

**EAST CAROLINA UNIVERSITY  
2015-2016 FACULTY SENATE**

The fifth regular meeting of the 2015/2016 Faculty Senate will be held on  
Tuesday, January 26, 2016, at 2:10 p.m.  
in the East Carolina Heart Institute, Banquet Room A.

(located at 115 Heart Drive, #248 on map linked [here](#)).  
(Enter front entrance of building going past the information desk and to the right to Banquet Room A.)

**PLEASE NOTE CHANGE IN MEETING LOCATION.**

**REVISED AGENDA**

- I. **Call to Order**
- II. **Approval of Minutes**  
[November 3, 2015](#) and [December 1, 2015](#)
- III. **Special Order of the Day**
  - A. Roll Call
  - B. Announcements
  - C. Steve Ballard, Chancellor  
Report on Faculty Employment, including a longitudinal profile of faculty tenure status and tenure status of permanent and temporary faculty (by unit).  
  
*(Please refer to the footnote for different selection criteria for each table and note that temporary faculty are included in these reports as required by IPEDS reporting criteria.)*  
  
[Faculty FTE by Unit and Gender](#)  
[Full and Part-Time Faculty by Unit and Tenure Status](#)  
[Longitudinal Profile of Faculty Tenure Status](#) (all units)  
[Longitudinal Profile of Faculty Tenure Status](#) (excluding Medicine and Dental Medicine)
  - D. Mike Van Scott, Interim Vice Chancellor for Research, Economic Development and Engagement
  - E. Ying Zhou, Associate Provost of Institutional Planning, Assessment and Research  
Report on the [Faculty Salary Equity Study](#).
  - F. John Stiller, Chair of the Faculty
  - G. James Holloway, Faculty Assembly Delegate  
Report on [December 4, 2015](#) and [January 15, 2016](#) UNC Faculty Assembly Meetings.
  - H. Question Period
- IV. **Unfinished Business**

## V. Report of Graduate Council

Graduate Council, Denise Donica

Formal faculty advice on curriculum and academic matters acted on and recorded in the [December 7, 2015](#) Graduate Council meeting minutes, including the Graduate Curriculum Committee meeting minutes from [November 18, 2015](#) which included Programmatic, Policy and Curriculum actions (GC 15-24) Request for Authorization to plan a New Program - MA in Hispanic Studies, request for Authorization to plan a New Program - Joint Ph.D. in Integrative Coastal and Marine Science (ICMS) with the University of North Carolina Wilmington (UNCW) and East Carolina University (ECU); changes to the grading scale for graduate students, including elimination of "R/Q" grades and replacement with "S/U" grades; and the College of Nursing: Proposal of New Courses: NURS 8205, NURS 8206, NURS 8236, NURS 8242, NURS 8250, NURS 8262; Revision of Existing Courses: NURS 8200, NURS 8220, NURS 8225, NURS 8226, NURS 8227, NURS 8235, NURS 8240, NURS 8241, NURS 8260.

## VI. Report of Committees

A. Research/Creative Activities Committee, Richard McCabe

Formal faculty advice on Proposed Regulation on the Use of Humans in Research (attachment 1).

B. Committee on Committees, Crystal Chambers

1. Election of UNC Faculty Assembly Delegate and Alternates (attachment 2).
2. Election of one member to Appellate Faculty Grievance Committee (attachment 3).
3. Election of one member to Appellate Grievance Board (attachment 4).
4. First reading of proposed revision to University Curriculum Committee charge (attachment 5).

C. University Curriculum Committee, Lori Flint

Curriculum and academic matters acted on and recorded in the [November 12, 2015](#) meeting minutes including curricular actions within the Department of Geological Sciences, School of Art and Design, Department of Human Development and Family Science, Department of Health Education and Promotion and Department of Criminal Justice.

