SECOND MONITORING REPORT
RESPONSE TO THE JULY 10, 2013 REQUEST

FROM THE
SOUTHERN ASSOCIATION OF
COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

April 14, 2014

Submitted by:
Dr. Carol L. Folt, Chancellor
(919) 962-1365
Response for Comprehensive Standard 3.4.5 (Academic Policies)

The following narrative and supporting documents respond to the July 10, 2013, letter from Dr. Belle Wheelan, President of SACSCOC, to Dr. Carol L. Folt, Chancellor of the University of North Carolina at Chapel Hill. The letter (see Appendix A) stated:

“The institution is requested to submit a Second Monitoring Report due April 15, 2014, addressing the visiting committee’s recommendation applicable to the following referenced standard of the Principles:

CS 3.4.5 (Academic Policies)
The institution must document evidence of implementation of policies relative to currently enrolled students impacted by courses identified as Type 1 by the institution. The institution must also describe the procedures that will be used to develop challenge exams. Finally, the institution must describe the procedures to be used for re-evaluation of student work.”

The University of North Carolina at Chapel Hill has made extensive efforts to address academic irregularities first discovered during the 2010-11 joint NCAA and University investigation of the football program. A series of internal reviews produced more than 70 recommendations for reform and prompted the implementation of numerous new policies and procedures to strengthen academics in the University. External, independent reviews initiated by Former Chancellor Holden Thorp and UNC System President Tom Ross resulted in additional recommendations that have been implemented. Most important, UNC-Chapel Hill has worked very hard to respond to the recommendations from SACSCOC.

Evidence of Implementation of Policies Relative to Currently Enrolled Students Impacted by Courses Identified as Type 1

Provisions for Students Who Have Not Graduated

The University of North Carolina at Chapel Hill acknowledges that an unprofessional set of circumstances occurred in the Department of African and Afro-American Studies between 1997 and 2009. During those twelve years, 384 unique students were enrolled in courses that have since been defined as “Type 1” by former North Carolina Governor James Martin and consultants, Baker Tilly.

1 A Type 1 course refers to a lecture course section in which the faculty member listed as instructor of record denied teaching the course section and signing the grade role, or the chair stated that the course had not been taught.
Three hundred four (304) of those 384 students had already graduated when the University submitted its last report to SACSCOC on May 29, 2013. Eighty (80) of those 384 students had not. Detailed analysis of the academic standing of these 80 students has been conducted by UNC-Chapel Hill.

Each of the 80 students has been assigned to one of the following categories:

- **Impact** = Forty-six (46) students had historically planned to apply a Type 1 course towards satisfaction of a graduation requirement, either in a major or within the General Education curriculum, or as part of the minimum 120 credit hours required for graduation. These 46 students would be impacted by having taken a Type 1 course.

- **No Impact** = Thirty-four (34) students were not impacted by having taken a Type 1 course. Some of them registered for a Type 1 course but did not receive credit for it. Others will graduate with more than the minimum of 120 credit hours required for graduation without counting the Type 1 course(s). Three (3) students completed their undergraduate degrees at other institutions according to information obtained from the National Student Clearinghouse. In a few other cases, the Type 1 course was a prerequisite to a higher-level course (which was conducted appropriately) that was subsequently completed satisfactorily.

UNC-Chapel Hill notified the 46 students in the **Impact** group, via certified mail (see Appendix B), and offered them three possibilities for proceeding to graduation:

- Take an additional course(s).
- Sit for a challenge examination.
- Provide materials (syllabus, graded work) from the Type 1 course(s) they completed, so that it could be re-evaluated by a committee of faculty members knowledgeable about the subject matter.

**Taking an Additional Course**

While all Type 1 courses, associated grades, and credit will remain on the transcript, each student in the **Impact** group who received credit for a single Type 1 course will be required to earn an additional three academic hours to graduate; students who took more than one Type 1 course must complete an additional three-hour course for each Type 1 course they completed (see Appendix C). If a student elects to take an additional course, tuition and fees, plus the costs of textbooks and other related/required instructional materials, will be covered by the University.

