



# TRANSMITTAL LETTER

The University of North Carolina  
*General Administration*

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Transmittal Number 98  
March 3, 2015

THIS LETTER TRANSMITS CHANGES TO THE  
*UNC POLICY MANUAL\**

- [200.3](#) *Selection of the President of the University of North Carolina*
- [700.1.1](#) *Minimum Requirements for First-time Undergraduate Admissions Minimum Course Requirements*
- [700.7.1](#) *Military Student Success*
- [1000.2.2.1\[R\]](#) *Regulations on the Waiver of Tuition and Fees for Faculty and Staff*

\*A redline version of the policy is attached.

## **Selection of the President of the University of North Carolina**

### **I. Purpose**

The Board of Governors desires to establish a framework for the process of identifying and electing the president of the University of North Carolina. The procedures specified herein are intended to lead to the selection, from a diverse candidate pool, of the best qualified person to be president and result in that person's full acceptance by the University community and the State.

### **II. Nominating Committee**

A. A nominating committee shall be established by the Board of Governors for the purpose of filling the various committee positions set forth in this policy. The committee shall consist of the officers of the Board of Governors, the immediate past chair, and five (5) members recommended by them and approved by the Board of Governors.

B. The nominating committee shall nominate a slate of members of the Board of Governors for membership on the search committee, along with a chair and vice chair for the committee.

C. The nominating committee shall nominate a slate of additional individuals to serve on the leadership statement committee and the screening committee, as set forth in this policy. All nominations shall take into consideration the diversity, talent, and experience represented on the Board of Governors and its various constituencies.

D. The student member of the Board of Governors, who is the president of the Association of Student Governments, is eligible for and shall be considered for membership on the search committee, but in any event shall be a member of either the search committee, the leadership statement committee, or the screening committee.

### **III. Search Committee**

A. The Board of Governors shall approve, on recommendation of the nominating committee, a search committee consisting of nine (9) members, each of whom shall, at the time of their appointment, be members currently serving on the Board of Governors. The committee shall include the three (3) officers of the Board of Governors at the time of its establishment, who shall not serve as officers of the committee.

B. The search committee shall serve as the coordinating committee for the entire selection process and its various committees. The search committee may establish guidelines, strategies, plans, and procedures to govern its work. The search committee shall use the leadership statement adopted by the Board of Governors as criteria.

C. The search committee shall confer with the Committee on Personnel and Tenure and consult other appropriate sources of information in examining the salary, benefits, housing, memberships, and other perquisites that accompany the position of the president for referral to the Board of Governors.

D. The search committee shall present one or more nominee(s) to the Board of Governors for election as the University's next president.

E. The chair of the search committee shall give regular status reports to the Board of Governors on the work of the selection process. Members of the board who are not members of

the various committees of the selection process may be asked to undertake specific tasks in connection with the selection process.

F. The search committee shall exist for ninety (90) days following the assumption of duties of the president of the University for the purpose of assisting the president in assuming the roles and duties of the office.

#### IV. Leadership Statement Committee

A. The leadership statement committee shall consist of all members of the search committee and up to twenty (20) additional members approved by the Board of Governors on recommendation of the nominating committee, composed of four (4) chancellors; three (3) representatives of the faculty, including the chair of the Faculty Assembly at the time the committee is appointed, and two (2) other faculty members selected from a list of persons nominated by the Faculty Assembly; the chair of the Staff Assembly at the time the committee is appointed, and such other staff as may be selected from a list of persons nominated by the Staff Assembly; up to four (4) current members of the Board of Governors who are not serving on the search committee; and representatives of the student body, the boards of trustees, the alumni, and such other constituencies as may be appropriate. The search committee chair shall serve as the chair of the leadership statement committee, but may designate one or more other members of the Board of Governors to chair meetings of the committee and perform other essential leadership committee functions.

B. As soon as practicable, the leadership statement committee shall hold public meetings at times and places to be determined by the committee chair. These hearings will solicit comments from interested citizens on the future of the University and on the characteristics and qualifications needed in the next president. These meetings shall be open to the public. The committee, through its chair, shall extend special invitations to faculty members, staff members, students, alumni, and other interested persons. After receiving public input and relevant information from a variety of sources, the committee shall develop a statement setting forth the leadership characteristics to be used in selecting the next president. This statement of criteria and characteristics shall be presented to the Board of Governors for its approval.

#### V. Screening Committee

A. The screening committee shall include all members of the search committee and five (5) to seven (7) additional members approved by the Board of Governors on recommendation of the nominating committee. All members of the screening committee shall be members currently serving on the Board of Governors at the time of their appointment. The search committee chair shall serve as the chair of the screening committee.

B. The committee shall review the initial pool of applicants for the position of president of the University. After the committee's review in relationship to the leadership statement established by the Board of Governors, it will recommend a list of applicants to the search committee for further review.

#### VI. Confidentiality

A. The search committee and screening committee shall meet in closed session to the extent allowable under the provisions of the North Carolina Open Meetings Law (N.C.G.S. §§ 143-318.9 - 143-318.18). Whenever the committees are meeting in closed session, no person who is not a member of the committees or of its staff shall be permitted to attend without the express invitation of the chair of the search committee.

B. It is recognized that confidentiality is vital for the success of the selection process, and the members of the Board of Governors, the members of any ancillary committee, and the members of the staff, including any consultants, of the search committee shall be expected to sign appropriate confidentiality agreements and will be reminded of the absolute necessity for confidentiality.

