



# 2022-2023 FACULTY SENATE

The second regular meeting of the 2022-2023 Faculty Senate will be held on  
**Tuesday, October 4, 2022**, at 2:10 pm via WebEx.

## AGENDA

*\*Revised*

[WebEx meeting link](#)

- I. **Call to Order**
- II. **Approval of Minutes**  
[September 13, 2022](#)
- III. **Special Order of the Day**
  - A. Roll Call
  - B. [Announcements](#)
  - C. Philip Rogers, Chancellor
  - D. Virginia Hardy, Vice Chancellor for Student Affairs
  - E. Jon Gilbert, University Athletics Director
  - F. Cal Christian, NCAA Faculty Athletics Representative\*  
[Report on University Athletic Committee's Academic Integrity Subcommittee  
ECU Faculty and Staff Rules Education](#)
  - G. Pam Reis, Faculty Assembly Delegate  
[Report on September 16, 2022 UNC Faculty Assembly meeting](#)
  - H. Anne Ticknor, Chair of the Faculty
  - I. Approval of Fall 2022 Graduation Roster, including Honors College graduates
  - J. Question Period
- IV. **Unfinished Business**

## V. Report of Graduate Council

Ron Preston, Chair of the Graduate Council

Formal faculty advice on curriculum and academic matters acted on and recorded in the [September 19, 2022](#), Graduate Council meeting minutes, including Graduate Policy action item (GC 22-08) approved by the Graduate Council which included a catalog revision to the "[Thesis/Dissertation Language](#)" policy to allow students to submit a thesis/dissertation in a language other than English; a revision to the "[Electronic Thesis and Dissertation \(ETD\) Campus Access Restrictions](#)" policy to limit the length of the embargo period that restricts campus and public access; and a [formatting revision to the thesis and dissertation](#) to remove a blank page that currently exists and include the committee member names on the title page of said document.

## VI. Report of Committees

- A. University Budget Committee, Meghan Millea  
Feedback regarding committee priorities (for information only)
- B. Committee on Committees, Toyin Babatunde\*  
Election of **one two** 2024 term members to Appellate Committee (attachment 1)
- C. Calendar Committee, Kristen Brooks
  1. Summer 2022-Spring 2023 Student Application/Processing Dates (attachment 2)
  2. Removal of MATH 0045 from Common Final Exam Dates (attachment 3)
- D. Writing Across the Curriculum Committee, Lisa Ellison  
Curriculum and academic matters acted on and recorded in the [September 12, 2022](#) meeting including removal of writing intensive (WI) designation for RCTX 4990, and retention of writing intensive (WI) designation for SOCW 3402 after notification of curricular changes.
- E. Educational Policies and Planning Committee, John Collins  
Curriculum and academic matters acted on and recorded in the [September 9, 2022](#) meeting including:
  - Request to Deliver Online the BS in Clinical Laboratory Science within the Department of Clinical Laboratory Science within the College of Allied Health Sciences
  - APR unit response of Department of Criminal Justice
- F. General Education and Instructional Effectiveness Committee, Mary Tucker-McLaughlin  
Curriculum and academic matters acted on and recorded in the [September 19, 2022](#) meeting, including the following transfer credit approvals:
  - General Education Humanities (GE:HU) credit for English 202IN Children's Literature from Middlesex County Community College, Massachusetts
  - Global Diversity (GD) credit for HIS 1320, Comparative History/Gender from Winston-Salem State University

- Global Diversity (GD) credit for IAR 221, History and Theory of Design I from UNC Greensboro
- Global Diversity (GD) credit for 01:790:101, Nature of Politics from Rutgers University
- Global Diversity (GD) credit for GLY 125, Natural Disasters from UNC Wilmington
- General Education Humanities (GE:HU) credit for CLA 210, Mythology from UNC Wilmington
- Global Diversity (GD) credit for ANTH 1510, The Ways of Humankind: An Anthropological Perspective from Northwestern State University of Louisiana
- Global Diversity credit for PHI 210, Comparative Religion from Lehigh Community College
- Global Diversity (GD) credit for ART 130, Art Appreciation from Elizabeth State University
- Global Diversity (GD) credit for HIST 112 World Civilization since 1650 from American Military University
- Global Diversity (GD) credit for HI 216 Latin America to 1826 from NC State
- Global Diversity (GD) credit for GEOG 1101 Human Geography: People, Places and Cultures from the University of Georgia
- Global Diversity (GD) credit for ENG 2301, World Literature I from Winston-Salem State University.