To date, eleven of the 46 students in the **Impact** group have taken an additional course. Many of these students did not request funding from the University. The University has, however, covered the costs for three courses for three different students.
Taking a Challenge Exam

University policy states that students can challenge courses to earn Credit by Examination (see Appendix D). Laboratories and courses that rely on team work (group work such as ensembles in music) are excluded from this possibility:

“Enrolled students who, through independent study or experience, have gained knowledge of the content of undergraduate courses offered by the University may, with the approval of the relevant department and school or college, receive credit (without grade) for such courses by special examination. The student must receive the approval of the department and college/school at least 30 days before the examination is taken, and the examination must be taken before the beginning of the last semester or full summer session before the student’s graduation.” (2013-2014 Undergraduate Bulletin, p. 49)

Students impacted by courses identified as Type 1 who seek to validate their knowledge of course content are eligible to take a challenge exam by means of the same procedures available to any students making such a request. Dr. Lee May, Associate Dean and Director of the Academic Advising Program, serves as their point of contact.

To date, one student impacted by a Type 1 course has requested to take a challenge exam.

The procedure for all such students is as follows:

- A tenured faculty member with expertise in the course material prepares the examination which is reviewed by the Chair of the Department of African, African American, and Diaspora Studies (formerly the Department of African and Afro-American Studies) and the three-member faculty committee who will evaluate it. A three-person faculty committee (two from the Department of African, African American, and Diaspora Studies and one from another department in the College of Arts and Sciences) will evaluate the completed examination and confer on their individual assessment of the comprehensiveness of the answers.
- As with all course work, the challenge examination is subject to all Honor Code standards (see Appendix E). Among other responsibilities, students must sign a pledge on all graded academic work certifying that no unauthorized assistance has been received or given in the completion of the work.
- If the student successfully completes the challenge examination, the requirement to enroll in a supplemental course will be rescinded, and the credit hours for the Type 1 course will be counted toward graduation and, if relevant, toward particular degree requirements. If the student does not receive a passing grade on the challenge examination, a supplemental course will be required. The student will be informed of this determination – in writing via surface mail, return receipt requested.
Requesting Re-evaluation of Student Work

To date, no student impacted by courses identified as Type 1 has requested a re-evaluation of his or her coursework. Procedures used for appealing a final grade in an undergraduate course would be followed if a student makes the request (see Appendix F). Dr. Lee May, Associate Dean and Director of the Academic Advising Program, serves as their point of contact.

- The student presents a written request to have the work re-evaluated. Together with the request, the student must provide a complete set of course materials, including a syllabus and copies of all graded work.
- These materials are forwarded to the chair of the Department of African, African American, and Diaspora Studies (formerly the Department of African and Afro-American Studies), who will appoint a three-person committee comprised of tenured faculty members (two from the Department of African, African American, and Diaspora Studies and one from another department in the College of Arts and Sciences) to re-evaluate the materials and confer on their individual assessment of the student's work. Their written assessment is returned, via the department chair, for consideration by the Appeals Committee of the Administrative Board of the College of Arts and Sciences who acts on these and similar matters.
- If the decision is made that the student’s work is of sufficient integrity, quality, and rigor to justify a passing grade in the Type 1 course, the requirement to enroll in a supplemental course will be rescinded, and the credit hours for the Type 1 course will be counted toward graduation and, if relevant, toward particular degree requirements. If a passing grade is not justified, a supplemental course will be required. The student will be informed of this determination – in writing via surface mail, return receipt requested.

Evidence of Implementation: Additional Provisions for Alumni

As noted above, three hundred four (304) students who took a Type 1 course had already graduated when the University submitted its last report to SACSCOC on May 29, 2013.

While SACSCOC did not request that UNC-Chapel Hill take any action with respect to these 304 graduates, the University thought it important to reach out to these alumni to ensure that they had the opportunity to benefit from a full academic experience at Carolina. These graduates were informed by various means that, if they wanted to enroll in one supplemental course, the University would cover tuition, fees, and the cost of any textbooks or required course materials. These graduates will not receive a grade or additional course credit because transcripts are permanently sealed one year after graduation pursuant to University policy (see Appendix G). If, however, they participate fully in class by joining class discussions, writing all papers, and taking all exams, their participation will be noted on their transcript.

To date, one alumnus of UNC-Chapel Hill has made a request through the Office of the University Registrar for an additional course, via a dedicated e-mail address (courseinquiries@unc.edu) set
up for this purpose. The alumnus was provided with appropriate information but has not pursued the opportunity as of the date of this report.