VII. Spokesperson

The chair of the search committee shall be the sole spokesperson for all committees during the selection process. The search committee chair shall work with the Board of Governors chair to ensure that the Governor of the State, Speaker of the House, and President Pro Tem of the North Carolina Senate receive appropriate nonconfidential information about the progress of the search.

VIII. Search Plan

The search committee shall develop and submit to the Board of Governors for approval a written search operating plan and budget addressing the following items:

- A. Staffing needs that will be met from General Administration;
- B. Consultants and other professional support, including an administrative officer if applicable;
- C. Expenses for consulting/professional fees, materials, meals, travel, office space, advertising, and other charges;
- D. Estimated timetable for the selection process; and
- E. Plans for advertising and publicizing the position in order to ensure a diverse pool of qualified candidates.

Any material change in the search operating plan shall be submitted to the Board of Governors for approval.

IX. Changes to the Selection Procedures

The Board of Governors may modify or adjust these procedures at any time by majority vote to address the circumstances of a particular selection process.

**~~Policy and Procedures for the~~ Selection of the President of the  
~~of The~~ University of North Carolina**

~~{Specific procedures for implementing Code provisions concerning selection of the President are subject to adoption by majority vote of the board; the procedures reproduced below were adopted in connection with the 1997 Presidential search process.}~~

**Preamble**

**I. Purpose**

The Board of Governors desires to establish a ~~policy and procedures that will result in the selection of the best qualified person to be framework for the process of identifying and electing the president of the University of North Carolina and result in the.~~ The procedures specified herein are intended to lead to the selection, from a diverse candidate pool, of the best qualified person to be president and result in that person's full acceptance by the University community and the State. ~~The selection process shall include a nominating committee, a leadership statement committee, a screening committee, and a search committee. THEREFORE, this policy and procedures of the Board of Governors is enacted.~~

**II. Nominating Committee**

A. A nominating committee shall be established by the Board of Governors for the purpose of filling the various committee positions set forth in ~~the~~this policy. The committee shall consist of the officers of the Board of Governors, the immediate past ~~chairman~~chair, and ~~one or more~~five (5) members ~~nominated~~recommended by them and ~~elected~~approved by the Board of Governors.

B. The nominating committee shall nominate a slate of members of the Board of Governors for membership for each of on the ~~various committees~~search committee, along with a ~~chairperson~~chair and vice ~~chairperson~~chair for ~~each~~the committee. ~~These nominations must be approved by the full Board~~

C. ~~The nominating committee shall nominate a slate of Governors~~additional individuals to serve on the leadership statement committee and the screening committee, as set forth in this policy. All nominations shall take into consideration the diversity, talent, and experience represented on the Board of Governors and its various constituencies. ~~There shall not be any dual membership on the leadership statement committee, the screening committee, and the search committee by members of the Board of Governors.~~

D. The student member of the Board of Governors, who is the president of the Association of Student Governments, is eligible for and shall be considered for membership on the search committee, but in any event shall be a member of either the search committee, the leadership statement committee, or the screening committee.

**III. Search Committee**

A. The Board of Governors shall approve, on recommendation of the nominating committee, a search committee consisting of nine (9) members, each of whom shall, at the time of their appointment, be members currently serving on the Board of Governors. The committee shall include the three (3) officers of the Board of Governors at the time of its establishment, who shall not serve as officers of the committee.

B. The search committee shall serve as the coordinating committee for the entire selection process and its various committees. The search committee may establish guidelines, strategies,

plans, and procedures to govern its work. The search committee shall use the leadership statement adopted by the Board of Governors as criteria.

C. The search committee shall confer with the Committee on Personnel and Tenure and consult other appropriate sources of information in examining the salary, benefits, housing, memberships, and other perquisites that accompany the position of the president for referral to the Board of Governors.

D. The search committee shall present one or more nominee(s) to the Board of Governors for election as the University's next president.

E. The chair of the search committee shall give regular status reports to the Board of Governors on the work of the selection process. Members of the board who are not members of the various committees of the selection process may be asked to undertake specific tasks in connection with the selection process.

F. The search committee shall exist for ninety (90) days following the assumption of duties of the president of the University for the purpose of assisting the president in assuming the roles and duties of the office.

#### IV. Leadership Statement Committee

~~A leadership statement committee shall be created by election and approval of the Board of Governors. The committee chairperson shall be the committee's spokesperson during the course of the committee's work. The~~

A. The leadership statement committee shall consist of all members of the search committee and up to twenty (20) individuals. The membership shall consist as follows:

- ~~• additional members approved by the Board of Governors on recommendation of the nominating committee, composed of four (4) chancellors from the sixteen (16) constituent institutions.~~
- ~~• ; three (3) representatives of the faculty members, including the chairperson chair of the Faculty Assembly at the time the committee is appointed, and two (2) other faculty members selected from an alphabetized a list of six (6) persons nominated by the Faculty Assembly.~~
- ~~• The student member of the Board of Governors, who is the President of the North Carolina Association of Student Governments.~~
- ~~• Eight (8) additional ; the chair of the Staff Assembly at the time the committee is appointed, and such other staff as may be selected from a list of persons nominated by the Staff Assembly; up to four (4) current members of the Board of Governors who include are not serving on the search committee; and representatives of the institutional student body, the boards of trustees, the institutional alumni associations, and such other citizens particularly interested in the University.~~
- ~~• Four (4) or members emeriti currently serving on the Board of Governors.~~