G. Faculty Governance Committee, Mark Hand\*

Revisions to *University Undergraduate Catalog*, Academic Regulations, Grading System, Grade Appeals (attachment 4)

## VII. New Business

**Faculty Senate Agenda  
October 4, 2022  
Attachment 1.**

**COMMITTEE ON COMMITTEES REPORT**  
Election of two 2024 term members to Appellate Committee

**Nominees:**  
**Jennifer McKinnon, Professor, Department of History**  
**Randall Etheridge, Associate Professor, College of Engineering**

*3 year terms, no fewer than 10 members from rank of Professor, no fewer than 10 members from rank of Associate Professor, no more than 5 members from rank of Assistant Professor*

<b>Regular Members</b>	<b>Academic Unit</b>	<b>Faculty Status</b>	<b>Term</b>	<b>College/School</b>
Jeanne Hoover	Academic Library Services	Professor	2023	Academic Library Services
Donna Roberson	Nursing	Professor	2023	Nursing
Jo Anne Balanay	Health Education and Promotion	Associate Professor	2023	Health and Human Performance
John Dixon	Theatre and Dance	Associate Professor	2023	Fine Arts and Communication
Roman Pawlak	Allied Health Sciences	Associate Professor	2023	Allied Health Sciences
David Collier	Medicine	Professor	2023	Medicine
Sitawa Kimuna	Sociology	Professor	2023	Arts and Sciences
Brad Lockerbie	Political Science	Professor	2023	Arts and Sciences
Mario Rey	Music	Associate Professor	2023	Fine Arts and Communication
Karen Voytecki	Education	Associate Professor	2023	Education
<b>OPEN</b>			<b>2024</b>	
Peng Xiao	Mathematics	Associate Professor	2024	Arts and Sciences
Kelley Reinsmith-Jones	Social Work	Associate Professor	2024	Health and Human Performance
Michele Stacey	Criminal Justice	Associate Professor	2024	Arts and Sciences
Ralph Scott	Academic Library Services	Professor	2024	Academic Library Services
<b>OPEN</b>			<b>2024</b>	
Louis Warren	Education	Professor	2024	Education
Courtney Caiola	Nursing	Assistant Professor	2024	Nursing
Travis Lewis	Education	Assistant Professor	2024	Education
Brent Henze	English	Associate Professor	2024	Arts and Sciences
Lisa Barricella	Academic Library Services	Associate Professor	2025	Academic Library Services
Gregory Lapicki	Physics	Professor	2025	Arts and Sciences
Toyin Babatunde	Allied Health Sciences	Associate Professor	2025	Allied Health Sciences
Jeffrey Skibins	Recreation Sciences	Associate Professor	2025	Health and Human Performance
Carlos Melendez	Nursing	Assistant Professor	2025	Nursing
David Stewart	History	Associate Professor	2025	Arts and Sciences
Jamin Carson	Education	Associate Professor	2025	Education
Ken Luterbach	Education	Associate Professor	2025	Education
William Sugar	Education	Professor	2025	Education
Patricia Dragon	Academic Library Services	Associate Professor	2025	Academic Library Services

