TRANSMITTAL LETTER

The University of North Carolina
General Administration

THIS LETTER TRANSMITS CHANGES TO THE
UNC POLICY MANUAL

300.2.17[G] Guidelines for Implementing Furlough Authorization for the University of North Carolina Pursuant to Senate Bill 897, Section 29.4 (Session Law 2010-3)

These guidelines were approved by President Bowles on July 29, 2010. If you have questions pertaining to these guidelines, please contact the Vice President for Human Resources and University Benefits Officer at 919-962-4651.

New 1000.1.5[G] Tuition Surcharge Guidelines

These guidelines were approved by President Bowles on August 17, 2010. If you have questions pertaining to these guidelines, please contact Dr. Alan Mabe, Senior Vice President for Academic Affairs, at 919-962-4614.

1000.1.5[G] REPEALED Guidelines on Establishing Twenty-Five Percent (25%) Tuition Surcharge

These Guidelines were Repealed and Replaced with New 1000.1.5[G] on August 17, 2010. If you have any questions pertaining to these guidelines, please contact Dr. Alan Mabe, Senior Vice President for Academic Affairs, at 919-962-4614.

Table of Contents

Table of Contents updated 08/17/2010 to reflect the changes noted above.

Attachments
Guidelines for Implementing Furlough Authorization for the University of North Carolina
Pursuant to Senate Bill 897, Section 29.4 (Session Law 2010-31)

Section 29.4 of Senate Bill 897 (Session Law 2010-31) authorizes the University to implement furloughs as needed in order to balance the budgets of the University of North Carolina or its constituent institutions for the 2010-2011 fiscal year. The University has developed the following guidelines pursuant to section 29.4(f) of the legislation which shall apply throughout the 2010-2011 fiscal year.

1. Authorization to Implement a Furlough

Furlough—A temporary period of leave from employment without pay that (1) is ordered by the President of the University of North Carolina or a chancellor with approval by the President and (2) is not in connection with a demotion or other disciplinary action.

The President is authorized to implement a furlough for the University of North Carolina or any part thereof during the 2010-2011 fiscal year. In addition, the President may delegate the authority to implement to the Chancellor of a constituent institution upon the request of the Chancellor, provided that an institutional furlough plan has been previously submitted and approved in accordance with these guidelines. Furloughs may be used only to meet one-time budget reductions required by discontinued FMAP funding or required reversions imposed on the University by the Governor. Furloughs are not a viable solution for long-term or recurring budget challenges.

2. Application of Furloughs

University Employee—Any permanent full-time, permanent part-time, or time-limited employee of the University of North Carolina, including employees exempt from the State Personnel Act under G.S. 126-5(c), 126-5(c1), 126-5(c7), and 126-5(c8). The term includes public officers.

Furloughs should be applied as consistently as possible to all University Employees except that:

- Furloughs may not be imposed on any employee whose pro rated full-time annual base salary is $32,000 or less. Institutions may choose to designate a higher “threshold” for base salary and must include that threshold in their institutional furlough plan. Institutions may choose to use a “tiered” structure of increasing furlough days for increasing tiers of salary above $32,000.
- Furloughs may not be imposed on student workers including work aid and work study, graduate/teaching/research assistants; postdoctoral fellows/trainees who do not pay FICA; and others in student status.
- Furloughs may not be imposed on employees holding H-1B visas.
- Furloughs may not be imposed on research fellows or trainees supported by fellowships that mandate the level of stipend or support.
- Furloughs may not be imposed on employees on military leave with pay and receiving military differential pay during any designated furlough period.
- Institutions may elect to restrict furloughs to employees who are paid by General Fund sources or may elect to impose furloughs on all employees regardless of

1The UNC Health Care System is not covered by these Furlough Guidelines.
source of funds. Furlough “savings” from non-State funds cannot be used to offset State budget reductions.

- Institutions may exempt from furloughs any employees whose presence on campus is essential for the health and safety of the University community.
- Institutional furlough plans must address how furlough would be applied to employees who first begin work during the fiscal year and to employees whose employment is terminating during the fiscal year.
- Institutional furlough plans must describe the steps that will be taken to ensure that employees are not directed or permitted to work on furlough days and are not directed or permitted to work more than 40 hours in the work week in which furlough days are taken.
- Institutions must keep records of hours worked by employees during work weeks in which furlough days are taken, including employees who are paid on a salary basis and are otherwise exempt under the Fair Labor Standards Act.

3. Furlough Duration and Scheduling

- The maximum number of furlough days allowed during the fiscal year is 5 days.
- Furloughs should be taken in full day increments.
- Institutions may choose to designate “furlough days” on which the entire institution is closed or may allow employees flexibility in scheduling a required number of furlough days through a designated furlough period. Consistent with previous budget reductions, institutions should attempt to minimize the impact on the teaching mission.
- Employees are expected to be given at least 30 days notice prior to the imposition of a furlough to the extent practicable.
- Pay reductions should be spread over as long a period as practical in order to minimize the impact on employees’ pay in a manner consistent with the Fair Labor Standards Act.
- Employees should be given clear instructions not to work at all on furlough days.

4. Leave and Holidays

An employee may not use paid leave to offset all or any portion of a furlough. If a holiday falls during the designated furlough period, a permanent university employee must be paid for the holiday.

5. Effect of Furlough on Other Employee Payments

The following payments to employees shall not be affected by furlough:

- Leave payouts upon separation of employment, if applicable,
- Law enforcement officer supplements,
- Severance payments,
- Workers’ Compensation payments,
- Short term or long term disability payments,
- Longevity pay,
• Overtime, shift premium pay, on call, or call back pay.

6. Employee Benefits
University contributions to retirement (TSERS and ORP) and to the State Health Plan shall continue as if the employee had worked and been paid for any designated furlough.

