



THE UNIVERSITY OF NORTH CAROLINA SYSTEM

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Policy Manual Number	Title	Action
200.7	Policy on Duties, Responsibilities, and Expectations of Board Members	Amended 10/22/20 <i>Redline version attached.</i>
400.1.5[R]	Regulation Related to Fostering Undergraduate Student Success	Amended 10/19/20 <i>Redline version attached.</i>
1300.11	Policy on Title IX Sexual Harassment	Adopted 10/22/20

The entire UNC Policy Manual is accessible at:

https://www.northcarolina.edu/apps/policy/index.php?tab=policy_manual

200.7

Adopted 04/10/15

Amended 10/22/20

Policy on Duties, Responsibilities, and Expectations of Board Members

I. Applicability and Purpose. This policy sets forth the duties, responsibilities, expectations, and standards of conduct for members of the Board of Governors of the University of North Carolina (UNC System), the boards of trustees of the constituent institutions, and the boards of University-affiliated organizations where membership includes individuals appointed by the Board of Governors.

II. Definitions. For purposes of this policy:

A. "Board" means the Board of Governors, a board of trustees of a constituent institution of the ~~University of North Carolina~~UNC System, or a board of a University-affiliated organization with members appointed by the Board of Governors.

B. "Board member" means any member of the Board of Governors, a board of trustees of a constituent institution of the ~~University of North Carolina~~UNC System, or the board of a University-affiliated organization.

C. "Institution" means the ~~University of North Carolina~~UNC System or a constituent institution of the ~~University of North Carolina~~UNC System.

D. "University-affiliated organization" means an institution or organization that the Board of Governors is authorized to establish or to which it is authorized to appoint board members pursuant to statute, but does not include ~~Associated Entities~~associated entities covered by Section 600.2.5.2[R] of the UNC Policy Manual or ~~Centers~~centers or ~~Institutes~~institutes covered by Section 400.5[R] of the UNC Policy Manual.

~~III. Duties and Responsibilities. Board members are responsible for performing essential functions that are central to the governance of the University, as described in Chapter 116 of the North Carolina General Statutes, *The Code* of the University of North Carolina, the UNC Policy Manual of the University, and the policies and by-laws of the constituent institutions. ~~Board members shall adhere to the standards of conduct and fulfill duties and expectations set forth in this policy.~~~~

~~A. Attendance. Board members shall attend board meetings. If a member of the Board of Governors is, for any reason other than ill health or service in the interest of the State or nation, absent for four (4) successive regular meetings of the Board, his or her place as a board member shall be deemed vacant.¹ If a member of a board of trustees of a constituent institution is, for any reason other than ill health or service in the interest of the State or nation, absent for three (3) successive regular meetings of a board of trustees, his or her place as a board member shall be deemed vacant.²~~

¹ N.C.G.S. § 116-7(c).

² N.C.G.S. § 116-31(j).

~~B. Participation in Policy and Oversight Functions. Board members are expected to prepare for meetings; actively contribute to the work of the board; and act in accordance with the governance, oversight, and advisory functions allocated to the board by:~~

- ~~1. Reviewing and inquiring about materials that involve the institution or University-affiliated organization, such as board minutes and annual reports;~~
- ~~2. Understanding and participating appropriately in the oversight function allocated to the board with respect to the finances and effectiveness of the institution or University-affiliated organization;~~
- ~~3. Seeking information from and consulting appropriately with the chief executive officer of the institution or University-affiliated organization to gain additional context, make well-informed policy decisions, and carry out responsibilities for board-level oversight and monitoring of the affairs of the institution or University-affiliated organization;~~
- ~~4. Participating as requested in the preparation and revision of long-range plans for the institution or University-affiliated organization;~~

~~III. Serving on and contributing to the work of assigned committees; Board members shall adhere to the standards of conduct and fulfill duties and expectations set forth in this policy.~~