**Faculty Senate Agenda  
October 4, 2022  
Attachment 2.**

**CALENDAR COMMITTEE REPORT**  
Summer 2022-Spring 2023 Student Application/Processing Dates

<b>First Summer 2022</b>	
May 1, Sunday	Last day to apply for graduation for Summer
May 1, Sunday	Graduate School application deadline for Summer 1 (please check specific programs for their deadline)
May 11, Wednesday	Last day to pay without a processing fee by 5:00 p.m.
May 11, Wednesday	First schedule cancellation for anyone not paid by 5:00 p.m.
May 17, Tuesday	Second schedule cancellation for anyone not paid by 5:00 p.m.
July 15, Friday	Last day to submit a thesis or dissertation for Summer graduation
<b>Second Summer 2022</b>	
May 1, Sunday	Last day to apply for graduation for Summer
June 15, Wednesday	Graduate School application deadline for Summer 2 (please check specific programs for their deadline)
June 20, Monday	Last day to pay without a processing fee by 5:00 p.m.
June 20, Monday	First schedule cancellation for anyone not paid by 5:00 p.m.
June 24, Friday	Second schedule cancellation for anyone not paid by 5:00 p.m.
July 15, Friday	Last day to submit a thesis or dissertation for Summer graduation
<b>11 Week Summer 2022</b>	
May 1, Sunday	Last day to apply for graduation for Summer
June 1, day	Graduate School application deadline for Summer 11 week (please check specific programs for their deadline)
May 11, Wednesday	Last day to pay without a processing fee by 5:00 p.m.
May 11, Wednesday	First schedule cancellation for anyone not paid by 5:00 p.m.
May 17, Tuesday	Second schedule cancellation for anyone not paid by 5:00 p.m.
July 15, Friday	Last day to submit a thesis or dissertation for Summer graduation
<b>Fall Semester 2022</b>	
August 1, Monday	Graduate School application deadline for Fall (please check specific programs for their deadline)
August 11, Thursday	Last day to pay without a processing fee by 5:00 p.m.
August 11, Thursday	First schedule cancellation for anyone not paid by 5:00 p.m.
August 30, Tuesday	Second schedule cancellation for anyone not paid by 5:00 p.m.
September 15, Thursday	Last day to apply for graduation for Fall
November 25, Friday	Last day to submit a thesis or dissertation for Fall graduation
<b>Spring Semester 2023</b>	
December 15, Thursday	Graduate School application deadline for Spring (please check specific programs for their deadline)
December 15, Thursday	Last day to pay without a processing fee by 5:00 p.m.
December 15, Thursday	First schedule cancellation for anyone not paid by 5:00 p.m.
January 18, Wednesday	Second schedule cancellation for anyone not paid by 5:00 p.m.
February 1, Wednesday	Last day to apply for graduation for Spring
April 21, Friday	Last day to submit a thesis or dissertation for Spring graduation

**Faculty Senate Agenda  
October 4, 2022  
Attachment 3.**

**CALENDAR COMMITTEE REPORT**  
Removal of MATH 0045 from Common Final Exam Dates

Deletions in ~~strikethrough~~.

**Final Examinations Schedule - Fall Semester 2022**

There will be no departure from the posted 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 7 - 14). 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 7 - 14). 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 7 - 14).

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 Thursday, December 8
FREN 1002, SPAN 1002, 2003, GERM 1002	5:00 - 7:30 Friday, December 9
MATH 0001, <del>0045</del>	5:00 - 7:30 Tuesday, December 13

Time and days class regularly meets	Time and day of final examination
8:00 MWF	8:00 - 10:30 Monday, December 12
8:00 TTh	8:00 - 10:30 Tuesday, December 13
9:00 MWF	8:00 - 10:30 Thursday, December 8
9:00 TTh (9:30)	8:00 - 10:30 Wednesday, December 7
10:00 MWF	8:00 - 10:30 Friday, December 9
10:00 TTh	8:00 - 10:30 Wednesday, December 14
11:00 MWF	11:00 - 1:30 Monday, December 12
11:00 TTh	11:00 - 1:30 Tuesday, December 13
12:00 MWF	11:00 - 1:30 Thursday, December 8
12:00 TTh (12:30)	11:00 - 1:30 Wednesday, December 7
1:00 MWF	11:00 - 1:30 Friday, December 9
1:00 TTh	11:00 - 1:30 Wednesday, December 14
2:00 MWF	2:00 - 4:30 Monday, December 12
2:00 TTh	2:00 - 4:30 Tuesday, December 13
3:00 MWF (3:30)	2:00 - 4:30 Thursday, December 8

3:00 TTh (3:30)	2:00 - 4:30 Wednesday, December 7
4:00 MWF	2:00 - 4:30 Friday, December 9
4:00 TTh	2:00 - 4:30 Wednesday, December 14
5:00 MWF (5:30)	5:00 - 7:30 Monday, December 12
5:00 TTh (5:30)	5:00 - 7:30 Wednesday, December 7

Faculty Senate Resolution #21-07 (Approved by the Faculty Senate: February 23, 2021; Approved by the Chancellor: March 15, 2021)

Revised to add MATH 0001 and remove MATH 1065 common exam by FS Resolution #21-56 (Approved by the Faculty Senate: November 2, 2021; Approved by the Chancellor: December 14, 2021)

## Final Examinations Schedule - Spring Semester 2023

There will be no departure from the posted 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 (April 27 - May 4). 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 27 - May 4). 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 (April 27 - May 4).