**Summary**

The University appreciates the guidance we have received from SACSCOC. We have worked with great dedication to implement each of your recommendations and believe we are a stronger and better University because of it. Thank you for your work on our behalf.

**References**

*All documents listed below are provided in the Appendix section of this report.*

Appendix A: July 10, 2013 Letter from SACSCOC President Belle Wheelan to UNC-Chapel Hill Chancellor Carol L. Folt

Appendix B: Sample Notification Letter

Appendix C: Sample Memorandum Regarding Degree Requirements


Appendix
Appendix A

July 11, 2013 Letter from SACSCOC President Belle Wheelan to
UNC-Chapel Hill Chancellor Carol L. Folt

Dr. Carol Folt
Chancellor
The University of North Carolina at Chapel Hill
103 South Building
Campus Box 9100
Chapel Hill, NC 27599-9100

Dear Dr. Folt:

The following action regarding your institution was taken at the June 2013 meeting of the Board of Trustees of SACSCOC Commission on Colleges:

The Commission on Colleges reviewed a Special Committee Report authorized in December 2012 to review ongoing compliance with academic standards and student records. The action originated with information/materials submitted by the NCAA.

The institution is requested to submit a Second Monitoring Report due April 15, 2014, addressing the visiting committee’s recommendation applicable to the following referenced standard of the Principles:

CS 3.4.5 (Academic Policies)
The institution must document evidence of implementation of policies relative to currently enrolled students impacted by courses identified as Type 1 by the institution. The institution must also describe the procedures that will be used to develop challenge exams. Finally, the institution must describe the procedures to be used for re-evaluation of student work.

Guidelines for the monitoring report are enclosed. Because it is essential that institutions follow these guidelines, please make certain that those responsible for preparing the report receive the document. If there are any questions about the format, contact the Commission staff member assigned to your institution. When submitting your report, please send four copies to your Commission staff member.

Please note that with submission of this report, your institution will have only six months remaining in the two-year period allowed by Federal Regulations and Commission policy. At the end of that two-year period, if the institution does not demonstrate compliance with all the standards and requirements of the Principles of Accreditation, representatives from the institution may be required to appear before the SACSCOC Board of Trustees, or one of its standing committees, to answer questions as to why the institution should not be removed from membership. If the Board of Trustees determines good cause at that time, the Commission may extend the period for coming into compliance for a minimum of six months and a maximum of two years and must place the institution on Probation. If the Board does not determine good cause, the institution must be removed from membership. (See enclosed Commission policy “Sanctions, Denial of Reaffirmation, and Removal from Membership.”)
We appreciate your continued support of the activities of the Commission on Colleges. If you have questions, please contact the Commission staff member assigned to your institution.

Sincerely,

Belle S. Wheelan, Ph.D.
President

cc: Dr. Cheryl D. Cardell
May 14, 2013

First_Name Last_Name
Mailing_Address
Mailing_Address_Line_2
City_State_Zip

Dear First_Name Last_Name,

Graduating from college is an important step to fulfilling your ambitions. I am pleased to learn that you are working on the remaining requirements for a B.A. at the University of North Carolina at Chapel Hill. The next thing for you to do before registering for any additional courses is to contact Dr. Lee May, Associate Dean and Director of the Academic Advising Program. She will be sure you are aware of your remaining requirements and good strategies for completing them.

Please contact her at your earliest convenience to schedule an appointment to meet in person or by phone. She can be reached directly at lee_may@unc.edu or 919-843-9030 or through her assistant, Ann Oldham at aoldham@email.unc.edu or 919-843-8651.

Sincerely,

Karen M. Gil, Ph.D.
Lee G. Pederson Distinguished Professor of Psychology
Dean, College of Arts and Sciences

cc: Lee May, Associate Dean and Director, Academic Advising
TO:   Official Academic Record for <name> PID# <number>
FROM:  Bobbi Owen, Senior Associate Dean for Undergraduate Education
RE:  Degree requirements, effective immediately
DATE:  May 15, 2013

During the Summer Session II 2009 <name> was enrolled in two courses at the University of North Carolina at Chapel Hill. The University has since discovered that one of them, <course>, was not conducted appropriately and therefore will require an additional course to supplement the requirements for his baccalaureate degree. <course>, the associated grade, and credit will remain on the transcript (the course was an elective).