7. Reporting
When the President or a chancellor authorizes a furlough, he/she shall report to the State Treasurer, the Director of the Retirement Systems Division, and the Executive Administrator of the State Health Plan the following:

• The specifics of the authorized furlough including the applicable reduction in salary and the date the reduction in salary will occur.
• The positions affected.
• The individual employees affected, including the applicable reduction in salary and whether the employee is subject to or exempt from the Fair Labor Standards Act.
• Certification that the furlough is not in connection with a demotion or any other disciplinary action.
• Certification that the furlough is to accomplish economies, including the specific budget provision or reduction the furlough is intended to address.
• Certification that the furlough is not related to the settlement of any claim against the institution.
Tuition Surcharge Guidelines

This guideline provides a framework for implementing a tuition surcharge on undergraduates as required by North Carolina General Statute § 116-143.7 as codified by Section 9.10(a) of Session Law 2009-451.

I. Surcharge

The Board of Governors of the University of North Carolina shall ensure that procedures are established that are necessary to impose a twenty-five percent (25%) tuition surcharge prior to the 2010-2011 academic year and a fifty percent (50%) tuition surcharge beginning with the 2010-2011 academic year on students who take more than 140 degree credit hours to complete a baccalaureate degree in a four-year program or more than one hundred ten percent (110%) of the credit hours necessary to complete a baccalaureate degree in any program officially designated by the Board of Governors as a five-year program. The calculation of the credit hours taken at the constituent institution or accepted for transfer shall include courses failed by the student or that are not completed unless officially dropped by the student pursuant to the academic policy of the appropriate institution. The calculation of the credit hours taken shall exclude hours earned through the College Board’s Advanced Placement or CLEP examination, through institutional advanced placement or course validation, or through summer term or extension programs. No surcharge shall be imposed on any student who exceeds the degree credit hour limits within the equivalent of four academic years of regular term enrollment, or within five academic years of regular term enrollment in a degree program officially designated by the Board of Governors as a five-year program.

II. Waiver

Upon application by a student, the tuition surcharge shall be waived if the student demonstrates that any of the following have substantially disrupted or interrupted the student’s pursuit of a degree: (i) a military service obligation, (ii) serious medical debilitation, (iii) a short-term or long-term disability, or (iv) other extraordinary hardship. (See Appendix A for the language and terms applicable to the waiver procedure).

III. Effective Date

Effective beginning with the 2009-2010 academic year, all undergraduates seeking a baccalaureate degree at a constituent institution will be subject to the requirements listed herein. Effective beginning with the 2010-2011 academic year, the tuition surcharge will be raised from 25% to 50%.

IV. “Counted Credit Hours”

The undergraduate credit hours to be counted for this requirement include: (1) those courses taken at the constituent institution or accepted for transfer, (2) failed courses, and (3) those courses not completed unless officially dropped by the student consistent with the academic policy of the appropriate constituent institution. All credit hours transferred shall be included for tuition surcharge calculation purposes regardless of their application to the student’s major or minor, unless otherwise exempted consistent with this guideline. However, the following credit hours shall be excluded from the calculation: (1) those earned through the College Board’s Advanced Placement (AP) and College Level Examination Program (CLEP) or similar programs, (2) those earned through institutional advanced placement, course validation, or any similar procedure for awarding course credit, and (3) those earned through summer session or extension programs on the campus or at another institution. In addition, and consistent with this guideline, credit hours taken while enrolled as a high school student shall be excluded from the tuition surcharge calculation.
V. Students Subject to the Surcharge

The surcharge shall be imposed on all counted credit hours in excess of the threshold defined below for each of the following three categories of undergraduates:

A. For students earning a first baccalaureate degree in a program that requires no more than 128 credit hours, the surcharge shall be applied to all counted credit hours in excess of 140.

B. For students earning a first baccalaureate degree in a board-approved program that requires more than 128 counted credit hours, the surcharge shall be applied to all credit hours that exceed 110 percent of the credit hours required for the degree. Such programs include those that have been officially designated by the Board of Governors as five-year programs, and combined bachelor’s/master’s degrees.

C. For students earning a baccalaureate degree other than their first, the surcharge shall be applied to all counted credit hours that exceed 110 percent of the minimum additional credit hours needed to earn the additional baccalaureate degree.

VI. Students Exempt from the Surcharge

The surcharge shall not be imposed on undergraduates who:

A. Complete a first baccalaureate degree program that has not been officially designated by the Board of Governors as a five-year program and whose counted credit hours were taken in eight (8) or fewer regular term semesters or the equivalent; or

B. Complete a first baccalaureate degree program that has been officially designated by the Board of Governors as a five-year program and whose counted credit hours were taken in ten (10) or fewer regular term semesters or the equivalent.

VII. How to Calculate the Surcharge

The surcharge shall be imposed on tuition charged in the current semester and in subsequent semesters where a student’s cumulative credit hours total – with that semester’s course load included – exceeds the threshold. The surcharge does not apply to required fees.
Appendix A*  
Waiver Procedure

I. Definitions

With respect to the provisions of North Carolina General Statute § 116-143.7(c) the following terms are defined:

A. “Military Service Obligation” shall mean the performance of duty on a voluntary or involuntary basis in connection with service in the Armed Forces, Reserves, or National Guard including, but not limited to; active duty, active duty for training, initial active duty for training, and inactive duty training.

B. “Serious Medical Debilitation” shall mean an illness, injury, impairment, or physical or mental condition requiring; (a) inpatient care in a hospital, hospice, or residential medical care facility; or (b) continuing treatment by a health care provider; provided that such incapacity did not result from the student’s violation of University policy or the commission of a felony.

C. “Disability” shall mean a mental or physical incapacity that causes the performance of the student’s academic commitments to become impossible or impractical; provided that such incapacity did not result from the student’s violation of University policy or the commission of a felony.

D. “Other Extraordinary Hardship” shall mean a hardship of any kind which, despite responsible handling, resulted in the substantial disruption or interruption of the student’s pursuit of a degree.