~~A. Attendance. Board members shall attend board meetings. If a member of the Board of Governors is, for any reason other than ill health or service in the interest of the State or nation, absent for four (4) successive regular meetings of the Board, his or her place as a board member shall be deemed vacant.¹ If a member of a board of trustees of a constituent institution is, for any reason other than ill health or service in the interest of the State or nation, absent for three (3) successive regular meetings of a board of trustees, his or her place as a board member shall be deemed vacant.²~~

~~B. Participation in Policy and Oversight Functions. Board members are expected to prepare for meetings; actively contribute to the work of the board; and act in accordance with the governance, oversight, and advisory functions allocated to the board by:~~

- ~~1. Reviewing and inquiring about materials that involve the institution or University-affiliated organization, such as board minutes and annual reports;~~
- ~~2. Understanding and participating appropriately in the oversight function allocated to the board with respect to the finances and effectiveness of the institution or University-affiliated organization;~~
- ~~3. Seeking information from and consulting appropriately with the chief executive officer of the institution or University-affiliated organization to gain additional context, make well-informed policy decisions, and carry out responsibilities for board-level oversight and monitoring of the affairs of the institution or University-affiliated organization;~~

4. Participating as requested in the preparation and revision of long-range plans for the institution or University-affiliated organization;

5. Serving on and contributing to the work of assigned committees; and

6. Listening to and considering differing opinions, and otherwise making reasonable efforts to conduct oneself in accordance with the practices and customs of formality and decorum articulated in Robert's Rules of Order;³

6.³

C. Referring Scope of Authority. Board members' authority is collective, not individual, and only arises from their participation with other members of the board when officially convened. Individual board members hold no inherent authority under applicable law or University policy to exercise administrative or executive functions on behalf of their institution. Individual board members may not bind the board or the institution, enter into contracts on behalf of the board or the institution, or otherwise act on behalf of or in the name of the board or institution unless clearly authorized to do so in a particular matter by the board itself or the chief executive officer of the institution. Accordingly, and by way of example, board members shall:

1. Refer matters of administration and management to the chief executive officer of the institution or University-affiliated organization for handling;

2. Respect and following follow executive leadership, management, and reporting lines when communicating with and seeking information from the University and the constituent institutions, and refraining;

3. Refrain from directing matters of administration or executive action except through the chief executive officer of the institution or University-affiliated organization; and

7. Recognizing that board members' authority is collective, not individual, and only arises from their participation with other members of the board when it is officially convened.

C. Ethical Conduct. Board members shall adhere to high standards of ethical conduct by complying with laws, regulations, and University policies applicable to their service as board members and public officials, which include the obligations to:

1. Exercise authority honestly and fairly, free from impropriety, threats, favoritism, and undue influence, as required by the State Ethics Act.⁴

2. Keep confidential all information and records that are required by law to be kept confidential, including, but not limited to, personnel records and information, student

³Section 202C(4) of *The Code of the University of North Carolina*.

⁴N.C.G.S. § 138A-2.

~~records and information, attorney-client communications, and closed session deliberations and information;~~

4. Not undertake reviews, background checks, investigations, or any other assessments of University employees or candidates for University employment unless duly and explicitly directed to do so by the president, by the chief executive officer of the employing institution, or by the Board of Governors. Nothing in this provision is intended to ~~prohibit or inhibit~~ alimit a board member's from taking appropriate steps to prepare for meetings, consistent with the duties and responsibilities, ~~preparation for meetings as articulated in section III.B., above.~~

D. Ethical Conduct. Board members shall adhere to high standards of ethical conduct by complying with laws, regulations, and University policies applicable to their service as board members and public officials, which include the obligations to:

1. Exercise authority honestly and fairly, free from impropriety, threats, favoritism, and undue influence, as required by the State Ethics Act.⁴

2. Keep confidential all information and records that are required by law to be kept confidential, including, but not limited to, personnel records and information, student records and information, attorney-client communications, and closed session deliberations and information;

3. Comply with North Carolina open meetings ~~and public records laws;~~law by conducting hearings, deliberations, and actions of these bodies openly, except when permitted or required to a closed session

