

THE SCHOOL OF GRADUATE STUDIES

GRADUATE CATALOG

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North Carolina Agricultural and Technical State University
1601 East Market Street
Greensboro, North Carolina 27411
GRADUATE PROGRAMS
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In order for a student to get credit for a course, he/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 enrollment (including the payment of all required fees) on the dates 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 during the scheduled dates will be required to pay a late registration fee of \$20.00 beginning on the date specified in the University Calendar.

Course Load

A full-time graduate course load is 9 to 15 credits per semester (including audits) and 3-7 credits per summer session (including audits). Audits in subjects in which the student has no previous experience will be evaluated at full credit value in determining course load. Audits taken as repetition of work previously accomplished are considered at one half of their value in calculating course loads. With the single exception of foreign language audits, all audit registrations must fall within the range of maximum permissible course loads. The maximum load is 15 semester hours.

Foreign students on F-1 and J-1 visas are required by the Immigration and Naturalization Service to carry a full-time course of study to remain in status.

University Staff

The maximum load for any fully employed member of the University faculty or staff will be six semester hours for the academic year.

Concurrent Registration In Other Institutions

A student registered in a degree program in the School of Graduate Studies may not enroll concurrently in another graduate school except upon permission, *secured in advance*, from the Dean of the School of Graduate Studies.

Grading Policies

Grades for graduate students are recorded as follows: A, excellent; B, average; C, below average; F, failure; S, work in progress (for courses in research); I, incomplete; W, withdrawal.

1. In order to earn a degree, a student must have a cumulative average of "B" (a grade point average of 3.0 on a system in which one hour of "A" earns 4 grade points).
2. A graduate student automatically goes on probation when his/her cumulative average falls below "B."
3. A student may be dropped from the degree program if he/she has not been removed from probation after two successive terms as a full-time student.
4. A student may not repeat a required course in which "C" or above was earned.
5. A student may repeat a required course in which "F" was earned. A student may not repeat the course more than once. If a student fails a second time, he/she is dismissed from the degree program.
6. All hours attempted in graduate courses and all grade points earned are included in the computation of the cumulative average of a graduate student.
7. A student who stops attending a course but fails to withdraw officially may be assigned a grade of "F."
8. All grades of "I" must be removed during the student's next term of enrollment.
9. A student may not count towards a degree program any course in which a grade of "F" was earned.

NOTE: The North Carolina Department of Public Instruction does not accept courses in

which a student has received a “D” or “F” for renewal of certification.

Audit

A regular student may audit a course by picking up the Audit Form from the Office of the Registrar. He/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 or tests and he/she receives no credit. An auditor may not change his/her registration from audit to credit or from credit to audit after late registration ends. **COURSE AUDITING IS WITHOUT CREDIT.**

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 meeting with the instructor of the course, the department chairperson, 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 appeal decisions are final at the level of the school/college.

Academic Warning, Probation, and Dismissal

A cumulative grade point average of 3.0 (B) is required for graduation. A department shall recommend courses in which the grades of “B” or better will be required. Effective fall 2004, *“A student who **accumulates nine or more semester hours** of grades below “B” shall be dismissed. When a student’s grade point average (GPA) falls below 3.0, he/she will be warned and informed that he/she must raise the GPA to 3.0 or better **within the next nine semester hours**. Students failing to do so will be dismissed from the School of Graduate Studies and no further registration in a graduate classification will be permitted.”*

Graduate-level courses with a grade below “C” are not acceptable in a program of study. In addition, graduate transfer courses with a grade of “C” or lower are not acceptable in the program of study. See section on Grading Policies.

Eligibility for Assistantship

A graduate student must be in good academic standing (3.0 GPA or better) to be eligible for appointment to an assistantship, fellowship, scholarship or traineeship, and must be registered in each semester in which the appointment is in effect.

Changing Programs

A student may transfer from one School/College of the University to another with the written approval and acceptance of the graduate programs involved. The proper forms on which to apply for such a change are to be obtained from the School of Graduate Studies Office 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, the student must satisfy the current academic requirements of the School/College and/or department into which the student has transferred.

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.

Incompletes

A student is expected to complete all requirements of a particular course during the semester in which he/she is 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 chairperson of the department the student’s average grade and a written description of the work that 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.

Continuous Registration

After a student is admitted to the School of Graduate Studies and enrolls for the first time, she/he is required to maintain continuous registration, i.e., be enrolled each semester, excluding summer sessions, until he/she has either graduated or her/his graduate program at North Carolina A&T State University has been terminated. All students must be registered in the semester or summer session in which they formally complete their degree requirements.

A student in good academic standing who must interrupt his/her graduate program for good reasons may request a leave of absence from graduate study for a definite period of time, normally not to exceed one year. The request should be made at least one month prior to the term involved. Upon endorsement of the request by the student’s graduate advisory committee and Director of Graduate Programs, and approval by the School of Graduate Studies, the student will not be required to be registered during the leave of absence. The time that the student spends on an approved leave of absence will be included in the time allowed to complete the degree, i.e., six years for the master’s and ten years for the doctorate.

Graduate students whose programs have been terminated because of failure to maintain continuous registration and who have not been granted a leave of absence will be required to complete a new application and be formally accepted into the program of study again.

Changes in Schedule

A change in a student’s class schedule may be made with the consent of his/her advisor or department chairperson. However, if a student’s schedule is changed after the designated drop add period, the consent of the Dean of the School of Graduate Studies is required.

The student must obtain and properly execute the Change of Schedule Form. This form is obtained from the Office of the Registrar and should be returned to that office.

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.