II. Documentation Requirements

In order to demonstrate the applicability of a waiver category the student shall provide the following documentation:

A. Military Service Obligation: verification of the student’s voluntary or involuntary performance of a duty in connection with service in the Armed Forces, Reserves, or National Guard including, but not limited to; active duty, active duty for training, initial active duty for training, and inactive duty training.

B. Serious Medical Debilitation

Certification issued by the treating health care professional(s) stating each of the following:

1. The approximate date on which the Serious Medical Debilitation commenced.
2. The extent to which the serious medical condition has impacted the student’s pursuit of a degree.
3. The relevant and appropriate medical facts regarding the condition.

C. Short-Term Disability

Certification issued by the treating health care professional(s) stating each of the following:

1. The approximate date on which the Short-Term Disability commenced.
2. The extent to which the student’s physical or mental incapacity has impacted the student’s pursuit of a degree.
3. The relevant and appropriate medical facts regarding the condition.
4. That, to the best of the treating health care professional’s knowledge, the student’s disability is not permanent.

*Note that this Appendix A – Waiver Procedure – is a part of New 1000.1.5[G] adopted 08/17/2010.
D. Long-Term Disability

Certification issued by the treating health care professional stating each of the following:

1. The approximate date on which the Long-Term Disability commenced.

2. The extent to which the student’s physical or mental incapacity has impacted the student’s pursuit of a degree.

3. The relevant and appropriate medical facts regarding the condition.

4. That, to the best of the treating health care professional’s knowledge, the student’s disability is likely to be permanent.

E. Extraordinary Hardship: verification of any circumstances which, despite responsible handling, led to the substantial disruption or interruption of the student’s pursuit of a degree.

III. Tuition Surcharge Waiver Process

A. Constituent Institution

A constituent institution shall:

1. Include with the student's bill that applies the tuition surcharge: (1) a tuition surcharge waiver form including, at a minimum, the information contained in Attachment 1, and (2) a copy of this guideline.

2. Establish procedures by which the institution shall receive each tuition surcharge waiver request.

3. Establish procedures by which the waiver request shall be reviewed and determined by a committee of no fewer than three (3) members, excluding initial decision makers when reasonably possible, drawn from departments whose expertise is relevant to the waiver category upon which the student’s waiver request is based.

4. Establish procedures by which the student shall be informed of the institution’s final decision within thirty (30) business days of receipt of the waiver request and Student Accounts shall be informed in a timely fashion.

B. Student

A student who wishes to request a tuition surcharge waiver shall:

1. Complete and submit a tuition surcharge waiver request form provided by the constituent campus,

2. In a manner consistent with the UNC Policy Manual 1000.1.5 [G] including Appendix A, and to the satisfaction of the constituent institution:
   a. Demonstrate that his/her pursuit of a degree has been substantially disrupted or interrupted and that the reason for such substantial disruption or interruption fits within one of the four waiver categories enumerated above and defined in Appendix A, and:
b. Meet the necessary documentation requirements that accompany each waiver category as articulated in Appendix A, and:

c. Successfully complete and submit the form to the institution within thirty (30) business days of receiving written notice of the tuition surcharge.

Written notification of the result of the waiver request shall be provided to the student within thirty (30) business days from the date of receipt by the institution. The determination of the institution shall be the final decision.
Attachment 1**

Minimum Content Required for the Tuition Surcharge Waiver Form

I. Student Information
   A. Student’s Name and Address
   B. Student’s Email Address
   C. Student’s Identification Number
   D. Student’s Major(s)/Degree Program
   E. Other

II. Basis for Waiver Request
   The following four waiver categories constitute the only grounds for waiver of the tuition surcharge (select one of the following):
      A. Military Service Obligation
      B. Serious Medical Debilitation
      C. Short-term or Long-Term Disability
      D. Other Extraordinary Hardship

III. Documentation Requirements
   Attach to this form the necessary documentation requirements that correspond with the waiver category selected in section II. Documentation not included with this form will not be considered.

IV. Form Completion and Submission
   Once this form has been timely completed in its entirety, including the necessary information and documents listed in sections I, II, and III, the form shall be submitted to the institution for consideration.

**Note that this Attachment 1 - Minimum Content Required for the Tuition Surcharge Waiver Form – is a part of New 1000.1.5[G] adopted 08/17/2010.
Guidelines on Establishing Twenty-Five Percent (25%) Tuition Surcharge

This policy establishes guidelines for campuses to impose a twenty-five percent (25%) tuition surcharge on undergraduates as required by subsection (b) of Section 89 of Chapter 321 of the 1993 Session laws as amended by Section 17.10 of Chapter 769 of the 1993 Session Laws (amendment highlighted):

The Board of Governors of the University of North Carolina shall ensure that procedures are established that are necessary to impose a twenty-five percent (25%) tuition surcharge on students who take more than 140 degree credit hours to complete a baccalaureate degree in a four-year program or more than one hundred ten percent (110%) of the credit hours necessary to complete a baccalaureate degree in any program officially designated by the Board of Governors as a five-year program. The calculation of these credit hours taken at the constituent institution or accepted for transfer shall exclude hours earned through the College Board’s Advanced Placement or CLEP examination, through institutional advanced placement or course validation, or through summer term or extension programs. No surcharge shall be imposed on any student who exceeds the degree credit hour limits within the equivalent of four academic years of regular term enrollment, or within five academic years of regular term enrollment in a degree program officially designated by the Board of Governors as a five-year program. The board shall report to the Joint Legislative Education Oversight Committee by April 1, 1994, on its recommendations for implementing this surcharge.

Effective fall 1994, all new undergraduates seeking a baccalaureate degree at a constituent institution will be subject to this requirement.

