Regulations and Guidelines. This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted from time to time by the president.

¹ The term "sexual misconduct" includes sexual assault, sexual battery, sexual coercion, rape, stalking, sexual violence and other forms of sexual misconduct. Furthermore, "both parties" refers specifically to the individual who claims to have been the victim of the sexual misconduct and the student who is alleged to have engaged in sexual misconduct.

² The disciplinary records of high school students at the North Carolina School of Science and Mathematics described in sections VII.C., and D., of this policy may not be disclosed without appropriate consent. [CFR 99.31(a)(13)]

700.4.1

Adopted 11/08/02

Amended 07/01/07

Amended 08/23/13

Amended 07/27/18

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VIII. Other Matters

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B. Relation to Federal and State Laws. The foregoing policy as adopted by the Board of Governors is meant to supplement, and does not purport to supplant or modify, those statutory enactments which may govern or relate to the subject matter of this policy.

C. Regulations and Guidelines. This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted from time to time by the president.

~~Effective Date: This policy applies to all offenses committed on or after August 23, 2013.~~

¹ The term "sexual misconduct" includes sexual assault, sexual battery, sexual coercion, rape, stalking, sexual violence and other forms of sexual misconduct. Furthermore, "both parties" refers specifically to the individual who claims to have been the victim of the sexual misconduct and the student who is alleged to have engaged in sexual misconduct.

² The disciplinary records of high school students at the North Carolina School of Science and Mathematics described in sections VII.C., and D., of this policy may not be disclosed without appropriate consent. [CFR 99.31(a)(13)]

Policy on Military Student Success

I. Purpose. The University of North Carolina System is committed to the success of military-affiliated students, which for the purpose of this policy includes students who are U.S. military service members (including National Guard and Reserve members), veterans, spouses of service members or veterans, or dependent family members of service members or veterans. This policy, and its associated regulation, provide a framework for the constituent institutions of the University of North Carolina System to develop and maintain a comprehensive network of services for military-affiliated students seeking to meet their educational goals. The president shall establish regulations to implement the requirements of these policies and to promote the general welfare of military-affiliated students.

II. Admission of Active Duty Service Members and Veterans

A. The University of North Carolina System and its constituent institutions are committed to equality of opportunity. Each constituent institution shall administer nondiscriminatory admissions policies by fairly evaluating the records of applicants.

B. For purposes of undergraduate admission to any constituent institution of the University of North Carolina, any individual having completed a minimum of three years of cumulative active duty service in the United States Armed Forces shall be exempt from minimum admissions requirements (MAR) and minimum course requirements (MCR) pursuant to UNC Policy, Section 700.1.1.2[R], although they may be considered first-time undergraduates (freshmen) for reporting and/or receipt of services. Applicants in this profile shall be required to submit a high school transcript or GED, college transcript(s) (if applicable), and a relevant military transcript for evaluation. The branch of service reporting the source of transferred credit hours earned through military training will function as the applicant's institution of transfer. If discharged from active duty, the veteran must have received an Administrative (non-punitive) Discharge. This policy shall not apply to veterans receiving a "Bad Conduct or Dishonorable Discharge."

C. Nothing in this policy guarantees admission for students. Constituent institutions retain sole authority for admissions determinations.

III. Data Collection and Reporting on Military-Affiliated Students. The president shall establish appropriate and uniform data collection procedures to enable the constituent institutions to identify and track the academic progress of military-affiliated students for the purposes of evaluating and reporting retention, graduation, and time to degree completion. Collecting, analyzing, and publishing this data supports the intent of Presidential Executive Order 13607 ("Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members," issued April 27, 2012), aligns with the recommendations contained in the *UNC SERVES April 2010 Report to the President*, and serves to track progress made towards the implementation of Session Law 2014-67. Constituent institutions must develop appropriate protocols to assure the security of all information related to the status of active-duty students and students eligible to be activated.

IV. Residency Status of Military-Affiliated Students. North Carolina created and maintains its public institutions of higher education primarily for the benefit of the residents of North Carolina, and its institutions are generously supported by the General Assembly and the public. Nonresident military-affiliated students may be eligible to receive the in-state tuition rate under the conditions established by state and federal law, and the guidelines promulgated by the Residency Determination System (RDS).

V. Campus Support Structures for Military-Affiliated Students. The constituent institutions shall develop and maintain campus-based support networks, as well as a comprehensive series of community, regional, and national referrals for military-affiliated students to assist in successful navigation of their educational goals. These services shall include, but not be limited to, admissions, financial aid, housing, disability services, career services, health services and counseling, and other student services and supports offered under student affairs and academic affairs.

VI. Military Credit Transferability. The University of North Carolina System recognizes the value of the education, training, and experience that military students bring to the university. The University and its constituent institutions shall establish a process by which this learning can be evaluated for possible course credit. Such military learning may include, but will not be limited to, recruit training, military occupational specialty (MOS) training and education, Defense Language Institute foreign language coursework and exams, Community College of the Air Force (CCAF) coursework, College-Level Examination Program (CLEP), and the DANTES Standardized Subject Test (DSST). The American Council on Education (ACE) credit equivalency recommendations shall serve as the standard reference work for recognizing learning acquired in the military.¹

VII. Withdrawal Due to Call to Duty. The University of North Carolina System supports students called to active duty or training in the United States Armed Forces, including service in the National Guard or Reserve.² The policies of the constituent institutions shall assist, whenever possible, the student in withdrawing and re-entering the university without incurring financial or academic hardship. Such policies shall include but are not limited to:

- A. Military Withdrawal
- B. Refunds of Tuition, Fees, and Other Expenses
- C. Academic Credit
- D. Deferral of Enrollment
- E. Military Leave of Absence
- F. Re-admission into the University
- G. Scholarship Status

¹ Nothing in this policy prevents constituent institutions from evaluating military learning independent of the ACE evaluation.

² Constituent institutions may choose whether to extend some or all of the benefits of these policies to the spouse or child of a person called to active duty. Institutions may also choose to include spouses and children of persons called to active duty under the extenuating circumstances regulation (Section 400.1.5[R] of the UNC Policy Manual).

VIII. Other Matters

A. Effective Date. The requirements of this policy shall be effective on the date of its adoption the Board of Governors.

B. Relation to State Laws. The foregoing policies as adopted by the Board of Governors are meant to supplement, and do not purport to supplant or modify, those statutory enactments which may govern the activities of public officials.

C. Regulations and Guidelines. These policies shall be implemented and applied in accordance with such regulations and guidelines as may be adopted from time to time by the president.

Policy on Military Student Success

I. Purpose. The University of North Carolina System is committed to the success of military-affiliated students³, which for the purpose of this policy includes students who are U.S. military service members (including National Guard and Reserve members), veterans, spouses of service members or veterans, or dependent family members of service members or veterans. This policy, and its associated ~~regulations and guidelines~~regulation, provide a framework for the constituent institutions of the University of North Carolina System to develop and maintain a comprehensive network of services for military-affiliated students seeking to meet their educational goals. The president shall establish regulations to implement the requirements of these policies and to promote the general welfare of ~~service members, veterans, spouses, and dependent family members at the constituent institutions~~military-affiliated students.

III. Admission of Active Duty Service Members and Veterans

A. The University of North Carolina System and its constituent institutions are committed to equality of opportunity. ~~The University administers~~Each constituent institution shall administer nondiscriminatory admissions policies by fairly evaluating the records of applicants.

B. For purposes of undergraduate admission to any constituent institution of the University of North Carolina, any individual having completed a minimum of three years of cumulative active duty service in the United States Armed Forces ~~who otherwise meet the criteria for a transfer student will be considered a transfer student in the~~shall be exempt from minimum admissions ~~process~~requirements (MAR) and minimum course requirements (MCR) pursuant to UNC Policy, Section 700.1.1.2[R], ~~with the~~although they may be considered first-time undergraduates (freshmen) for reporting and/or receipt of services. Applicants in this profile shall be required to submit a high school transcript or GED, college transcript(s) (if applicable), and a relevant military transcript for evaluation. The branch of service ~~functioning~~reporting the source of transferred credit hours earned through military training will function as the applicant's institution of transfer. If discharged from active duty, the veteran must have received an Administrative (non-punitive) Discharge. This policy shall not apply to veterans receiving a "Bad Conduct or Dishonorable Discharge."

C. ~~Under conditions set forth by the president in regulations associated with this policy, applicants in this profile may be offered special consideration with regard to the minimum admissions and minimum course requirements for transfer students.~~

³~~For the purposes of this policy, "military-affiliated students" shall include students who are service members (including National Guard and Reserve members), veterans, spouses of service members or veterans, or dependent family members of service members or veterans.~~

DC. Nothing in this policy guarantees admission for students ~~who do not meet institutional academic standards for admission.~~ Constituent institutions retain sole authority for admissions determinations.