D. Educational Policies and Planning Committee, Don Chaney

1. Curriculum and academic matters acted on and recorded in the [December 11, 2015](#) meeting minutes including request to approve the establishment of the Miller School of Entrepreneurship within the College of Business; request to approve the movement of MS in Sustainable Tourism from the Graduate School to the School of Hospitality Leadership within the College of Business; request to approve the authorization to plan a new Joint (ECU/UNCW) Ph.D. program in Integrative Coastal Marine Science (ICMS); request to approve the revision of Existing Degree: Industrial and Organizational Concentration of the MA in General-Theoretic Psychology (change requirement) and new graduate certificate in Quantitative Methods for the Social and Behavioral Sciences within the Department of Psychology; request to approve the revision of the PhD in Bioenergetics and Proposal of four New Concentrations: Biomechanics and Motor Control, Cellular and Molecular Bioenergetics, Nutritional Exercise Physiology, Exercise Physiology and Behavioral Science in the Department of Kinesiology within the College of Health and Human Performance; request to approve a New Concentration within the BA in Foreign Languages and Literatures: Global Studies within the Department of Foreign Languages and Literatures; Request to approve the discontinuation of existing

certification: Driver and Safety Education Add On Certification in the Department of Health Education and Promotion within the College of Health and Human Performance; and the Program Review response for the Department of Philosophy and Religious Studies.

2. Curriculum and academic matters acted on and recorded in the [January 15, 2016](#) meeting minutes including a request to discontinue the Alternate Entry (AE) MSN Option, RN/MSN Option, Existing concentrations within the MSN: Family Nurse Practitioner, Adult-Gerontology Nurse Practitioner, and Existing certificates: Adult-Gerontology Nurse Practitioner, Family Nurse Practitioner within the College of Nursing and a request to approve the authorization to plan a new degree program: MA in Hispanic Studies in the Department of Foreign Languages and Literatures; and receipt of the [Annual Audit of the University Studies Program](#).

- E. Admission and Retention Policies Committee, Katie Flanagan  
Proposed revisions to the University Undergraduate Catalog, Section 5: Academic Regulations, After Schedule Change Period (attachment 6).

## **VII. New Business**

**RESEARCH/CREATIVE ACTIVITIES COMMITTEE REPORT**

Formal faculty advice on Proposed Regulation on the Use of Humans in Research

**No changes are being recommended to the proposed regulation.**

History: First Issued: April 2003 Last Revised: 09/30/2014

1.0 DEFINITIONS:

- 1.1 Human: a living individual about whom an investigator conducting research obtains data as part of a research project
  - 1.1.1 Through intervention or interaction with the individual;
    - 1.1.1.1 Intervention: includes both physical procedures by which data are gathered and manipulations of the participant or the participant's environment that are performed for research purposes
    - 1.1.1.2 Interaction: includes communication or interpersonal contact between investigator and participant
  - 1.1.2 That is identifiable, private information about a human. {Code of Federal Regulations (CFR) §45, Part 46.102(f)(1)(2)}
- 1.2 Investigator: either a professional or student, responsible for the conduct of research investigation
- 1.3 Research: Systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. {§45 CFR Part 46.102(e)}
- 1.4 Federal wide Assurance: Written assurance provided by the Institution to the Office for Human Research Protections (OHRP), Health and Human Services (HHS) that the Institution will comply with the requirements set forth in the federal regulations for the protection of humans in research. This assurance must be approved by the OHRP, HHS for federalwide use by that office. {§45 CFR Part 46.103(a)}
- 1.5 Human Research Protection Program (HRPP): a comprehensive program at ECU that involves all units, departments, and individuals who are dedicated to the protection of human research and contribute to areas of compliance that impact those protections. (Ex. Sponsored Programs, Clinical Trials, Radiation Safety, Biosafety, etc.)

- 2.0 SCOPE: This regulation establishes the principles and organizational structure governing the use of humans in research activities and reflects the University's commitment to the protection of those humans who volunteer;
  - 2.1 The HRPP includes the ECU University & Medical Center Institutional Review Boards (UMCIRB) as set forth in the ECU Federalwide Assurance, which is required in order for ECU to receive federal funds;
  - 2.2 All activities that meet the definition of human research must receive UMCIRB review and approval prior to initiation
  - 2.3 All research that meets the definition of human research activities must be conducted in accordance with the regulations, rules and standard operating practices of ECU, the HHS and the Food and Drug Administration's (FDA) Code of Federal Regulations governing the use of humans in research (if the research falls within the purview of the FDA), and the applicable regulations set forth by the International Council on Harmonisation (ICH);