“Counted Credit Hours”

The undergraduate credit hours to be counted for this requirement include: 1) all regular session degree-creditable courses taken at the institution including repeated courses, failed courses, and those dropped after the institution’s official census date (normally the last date to add a course); and 2) all transfer credit hours accepted by the institution. However, the following credit hours shall be excluded from the calculation: (1) those earned through the College Board’s Advanced Placement (AP) and College Level Examination Program (CLEP) or similar programs; (2) those earned through institutional advanced placement, course validation, or any similar procedure for awarding course credit; and (3) those earned through the summer session or degree-credit extension division on the campus or at another UNC institution.

Students Subject to the Surcharge

The surcharge should be imposed on all counted credit hours in excess of the threshold defined below for each of the following three categories of undergraduates:

1. For students earning a first baccalaureate degree in a program that requires no more than 128 credit hours, the surcharge shall be applied to all counted credit hours in excess of 140.

2. For students earning a first baccalaureate degree in a board-approved program that requires more than 128 counted credit hours, the surcharge shall be applied to all credit hours that exceed 110 percent of the credit hours required for the degree. Such programs include those that have been officially designated by the Board of Governors as five-year programs, as well as those involving double majors, or combined bachelor’s/master’s degrees.

3. For students earning a baccalaureate degree other than their first, the surcharge shall be applied to all counted credit hours that exceed 110 percent of the minimum additional credit hours needed to earn the additional baccalaureate degree.

Students Exempt from the Surcharge

The surcharge should not be imposed on undergraduates who:

1. Complete a first baccalaureate degree program that has not been officially designated by the Board of Governors as a five-year program and whose counted credit hours were earned in eight (8) or fewer regular term semesters or the equivalent; or

2. Complete a first baccalaureate degree program that has been officially designated by the Board of Governors as a five-year program and take their counted credit hours in ten (10) or fewer regular term semesters or the equivalent.

How to Calculate the Surcharge

The surcharge should be imposed on tuition charged in the current semester and in subsequent semesters where a student's cumulative credit hour total—with that semester's course load included—exceeds the threshold. The surcharge does not apply to required fees. More specific directions regarding the computation of the surcharge will be outlined in a separate Chart of Accounts memorandum to be distributed later.

*Refer to New 1000.1.5[G] – Tuition Surcharge Guidelines – adopted 08/17/2010*
## THE UNIVERSITY OF NORTH CAROLINA

### POLICY MANUAL

## TABLE OF CONTENTS

### CHAPTER 100

**THE CODE AND POLICIES OF THE UNIVERSITY**

<table>
<thead>
<tr>
<th>Chapter 100</th>
<th>The Code of the Board of Governors of the University of North Carolina</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.1</td>
<td>Adoption of the Policy Manual, Rescission of Prior Policies and Promulgation of Policies</td>
</tr>
<tr>
<td>100.2</td>
<td>Guidelines for Proposing Policies of the Board of Governors and Regulations and Guidelines by the President</td>
</tr>
<tr>
<td>100.3</td>
<td>Appellate Review</td>
</tr>
<tr>
<td>REPEALED</td>
<td>Appellate Review Under Section 501C(4) of The Code</td>
</tr>
<tr>
<td>REPEALED</td>
<td>Guidelines on Determining Proper Routes of Appeal Time Limits on Appeal</td>
</tr>
<tr>
<td>REPEALED</td>
<td>Time Limits on Appeals</td>
</tr>
<tr>
<td>REPEALED</td>
<td>Regulations on Time Limits on Appeals</td>
</tr>
<tr>
<td>REPEALED</td>
<td>Policy Suspending Established Time Limits on Appeals</td>
</tr>
<tr>
<td>REPEALED</td>
<td>Recording and Preserving Evidence in Faculty Grievance Cases</td>
</tr>
<tr>
<td>REPEALED</td>
<td>Interpreting Code Provisions Prohibiting “Personal Malice” in Reappointment Decision-Making</td>
</tr>
<tr>
<td>REPEALED</td>
<td>Guidelines for Interpreting Section 607 of The Code</td>
</tr>
<tr>
<td>100.3.7[G]</td>
<td>RENUMBERED as 700.4.3[G] Guidelines on Student Disciplinary Proceedings: Meaning and Effect of “Expulsion”</td>
</tr>
<tr>
<td>100.4</td>
<td>Umstead Act Exceptions</td>
</tr>
<tr>
<td>100.4</td>
<td>Review of Umstead Act Exceptions</td>
</tr>
<tr>
<td>101.3.1</td>
<td>Appeals of Nonreappointment Decisions and Filing of Grievances</td>
</tr>
<tr>
<td>101.3.1</td>
<td>Appeals of Nonreappointment Decisions under Section 604 of The Code Effective for Personnel Actions Taken On or After September 1, 2009</td>
</tr>
<tr>
<td>101.3.1</td>
<td>Appeals of Nonreappointment Decisions under Section 604 of The Code Effective Until September 1, 2009</td>
</tr>
</tbody>
</table>
101.3.2 Grievances Filed Pursuant to Section 607 of The Code
101.3.3 Delivery of Notices

CHAPTER 200
BOARD OF GOVERNORS AFFAIRS

Chapter 200

200.1 Dual Memberships and Conflicts of Interest
200.2 Election Procedures
200.3 Policy and Procedures for the Selection of the President of the University of North Carolina
200.4 Assessment process for the Chief Executives and Governing Boards of The University of North Carolina
200.4.1[G] Guidance for Presidential Assessment Committee of the Board of Governors
200.5 Initiating and Settling Lawsuits
200.6 Delegation of Authority to the President

