

enrollment. A dependent relative of a service member stationed in North Carolina is eligible to be charged the in-state tuition rate while the dependent relative is living in North Carolina with the service member and if the dependent relative has met any requirement of the Selective Service System applicable to the dependent relative. These tuition benefits may be enjoyed only if the applicable requirements for admission have been met; these benefits alone do not provide the basis for receiving those derivative benefits under the provisions of the residence classification statute reviewed elsewhere in this summary.

Grace Period. If a person (1) has been a bona fide legal resident, (2) has consequently been classified a resident for tuition purposes, and (3) has subsequently lost North Carolina legal residence while enrolled at a public institution of higher education, that person may continue to enjoy the in-state tuition rate for a grace period of twelve months measured from the date on which North Carolina legal residence was lost. If the twelve months end during an academic term for which the person is enrolled at a State institution of higher education, the grace period extends, in addition, to the end of that term. The fact of marriage to one who continues domiciled outside North Carolina does not by itself cause loss of legal residence marking the beginning of the grace period.

Minors. Minors (persons under 18 years of age) usually have the domicile of their parents, but certain special cases are recognized by the residence classification statute in determining residence for tuition purposes.

- (a) If a minor's parents live apart, the minor's domicile is deemed to be North Carolina for the time period(s) that either parent, as a North Carolina legal resident, may claim and does claim the minor as a tax dependent, even if other law or judicial act assigns the minor's domicile outside North Carolina. A minor thus deemed to be a legal resident will not, upon achieving majority before enrolling at an institution of higher education, lose North Carolina legal residence if that person (1) upon becoming an adult "acts, to the extent that the person's degree of actual emancipation permits, in a manner consistent with bona fide legal residence in North Carolina" and (2) "begins enrollment at an institution of higher education not later than the Fall academic term following completion of education prerequisite to admission at such institution."
- (b) If a minor has lived for five or more consecutive years with relatives (other than parents) who are domiciled in North Carolina and if the relatives have functioned during this time as if they were personal guardians, the minor will be deemed a resident for tuition purposes for an enrolled term commencing immediately after at least five years in which these circumstances have existed. If under this consideration a minor is deemed to be a resident for tuition purposes immediately prior to his or her eighteenth birthday, that person on achieving majority will be deemed a legal resident of North Carolina of at least twelve months' duration. This provision acts to confer in-state tuition status even in the face of other provisions of law to the contrary; however, a person deemed a resident of twelve months duration pursuant to this provision continues to be a legal resident of the State only so long as he or she does not abandon North Carolina domicile.

Lost but Regained Domicile. If a student ceases enrollment at or graduates from an institution of higher education while classified a resident for tuition purposes, and then both abandons and reacquires North Carolina domicile within a 12-month period, that person, if he or she continues to maintain the reacquired domicile into re-enrollment at an institution of higher education, may re-enroll at the in-state tuition rate without having to meet the usual twelve-month durational requirement. However, any one person may receive the benefit of the provision only once.

Change of Status. A student admitted to initial enrollment in an institution (or permitted to re-enroll following an absence from the institutional program which involved a formal withdrawal from enrollment) must be classified by the admitting institution either as a resident or as a nonresident for tuition purposes prior to actual enrollment. A residence status classification once assigned (and finalized pursuant to any appeal properly taken) may be changed thereafter (with corresponding change in billing rates) only at intervals corresponding with the established primary divisions of the academic year.

Transfer Students. When a student transfers from one North Carolina public institution of higher education to another, he/she is treated as a new student by the institution to which he/she is transferring and must be assigned an initial residence status classification for tuition purposes.

ACADEMIC INFORMATION AND REGULATIONS

<http://www.ncat.edu/~registra/>

Each student is responsible for informing himself or herself of the academic regulations and requirements set forth in this Bulletin and for revisions of same as posted on campus bulletin boards or released in other official publications of the University. Failure to meet the requirements or comply with regulations because of a lack of knowledge thereof does not excuse the student from meeting the academic regulations and requirements.

A student's program of study must be approved by his or her advisor, his or her chairperson or a member of the faculty in his or her major department at registration. Advisors will make every attempt to give effective

guidance to students in academic matters and to refer students to those qualified to help them in other matters. However, the final responsibility for meeting all academic requirements for a selected program rests with the student.

ADVANCED PLACEMENT

A student entering the University from secondary school may obtain advanced placement and college credit on the basis of performance on the College Entrance Examination Board Advanced Placement examinations. A score of three (3) or higher on any CEEB advanced placement examination will entitle the student to credit for the comparable University course as determined by the Director of Admissions in consultation with the chairperson of the appropriate department.