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, May 2
FREN 1002, SPAN 1002, 2003, GERM 1002	5:00 - 7:30 Thursday, April 27
MATH 0001, 0045	5:00 - 7:30 Monday, May 1

Time and days class regularly meets	Time and day of final examination
8:00 MWF	8:00 - 10:30 Monday, May 1
8:00 TTh	8:00 - 10:30 Tuesday, May 2
9:00 MWF	8:00 - 10:30 Friday, April 28
9:00 TTh (9:30)	8:00 - 10:30 Wednesday, May 3
10:00 MWF	8:00 - 10:30 Thursday, April 27
10:00 TTh	8:00 - 10:30 Thursday, May 4
11:00 MWF	11:00 - 1:30 Monday, May 1
11:00 TTh	11:00 - 1:30 Tuesday, May 2
12:00 MWF	11:00 - 1:30 Friday, April 28
12:00 TTh (12:30)	11:00 - 1:30 Wednesday, May 3
1:00 MWF	11:00 - 1:30 Thursday, April 27
1:00 TTh	11:00 - 1:30 Thursday, May 4

2:00 MWF	2:00 - 4:30 Monday, May 1
2:00 TTh	2:00 - 4:30 Tuesday, May 2
3:00 MWF (3:30)	2:00 - 4:30 Friday, April 28
3:00 TTh (3:30)	2:00 - 4:30 Wednesday, May 3
4:00 MWF	2:00 - 4:30 Thursday, April 27
4:00 TTh	2:00 - 4:30 Thursday, May 4
5:00 MWF (5:30)	5:00 - 7:30 Friday, April 28
5:00 TTh (5:30)	5:00 - 7:30 Wednesday, May 3

Faculty Senate Resolution #21-07 (Approved by the Faculty Senate: February 23, 2021; Approved by the Chancellor: March 15, 2021)

Revised to add MATH 0001 and remove MATH 1065 common exam by FS Resolution #21-56 (Approved by the Faculty Senate: November 2, 2021; Approved by the Chancellor: December 14, 2021)

## Final Examinations Schedule - Fall Semester 2023

There will be no departure from the posted 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 6 - 13). 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 6 - 13). 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 6 - 13).

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 Monday, December 11
FREN 1002, SPAN 1002, 2003, GERM 1002	5:00 - 7:30 Wednesday, December 6
MATH 0001, 0045	5:00 - 7:30 Friday, December 8

Time and days class regularly meets	Time and day of final examination
8:00 MWF	8:00 - 10:30 Friday, December 8
8:00 TTh	8:00 - 10:30 Monday, December 11
9:00 MWF	8:00 - 10:30 Thursday, December 7
9:00 TTh (9:30)	8:00 - 10:30 Tuesday, December 12
10:00 MWF	8:00 - 10:30 Wednesday, December 6
10:00 TTh	8:00 - 10:30 Wednesday, December 13
11:00 MWF	11:00 - 1:30 Friday, December 8
11:00 TTh	11:00 - 1:30 Monday, December 11



12:00 MWF	11:00 - 1:30 Thursday, December 7
12:00 TTh (12:30)	11:00 - 1:30 Tuesday, December 12
1:00 MWF	11:00 - 1:30 Wednesday, December 6
1:00 TTh	11:00 - 1:30 Wednesday, December 13
2:00 MWF	2:00 - 4:30 Friday, December 8
2:00 TTh	2:00 - 4:30 Monday, December 11
3:00 MWF (3:30)	2:00 - 4:30 Thursday, December 7
3:00 TTh (3:30)	2:00 - 4:30 Tuesday, December 12
4:00 MWF	2:00 - 4:30 Wednesday, December 6
4:00 TTh	2:00 - 4:30 Wednesday, December 13
5:00 MWF (5:30)	5:00 - 7:30 Thursday, December 7
5:00 TTh (5:30)	5:00 - 7:30 Tuesday, December 12

Faculty Senate Resolution #22-11; Approved by the Faculty Senate: February 22, 2022; Approved by the Chancellor: March 29, 2022

## Final Examinations Schedule - Spring Semester 2024

There will be no departure from the posted 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 (April 25 - May 2). 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 25 - May 2). 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 (April 25 - May 2).