~~This committee's membership shall reflect the constituencies of the entire 16 campus system of the University of North Carolina as may be appropriate. The search committee chair shall serve as the chair of the leadership statement committee, but may designate one or more other members of the Board of Governors to chair meetings of the committee and perform other essential leadership committee functions.~~

B. As soon as practicable, the leadership statement committee shall hold public meetings at times and places to be determined by the committee chairperson chair. These hearings will solicit

comments from interested citizens on the future of the University and on the characteristics and qualifications needed in the next president. These meetings shall be open to the public. The committee, through its ~~chairperson~~chair, shall extend special invitations to faculty members, staff members, students, alumni, and other interested persons. After receiving public input and relevant information from a variety of sources, the committee shall develop a statement setting forth the leadership characteristics to be used in selecting the next president. This statement of criteria and characteristics shall be presented to the Board of Governors for its approval ~~and then forwarded to the screening and search committees.~~

#### V. Screening Committee

A. ~~The~~ screening committee shall ~~be created by election~~ include all members of the search committee and approval of five (5) to seven (7) additional members approved by the Board of Governors ~~on recommendation of the nominating committee.~~ All members of the screening committee shall be ~~either members or members emeriti~~ currently serving on the Board of Governors at the time of their appointment. The search committee chair shall ~~have five (5) to seven (7) members~~ serve as the chair of the screening committee.

B. ~~The~~ committee shall review the initial pool of applicants for the position of president of the University. After ~~their~~the committee's review in relationship to the leadership statement established by the Board of Governors, ~~they~~it will ~~reduce the nominees to one third (1/3) of the original pool, not to exceed fifty (50) individuals. These semi finalists shall be forwarded~~ recommend a list of applicants to the search committee for further review, ~~along with a complete list of all applicants.~~

#### Search Committee

~~A search committee shall be created by election and approval of the Board of Governors. The search committee shall serve as the coordinating committee for the entire selection process and its various committees. All members of the search committee shall, at the time of their appointment, be either members or members emeriti currently serving on the Board of Governors. The committee shall consist of thirteen (13) members. The officers of the Board of Governors at the time of its establishment shall be members of this committee, but shall not serve as officers of the committee. The search committee shall use the leadership statement adopted by the Board of Governors as criteria. The search committee shall establish guidelines, strategy, and procedures to govern its work. The search shall be a revolving one and the committee shall have the right to recruit and consider other applicants.~~

~~The search committee shall examine the salary, benefits, housing, memberships, and other perquisites that accompany the position of the President and shall make such recommendations to the personnel and tenure committee for referral to the Board of Governors. The search committee shall employ a staff to assist its efforts.~~

~~The search committee shall present one or more nominee(s) to the Board of Governors for election as the University's next President.~~

~~The chairman of the search committee shall give regular reports to the Board of Governors of the work of the selection process. It is anticipated that, from time to time, members of the board who are not members of the various committees of the selection process will be asked to undertake specific tasks in connection with the selection process.~~

~~The search committee shall exist for ninety (90) days following the assumption of duties of the President of the University for the purpose of assisting the President in assuming the roles and duties of the office.~~

VI. Confidentiality

A. The search committee and screening committee shall meet in closed session to the extent allowable under the provisions of the North Carolina Open Meetings Law (N.C.G.S. §§ 143-318.9 - 143-318.18). Whenever the ~~committee is~~committees are meeting in closed session, no person who is not a member of the ~~committee~~committees or of its staff shall be permitted to attend without the express invitation of the ~~chairman~~chair of the search committee.

B. It is recognized that confidentiality is vital for the success of the selection process, and the members of the Board of Governors, the members of any ancillary committee, and the members of the staff, including any consultants, of the search committee shall be expected to sign appropriate confidentiality agreements and will be reminded of the absolute necessity for confidentiality.

PublicityVII. Spokesperson

The ~~chairperson~~chair of the search committee shall be the sole spokesperson for all committees during the selection process ~~in all stages of activity~~. The ~~chairperson~~search committee chair shall ~~also be responsible for keeping work with the Board of Governors chair to ensure that~~ the Governor of the State, Speaker of the House, and President Pro Tem of the North Carolina Senate ~~informed as the search process develops~~receive appropriate nonconfidential information about the progress of the search.

Consultants And StaffVIII. Search Plan

The search committee shall ~~employ~~develop and submit to the Board of Governors for approval a written search operating plan and budget addressing the following items:

- A. Staffing needs that will be met from General Administration;
- B. Consultants and other professional support, including an administrative officer if applicable;
- C. Expenses for consulting/professional fees, materials, meals, travel, office space, advertising, and such other personnel as may be required charges;
- D. Estimated timetable for the entire selection process. ~~The staff shall carry out the duties assigned by the chairperson of;~~ and
- E. Plans for advertising and publicizing the search committee. ~~position in order to ensure a diverse pool of qualified candidates.~~

~~Any material change in the search committee may employ a consulting firm to assist in recruiting a new President. The search committee operating plan shall be responsible for establishing the role, duties, and activities that the consultant will perform. Adequate office space, furniture, equipment, and resources shall be provided for the staff. The security of~~ submitted to the Board of Governors for approval.