ADVANCED PLACEMENT

AP EXAMINATION	<u>SCORE REQUIRED</u>	<u>HOURS GRANTED</u>	<u>UNIVERSITY COURSES SATISFIED</u>
Art History	3	3	Art 224
Biology	3	4	Biology 100
Calculus AB	3	4	Math 131
Calculus BC	3	4	Math 131,132
Chemistry*	4	3	Chemistry 106
Comparative Government & Politics	3	3	Political Science 310
Computer Science A	3	3	Computer Science 120
Computer Science AB	3	4	Computer Science 160
English Language & Composition	3	3	English 100, UNST 110
	4	6	English 100, 101, UNST 110
English Literature & Composition	3	3	English 100, UNST 110
	4	6	English 100, 101, UNST 110
European History	3	6	History 303, 304
French Literature	3	6	FOLA 300, 301
German Language	3	6	FOLA 102, 103
Latin/Virgil	3	6	Foreign Language Elective
Latin/Catallus, Horace	3	6	Foreign Language Elective
French Language	3	6	FOLA 100, 101
Environmental Science	3	3	EASC 201
Spanish Language	3	6	FOLA 104, 105
Macroeconomics	3	3	Economics 201
Microeconomics	3	3	Economics 200
Music Theory	3	6	Music 101, 102
Physics B*	3	6	Physics 225, 226
Physics C*	3	8	Physics 241, 242
Psychology	3	3	Psychology 320
Spanish Liteature	3	6	FOLA 320, 321
Studio Art/Drawing	3	3	Art Elective
Studio Art/General	3	3	Art 100
U.S. Government & Politics	3	3	Political Science 200
United States History	3	6	History 204, 205

*Proficiency exam(s) required to earn credit for corresponding lab courses.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

GENERAL EXAMINATION

	Minimum Acceptable Score	Course(s) and Credits Awarded		
		Department	Course #	Credits
English Composition with Essay	50	English	100, 101	6
Mathematics	50	Math	101, 102	6
<u>CLEP Subject Exam</u>				
Accounting, Intro.	50	Accounting	221, 222	6
American Government	50	Poli. Science	200	3
American History I 1600-1877	50	History	204	3
American History II 1865-Present	50	History	205	3
American Literature	50	English	430, 431	6
Biology, General	50	Biology	100	4

Calculus, Intro.	50	Math	112	4
Chemistry, General	50	Chemistry	106, 107	8
College Algebra	50	Math	101	3
College Algebra -Trig.	50	Math	102	3
College Algebra -Trig.	50	Math	111	4
College French, Levels 1 & 2	50	FOLA	100, 101	6
College French, Levels 1 & 2	62	FOLA	100, 101	
			300, 301	12
College German, Level-1	50	FOLA	102, 103	6
College German, Level-2	62	FOLA	102, 103,	
			422, 423	12
College Spanish, Levels 1 & 2	50	FOLA	104, 105	6
College Spanish, Levels 1 & 2	66	FOLA	104, 105,	
			320, 321	12
Infor. Systems & Computer App.	50	Bus. Admin.	361	3
Econ. (Macro), Intro.	50	Economics	201	3
Econ (Micro), Intro.	50	Economics	200	3
Edu. Psycho.	50	Ed. Psycho. & Guid.	435	3
English Lit.	50	English	220, 221	6
Human Growth & Development	50	Home Econ.	311	3
Human Growth & Development	50	Psychology	324	3
Psychology, Intro.	50	Psychology	320	3
Sociology, Intro.	50	Soc. & Social Service	100	3

COURSES OF STUDY

A student should refer to the requirements of his/her respective department or school about his/her program of study and confer with his/her advisor whenever problems arise. The student is expected to follow the program outlined as closely as possible. This is very important during the first two years when he or she is satisfying basic degree requirements and prerequisites for advanced work.

DECLARATION OF MAJOR

A student is required to declare a major at or before completing 45 semester hours. Students will not be allowed to register for the next semester if a major is not declared.

REGISTRATION

Registration is time designated each semester to allow the student and his or her advisor to review the student's records and plan a course of study for the next semester.

The student should discuss academic problems with the advisor during this time. Registration helps to ensure that the courses requested on the registered schedule will be available to the student the following semester.

Any student who is enrolled in the University during the registration period is expected to register for the next semester during the period designated for this purpose.

OFFICIAL REGISTRATION

In order for a student to receive credit for a course, he or she must be properly registered in that course. This means that the student must have gone through the registration procedures as outlined by the University. Further, the student must have paid all required tuition and fees.

LATE REGISTRATION

A student is expected to complete registration (including the payment of all required fees) by the date listed on the University Calendar. The payment of fees is part of the registration process. No student is eligible to attend classes until the required fees have been paid.

A student who fails to complete registration by the scheduled date will be required to pay a late registration fee of \$50.00 beginning on the first day of classes for that semester.