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, April 26
FREN 1002, SPAN 1002, 2003, GERM 1002	5:00 - 7:30 Monday, April 29
MATH 0001, 0045	5:00 - 7:30 Wednesday, May 1

Time and days class regularly meets	Time and day of final examination
8:00 MWF	8:00 - 10:30 Tuesday, April 30
8:00 TTh	8:00 - 10:30 Wednesday, May 1
9:00 MWF	8:00 - 10:30 Friday, April 26
9:00 TTh (9:30)	8:00 - 10:30 Thursday, April 25

10:00 MWF	8:00 - 10:30 Monday, April 29
10:00 TTh	8:00 - 10:30 Thursday, May 2
11:00 MWF	11:00 - 1:30 Tuesday, April 30
11:00 TTh	11:00 - 1:30 Wednesday, May 1
12:00 MWF	11:00 - 1:30 Friday, April 26
12:00 TTh (12:30)	11:00 - 1:30 Thursday, April 25
1:00 MWF	11:00 - 1:30 Monday, April 29
1:00 TTh	11:00 - 1:30 Thursday, May 2
2:00 MWF	2:00 - 4:30 Tuesday, April 30
2:00 TTh	2:00 - 4:30 Wednesday, May 1
3:00 MWF (3:30)	2:00 - 4:30 Friday, April 26
3:00 TTh (3:30)	2:00 - 4:30 Thursday, April 25
4:00 MWF	2:00 - 4:30 Monday, April 29
4:00 TTh	2:00 - 4:30 Thursday, May 2
5:00 MWF (5:30)	5:00 - 7:30 Tuesday, April 30
5:00 TTh (5:30)	5:00 - 7:30 Thursday, April 25

Faculty Senate Resolution #22-11; Approved by the Faculty Senate: February 22, 2022; Approved by the Chancellor: March 29, 2022

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**Faculty Senate Agenda  
October 4, 2022  
Attachment 4.**

**FACULTY GOVERNANCE COMMITTEE\***

Revision to *University Undergraduate Catalog, Academic Regulations, Grading System, Grade Appeals*

In March 2021 the Faculty Senate approved Resolution #21-27, which revised the Grade Appeal Policy in [Part VI.I.VIII.F.](#) of the *ECU Faculty Manual*. The catalog language about grade appeals is now out of date. This revision is intended to make the procedures the same between the *ECU Faculty Manual* and the *University Undergraduate Catalog* by replacing the language currently in the *Catalog* with the language from the *Faculty Manual*. These changes will also require the Registrar's Office to screen and update the websites where this information appears for the Undergraduate Grade Appeal Process. Those sites are:

<https://registrar.ecu.edu/grade-appeal-policy-and-process/>  
<https://registrar.ecu.edu/appeals-procedure/>

The clean copy is presented below, and will replace the current language in the [University Undergraduate Catalog, Academic Regulations, Grading System, Grade Appeals](#). **NOTE:** a Senator requested minor editorial corrections to the text that originally appeared in this agenda attachment, and these were made. A tracked-version of those changes appears [here](#), and the corrections were made below.

Grade Appeals

## I. Purpose

This grade appeal policy establishes a process by which undergraduate students can contest a course grade that they believe has been awarded in a manner inconsistent with university policies or that has resulted from calculation errors on the part of the instructor. All parties involved in a disagreement over the assignment of grades are expected to engage the process in good faith.

It is critical that students, faculty members, and administrators diligently monitor the grade entry deadline each academic period and be prepared to resolve issues related thereto swiftly since graduation, participation in internships, eligibility for scholarships, and the like, may be at stake. Through careful attention and organization on the part of all parties, ECU's mechanism for processing grade appeals can facilitate timely resolution while respecting rights and interests of faculty and students. Timeliness not only better prevents negative impacts of alleged grading errors but also allows faculty members to satisfy their responsibility and retain, if they wish, purview throughout the appeal process.

Accurate and appropriate record keeping is also critical to fair and swift resolution of disputes involving grades. According to the Records Retention and Disposition Schedule for the Institutions of the University of North Carolina System, Standard 12.21, academic materials and records documenting examinations, tests, term papers, and other course work completed by but not returned to the student are to be retained for at least one year, or until challenges are resolved. Standard 12.16 applies to "Records documenting grades assigned by instructors to students enrolled in courses." Such records are to be destroyed in office "3 years after recorded on student's permanent transcript record."

