



2017-2018 FACULTY SENATE

The sixth regular meeting of the 2017/2018 Faculty Senate will be held on **Tuesday, February 27, 2018**, at 2:10 pm in the Mendenhall Student Center Great Rooms.

AGENDA

Mediasite Link for live or later viewing:

<https://mediasite.ecu.edu/MS/Play/344f08d9ed6545578328ca9bf7f4a6811d>

I. Call to Order

II. Approval of Minutes

[January 30, 2018](#)

III. Special Order of the Day

A. Roll Call

B. [Announcements](#)

C. Cecil Staton, Chancellor

[The University of North Carolina System Funding Model Task Force Report](#)

D. George Bailey, Faculty Assembly Delegate

Report on [February 23, 2018](#) UNC Faculty Assembly Meeting

E. John Stiller, Chair of the Faculty

F. Election of Five Members to the Faculty Officers Nominating Committee
(as prescribed in *ECU Faculty Manual*, [Part II, Section II](#), attachment 1)

G. Approval of Spring Graduation List, including Honors Program graduates

H. Question Period

IV. Unfinished Business

V. Report of Graduate Council

Graduate Council, Ron Preston

Formal faculty advice on curriculum and academic matters acted on and recorded in the [January 22, 2018](#), and [February 12, 2018](#) Graduate Council minutes, including curriculum action items (GC 18-2, GC 18-3) within the Graduate Curriculum Committee meeting minutes from [December 6, 2017](#), and [January 17, 2018](#) which included level 3 programmatic actions which were forwarded

to the Educational Policies and Planning Committee (EPPC), and included a revision of an existing degree: Physician Assistant (MS) in the Department of Physician Assistant Studies within the College of Allied Health Sciences; a proposal of a New Certificate: Sustainable Tourism and Hospitality in the School of Hospitality Leadership within the College of Business; and a revision of an Existing Degree: Psychology (MA) in the Department of Psychology within the Harriot College of Arts and Sciences. All other items in the GCC minutes were level 1 curriculum matters. Policy action items (GC 18-4) within the [February 12, 2018](#) Graduate Council meeting minutes, included a change to the Graduate Catalog to include a “Conditional Admission” status; and a revision to the “Readmission” policy in the Graduate Catalog.

VI. Report of Committees

A. Academic Awards Committee, Angela Dresselhaus

Proposed Selection Procedures for new Annual Service-Learning Teaching Excellence Award (attachment 2).

B. Writing Across the Curriculum Committee, Jen Scott Mobley

Curriculum and academic matters contained in the meeting minutes of [February 12, 2018](#) including removal of writing intensive designation (WI) for KINE 4991 and the addition of WI designation for KINE 4150, NURS 3750, NURS 4750, HLTH 4006 and THEA 3300.

C. General Education and Instructional Effectiveness Committee, George Bailey

Curriculum and academic matters acted on and recorded in the [January 22, 2018](#) meeting minutes including a revised General Education Credit proposal form and area instructions, Global Diversity credit for HDFS 3714: Global Perspectives in Early Childhood, General Education Social Science credit for GEOG 2300: Environmental Geography and a change to the General Education designation for HIST 1051, HIST 1030, HIST 1031, HIST 1050 and HIST 2300 from Social Sciences General Education credit to Humanities General Education credit.

D. Undergraduate Curriculum Committee, Jean Luc Scemama

Curriculum and academic matters acted on and recorded in the [January 25, 2018](#) meeting minutes including curricular actions within College of Engineering and Technology and Department of English and curriculum and academic matters acted on and recorded in the [February 8, 2018](#) meeting minutes including curricular actions within Department of English and Department of Economics.

E. Educational Policies and Planning Committee, Mark Bowler

1. Revision to ECU’s policy defining one credit-hour (attachment 3).
2. Curriculum and academic matters acted on and recorded in the [February 9, 2018](#) meeting minutes including discussion on [notice to withdraw](#) from the Joint PhD in Integrative Coastal and Marine Sciences with UNCW, request to Deliver Online: MAEd in Curriculum and Instruction (English and History Education) in the Department of Literacy Studies, English Education and History Education within the College of Education, request to discontinue: BS in Athletic Training in the Department of Health Education and Promotion within the College of Health and Human Performance, request to approve the movement of the 4C Certificate in Entrepreneurship from the Department of Management to the Miller School of Entrepreneurship within the College of Business, request to increase program hours (1 SH from 99 to 100 credit hours): MS in Physician Assistant in the Department of Physician Assistant Studies within the College of Allied Health Sciences, request to establish a MS in Mechanical Engineering in the Department of Engineering within the College of Engineering and Technology, request to establish a BS in Software Engineering in the Department of Computer Science within the College of Engineering and Technology, and a request to

establish a MS in Data Science in the Department of Computer Science within the College of Engineering and Technology.

F. Calendar Committee, Mark McCarthy

1. Proposed Summer 2019, Fall 2019 and Spring 2020 University Academic Calendars (attachment 4).
2. Updated Format for University Academic Calendars, for information only (attachment 5).

G. Admission and Retention Policies Committee, Jay Newhard

1. Proposed revision to the *University Undergraduate Catalog*, Academic Regulations, Grading System, Change of Grade (attachment 6).
2. Proposed deletion to the *University Undergraduate Catalog*, Academic Regulations, Grade Replacement Policy (attachment 7).

H. Faculty Welfare Committee, Jacqueline De Chabert-Rios

Formal Faculty Advice on Revised Tobacco Use on Campus Regulation (attachment 8).