AUDITORS

Students who intend to register for a course for which they do not want to earn credit may register as an audit student by picking up the Audit Registration Form from the Office of the Registrar. He or she must register officially for the course and pay the University Cashier. Attendance, preparation, and participation in the classroom discussion and laboratory exercises shall be at the discretion of the instructor.

A student who audits courses is not required to take examinations and tests and he or she receives no credit. An auditor may not change his or her registration from audit to credit or from credit to audit after the end of the late registration period.

COURSE LOAD

According to Administrative Memorandum - Number 345, all full-time undergraduate students are expected to comply with the Board's 1993 Plan to Improve Graduation Rates by enrolling in an average of at least 15 semester hours per term in order to graduate in four years. Since the majority of North Carolina Agricultural and Technical State University's academic programs require 128 semester hours, to complete degree program in 8 semesters, requires students to complete an average of 16 hours per semester or complete 32 semester hours in an academic year.

Undergraduate students enrolled in twelve (12) or more semester hours are designated as full-time students and must pay full tuition and fees. Full-time students usually carry from 15 to 18 semester hours. To enroll in more than 18 semester hours, students must get approval from the department head and the dean.

The maximum course load that students who are on academic probation may carry is 15 semester hours. The maximum course load for a student with a GPA less than 3.0 is 18 hours.

DOUBLE MAJOR

Students who desire to obtain a double major must file a double major form in the Office of the Registrar. Students who have double majors which involve two departments or two schools must satisfy the major requirements for each department or school. To graduate with a double major, students must complete requirements for both majors during the same semester or summer.

PREREQUISITES

A course which is designated as a prerequisite to another course indicates that the prerequisite is required before taking the next course.

Credit may be granted to indicate acceptable performance in the prerequisite course content by successful completion of standardized tests under the College Level Examination Program (CLEP) or successfully passing an examination adopted or prepared by the department granting the credit.

REPETITION OF COURSES

A student who has received a failing grade in a required course at this University must repeat and pass the course unless the Dean of the College/School authorizes a substitute course. No single course may be repeated more than (2) two times. Course withdrawals do not count toward the attempts. A course completed with a grade of "C" or higher may not be repeated for a higher grade. Special authorization may be requested, as needed, from the Dean of the appropriate College/School to assist the student with completing requirements for graduation.

Dual course credit is not allowed. For example, only three (3) hours of credit are allowed for a three (3) hour course.

All grades earned by the student are a part of his/her official academic record and will appear on his/her transcript.

GENERAL EDUCATION REQUIREMENTS OF THE UNIVERSITY

The general education requirements of the university are satisfied by the University Studies program. Additional information about the University Studies program is found in the University Studies Program section of this Bulletin.

In order to graduate, every student beginning in the 2006-2007 academic year is required to complete a minimum of 37 credit hours of coursework, as specified below.

Freshman Year (Foundation Courses):

Incoming freshmen are required to complete 13 credit hours of University Studies (UNST) foundation-level courses during their first 32 credit hours of study at North Carolina A&T State University, including the following:

- UNST 100 – University Experience
- UNST 110 – Critical Writing
- UNST 120 – The Contemporary World
- UNST 130 – Analytical Reasoning
- UNST 140 – The African-American Experience: An Interdisciplinary Perspective

Sophomore/Junior Years (Theme-based Courses and Major-Specified Courses):

All students must complete:

- 12 credit hours of theme-based courses in a single thematic cluster, and
- 9 credit hours of major-specified courses that support University Studies learning objectives.

Theme-based courses are taken only after a student has completed all University Studies foundation-level courses and must be completed prior to beginning the senior capstone experience. Students choose a University Studies thematic cluster in consultation with their advisor or major department chair prior to completing University Studies foundation-level coursework. Students wishing to switch clusters must still complete 12 credit hours in a single thematic cluster unless otherwise approved by the Dean of University Studies. A listing of thematic clusters and eligible courses is included in the University Studies Program section of this Bulletin.

Senior Year (Capstone Experience):

During their senior year, all students must complete 3-6 credit hours of a senior capstone experience (typically specified by the student's major department).

Service/Experiential Learning Requirement:

In addition to the 37 credit hour requirement outlined above, all students are required to complete 50 hours of service/experiential learning prior to the senior capstone experience.

Mathematics and Freshman Proficiency:

All Freshman students are required to demonstrate proficiency in mathematics and English composition by their performance on proficiency examinations completed prior to the start of the first semester of coursework. Freshman students who do not meet Freshman proficiency competency requirements in English composition and/or mathematics must successfully complete UNST 103 (Basic Writing) and/or MATH 099 (Intermediate Mathematics) with a passing grade before being allowed to enroll in any University Studies Foundation courses.