IX. Changes to the Selection Procedures

The Board of Governors may modify or adjust these procedures at any time by majority vote to address the files in the office shall be within the sole control of the search committee. circumstances of a particular selection process.

### Expenses

~~The expenses of the search committee and its staff and of the other selection process committees shall be borne by the General Administration of the University. The search committee shall prepare a budget based upon anticipated expenses. This budget shall be presented to the Board of Governors for its approval, and if any substantial increase from the budget later appears to be necessary, the search committee shall request the Board of Governors to approve the variance.~~

### ~~Establishment of Timetable for the Selection Process~~

~~The search committee shall establish a timetable as a guide to itself, the various committees, and the board in the selection process. This timetable shall be reported to the board.~~

### Advertising the Position

~~The search committee shall give wide publicity to its invitation for nominations, emphasizing the fact that the University is an equal opportunity employer. The search committee shall make every effort to assure through creative initiatives that a diverse pool of individuals will be considered.~~

### **Minimum Requirements for First-time Undergraduate Admissions Minimum Course Requirements**

In addition to the requirement that students should hold a high school diploma or its equivalent, the University of North Carolina Board of Governors has, since 1988, established minimum course requirements for undergraduate admission, including a fourth unit of mathematics. These requirements are summarized below.

Six course units in language, including:

- four units in English emphasizing grammar, composition, and literature, and
- two units of a language other than English.

Four course units of mathematics, in any of the following combinations:

- common core I, II, III
- algebra I and II, geometry, and one unit beyond algebra II,
- algebra I and II, and two units beyond algebra II, or
- integrated math I, II, and III, and one unit beyond integrated math III.

*(The fourth unit of math affects applicants to all institutions except the North Carolina School of the Arts.)* It is recommended that prospective students take a mathematics course unit in the twelfth grade.

Three course units in science, including:

- at least one unit in a life or biological science (for example, biology),
- at least one unit in physical science (for example, physical science, chemistry, physics), and
- at least one laboratory course.

Two course units in social studies, including one unit in U.S. history, but an applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

#### **I. Articulation with Graduation Requirements in the North Carolina Public High Schools**

Following the board's change in minimum course requirements, the North Carolina State Board of Education revised the requirements for high school graduation by offering four courses of study: (1) career; (2) college tech prep; (3) college prep; and (4) occupational. These requirements are summarized below. Option 3 tracks the UNC minimum course requirements closely.

NC Course of Study Graduation Requirements				
Content Area	CAREER Course of Study Requirements	COLLEGE TECH PREP Course of Study Requirements	COLLEGE PREP Course of Study (UNC 4-yr. College) Requirements	OCCUPATIONAL Course of Study
English I, II, III, IV	4 credits I, II, III, IV	4 credits I, II, III, IV	4 credits I, II, III, IV	This course of study shall be made available for certain students with disabilities who have an IEP, beginning with first time ninth graders in 2000-01. Curriculum content requirements will be presented to the State Board of Education by May 2000.
Mathematics	3 credits Including Algebra I	3 credits Alg. I, Geometry, Alg. II or Alg. I, Technical Math I & II or Integrated Mathematics I, II & III	3 credits Alg. I, Alg. II, Geometry (or higher level math course for which Alg. II is prerequisite) (Recommended one course unit in 12 <sup>th</sup> grade Integrated Mathematics I, II & III	
Science	3 credits a physical science course Biology earth/env. science	3 credits a physical science course related to career pathway (CP) Biology earth/env. science	3 credits a physical science course a life or biological course (Biology) earth/env. science	

Social Studies	3 credits Govt./Econ. (ELPS) US History World Studies	3 credits Govt./Econ. (ELPS) US History World Studies	3 credits Govt./Econ. (ELPS) US History World Studies (UNC admission policy requires 2 courses to meet minimum admission requirements US History and (1 elective)	
Second Language	Not Required	Not Required	Not Required Recommended at least two (2) course units in one second language with one course unit taken in 12 <sup>th</sup> grade	
Computer Skills	A specific course is not required but students must demonstrate proficiency through state testing (starting with the graduating class of 2001)	A specific course is not required but students must demonstrate proficiency through state testing (starting with the graduating class of 2001)	A specific course is not required but students must demonstrate proficiency through state testing (starting with the graduating class of 2001)	
Health & Physical Ed.	1 credit Health/Phys. Ed.	1 credit Health/Phys. Ed.	1 credit Health/Phys. Ed.	
Career/Technical	4 units of credits Select courses appropriate for career pathway to include a second level (advanced) course	4 units of credits Select courses appropriate for career pathway to include a second level (advanced) course	Not required	
Arts Ed. (Visual Arts, Dance, Music, Theatre Arts)	Not required (local decision)	Not required (local decision)	Not required (local decision)	

Electives or other requirements	2 Elective Credits and other credits designated by the LEA Proficiency on exit exam	2 Elective Credits and other credits designated by the LEA Proficiency on exit exam	6 Elective Credits and other credits designated by the LEA Proficiency on exit exam	
Total	Depends on local requirements	Depends on local requirements	Depends on local requirements	

II. Minimum Admissions Requirements (MAR)

All applicants for first-time admission must meet minimum high school GPA and SAT/ACT scores. The minimum SAT (mathematics and critical reading) required for admissions is 800 or a composite ACT score of 17. The minimum high school GPA for first-time undergraduates is 2.5 (weighted).