VII. New Business

**Faculty Senate Agenda
February 27, 2018
Attachment 1.**

Election of Five Members to the Faculty Officers Nominating Committee

ECU Faculty Manual, [Part II, Section II](#) states:

“At the second regular meeting of the spring semester the elected members of the Faculty Senate shall nominate and elect a nominating committee to consist of five members. The nominating committee shall be elected from the ranks of elected members of the Faculty Senate by a majority of those present and voting. Voting for members of the nominating committee shall be by written, secret ballot. The nominating committee elected by the Faculty Senate shall submit to the Secretary of the Faculty a slate of candidates for each office of the Faculty Senate at an organizational meeting to be held on a Tuesday following the last regular meeting of the spring semester but before the beginning of the examination period.”

**Faculty Senate Agenda
February 27, 2018
Attachment 2.**

ACADEMIC AWARDS COMMITTEE

Proposed Selection Procedures for new Annual Service-Learning Teaching Excellence Award

Objective

The Service-Learning Teaching Excellence Award recognizes a faculty member’s unique time, effort, and planning for successful academic service-learning instruction. Service-learning is rooted in an academic discipline and provides learning experiences for students with meaningful assistance to the community. Through organized community-based learning activities, students address community needs and provide meaningful connections with community experiences, employing regular reflective practices for the purpose of personalizing the learning experience.

Award Per Year

A maximum of two awards will be awarded annually. Each award will carry a \$1,000 monetary prize and will be included in a special awards ceremony each spring.

Eligibility

All full-time faculty who have been involved in ECU service-learning course work in the academic year in which they are selected and in at least one previous year.

Nominees must:

- have had experience teaching a designated service-learning course within an academic year,
- have demonstrated results/impact in student's learning from community-based experiences in the course(s),
- have demonstrated excellence in teaching with respect to service-learning, as evidenced by innovative projects and partnerships, course evaluations and incorporation of service-learning best practices in the course,
- have demonstrated meaningful positive difference/change/impact in the community related to the service-learning course(s),
- have demonstrated collaborative work/planning with the community organization or constituents to build student learning while "doing good" in the community

- have demonstrated how the service-learning work described has enhanced ECU's strategic priorities, and
- have demonstrated how service-learning has enhanced the faculty member's professional development in teaching, scholarship, and/ or service.

Nomination Procedures and Guidelines

Nominations may be made in the following ways:

1. by the department-level academic units (including areas of concentration)
2. by other representatives in the faculty member's field of work, including community partners
3. by deans and department heads
4. by representatives from the Center for Leadership and Civic Engagement

Nominations are made by submitting a letter addressing the criteria outlined above. The letter must specify why the nominee deserves the award and should be submitted either electronically or in hardcopy form to the Office for Faculty Excellence (OFE) in Joyner Library Rm. 1001 no later than 5 p.m. on September 15th, or the next business day if the 15th falls on a weekend. Nominees will be contacted by the OFE following the nomination deadline and provided with information about the application packet they must submit if they wish to pursue the award.

Nominees who wish to pursue the award must submit their application packets electronically via flash-drive or website to the OFE no later than 5 p.m. on November 1st, or the next business day if the 1st falls on a weekend. Directions for flash-drive or website submission will be provided. In addition, nominees will be asked to complete an information sheet with their name as it should be listed, academic rank, department, and college or school, as well as a photograph at least 2.5" x 3" with a minimum resolution of 300.

The application packet:

1. should include representative examples of the faculty member's instruction methods, including the incorporation of student reflection.
2. must contain the following in this order:
 - Contents: itemized list of all materials in the application packet
 - Nomination letter
 - 500-word essay describing the nominee's excellence in teaching with respect to service-learning, including the impact on student's reflective learning from community-based experiences in the course(s) and how the service-learning course has enhanced ECU's strategic priorities and the related academic discipline
 - CV: a complete curriculum vitae, highlighting the nominee's innovative projects and partnerships, course evaluations
 - Supportive letter from a community partner that addresses the reciprocity of the partnership and clear positive difference/change/impact in the community related to the service-learning course
 - Additional supporting materials (evidence that the nominee exemplifies the award criteria): At least 1, and no more than 3, examples of service-learning activity that can be submitted electronically. Examples include, but are not limited to: 1) course syllabi; 2) scholarly publications; 3) description of projects; 4) peer teaching reviews; 5) departmental awards; 6) letters of support from current and former students.
3. must adhere to the specifications presented here; those that do not may be disqualified.
4. should utilize appropriate margins, fonts, type sizes, and colors to ensure readability.
5. must not exceed 50 pages, excluding the itemized list and vitae.

Evaluation Procedures

In September, the selection committee will be convened by the Director of the Office for Faculty Excellence and will consist of 2 members of the Academic Awards Committee, elected by the committee; 1 faculty member elected by the Service Learning Committee; 1 faculty member appointed by the Chair of the Faculty; and 1 member appointed by the Center for Leadership and Civic Engagement. The selection committee will have at least one faculty member experienced in successful academic service-learning instruction; preferably a previous service-learning teaching excellence award winner.

In November, packets will be made available to members of the selection committee via the Blackboard course management software and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines.

In early January, the selection committee will identify their top candidates in rank order for committee discussion and, by scoring determine the recipient(s) of the Service-Learning Teaching Excellence Award. The committee will forward the name(s) of the winning candidate(s) and their academic service-learning award packet to the Vice Chancellor for Student Affairs. The Vice Chancellor will review the selected candidate(s) materials and, upon concurrence, make the public announcement of the award. If the Vice Chancellor does not concur, the Vice Chancellor will meet with the selection committee to seek resolution.

In the Spring, the award recipient(s) will be recognized during the annual Teaching Awards Ceremony. Following the public announcement of this award, the Vice Chancellor for Student Affairs and/or Director of the Center for Leadership and Civic Engagement will send letters of recognition to the recipient and letters of appreciation to nominees.

The award winning portfolio(s) will be kept on file for public review in the Office for Faculty Excellence Reading Room, Joyner Library.

Faculty Senate Agenda February 27, 2018 Attachment 3.