COURSE CREDIT BY EXAMINATION

Credit may be earned by examination for any undergraduate course for which a suitable examination has been adopted or prepared by the department granting the credit. The student receives the grade "CE" and regular credit for the number of hours involved. However, the credit hours are excluded in computing the student's grade point average.

Credit may also be granted for the successful completion of standardized tests under the College Level Examination Program (CLEP) as approved for specific courses by University departments. There is no maximum amount of credit that a student may earn, but a student must complete a minimum of three semesters as a full-time student in residence at the University. Fees for CLEP and other standardized examinations are determined externally, rather than by the University. These credits are treated as transfer credits. Questions about the program may be addressed to the Director of Admissions or the Director of Counseling Services.

(Grading System)

Grades are assigned and recorded as follows:

Grade	Description	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average, but passing	1
F	Failure	0
I	Incomplete	
CE	Credit by examination	
AP	Advanced placement	
S	Satisfactory	
U	Unsatisfactory	
AU	Audit	
W	Withdrew	
P	Passing	

Standards of Academic Standing

Students are considered to be in good academic standing if they meet the following minimum cumulative grade point average (GPA) criteria:

Credit Hours Attempted at NC A&T SU plus Credit Hours Transferred	Minimum Grade Point Average
1 – 12	1.60
13 – 24	1.75
25 – 36	1.90
37 or more	2.00

The University, on the recommendation of a student's major academic area, reserves the right to deny enrollment to any student, even if the grade point average meets the minimum standards listed above, if it is apparent from the student's academic record that the student is not making satisfactory academic progress toward meeting the required graduation requirements for their major.

ACADEMIC WARNING

A student who earns a mid-term grade of D or F will be sent an **academic warning** notice from the Office of the Registrar. While being placed on **academic warning** does not become a part of the student's permanent record, the student is warned that failure to meet the minimum standards as defined above by the end of that semester may result in academic probation, suspension or dismissal.

ACADEMIC PROBATION

A student will be placed on academic probation when they fail to meet the cumulative grade point average listed above at the end of the academic semester.

Terms of Academic Probation:

- A. Students placed on academic probation are required to enroll in and pass the Academic Skills Course (0 credit, graded Pass/Fail) conducted by the Center for Academic Excellence. Failure to participate in this course will result in immediate academic suspension.
- B. Students on academic probation must earn a minimum 2.00 semester GPA each semester to be eligible to continue to enroll until good academic standing is restored.
- C. In consultation with their academic advisors, students on academic probation must develop an academic plan of action for each semester they are on academic probation. The student, the academic advisor, the academic unit's retention coordinator and the Office of Enrollment Management will receive copies of the academic plan of action for information purposes and for monitoring compliance.
- D. Students on academic probation shall be limited to a maximum of 15 credit hours per semester in the fall and spring semesters. Students on academic probation may enroll in a maximum of 7 credit hours per session during the summer semesters. Students on academic probation must consult with their academic advisor in choosing classes and credit hour loads.

Students are expected to be aware of their academic standing at all times and are responsible for knowing whether or not they are on academic probation.

ACADEMIC SUSPENSION

A student will be placed on academic suspension for one semester if they fail to earn a 2.00 semester GPA each semester of the academic probationary period.

Students placed on academic suspension are denied permission to enroll for the next regular fall or spring semester, whichever comes first. Suspended students may enroll in the summer semester for a maximum of 7 credit hours per summer semester. After a one-semester suspension, students may apply for readmissions to the University. The student's academic department and college/school must approve the readmission. Students must be accepted into an academic department in order to be readmitted after academic suspension. During the readmission process, students may simultaneously seek and execute a change of major. Such a change of major and the student's readmission must be supported by the student's new academic department. Students are advised to begin the readmission process/change of major with their academic department and college/school prior to the University's posted application deadline. If readmitted, the student will return in an academic probation status, which will be maintained until the student achieves good academic standing. In consultation with their academic advisor, students on Academic Probation after Suspension must develop an academic plan of action for each semester they are on academic probation after suspension. The student, the academic advisor, the academic unit's retention coordinator and the Office of Enrollment Management will receive copies of the academic plan of action for information purposes and for monitoring compliance.

Suspended students wishing to appeal their academic suspension may appeal in writing to the Dean of their academic unit (for undecided students, the Director for the Center for Academic Excellence) by the appeals deadline in the academic calendar. Academic suspension appeals are considered where circumstances beyond a student's control interfered with the student's academic progress. An appeal of academic suspension should include: a) academic term of academic suspension for which the appeal is being made; b) an explanation of the circumstances that interfered with academic performance; c) supporting documentation of the circumstances that merit the appeal; d) how the circumstances that generated the poor academic performance have been resolved; and e) the student's plans for ensuring satisfactory academic progress in the coming academic semester should the appeal be approved. Academic suspension appeals will be reviewed by the Dean's Office (or, in the case of undecided students, the Director's Office for the Center for Academic Excellence). Students will be notified of the decision on the appeal in writing. If an appeal of academic suspension is approved, the student will return in an academic probation after suspension status, which will be maintained until the student achieves good academic standing.