- 3.0 **REGULATION:** East Carolina University requires all faculty, staff, students, or any agents of the University who conduct research involving humans or private, identifiable information about humans to do so responsibly, abiding by all applicable regulations, rules, and standard operating practices to ensure the ethical conduct of research. The University has a systematic and comprehensive Human Research Protection Program (HRPP) that is designed to protect the rights, dignity, and welfare of humans who participate in the research programs of the University and its affiliated institutions. The program is based on the ethical principles outlined in the Nuremburg Code and the Belmont Report.
- 4.0 **DELEGATION OF AUTHORITY:** By applying for and receiving a Federalwide Assurance, HHS delegates authority for ECU to receive federal funds for the conduct of human research.
- 4.1 The Chancellor has delegated authority and responsibility of the HRPP to the Chief Research Officer (CRO). The CRO serves as the Institutional Official for ECU's Federalwide Assurance and is responsible for the oversight and compliant operation of the HRPP to include the following as defined in the ECU FWA:
- 4.1.1 ECU Biomedical University and Medical Center Institutional Review Board (UMCIRB) (IRB #1); and
- 4.1.2 ECU Behavioral & Social Sciences University & Medical Center Institutional Review Board (UMCIRB) (IRB #2).
- 4.2 The UMCIRBs are granted authority through federal regulations to review human research proposals and take any of the following actions:
- 4.2.1 Approve;
- 4.2.2 Require modifications to secure approval;
- 4.2.3 Disapprove;
- 4.2.4 Suspend or terminate approval of on-going studies;
- 4.2.5 Suspend or terminate the ability of research personnel to conduct human research at or on behalf of ECU;
- 4.2.6 Observe or have a third party observe consent processes or the conduct of research; and
- 4.2.7 Conduct Quality Improvement and Quality Assessment evaluations; and
- 4.2.8 Conduct for-cause investigations of alleged or reported noncompliance of on-going and closed research studies.
- 4.3 No official of ECU or its Affiliates can:
- 4.3.1 Support the conduct of human research activities that do not have approval from the UMCIRBs; or
- 4.3.2 Overturn a decision of disapproval issued by the UMCIRBs.
- 4.4 The HRPP includes:
- 4.4.2 The ECU Biomedical and Behavioral and Social Sciences UMCIRBs, as defined in the ECU Federalwide Assurance;
- 4.4.3 Other units, divisions, or administrative bodies that interact or can impact the conduct of human research and can be called upon to enhance the protections for humans participating in research (ex. Institutional Biosafety Committee, Radiation Safety Committee, Risk Management, University Audit, etc.)
- 4.5 Related rules and standard operating practices are available on the Office of Research Integrity and Compliance (ORIC) website: [www.ecu.edu/irb](http://www.ecu.edu/irb).

## 5.0 RESPONSIBILITIES

### 5.1 The Chief Research Officer (CRO):

- 5.1.1 Serves as the Institutional Official and has the authority to speak for the institution in matters regarding human research. The CRO is ultimately responsible for the oversight and compliant operations of the HRPP;
- 5.1.2 Maintains open and direct channels of communication with UMCIRB members and staff, investigators and research personnel, and administrators to address questions, concerns, or suggestions regarding the HRPP;
- 5.1.3 Ensures the UMCIRBs have sufficient meeting space, staff, and budgetary resources to support review and record keeping responsibilities;
- 5.1.4 Reviews an annual report drafted by the Director of the Office of Research Integrity and Compliance (ORIC) to identify and ensure adequate resources are available to support required activities;
- 5.1.5 Notifies the Office for Human Research Protections (OHRP), the Food and Drug Administration (FDA), the Office of Research Integrity (ORI) as appropriate and any relevant agencies of incidents of serious or continuing noncompliance with UMCIRB procedures, federal regulations, or state laws as well as any suspensions or terminations of UMCIRB approval;
- 5.1.6 Protects UMCIRBs from undue influence or threat of retaliatory actions so that UMCIRBs can function independently, basing decisions on ethical principles, regulations, and institutional policies;
- 5.1.7 Approve recommendations and appoints IRB members, including alternates, ex-officio's and continuing consultants; and
- 5.1.8 Receives annual evaluations and recommendations from the Director, ORIC, of:
  - 5.1.8.1 UMCIRB Members, staff, board composition and number of protocols reviewed; and
  - 5.1.8.2 Adequacy of resources, program continuity, scientific and professional expertise of members as relevant to the business conducted.
- 5.1.9 Delegates to the UMCIRBs the sole authority to make determinations of exempt status.