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT Revision to ECU's Policy Defining One Credit-Hour

Recommendation to the Educational Policies and Planning Committee from the ECU SACS 5th Year Report Educational Programs and Policies Sub-Committee addressing SACS Requirement 10.7 (Policies for Awarding Credit). The reason for revising ECU's policy, which passed SACS review in 2013, is that ECU has expanded how courses are taught.

Note: the material designated below in both policies as the Federal definition of a credit hour is stipulated by the Federal Government and so cannot be altered.

The new **bold** text below would replace the current ECU Policy.

"Policy: REG02.07.01

Title: Definition of a Semester Credit Hour

Category: Academic Affairs

Sub-category: Accreditation, Assessment and Other Academic Matters

Authority: Provost and Senior Vice Chancellor for Academic Affairs

History: Adopted 06/2011; Revised 04/2018

Contact: Director for Academic Planning and Accreditation

Related Policies:

Additional References:

- **Southern Association for Colleges and Schools Commission on Colleges, Principles of Accreditation**
- **UNC Policy Manual 400.1.6**
- **ECU Faculty Manual, Part VI, Section VII**

1. Purpose and Applicability

ECU adheres to the federal definition of credit hour as well as UNC Policy Manual 400.1.6. This regulation applies to all courses at all levels that award academic credit (i.e. any course that appears on an official transcript issued by the university) regardless of the mode of delivery or site of instruction, including but not limited to self-paced, online, blended/hybrid, lecture, seminar, studio, laboratory, independent studies, internship, practicum, service learning, and other experiential learning activities. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this regulation.

2. Federal Definition of the Credit Hour

For purposes of the application of this regulation at ECU and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

2.1 One hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2.2 At least an equivalent amount of work as required outlined in item 2.1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (34 CFR 668.8, July 1, 2011)

3. UNC Policy Manual 400.1.6

UNC Policy Manual 400.1.6 (adopted 07/12/96; amended 07/01/07) requires that all UNC system campuses must ensure that every course offered for academic credit adheres to the standard of a minimum of 750 scheduled minutes of instructional time or the equivalent per credit hour. The time may include required examination periods, but may not include study days.

4. Procedure for Determining Credit Hours

Program and curriculum development are faculty responsibilities. Per ECU Faculty Manual Part VI, Section VII, the number of credit hours and the level of credits are determined when a new course or a revision to an existing course is proposed. Curriculum Committees of each unit within ECU shall comply with this regulation in their review and approval of all courses and for certifying that the expected student learning outcomes and activities for the course meets the credit hour definition.

The Undergraduate Curriculum Committee and the Graduate Curriculum Committee are responsible for ensuring that new and revised courses comply with the university's credit

hour standards as set forth in this regulation. Course proposals are examined for learning outcomes, instructional format and contact time as well as for assignments and evaluation mechanisms.”

Current ECU Policy 2017-2018

“Definition of a Semester Credit Hour, Version 1

Policy REG02.07.01

Title Definition of a Semester Credit Hour

Category Academic Affairs

Sub-category Accreditation, Assessment and Other Academic Matters

Authority Provost and Senior Vice Chancellor for Academic Affairs

History June, 2011

Contact Associate Provost for Academic Program Planning and Development (328-5358)

Related Policies

Additional References Resource Manual for the Principles of Accreditation

1. Introduction

New federal regulations essentially delegate responsibility for defining a credit hour to the accrediting agencies. SACS (4.9) now requires that “the institution has policies and procedures for determining the credit hours awarded for courses and programs that (1) conform to commonly accepted practices in higher education and (2) include the federal definition of credit hour as outlined in Commission policy.”

1.1. Academic credit has provided the basis for measuring the amount of engaged learning time expected of a typical student enrolled not only in traditional classroom settings but also laboratories, studios, internships and other experiential learning, and distance and correspondence education.

1.2. Students, institutions, employers, and others rely on the common currency of academic credit to support a wide range of activities, including the transfer of students from one institution to another.

1.3. The purpose of this policy is to clearly indicate to faculty, administrators and students SACS and ECU’s expectations regarding credits, to set forth the federal regulations regarding the award of credit, and to establish the definition of “credit hour” used by East Carolina University in policies, regulations, rules and reports, in the absence of any stated exception or alternative definition.

2. Federal Definition of the Credit Hour.

For purposes of the application of this regulation at ECU and in accord with federal regulations, A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

2.1 One hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2.2 At least an equivalent amount of work as required outlined in item 2.1 above for other academic activities as established by the institution including laboratory work, internships,

**Faculty Senate Agenda
February 27, 2018
Attachment 4.**

CALENDAR COMMITTEE REPORT

Proposed Summer 2019, Fall 2019 and Spring 2020 University Academic Calendars

Summer Session 2019

First Session

(Actual days First Session: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for final examinations)

March 15, Friday	Early registration for special populations begins at 1:00 pm.
March 18, Monday	Registration for Summer Session begins.
May 10, Friday	New student registration; schedule adjustments.
May 13, Monday	Classes begin; schedule adjustments.
May 14, Tuesday	Last day for registration and schedule adjustments (drop and add) for first session by 5:00 pm.
May 15, Wednesday	Census Day (Official enrollment count taken at 5:00 pm).
May 27, Monday	State Holiday (no classes).
June 4, Tuesday	Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
June 17, Monday	Classes end. Last day for submission of grade replacement requests.
June 17, Monday	Last day for faculty to remove incompletes for graduate courses from first Summer Semester 2018.
June 18, Tuesday	Final examinations.
June 21, Friday	Grades due at 8:00 am.

Second Session

(Actual days Second Session: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for final examinations)

March 15, Friday	Early registration for special populations begins at 1:00 pm.
March 18, Monday	Registration for Summer Session begins.
June 19, Wednesday	New student registration; schedule adjustments.
June 20, Thursday	Classes begin; schedule adjustments.
June 21, Friday	Last day for registration and schedule adjustments (drop and add) for second session by 5:00 pm.
June 24, Monday	Census Day (Official enrollment count taken at 5:00 pm).
July 4, Thursday	State Holiday (no classes).
July 12, Friday	Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
July 25, Thursday	Classes end. Last day for submission of grade replacement requests.

