

To: Joel Avrin, Faculty President
From: Kim Harris, Chair FAPSC
Date: November 4, 2019
Re: Motion to revise the Academic Policy concerning Baccalaureate Degree Progression and Tuition Surcharge

Appendices:

Tracked Changes: UNC Charlotte Academic Policy and Procedure: Degree Progression and Tuition Surcharge

Motion. At our September 25, 2019 meeting, the Faculty Academic Policy and Standards Committee voted unanimously to recommend revisions to the UNC Charlotte Academic Policy concerning Baccalaureate Degree Progression and Tuition Surcharge. A version of the current policy with the tracked recommended changes is appended as a separate document.

Justification.

- The committee agreed that the changes to the policy were appropriate since the tuition surcharge was repealed on July 1, 2019.
- Any other references to the tuition surcharge that may be found in the academic policies should be deleted.

UNC CHARLOTTE ACADEMIC POLICY: BACCALAUREATE DEGREE PROGRESSION AND TUITION SURCHARGE

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I. Introduction

All baccalaureate degrees require completion of 120 credit hours (except for programs that have applied for and received a waiver to exceed 120 credit hours from the UNC Charlotte Board of Trustees), including all requirements for a major field of study.

~~Undergraduate students who attempt more than 140 credit hours (or more than 110% of the hours required to complete their baccalaureate degree program) are subject to a 50% tuition surcharge on the excess hours taken.~~

II. Policy Statement

COURSE LOAD

A course load of 15-18 credit hours constitutes a normal full semester load for undergraduates. A student must complete 15-16 credit hours per semester to complete a bachelor's degree in four academic years. Enrollment in more than 18 credit hours in a semester requires advance approval of the dean of the student's major college. An undergraduate student enrolled in 12 or more credit hours is considered to be a full-time student and must pay full tuition and fees.

A standard load for an undergraduate student enrolled in a summer session is up to 7 credit hours. Enrollment in more than 7 credit hours in a single summer session, or in concurrent summer sessions (e.g., a 10-week and a 5-week session), requires advance approval of the dean of the student's major college.

The appropriate course load for an undergraduate student is dependent on two factors: scholastic ability as reflected by the student's academic history and available study time. Successful academic achievement usually requires at least two hours of study per week outside of class for each credit hour in which the student is enrolled. For example, enrollment in 16 credit hours would require minimally 32 hours of outside preparation per week.

TUITION SURCHARGE

~~UNC Charlotte follows regulations regarding Tuition Surcharge established by the State of North Carolina. These regulations change frequently. The current state policy can be found at <https://ninercentral.uncc.edu/billing-payments-refunds/tuition-and-fees/tuition-surcharge-waiver>.~~

UNC CHARLOTTE ACADEMIC POLICY: WITHDRAWAL AND CANCELLATION OF ENROLLMENT

I. Introduction

Once a student has registered for classes and it becomes necessary to terminate the registration, there are two possible courses of action: (1) withdrawal from classes and/or from the University, or (2) Cancellation of Enrollment. This policy sets forth the academic effects of cancelling enrollment and/or withdrawal from courses and determines the limitations of hours from which certain students can withdraw with a grade of "W".

II. Policy Statement

Students are expected to complete all courses for which they are registered at the close of the Add/Drop Period. These courses will appear on the transcript, count as attempted hours, and except for withdrawals allowed under this policy, receive grades used in the GPA calculation. All types of termination, including withdrawal, withdrawal for extenuating circumstances, and Cancellation of Enrollment are subject to all financial aid and satisfactory academic progress rules.

WITHDRAWALS (WITHOUT EXTENUATING CIRCUMSTANCES)

Students are allowed opportunities to withdraw from classes and receive a grade of W, subject to the following conditions:

Deadline

The deadline to withdraw from one or more courses (including withdrawal from all courses) is at the 60% completion point of the term. The precise date for each term will be published in the [Academic Calendar](#). After this deadline, late withdrawal will only be allowed for approved extenuating circumstances.

Grade of W

A grade of W will be recorded for each withdrawal without extenuating circumstances. Courses marked W do not count in GPA calculations, but do count in [Tuition Surcharge calculations for undergraduate students and](#) attempted hour calculations for all undergraduate and graduate students.

W-Limit Hours (Undergraduate Students Only)

Undergraduate students may receive a grade of W for no more than 16 credit hours over the course of their Academic Careers. Students may only withdraw from a course if they have enough remaining "W-Limit Hours," as shown in the following examples:

- A student has already received W grades for 14 credit hours and thus has only 2 W-Limit Hours left. The student may not withdraw from a 3-credit course, but could withdraw from a 1- or 2-credit course.
- Another student has 12 remaining W-Limit Hours and is currently taking five 3-credit courses. The student would like to withdraw from all courses but lacks approved extenuating circumstances, and thus must choose at least one course in which to stay enrolled.

Students who are unable to withdraw from a course but stop attending the course will be assigned a grade by the instructor for partial work.

WITHDRAWAL FOR EXTENUATING CIRCUMSTANCES

Students who experience serious extenuating circumstances (personal or medical crisis or military deployment) may request a withdrawal for extenuating circumstances. The [Dean of Students Office](#) is responsible for developing and communicating standards and procedures in conjunction with the Colleges that govern these decisions (see [UNC Charlotte Academic Procedure: Cancellation of Enrollment and Effects of Withdrawal from Courses](#)). The student must submit the request during the term the crisis begins. If approved, a grade of WE will be recorded for each course. Courses marked WE do not count in GPA ~~or Tuition Surcharge~~ calculations, but do count in attempted hour calculations. If not approved, the student may appeal to the appropriate office (see [UNC Charlotte Academic Procedure: Cancellation of Enrollment and Effects of Withdrawal from Courses](#)).

Undergraduate Students Only: Undergraduate students who withdraw under approved extenuating circumstances will receive “WE” grades that do not count against their 16-hour limit.

CANCELLATION OF ENROLLMENT

A Cancellation of Enrollment results in removal of all enrollments from all courses for the term. Under Cancellation of Enrollment, courses do not appear on the transcript, count as attempted hours, or receive grades used in the GPA calculation.

Cancellation of Enrollment may occur at the approved request of a student, or through the removal of a student by the University for reasons that include but are not limited to: academic ineligibility, failure to pay tuition and fees, student conduct sanctions, documented emergency, or military deployment. A student may also choose to cancel his/her own enrollment prior to the first day of classes in accordance with [UNC Charlotte Academic Procedure: Cancellation of Enrollment and Effects of Withdrawal from Courses](#).