~~II.~~ III. Data Collection and Reporting on Military-Affiliated ~~Student Data~~

Students. The president shall establish appropriate and uniform data collection procedures to enable the constituent institutions to identify and track the academic progress of ~~service members, veterans, spouses, and dependent family members for the purposes of evaluating and reporting retention, graduation and the length of time to degree.~~ military-affiliated students for the purposes of evaluating and reporting retention, graduation, and time to degree completion. Collecting, analyzing, and publishing this data supports the intent of Presidential Executive Order 13607 ("Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members," issued April 27, 2012), aligns with the recommendations contained in the UNC SERVES April 2010 Report to the President, and serves to track progress made towards the implementation of Session Law 2014-67. Constituent institutions must develop appropriate protocols to assure the security of all information related to the status of active-duty students and students eligible to be activated.

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~~IV.~~ V. Campus Support Structures for Military-Affiliated Students

The constituent institutions ~~of the University of North Carolina~~ shall develop and maintain campus-based support networks, as well as a comprehensive series of community, regional, and national referrals for military-affiliated students to assist in successful navigation of their educational goals. These services shall include, but not be limited to, admissions, financial aid, housing, ~~student affairs~~ disability services, career services, health services and counseling, and other student services and supports offered under student affairs and academic affairs.

~~V.~~ VI. Military Credit Transferability

The University of North Carolina System recognizes the value of the education, training, and experience that military students bring to the university. The ~~university~~ University and its constituent ~~campuses~~ institutions shall establish a process by which this learning can be evaluated for possible course credit. Such military learning may include, but will not be limited to, recruit training, military occupational specialty (MOS) training and education, Defense Language Institute foreign language coursework and exams, Community College of the Air Force (CCAF) coursework, ~~CLEP (College-Level Examination Program)~~ (CLEP), and DANTES Standardized Subject Tests (DSST). The American Council on Education (ACE) credit

equivalency recommendations shall serve as the standard reference work for recognizing learning acquired in the military.²

~~VI.~~ VII. Withdrawal Due to Call to Duty

The University of North Carolina System supports students called to active duty or training in the United States Armed Forces, including service in the National Guard or Reserve.³ The policies of the University constituent institutions shall assist, whenever possible, the student in withdrawing and re-entering the university without incurring financial or academic hardship. Such policies shall include but are not limited to:

- A. Military Withdrawal
- B. Refunds of Tuition, Fees, and Other Expenses
- C. Academic Credit
- D. Deferral of Enrollment
- E. Military Leave of Absence
- F. Re-admission into the University
- G. Scholarship Status

VIII. Other Matters

A. Effective Date. The requirements of this policy shall be effective on the date of its adoption the Board of Governors.

B. Relation to State Laws. The foregoing policies as adopted by the Board of Governors are meant to supplement, and do not purport to supplant or modify, those statutory enactments which may govern the activities of public officials.

C. Regulations and Guidelines. These policies shall be implemented and applied in accordance with such regulations and guidelines as may be adopted from time to time by the president.

² Nothing in this policy prevents constituent institutions from evaluating military learning independent of the ACE evaluation.

³ Campuses Constituent institutions may choose whether to extend some or all of the benefits of these policies to the spouse or child of a person called to active duty. Campuses Institutions may also choose to include spouses and children of persons called to active duty under the extenuating circumstances regulation (Section 400.1.5[R] of the UNC Policy Manual, Section 400.1.5[R]).

Regulation for Military Student Success

I. Purpose. This regulation provides a framework for the constituent institutions of the University of North Carolina System (UNC System) to develop and maintain a comprehensive network of services for military-affiliated students seeking to meet their educational goals. This regulation implements the requirements of Section 700.7.1 of the UNC Policy Manual, and serves to promote the general welfare of United States (U.S.) military service members, veterans, spouses, and dependent family members at the constituent institutions.

II. Data Collection and Reporting on Military-Affiliated Students. The UNC System Office shall establish appropriate and uniform data collection guidelines and procedures that will enable the tracking of academic progress of military-affiliated students, and that will support the enactment of the recommendations contained in the *UNC SERVES April 2010 Report to the President*.

III. Application Fees for Active Duty Service Members. Constituent institutions are encouraged to waive the admissions application fee for all service members if they are in an active duty status at the time of application.

IV. Tuition Rates for Military-Affiliated Students. Constituent institutions shall clearly articulate the process for military-affiliated students to establish eligibility for the in-state tuition rate pursuant to state and federal law, and to the guidelines of the Residency Determination System. Information regarding eligibility for in-state tuition shall be publicized as part of both the undergraduate and graduate recruitment and admissions processes.

V. Faculty and Staff Support Training on Issues Affecting Military-Affiliated Students. Constituent institutions shall provide support for faculty and staff training on issues that are unique to, or commonly encountered by, military-affiliated students. This training should conform to best practice guidelines. Professional advisors and faculty should be well-versed in continuous enrollment provisions in order to assist military-affiliated students in making the best decisions about their academic program choices.

VI. North Carolina National Guard Tuition Assistance Benefit. The North Carolina National Guard Tuition Assistance benefit shall be applicable to students at UNC constituent institutions seeking to achieve a two-year associate degree, a four-year baccalaureate degree, or a graduate degree. It shall also be applicable to students enrolled in a program granting a graduate certificate, and to students enrolled in a professional certification program recommended by the director of the North Carolina National Guard Education and Employment Center and approved by the North Carolina National Guard Education Services Officer.

VII. Campus-Based Support Structures for Military-Affiliated Students. Constituent institutions are encouraged to create campus-based military affairs committees to assist military-affiliated students in successfully transitioning to and succeeding in and beyond the educational environment. To ensure effectiveness, these committees should, at the minimum, be charged with:

A. Facilitating awareness and communication between key departments with regard to constituent institution-based services for military-affiliated students;

- B. Coordinating and evaluating programs and services for military-affiliated students;
- C. Factoring military-affiliated students into institutional planning, particularly with regard to diversity; and
- D. Ensuring institutional compliance with standards based on policy implemented by the Department of Defense and Department of Veterans Affairs.

VIII. Financial Support of Military-Affiliated Students

A. Constituent institutions shall create policies that guarantee that undergraduate and graduate military-affiliated students using United States Veterans Administration (VA) educational benefits are held harmless from VA processing delays that prevent timely payment of their educational benefits. These policies shall include provisions:

1. Granting forgiveness of late payment fees on students whose VA educational benefits are delayed; and
2. Maintaining students' course registrations until such delayed payments are received.

B. Constituent institutions are encouraged to develop a policy providing undergraduate and graduate students using GI Bill benefits with "bridge loans," payment plans, tuition deferments, vouchers, or some combination of these items to cover tuition, fees, housing, books, and other expenses related directly to university life, as defined by campus policy, until payment is received from the VA.

C. Scholarships and Grants. Development offices at constituent institutions are also encouraged to create, fund, and maintain scholarships and grants for undergraduate and graduate military-affiliated students.

IX. Campus Employment. Constituent institutions are encouraged to recruit veterans and eligible family members, when appropriate, for on-campus VA work study.

X. Organizations and Communication. Constituent institutions are encouraged to support student veteran organizations and/or other military-affiliated student organizations. The student organization advisor is encouraged to communicate updates on veterans and military affairs on campus, as well as on topics and announcements related to any military-affiliated student groups.

XI. Academic Support for Military-Affiliated Students

A. Orientation/Transition Seminar. To the greatest extent possible, constituent institutions shall provide break-out sessions focused on military-affiliated students as part of their regular orientation programs. When possible, the resources of this session should be made available online. Constituent institutions offering a credit-bearing introduction to the university course should consider providing a section or sections exclusively for military-affiliated students.

B. Priority enrollment. Active duty students using Armed Forces Tuition Assistance (TA) and students who have been released from active duty for a specific amount of time to attend college through a military degree completion program often face unique scheduling challenges.

Whenever possible, constituent institutions should recognize such challenges by providing these students with priority enrollment.

C. Academic Assistance. Constituent institutions shall evaluate, review, adapt, and monitor academic assistance, including mentoring and tutoring, for their military-affiliated students. Reports of challenges and successes should be provided to the institution's Military Affairs Committee.

D. Military Science Courses and Tuition Surcharge. Constituent institutions should refer to the tuition surcharge exemption list that is part of Section 1000.1.5[R].

E. Service Cords. Constituent institutions are encouraged to provide military service cords for graduating student veterans, active-duty members, members of the National Guard, and Reservists. Institutions shall communicate to these students a process for acquiring these cords. Service cords shall be provided free of charge, when possible. Institutions shall consider officially recognizing these graduates in the printed program and/or during the ceremony.

XII. Military Learning and Academic Credit

A. The University of North Carolina System seeks to maximize and make consistent the transfer of credit from military training and experience to constituent institutions.

B. As mandated by Section 3 of Session Law 2014-67, the Board of Governors of the University of North Carolina and the State Board of Community Colleges have jointly developed a plan (the Plan) for implementing a uniform system of granting course credits for military training and experience to all students enrolled in constituent institutions of the University of North Carolina System, and the North Carolina Community College System (NCCCS).

C. Military Credit Advisory Council

1. Pursuant to the Plan, the UNC System Office, in conjunction with the North Carolina Community College System Office, will create and maintain a Military Credit Advisory Council (MCAC). The MCAC will be comprised of faculty, staff, and administrators from UNC System and NCCCS institutions, and of representatives from both system offices. It may also include representatives from North Carolina's business sector, state government, and military installations.