III. Chancellor’s Exceptions

The maximum number of chancellor’s exceptions is limited to one percent (1%) of the total number of applicants accepted as first-time undergraduates each year. A chancellor’s exception may be applied to the SAT/ACT minimum requirement and/or the HSGPA minimum requirement.

IV. Other Admissions Requirements

All applicants for admission to any campus, except those exempted by current campus and/or UNC policies and regulations, must submit a standardized test score. For additional information on admissions see 700.1.1.1 [R], 700.1.1.2 [R], and 700.7.1 [R].

V. Notification of Stakeholders and Educational Policymakers

The president is directed to develop plans and further recommendations to inform key stakeholders and education policymakers of the changes in requirements. The president may establish regulations to implement this policy.

**Minimum Requirements for First-time Undergraduate Admission**  
**Admissions Minimum Course Requirements**

In addition to the requirement that students should hold a high school diploma or its equivalent, the University of North Carolina Board of Governors has, since 1988, established minimum course requirements for undergraduate admission.<sup>†</sup> ~~The requirements in effect in 2001-02 were first implemented in the fall of 1990, and will continue until the fall semester of 2004, when a second language requirement will be added. Effective in the fall of 2006, a fourth unit of mathematics will be required for admission. These requirements are summarized below. They are based on actions taken by the Board on April 14, 2000, in response to the report *Background on the Increase in UNC Board of Governors' Minimum Course Requirements for Undergraduate Admission*, including a fourth unit of mathematics. These requirements are summarized below.~~

**Effective until Fall 2004**

~~Four course units<sup>2</sup> in **English** emphasizing grammar, composition, and literature, and three course units of **mathematics**, in any of the following combinations:~~

- ~~• algebra I and II, and geometry;~~
- ~~• algebra I and II, and one unit beyond algebra II, or~~
- ~~• integrated math I, II, and III.~~

~~It is recommended that prospective students take a mathematics course unit in the twelfth grade.~~

~~Three course units in science, including~~

- ~~• at least one unit in a life or **biological science** (for example, biology);~~
- ~~• at least one unit in **physical science** (for example, physical science, chemistry, physics), and~~
- ~~• at least one **laboratory course**.~~

~~Two course units in social studies, including one unit in U.S. history, but an applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.~~

**Effective in Fall 2004 and Fall 2005**

Six course units in language, including:

- four units in English emphasizing grammar, composition, and literature, and
- two units of a language other than English.

~~Three course units of mathematics, in any of the following combinations:~~

- ~~• algebra I and II, and geometry;~~
- ~~• algebra I and II, and one unit beyond algebra II, or~~
- ~~• integrated math I, II, and III.~~

~~It is recommended that prospective students take a mathematics course unit in the twelfth grade.~~

~~Three course units in science, including~~

- ~~• at least one unit in a life or biological science (for example, biology);~~

<sup>†</sup>The standard course of study required for graduation from the North Carolina School of Science and Mathematics shall meet or exceed these minimum course requirements. See G.S. 116-235.

~~“Course units” as defined in these requirements may include those high school level courses taken and passed by an applicant after graduating from high school, as well as those taken while enrolled as a high school student. For some transfer students and students who graduated from high school prior to 1990, special considerations have been made.~~

- ~~• at least one unit in physical science (for example, physical science, chemistry, physics), and~~
- ~~• at least one laboratory course.~~

~~Two course units in social studies, including one unit in U.S. history, but an applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.~~

**Effective in Fall 2006**

Six course units in language, including

- ~~• four units in English emphasizing grammar, composition, and literature, and~~
- ~~• two units of a language other than English.~~

Four course units of mathematics, in any of the following combinations:

- ~~• common core I, II, III~~
- algebra I and II, geometry, and one unit beyond algebra II,
- algebra I and II, and two units beyond algebra II, or
- integrated math I, II, and III, and one unit beyond integrated math III.

*(The fourth unit of math affects applicants to all institutions except the North Carolina School of the Arts.)* It is recommended that prospective students take a mathematics course unit in the twelfth grade.

Three course units in science, including:

- at least one unit in a life or biological science (for example, biology),
- at least one unit in physical science (for example, physical science, chemistry, physics), and
- at least one laboratory course.

Two course units in social studies, including one unit in U.S. history, but an applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

I. Articulation with Graduation Requirements in the North Carolina Public High Schools

Following the board’s change in minimum course requirements, the North Carolina State Board of Education revised the requirements for high school graduation by offering four courses of study: (1) career; (2) college tech prep; (3) college prep; and (4) occupational. These requirements are summarized below. Option 3 tracks the UNC minimum course requirements closely.

NC Course of Study Graduation Requirements				
Content Area	CAREER Course of Study Requirements	COLLEGE TECH PREP Course of Study Requirements	COLLEGE PREP Course of Study (UNC 4-yr. College) Requirements	OCCUPATIONAL Course of Study
English I, II, III, IV	4 credits I, II, III, IV	4 credits I, II, III, IV	4 credits I, II, III, IV	This course of study shall be made available for certain students with disabilities who have an IEP, beginning with first time ninth graders in 2000-01. Curriculum content requirements will be presented to the State Board of Education by May 2000.
Mathematics	3 credits Including Algebra I	3 credits Alg. I, Geometry, Alg. II or Alg. I, Technical Math I & II or Integrated Mathematics I, II & III	3 credits Alg. I, Alg. II, Geometry (or higher level math course for which Alg. II is prerequisite) (Recommended one course unit in 12 <sup>th</sup> grade Integrated Mathematics I, II & III	
Science	3 credits a physical science course Biology earth/env. science	3 credits a physical science course related to career pathway (CP) Biology earth/env. science	3 credits a physical science course a life or biological course (Biology) earth/env. science	