### 5.2 The ECU Director, ORIC:

- 5.2.1 Serves as the overall administrator for the HRPP;
- 5.2.2 Is responsible for ensuring that the UMCIRBs function and operate in compliance with all federal, state, and local laws and regulations that govern the protection of humans involved in research activities;
- 5.2.3 Provides notification to the CRO and, as applicable, other administrative and affiliated officials, of any injury, breach of trust, unanticipated problems involving risks to participants or others, serious or continuing noncompliance, and suspension or termination of UMCIRB approval;
- 5.2.4 Investigates all issues of undue influence or threats of retaliation directed to the UMCIRB members or staff and provides recommendations for resolution to the Vice Chancellor;
- 5.2.5 Presents an Annual Report to the Vice Chancellor regarding the status of the HRPP program that includes review of resources, continuity of operations, and adequacy of scientific and professional expertise available to carry out requirement of the HRPP; and
- 5.2.6 Ensures the standard operating practices of ORIC and the HRPP adhere to University Rules and Regulations, state laws, and federally mandated

regulations, including Conflict of Interest, Whistleblower, and Export Control rules.

- 6.0 RELATED POLICIES, REGULATIONS, RULES, and STANDARD OPERATING PRACTICES  
 6.1 Related rules and standard operating practices are available on the Office for Research Integrity and Compliance (ORIC) website: [www.ecu.edu/irb](http://www.ecu.edu/irb)

7.0 HISTORY

Date	Revision #	Change	Reference Section(s)
01/13/2014	1.0	New format and language	All Sections

**Faculty Senate Agenda  
 January 26, 2016  
 Attachment 2.**

**COMMITTEE ON COMMITTEES REPORT**

Election of One Delegate and Two Alternate UNC Faculty Assembly Representatives

**Nominees:** **Ralph Scott, Academic Library Services**  
**Chris Duffrin, School of Medicine**  
**Yunting Fu, Health Sciences Library**  
**Anne Ticknor, Education**  
**Jeff Coghill, Health Sciences Library**

**CURRENT ECU FACULTY ASSEMBLY DELEGATION**

<i>Delegates</i>	<i>Academic Unit</i>	<i>Term</i>	<i>Office Location</i>	<i>Tele #</i>
<a href="#">John Stiller</a>	Chair of the Faculty* Biology	2016	Howell Science Complex, S301-A	328-2738
<a href="#">Nancy Winterbauer</a>	Medicine	2016	Public Health MS#660	744-4034
<a href="#">Cynthia Deale</a>	Hospitality Leadership	2017	Rivers 313	737-4195
<a href="#">James Holloway</a>	Business	2017	Slay	737-1042
<a href="#">Mike Felts</a>	Health and Human Performance	2018	Belk 2203	328-4636

\*Chair of the Faculty terms begin and end with term in office.

<i>Alternates</i>	<i>Academic Unit</i>	<i>Term</i>	<i>Office Location</i>	<i>Tele #</i>
<a href="#">Ralph Scott</a>	Academic Library Services	2016	Joyner 4106	328-0265
<a href="#">Colin Burns</a>	Chemistry	2016	Science & Tech	328-9790
<a href="#">Robert Kulesher</a>	Allied Health Sciences	2017	Health Sciences 4340	744-6174
<a href="#">George Bailey</a>	Philosophy and Religious Studies	2017	Brewster A-330	328-6121
<a href="#">Crystal Chambers</a>	Education	2018	Ragsdale Hall 212	328-4649