July 25, Thursday	Last day for faculty to remove incompletes for graduate courses from second Summer Semester 2018.
July 26, Friday	Final examinations.
July 30, Monday	Grades due at noon.

Summer Session 2019

11-Week Summer Session

(Actual class days: 10 Mondays, 10 Tuesdays, 10 Wednesdays, 10 Thursdays, 10 Fridays, 1 day for final examinations)

March 15, Friday	Early registration for special populations begins at 1:00 pm.
March 18, Monday	Registration for 11-Week Summer Session begins.
May 10, Friday	New student registration; schedule adjustments.
May 13, Monday	Classes begin; schedule adjustments.
May 14, Tuesday	Last day for registration and schedule adjustments (drop and add) by 5:00 pm.
May 15, Wednesday	Census Day (Official enrollment count taken at 5:00 pm).
May 27, Monday	State Holiday (no classes).
June 18-19, Tuesday and Wednesday	Midsummer Break (no classes).
June 26, Wednesday	Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
July 4, Thursday	State Holiday (no classes).
July 25, Thursday	Classes end. Last day for submission of grade replacement requests.
July 25, Thursday	Last day for faculty to remove incompletes for graduate courses from 11-week Summer Semester 2018.
July 26, Friday	Final examinations.
July 29, Monday	Grades due at noon.

Fall Semester 2019

(Actual class days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays.
Effective class days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays)

March 15, Friday	Early registration for special populations begins at 1:00 pm.
March 18, Monday	Registration for Fall Semester 2019 begins.
August 16, Friday	Convocation at 9:00 am; Faculty meetings.
August 16, Friday	Advising, registration, and schedule adjustments.
August 19, Monday	Classes begin; schedule adjustments.
August 23, Friday	Last day registration and schedule adjustments (drop and add) by 5:00 pm.
August 30, Friday	Census Day (Official enrollment count taken at 5:00 pm).
September 2, Monday	State Holiday.
October 5-8, Saturday-Tuesday	Fall Break.
October 9, Wednesday	8:00 am - Classes resume.
October 21 – 25,	Advising for Spring Semester 2020.

Monday-Friday	
October 28, Monday	Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
November 1, Friday	Early registration for special populations begins at 1:00 pm.
November 4, Monday	Registration for Spring Semester 2020 begins.
November 21, Thursday	Undergraduate students last day to remove incompletes given during Spring and/or Summer Session 2019.
November 27-December 1, Wednesday-Sunday	Thanksgiving Break.
December 2, Monday	8:00 am - Classes resume.
December 3, Tuesday	Classes end. Last day for submission of grade replacement requests.
December 3, Tuesday	Graduate students last day to remove incompletes given during Fall Semester 2018.
December 4, Wednesday	Reading day.
December 5, Thursday	Final Examinations begin.
December 12, Thursday	Exams for Fall Semester close at 4:30 pm.
December 13, Friday	Commencement.
December 14, Saturday	Grades due at 4:30 p.m.

Fall Semester 2019

Examination Schedule

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 5 - December 12). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 5 - December 12). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December 5 - December 12). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

FREN 1001, 2003, SPAN 1001, 2004, GERM 1001	5:00 - 7:30 Tuesday, December 10
FREN 1002, SPAN 1002, 2003, GERM 1002	5:00 - 7:30 Wednesday, December 11
MATH 1066	5:00 - 7:30 Friday, December 6

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Monday, December 9
8:00 TTh	8:00 - 10:30 Tuesday, December 10
9:00 MWF	8:00 - 10:30 Wednesday, December 11
9:00 TTh (9:30)	8:00 - 10:30 Thursday, December 12
10:00 MWF	8:00 - 10:30 Friday, December 6
10:00 TTh	8:00 - 10:30 Thursday, December 5
11:00 MWF	11:00 - 1:30 Monday, December 9
11:00 TTh	11:00 - 1:30 Thursday, December 5
12:00 MWF	11:00 - 1:30 Wednesday, December 11
12:00 TTh (12:30)	11:00 - 1:30 Thursday, December 12
1:00 MWF	11:00 - 1:30 Friday, December 6
1:00 TTh	11:00 - 1:30 Tuesday, December 10
2:00 MWF	2:00 - 4:30 Monday, December 9
2:00 TTh	2:00 - 4:30 Tuesday, December 10
3:00 MWF (3:30)	2:00 - 4:30 Wednesday, December 11
3:00 TTh (3:30)	2:00 - 4:30 Thursday, December 5
4:00 MWF	2:00 - 4:30 Friday, December 6
4:00 TTh	2:00 - 4:30 Thursday, December 12
5:00 MWF	5:00 - 7:30 Monday, December 9
5:00 TTh	5:00 - 7:30 Thursday, December 5

Spring Semester 2020

(Actual class days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 13 Fridays.
Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays.)

November 1, Friday	Early registration for special populations begins at 1:00 pm.
November 4, Monday	Registration for Spring Semester 2020 begins.
January 10, Friday	Advising and schedule adjustments.
January 13, Monday	Classes begin; schedule adjustments.
January 17, Friday	Last day for registration and schedule adjustments (drop and add) by 5:00 pm.
January 20, Monday	State Holiday (no classes).
January 27, Monday	Census Day (Official enrollment count taken at 5:00 pm).
March 8-15, Sunday – Sunday	Spring Break.
March 16, Monday	8:00 am - Classes resume.
March 16-20, Monday-Friday	Advising for Summer Sessions and Fall Semester 2020.