2. The MCAC shall provide guidance to and share information with the constituent institutions on all issues related to the awarding of academic credit for military training and experience.

3. The overall purpose of the MCAC is to ensure that military training courses and occupational experiences are evaluated by faculty members from UNC System and NCCCS institutions in an independent manner and by use of standard levels of objectivity and academic rigor.

D. Military Training Course and Occupational Experience Evaluation Panels

1. The MCAC shall ask constituent institutions to nominate faculty representatives to sit on academic discipline-specific panels for the purpose of evaluating additional

military training courses and occupational experiences for academic credit. Panels may be comprised solely of faculty members from constituent institutions of the UNC System, or of faculty members from both the UNC System and NCCCS.

2. While conducting these evaluations, faculty panel members will use commonly-accepted levels of academic objectivity, validity, and rigor. The MCAC shall provide training and orientation to faculty panel members on the unique aspects of this evaluation process.

3. The MCAC shall forward credit recommendations made by faculty panels to the UNC System Office senior vice president for academic affairs for final approval.

4. The MCAC shall publish credit recommendations that have been made by faculty panels and approved by the UNC System Office senior vice president for academic affairs in an accessible system that informs current and prospective veteran students as well as faculty and staff who routinely assist them.

5. Constituent institutions shall publicize and adhere to credit recommendations made by faculty panels and approved by the UNC System Office senior vice president for academic affairs.

6. In the event that an academic department at one of the constituent institutions does not concur with one or more of these credit recommendations, the department head shall submit the rationale for the disagreement through the campus provost to the MCAC. The MCAC will forward the rationale to the UNC System Office senior vice president for academic affairs for further review and for a final determination.

E. UNC Constituent Institutions. Constituent institutions:

1. Shall establish and publish a process whereby active duty military, reservists, and veterans receive credit for, or a waiver of, the general education health and/or physical education requirements, based on military recruit training.

2. Shall accept foreign language coursework completed through the Defense Language Institute Foreign Language Center (DLIFLC) as transfer credit.¹ Institutions are also encouraged to establish a process for students to demonstrate proficiency and to waive campus language requirements for other foreign language skill development outside of DLIFLC. Examples include: College-Level Examination Program (CLEP) credit, Defense Language Proficiency exams, continuing education mission specific language training, etc.

3. Are encouraged to develop equivalence mapping for credit by exam for CLEP and DANTE Standardized Subject Tests (DSST), and to publish a chart showing the minimum allowable CLEP and DSST scores (no lower than 50 for CLEP) and the credit/course equivalences.

¹ The DLIFLC is a regionally accredited higher education institution. In terms of transfer, courses completed through this institution should be evaluated and academic credit awarded under the same criteria as any other regionally accredited college or university.

4. Are encouraged to train admissions counselors, registrars, academic advisors, department chairs or heads, and deans on the principles and practices of military credit transferability. The MCAC will provide training and consultation, as requested or required.
5. Shall exempt transfer credits resulting from military learning from the tuition surcharge calculation.
6. Shall consult with the UNC System Office director for prior learning assessment and military credit on any questions regarding evaluation of military training and experience not covered in the sections above.

XIII. Call to Duty

A. **Military Withdrawal.** Students called to active duty, and subsequently, any family members who are students, may need to withdraw from coursework during the course of a semester.

1. As stated in Section 400.1.5[R] of the UNC Policy Manual, students are expected to complete all the courses for which they are registered at the close of the course adjustment period *unless* withdrawal is permitted due to extenuating circumstances or military service.

2. Constituent institutions shall develop policies that permit an undergraduate or graduate student to withdraw from a course or courses at any time and without academic penalty due to their military service. Institutions may extend some or all components of this policy to apply to the spouse or child of a person called to active duty if they demonstrate sufficient cause for consideration due to changed circumstances.² These policies must:

- a. Be published in the appropriate sections of the university catalogue and website
- b. Describe the process by which the student (or an appropriate officer of the Armed Forces or official of the Department of Defense (DOD)) gives advance written or verbal notice of call to duty to the designated campus body or official,³ and
- c. Describe the process by which the student informs the appropriate campus body or official of intent to return to the institution upon completion of period of service.

² Campuses may choose to process family requests under the extenuating circumstances provision of their policies, as outlined in Section 400.1.5[R] of the UNC Policy Manual. Alternatively, campuses may choose to process family requests under documentation and review requirements set up for persons called to active duty.

³ No notice is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge (HEA Sec. 484C(c)(1)(A)(B)(C)).

B. Refund of Tuition, Fees, and Other Expenses. Enrolled undergraduate and graduate students who are called to active duty during the semester, and who complete a military withdrawal from their course(s), shall be afforded the following special considerations. Constituent institutions will:

1. Issue a full refund of all payments made by or on behalf of the student, and/or adjust the student's financial aid account, as appropriate.
2. Issue a full refund for textbooks purchased through the university bookstore for the semester in progress. The student being called to military service should present the textbooks, purchase receipt(s), and a copy of the applicable military orders.⁴
3. Issue a prorated refund of room rent for a campus residence facility. This refund will be based on the student's official check-out date.⁵
4. Issue a prorated refund of board fees. This refund will be prorated from the opening date of the dining hall for the term during which the call to active duty occurs.
5. Allow unpaid account balances to be subject to a payment plan formulated with the student. No collection actions will occur during a deployment.

C. Academic Credit. Constituent institutions must have a separate transcript notation appropriate for students who withdraw for active or reserve military service. Such withdrawals will not count in the calculation of the GPA or tuition surcharge.

D. Deferral of Enrollment. Constituent institutions will allow admitted undergraduate and graduate students to defer admission if they are called to active duty before the start of a term. Constituent institutions should consider, in cases of a national emergency or crisis, allowing a deferral of enrollment for students who enlist in the United States Armed Forces prior to enrolling. Constituent institutions shall:

1. Describe the process by which the student (or an appropriate officer of the Armed Forces or official of the Department of the Defense (DOD)) gives advance written or verbal notice of call to duty to the designated campus body or official;⁶
2. Describe the process by which the student informs the appropriate campus body or official of intent to return to the institution upon completion of period of service;
3. Publish the details of the process in the appropriate sections of the university catalogue and website;
4. Include provision for a full refund on all deposits paid by the student; and

⁴ Campuses with a rental program should consider a refund or a prorating of the rental fee.

⁵ If the student is receiving a BAH benefit from the VA for housing, they are entitled to keep all funds through their last date of attendance (as certified on campus). Any funds received from the VA for any period after the last date of attendance become a VA student debt.

⁶ No notice is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge (HEA Sec. 484C(c)(1)(A)(B)(C)).

5. Clarify the notification process of all relevant offices on campus.

E. Military Leave of Absence for Graduate Students. Constituent institutions shall develop policies permitting graduate students called to duty to take a military leave of absence from their program of study. These policies should:

1. Be published in the appropriate sections of the university catalogue and website;
2. Describe the process by which the student (or an appropriate officer of the Armed Forces or official of the DOD) gives advance written or verbal notice of call to duty to the designated campus body or official;⁷
3. Describe the process by which the student informs the appropriate campus body or official of intent to return to the institution upon completion of period of service;
4. Describe the process of resumption of study;
5. Establish the process for adjustment of any time limits for degree completion; and
6. Describe a process that recertifies the currency of all graduate degree requirements that may be beyond allowed time limits, including review in the case of required repetition of course work that might be outdated.

F. Readmission to the University. All constituent institutions shall readmit undergraduate and graduate students who were called to active duty. Constituent institutions shall:

1. Readmit students who were in good academic standing at the time of their call to duty and who seek readmission no later than three years after the completion of the period of service,⁸ subject to campus safety policies and procedures.⁹
2. Waive any new application process or fees.¹⁰
3. Describe the process by which the student informs the appropriate campus body or official of intent to return to the institution upon completion of the period of service.
4. Adjust the registration window for students to allow for early registration, if possible.

⁷ No notice is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge (HEA Sec. 484C(c)(1)(A)(B)(C)).

⁸ A student hospitalized or convalescing from an illness or injury suffered during the performance of military service shall notify the institution of the intent to return no later than two years after the end of recovery. A student who fails to apply for readmission within the period described shall not automatically forfeit such eligibility for readmission to the institution of higher education, but shall be subject to the institution's established leave of absence policy and general practices. (HEA Sec. 484C (c)(4)(A) through (c)(4)(C)).

⁹ Required checks for campus safety will be performed.

¹⁰ Required checks for campus safety will be performed. Constituent institutions will incur the fee.

5. Clarify variations in regulations for readmission for students:
 - a. Who were on academic probation or suspension; or
 - b. Who were away longer than three calendar years following the completion of service.
6. Indicate a process for reinstatement to a specific undergraduate program of study.

G. **Scholarship Status.** When possible, and depending on the availability of funds, undergraduate and graduate students receiving university scholarships at the time of their call to duty should be able to receive the remainder of the scholarship upon their return. Constituent institutions shall develop policies related to the impact of call to duty on the scholarships they award. These policies must:

1. Include provisions to notify students about the status of their scholarships at the time of a military withdrawal or leave of absence; and
2. Describe the rules related to reinstatement of scholarships and the process to initiate reinstatement when possible.