Following is a summary, which supersedes all previous correspondence, of remaining degree requirements, for a BA with a major in COMM (Interpersonal concentration):

- 24 academic hours (may include electives)
- A 2.0 cumulative GPA
- 4 COMM major courses
  - 2 COMM courses, COMM 140 and 160, with the grade of C or higher in both
  - COMM 170 with a grade of “C” or higher
  - 1 COMM course numbered 400 or above in the Interpersonal concentration
- BIOL 101L or another PX course (science with lab)
- LFIT
- QI or second QR course
- EE connections course (may double count)
may be used as part of the major core.

- No more than one BE credit course (three to four credit hours) may be used as part of a minor.
- Grades of BE from an Advanced Placement, International Baccalaureate, or SAT II Subject Test may not count toward the requirement that students earn at least 18 hours of C or better grades in the major core, or toward the minimum hours of C required in the minor.

Students who wish to enroll in a course for which they have By-Examination or placement credit should discuss their decision with an academic advisor. In the event that a student takes a course for which Advanced Placement, International Baccalaureate, or SAT II Subject Test credit is awarded, the By-Examination credit will be forfeited when the course is completed, as well as any higher-level BE or PL credit in that sequence. For example, a student whose test scores would award BE credit for MATH 231 and 232 and who chooses to take MATH 231 at UNC–Chapel Hill will forfeit BE credit for both MATH 231 and 232.

Credit by Examination

Enrolled students who, through independent study or experience, have gained knowledge of the content of undergraduate courses offered by the University may, with the approval of the relevant department and school or college, receive credit (without grade) for such courses by special examination. The student must receive the approval of the department and college/school at least 30 days before the examination is taken, and the examination must be taken before the beginning of the last semester or full summer session before the student's graduation.

Foreign Language Placement Credit

Experiential Speakers of a Foreign Language

Enrolled students who have learned a language currently offered at UNC–Chapel Hill by experience (i.e., having grown up speaking another language in the home or having lived several years in another country) and who are conversant and literate in that language and in English, may take a placement test in that language for placement (PL) only and not for credit hours. If the student places beyond level 3, the student can use that language to fulfill the General Education foreign language requirement, but again, no credit hours will be awarded. The placement test must be taken before the beginning of the last semester or full summer session before graduation.

Native Speakers of a Foreign Language

For academic purposes, a native speaker is a student raised in a country outside the United States and formally educated through all or most of high school in a language other than English. Native speakers cannot use By-Examination (BE) credit in their native language to reduce the requirements for a major in that language and will not receive credit for levels 1 through 4 of their native language(s). However, upon recommendation of the appropriate language department, they may receive credit for courses taken at UNC–Chapel Hill beyond level 4 if those courses are heavily based on literature, film, culture, or other content. Native speakers of languages other than English may use ENGL 105, or its transfer equivalent, to satisfy their General Education foreign language requirement. Native speakers who wish to pursue placement (PL) in their language, should make an appointment with Assistant Dean Glynis Cowell via the online scheduler at advising.unc.edu.

Independent Studies for Credit

The University offers independent study experiences for students. Such courses, including directed readings, internships, and research courses for an individual student, are offered for academic credit through departments and curricula. Twelve hours of graded independent study credit may be counted toward graduation (excluding six hours of senior honors thesis credit). No more than 12 hours may be taken in any one semester. Students may participate in formalized programs, or they may make individual contracts for work under the supervision of a member of the permanent faculty at the department/curriculum level. For information about independent study courses in their majors, students should consult the director of undergraduate studies in their major department or curriculum.

Policy on Credit for Internships—The College of Arts and Sciences

No internship automatically earns academic credit. Students who want academic credit for an internship should contact the director of undergraduate studies in a relevant academic department or curriculum before beginning the internship and must complete an internship course in that academic unit. Not all departments and curricula offer internship courses.

Internships may not be used to meet the experiential education (EE) requirement unless the student earns academic credit for the internship through a department or curriculum. A student must enroll in a course that has been approved as meeting the EE requirement in order for an internship to fulfill that requirement.

Students who must earn academic credit as a condition of doing the internship—and who cannot get credit through an academic department or curriculum—should contact a counselor at University Career Services for possible credit in SPCL 493 before beginning the internship. The student must write a statement describing his or her learning objectives and a paper reflecting on the experience. SPCL 493 is a one-credit, Pass/Fail course that does not count toward any graduation requirements.