March 25, Wednesday	Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
March 27, Friday	Early registration for special populations begins at 1:00 pm.
March 30, Monday	Registration for Summer Sessions and Fall Semester 2020 begins.
April 10 - 11 Friday-Saturday	State Holiday (no classes).
April 16, Thursday	Undergraduate students last day to remove incompletes given during Fall Semester 2019.
April 28, Tuesday	State holiday makeup day. Classes which would have met on Friday, April 10, will meet on this day so there will effectively be the same number of Fridays and Tuesdays as every other weekday during the semester; Tuesday classes will not meet.
April 28, Tuesday	Classes end. Last day for submission of grade replacement requests.
April 28, Tuesday	Graduate students last day to remove incompletes given Spring Semester 2019.
April 29, Wednesday	Reading day.
April 30, Thursday	Final examinations begin.
May 7, Thursday	Exams for Spring Semester close at 4:30 pm.
May 8, Friday	Commencement.
May 11, Monday	Grades due at 8:00 a.m.

Spring Semester 2020
Examination Schedule

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. The final exam meeting is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 30 – May 7). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 30 – May 7). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period (April 30 – May 7). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes)

Common examinations, including DE sections, will be held according to the following schedule:

FREN 1001, 2003, SPAN 1001, 2004, GERM 1001	5:00 - 7:30 Friday, May 1
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FREN 1002, SPAN 1002, 2003, GERM 1002	5:00 - 7:30 Monday, May 4
MATH 1066	5:00 - 7:30 Tuesday, May 5

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, May 1
8:00 TTh	8:00 - 10:30 Thursday, April 30
9:00 MWF	8:00 - 10:30 Monday, May 4
9:00 TTh (9:30)	8:00 - 10:30 Tuesday, May 5
10:00 MWF	8:00 - 10:30 Wednesday, May 6
10:00 TTh	8:00 - 10:30 Thursday, May 7
11:00 MWF	11:00 - 1:30 Friday, May 1
11:00 TTh	11:00 - 1:30 Thursday, May 7
12:00 MWF	11:00 - 1:30 Monday, May 4
12:00 TTh (12:30)	11:00 - 1:30 Tuesday, May 5
1:00 MWF	11:00 - 1:30 Wednesday, May 6
1:00 TTh	11:00 - 1:30 Thursday, April 30
2:00 MWF	2:00 - 4:30 Friday, May 1
2:00 TTh	2:00 - 4:30 Thursday, Apr 30
3:00 MWF (3:30)	2:00 - 4:30 Monday, May 4
3:00 TTh (3:30)	2:00 - 4:30 Thursday, May 7
4:00 MWF	2:00 - 4:30 Wednesday, May 6
4:00 TTh	2:00 - 4:30 Tuesday, May 5
5:00 MWF	5:00 - 7:30 Wednesday, May 6
5:00 TTh	5:00 - 7:30 Thursday, April 30

**Faculty Senate Agenda
February 27, 2018
Attachment 5.**

CALENDAR COMMITTEE REPORT

For Information Only

Updated Format for University Academic Calendars

20xx-20xx University Academic Calendar

Summer Session 20xx

First Session

(Actual days First Session: x Mondays, x Tuesdays, x Wednesdays, x Thursdays,
x Fridays, x day for final examinations)

March xx, Friday	Early registration for special populations begins at 1:00 pm.
March xx, Monday	Registration for Summer Session begins.
May xx, Friday	New student registration; schedule adjustments.
May xx, Monday	Classes begin; schedule adjustments. (Must be one week post commencement/graduation)
May xx, Tuesday	Last day for registration and schedule adjustments (drop and add) for first session by 5:00 pm. (Second class day)
May xx, Wednesday	Census Day (Official enrollment count taken at 5:00 pm). (Third day of class-per GA definition it must be 10% of the term)
May xx, Monday	State Holiday (no classes). (Observance of Memorial Day)

June xx,	Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be withdrawn only during the first 60% of their regularly scheduled class meetings. (Based on Financial Aid 60% of semester)
June xx, Monday	Classes end. Last day for submission of grade replacement requests.
June xx, Monday	Last day for faculty to remove incompletes for graduate courses from the previous year's first summer semester. (Same as last class day)
June xx, Tuesday	Final examinations.
June xx, Friday	Grades due at 8:00 a.m.

Second Session

(Actual days Second Session: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays, x day for final examinations)

March xx, Friday	Early registration for special populations begins at 1:00 pm.
March xx, Monday	Registration for Summer Session begins.
June xx, Wednesday	New student registration; schedule adjustments.
June xx, Thursday	Classes begin; schedule adjustments; (Must be one day between final exams of first summer session and first day of classes second summer session).
June xx, Friday	Last day for registration and schedule adjustments (drop and add) for Second Summer Session by 5:00 pm. (Second class day)
June xx, Monday	Census Day (Official enrollment count taken at 5:00 pm). (Third day of class-per GA definition it must be 10% of the term).
July 4, weekday	State Holiday (no classes). (Observance of Independence Day)
July xx,	Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be withdrawn only during the first 60% of their regularly scheduled class meetings. (Based on Financial Aid 60% of semester)
July/August xx, Thursday	Classes end. Last day for submission of grade replacement requests.
July/August xx, Thursday	Last day for faculty to remove incompletes for graduate courses from the previous year's second summer semester. (Same as last class day)
July/August xx, Friday	Final examinations.
July/August xx, Monday	Grades due at noon.