4. Comply with applicable public records laws by permitting open access to and inspection of public records in the member's custody, including records created, sent, or received by Board members entirely on non-University accounts or devices, as required by law;

4.5. Bring matters of concern, potential or real conflicts of interest, and reports of unlawful and/or noncompliant activity to the attention of the appropriate institutional or organizational officer, such as the president, chancellor, board chair, or committee chair;

5.6. Avoid any personal or business interest that may conflict with the member's responsibilities to the institution or University-affiliated organization;

6.7. Avoid even the appearance of impropriety when conducting the institution's or University-affiliated organization's business; ~~and~~

7.8. Recuse oneself from consideration of matters during meetings when required;:

9. Conduct oneself at all times in accordance with the University's prohibition about all forms of illegal discrimination or harassment;

10. Not engage in acts of fraud or other violations of law inconsistent with the ethical expectations of a public official;

11. Not act as a registered lobbyist on behalf of any lobbyist principal in any matter or issue that is adverse to the interests of the UNC System, a constituent institution, or a University-affiliated organization; and

12. Not represent, as a practicing attorney, any party in a matter in which the party's interest is adverse to the interests of the UNC System, a constituent institution, or a University-affiliated organization. For purposes of this restriction, members are not generally prohibited from acting as criminal defense counsel to students and employees in criminal prosecution matters.

D.E. Fiduciary Responsibilities and Support for the Institution.— Board members shall discharge their duties to the institution with care, skill, prudence, and diligence by:

1. Exercising the degree of diligence, care, and skill that a prudent individual familiar with such matters would use under similar circumstances in a like position;
2. Acting in good faith with the best interest of the institution or University-affiliated organization in mind;
3. Conducting oneself, at all times, in furtherance of the institution's or University-affiliated organization's goals and not the member's personal or business interests;
- ~~4. Providing oversight to ensure that the institution's or University-affiliated organization's resources are dedicated to the fulfillment of its mission; and~~
- ~~5. Becoming knowledgeable about issues that affect the University and seeking to understand the educational needs and desires of all the State's citizens, and their economic, geographic, political, racial, gender, and ethnic diversity.⁵~~

Removal

4. Providing oversight to ensure that the institution's or University-affiliated organization's resources are dedicated to the fulfillment of its mission; and
5. Becoming knowledgeable about issues that affect the University and seeking to understand the educational needs and desires of all the State's citizens, and their economic, geographic, political, racial, gender, and ethnic diversity.⁵

IV. Sanctions. A board member may be removed, ~~or~~ recommended for removal, or subject to a lesser sanction for specified cause by any material violation of the duties, responsibilities, and expectations of board members set forth in Section III of this policy. Any sanction shall require an affirmative vote of two-thirds (2/3) of the voting membership of the Board of Governors or board of trustees then in office.

⁵ N.C.G.S. § 116-7.

A. Removal of a Member of a Board of Trustees or University-affiliated Organization. The Board of Governors may remove from the board of trustees of a constituent institution or from the board of a University-affiliated organization a board member who was elected by the Board of Governors. With respect to a member of a board of trustees who was appointed by ~~the Governor~~a different appointing authority, the Board of Governors may vote to recommend to the ~~Governor~~appointing authority that the member be removed.

B. Removal of a Member of the Board of Governors. The Board of Governors may recommend to the State House of Representatives or State Senate, whichever chamber elected the member, that a member of the Board of Governors be removed.

C. Other Sanctions. A board member, regardless of their appointing authority, may be subject to other sanctions lesser than removal (ex: public censure, suspension of voting rights, removal of committee assignments).

D. Complaints.

1. Complaints against a board member may be made to the chair of the Committee on University Governance.

2. Upon receipt of a complaint, the chair of the Committee on University Governance shall determine whether, assuming all of the facts alleged are true, the complaint alleges a material violation of the duties, responsibilities, and expectations of board members. If the complaint does not meet this threshold, the chair of the Committee on University Governance may dismiss the complaint and shall report the dismissal to the Committee on University Governance.