Undergraduate Honors

Students may earn one of two types of honors at UNC–Chapel Hill: distinction/highest distinction and honors/highest honors.

Degrees with Distinction

To graduate with distinction or with highest distinction, students must have completed at least 45 academic hours at UNC–Chapel Hill and have an overall grade point average of at least 3.500 or 3.800 respectively. The grade point average is based on the grades received and recorded by the Office of the University Registrar as of the degree award date. No changes are permitted to the awards after that date.

Degrees with Honors

Programs providing an opportunity for graduation with honors for qualified students are offered in all four divisions of the College of Arts and Sciences: fine arts, humanities, natural sciences and
Appendix E

Honor Code Standards:
The Instrument of Student Judicial Conduct, page 32

APPENDIX A:

Expanded Statement of Commitment by Students and Faculty

I. Students. In order to ensure effective functioning of an Honor System worthy of respect in this institution, students are expected to:

A. Conduct all academic work within the letter and spirit of the Honor Code, which prohibits the giving or receiving of unauthorized aid in all academic processes.

B. Consult with faculty and other sources to clarify the meaning of plagiarism; to learn the recognized techniques of proper attribution of sources used in the preparation of written work; and to identify allowable resource materials or aids to be used during examination or in completion of any graded work.

C. Sign a pledge on all graded academic work certifying that no unauthorized assistance has been received or given in the completion of the work.

D. Comply with faculty regulations designed to reduce the possibility of cheating—such as removing unauthorized materials or aids from the room and protecting one’s own examination paper from the view of others.

E. Maintain the confidentiality of examinations by divulging no information concerning an examination, directly or indirectly, to another student yet to write that same examination.

F. Treat all members of the University community with respect and fairness.

G. Report any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid in graded work or in other respects violated the Honor Code. Such report should be made to the Office of the Student Attorney General, the Office of the Dean of Students, or other appropriate officer or official of their college or school.

H. Cooperate with the Office of the Student Attorney General and the defense counsel in the investigation and hearing of any incident of alleged violation, including giving testimony when called upon. Nothing herein shall be construed to contravene a student’s rights enumerated in Section IV.A. of this Instrument.
within the first eight weeks of the regularly scheduled semester (fall or spring) after the IN grade is awarded.

If students intend to remove IN or excused AB grades, they should not officially enroll in the course(s) during the next semester or summer session. If recommended by the course instructor, a student may attend by officially auditing a part of that instructor’s section of the course or another instructor's section of the same course in which the temporary grade was awarded. If a student enrolls in a course in which a temporary grade has been previously received, the second enrollment is taken as evidence that the student could not or is not permitted to remove the temporary grade. This results in replacing the temporary grade by F* after the deadline for removing the temporary grade. The grade earned during the second enrollment is also reported on the student’s academic transcript and is used along with the F* grade in the computation of a cumulative grade point average.

Other Grades and Notations

A notation of BE (By-Examination) is entered in the grade column of academic transcripts if students are awarded credit for a course as a result of an evaluation by departmental, Advanced Placement, International Baccalaureate, or SAT II Subject Test examinations. BE credit confers credit hours and can be used to fulfill General Education requirements. For first-time, first-year students entering UNC-Chapel Hill in fall 2009 or thereafter, no more than two courses (six to eight credit hours) of BE credit can be applied to a major and no more than one course (three to four credit hours) of BE credit can be applied to a minor in the College of Arts and Sciences. BE credit may not be used to satisfy the requirement that students earn at least 12 or 18 hours of C or better grades in courses making up the minor or major respectively.

A notation of NG (no grade) is not used by individual instructors but rather is assigned by the Office of the University Registrar when a permanent grade is pending a judicial review by the Honor Court.

A notation of PL (placement) is entered in the grade column of academic transcripts if students are awarded exemption for a course as a result of an evaluation that would ordinarily place them in a succeeding course. PL does not confer credit hours.

There are some courses for which only a grade of PS (pass) or F (fail) can be awarded. For all other courses, a grade of PS (pass) indicates a grade of C- or better in a course taken on a Pass/D+/D/Fail basis. The rules governing the use of the Pass/D+/D/Fail option are presented later in this section.