H. **National Guard and Reserves**

1. Constituent institutions are encouraged to accommodate students who are required to participate in weekly or monthly meetings, weekend drills, annual trainings, military schooling or other training or official military events as members of the National Guard or Reserves.
2. Students should be advised to inform their course instructors that they are members of the National Guard or Reserves. Furthermore, they should try to avoid registering for courses in which their academic performance and learning will be substantially and negatively impacted by absences due to military commitments.
3. If a student seeks to be excused from class for National Guard or Reserve duty, the student is encouraged to provide a copy of orders or a letter from the unit command to the course instructor, and to inquire about making up missed course work. The course instructor is encouraged to permit the student a reasonable amount of time to make up missed assignments.

I. **Excused Absence for Time Missed Due to Being Placed on Active Duty by the North Carolina National Guard or Reserves.** Any undergraduate or graduate student enrolled in a constituent institution who is a National Guard service member, or a member of the Reserves, and who is called to either state or federal active duty not requiring withdrawal during an academic term shall:

1. Be given an excused absence for the period of time the student is on active duty;
2. Be given the opportunity to make up any test or other work missed during the excused absence;

3. Be given the option, when feasible to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty;

4. Be given a temporary grade of incomplete (I) for any course that the student was unable to complete as a result of being placed on active duty; however, the student must complete the course requirements within the period of time specified by the constituent institution in order to avoid receiving a failing grade for the course; and

5. Be permitted to drop, with no penalty, any course that the student was unable to complete as a result of being placed on active duty status.

XIV. Other Matters

A. Effective Date. The requirements of this regulation shall be effective on the date of adoption of this regulation by the president.

B. Relation to Federal and State Laws and Policies. The foregoing regulation as adopted by the president is meant to supplement, and does not purport to supplant or modify, those statutory enactments, regulations, and policies which may govern or relate to the subject matter of this regulation.

700.7.1[R]
Adopted 01/20/15
Amended 08/13/18

Regulation for Military Student Success

~~I. Purpose.~~ This regulation provides a framework for the constituent institutions of the University of North Carolina System (UNC System) to develop and maintain a comprehensive network of services for military-affiliated students seeking to meet their educational goals. This regulation implements the requirements of Section 700.7.1 of the UNC Policy Manual, ~~Section 700.7.1~~ and ~~intends~~intends to promote the general welfare of United States (U.S.) military service members, veterans, spouses, and dependent family members at the constituent institutions.

~~II. Data Collection and Reporting on Military-Affiliated Students.~~ The UNC System Office shall establish appropriate and uniform data collection guidelines and procedures that will enable the tracking of academic progress of military-affiliated students, and that will support the enactment of the recommendations contained in the UNC SERVES April 2010 Report to the President.

~~III.I. Admission of Active Duty Service Members and Veterans.~~ For purposes of undergraduate admission, all persons having completed a minimum of three years of active duty service¹ will be considered transfer students in the admissions process pursuant to UNC Policy Manual, Section 700.1.1.2[R], with the branch of service functioning as the institution of transfer. Applicants in this profile shall be required to submit the high school transcript or GED, college transcript(s) (if applicable) and relevant military transcript for evaluation.

~~A. For applicants who have completed a minimum of three years of active duty service, but do not meet the campus specific transfer admission requirements, constituent institutions are encouraged to develop academic contracts² to assure admission for a future term. Upon successful completion³ of college level courses required for admission as outlined in the academic contract, these students will be admitted subject to campus safety policies and procedures.⁴~~

~~B.~~ Application Fees for Active Duty Service Members. ~~Campuses~~Constituent institutions are encouraged to waive the admissions application fee for all service members if they are in an active duty status at the time of application.

~~II. Data Collection and Reporting on IV. Tuition Rates for Military-Affiliated Students.~~ Consistent with the recommendations contained in the UNC SERVES April 2010 Report to the President and the intent of the President of the United States' Executive Order 13607, "Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members" issued April 27, 2012, University of North Carolina constituent Constituent institutions shall establish a section in their undergraduate and graduate admissions application entitled, "Military Status for Financial Aid and Residency Determination."⁵

¹Years of service should be calculated on a calendar years basis from date of enlistment to present (if still enlisted) or exit date (if discharged or retired). Student should provide proof of enlistment and exit date (if discharged or retired) by submitting one of the following:

- Most recent Leave and Earnings Statement (enlisted)
- DD214 (discharged or retired)

²See UNC Policy Manual, Section 700.7.1[G].

³A minimum GPA of no less than 2.0 defines "successful," but does not guarantee admissions.

⁴Required checks for campus safety will be performed.

⁵The questions posed in this section are detailed in UNC Policy Manual, Section 700.7.1[G].

~~General Administration will work with the constituent institutions to create space in the Student Data File for the information and develop an annual report of this information.~~

~~Campuses must develop appropriate protocols to assure the security of all information related to status of active-duty students and students eligible to be activated.###~~ ~~Residency Status for Military-Affiliated Students.~~

A. ~~Campuses shall~~ clearly articulate the process for military-affiliated students to establish ~~residency~~. All campus processes shall comply with ~~State~~ eligibility for the in-state tuition rate pursuant to state and federal law and the North Carolina State Residence Classification Manual. ~~The procedures, and to the guidelines of the Residency Determination System. Information regarding eligibility for in-state tuition shall be publicized as part of both the undergraduate and graduate recruitment and admissions. Campuses shall publicly publish a clearly articulated appeals process that includes the rights and responsibilities of the student as outlined in the North Carolina State Residence Classification Manual (section~~ processes.

V. ~~Procedures, subsection D. Student Appeals to Residence Appeals Board).~~

B. ~~Campuses shall train the appropriate staff to~~ Faculty and Staff Support Training on Issues Affecting Military-Affiliated Students. Constituent institutions shall provide accurate support for faculty and adequate information staff training on these issues that are unique to, or commonly encountered by, military-affiliated students. This training should conform to best practice guidelines. Professional advisors and faculty should be ~~alerted to the~~ well-versed in continuous enrollment provisions in order to assist military-affiliated students in making the best decisions about their academic program choices.

~~VI.~~ North Carolina National Guard Tuition Assistance Benefit. The North Carolina National Guard Tuition Assistance benefit shall be applicable to students at UNC constituent institutions seeking to achieve a two-year associate degree, a four-year baccalaureate degree, or a graduate degree. It shall also be applicable to students enrolled in a program granting a graduate certificate, and to students enrolled in a professional certification program recommended by the director of the North Carolina National Guard Education and Employment Center and approved by the North Carolina National Guard Education Services Officer.

VII. Campus-Based Support Structures for Military-Affiliated Students

A. ~~Campus-Based Military Affairs Committee. Campuses.~~ Constituent institutions are encouraged to create ~~a Military Affairs Committee~~ campus-based military affairs committees to assist military-affiliated students in successfully transitioning to and succeeding in and beyond the educational environment.⁶ To ensure effectiveness, these committees should, at the minimum, be charged with:

A. Facilitating awareness and communication between key departments with regard to constituent institution-based services for military-affiliated students;

B. Coordinating and evaluating programs and services for military-affiliated students;

C. Factoring military-affiliated students into institutional planning, particularly with regard to diversity; and

D. Ensuring institutional compliance with standards based on policy implemented by the Department of Defense and Department of Veterans Affairs.

⁶ See UNC Policy Manual, Section 700.7.1[G].

VIII. Financial Support of Military-Affiliated Students~~1. Tuition, fees, books. UNC campuses~~

A. Constituent institutions shall create policies that guarantee that undergraduate and graduate military-affiliated students using United States Veterans Administration (VA) educational benefits are held harmless from VA processing delays that prevent timely payment of their educational benefits. These policies shall include provisions:

~~a.~~ 1. Granting forgiveness of late payment fees on students whose VA educational benefits are delayed; and

~~b.~~ 2. Maintaining students' course registrations until such delayed payments are received.

Campuses

B. Constituent institutions are encouraged to develop a policy providing undergraduate and graduate students using GI Bill benefits with "bridge loans," payment plans, tuition deferments, vouchers, or some combination of these items to cover tuition, fees, housing, books, and other expenses related directly to university life, as defined by campus policy, until payment is received from the VA.

~~2.~~

C. Scholarships and ~~grants. UNC campus development~~Grants. Development offices at constituent institutions are also encouraged to create, fund, and maintain scholarships and grants for undergraduate and graduate military-affiliated students.

~~3.~~

IX. Campus employment. UNC campusesEmployment. Constituent institutions are encouraged to recruit veterans and eligible family members, when appropriate, for on-campus VA work study.

~~C. Faculty and Staff Support Training. Campuses are encouraged to provide and/or make available support for faculty and staff training on issues military-affiliated students encounter. This training should conform to best practices guidelines.⁷~~

~~D. Campus X.~~ Organizations and Communication. ~~Campuses~~Constituent institutions are encouraged to support ~~Student Veteran Organizations~~student veteran organizations and/or other ~~Military-Affiliated Student Organizations~~military-affiliated student organizations. The student organization advisor is encouraged to communicate updates on veterans and military affairs on campus, as well as on topics and announcements related to any military-affiliated student groups.