An academically suspended student who has not been enrolled at North Carolina Agricultural and Technical State University for at least 5 years (10 consecutive fall and spring semesters) may be eligible for one readmission under the "Five Year Readmission Policy" described below.

ACADEMIC DISMISSAL

Academic dismissal will occur when a student returns after a one semester suspension, or a successful appeal after suspension, and fails to achieve a minimum 2.00 semester GPA while on academic probation after suspension. Students who have been academically dismissed cannot enroll at North Carolina Agricultural and Technical State University.

One year after an academic dismissal, a student may apply for readmission to the University. The student's academic department and college/school must approve the readmission. Students must be accepted into an

academic department in order to be readmitted after academic dismissal. During the readmission process, students may simultaneously seek and execute a change of major. Such a change of major and the student's readmission must be supported by the student's new academic department. Students are advised to begin the readmission process/change of major with their academic department and college/school prior to the University's posted application deadline. If readmitted, the student will return in an academic probation status, which will be maintained until the student achieves good academic standing. In consultation with their academic advisor, students on Academic Probation after Dismissal must develop an academic plan of action for each semester they are on academic probation after dismissal. The student, the academic advisor, the academic unit's retention coordinator and the Office of Enrollment Management will receive copies of the academic plan of action for information purposes and for monitoring compliance.

An academically dismissed student who has not been enrolled at North Carolina Agricultural and Technical State University for at least 5 years (10 consecutive fall and spring semesters) may be eligible for one readmission under the "Five Year Readmission Policy" described below.

ACADEMIC DISMISSAL APPEALS

Any student who has been dismissed from the University must be out for a minimum of one semester before an appeal may be made to the **Committee on Admission and Academic Retention**. Appeals are to be addressed to the Committee on Admission and Academic Retention in care of the Office of the Vice Chancellor for Academic Affairs.

VETERANS AND PERSONS ELIGIBLE FOR VETERANS BENEFITS

Veterans will be certified annually unless otherwise specified (per academic year). Continued certification is based on meeting the schools Standards of Progress as well as the Veterans Administration guidelines. Certification for benefits is not automatic. Students must notify the Certifying Officer of their enrollment plans and the intent to use his or her benefits.

QUALITY POINTS

Quality points are computed by multiplying the number of semester hour credits by 4 for courses in which a grade of A is earned; by 3 for a grade of B; by 2 for a grade of C; or by 1 for a grade of D. No quality points are given for a grade of F.

GRADE POINT AVERAGE

The grade point average is obtained by dividing the total number of quality points earned by the total number of semester hours included for quality points.

COURSE NUMBER AND CLASSIFICATION

Each course bears a distinguishing number which identifies it within the department and indicates, broadly, its level. The number system is as follows:

- 100-399, lower level courses primarily for freshmen and sophomores
- 400-599, upper level courses primarily for juniors and seniors
- 600-699, courses for undergraduate and graduate students
- 700-799, courses for graduate students and appropriate professional students' special programs
- 800-899, courses for doctoral students

COURSE SCHEDULING

To enhance the preparation of scheduling classes and the academic advisement process, each course section has a scheduling designation relative to the semester the course is offered. Fall Course Reference Numbers (CRN) begin with 1, Spring CRN's begin with 2, and Summer first session, dual and Intersession CRN's begin with 3, and Summer second session CRN's begin with 4.

CLASSIFICATION OF STUDENTS

Students are classified on the basis of semester hours completed excluding remedial and deficiency courses. The following classification scale applies to all students regardless of enrollment date:

<i>Classification</i>	<i>Semester Hours Completed</i>
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 or above

CHANGE OF GRADE

A request for a change of grade, for any reason, must be made within one year following the date the original grade was assigned by the faculty member.

GRADE APPEAL

A student may appeal the final grade earned in a course. Initially, the student should attempt to resolve the matter informally through the instructor of the course, the department chair and/or dean of the academic unit in which the grade was assigned. If the matter is not resolved through this level of interaction, then the student

should consult the individual school/college on its written grade appeal policy. A student wishing to pursue a written appeal of a grade must demonstrate a legitimate basis for the appeal. Grade appeals are final at the level of the school/college.