CHAPTER 300
PERSONNEL POLICIES

Chapter 300

300.1 Senior Academic and Administrative Officers
300.1.1 Senior Academic and Administrative Officers
300.1.1.1[R] Regulations Concerning Senior Academic and Administrative Officers
300.1.2 Evaluation of Positions for Designation as Senior Academic and Administrative Officer
300.1.3 Attorney Licensing
300.1.4 Campus State Relations Officers
300.1.5 Occupation of Official Residences of the Chancellors and the President
300.1.6 Administrative Separation and/or Retreat to a Faculty Position
300.1.6[R] Regulation on Administrative Separation [Applies to individuals who began service in a covered position on or after 05/02/10]
300.1.6[R] Regulations on Administrative Separation and/or Retreat to a Faculty Position [Applies to individuals who began service in a covered position prior to 05/02/10]
300.1.6.1 Policy on Administrative Separation
300.1.6.2 Administrative Separation of the President and Chancellors [Applies to individuals who began service in a covered position on or after 01/08/10]
300.1.6.2 Administrative Separation of the President and Chancellors [Applies to individuals who began service in a covered position prior to 01/08/10]
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>300.1.7</td>
<td>Regulation on Contacts with Covered Federal Government Officials</td>
</tr>
<tr>
<td>300.2</td>
<td>Employees Exempt for the State Personnel Act</td>
</tr>
<tr>
<td>300.2.1</td>
<td>Employees Exempt from the State Personnel Act</td>
</tr>
<tr>
<td>300.2.1</td>
<td>Regulations on Health Insurance Continuation When a Reduction in</td>
</tr>
<tr>
<td></td>
<td>Funding Eliminates an EPA Position</td>
</tr>
<tr>
<td>300.2.2</td>
<td>Conflicts of Interest and Commitment Affecting Faculty and Nonfaculty</td>
</tr>
<tr>
<td></td>
<td>EPA Employees</td>
</tr>
<tr>
<td>300.2.1</td>
<td>Regulations on External Professional Activities for Pay by Faculty and</td>
</tr>
<tr>
<td></td>
<td>Nonfaculty EPA Employees</td>
</tr>
<tr>
<td>300.2.2</td>
<td>Regulations for Senior Academic and Administrative Officers</td>
</tr>
<tr>
<td></td>
<td>on External Professional Activities for Pay and Honoraria</td>
</tr>
<tr>
<td>300.2.3</td>
<td>Regulations Governing Fraudulent Job Applications</td>
</tr>
<tr>
<td>300.2.4</td>
<td>Regulations on Approval of Academic Personnel Actions</td>
</tr>
<tr>
<td>300.2.5</td>
<td>Guidelines on Interpreting General Statute § 126-5(c1)(8): Instruction</td>
</tr>
<tr>
<td></td>
<td>and Research Staff Exempt from the State Personnel Act</td>
</tr>
<tr>
<td>300.2.5.1</td>
<td>Regulations on the Application of Guidelines on Interpreting</td>
</tr>
<tr>
<td></td>
<td>General Statute § 126-5(c1)(8): Instructional and Research Staff</td>
</tr>
<tr>
<td></td>
<td>Exempt from the State Personnel Act (Guideline #300.2.5[G])</td>
</tr>
<tr>
<td>REPEALED</td>
<td>Guidelines on Reassignment of Duties of Faculty Members</td>
</tr>
<tr>
<td>300.2.6</td>
<td>Guidelines on Reassigned Time for Faculty</td>
</tr>
<tr>
<td>300.2.7</td>
<td>Regulations on Recruitment of Employees from Other Campuses Within</td>
</tr>
<tr>
<td></td>
<td>The University of North Carolina</td>
</tr>
<tr>
<td>300.2.8</td>
<td>Faculty Military Leave</td>
</tr>
<tr>
<td>300.2.9</td>
<td>Regulations on Interpreting the Special Annual Leave Bonus Appropriations Act Provisions</td>
</tr>
<tr>
<td>300.2.10</td>
<td>Faculty Community Service Leave</td>
</tr>
<tr>
<td>300.2.11</td>
<td>Serious Illness and Disability Leave for Faculty</td>
</tr>
<tr>
<td>300.2.11</td>
<td>Guidelines on Serious Illness and Disability Leave for Faculty</td>
</tr>
<tr>
<td>REPEALED</td>
<td>Regulations on Interpreting the 2003 Appropriations Act</td>
</tr>
<tr>
<td>300.2.13</td>
<td>Supplemental Pay Policy for Employees Exempt from the State Personnel Act</td>
</tr>
<tr>
<td>300.2.14</td>
<td>Nonsalary and Deferred Compensation</td>
</tr>
<tr>
<td>300.2.15</td>
<td>Pandemic and Communicable Disease Emergency Policy</td>
</tr>
<tr>
<td>300.2.16</td>
<td>Guidelines for Implementing the Governor’s Executive Order No. 11</td>
</tr>
<tr>
<td></td>
<td>Establishing and Implementing a Flexible Furlough Program for the</td>
</tr>
<tr>
<td></td>
<td>2008-09 Fiscal Year</td>
</tr>
<tr>
<td>300.2.17</td>
<td>Guidelines for Implementing Furlough Authorization for the University</td>
</tr>
<tr>
<td></td>
<td>of North Carolina Pursuant to Senate Bill 897, Section 29.4 (Session Law 2010-31)</td>
</tr>
<tr>
<td>300.3</td>
<td>State Personnel</td>
</tr>
<tr>
<td>300.3.1</td>
<td>Regulations on Delegation of Responsibility for Classification and</td>
</tr>
<tr>
<td></td>
<td>Compensation of SPA Personnel to Constituent Institutions</td>
</tr>
<tr>
<td>300.3.2</td>
<td>Regulations on Establishing Consultative Bodies Representing Staff</td>
</tr>
<tr>
<td></td>
<td>Employees and Improving SPA Grievance Systems</td>
</tr>
</tbody>
</table>
300.3.3[G] Guidelines on the “Student-Employee” Exclusion from the State Personnel Act

300.4 Improper Relationships
300.4.1 Improper Relationships Between Students and Employees
300.4.1.1[G] Guidelines on Implementing Improper Relationships Policy
300.4.2 Employment of Related Persons (Anti-Nepotism Policy)
300.4.2.1[G] Guidelines on Implementing Anti-Nepotism Policy