## II. Statement of Grade Appeal; Jurisdiction for Grade Appeals

The evaluation of student performance is based upon the professional judgment of instructors. The grade assigned by the instructor is assumed to be correct and the student appealing the grade must justify the need for a change of the grade assigned.

To prevail in a grade appeal under this policy, the student has the burden of showing at least one of the following:

1. An error was made in grade computation;
2. Standards different from those established in written department, school, college, or university policies, if specific policies exist, were used in assigning the grade;
3. The instructor departed substantially from instructor's previously articulated, written standards, without notifying students, in determining the grade; or
4. Grade assigned was arbitrary or capricious based on the information in the record.

If a student's concern does not relate to the assignment of grades under any of the above claims, other policies collected [here](#) may provide an opportunity for addressing student concerns.

## III. Grade Appeal Process (Steps 1-4):

A grade appeal must be initiated within 48 hours following the "Grades Due" deadline in the academic calendar. A grade appeal is initiated when the student requests that the faculty member review the assigned grade by sending a request in writing by email from their university email account to the university email account of the faculty member and the unit administrator (i.e., department chair, school director) of the unit offering the course. Failure to do so will be considered a forfeiture of the student's right to pursue a grade appeal.

The grade appeal policy is structured so that the instructor will make a determination as to whether they will meet the timeline for responses and actively participate in the grade appeal resolution processes specified below. If the instructor determines they will not participate, because of travel plans, the conclusion of their contract, or other reasons, their unit administrator will act on their behalf. Instructors that determine that they will not be available to address the grade appeal per this policy must inform their unit administrator within 24 hours of receiving the student's appeal so the unit administrator can perform the role of instructor. To be considered, relevant material should be provided to the unit administrator as close to that 24 hour window as possible.

If the instructor is nonresponsive, the unit administrator will act in lieu of the instructor of record for the purpose of grade appeals.

In any case that the unit administrator is acting in lieu of the instructor, access to the grade book will be granted for the appeal in accordance with [Senate Resolution #20-83](#) and the unit administrator will apprise all parties of the final resolution to the appeal.

#### Step 1. Meeting between Student and Instructor

The first step to resolve differences between an instructor and student concerning a grade involves a virtual or face-to-face meeting between the parties not later than 96 hours after the "Grades Due" deadline. During the meeting, the student shall be provided the opportunity to state their position and provide evidence to support the grade appeal. Many cases can be resolved at this stage by mutual listening.

When the unit administrator is acting in lieu of the instructor, it may take some time to become acquainted with the record, thus, the initial meeting with the student may occur at any time within the first seven days following the "Grades Due" deadline. In these cases, the unit administrator will designate a member of the unit with an administrative role to serve as unit administrator for the purpose of the grade appeal.

If the unit administrator is the originally assigned instructor for the course, the dean's designee (i.e., a member of the dean's staff assigned to grade appeals) will appoint an individual with administrative role (program director, assistant/associate dean, etc.) to act in lieu of the unit administrator for purposes of these procedures.

#### Step 2. Consultation with Unit Administrator

##### A. Written Statement of Appeal.

If the instructor and student cannot resolve the appeal, and the student wishes to pursue the matter further, a written appeal must be presented to the unit administrator (or the person serving in lieu of the unit administrator) in which the course is offered by the end of ten days (240 hours) from the time of the "Grades Due" deadline. The written grade appeal must include the following:

- a. A statement addressing how the appeal meets one or more of the four standards necessary for a grade appeal.
- b. A description of the outcome of the initial discussion with the instructor, and a statement of what the student considers a fair resolution.
- c. Any relevant materials the student would like to be reviewed as part of the appeal process.
- d. A copy of the course syllabus and assignment descriptions.

##### B. Review of Appeal Materials.

Following submission of the grade appeal by the student, the unit administrator (or the person serving in lieu of the unit administrator) may request additional materials from the student or instructor. The unit administrator (or the person serving in lieu of the unit administrator) shall share all materials with the instructor immediately upon receipt to provide the instructor the opportunity to evaluate and respond. Additional grading information may be requested from the instructor as part of the record of the grade appeal.

#### C. Instructor's Decision.

After receiving a copy of the appeal materials from the unit administrator (or the person serving in lieu of the unit administrator), the instructor must convey their decision in writing to the unit administrator (or the person serving in lieu of the unit administrator) within seven calendar days. The unit administrator (or the person serving in lieu of the unit administrator) will discuss this response with the instructor and will provide the student with written notification of the outcome of this step within 48 hours of receiving the instructor's response.