Social Studies	3 credits Govt./Econ. (ELPS) US History World Studies	3 credits Govt./Econ. (ELPS) US History World Studies	3 credits Govt./Econ. (ELPS) US History World Studies (UNC admission policy requires 2 courses to meet minimum admission requirements US History and (1 elective)	
Second Language	Not Required	Not Required	Not Required Recommended at least two (2) course units in one second language with one course unit taken in 12 <sup>th</sup> grade	
Computer Skills	A specific course is not required but students must demonstrate proficiency through state testing (starting with the graduating class of 2001)	A specific course is not required but students must demonstrate proficiency through state testing (starting with the graduating class of 2001)	A specific course is not required but students must demonstrate proficiency through state testing (starting with the graduating class of 2001)	
Health & Physical Ed.	1 credit Health/Phys. Ed.	1 credit Health/Phys. Ed.	1 credit Health/Phys. Ed.	
Career/Technical	4 units of credits Select courses appropriate for career pathway to include a second level (advanced) course	4 units of credits Select courses appropriate for career pathway to include a second level (advanced) course	Not required	
Arts Ed. (Visual Arts, Dance, Music, Theatre Arts)	Not required (local decision)	Not required (local decision)	Not required (local decision)	

Electives or other requirements	2 Elective Credits and other credits designated by the LEA Proficiency on exit exam	2 Elective Credits and other credits designated by the LEA Proficiency on exit exam	6 Elective Credits and other credits designated by the LEA Proficiency on exit exam	
Total	Depends on local requirements	Depends on local requirements	Depends on local requirements	

Notification of Stakeholders and Educational Policymakers

~~The president is directed to develop plans and further recommendations to inform key stakeholders and educational policymakers of the changes in requirements.~~

II. Minimum Admissions Requirements (for HS GPA and SAT scores)

All applicants for first-time admission ~~as freshmen~~ must meet minimum high school GPA and SAT/ACT scores. The minimum ~~combined-SAT score (on (mathematics and critical reading) required for admission~~ admissions is ~~700~~ 800 or a composite ACT of ~~15~~. ~~The SAT (ACT) minimum score is effective for students entering in Fall 2009. The minimum SAT score will be increased to 750 or ACT composite of 16 for students entering in Fall 2011. The minimum SAT score will increase to 800 or ACT composite score of 17 for students entering in Fall 2013 and beyond.~~

~~The minimum high school GPA for first-time freshmen beginning in Fall 2009~~ undergraduates is ~~2.0~~. ~~The minimum high school GPA requirement will increase to 2.3 for students entering in Fall 2011 and will increase again to 2.5 for students entering in Fall 2013 and beyond.~~ (weighted).

III. Chancellor's Exceptions

The maximum number of chancellor's exceptions is limited to one percent (1%) of the total number of applicants accepted as ~~new freshmen~~ first-time undergraduates each year. A chancellor's exception may be applied to the SAT/ACT minimum requirement and/or the ~~GPA~~ HS GPA minimum requirement.

IIIV. Other Admissions Requirements

All applicants for admission to any campus, except those exempted by current campus and/or UNC policies and regulations, must submit a standardized test score. ~~The SAT I is preferred, but students may also submit the ACT. For additional information on admissions see 700.1.1.1 [R], 700.1.1.2 [R], and 700.7.1 [R].~~

~~Students applying for admission for fall 2006 or after, for whom standardized test scores are required, must submit either~~

V. Notification of Stakeholders and Educational Policymakers

The president is directed to develop plans and further recommendations to inform key stakeholders and education policymakers of the new SAT I (which includes the writing component) or the ACT with the writing component. The ACT without the writing component will not be acceptable as a standardized test for admission after the spring semester of 2006. changes in requirements. The president may establish regulations to implement this policy.

## **Military Student Success**

The University of North Carolina is committed to the success of military-affiliated students.<sup>1</sup> This policy, and its associated regulations and guidelines, provide a framework for the constituent institutions of the University of North Carolina 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.

### **I. Admission of Active Duty Service Members and Veterans**

A. The University of North Carolina and its constituent institutions are committed to equality of opportunity. The University administers 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 admissions process pursuant to 700.1.1.2[R], with the branch of service functioning as the institution of transfer. If discharged from active duty, the veteran must have received an Administrative 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.

D. 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. Military-Affiliated Student Data**

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.

### **III. 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. Military-affiliated students may be eligible for in-state tuition under the conditions established by General Statutes of the state of North Carolina and enacted by regulations in the *North Carolina State Residence Classification Manual* and in association with this policy.

### **IV. 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

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<sup>1</sup>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.

services shall include, but not be limited to, admissions, financial aid, housing, student affairs, health services and counseling, and academic affairs.

V. Military Credit Transferability

The University of North Carolina recognizes the value of the education, training and experience that military students bring to the university. The university and its constituent campuses 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) and DANTES Standardized Subject tests. The American Council on Education (ACE) credit equivalency recommendations serve as the standard reference work for recognizing learning acquired in the military.<sup>2</sup>

VI. Call to Duty

The University of North Carolina supports students called to active duty or training in the United States Armed Forces, including service in the National Guard or Reserve.<sup>3</sup> The policies of the University shall assist, whenever possible, the student in withdrawing and re-entering the university without 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

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

<sup>3</sup>Campuses 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 may also choose to include spouses and children of persons called to active duty under the extenuating circumstances regulation (UNC Policy Manual, Section 400.1.5[R]).