300.5 Political Activities of Employees
300.5.1 Political Activities of Employees
300.5.2 Implementation Policy on Political Candidacy and Officeholding
300.5.3 Interpretation of Policy on Political Activities of Employees
300.5.4 Leaves of Absence for Appointive Office
300.5.5 Endorsement of Candidates for Political Office by Senior Administrators
300.5.6[G] Guidelines on General Assembly Candidacy and Membership

300.6 External Professional Activities
300.6.1 External Professional Activities of Faculty and Other Professional Staff
300.6.1.1[R] Regulations on External Professional Activities and Honoraria
300.6.1.2[G] Guidelines on External Professional Activities for Faculty and Other Professional Staff

300.7 Retirement
300.7.1 Optional Retirement Program
300.7.1.1[R] Regulations on Enrolling Senior Academic and Administrative Officers in the Optional Retirement Program
300.7.1.2[R] Regulations on Expediting Implementation of Guidelines for Offering Optional Retirement Program Enrollment to Senior Academic and Administrative Officers
300.7.2 The University of North Carolina Phased Retirement Program
300.7.2.1[G] Guidelines for the Phased Retirement Program

REPEALED
300.7.3 Implementation of Phased Retirement Program

REPEALED
300.7.3.1[G] Guidelines on Initiation of Phased Retirement Program

300.7.4 Policy on Offering Roth 403(b) Accounts

300.8 Other Personnel Policies
300.8.1 Selective Service Registration of Applicants for Employment
300.8.2[R] Regulations on Seat Belt Use
300.8.3[G] Guidelines on Implementing Occupational Safety and Health Program
300.8.4[G] Guidelines on Reporting Misuse of State Property by State Employees
CHAPTER 400

ACADEMIC PROGRAMS

Chapter 400

400.1 Academic Programs

400.1 Policy on Academic Program Planning

REPEALED 400.1.1 Academic Program Development Procedures

400.1.1[R] Regulations for Academic Program Planning and Evaluation

400.1.1[G] Guidelines for Academic Program Development

REPEALED 400.1.1[R] Regulations for Planning and Conducting Degree-Related Extension and Distance Education

400.1.1.2[R] RENUMBERED as 400.1.3.1[R] Regulations for the Second Academic Concentration Requirement for Teacher Education Programs

400.1.1.2[G] Guidelines for Alternative, Online, or Distance Education Delivery of Approved Degree Programs

400.1.1.3[G] Appendix A: Notification of Intent to Plan a New Baccalaureate or Master’s Program

400.1.1.4[G] Appendix B: Request for Authorization to Plan a New Doctoral or First Professional Degree Program

400.1.1.5[G] Appendix C: Request for Authorization to Establish a New Degree Program

400.1.1.6[G] Appendix D: Request for Authorization to Discontinue a Degree Program

400.1.1.7[G] Appendix F: Notification of Intent to Plan a New Distance Education Degree Program

400.1.1.8[G] Appendix G: Request for Authorization to Establish a New Distance Education Degree Program

400.1.1.9[G] Appendix I: Distance Education Degree Program Site Discontinuation Form

400.1.1.10[G] Appendix J: Request for Authorization to Participate in an Inter-institutional Arrangement

400.1.2 Termination of Programs

400.1.2[R] Regulations for New Campuses, Branch Campuses and other Off-site Educational Use of Facilities

400.1.2.1[R] Regulations on Terminating Programs

REPEALED 400.1.3 International Programs

400.1.3.1[R] Regulations for the Second Academic Concentration Requirement for Teacher Education Programs

400.1.4 The University of North Carolina Exchange Program

400.1.4.1[R] Regulations on Implementing The University of North Carolina Exchange Program

400.1.5 Improving Retention and Graduation Rates

400.1.5.1[R] Regulations on Improving Graduation Rates
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>400.1.5.2[R]</td>
<td>Regulations for Implementing Fifteen-Hour Average Courseload Requirement for Full-Time Undergraduates</td>
</tr>
<tr>
<td>400.1.6</td>
<td>Academic Calendars</td>
</tr>
<tr>
<td>400.1.7</td>
<td>Nursing Education</td>
</tr>
<tr>
<td>400.1.8[R]</td>
<td>Regulations on Use of Common Census Date for Reporting Purposes</td>
</tr>
<tr>
<td>400.1.9[G]</td>
<td>Guidelines for the Use of the Continuing Education Unit (CEU)</td>
</tr>
<tr>
<td>400.1.10[G]</td>
<td>Guidelines on Teacher Education Program Actions under Resolution 27 of the 1983 General Assembly</td>
</tr>
<tr>
<td>400.1.11[G]</td>
<td>Guidelines on Contracting with Community Colleges to Offer Remedial Instruction</td>
</tr>
<tr>
<td>400.1.12</td>
<td>Awarding of Joint Degrees in the University of North Carolina</td>
</tr>
<tr>
<td>400.1.12[R]</td>
<td>Regulations on the Awarding of Joint Degrees in the University of North Carolina</td>
</tr>
<tr>
<td>400.2</td>
<td>Long-Range Plan</td>
</tr>
<tr>
<td>400.2.1</td>
<td>Long-Range Planning</td>
</tr>
<tr>
<td>400.2.1.1[R]</td>
<td>Regulations on Long-Range Planning, 2002-2007</td>
</tr>
<tr>
<td>400.2.2</td>
<td>Accountability/Goals and Assessment Measures</td>
</tr>
<tr>
<td>400.3</td>
<td>Tenure and Teaching in the University</td>
</tr>
<tr>
<td>400.3.1</td>
<td>Tenure and Teaching in the University of North Carolina</td>
</tr>
<tr>
<td>400.3.1.1[G]</td>
<td>Guidelines on Tenure and Teaching</td>
</tr>
<tr>
<td>400.3.2</td>
<td>The Tenure Regulations of the Constituent Institutions</td>
</tr>
<tr>
<td>400.3.3</td>
<td>Performance Review of Tenured Faculty</td>
</tr>
<tr>
<td>400.3.3.1[G]</td>
<td>Guidelines on Performance Review of Tenure and Teaching</td>
</tr>
<tr>
<td>400.3.4</td>
<td>Monitoring Faculty Teaching Workloads</td>
</tr>
<tr>
<td>400.3.5</td>
<td>Training, Monitoring, and Evaluating Graduate Teaching Assistants</td>
</tr>
<tr>
<td>400.3.5.1[G]</td>
<td>Guidelines on Training, Monitoring, and Evaluating Graduate Teaching Assistants</td>
</tr>
<tr>
<td>400.3.6</td>
<td>University Teaching Awards</td>
</tr>
<tr>
<td>400.3.6.1[G]</td>
<td>Guidelines on University Teaching Awards</td>
</tr>
<tr>
<td>400.3.7</td>
<td>Extension Faculty</td>
</tr>
<tr>
<td>400.4</td>
<td>Programs Outside the University</td>
</tr>
<tr>
<td>400.4.1</td>
<td>Policy on Licensing Nonpublic Institutions to Conduct Post-Secondary Degree Activity in North Carolina</td>
</tr>
<tr>
<td>400.4.1[R]</td>
<td>Regulations Governing Review of Licensure for Nonpublic, Post-Secondary Institutions Proposing to Open Additional Campuses or Sites in North Carolina to Offer Degree Programs that Have Been Previously Licensed by the Board of Governors</td>
</tr>
<tr>
<td>400.4.1.1</td>
<td>Policy of the Board of Governors of the University of North Carolina with Respect to Exemption from Licensure under G.S. 116-15 of Religious Education</td>
</tr>
<tr>
<td>400.4.2</td>
<td>Establishing Fees or Licensing Nonpublic Institutions to Conduct Post-Secondary Degree Activity</td>
</tr>
<tr>
<td>400.4.3</td>
<td>Policy Establishing Standards for Organized Service and Assistance to the Public Schools</td>
</tr>
</tbody>
</table>
400.5[R] REPEALED and REPLACED in its entirety. Regulations for Planning, Establishing, and Reviewing Institutes and Centers in the University of North Carolina