CHANGES IN SCHEDULE

A change in a student's schedule may be made with the consent of his or her advisor or department chairperson. However, if a student's schedule is changed after the designated period for adding and/or dropping courses, the consent of the school dean is required.

The student must obtain the Change of Schedule Form from the Office of the Registrar. The student must complete the form and obtain their advisor's signature. The form must be returned to the Office of the Registrar prior to the published deadline.

CHANGING SCHOOLS/COLLEGES

Students may transfer from one school/college of the University to another with the written approval and acceptance of the Deans of the schools/colleges involved. The proper forms on which to apply for such a change are to be obtained from the Office of the Registrar and executed at least six weeks prior to the beginning of the semester in which the student plans to transfer. When such a transfer is made, students must satisfy the current academic requirements of the school/college and/or department to which the student is transferring.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes or is asked to leave the University at any time during the semester shall complete and file official withdrawal forms. These forms may be obtained from the Office of Counseling Services. They should be completed and submitted to the Office of the Registrar.

Students who withdraw from the University prior to the published deadline to withdraw from the University shall receive a "W" in all classes enrolled. Failure to execute and file these forms in a timely manner will result in a student incurring the penalty of receiving an "F" for each course in which he or she was enrolled during the semester in question.

READMISSION OF FORMER STUDENTS

All students who voluntarily withdraw from the University, leave the University or are suspended or dismissed from the University, must complete a Readmission Application which is obtained from the Office of the Registrar or may be accessed on-line at www.ncat.edu. (Note: Go to Prospective Students and link to Registrar's Office.)

All students who voluntarily withdraw from the University, leave the University or, are suspended or dismissed from the University, must have their readmission approved by the respective academic department and its college/school. Readmitted students may not be readmitted as "undecided." During the readmissions process, students may simultaneously seek and execute a change of major. Such a change of major and the student's readmission must be supported by the student's new academic department. Students are advised to begin the readmission process/change of major with their academic department and college/school prior to the University's posted application deadline. If readmitted, a student who fails to meet the current criteria for good academic standing will be placed on academic probation status, which will be maintained until the student achieves good academic standing.

All readmitted students, in consultation with their academic advisor, must develop an academic plan of action for the first semester that they are readmitted. Students readmitted under academic probation must, in consultation with their academic advisor, develop an academic plan of action for the each semester that they are on academic probation. The student, the academic advisor, the academic unit's retention coordinator and the Office of Enrollment Management will receive copies of the academic plan of action for information purposes and for monitoring compliance.

Former students whose attendance at North Carolina Agricultural and Technical State University was interrupted by the University for disciplinary reasons must also apply to the Vice Chancellor for Student Affairs for approval to be readmitted. A student who has not been enrolled at North Carolina Agricultural and Technical State University for at least 5 years (10 consecutive fall and spring semesters) may be eligible for one readmission under the "Five Year Readmission Policy" described below.

FIVE YEAR READMISSION POLICY

Any previously enrolled undergraduate student who has not been enrolled at North Carolina Agricultural and Technical State University for at least five years (10 consecutive fall and spring semesters) may be eligible for one readmission under the "Five- Year Readmission Policy." To be eligible for this policy, the student must be eligible for readmission under the policy "Readmission of Former Students" described above and must be capable of completing their degree requirements within a reasonable time.

Under the "Five-Year Readmission Policy", only previously taken courses in which a grade of "C" or better was earned will be counted toward graduation. The computation of the cumulative GPA for students who are readmitted under this policy will begin at the time enrollment is resumed after readmission. This policy will not,

however, alter the student's original academic record. If readmitted under this policy, the student will return under an academic probation status and must maintain a cumulative GPA average of 2.00 or greater.

Students who choose to seek readmissions under this policy may be recognized as graduating with honors at Commencement if a minimum of 60 percent of the credit hours required for the degree program are earned at North Carolina Agricultural and Technical State University after readmission under this policy.

All students readmitted under this policy, in consultation with their academic advisor, must develop an academic plan of action for the first semester that they are readmitted. The student, the academic advisor, the academic unit's retention coordinator and the Office of Enrollment Management will receive copies of the academic plan of action for information purposes and for monitoring compliance.

The decision to seek readmission under the "Five-Year Readmission Policy" must be made by the student at the time they seek readmission to the University. Once made, that decision is irrevocable.

INCOMPLETES

Students are expected to complete all requirements of a particular course during the semester in which they are registered. However, if at the end of the semester a small portion of the work remains unfinished and should be deferred because of some serious circumstances beyond the control of the student, an "I" may be submitted. Along with the recording of the incomplete grade, the instructor must also file with the head of the department the student's average grade and a written description of the work which must be completed before the incomplete is removed.