A grade of SP (satisfactory progress) may be used in the first course of a departmental undergraduate honors program. The honors program runs through two semesters, and a final grade is not reported until completion of the second course. When the final grade is reported, the previously assigned SP grade must be changed to the appropriate permanent letter grade by an official grade change form. Credit hours are awarded for the first honors course only after a letter grade replaces the SP grade. An SP grade is not computed in the grade point average.

A notation of W (withdrawn) is entered in the grade column of academic transcripts if students are permitted by their school to drop a course after the eighth week of classes or proportional equivalent for summer terms and other nonstandard enrollment periods. This notation is automatically entered unless the student's academic dean specifies otherwise.

A blank space or a grade of NR (Not Reported) is shown in the grade column when the instructor has not submitted the official grade for the student.

Repeating Course Enrollments

Students who have received passing grades in courses may not enroll in the same courses at a later time without the approval of their academic dean. If a student proceeds with such an enrollment without securing permission, the course and any grade received beyond the initial enrollment may be administratively removed from the student's academic transcript.

A second enrollment in a course for which a student has received a grade less than C through a previous enrollment at the University will be approved by an academic dean at the request of the student if any of the following apply:

- The course is specifically required by the student's academic major and is a prerequisite to other courses required in the major;
- At least a grade of C (2.000) must be earned in a course specifically required in the student's academic major to satisfy graduation requirements in the academic major;
- Several years have elapsed since a student's initial enrollment in a course and a current, satisfactory knowledge of the course material is either required or advisable.

In some circumstances, permission may be granted to repeat a specific course regardless of the grade earned during the initial enrollment.

If a student is permitted to repeat a course in which a passing grade previously has been earned, only the credit from the course with the highest grade (or if the grades are the same, the latter attempt) will be counted toward the fulfillment of the University’s minimum graduation requirement of 120 academic hours. The grades of both courses, however, will be computed in the student's cumulative grade point average.

For the purposes of receiving financial aid, hours for repeated courses will only be considered a part of the total upon which awards are based if 1) the student is repeating a course previously failed, or 2) the course is the first repeat of a prior course in which a passing grade was received.

Certain University courses (e.g., applied music, special studies, underdgraduate research, etc.) may be taken more than once for credit and are so designated in the ConnectCarolina course catalog. A particular physical education activity (PHYA) course may be taken more than once, so long as a different level of the same course (beginning, intermediate, and advanced) is taken during each separate enrollment. PHYA courses numbered above 200 do not award credit hours, but the grade is factored into the cumulative grade point average.

Students may enroll in no more than one lifetime fitness (LFIT) course, and only one LFIT course will count toward graduation.

Grades Earned at Other Institutions

With the exception of courses taken via interinstitutional registration (see “Interinstitutional Registration”), grades earned and semester hours attempted at other institutions are not included in the computation of a grade point average at the University. A grade point average earned at another university may not be used to restore academic eligibility; however, academic hours earned at another university may be used to restore academic eligibility if the student is lacking only credit hours and has a satisfactory grade point average. Special rules regarding transfer courses apply; see “Transfer of Credit” and “Academic Eligibility.”

Grade Appeals

The grades of H, HP, L, P, LP, L, A, A-, B+, B, B-, C+, C, C-, D+, D, DS, F, FA, F*, and numerical grades in the Law School are considered permanent grades. Once reported, the instructor's grade report may not be changed except under certain conditions. For a grade change...
to be considered, it must be based upon one or more of the following grounds and upon allegation that the ground or grounds cited influenced the grade assignment to the student’s detriment:

- Arbitrariness, possibly including discrimination or harassment based on the race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identity, or gender expression of the student
- Personal malice
- Student conduct cognizable under the Instrument of Student Judicial Governance

A grade appeal must be made no later than the last day of classes for the succeeding fall or spring semester.

Grade Appeals Correcting a Clerical or Arithmetical Error. An instructor who has reported an incorrect grade for a student because of an error in calculating the grade, or in entering it on the official grade roster, may change the grade to one of the other letter grades, provided this change is made no later than the last day of classes of the succeeding fall or spring semester. Such a change must be reported to the Office of the University Registrar on an official report of grade change form (paper or electronic). This report must contain a statement to the effect that the grade change is due to clerical, arithmetical, or transposition error and must contain the written approval of the instructor’s department chair.