3. If the complaint is against a member of a board of trustees or University-affiliated organization, then the Committee on University Governance may retain the complaint for review and adjudication by the Governance Committee under section F, or it may direct the complaint to the board of trustees with directions for appropriate action. The committee's determination should be based on the allegations of the complaint, the board of trustee's capacity to review the complaint, and all other relevant circumstances.

4. The chair of the committee may, after consultation with the membership of the Committee, refer the complaint to the State Ethics Commission.

E. Interim Sanctions

1. A board member may be subject to an interim sanction(s) for an alleged material violation of the duties, responsibilities, and expectations of board members prior to review and adjudication of a complaint. Interim sanctions should be temporary in duration, and should balance the severity of the interim sanction against the severity of the alleged violation. Removal of a board member shall not be issued as an interim sanction.

2. The Committee on University Governance may recommend to the Board of Governors an interim sanction against a member of the Board of Governors that the committee deems appropriate. The Committee on University Governance may recommend interim sanction(s) against a member of a board of trustees or University-affiliated organization as part of the committee's referral of a complaint to a board of trustees with directions for appropriate action.

3. Any interim sanction shall require an affirmative vote of two-thirds (2/3) of the voting membership of the Board of Governors or board of trustees then in office.

C.F. Procedure for ~~Removal~~Sanctions; Specification of Cause; Notice and Opportunity to Respond.

1. The chair of the Committee on University Governance shall send the ~~board member~~respondent a written specification of ~~reasons to consider~~the complaint(s) against the board ~~member's removal~~member. In the event that the chair of the Committee on University Governance is the subject of the board's consideration ~~of a recommendation of removal~~, the vice chair of the Committee on University Governance will temporarily serve in the chair's role. The notice shall state that the board member may submit a written response to the chair of the Committee on University Governance and the complaining board member within five (5) business days of receipt of the written notice.

2. ~~The Committee on University Governance shall consider the written response of the board member and recommend to the Board of Governors action that the committee deems appropriate.~~If the board member submits no written response to the chair of the Committee on University Governance within the specified timeframe, the Committee on University Governance may ~~continue with its consideration of removal of the board member, or a recommendation that the appropriate appointing or electing authority remove the board member~~proceed to consider the complaint.

3. In its consideration of each matter, the Committee on University Governance shall ensure that all material facts are presented to the committee. The committee may select one or more committee members or another qualified individual to investigate the allegations and provide the committee with factual findings and a recommendation. The committee may review any documents ~~or establish any procedures~~it considers necessary based on the particular circumstances involved.

4. Following the deadline for the respondent's written response and the conclusion of any investigation, the Committee on University Governance shall conduct a hearing to consider the complaint against the board member. The chair of the Committee on University Governance shall preside over the hearing, which shall include a full and accurate presentation of all relevant facts. During this hearing, the respondent member shall be permitted to be heard.

3.5. At the conclusion of the hearing, the Committee on University Governance shall assess the evidence presented using a preponderance of the evidence standard and

recommend to the Board of Governors findings and action that the committee deems appropriate.

V. Other Matters

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

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

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

¹ G.S. 116-7(c).

² G.S. 116-31(j).

³ Section 202 C(4) of *The Code*.

⁴ G.S. 138A-2.

⁵ G.S. 116-7.

Regulation Related to Fostering Undergraduate Student Success

I. Required Semester Credit Hours for Baccalaureate Degree Programs. Baccalaureate degree programs shall require no more than 120 semester credit hours. An institution with compelling reasons as to why a program's requirements must exceed 120 semester credit hours may petition to have an exception approved by its board of trustees. Compelling reasons include, but are not limited to: programmatic accreditation standards; licensure requirements; and other state, federal, or professional regulations.

An institution must report any exceptions granted by its board of trustees, and the reasons for those exceptions, to the Board of Governors and the president by the end of calendar year 2018 and annually thereafter.