Procedure for the Removal of an Incomplete

An incomplete grade must be removed within SIX WEEKS after the beginning of the next semester. If the student has not removed the incomplete within the time specified, the Incomplete is automatically changed to an "F." Developmental, thesis and research courses are exempted from the six week time limit.

SEMESTER EXAMINATIONS

A final examination will be required as a part of every course. An examination schedule showing the time and place of meeting of each course and section will be published each semester. Schedules so published will be followed without exception. Any changes in the examination schedule must be approved by the dean of the college/school.

DEAN'S LIST

To encourage academic excellence, the University publishes a Dean's List at the end of each semester. Regular undergraduate students whose semester grade point average is 3.00 or higher shall be eligible for the Dean's List. Students making the Dean's List must have completed a total of 12 or more semester hours.

CLASS ATTENDANCE POLICY

Class Attendance

The University is committed to the principle that regular and punctual class attendance is essential to the students' optimum scholastic achievement. An absence, excused or unexcused, does not relieve the student of any course requirement. **Attendance is required and punctuality is expected!** A student is responsible for all the work, including tests and written work, of all class meetings.

Instructor's Responsibility

- 1) Description of attendance requirements should be stated in the course syllabus and announced in class, particularly at the beginning of each term. If class attendance is to affect a student's course grade, then a statement to that effect must be a part of the course syllabus distributed to each student.
- 2) Instructors will keep attendance records in all classes. Each instructor has the right to prescribe procedures as to how and when attendance will be taken.

Student's Responsibility

It is the responsibility of each student to learn and comply with the requirements set by the instructor for each class in which he or she is registered. The student should:

- 1) have knowledge of each instructor's attendance and monitoring practices for class absences during the term,
- 2) become familiar with all materials covered in each course during absences and makeup any work required by the instructor, and
- 3) initiate the request to make-up work on the first day of class attendance after the absence.

POLICY ON MAKE - UP OF REQUIRED COURSE WORK

The administration, faculty and staff recognize that there are circumstances and events which require students to miss classes and any required course work which may be performed or due on the day of the absence. Also, they recognize that required course work is needed to give each student an adequate performance evaluation. Therefore, whenever reasonable (and more specifically described below), students should be allowed to make up required work.

The following definitions will apply with respect to this policy:

- a. Required course work – All work which will be used in the determination of final grades, e.g. examinations, announced quizzes, required papers and essays, required assignments.
- b. Instructor – Person responsible for the course and providing instruction and evaluation.
- c. Permissible reasons for requesting make up of required work – Sickness; death of relatives (immediate family); participation in approved University related activities; acting in the capacity of a representative of the University (band, choir, sports related travel, etc.); and extraordinary circumstances (court appearance, family emergency, etc.). NOTE: Other reasons for requesting make up of required course work are not acceptable.
- d. Documentation – Verification of sickness requires a signed statement of a physician or a duly authorized staff member of the Sebastian Health Center. Verification of death requires a signed statement from the Minister or Funeral Director. Verification of participation in University related activities requires a signed statement from the appropriate University official. Verification of other reasonable circumstances; for example, court appearance, family emergency, etc. requires a signed statement from an appropriate official (e.g., Court Official, parent or guardian, etc.).

The policy regarding make-up of required course work is as follows:

- (1) A student may petition an instructor to make up required course work whenever the student has a permissible reason for requesting make up of required course work.
- (2) A student will be required to present documentation which certifies absence constituting permissible reason.
- (3) Whenever possible, a student should consult with the instructor prior to an absence which will involve the failure to do required course work. Arrangements for make up should be discussed and agreed upon at this time.
- (4) A student must petition for make up of required course work on the first day that he or she returns to class.
- (5) If permission is granted to make up required course work, the instructor and the student should agree on an acceptable date for completion of missed required course work.
- (6) Failure to comply with item 4 may result in the denial to make up required course work.

Instructors should schedule make up work at a time that is convenient to both the instructor and the student.

GENERAL REQUIREMENTS FOR GRADUATION

A candidate for a degree from North Carolina Agricultural and Technical State University must satisfy the following minimum requirements:

- 1. Choose a specific curriculum leading to a degree in one of the schools/colleges and complete the requirements of this curriculum;
- 2. Complete a minimum of 124 semester hours excluding deficiency courses and remedial work for the Bachelor's degree;
- 3. Complete the general education requirements of the University for the Bachelor's degree;
- 4. Earn an average of two (2) grade points for every semester hour undertaken including hours passed or failed and not repeated. After completing the number of credit hours required for graduation, if the student is deficient in grade points, he or she must take additional courses that have been approved by his or her academic dean to secure these points. The student must also obtain an average of 2.0 or more in his or her major field;
- 5. Complete a minimum of three semesters as a full-time student in residence at the University. This requirement includes the two semesters prior to the period when the student completes his/her requirements for graduation. At least one half of the credits in the student's major field must be earned at the University. Exception to either of these provisions may be made upon the recommendation of the chairperson of the student's major department with the approval of the school/college dean. Transfer students must complete a minimum of 25% of the required degree coursework at North Carolina Agricultural and Technical State University to graduate from North Carolina Agricultural and Technical State University with that degree.
- 6. Clear all academic conditions by the end of the semester preceding graduation.
- 7. Pay all University bills and fees;
- 8. File an application for graduation with the Office of the Registrar in accordance with the schedule below:
 - A. May graduation – by last day for late registration for spring semester
 - B. Summer graduation – by the end of the second week of class in the summer session
 - C. December graduation – by last day of late registration for fall semester