400.6 Early College High Schools on UNC Campuses

400.6.1[R] Regulations for the Establishment of an Early College High School on UNC Campuses

CHAPTER 500
SPONSORED PROGRAMS, RESEARCH, AND INTELLECTUAL PROPERTY

Chapter 500

500.1 University Research Relations with Private Enterprise an Publication of Research Findings

REPEALED 500.1.1 Classified Information committee and Managerial Group and Resolution to Exclude Certain Other Personnel

500.2 Patent and Copyright Policies

500.2.1[R] Regulations for Establishing a Copyrights and Ownership Policy

500.2.2[G] Guidelines on Photocopying Copyrighted Materials

500.3 Policy on Authorizing the President to Execute Grant Applications and Assurances of Compliance with Applicable Law

500.4[R] Regulations on Administering Sponsored Programs

500.5 University Research Facilities and Administration Receipts Reporting Policy

500.6 University Equity Acquisitions Policy

500.7 University Policy on Research Misconduct

CHAPTER 600
FINANCIAL MATTERS, REAL PROPERTY, ENDOWMENT AND TRUST FUNDS

Chapter 600

600.1 Real Property

600.1.1 Design, Construction, and Financing of Capital Improvement Projects


600.1.2 Selection of Bond Counsel

600.1.3 Leasing and Acquisition of Real Property Authority

600.1.4[R] Regulations on Required Clearances for Real Property Transactions

600.1.5 Equal Access in Construction Contracting

600.2 Endowments and Other Funds

600.2.1 Endowment Funds

600.2.1.1[G] Guidelines on Expanding Membership of Boards of Trustees of Institutional Endowment Funds
600.2.1.2[G] Guidelines on Creating and Operating Endowment Funds
600.2.2 Endowment Fund of the University of North Carolina Center for Public Television
600.2.3 Distinguished Professors Endowment Trust Fund
600.2.4 Custody and Management of Institutional Trust Funds and Special Funds of Individual Institutions
600.2.4.1[R] Regulations Relative to Trust Fund Legislation
600.2.5 Annual Financial Audits and oversight of University-Related Private Foundations
600.2.5.1[G] Guidelines on Annual Financial Audits of University-Related Private Foundations
600.2.5.2[R] Required Elements of University-Associated Entity Relationship
600.3 Special Responsibility Constituent Institutions
600.3.1 Selection Criteria and Operating Instructions for Special Responsibility Constituent Institutions
600.3.2 Designation of Special Responsibility Constituent Institutions
600.3.3 Expenditure of Funds Generated Through Lapsed Salaries
600.3.4 Granting of Management Flexibility to Appoint and Fix Compensation
600.4 Debt Collection
600.4.1 Hearings Under the Setoff Debt Collection Act
600.4.1.1[G] Guidelines on Implementing Setoff Debt Collection Act
600.4.1.2[G] Guidelines on Collecting Debts Owed the State by State Employees, Officials, and Legislators
600.5 Other Financial and Real Property Matters
600.5.1 Institutional Vending Facilities
600.5.1.1[G] Guidelines on Institutional Vending Facilities
600.5.2 Replacement of Lost Securities
600.5.3[R] Regulations on Receipt and Expenditure of Revenue from Collegiate License Plates
600.5.4[G] Guidelines on the State Consulting Act
600.5.5[G] Guidelines on the Delegation of Certain Contractual Authority at UNC General Administration
600.5.6[G] RENUMBERED as 600.6.3[G] Guidelines on Recycling
600.6 Environmental Policies
600.6.1 The University of North Carolina Sustainability Policy
600.6.2[R] Regulations on Developing Minimum Environmental Criteria under the North Carolina Environmental Policy Act
600.6.3[G] Guidelines on Recycling
CHAPTER 700
ADMISSIONS, MATRICULATION, AND OTHER STUDENT MATTERS