**Faculty Senate Agenda**  
**January 26, 2016**  
**Attachment 3.**

**COMMITTEE ON COMMITTEES REPORT**  
Election of one member to Appellate Faculty Grievance Committee

**Nominee: Tony Polito, Business**

<b>Regular Members</b>	<b>Academic Unit</b>	<b>Faculty Status</b>	<b>Term</b>	<b>College/School</b>	<b>Office Location</b>	<b>Mail #</b>	<b>Office #</b>
Tara Gallien	Health and Human Performance	Asst. Professor	2016	Health and Human Perf.	Belk 3206	529	328-1552
Karen Voytecki	Education	Assoc. Professor	2016	Education	Rivers 101NB	504	328-5747
Chris Duffrin	Medicine	Asst. Professor	2018	Medicine	Family Medicine 101	654	744-2589
Carolyn Dunn	Engineering & Technology	Asst. Professor	2018	Engineering & Technology	Sci. & Tech	130	328-9661
Sheresa Blanchard	Human Dev. & Family Science	Asst. Professor	2018	Health & Human Perf.	Rivers W127	505	737-2075
<b>Alternate Members (with vote)</b>							
Laxmansa Katwa	Medicine	Assoc. Professor	2016	Medicine	Brody 6N98	634	744-1906
<b>OPEN</b>			<b>2017</b>				
Alexandra Shlapentokh	Mathematics	Professor	2017	Arts & Sciences	Austin 231	561	328-4108
Hanna Jubran	Art and Design	Professor	2017	Fine Arts & Communication	Jenkins 127	502	328-1303



Christine Avenarius	Anthropology	Assoc. Professor	2017	Arts & Sciences	Flanagan 213	568	328-9446
<b>Ex-Officio Member (without vote)</b>							
John Stiller	Chair of the Faculty	Assoc. Professor	2016	Biology	Howell Sc. S301-A	551	328-2738

**Faculty Senate Agenda  
January 26, 2016  
Attachment 4.**

**COMMITTEE ON COMMITTEES REPORT**  
Election of one member to Appellate Grievance Board

**Nominee: Kim Larson, Nursing**

<b>Regular Members</b>	<b>Academic Unit</b>	<b>Faculty Status</b>	<b>Term</b>	<b>College/School</b>	<b>Office Location</b>	<b>Mail #</b>	<b>Office #</b>
Jan Mayo	Academic Library Services	Asst. Professor	2016	Academic Library Svcs.	Joyner 1200	516	328-0293
James Holloway	Business	Professor	2016	Business	Slay 330	503	737-1042
Steve Cerutti	Foreign Lang. & Literatures	Assoc. Professor	2017	Arts & Sciences	Bate 332	556	328-6031
Bob Kulesher	Allied Health Sciences	Assoc. Professor	2017	Allied Health Sciences	Health Sc Bldg. 4340	668	744-6174
Elaine Yontz	Education	Professor	2017	Education	Ragsdale 112	172	737-1150
<b>Alternate Members</b>							
Alethia Cook	Political Science	Assoc. Professor	2016	Arts & Sciences	Brewster A134	564	328-5869
Mamadi Corra	Sociology	Assoc. Professor	2016	Arts & Sciences	Brewster A420	567	328-4836
Rodney Roberts	Philosophy and Religious Studies	Assoc. Professor	2016	Arts & Sciences	Brewster A440	562	328-6113
Karen Kelly	Medicine	Assoc. Professor	2017	Medicine	Brody 7S10	642	744-4655
<b>OPEN</b>			<b>2017</b>				
Daniel Shouse	Academic Library Svcs	Assoc. Professor	2017	Academic Lib. Services	Joyner 2503	516	328-2270
Ron Cortright	Health & Human Performance	Professor	2017	Health & Human Perf.	Ward 378	743	737-4678

**COMMITTEE ON COMMITTEES REPORT**

First Reading of Proposed Revision to the University Curriculum Committee Charge

(Deletion is noted in ~~strike through~~ and addition in **bold print**.)

1. Name: ~~University~~ **Undergraduate** Curriculum Committee
2. Membership:  
8 elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee considers undergraduate courses (through 4000-level) and programs and has the responsibility of assuring the quality of course offerings regardless of mode of course delivery.
  - B. The committee recommends policies and procedures governing the acceptability of programs and courses.
  - C. The committee reviews requests for permission to establish new degree programs, certificates, and minors.
  - D. The committee reviews and acts on proposals for new courses and course revisions.
  - E. The committee reviews and acts on proposals for new degree programs, certificates, and minors and on revisions to established degree programs, certificates, and minors.
  - F. The committee reviews and acts on revisions to the standards and requirements for admission to and retention in degree programs, certificates, and minors.
  - G. The committee considers other items that affect the curriculum of undergraduate programs.
  - H. The committee acts on recommendations from the Council of for Teacher Education regarding proposed changes in teacher education requirements.
  - I. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that corresponds to the Committee's charge and recommends changes as necessary.
  - J. The chair or appointed representative serves as a member on the Academic Program Development Collaborative Team, and as appropriate, any university-wide administrative committee that involves undergraduate curriculum.
5. To Whom The Committee Reports:  
The committee makes its recommendations to the Faculty Senate. The committee reports on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.