~~E.~~XI. Academic Support for Military-Affiliated Students~~1.~~

A. Orientation/~~transition seminar.~~Transition Seminar. To the greatest extent ~~practicable, campuses~~possible, constituent institutions shall provide break-out sessions focused on military-affiliated students as part of their regular orientation programs. When possible, the resources of this session should be made available online. ~~Campuses~~Constituent institutions offering a credit-bearing introduction to the university course should consider providing a section or sections exclusively for military-affiliated students.

~~2.~~

B. Priority enrollment. ~~When possible, campuses should recognize the scheduling challenges and the limitations on the benefits of active~~Active duty students using Armed Forces Tuition Assistance (TA), ~~as well as those~~ and students who are have been released from active duty for a specific

⁷See UNC Policy Manual, Section 700.7.1[G]

amount of time to attend college through a military degree completion program, ~~and provide such~~ often face unique scheduling challenges. Whenever possible, constituent institutions should recognize such challenges by providing these students with priority enrollment.

~~3.~~

~~C.~~ Academic Assistance. ~~Campuses~~Constituent institutions shall evaluate, review, adapt, and monitor academic assistance, including mentoring and tutoring, ~~to its~~for their military-affiliated students. Reports of challenges and successes should be ~~made~~provided to the ~~campus~~institution's Military Affairs Committee.

~~4.~~

~~D.~~ Military Science ~~courses~~Courses and ~~tuition surcharge.~~ ~~Campuses~~Tuition Surcharge. Constituent institutions should refer to the tuition surcharge ~~exception~~exemption list that is part of ~~UNC Policy 100~~Section 1000.1.5~~[GR]~~ of the UNC Policy Manual.

~~5.~~

~~E.~~ Service ~~cords.~~ ~~Campuses~~Cords. Constituent institutions are encouraged to provide military service cords for graduating student veterans, active-duty members, members of the National Guard, and ~~reservists.~~ ~~Campuses~~Reservists. Institutions shall communicate to these students a process for ~~acquisition of the cord.~~ ~~These~~acquiring these cords. Service cords shall be provided free of charge, when possible. ~~Campuses~~Institutions shall consider officially recognizing these graduates in the printed program and/or during the ceremony.

~~VXII.~~ Military Learning and Academic Credit

~~A.~~ ~~General Principles.~~ The University of North Carolina System seeks to maximize and make consistent the transfer of credit from ~~the~~ military training and experience to constituent institutions.

~~B.~~ As mandated by Section 3 of Session Law 2014-67, the Board of Governors of the University of North Carolina and the State Board of Community Colleges have jointly developed a plan (the Plan) for implementing a uniform system of granting course credits for military training and experience to all students enrolled in constituent institutions of the University of North Carolina System, and the North Carolina Community College System (NCCCS).

~~C.~~ Military Credit Advisory Council

~~1.~~ Pursuant to the Plan, the UNC ~~campuses.~~ ~~The following general principles~~System Office, in conjunction with the North Carolina Community College System Office, will apply; create and maintain a Military Credit Advisory Council (MCAC). The MCAC will be comprised of faculty, staff, and administrators from UNC System and NCCCS institutions, and of representatives from both system offices. It may also include representatives from North Carolina's business sector, state government, and military installations.

~~1.~~ If a campus determines that military learning is equivalent to academic credit then that credit shall be applied consistently to all students who have acquired the same military learning.

~~2.~~ Campuses shall establish equivalence mapping for courses frequently seen on military transcripts (Joint Services Transcript and Community College of the Air Force transcripts) and, if applicable, for credit by exam (CLEP, DSST, and Defense Language Institute exams) to assure students receive consistent and fair transfer of credit.⁸

⁸See UNC Policy Manual, Section 700.7.1[G].

~~3. Campuses shall publish these equivalencies online in a manner accessible to military-affiliated students.~~

Campuses shall

~~2. The MCAC shall provide guidance to and share information with the constituent institutions on all issues related to the awarding of academic credit for military training and experience.~~

~~3. The overall purpose of the MCAC is to ensure that military training courses and occupational experiences are evaluated by faculty members from UNC System and NCCCS institutions in an independent manner and by use of standard levels of objectivity and academic rigor.~~

D. Military Training Course and Occupational Experience Evaluation Panels

~~1. The MCAC shall ask constituent institutions to nominate faculty representatives to sit on academic discipline-specific panels for the purpose of evaluating additional military training courses and occupational experiences for academic credit. Panels may be comprised solely of faculty members from constituent institutions of the UNC System, or of faculty members from both the UNC System and NCCCS.~~

~~2. While conducting these evaluations, faculty panel members will use commonly-accepted levels of academic objectivity, validity, and rigor. The MCAC shall provide training and orientation to faculty panel members on the unique aspects of this evaluation process.~~

~~3. The MCAC shall forward credit recommendations made by faculty panels to the UNC System Office senior vice president for academic affairs for final approval.~~

~~4. The MCAC shall publish credit recommendations that have been made by faculty panels and approved by the UNC System Office senior vice president for academic affairs in an accessible system that informs current and prospective veteran students as well as faculty and staff who routinely assist them.~~

~~5. Constituent institutions shall publicize and adhere to credit recommendations made by faculty panels and approved by the UNC System Office senior vice president for academic affairs.~~

~~6. In the event that an academic department at one of the constituent institutions does not concur with one or more of these credit recommendations, the department head shall submit the rationale for the disagreement through the campus provost to the MCAC. The MCAC will forward the rationale to the UNC System Office senior vice president for academic affairs for further review and for a final determination.~~

E. UNC Constituent Institutions. Constituent institutions:

~~4.~~ 1. Shall establish and publish a process ~~for~~whereby active duty military, reservists, and veterans ~~to~~ receive credit for, or a waiver of, the general education health and/or physical education requirements, based on military recruit training.

~~5. Campuses are encouraged to train admissions counselors, registrars, academic advisors, department chairs or heads, and deans in military credit transferability.⁹~~

~~6. Campuses shall exempt transfer credits resulting from military learning from the tuition surcharge calculation.~~

~~B. Language Requirements. Campuses shall~~

2. Shall accept foreign language coursework completed through the Defense Language Institute Foreign Language Center (DLIFLC) as transfer credit.¹⁰ Campuses/Institutions are also encouraged to establish a process for students to demonstrate proficiency and, ~~potentially,~~ to waive campus language requirements for other foreign language skill development outside of DLIFLC. Examples include: CLEP/College-Level Examination Program (CLEP) credit, Defense Language Proficiency exams, continuing education mission specific language training, etc.

~~C. Military Learning. Campuses shall evaluate the military transcript to determine if any military learning applies toward a program of study. The American Council on Education (ACE) credit equivalency recommendations serve as the standard reference work for recognizing learning acquired in the military. Nothing in this policy prevents constituent institutions from evaluating military learning independent of the ACE evaluation. Credit shall be awarded in a consistent manner and a schedule of such awards should be developed, published, and updated regularly.~~

~~D. College-Level Examination Program (CLEP). Campuses awarding academic credit for CLEP shall establish and publish a chart with the minimum allowable score (no lower than 50) and the credit/course equivalences.~~

~~E. DANTES Standardized Subject Tests (DSST). Campuses awarding academic credit for DSST exams shall establish and publish a chart with the minimum allowable score and the credit/course equivalencies.~~

~~VI. Service Member~~

3. Are encouraged to develop equivalence mapping for credit by exam for CLEP and DANTES Standardized Subject Tests (DSST), and to publish a chart showing the minimum allowable CLEP and DSST scores (no lower than 50 for CLEP) and the credit/course equivalences.

4. Are encouraged to train admissions counselors, registrars, academic advisors, department chairs or heads, and deans on the principles and practices of military credit transferability. The MCAC will provide training and consultation, as requested or required.

5. Shall exempt transfer credits resulting from military learning from the tuition surcharge calculation.

6. Shall consult with the UNC System Office director for prior learning assessment and military credit on any questions regarding evaluation of military training and experience not covered in the sections above.

XIII. Call to Duty

⁹See UNC Policy Manual, Section 700.7.1[G].

¹⁰The DLIFLC is a regionally accredited higher education institution. In terms of transfer, courses completed through this institution should be evaluated and academic credit awarded under the same criteria as any other regionally accredited college or university.

A. Military Withdrawal. Students called to active duty ~~(and/or their spouses and dependents),~~ and subsequently, any family members who are students, may need to withdraw from coursework during the course of a semester.

1. As stated in Section 400.1.5[R] of the UNC Policy Manual, ~~Section 400.1.5[R],~~ students are expected to complete all the courses for which they are registered at the close of the ~~Course Adjustment Period~~ course adjustment period unless withdrawal is permitted due to extenuating circumstances or military service.