Any program authorized by the Board of Governors to require 135 semester credit hours or more shall be officially designated as a five-year baccalaureate program.

A. Constituent institutions shall observe these regulations in all proposals for new degree programs.

B. This section applies to individual baccalaureate degree programs, not to credit hour requirements for students who earn more than one major.

C. Constituent institutions must publicize the required number of semester credit hours and projected length of full-time enrollment required to obtain each baccalaureate degree in both printed and online catalogs. During new student orientation sessions and in publications for students and parents, constituent institutions must provide a description of factors that may prolong the length of time to complete a degree.

D. The UNC System Office will maintain a catalog of all active baccalaureate degree programs and their required hours, and the Board of Governors will periodically review compliance with this 120-credit limitation, including approved exceptions to that limitation.

This section is effective as of the beginning of the fall 2019 semester, and shall not affect the credit hour requirements in place at the time of registration for students who registered at a constituent institution prior to the fall 2019 semester. Students who registered at a constituent institution prior to the fall 2019 semester will have the option to elect into the fall 2019 catalog.

II. Student Success Policies. Constituent institutions must have policies addressing student success, including Satisfactory Academic Progress and Good Academic Standing.

A. Satisfactory Academic Progress and Good Academic Standing. Satisfactory Academic Progress and Good Academic Standing are determined by:

1. Cumulative Grade Point Average; and
 2. Ratio of attempted to completed semester credit hours.
- B. The implementation of these criteria shall include the following:
1. Upon initial admission to a UNC constituent institution, a student is in Good Academic Standing.
 2. All undergraduates in the University of North Carolina System must earn and maintain a minimum cumulative GPA of 2.0 to be considered in Good Academic Standing. Constituent institutions may choose to utilize term GPA in determining Good Academic Standing.
 3. All constituent institutions must develop an academic progress policy that defines the ratio of attempted to earned semester credit hours required for continued enrollment. Federal Title IV regulations for Satisfactory Academic Progress shall be the minimum allowable standard.
 4. If a student meets the criteria in each of the standards above, then the student is considered to be making Satisfactory Academic Progress, remains in Good Academic Standing, and is eligible to continue enrollment at that UNC constituent institution.
 5. Constituent institutions may develop policies that allow students falling below one or more of the standards to be placed on academic warning and/or academic probation¹ as opposed to being academically dismissed or academically suspended. These policies must, at a minimum, be in accord with federal Title IV regulations and should include the use of academic success contracts where appropriate.
 6. Constituent institution policies related to this section must be published in all campus academic and financial aid materials, both printed and online. Students should be informed of these policies at new student orientation.
- C. The Course Adjustment Period (i.e., “Drop/Add”). The Course Adjustment Period will be established as the time during which students may drop or add courses without academic penalty (i.e., no impact on the Grade Point Average (GPA) or attempted hours, ~~or tuition surcharge~~). Constituent institutions may choose to make the period for adding courses and the period for dropping courses the same or different; however, both the drop and add periods must be concluded by the census date.² The implementation of this section shall include the following:
1. Constituent institutions may set policies that allow faculty to drop students administratively if they do not attend the course by the end of the Course Adjustment Period.³ These policies must be publicized to students. Faculty using this option must have a limited window to take such action in order to complete the drop without causing the student to incur financial penalties other than those normally applied during the course adjustment period. Constituent institutions may allow faculty to add students into those seats in a timely fashion under guidelines set by the constituent institution.
 2. Constituent institution business practices⁴ determine if adjustments made during Course Adjustment Period result in any refund or additional charges to the student. Any financial repercussions to students must be publicized in the constituent institution’s academic and financial aid policies describing the Course Adjustment Period.
 3. Federal Title IV regulations shall be the minimum standard for all policies related to student refunds during the course adjustment period.