6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
  7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to report on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.
  8. Standard Meeting Time:  
The committee meeting time is scheduled for the second and fourth Thursday of each month.
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**Faculty Senate Agenda  
January 26, 2016  
Attachment 6.**

**ADMISSION AND RETENTION POLICIES COMMITTEE REPORT**

Proposed revisions to the University Undergraduate Catalog,  
Section 5: Academic Regulations, After Schedule Change Period

Following Faculty Senate approval ([#14-55](#)) of the creation of a New WE Grade, Withdrawal with Extenuating Circumstances and revisions to related policies, the ECU academic rule for an undergraduate student's withdrawal from a course or term was changed and became effective fall 2015. Therefore, the Committee recommends that the current text in the University Undergraduate Catalog, Section 5: Academic Regulations, After Schedule Change Period be changed to read as follows:

New text in catalog being added

"Course Withdrawal Allotment

Students may withdraw from up to 16 semester hours during their undergraduate career. Students may use these withdrawals between the end of the Course Adjustment Period and the deadline to withdraw from term-length courses without a grade, which is 60% of regularly scheduled class meetings, exclusive of final exams.

During Course Adjustment Period

The Course Adjustment Period is limited to the first five days of classes of the fall and spring semesters. During the summer, the Course Adjustment Period is limited to the first two days of classes each summer term. Students may refer to ECU's academic calendar for specific dates (<http://www.ecu.edu/fsonline/senate/fscalend.cfm>). During the Course Adjustment Period, a student may drop or add a course(s) to his/her schedule. Course drops during this period do not count against a student's Course Withdrawal allotment of 16 semester hours.

After Course Adjustment Period

Students are expected to complete all the courses for which they are registered at the close of the Course Adjustment Period. The consequences of withdrawing from a course or term may affect a student's progress in a major, tuition surcharge, and/or financial aid. The impact of a Course/Term Withdrawal is as follows:

## Impact of Course or Term Withdrawals for Non-Extenuating and Extenuating Circumstances

<i>Effect of Withdrawals on:</i>	<i>Non-Extenuating Circumstances</i>	<i>Extenuating Circumstances</i>
Tuition Surcharge	Course(s) count in surcharge calculation	None
Transcript	Withdrawal (W) noted on Transcript	
Grade Point Average (GPA)	None (for withdrawals within 60% of academic term)	
Attempted Hours	Courses(s) count as attempted hours	
Financial Aid	Course(s) subject to financial aid and Satisfactory Academic Progress rules	

### Course Withdrawal

During the first 60 percent of the regularly scheduled class meetings (exclusive of final exams), a student may withdraw from the course after consultation with his/her advisor. There are two options for requesting the withdrawal. The preferred option is that the student's advisor email the Office of the Registrar (copying the student) at [regis@ecu.edu](mailto:regis@ecu.edu). The second option is that the student email the Office of the Registrar at [regis@ecu.edu](mailto:regis@ecu.edu). If the student initiates the request, the Office of the Registrar will contact the student's advisor for approval prior to granting the request. For either option, the request to the Office of the Registrar should include the student's name, Banner ID, and course prefix and number of the withdrawn course(s). Please refer to Course or Term Withdrawal Refund Rule below.

The same 60 percent withdrawal period rule also applies to block courses of other lengths. It is the student's responsibility to consult the official ECU academic calendar to determine the appropriate withdrawal period for such block courses. (<http://www.ecu.edu/fsonline/senate/fscalend.cfm>)

Extenuating circumstances, however, can warrant consideration for withdrawal by exception. Students may petition the Dean of Students for Course Withdrawals by exception.