Other Grade Appeals. Any student who protests a course grade shall first attempt to resolve this disagreement with the instructor concerned. (As explained in the preceding paragraph, an instructor may change a permanent grade only when a clerical or arithmetical error is involved.) Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below. Such appeal must be made no later than the last day of classes of the succeeding fall or spring semester.

Students should present the appeal in writing to the dean of their school (for students in the College of Arts and Sciences, this is the associate dean for advising). The dean will refer the appeal to the administrative board of his/her school, which will meet to consider whether the student has offered sufficient grounds for referring the appeal to the chair of the department concerned. If the administrative board determines that further review by the academic department is appropriate, the department chair will then appoint a committee to consider the appeal and will make a recommendation to the administrative board based on the committee’s findings. The administrative board will make the final decision, and no change of grade will be made except as a result of the decision by the board. The chair will report such decision to change the grade to the Office of the University Registrar.

Policies on Prohibited Harassment and Nondiscrimination
For the Policy on Prohibited Harassment, including Sexual Misconduct, and Discrimination (www.unc.edu/campus/policies/harass-sanddiscrim.pdf), and the Policy Statement on Nondiscrimination (www.unc.edu/campus/policies/nondiscrim.pdf), please see page two of this bulletin.

Pass/D+/D/Fail Option
The Pass/D+/D/Fail option provides students an opportunity to enroll in an additional course (beyond the usual load of five academic courses) or to reduce their concerns about competing with prospective majors in a course in which they have considerable interest. Students who declare a course on the Pass/D+/D/Fail option will receive the grade of PS (pass) when a letter grade of A through C- is recorded on the official grade roster, a D+ or D when a letter grade of D+ or D is recorded, or an F when the course is failed. For the purpose of computing a grade point average, a PS grade does not count as hours attempted; therefore, a PS grade does not affect a student’s grade point average. However, grades of D+, D, or F under the Pass/D+/D/Fail option count as hours attempted and are treated in the same manner as D+, D, and F grades earned in any other course.

Course content and requirements are the same for Pass/D+/D/Fail registrants as for regular registrants. The minimum performance for a PS grade is equivalent to the minimum performance for the letter grade of C-.

Regulations Governing the Pass/D+/D/Fail Option
The following regulations govern the use of the Pass/D+/D/Fail option:
A. Students must take at least nine academic hours for regular letter-grade credit in the semester in which other hours are declared Pass/D+/D/Fail.
B. No more than four credit hours (e.g., one three-hour academic course and a physical education activity course) may be taken on the Pass/D+/D/Fail grading system during a single semester.
C. A maximum of 11 hours of Pass/D+/D/Fail credit may be taken in a student’s undergraduate career.
D. Not to be counted in the limits specified in B and C above are up to seven hours taken in courses for which ONLY PS or F grades are assigned.
E. The following courses may not be declared Pass/D+/D/Fail:
   • Courses used to satisfy General Education requirements (with the exception of lifetime fitness courses and some experiential education courses that are only offered as Pass/Fail courses). A course that is approved as a General Education requirement may be declared Pass/D+/D/Fail, but the course may not be used to satisfy a General Education requirement if a grade of PS is awarded; however, if a grade of D+ or D is awarded the course may be used to fulfill a General Education requirement.
   • Courses in a student’s major or minor department or curriculum (or cross-listed with those departments or curricula), even if used as an elective. However, students who change their major (or minor) may count in the new major (or minor) one course previously completed with the grade PS.
   • Courses specifically required by the major or minor, including foreign language courses and any additional required courses (but see the note below)
   • Summer School courses
   • Carolina Courses Online
   • An honors seminar or honors course
   • Courses taken via interinstitutional enrollment
   • First-year seminars

Note: Prerequisites to courses specifically required for the major or minor may be taken Pass/D+/D/Fail unless a specific grade is required in the prerequisite course.

Pass/D+/D/Fail Declaration Procedure
To declare a course on the Pass/D+/D/Fail grading system, a student must complete the Pass/D+/D/Fail course declaration form. It is obtained from the academic advisor or dean’s office. Students should discuss the advisability of taking a course on the Pass/D+/D/Fail grading system with their advisor before committing themselves to a formal declaration.
Appendix G

www.unc.edu/ugradbulletin 399