In the event that the instructor does not submit a response to the unit administrator (or the person serving in lieu of the unit administrator), does not provide grades or other material relevant to the appeal, or otherwise declines to participate at any point in the process, the appeal will be presented to the Grade Appeal Committee for resolution.

#### Step. 3. Appeal to Grade Appeal Committee

A. Statement of Appeal. If after the review of the written notification of the outcome from the unit administrator (or the person serving in lieu of the unit administrator) the student wishes to pursue the matter further, the student must submit the appeal record to the dean's designee within seven calendar days so it can be conveyed to the committee.

B. The dean's designee will form a three-member hearing committee that shall include three faculty members from the college: one selected by the student, one selected by the instructor of record (or the unit administrator acting in lieu of the instructor of record), and one appointed by the college dean. In order to adhere to the required timeline, colleges will need to establish or maintain a list of faculty members willing to make themselves available for the process. A hearing will be held within one week. Prior to the hearing, the members of the committee will meet and elect a hearing committee chair who will preside over the hearing and facilitate the drafting and submission of the recommendation. The dean's designee will be available to the hearing committee as a resource.

C. Grade Appeal Committee Hearing. The committee members shall be furnished with all relevant materials in the case under consideration as soon as the committee is formed. The hearing, which may be virtual or face-to-face, will be attended by the student, the instructor, the committee, and the dean's designee. The student and the faculty member will each state their view of the situation, provide documentation, and respond to questions from the committee, the dean's designee, and each other, as appropriate.

D. Deliberation of the Committee. The function of the Grade Appeal Committee shall be to evaluate the appeal in terms of the stated grounds for the appeal. A majority shall prevail in the committee. The dean's designee does not have a vote.

E. Committee Recommendation. The committee shall present a written recommendation to the dean (or substitute, different from the dean's designee). The committee's recommendation may be to make no change to the assigned grade or to raise the assigned grade, but in no case shall the

committee recommend a reduction in the student's grade. The committee shall provide a written justification of its recommendation to the college dean, including minority opinions (when they exist), no later than seven calendar days after the committee's hearing.

F. Final Decision by Dean. The college dean shall make the final decision on the grade appeal following receipt of the recommendation from the Grade Appeal Committee. The dean shall inform both the student and the instructor of the decision, in writing, within seven calendar days. The dean shall also inform the student and instructor of the committee's recommendation and provide both parties with copies of the committee report.

G. Updating the Academic Record (if applicable). In the case of a change of grade, the dean shall implement the change of grade on the student's official transcript through the change of grade procedure within 3 days of receiving the Grade Appeal Committee's Recommendation.

H. Notification to Other Parties. The college dean shall forward a written record of the results of all grade appeals to the appropriate Vice Chancellor within fourteen calendar days. College deans shall also provide an annual summary to the Faculty Senate of the number of cases heard and the aggregate result of the process.

Hours/days of Grades Due Deadline	Description
48 hours (2 days) of Grades Due deadline	Deadline for student to appeal to instructor in writing, copying unit administrator
24 hours (1 day) of instructor's receipt of appeal	Optional: Deadline for the instructor to notify unit administrator (or the person serving in lieu of the unit administrator) if the instructor will be unavailable to address the grade appeal and turn over relevant material
96 hours (4 days) of Grades Due deadline	Deadline for meeting between student and instructor/person acting in lieu of instructor
168 hours (7 days) of Grades Due deadline	Optional: Deadline for student and unit administrator to meet if the unit administrator acts in lieu of the instructor
240 hours (10 days) of Grades due deadline	Deadline for student to decide if they will continue the appeal
408 hours (17 days) of Grades due deadline	Deadline for instructor to render decision to unit administrator (or the person serving in lieu of the unit administrator)
456 hours (19 days) of Grades Due deadline	Deadline for unit administrator (or the person serving in lieu of the unit administrator) to discuss response with instructor and to convey the instructor's response to the student.
168 hours (7 days) from receipt of instructor's decision	Deadline for student to submit an appeal of the instructor's decision to the unit administrator (or the person serving in lieu of the unit administrator)
168 hours (7 days) from receipt of student's appeal	Deadline for hearing
168 hours (7 days) from hearing	Deadline for submission of committee's recommendation
168 hours (7 days) from receipt of recommendation	Deadline for dean to notify the student and instructor of final decision