~~Campuses~~

2. Constituent institutions shall develop policies that permit an undergraduate or graduate student to withdraw from a course or courses at any time and without academic penalty due to their military service.¹⁴ ~~Campuses~~ Institutions may extend some or all components of this policy to apply to the spouse or child of a person called to active duty if they demonstrate sufficient cause for consideration due to changed circumstances.¹² These policies must:

~~1-a.~~ Be published in the appropriate sections of the university catalogue and website;

b. Describe the process by which the student (or an appropriate officer of the Armed Forces or official of the Department of Defense (DOD)) gives advance written or verbal notice of call to duty to the designated campus body or official;¹³ and

~~2-~~

~~3-c.~~ Describe the process by which the student informs the appropriate campus body or official of intent to return to the institution upon completion of period of service.

B. Refund of Tuition, Fees, and Other Expenses. Enrolled undergraduate and graduate students who are called to active duty during the semester, and who complete a military withdrawal from their course(s), shall be afforded the following special ~~consideration with regard to refunds of tuition, fees, and other expenses. Campuses shall develop policies that direct~~ considerations. Constituent institutions will:

1. All tuition and fee charges to be waived with:

~~a.~~ Personal

1. Issue a full refund of all payments ~~refunded,~~

~~b.~~ Financial aid adjusted as required made by law,

~~c.~~ Financial aid refunds paid by or on behalf of the student, if and/or adjust the student's financial aid account, as appropriate;

¹⁴See UNC Policy Manual, Section 700.7.1[G].

¹² Campuses may choose to process family requests under the extenuating circumstances provision of their policies, as outlined in Section 400.1.5[R] of the UNC Policy Manual, ~~Section 400.1.5[R].~~ Alternatively, campuses may choose to process family requests under documentation and review requirements set up for persons called to active duty.

¹³ No notice is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge (HEA Sec. 484C(c)(1)(A)(B)(C)).

A

~~2.~~ 2. ~~Issue a~~ full refund for textbooks purchased through the university bookstore for the semester in progress ~~is available by presenting. The student being called to military service should present~~ the textbooks, ~~the~~purchase receipt~~(s)~~, and a copy of the applicable military orders;¹⁴

~~A per diem~~

~~3.~~ 3. ~~Issue a prorated~~ refund of room rent ~~in for~~ a campus residence facility. ~~This refund~~ will be ~~issued~~ based on the student's official check-out date;¹⁵

~~Board fees~~

~~4.~~ 4. ~~Issue a prorated refund of board fees. This refund~~ will be prorated from the opening date of the dining hall for the term; during which the call to active duty occurs.

~~Unpaid~~

~~5.~~ 5. ~~Allow unpaid~~ account balances ~~will to~~ be subject to a payment plan formulated with the student; ~~and~~

~~6.~~ . No collection actions will occur during a deployment.

C. Academic Credit

~~1.~~ Campuses. Constituent institutions must have a separate transcript notation appropriate for students who withdraw for active or reserve military service. Such withdrawals will not count in the calculation of the GPA or tuition surcharge.

~~2.~~ Campuses shall develop policies that permit a student called to active duty, as circumstances are presented, either to:

~~a.~~ Receive the "I," or incomplete, grade and adjust the date for resolving the incompletes accordingly, including in a post-deployment return to the university and for students who do not return to the university within three years post-deployment¹⁶, any "I" assigned for a call to duty should convert to a military withdrawal;¹⁷ or

~~b.~~ complete the coursework, when possible, online, by testing out early, or through an academic contract with the faculty member(s).¹⁸

D. Deferral of Enrollment. CampusesConstituent institutions will allow admitted undergraduate and graduate students to defer admission if they are called to active duty before the start of a term. CampusesConstituent institutions should consider, in cases of a national emergency or crisis, allowing a deferral of enrollment for students who enlist in the United States Armed Forces prior to enrolling. CampusesConstituent institutions shall:

¹⁴ Campuses with a rental program should consider a refund or a ~~pre-rating~~prorating of the rental fee.

¹⁵ If the student is receiving a BAH benefit from the VA for housing, they are entitled to keep all funds through their last date of attendance (as certified on campus). Any funds received from the VA for any period after the last date of attendance become a VA student debt.

¹⁶ ~~A student upon the completion of a period of service in the uniformed services, notifies the institution of the intent to return no later than three years after the completion of the period of service. HEA Sec. 484C (c)(4)(A) through (c)(4)(C).~~

¹⁷ ~~There will be no refund of tuition, fees, or books in this case.~~

¹⁸ ~~For courses completed, policies on refunds will be adjusted accordingly.~~

1. Describe the process by which the student (or an appropriate officer of the Armed Forces or official of the ~~DOD~~Department of the Defense (DOD)) gives advance written or verbal notice of call to duty to the designated campus body or official;¹⁹
 2. Describe the process by which the student informs the appropriate campus body or official of intent to return to the institution upon completion of period of service;
 3. Publish the details of the process in the appropriate sections of the university catalogue and website;
 4. Include provision for a full refund on all deposits paid by the student; and
 5. Clarify the notification process of all relevant offices on campus.
- E. Military Leave of Absence for Graduate Students. ~~Campuses~~Constituent institutions shall develop policies permitting graduate students called to duty to take a military leave of absence from their program of study. These policies should:
1. Be published in the appropriate sections of the university catalogue and website;
 2. Describe the process by which the student (or an appropriate officer of the Armed Forces or official of the DOD) gives advance written or verbal notice of call to duty to the designated campus body or official;²⁰
 3. Describe the process by which the student informs the appropriate campus body or official of intent to return to the institution upon completion of period of service;
 - ~~4. Describe the process of resumption of study;~~
 4. Describe the process of resumption of study;
 5. Establish the process for adjustment of any time ~~clocks~~limits for degree completion; and
 6. Describe a process that recertifies the currency of all graduate degree requirements that may be beyond allowed time limits, including review in the case of required repetition of course work that might be outdated.
- F. Readmission to the University. All ~~campuses~~constituent institutions shall readmit undergraduate and graduate students who were called to active duty. ~~Campuses~~Constituent institutions shall:

¹⁹ No notice is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge (HEA Sec. 484C(c)(1)(A)(B)(C)).

²⁰ No notice is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge (HEA Sec. 484C(c)(1)(A)(B)(C)).

1. Readmit students who were in good academic standing at the time of their call to duty and who seek readmission no later than three years after the completion of the period of service;²¹ ~~22~~ subject to campus safety policies and procedures.²³
2. Waive any new application process or fees;²⁴
3. Describe the process by which the student informs the appropriate campus body or official of intent to return to the institution upon completion of the period of service;²
4. Adjust the registration window for students to allow for early registration, if possible;²
5. Clarify variations in regulations for readmission for students:
 - a. Who were on academic probation or suspension;² or
 - b. Who were away longer than three calendar years following the completion of service.
6. Indicate a process for reinstatement to a specific undergraduate program of study.

F

G. Scholarship Status. When possible,² and depending on the availability of funds, undergraduate and graduate students receiving university scholarships at the time of their call to duty should be able to receive the remainder of the scholarship upon their return. Campuses Constituent institutions shall develop policies related to the impact of call to duty on the scholarships they award. These policies must:

1. _____ Include provisions to notify students about the status of their scholarships at the time of a military withdrawal or leave of absence; and
- ~~1.~~
2. Describe the rules related to reinstatement of scholarships and the process to initiate reinstatement when possible.

G

H. National Guard and Reserves

- ~~1. _____~~ Campuses

~~²⁴ A student hospitalized or convalescing from an illness or injury during the performance of service shall notify the institution of the intent to return no later than two years after the end of recovery. A student who fails to apply for readmission within the period described shall not automatically forfeit such eligibility for readmission to the institution of higher education, but shall be subject to the institution's established leave of absence policy and general practices. (HEA Sec. 484C (c)(4)(A) through (c)(4)(C)).~~

~~²² A student hospitalized or convalescing from an illness or injury suffered during the performance of military service shall notify the institution of the intent to return no later than two years after the end of recovery. A student who fails to apply for readmission within the period described shall not automatically forfeit such eligibility for readmission to the institution of higher education, but shall be subject to the institution's established leave of absence policy and general practices. (HEA Sec. 484C (c)(4)(A) through (c)(4)(C)).~~

~~²³ Required checks for campus safety will be performed.~~

~~²⁴ Required checks for campus safety will be performed. Campuses Constituent institutions will incur the fee.~~

1. Constituent institutions are encouraged to accommodate students who are required to participate in weekly or monthly meetings, weekend drills, annual trainings, military schooling or other training or official military events as members of the National Guard or Reserves.

2. Students should be advised to inform their course instructors that they are members of the National Guard or Reserves ~~and~~. Furthermore, they should try to avoid registering for courses that will significantly and substantially impact in which their academic performance and learning will be substantially and negatively impacted by ~~missing more than one-third (1/3) of the class meetings~~. absences due to military commitments.