## Military Student Success

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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.

D. 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. Military-Affiliated Student Data

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

<sup>3</sup>Campuses 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 may also choose to include spouses and children of persons called to active duty under the extenuating circumstances regulation (~~BOGUNC~~ Policy Manual, Section 400.1.5[R]).

### **Regulations on the Waiver of Tuition and Fees for Faculty and Staff**

North Carolina General Statute § 116-143(d) provides for a waiver of tuition and fees for faculty and staff under certain conditions. Through its Policy on the Waiver of Tuition and Fees for Faculty and Staff, the Board of Governors has delegated to the president the authority to issue necessary and appropriate regulations. The following regulations are hereby adopted.

I. Definitions. With respect to the provisions of North Carolina General Statute § 116-143(d), the following terms are defined:

A. *Employee.* Employee shall mean an individual who is either a faculty member or a staff employee, employed by an Employing Institution, who is eligible for participation in either the NC Teachers' and State Employees' Retirement System or the UNC Optional Retirement Program.<sup>1</sup> The terms "faculty member" and "staff employee" shall include:

1. Personnel of the United States armed forces during the time they are assigned under military orders to a Reserve Officer Training Corps (ROTC) program of a constituent institution of the University of North Carolina as a permanent change of station; and
2. Civilian personnel federally employed thirty (30) or more hours per week on a continuing basis in a position adjunct to an ROTC program of a constituent institution of the University of North Carolina.

B. *Employing Institution.* Employing Institution shall mean a constituent institution of the University of North Carolina which is the employer of record, including the North Carolina School of Science and Mathematics, the University of North Carolina Health Care System, and General Administration.

C. *Enrolling Institution.* Enrolling Institution shall mean a constituent institution of the University of North Carolina in which the employee is enrolled and receiving academic credit and to which tuition/fees would be paid if not covered under tuition/fee waiver.

D. *Fees.* Fees shall mean those student fees required for the course(s) in which the Employee is enrolled. Each constituent institution must adopt a policy that specifies under what circumstances, if any, an Employee may receive a waiver of fees.

E. *Normal Employment Obligations.* Normal Employment Obligations shall mean those services that the Employee is obligated to perform for the Employing Institution.

F. *Period of Normal Employment.* Period of Normal Employment shall mean that period of time beginning with the effective date of permanent employment as defined in Section I.A., above, and ending with the effective date of discontinuation of employment.

G. *Tuition.* Tuition shall mean the tuition charged for credit instruction, regardless of when the instruction occurs or by what means it is delivered. Each constituent institution must adopt a policy that specifies under what circumstances, if any, an Employee may receive a waiver for receipts-supported courses. Pursuant to North Carolina General Statute § 116-143.1(m), an Employee of the University of North Carolina who is a legal resident of North Carolina qualifies as a resident for tuition purposes irrespective of the length of legal residency in the State.

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<sup>1</sup>Employees are eligible for retirement system participation if they are employed on a recurring basis (permanent position) for thirty (30) or more hours per week for nine (9) or more months per calendar year.

H. *Year.* Year shall mean an academic year of fall semester, spring semester, and the summer sessions that follow, unless otherwise specified.

## II. Limitations

Employees of an Employing Institution may, during the Period of Normal Employment enroll in certain courses free of charge of tuition and fees, as described in this regulation, provided the enrollment does not interfere with Normal Employment Obligations.

The waiver of tuition for an employee shall be limited to three (3) courses per academic year. The waiver of fees for an Employee may be limited according to institutional policy determined by the Board of Trustees of each employing institution.

The Employee must maintain Employee status, as defined above in Section I.A., for the duration of the course. Otherwise, the Employee shall be responsible for payment of all applicable tuition and fees. However, this payment requirement shall not apply to an Employee who is eligible under this policy at the time of enrollment in a course and is later reduced in force (SPA) or separated for budgetary reasons (EPA) prior to completion of the course. This exception does not apply to the end of a time-limited or term position.

## III. General Fund Appropriations

Tuition-waiver enrollment of an Employee shall not be counted for the purpose of receiving general fund appropriations.

## IV. Employing Institution Responsibility

The president, the chancellor, or his or her designee shall determine that enrollment in the course shall not interfere with the satisfactory performance of the Employee's Normal Employment Obligations.

## V. Enrolling Institution Responsibility

The chancellor of the enrolling institution or his or her designee shall determine:

- A. The Employee seeking to enroll under this regulation is academically eligible for admission to the institution; and
- B. Space is available for the Employee's enrollment in the course.

## VI. Employee Responsibility

Prior to the commencement of a course for which tuition and/or fee waiver is requested, the Employee shall:

- A. Complete the application form and obtain all required approvals from the Employing Institution and/or the Enrolling Institution according to procedures set forth by each institution, and;
- B. Deliver one (1) copy of the completed and approved application to the proper authority of the Employing Institution. If enrolling in an institution other than the Employing Institution, the Employee must provide an approved copy to the proper authority of the enrolling institution.