D. Course Withdrawal.⁵ Students are expected to complete all the courses for which they are registered at the close of the Course Adjustment Period. These courses must be recorded on a student's official transcript and receive a grade that is used in the calculation of a GPA, count as attempted hours, ~~count toward the tuition surcharge calculation,⁶~~ and conform to all financial aid and Satisfactory Academic Progress rules *unless* withdrawal is permitted under conditions described below:

1. Course withdrawal with extenuating circumstances.

a. Constituent institutions will develop policies that permit a student to withdraw from a course or courses at any time and without academic penalty for serious extenuating circumstances, including military deployment. These policies must describe a clear process that defines the documentation required, the nature of the review by a designated institutional body or official, and an opportunity for one level of appeal at the institution level. Students who must withdraw from a course or courses due to military service should also consult the UNC Policy Manual on Military Student Success, Section 700.7.1. Course withdrawals taken during the 2020 spring semester, ~~2020 fall semester, or 2021 spring semester~~ due to the COVID-19 pandemic shall be considered taken due to serious extenuating circumstances.

b. Any constituent institution policy developed for course withdrawal for extenuating circumstances must require that:

(1) A W be recorded on the transcript;

(2) The course(s) count as attempted hours;

~~(3) The course(s) not count in tuition surcharge calculations (see UNC Policy Manual, Section 1000.1.5[G]);~~

~~(4)~~(3) The course(s) not count in GPA calculation; and

~~(5)~~(4) The course(s) are subject to all financial aid and SAP rules and calculations.

2. Course withdrawals without extenuating circumstances.

a. After the initial Course Adjustment Period, constituent institutions may develop policies that allow students to withdraw from one or more courses without meeting the standards for withdrawals for extenuating circumstances. These policies must specify up to four courses or up to 16 semester credit hours as the maximum number of such withdrawals permitted over the course of a student's degree or degrees.

b. Any policy developed for course withdrawal without extenuating circumstances must require that:

(1) A W be recorded on the transcript;

(2) The course(s) count as attempted hours;

~~(3) The course(s) count in surcharge calculations; and~~

~~(3)~~(4) The course(s) are subject to all financial aid and SAP rules and calculations.

c. Constituent institution policies must include a deadline for such withdrawal at a date no later than the completion of 60 percent of the term.⁷

E. Course Repeats. Constituent institution policies on course repeats must conform, at the minimum, to federal Title IV Financial Aid standards with regard to course repeats. Students receiving federal financial aid cannot be treated differently from students not on such aid. In addition, all constituent institution policies on course repeats must, at the minimum:

1. Include on the student transcript all attempts to complete a course;

2. Count all attempts to complete a course in calculations of satisfactory academic progress;

~~2. Count all attempts to complete a course in the tuition surcharge calculation in accordance with the UNC Policy Manual, Section 1000.1.5[G]; and~~

3. Use all grades earned in a course in the calculation of the GPA, unless the grade can be excluded through an institution-based grade exclusion or replacement policy.

F. Forgiveness Policies. Constituent institutions may establish policies that permit a student who is academically dismissed or academically suspended to be readmitted after a specified period of time, have a modified or new GPA calculation, and to be under other specific steps for re-admittance to the campus.

G. Grade Exclusion or Grade Replacement

1. Constituent institutions must develop policies on grade exclusion and/or grade replacement.⁸ These policies must specify up to four courses or up to 16 semester hours as a maximum number of allowable exclusions/replacements. Courses taken during the 2020 spring semester, 2020 fall semester, or 2021 spring semester shall not count against the maximum number of allowable exclusions/replacements due to the impacts of COVID-19.

2. Institutional policies that permit either grade exclusion and/or grade replacement must provide for:

a. The inclusion on the transcript of both the initial grade earned for the course and a notation of its exclusion from or replacement in the calculation of the GPA; and

b. The inclusion of the course(s) in ~~both~~ the calculations of satisfactory academic progress ~~and the tuition surcharge~~.