3. If a student seeks to be excused from class for National Guard or Reserve duty, ~~he/she~~ the student is encouraged to provide a copy of orders or a letter from the unit command to the course instructor, and to inquire about making up missed course work. The course instructor is encouraged to permit the student a reasonable amount of time to make up missed assignments. ~~Whether or not students are allowed to make up missed assignments or tests relies upon faculty discretion.~~

I. Excused Absence for Time Missed Due to Being Placed on Active Duty by the North Carolina National Guard or Reserves. Any undergraduate or graduate student enrolled in a constituent institution who is a National Guard service member, or a member of the Reserves, and who is called to either state or federal active duty not requiring withdrawal during an academic term shall:

1. Be given an excused absence for the period of time the student is on active duty;

2. Be given the opportunity to make up any test or other work missed during the excused absence;

3. Be given the option, when feasible to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty;

4. Be given a temporary grade of incomplete (I) for any course that the student was unable to complete as a result of being placed on active duty; however, the student must complete the course requirements within the period of time specified by the constituent institution in order to avoid receiving a failing grade for the course; and

5. Be permitted to drop, with no penalty, any course that the student was unable to complete as a result of being placed on active duty status.

XIV. Other Matters

A. Effective Date. The requirements of this regulation shall be effective on the date of its adoption by the president.

B. Relation to Federal and State Laws and Policies. The foregoing regulation as adopted by the president is meant to supplement, and does not purport to supplant or modify, those

statutory enactments, regulations, and policies which may govern or relate to the subject matter of this regulation.

Guidelines for Military Student Success

- I. Admission of Active Duty Service Members and Veterans
 - A. If an active duty or veteran member of the armed services seeks undergraduate admission, but does not meet campus specific transfer admission requirements, the constituent institution is encouraged to offer the student an “academic contract” assuring admission upon completion of specified college-level coursework at another regionally accredited higher education institution with a minimum grade point average of no less than 2.0.
 - B. The contract should include the student’s name, branch of service, length of prior military service, number of credit hours to be awarded based on military training/experience and transferable college credit, and reason for inadmissibility (for example, MCR deficiency). The terms of the contract should set forth the conditions for admission and include specific courses to be completed at a regionally accredited higher education institution and the cumulative grade point average required for admission. (See Addendum A for copy of suggested contract template. Campuses may elect to use or modify the template or create and use a campus specific contract.)
 - C. The contract should also note that all students seeking admission to a UNC constituent institution must submit an application and supporting documents prior to published deadlines, and be cleared with regard to campus safety issues.
- II. Data Collection and Reporting on Military-Affiliated Students. Consistent with recommendations in the *UNC SERVES April 2011 Report to the President* and the intent of the President of the United States’ Executive Order 13607, “Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members” issued April 27, 2012, University of North Carolina constituent institutions will establish a section in their undergraduate and graduate admissions application (CFNC.org, Common Application, and campus-specific application) entitled “Military Status for Financial Aid and Residency Determination.”
 - A. This section must ask the following questions:
 1. “Are you currently serving or have you ever served in the United States Armed Forces?”
 2. “Are you a dependent or spouse of a current or prior United States service-member?”
 - B. A “yes” response to question (a) should lead to the following statement and questions:

Please complete the following if you currently serve or have ever served in any branch or status in the United States Armed Forces. This information will help us connect you with financial aid benefits and determine your eligibility for in-state residency.

1. Your current status.

The answers allowable under this heading shall be: Active-duty, NC National Guard, Other National Guard, Reservist, Separated Veteran, Retiree.

2. Branch of service.

The answers allowable under this heading shall be: Army, Air Force, Navy, Marine Corps, Coast Guard.

3. Current or last pay grade.

The answers allowable under this heading will be: E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-8, E-9, O-1, O-2, O-3, O-4, O-5, O-6, O-7, O-8, O-9, O-10, O-11, W-1, W-2, W-3, W-4, W-5.

4. Do you plan to use military or veterans educational benefits while enrolled at this institution?

The answers allowable under this heading shall be: Yes, No, Not Sure

If yes, which benefit do you plan to use?

The answers allowable under this heading will be:

Chapter 30 - Montgomery GI Bill

Chapter 31 - Vocational Rehabilitation

Chapter 33 – Post 9/11 GI Bill

Chapter 35 – Dependents Education Assistance (DEA)

Chapter 1606 – Selected Reserves GI Bill

Chapter 1607 – Reserves Education Assistance Program (REAP)

Military Tuition Assistance

Military Spouse Career Advancement Accounts (MyCAA)

Marine Gunnery Sgt. John David Fry Scholarship

Not sure

5. Your current or last permanent duty station.

The answers allowable under this heading shall be: Fort Bragg, Camp Lejeune, MCAS Cherry Point, MCAS New River, Pope Army Airfield, Seymour Johnson AFB, USCG North Carolina, Other installation outside of NC. NC National Guard, Other National Guard, Reservist.

6. Your current or last home of record.

7. Your state of legal residence last claimed on your DD Form 2058 (State of Legal Residence Certificate)

8. Date of initial entry into military service.
9. Discharge or retirement date (actual or anticipated).
10. If discharged or retired, your final duty station.

The answers allowable under this heading will be: Fort Bragg, Camp Lejeune, MCAS Cherry Point, MCAS New River, Pope AFB, Seymour Johnson AFB, USCG North Carolina, Other installation outside of NC, NA - NC National Guard, NA - Other National Guard, NA – Reservist.

- C. A “yes” response to question (b) should lead to the following statement and questions:

Please complete the following if you are the dependent or spouse of someone currently serving or who has ever served in any branch or status in the United States Armed Forces. This information will help us connect you with financial aid benefits and determine your eligibility for in-state residency. Please respond to these questions in reference to the connected service member.

1. Your relationship to the service-member or veteran.

The answers allowable under this heading shall be: dependent, spouse.

2. Current status of service member.

The answers allowable under this heading will be: Active-duty, NC National Guard, Other National Guard, Reservist, Separated Veteran, Retiree.

3. Branch of service of service member.

Army, Air Force, Navy, Marine Corps, Coast Guard.

4. Current or last pay grade of service member.

The answers allowable under this heading will be: E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-8, E-9, O-1, O-2, O-3, O-4, O-5, O-6, O-7, O-8, O-9, O-10, O-11, W-1, W-2, W-3, W-4, W-5.

5. Do you plan to use United States Department of Defense or veterans educational benefits while enrolled at this institution?

The answers allowable under this heading will be: Yes, No, Not Sure.

If yes, which benefit do you plan to use? The answers allowable under this heading will be:

Chapter 33 – Post 9/11 GI Bill

Chapter 35 – Dependents Education Assistance (DEA)

Military Spouse Career Advancement Accounts (MyCAA)

Marine Gunnery Sgt. John David Fry Scholarship
Not sure

6. Current or last permanent duty station of service member.

The answers allowable under this heading will be: Fort Bragg, Camp Lejeune, MCAS Cherry Point, MCAS New River, Pope Army Airfield, Seymour Johnson AFB, USCG North Carolina, Other installation outside of NC. NC National Guard, Other National Guard, Reservist.

7. Current or last home of record of service member.

8. What is/was the state of legal residence the service member last claimed on his/her DD Form 2058 (State of Legal Residence Certificate)?

9. Date of initial entry into military service for service member.

10. Discharge or retirement date of service member (actual or anticipated).

11. If discharged or retired, service member's final duty station.

The answers allowable under this heading will be: Fort Bragg, Camp Lejeune, MCAS Cherry Point, MCAS New River, Pope AFB, Seymour Johnson AFB, USCG North Carolina, Other installation outside of NC, NA - NC National Guard, NA - Other National Guard, NA – Reservist.

The president shall work with the constituent institutions to create space in the Student Data File for the information and develop an annual report of this information.

III. Campus Support Structures for Military-Affiliated Students

A. Campus-Based Military Affairs Committee. Chancellors are encouraged to appoint the members of the Military Affairs Committee. Suggested campus-based personnel include:

1. An admissions counselor whose portfolio includes working with Military-Affiliated Students.

2. A financial aid counselor whose portfolio includes working with Military-Affiliated Students.

3. A representative from the Registrar's Office whose portfolio includes working with Military-Affiliated Students.

4. A representative from Career Services whose portfolio includes working with Military-Affiliated Students.

5. A student affairs representative whose portfolio includes working with Military-Affiliated Students.

6. A diversity affairs representative whose portfolio includes working with Military-Affiliated Students.
7. The UNC Military Affairs Council representative.
8. A Military Affairs Liaison who serves as the official link between the campus and military communities as well as between the campus and UNC General Administration/ the Military Affairs Liaison will serve as a campus ombudsperson for military-affiliated students as well as he campus representative to the UNC Military Affairs Council.
9. A G.I. Bill School Certifying Official.
10. A representative from disability services whose portfolio includes working with Military-Affiliated students.
11. Representatives from campus health services and/or campus counseling center who work with Military-Affiliated students.
12. Faculty, including but not limited to campus-based professors of Military Science and faculty members who are veterans of the armed services.
13. Students, including leadership of campus-based Military Student and/or Veterans Organizations.

To ensure effectiveness, this committee should, at the minimum, be charged with:

1. Facilitating awareness and communication between key departments with regard to campus-based services for military-affiliated students;
2. Coordinating and evaluating programs and services for military-affiliated students; and
3. Factoring military-affiliated students into institutional planning particularly with regard to diversity

B. Faculty and Staff Support Training. UNC General Administration will be responsible for providing campuses with resources for use in support of campus-based faculty/staff military awareness training program. UNC General Administration will also work to create an online system-wide training program that will be made available to constituent institutions to use in place of or in addition to campus-based programs.