Chapter 700

700.1 Undergraduate Admissions
700.1.1 Minimum Course Requirements for Undergraduate Admission
700.1.1.1 Regulations on Minimum Undergraduate Admission Requirements

REPEALED

700.1.2 Uniform Admissions Requirements for Nonpublic School Students and Home Schooled Students
700.1.2.1 Regulations on Supplemental Information about Academic Performance of Nonpublic School Students and Home-Schooled Students
700.1.3 Out-of-State Undergraduate Enrollment
700.1.4 Guidelines on the Admission of Undocumented Aliens
700.2 Family Educational Rights and Privacy Act
700.2.1 Regulations of UNC General Administration with Respect to the Family Educational Rights and Privacy Act
700.3 Student Governments
700.3.1 Policy on The University of north Carolina Association of Student Governments
700.4 Student Conduct and Discipline
700.4.1 Minimum Substantive and Procedural Standards for Student Disciplinary Procedures
700.4.2 Policy on Student Conduct
700.4.3 Guidelines on Students Disciplinary Proceedings: Meaning and Effect of “Expulsion”
700.5 Applicant Background Check
700.5.1 Regulations on Student Applicant Background Checks

CHAPTER 800
FINANCIAL AID

Chapter 800

800.1 Scholarship Programs
800.1.1 Medical and Dental Scholars’ Program
800.1.1.1 Guidelines on Recruiting and Attracting Graduates of Meharry Medical College Who Are North Carolina Residents for Whom State Financial Support Was Provided by Meharry Medical College
800.1.2 Guidelines on Incentive Scholarship and Grant Program for Native Americans
800.1.3 Guidelines on Implementing Incentive Scholarship Programs for Certain Constitution Institutions
Guidelines on Implementing Incentive Scholarship Program for Elizabeth City State University

Selective Service Act Compliance

Selective Service Act Compliance

Regulations on Selective Service Act Registration Compliance

Legislative College Opportunity Program

Legislative College Opportunity Program

Guidelines on Implementing the College Opportunity Program

Focused Growth

Prospective Teachers Scholar Program

Regulation on Financial Aid Practices

Regulation on Financial Aid Practices

CHAPTER 900
RESIDENCE CLASSIFICATION

Student Residence Classification for Tuition Purposes

State Residence Committee

Guidelines on Producing Catalog Statement on Residence Classification

Guidelines on the Residence Status of Students Receiving Full Scholarships

CHAPTER 1000
TUITION AND FEES

Tuition Rates

Establishing Tuition and Fees

Policy on Tuition with Respect to Student Exchange Programs with Institutions Abroad

Tuition Rates for Special Talent and Graduate Nonresident Students

Guidelines on Establishing Tuition Rates for Special Talent and Graduate Nonresident Students

Guidelines on Tuition Rates for Military Personnel and Their Dependents

Guidelines on Establishing Twenty-Five Percent (25%) Tuition Surcharge

New Tuition Surcharge Guidelines

Guidelines on In-State Tuition for North Carolina Teachers

Tuition Waivers
1000.2.1 Tuition Waivers for Persons at Least 65 Years Old and Certain Family of Deceased or Disabled Emergency Workers
1000.2.2 Waiver of Tuition and Fees for Faculty and Staff
1000.2.2.1[R] Regulations on Implementing Policy on Waiver of Tuition and Fees for Faculty and Staff
1000.2.3 The University of North Carolina General Administration Waiver of Tuition and Fees for General Administration Employees
1000.3 Guidelines for Refunds of Tuition and Fees for Students in the Military
1000.3.1[G] Guidelines for Refunds of Tuition and Fees for Students Serving in the Military or in Case of National Emergency

CHAPTER 1100
ATHLETICS

Chapter 1100

1100 Athletics
1100.1 Intercollegiate Athletics
1100.2 CONSOLIDATED WITH 1100.1 Additional Policy Statement on Athletics
1100.3 Head Coaches’ and Athletic Directors’ Contracts

REPEALED 1100.3.1[G] Guidelines on Employment Contracts with Head Athletic Coaches and Related Issues

CHAPTER 1200
AFFILIATED ENTITIES

Chapter 1200

1200 Affiliated Entities
1200.1 Establishment of the Center for Public Television
1200.1.1 By-laws of the University of North Carolina Center for Public Television

REPEALED 1200.2 Establishment of North Carolina School of Science and Mathematics
1200.3 The University of North Carolina Center for School Leadership Development
1200.4 Policy Authorizing the University of North Carolina Hospitals at Chapel Hill to Initiate Lawsuits
1200.5 Policy Authorizing the Initiation of Lawsuits on Behalf of UNC Chapel Hill for the Benefit of UNC Physicians and Associates and on Behalf of ECU for the Benefit of ECU Medical Faculty Practice Plan
1200.6[R] REPLACED BY Policy 400.5[R] Regulations for Planning, Establishing, and Reviewing Institutions and Centers in The University of North Carolina

CHAPTER 1300
MATTERS OF UNIVERSITY-WIDE SIGNIFICANT
### Chapter 1300

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1300.1</td>
<td>Illegal Drugs</td>
</tr>
<tr>
<td>1300.2[R]</td>
<td>Regulations on Publications and Mailing Lists</td>
</tr>
<tr>
<td>1300.3[R]</td>
<td>RENUMBERED as 600.6.2[R] Regulations on Developing Minimum Environmental Criteria under the North Carolina Environmental Policy Act</td>
</tr>
<tr>
<td>1300.4[G]</td>
<td>Guidelines on Defining “Public Body” within the Meaning of the Open Meetings Act</td>
</tr>
<tr>
<td>1300.5[G]</td>
<td>Guidelines on Use of the Social Security Account Number by the University</td>
</tr>
</tbody>
</table>

### Chapter 1400

**INFORMATION TECHNOLOGY**

### Chapter 1400

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400.1</td>
<td>The Use of Information Technology</td>
</tr>
</tbody>
</table>