GRADUATING WITH HONORS

Undergraduate candidates who complete all requirements for graduation in accordance with the following stipulations earn the following honors: (1) Those who maintain a general average within the range of 3.00 to 3.24

will receive CUM LAUDE, (2) those who maintain a general average within the range from 3.25 to 3.49 will receive MAGNA CUM LAUDE, and (3) those who maintain a general average within the range of 3.50 to 4.00 will receive SUMMA CUM LAUDE.

For a transfer student a minimum of 60 percent of the credit hours required for a degree program must be earned at North Carolina Agricultural and Technical State University to be considered for honors. For example, if the program requires a total of 128 credit hours, 77 of those hours must be earned at North Carolina Agricultural and Technical State University. Publication of honors and scholarships is made at commencement.

COMMENCEMENT PARTICIPATION

Two commencement programs are scheduled each year, one in December for fall and summer graduates and one in May for spring graduates. Students must meet the following requirements to be eligible to participate in commencement:

- ? Have completed degree requirements the semester prior to the upcoming commencement ceremony for which they plan to participate; or
- ? Be enrolled in the final courses and/or academic activity necessary to complete degree requirements in the semester for which they plan to participate in the respective commencement.

In either scenario, all students must submit an application for graduation to the Registrar's Office prior to the commencement deadline for either May or December. The student must be "cleared" by the Registrar's Office to be approved to participate in the commencement activities.

Students who will complete degree requirements during the summer semester(s) will NOT be eligible to participate in the preceding May commencement activities. However, they will be eligible to participate in either the following December or May commencement provided they meet the respective requirements as stated above.

EFFECTIVE BULLETIN FOR GRADUATION

The University Bulletin is the official document that describes the policies, academic programs and requirements for students attending North Carolina Agricultural and Technical State University. Students are responsible for knowing and adhering to the policies and requirements that affect them. A student's effective bulletin for graduation requirements is the bulletin in effect when the student first entered the University. This is provided that the courses are being offered. Moreover, the student must complete these requirements within six years. In addition, he or she may graduate under a bulletin published while he or she is a student. If a student elects to meet the requirements of a bulletin other than the one in force at the time of his or her original admission, he or she must meet all requirements of the bulletin he or she elects.

SECOND BACCALAUREATE DEGREE

A student who has received a bachelor's degree from North Carolina Agricultural and Technical State University or another accredited college or university may enroll in a program leading to a second degree at the same level providing (1) the major field is different from that of the first degree and (2) the appropriate application for admission or re-admission is filed and approved.

Students seeking a second baccalaureate degree and received the first degree must (1) complete a minimum of twenty-four (24) semester hours beyond those applied to the first or previous degree, excluding transfer credits or substitutions and dependent upon departmental requirements, (2) be in residence for a minimum of two (2) semesters as a full-time student if the first or previous degree was not earned at North Carolina Agricultural and Technical State University, and (3) achieve a cumulative minimum grade point average of 2.0 for all hours attempted for the degree.

GRADES

Grades are available on-line at www.ncat.edu, AGGIE ACCESS as soon as grades are determined at the end of each semester.

PRIVACY OF STUDENT RECORDS

The University ensures students access to their official academic records but prohibits the release of personally identifiable information, other than "directory information," from these records without their permission, except as specified by public law 93-380. "Directory information" includes: Student's name, address, E-mail address, telephone number, date and place of birth, school, major, sex, dates of attendance, degree(s) received, honors received, institution(s) attended prior to admission to North Carolina Agricultural and Technical State University, past and present participation in officially recognized sports and activities, and physical factors. Public Law 93-380 further provides that any student may, upon written request, restrict the printing of such personal information relating to himself or herself as is usually included in campus directories. A student who desires to have "directory information" withheld must submit a written request to the Office of the Registrar prior to the end of the add/drop period for the semester in which he or she is enrolled.

ACCESS TO STUDENT RECORDS

1. The policy for the administration of student academic records is in accordance with the Family Educational Rights and Privacy Act of 1974 as amended.