Summer Session 20xx

11-Week Summer Session

(Actual class days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays, x day for final examinations)

March xx, Friday	Early registration for special populations begins at 1:00 pm.
March xx, Monday	Registration for 11-Week Summer Session begins.
May xx, Friday	New student registration; schedule adjustments.
May xx, Monday	Classes begin; schedule adjustments; (Must be one week post commencement/graduation).
May xx, Tuesday	Last day for registration and schedule adjustments (drop and add) by 5:00 pm. (Second class day)

May xx, Wednesday	Census Day (Official enrollment count taken at 5:00 pm). (Third day of class-per GA definition it must be 10% of the term).
May xx, Monday	State Holiday (no classes). (Observance of Memorial Day)
June xx-xx, Tuesday and Wednesday	Midsummer Break (no classes). (First summer session final exam day and one day break between first and second summer sessions)
June xx	Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be withdrawn only during the first 60% of their regularly scheduled class meetings. (Based on Financial Aid 60% of semester)
July 4, weekday	State Holiday (no classes). (Observance of Independence Day)
July/August xx, Thursday	Classes end. Last day for submission of grade replacement requests.
July/August xx, Thursday	Last day for faculty to remove incompletes for graduate courses from previous year's 11- week summer semester. (Same as last class day)
July/August xx, Friday	Final examinations.
July/August xx, Monday	Grades due at noon.

Fall Semester 20xx

(Actual class days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays.
Effective class days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays)

March xx, Friday	Early registration for special populations begins at 1:00 pm.
March xx, Monday	Registration for Fall Semester 20xx begins.
August xx, Friday	Faculty meetings. Faculty convocation.
August xx, Friday	Advising, registration, and schedule adjustments.
August xx, Monday	Classes begin; schedule adjustments.
August xx, Friday	Last day for registration and schedule adjustments (drop and add) by 5:00 pm. (Fifth class day)
September xx, Monday	State Holiday (no classes). (Observance of Labor Day)
August xx, Friday or September xx, Tuesday	Census Day (Official enrollment count taken at 5:00 pm). (Census is taken on the 10th class day for fall and spring semesters.)
October xx-xx, Saturday-Tuesday	Fall Break.
October xx, Wednesday	8:00 am - Classes resume.
October xx-xx, Monday-Friday	Advising for Spring Semester 20xx. (One week prior to early registration begins)
October xx	Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be withdrawn only during the first 60% of their regularly scheduled class meetings. (Based on Financial Aid 60% of semester)
October xx, Friday	Early registration for special populations begins at 1:00 pm. (Friday prior to open registration)
October xx, Monday	Registration for Spring Semester 20xx begins. (Must be after the last day of course withdrawals)
November xx-xx, Wednesday-Sunday	Thanksgiving Break.

November/December xx, Monday	8:00 am - Classes resume.
November/December xx	Undergraduate students last day to remove incompletes given during Spring and/or Summer Session 20xx. (Three weeks prior to the end of final exams)
December xx, Monday	Graduate students last day to remove incompletes given during Fall 20xx. (Same as last class day)
December xx, Monday	Classes end. Last day for submission of grade replacement requests.
December xx, Tuesday	Reading day.
December xx, Wednesday	Final Examinations begin.
December xx, Wednesday	Exams for Fall Semester close at 4:30 pm. (Final exams end on Wednesday)
December xx, Friday	Commencement. (Must be on Friday)
December xx, Friday	Grades due at 4:30 pm.

Fall Semester 20xx

Examination Schedule

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December xx - December xx). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December xx- December xx). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December xx - December xx). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes)

Common examinations, including DE sections, will be held according to the following schedule:

FREN 1001, 2003, SPAN 1001, 2004, GERM 1001	5:00 - 7:30 Tuesday, December xx
FREN 1002, SPAN 1002, 2003, GERM 1002	5:00 - 7:30 Wednesday, December xx
MATH 1066	5:00 - 7:30 Friday, December xx

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Monday, December xx
8:00 TTh	8:00 - 10:30 Tuesday, December xx

9:00 MWF	8:00 - 10:30 Wednesday, December xx
9:00 TTh (9:30)	8:00 - 10:30 Wednesday, December xx
10:00 MWF	8:00 - 10:30 Friday, December xx
10:00 TTh	8:00 - 10:30 Thursday, December xx
11:00 MWF	11:00 - 1:30 Monday, December xx
11:00 TTh	11:00 - 1:30 Thursday, December xx
12:00 MWF	11:00 - 1:30 Wednesday, December xx
12:00 TTh (12:30)	11:00 - 1:30 Wednesday, December xx
1:00 MWF	11:00 - 1:30 Friday, December xx
1:00 TTh	11:00 - 1:30 Tuesday, December xx
2:00 MWF	2:00 - 4:30 Monday, December xx
2:00 TTh	2:00 - 4:30 Tuesday, December xx
3:00 MWF (3:30)	2:00 - 4:30 Wednesday, December xx
3:00 TTh (3:30)	2:00 - 4:30 Thursday, December xx
4:00 MWF	2:00 - 4:30 Friday, December xx
4:00 TTh	2:00 - 4:30 Wednesday, December xx
5:00 MWF	5:00 - 7:30 Monday, December xx
5:00 TTh	5:00 - 7:30 Thursday, December xx

Spring Semester 20xx

(Actual class days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays.
Effective class days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays.)

October xx, Friday	Early registration for special populations begins at 1:00 pm.
October xx, Monday	Registration for Spring Semester 20xx begins.
January xx, Friday	Advising, registration, and schedule adjustments.
January xx, Monday	Classes begin; schedule adjustments.
January xx, Friday	Last day for registration and schedule adjustments (drop and add) by 5:00 pm. (Fifth class day)
January xx, Monday	State Holiday (no classes). (Observance of Martin Luther King's Birthday)
January xx,	Census Day (Official enrollment count taken at 5:00 pm). (Census is taken on the 10th class day for fall and spring semesters.)
March xx-xx, Sunday – Sunday	Spring Break.
March xx, Monday	8:00 am - Classes resume.
March xx-xx, Monday-Friday	Advising for Summer Sessions and Fall Semester 20xx. (The week after Spring Break)
March xx	Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be withdrawn only during the first 60% of their regularly scheduled class meetings. (Based on Financial Aid 60% of semester)
March xx, Friday	Early registration for special populations begins at 1:00 pm. (Friday prior to open registration)
March xx, Monday	Registration for Summer Sessions and Fall Semester 20xx begins. (Must be after the last day of course withdrawals)
March/April xx-xx Friday-Saturday	State Holiday (no classes)
April xx	Undergraduate students last day to remove incompletes given during Fall Semester 20xx. (Three weeks prior to the end of final exams)