H. Minimum, Maximum, and Average Semester Course Load. A minimum “full-time” undergraduate course load is defined as 12 credit hours per semester. In advising and other communications, constituent institutions shall encourage full-time students to consider an average semester load of 15 credit hours, when possible, to stay on track for a timely graduation. Constituent institutions may allow students in good academic standing to enroll in up to 18 semester hours in a fall or spring semester without any special permission. No student shall exceed 18 semester hours in a fall or spring semester without special permission as designated by institutional policy. Constituent institutions shall develop appropriate policies for a maximum load in summer terms.

III. Student Success Review and Reporting. Constituent institutions will establish a student success support structure of one or more committees comprised of the appropriate officials from areas such as admissions, registrar's office, financial aid, advising, the counseling center, the cashier's office, faculty governance, and student government to review and issue regular reports on:

A. Retention and Graduation

1. Each constituent institution shall, in consultation with the UNC System Office, establish goals for retention⁹ and graduation¹⁰ for first-time, full-time students. Constituent institutions shall also work with the UNC System to develop a tracking model for the retention and graduation rates of full-time students, transfer students, and part-time students.

2. The UNC System Office will report annually to the Board of Governors on the success of these various categories at both the institutional and system level.

B. Additional Student Success Measures. Constituent institutions shall work with the UNC System Office to develop common output measures of student success and achievement as a means to assess the academic progress goals set by each institution.

C. Review of Course Scheduling and Offerings. Constituent institutions shall develop mechanisms to monitor whether all courses necessary for graduation are offered on a timely basis and with an adequate number of sections for a student to graduate in four years. As a part of this review, institutions shall determine:

1. If general education requirements (e.g., themes, designators, etc.) allow appropriate student progress;
2. If excessive or unnecessary specification or augmentation of general education courses for certain majors places an undue burden on students changing majors; and
3. If excessive GPA or course grade requirements for admission to or completion of a major are delaying student progress toward graduation.

These evaluations will be prepared on a three-year cycle beginning in fall 2014 and will examine data from the previous three academic years. The UNC System Office will consult with institutions to develop the reporting format and required data.

D. Advising. Constituent institutions shall develop policies to monitor the availability of appropriate and timely academic advising, particularly for first-time undergraduates and first-semester transfer students to:

1. Assist students in making effective academic and career decisions;
2. Increase the potential for students selecting appropriate courses and schedules;
3. Provide students with assistance in selecting a major in a timely fashion;
4. Prevent excessive changes of major; and
5. Increase students' awareness of an appropriate course load and academic assistance available to them; and
- ~~6. Provide information as appropriate on course selection and the impact on tuition surcharge.~~

This review should take place on a three-year cycle beginning in fall 2014 and examine data from the previous three academic years. The UNC System Office will consult with institutions to develop the reporting format and required data.

E. Early Warning System Plan

1. Effective with the start of the fall 2014 semester, each constituent institution will have an early warning system (EWS) to alert relevant campus personnel to signs of poor academic performance by a student or of behavior likely to lead to a student not making Satisfactory Academic Progress. Each constituent institution will submit a comprehensive intervention plan to the UNC System Office that describes how students are identified by the EWS, what campus staff or faculty are notified when a student is identified by the EWS, and how the staff or faculty member is to respond. Interventions may include written communication with students, phone calls or text messages, face-to-face meetings with campus personnel, and/or formal programs involving extended student participation.
2. The EWS should specify what interventions will be used, who will be responsible for them, how warnings will be communicated to responsible personnel, and how interventions will be tracked and reported.
3. Each constituent institution will identify strategies to assess the effectiveness of its EWS and use the results for ongoing improvement.

IV. Regulations on Student Financial Aid and Title IV

- A. All constituent institutions will develop financial aid disclosure practices that will, at the minimum, include entrance and exit counseling for students receiving financial aid.¹¹
- B. All institutional policies will be compliant with federal Title IV regulations, including, but not limited to, the following:
 1. Common definition of the federal Title IV regulation that defines a student as eligible for federal financial aid for up to 150 percent of normal time to graduation.
 2. Four-year-degree requirements in the University of North Carolina System range from 120-128 semester credit hours. The system will use 120 hours as the common definition for defining federal financial aid eligibility, making 180 hours the limit for 150 percent of normal time to graduation.
 3. Constituent institutions will define procedures whereby a student completing 180 or more attempted hours will undergo an automatic review to determine continued federal financial aid eligibility. If the student is enrolled in a program requiring more than 120 hours, the appropriate allowance will be calculated on campus based on the exact number of credits required for that degree.