IV. Military Learning and Academic Credit. General principles:

A. The General Administration will assist constituent institutions with identifying the training, experience and education most frequently seen on military transcripts in order to determine appropriate transfer credit.

- B. The General Administration will assist constituent institutions with identifying the CLEP and DSST exams most frequently seen on military transcripts.
 - C. The General Administration will provide technical assistance to assist with the training of constituent institution staff members who are designated to work with students regarding the transfer of military credit.
- V. Service Member Call to Duty. Consistent with Public Law 110-315, Sections 484C(c)(1)(A)(B)(C) and 484C (c)(4)(A) through (c)(4)(C), otherwise known as the Higher Education Opportunity Act (HEOA) and 20 U.S.C. 1091c:
- A. Any student whose absence from an institution is necessitated by reason of service in the uniformed services shall be entitled to readmission to the institution if the:
 - 1. Student (or an appropriate officer of the Armed Forces or official of the DOD) gives advance written or verbal notice of such service to the appropriate official at the institution;
 - 2. Cumulative length of the absence and of all previous absences from that institution, by reason of service in the uniformed services, does not exceed five years; and
 - 3. Student submits a notification of intent to reenroll in the institution, except as otherwise provided in this section.

The term “service in the uniformed services” means service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

Exception: No notice is required if providing such notice is precluded by military necessity, such as:

- 1. A mission, operation, exercise, or requirement that is classified; or
 - 2. A pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge.
- B. Readmission to the University
- 1. A student upon the completion of a period of service in the uniformed services, notifies the institution of the intent to return no later than three years after the completion of the period of service.
 - 2. A student hospitalized or convalescing from an illness or injury during the performance of service shall notify the institution of the intent to return no later than two years after the end of recovery.

3. A student who fails to apply for readmission within the period described shall not automatically forfeit such eligibility for readmission to the institution of higher education, but shall be subject to the institution's established leave of absence policy and general practices.

Policy on Awarding Undergraduate Credit on the Basis of Advanced Placement Exam Scores

I. Purpose. With substantial support from the state of North Carolina, students in the state’s high schools have the opportunity to earn credit toward a postsecondary degree via Advanced Placement (AP) exams. AP exams and associated courses are developed by committees of college and university faculty and expert high school teachers to correspond to expectations in introductory-level courses at colleges and universities. Scores on these AP exams range from a low of one to a high of five; the developers of AP exams represent that a score of three on any AP exam signals that a student has “proven . . . capable of doing the work of an introductory-level course in a particular subject at college.”¹

It is in the best interest of North Carolina’s students that the University of North Carolina’s (UNC) constituent institutions award undergraduate credit on the basis of AP exam scores in a uniform manner, and that potential students and their families receive clear and consistent information regarding this awarding of undergraduate credit. Furthermore, it is in the best interest of students and the state that UNC undergraduate students who prove that they have completed college-level work via a national exam receive credit so that those students might complete a degree in a more timely manner.

Accordingly, the constituent institutions shall adopt policies governing the awarding of undergraduate credit on the basis of AP exam scores not inconsistent with this policy.

II. Awarding Credit for Advanced Placement Exam Scores. UNC System constituent institutions shall award appropriate credit to undergraduates who have earned a score of three or higher on one or more AP exams, as defined in the Regulation on Awarding Undergraduate Credit on the Basis of Advanced Placement Exam Scores, Section 700.1.10[R] of the UNC Policy Manual. An institution with compelling reasons as to why a score other than three must be required for a student to receive appropriate credit may petition to have an exception approved by its board of trustees. Compelling reasons must be based on analyses of academic outcomes as described in Section 700.1.10[R] of the UNC Policy Manual.

III. Report on Exceptions Granted. An institution must report any exceptions granted by its board of trustees, and the reasons and evidence for those exceptions, to the president by July 1, 2019, and annually thereafter. The president shall report a summary of these exceptions to the Board of Governors on an annual basis.

IV. Other Matters

A. Effective Date. The requirements of this policy shall be effective as of the 2019-20 academic year and thereafter; requirements are stipulated further in Section 700.1.10[R] of the UNC Policy Manual.

¹ See “About AP Scores” from the College Board, the organization that develops and administers AP courses and exams (with substantial input from high-school and university faculty across the United States), at <https://apscore.collegeboard.org/scores/about-ap-scores/>, retrieved on June 21, 2018.

B. Relation to Federal and State Laws. The foregoing policy as adopted by the Board of Governors is meant to supplement, and does not purport to supplant or modify, those statutory enactments which may govern or relate to the subject matter of this policy.

C. Regulations and Guidelines. This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted from time to time by the president.

**Policy on Providing Safety and Security Presentations to
University Boards**

- I. Purpose. The Board of Governors adopts this policy to assure that University and constituent institution boards receive campus safety and security presentations on a regular basis to inform their decision making on policy matters related to safety and security at their institutions.
- II. Annual Presentations to Boards of Trustees. The chancellor of each constituent institution or the chancellor's designee shall provide an annual presentation to the constituent institution's board of trustees with relevant data and information concerning campus security, the safety of students and others, sexual assault, alcohol and drug use, risk management, and associated institutional policies.
- III. Annual Presentation to the Board of Governors. The president or the president's designee shall provide an annual campus safety and security presentation to the Board of Governors, which may include information presented to boards of trustees and any other relevant information.
- IV. Other Matters
 - A. Effective Date. The requirements of this policy shall be effective on the date of its adoption by the Board of Governors.
 - B. Relation to Federal and State Laws. The foregoing policy as adopted by the Board of Governors is meant to supplement, and does not purport to supplant or modify, those statutory enactments which may govern or relate to the subject matter of this policy.
 - C. Regulations and Guidelines. This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted from time to time by the president.

CHAPTER V - OFFICERS OF THE UNIVERSITY

....

SECTION 502. CHANCELLORS OF CONSTITUENT INSTITUTIONS.

502 A. General Authority.

The administrative and executive head of each constituent institution shall be the chancellor, who shall exercise complete executive authority therein, subject to the direction of the president. The chancellor shall be responsible for carrying out policies of the Board of Governors and of the board of trustees. [See G.S. 116-34(a)]

....

502 D. Relation of the Chancellor to the Constituent Institution.

(1) Subject to policies established by the Board of Governors, the institutional board of trustees, or the president, the chancellor shall be the leader of and the official spokesperson for the institution; shall promote the educational excellence and general development and welfare of the institution; shall define the scope of authority of faculties, councils, committees, and officers of the institution; and all projects, programs, and institutional reports to be undertaken on behalf of the institution shall be subject to the chancellor's authorization and approval.

(2) The chancellor shall be a member of all faculties and other academic bodies of the institution and shall have the right to preside over the deliberations of any legislative bodies of the faculties of the institution.

The chancellor shall be responsible for ensuring that there exists in the institution a faculty council or senate, a majority of whose members are elected by and from the members of the faculty. The general faculty, however, which shall include at least all full-time faculty and appropriate administrators, may function as the council or senate. The faculty shall be served by a chair elected either by the general faculty or by the council or senate. However, the chancellor may attend and preside over all meetings of the council or senate. The council or senate may advise the chancellor on any matters pertaining to the institution that are of interest and concern to the faculty.

In addition to ensuring the establishment of a council or senate, the chancellor shall ensure the establishment of appropriate procedures within the institution to provide members of the faculty the means to give advice with respect to questions of academic policy and institutional governance, with particular emphasis upon matters of curriculum, degree requirements, instructional standards, and grading criteria. The procedures for giving advice may be through the council or senate, standing or special committees, or other consultative means.

(3) Subject to any policies or regulations of the Board of Governors or of the board of trustees, it shall be the duty of the chancellor to exercise full authority in the regulation of student affairs and student conduct and discipline. In the discharge of this duty, delegation of such authority may be made by the chancellor to faculty committees and to administrative or other officers of the institution, or to agencies of student government, in such manner and to such extent as may by the chancellor be deemed necessary and expedient. In the discharge of the chancellor's duty with respect to matters of student discipline, it shall be the duty of the chancellor to secure to every student the right to due process. Appeals from these disciplinary decisions are allowable only on the following grounds:

- (a) A violation of due process; or
- (b) A material deviation from the Minimum Substantive and Procedural Standards for Student Disciplinary Procedures, Section 700.4.1 of the UNC Policy Manual.

Where the sanction is suspension or expulsion, an appeal may be made to the board of trustees. No appeal to the president or Board of Governors is permitted.

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Amended 11/03/17
Amended 07/27/18

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~~(b2)~~ A material deviation from the Minimum Substantive and Procedural Standards for Student Disciplinary Procedures, Section 700.4.1 ~~adopted by the Board of Governors of the UNC Policy Manual.~~

Where the sanction is suspension or expulsion, an appeal may be made to the board of trustees. No appeal to the president or Board of Governors is permitted. ~~When the sanction is expulsion, the final campus decision is appealable to the Board of Governors.~~