## VII. Campus Policies and Procedures

Each constituent institution shall establish policies and procedures, including any delegations of authority, consistent with these regulations and as necessary to implement the Policy on the Waiver of Tuition and Fees for Faculty and Staff. Each Employing Institution shall provide to the president or his or her designee, all policies and procedures established pursuant to the regulations.

#### VIII. Taxability

Each constituent institution is responsible for ensuring that its employees are informed about the possible taxability of courses for which tuition and fees are waived and for appropriately withholding any expected taxes.

## Regulations on ~~Implementing Policy on the~~ Waiver of Tuition and Fees for Faculty and Staff

North Carolina General Statute § 116-143(d) provides for a waiver of tuition and fees for faculty and staff under certain conditions. Through its Policy on the Waiver of Tuition and Fees for Faculty and Staff, the Board of Governors has delegated to the president the authority to issue necessary and appropriate regulations. The following regulations are hereby adopted.

I. Definitions. With respect to the provisions of North Carolina General Statute § 116-143(d), the following terms are defined:

AA. *Employee.* Employee shall mean an individual who is either a faculty member or a staff employee, employed by an Employing Institution, who is eligible for participation in either the NC Teachers' and State Employees' Retirement System or the UNC Optional Retirement Program.<sup>1</sup> The terms "faculty member" and "staff employee" shall include:

1. Personnel of the United States armed forces during the time they are assigned under military orders to a Reserve Officer Training Corps (ROTC) program of a constituent institution of the University of North Carolina as a permanent change of station; and

2. Civilian personnel federally employed thirty (30) or more hours per week on a continuing basis in a position adjunct to an ROTC program of a constituent institution of the University of North Carolina.

**B. *Employing Institution.*** Employing Institution shall mean a constituent institution of the University of North Carolina which is the employer of record, including the North Carolina School of Science and Mathematics, the University of North Carolina Health Care System, and General Administration.

**BC. *Enrolling Institution.*** Enrolling Institution shall mean a constituent institution of the University of North Carolina in which the employee is enrolled and receiving academic credit and to which tuition/fees would be paid if not covered under tuition/fee waiver.

~~C. *Employee.* Employee shall mean an individual who is either a faculty member or a staff employee, employed by an employing institution, who is eligible for participation in either the NC Teacher's and State Employees' Retirement System or the UNC Optional Retirement Program.<sup>2</sup> The terms "faculty member" and "staff employee" shall include:~~

~~1. Personnel of the United States armed forces during the time they are assigned under military orders to a Reserve Officer Training Corps (ROTC) program of a constituent institution of the University of North Carolina as a permanent change of station; and~~

<sup>1</sup>Employees are eligible for retirement system participation if they are employed on a recurring basis (permanent position) for thirty (30) or more hours per week for nine (9) or more months per calendar year.

<sup>2</sup>Employees are eligible for retirement system participation if they are employed on a recurring basis (permanent position) for 30 or more hours per week for nine or more months per calendar year.

~~2. Civilian personnel federally employed 30 or more hours per week on a continuing basis in a position adjunct to an ROTC program of a constituent institution of the University of North Carolina.~~

D. Fees. Fees shall mean those student fees required for the course(s) in which the Employee is enrolled. Each constituent institution must adopt a policy that specifies under what circumstances, if any, an Employee may receive a waiver of fees.

E. Normal Employment Obligations. Normal Employment Obligations shall mean those services that the Employee is obligated to perform for the Employing Institution.

F. Period of Normal Employment. Period of Normal Employment shall mean that period of time beginning with the effective date of permanent employment as defined in Section I.A., above, and ending with the effective date of discontinuation of employment.

G. Tuition. Tuition shall mean the tuition charged for credit instruction, regardless of when the instruction occurs or by what means it is delivered. ~~Campus policy must specify~~ Each constituent institution must adopt a policy that specifies under what circumstances, if any, an Employee may receive a waiver for receipts-supported courses. Pursuant to North Carolina General Statute § 116-143.1(m), an Employee of the University of North Carolina who is a legal resident of North Carolina qualifies as a resident for tuition purposes irrespective of the length of legal residency in the State.

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~~F. Period of Normal Employment. Period of normal employment shall mean that period of time beginning with the effective date of permanent employment as defined in Section I.C. above, and ending with the effective date of discontinuation of employment.~~

~~G. Normal Employment Obligations. Normal employment obligations shall mean those services that the employee is obligated to perform for the employing institution.~~

H. Year. Year ~~unless otherwise specified~~, shall mean an academic year of fall semester, spring semester, and the summer sessions that follow, unless otherwise specified.

## II. Limitations

Employees of an Employing Institution may, during the Period of Normal Employment enroll in certain courses free of charge of tuition and fees, as described in this regulation, provided the enrollment does not interfere with Normal Employment Obligations.

The waiver of tuition for an employee shall be limited to ~~the number of three (3) courses set out in Policy 1000.2.2 per academic year~~. The waiver of fees for an Employee may be limited according to institutional policy determined by the Board of Trustees of each employing institution.

The Employee must maintain Employee status, as defined above in Section I.C., ~~during A., for~~ the duration of the course. Otherwise, the Employee shall be responsible for payment of all applicable tuition and fees. However, this payment requirement shall not apply to an Employee who is eligible under this policy at the time of enrollment in a course and is later reduced in force (SPA) or separated for budgetary reasons (EPA) prior to completion of the course. This exception does not apply to the end of a time-limited or term position.

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