April xx, Tuesday (optional)	State holiday makeup day. Classes which would have met on Friday, April xx, will meet on this day so there will effectively be the same number of Fridays and Tuesdays as every other weekday during the semester; Tuesday classes will not meet. (Not needed if classes begin on Friday; same as last day of class)
April xx	Graduate students last day to remove incompletes given during Spring Semester and/or Summer Session 20xx. (Same as last class day)
April xx, Tuesday	Classes end. Last day for submission of grade replacement requests.
April xx, Wednesday	Reading day. (May be considered on Saturday or Sunday when classes end on Friday.)
April xx, Thursday	Final examinations begin.
May xx, Thursday	Exams for Spring Semester close at 4:30 pm.
May xx, Friday	Commencement. (Must be on Friday)
May xx, Saturday	Grades due at 4:30 pm.

Spring Semester 20xx

Examination Schedule

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. The final exam meeting is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (May xx). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (May xx). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period (May xx). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes)

Common examinations, including DE sections, will be held according to the following schedule:

MATH 1066	5:00 - 7:30 Friday, April xx
FREN 1001, 2003, SPAN 1001, 2004, GERM 1001	5:00 - 7:30 Monday, May xx
FREN 1002, SPAN 1002, 2003, GERM 1002	5:00 - 7:30 Tuesday, May xx

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, May xx
8:00 TTh	8:00 - 10:30 Thursday, April xx
9:00 MWF	8:00 - 10:30 Monday, May xx
9:00 TTh (9:30)	8:00 - 10:30 Tuesday, May xx
10:00 MWF	8:00 - 10:30 Wednesday, May xx
10:00 TTh	8:00 - 10:30 Thursday, May xx

11:00 MWF	11:00 - 1:30 Friday, May xx
11:00 TTh	11:00 - 1:30 Thursday, May xx
12:00 MWF	11:00 - 1:30 Monday, May xx
12:00 TTh (12:30)	11:00 - 1:30 Tuesday, May xx
1:00 MWF	11:00 - 1:30 Wednesday, May xx
1:00 TTh	11:00 - 1:30 Thursday, Apr xx
2:00 MWF	2:00 - 4:30 Friday, May xx
2:00 TTh	2:00 - 4:30 Thursday, Apr xx
3:00 MWF (3:30)	2:00 - 4:30 Monday, May xx
3:00 TTh (3:30)	2:00 - 4:30 Thursday, May xx
4:00 MWF	2:00 - 4:30 Wednesday, May xx
4:00 TTh	2:00 - 4:30 Tuesday, May xx
5:00 MWF	5:00 - 7:30 Wednesday, May xx
5:00 TTh	5:00 - 7:30 Thursday, Apr xx

Faculty Senate Agenda
February 27, 2018
Attachment 6.

ADMISSIONS AND RETENTION POLICIES COMMITTEE REPORT

Proposed revision to the *University Undergraduate Catalog*,
Academic Regulations, Grading System, Change of Grade

Revision to the *University Undergraduate Catalog*, Academic Regulations, Grading System, Change of Grade by **replacing the current text** with the new **bold** text in the catalog, as follows:

“Change of Grade

~~A change in grade, other than I (incomplete), for any reason, must be made within one year from the date the original grade was received.~~

“A change in grade, other than I (incomplete), for any reason, must be made within one year from the date the original grade was received. Grade changes are initiated by the primary instructor of a course. If the primary instructor is unavailable to complete the change, a request may be initiated via memo to the University Registrar by the departmental chairperson of the course. Approved reasons for a change of grade by someone other than the primary instructor include death or serious illness of the primary instructor, terminated employment of the primary instructor with East Carolina University (where the primary instructor no longer can access the system), and instructor lack of access to online grading or email functions. In each instance, appropriate documentation regarding the change of grade must be submitted to the University Registrar, along with the request, and will remain a part of the student’s academic record.”

**Faculty Senate Agenda
February 27, 2018
Attachment 7.**

ADMISSIONS AND RETENTION POLICIES COMMITTEE REPORT
Proposed deletion to the *University Undergraduate Catalog*,
Academic Regulations, Grade Replacement Policy

Delete ~~strikethrough bold~~ text from the current text in the catalog, as follows:

[Grade Replacement Policy](#)

“A student is permitted to use the Grade Replacement Policy a maximum of four times for courses ~~below 3000~~ in which he or she has earned a grade C-, D+, D, D- or F. For example, a student may replace a grade in four different courses or may replace a single course grade a maximum of four times or a combination thereof not to exceed the limits of the policy. Approval to use the policy will not be given if a student wishes to repeat a course after he or she has successfully completed an advanced course covering the same or similar material (e.g. a course for which the repeated course is a prerequisite.)

The grade replacements will be automatically processed for courses worth 3 or more semester hours. The student must request a grade replacement for 1 or 2 semester hour courses by completing a grade replacement form and submitting it to the Office of the Registrar. The grade replacement form must be submitted by the last day of classes of the semester in which the student retakes the course in order for the grade replacement(s) to be reflected in the student's GPA and Academic Standing for the current semester. Although the original grade will not be used in determining the GPA of the student, the original grade will remain on the student's permanent academic record and will be included in the calculation for degrees with distinction. The replacement grade, or last grade, stands. Students receiving an F on the replacement grade must repeat the course if credit is required for graduation. In the event that the original grade was a C-, D+, D, D-, no additional credit hours will be awarded. The grade replacement policy does not apply to courses taken prior to fall 1994.”

**Faculty Senate Agenda
February 27, 2018
Attachment 8.**

FACULTY WELFARE COMMITTEE REPORT
Formal Faculty Advice on Proposed Tobacco Use on Campus Regulation

The Committee encourages the creation of a Standard Operating Procedure to accompany this proposed regulation to detail implementation and enforcement procedures.