These policies must be widely distributed in all institutional academic and financial aid materials.

- C. Guidelines to monitor first undergraduate degree completion. Federal Title IV regulations require that institutions monitor first undergraduate degree completion and offer no additional federal grant aid (e.g., Pell, SEOG) after a student earns the initial undergraduate degree. Under

federal rules, a student can take out federal loans for a second degree, if eligible. To ensure compliance, institutions must develop protocols for:

1. Monitoring student degree completion each term (fall, spring, summer); and
2. For advising students of their status and eligibility for federal financial aid.

These policies must be widely distributed in all institutional academic and financial aid materials.

V. Compliance with the Comprehensive Articulation Agreement (CAA) with the North Carolina Community College System (NCCCS) and Transfer within the UNC System

A. Constituent institutions will be fully compliant with the Comprehensive Articulation Agreement with the NCCCS.

B. Any student completing the Associates in Arts (AA) or Associates in Science (AS) degrees according to the CAA will be considered to have completed general education requirements at all UNC institutions in which they matriculate.

C. Any change by a constituent institution in its General Education requirements must be consistent with the CAA.

VI. Information Distribution

A. To ensure that students receive policy information that is both comprehensive and timely, institutions must develop broad-based communications plans that inform students about:

1. Recommended course loads, required numbers of earned hours, and the projected length of full-time enrollment needed to obtain the baccalaureate degrees;
2. Factors that may extend the length of time to complete a degree;
3. Requirements for Good Academic Standing and Satisfactory Academic Progress;
4. The course adjustment period; and
- ~~5. Tuition surcharge; and~~
56. Other policies on course withdrawal, course repeat, and grade replacement or exclusion and their potential financial consequences.

B. All policies and procedures listed in this regulation will be effective no later than the fall 2014 semester.

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

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

¹Constituent institutions are not obligated to enact policies for either academic probation or academic warning below the allowable standards.

²For regular term instruction, the census date is the conclusion of the 10th class day of the fall and spring semesters. For summer sessions, degree credit extension courses, and any other degree-credit courses taught on

an irregular calendar, the census date is the end of the class day representing the passage of 10 percent of the instructional period. UNC Policy Manual, Section 400.1.8[R].

³If the course is offered online, the instructor may administratively drop the student from the course if the student has not signed in by the end of the course adjustment period.

⁴All constituent institution business practices must conform to UNC FIT Student Account Standards.

⁵All institutional policies on withdrawal must include policies about refunds and conform to UNC FIT Financial Aid and Student Account Standards.

~~⁶Summer courses are excluded from the tuition surcharge as per UNC Policy Manual, Section 1000.1.5[G].~~

⁷The calculation of this date should begin with the first day of classes and conclude on the last day of regular class meetings. It should exclude the reading day and exam period.

⁸The development of a policy does not imply that a constituent institution must allow grade replacement and/or exclusion. A policy may simply state that the institution does not allow such.

⁹For purposes of reporting on first-time, full-time students, retention rate shall be defined as “the percentage of first-time degree-seeking undergraduates from the previous fall who are again enrolled in the current fall.”

(<http://nces.ed.gov/ipeds/glossary/>)

¹⁰For purposes of reporting, graduation rate data shall be collected as defined by “the number of students entering the institution as full-time, first-time undergraduate students in a particular year (cohort), completing their program within 150 percent of normal time to completion. It shall be calculated by race/ethnicity and gender.”

(<http://nces.ed.gov/ipeds/glossary/>)

¹¹All institutional policies on disclosure practices must conform to UNC FIT Financial Aid and Student Account standards.