(<http://www.ecu.edu/deanofstudents/>) Petitions for withdrawal after the 60 percent withdrawal period deadline will typically be granted only for unforeseen and uncontrollable medical, psychological, or personal reasons directly affecting the course(s). The following are not considered a sufficient basis for exception: poor performance in course work, missed deadlines, change of major, a course grade's adverse effect on the student's grade point average, probationary standing, or other eligibility. The Dean of Students cannot accept requests after the last regularly scheduled class meeting prior to the final examination for the course(s) in question. Students whose request is received after the last class meeting or whose request is denied by the Dean of Students may appeal to the Student Academic Appellate Committee (SAAC). The decision of the Student Academic Appellate Committee is final. (<http://www.ecu.edu/deanofstudents/faqs.cfm>).

### Term Withdrawal

Students desiring to withdraw from an academic term should meet with an academic advisor to review consequences and policies. The student must then obtain an official withdrawal form located on the website of the Office of the Registrar ([www.ecu.edu/registrar](http://www.ecu.edu/registrar)). After the student has obtained the signatures of the various officials designated on the form, the student must submit the form to the Office of the Registrar for final approval by email: [regis@ecu.edu](mailto:regis@ecu.edu). The Office of the Registrar will accept a completed form that is scanned and sent via the student's ECU email address.

**Withdrawal Requests Made Within 60% of the Academic Term:** During the first 60 percent of regularly scheduled class meetings (exclusive of final exams), a student may withdraw from the university without receiving grades for courses in which he/she is enrolled.

Withdrawal Requests Made Beyond 60% of the Academic Term: After 60 percent of regularly scheduled class meetings (exclusive of final exams), a student withdrawing from the university shall receive no credit for the courses in which he/she is passing at the time of withdrawal. A student will receive a grade of F for all courses in which he/she is failing at the time of withdrawal.

Please Note: A term withdrawal is not charged to a student's Course Withdrawal allotment of 16 semester hours.

#### Course or Term Withdrawal Refund Rule

It is to the financial advantage of students withdrawing, dropping to part-time status, or dropping to a lower block of credit hours to do so as early as possible in the term. Refunds for tuition and fees (excluding room and board charges that are determined by contractual agreement) will be considered during the twenty (20) class day refund period in fall and spring and the five (5) day refund period during summer. No refunds will be considered after the published "last day for partial refund".

#### Current text in catalog being deleted

##### ~~"After Schedule Change Period~~

~~During the first 60 percent of the regularly scheduled class meetings of a course (including the meeting for the final examination), a student may withdraw the course. After consultation with his or her advisor, the student secures the signature of the advisor on the schedule change form and takes it to the Office of the Registrar for processing or the request to withdraw the course may be emailed to regis@ecu.edu. Students enrolled in a distance education course must email DEDrops@ecu.edu from their ECU email account to request a course withdraw or drop. The same 60 percent withdraw-period rule applies to block courses of other lengths as well. Ordinarily, a student may withdraw up to four courses or a smaller prorated number in pursuit of a university degree. (See Course Withdraw Allocations, below.) It is the student's responsibility to consult official documents and/or the university calendar to determine the appropriate withdraw period for such block courses. Extenuating circumstances, however, can warrant consideration for withdraw by exception, as explained below.~~

~~Petitions for withdraws after the deadline for course withdraws will typically be granted only for unforeseen and uncontrollable medical, psychological, or personal problems directly affecting the course(s) to be withdrawn. Students may petition the Student Academic Appellate Committee through the Office of the Registrar for withdraws by exception (withdraws after the 60 percent withdraw period, withdraws beyond student's allotted number, and withdraws not counted against the allotted number). Poor performance in course work; missed deadlines; change of major; or a course grade's adverse effect on the student's grade point average, probationary standing, or other eligibility is not in itself a sufficient basis for exception. The decision of the Student Academic Appellate Committee is final.~~

~~Course withdraws for medical problems will be heard by Student Health Services and course withdraws for psychological problems will be heard by the Center for Counseling and Student Development. The written appeal must contain the rationale for the appeal and documentation of personal, family, or medical problems and how these problems affected the course(s) to be withdrawn. Student Health Services and the Center for Counseling and Student Development will not accept requests after the last regularly scheduled class meeting prior to the final examination for the course(s) in question except where earlier requests could not have been foreseen.~~

~~Students whose petitions for withdraws are denied by Student Health Services or the Center for Counseling and Student Development may appeal the decision to the Student Academic Appellate Committee. The decision of the Student Academic Appellate Committee is final."~~