Below are suggested additions noted in **red** and deletions in ~~strikethrough~~.

Authority: Chancellor

History: Revised, December 4, 2008; Approved by Chancellor's Executive Council
January 12, 2009; July 2017

Related Policies: N.C. General Statutes 143-596 to 143-597 and 130A-491 to 130A-493.1

Additional References:

<http://www.ecu.edu/cs-dhs/prospectivehealth/>; <https://smokefree.gov>

Tobacco **and Vaping** Use on Campus Regulation

1. Introduction

1.1. This regulation governs all buildings and property that are owned, leased or occupied by East Carolina University (“university”). This regulation also governs the grounds and walkways of such properties and state vehicles.

1.2. This regulation is adopted in accordance with North Carolina law for purposes of improving public health and applies to all faculty, staff, students, visitors and patients. It is the responsibility of every member of the university community to conduct himself or herself in compliance with this regulation.

2. Tobacco **and Vaping** Use Restrictions

2.1. “Tobacco **and Vaping** use” is defined as the use of any product containing, made, or derived from tobacco **and vaping** that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, and any component, part or accessory of a tobacco **and vaping** product, including but not limited to cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco **and vaping**; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cutting and sweepings of tobacco, e-cigarettes, hookah, and other kinds and forms of tobacco. Tobacco use shall be understood to also include vaping or vaporizing. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

2.1.1 Buildings: Effective August 14, 2008, smoking is prohibited inside university owned or leased buildings, including residence halls governed by the division of Student Affairs. The word “buildings” includes, but is not limited to, building walls, exits, entrances, air intakes, windows, exterior stairs, balconies, porches, breezeways or any other structure adjoining a campus building.

2.1.2 Grounds and Walkways: Effective January 1, 2018: Tobacco **and vaping** use is prohibited within 100 linear feet of all University buildings. Tobacco **and vaping** use may be prohibited in other outdoor spaces (beyond 100 feet) for safety or health reasons as approved by the Office of Environmental Health and Safety.

2.1.3 ECU Health Sciences Complex (“HSC”):

2.1.3.1 Tobacco **and vaping** use is prohibited on HSC grounds by ECU faculty, staff, students, patients and visitors. This regulation applies to parked cars on the grounds and to all property leased to, owned, or occupied by the HSC.

2.1.3.2 Offsite facilities: If a HSC facility is located off campus or otherwise away from the Health Science Center campus, the regulation will still apply.

2.1.4 State Vehicles: Effective January 1, 2009, smoking is prohibited in all state vehicles. State vehicles are defined as a passenger-carrying vehicle owned, leased or otherwise controlled by the State and assigned permanently or temporarily to a State employee, State agency, or institution for

official State business. One or more signs placed in conspicuous areas of the vehicle shall state that “smoking is prohibited” and may include the international “no smoking” symbol.

2.1.5 Exceptions

2.1.5.1 Tobacco **and vaping** use is permitted inside university buildings that are used for medical or scientific research to the extent that smoking is an integral part of the research. Tobacco **and vaping** use permitted under this subsection shall be confined to the area where the research is being conducted and as approved by the Office of Environmental Health and Safety.

2.1.5.2 For outside athletic venues that require ticketing with no re-entry, designated areas approved by the Office of Environmental Health and Safety shall remain in effect ~~at the discretion of the Athletic Director.~~

3. Implementation

3.1. Facilities Services, in consultation with the University Wellness Committee, shall be responsible for: (1) design, installation and maintenance of signage to promote awareness of the regulation at appropriate building locations and signage, (2) to indicate areas within 100 feet of university buildings that have been approved by an appropriate dean or vice chancellor as designated tobacco **and vaping** use areas, and (3) Facilities Services will provide appropriate receptacles for smoking waste in designated areas. **Signage should include a phone number to report infractions.**

3.2. Department heads will be responsible for installation and maintenance of signage in state vehicles under their control.

3.3. University Communication, Public Affairs & Marketing, with input from the University Wellness Committee, will implement a communications plan to highlight available tobacco use cessation services and inform the campus community about the regulation.

3.4. The University Wellness Committee, with support from Healthy Pirates and other student groups, will implement an educational campaign to inform, educate, and promote compliance with the regulation.

3.5. Ongoing implementation to promote compliance will be led by Student Health Services (with responsibility for educating students) and Human Resources (with responsibility for educating staff and in collaboration with Office for Faculty Excellence for educating faculty).

4. Enforcement

4.1. Deans, directors and department heads have **primary** responsibility for **administration education** and enforcement of this regulation **when it involves individuals within their respective units**. However, all members of the university community should promote compliance by educating visitors, patients and new faculty, staff and students. Students violating this regulation may be referred to the Dean of Students. Human Resources is available to assist with faculty and staff violations.

4.2. Visitors, patients, and students who violate the regulation should be reminded of the regulation and asked to comply. If a student refuses to comply with the regulation, the Dean of Students’ office should be contacted. That office will follow up with the student regarding the regulation and available resources.

4.3. Any university employee who violates the regulation should be reminded of the regulation and asked to comply. If an employee refuses to comply with the regulation, the **immediate supervisor of**

the employee will be advised. departmental representative will notify the immediate supervisor of the noncompliant employee. The immediate supervisor will follow up with the employee to remind him/her about the regulation and available resources. Continuing violations may also result in appropriate corrective action under the applicable disciplinary policy.

4.4. ECU Police may issue citations to anyone who violates this regulation. Citations result in a fine of up to \$25 and are subject to additional court costs **and/or other University policies relating to debts owed the University.**

5. Regulation Management

5.1 Human Resources will maintain and update this regulation as required. Human Resources is available to assist departments in policy interpretation and compliance. The University Wellness Committee is available to assist in efforts promoting compliance.