

# ADULT LEARNER HANDBOOK

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Graduate Studies in Adult and Continuing Education  
Department of Human Development and Services  
School of Education

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Revised 2009

[http://www.ncat.edu/~schofed/newsite/departments\\_hds\\_ae.html](http://www.ncat.edu/~schofed/newsite/departments_hds_ae.html)

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Education are available as web-based, online courses. Registration procedures for online learning are the same as campus based instruction. Graduate learners are encouraged to become familiar with Blackboard by reviewing the tutorials located on the home page of Blackboard. Further assistance can be received by contacting the Distance Learning Department and Help Desk. At each Graduate School Orientation, an introduction to Blackboard is given.

Every graduate learner is expected to maintain continuous enrollment during fall and spring semesters from the term of first registration until completion of his/her program of study. Any learner who "stops out" for one or more semesters will be automatically dropped from the rolls by the Graduate School and required to apply for readmission before registering for any subsequent semester. Applications for readmission are available from the Graduate School office. Graduate learners should consult with their advisors before deciding to withdraw from the University for one or more semesters.

Please note that any graduate learner who has completed all course requirements toward the degree but has not completed other degree requirements such as the Master's Comprehensive Examination or the submission of the final thesis will be required to register for the semester during which he or she completes the requirement. Similarly, non-course requirements such as the approval of transfer credit, applicable or the application to graduate must be completed before the completion of required coursework. Failure to do so may result in the student being assessed a matriculation fee in order to graduate.

### Adding Courses or Withdrawing from Program of Study

Graduate learners should pay attention to the University Academic Calendar for drop/add dates during the semester. This calendar is in the catalog of course listings.

### Grievance Procedures

Open communication and suitable compromise should settle a conflict between a graduate learner and a professor. However, if resolution is not achieved then the learner needs to meet with the departmental chairperson. Any grievance including grade appeals needs to be submitted in writing to the chairperson. If a satisfactory agreement has still not been reached the learner may appeal to the office of the Dean of the School of Education. If the conflict concerns a grade received, the learner can make a grade appeal through a formal process to the School of Education Grade Appeals Board.

The School of Education Grade Appeals Board serves to review formal petitions from students appealing their final grades. Such petitions will be considered after the graduate learner has exhausted all existing levels of appeal (i.e., the instructor, the department chair) and petitioned the school dean. It is the responsibility of the Board to conduct a formal hearing and to make recommendations to the Dean of the School of Education. According to School of Education policy, the graduate learner must initiate any formal grade appeal within two weeks of the beginning of the semester immediately following (excluding summer) the term in which the grade being appealed was given.

Specific grade appeal procedures including the petition form are available in Room 329 School of Education, the Department of Human Development and Services, and Room 380 School of Education, the Office of the Dean of the School of Education.

