

2. Students have the right to inspect and review any and all official records, files, and data directly related to them.
3. A student who believes that his or her record contains inaccurate or misleading information shall have an opportunity for a hearing to challenge the content of the record, to assure that the record is not inaccurate, misleading, or otherwise in violation of his or her privacy or rights, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein or include the student's own statement of explanation.
4. The University will comply with requests for records within a reasonable period of time and not later than (30) days after the request is received.
5. The release of academic records requires the written permission of the student, except as provided by Public Law 93-380. Transcripts are not issued to a student who has not met his or her financial obligations to the University.
6. Copies of the "University's Statement" concerning access to student records are available in the Office of the Registrar as well as the office of each school dean and department chairperson.

#### **CHANGE OF NAME AND ADDRESS**

It is the obligation of every student to notify the Office of the Registrar of any change in name or address. Failure to do so can result in a delay in the handling of the student's records and in sending official University notifications to the student's home. To change a name a student must first have a legal court document.

#### **TRANSCRIPTS OF RECORDS**

Requests for a transcript of student's record should be addressed to the University Registrar. The cost is \$4.00 per copy and is posted with the fees for the year the request is made.

#### **INDEBTEDNESS TO THE UNIVERSITY**

No diploma, certificate or transcript of a student's academic record will be issued to a student who has not made a satisfactory settlement with the cashier for all indebtedness to the University. A student may not be permitted to attend classes or final examinations after the due date of any unpaid obligation.

#### **ACADEMIC DISHONESTY POLICY**

North Carolina Agricultural and Technical State University is committed to a policy of academic honesty for all students. Examples of Academic Dishonesty include but are not limited to:

- Cheating or knowingly assisting another student in committing an act of academic dishonesty;
- Plagiarism (unauthorized use of another person's words or ideas as one's own) which includes but is not limited to submitting examinations, theses, reports, drawings, laboratory notes or other materials as one's own work when such work has been prepared by another person or copied from another person.
- Unauthorized possession of examinations or reserve library materials, destruction or hiding of source materials, library materials, or laboratory materials or experiments or any other similar action;
- Unauthorized changing of grades or marking on an examination or in an instructor's grade book, or such change of any grade record;
- Aiding or abetting in the infraction of any of the provisions anticipated under the general standards of student conduct; or
- Assisting another student in violating any of the above rules.

A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but may also affect the evaluation of the student's level of performance. Any student who commits an act of academic dishonesty is subject to disciplinary action as defined below.

In instances where a student has clearly been identified as having committed an academic act of dishonesty, the instructor may take appropriate punitive action including a loss of credit for an assignment, an examination or project, or award a grade of "F" for the course subject to the review and endorsement of the chairperson and the dean. Repeated offenses can even lead to dismissal from the University.

#### **STUDENT APPEALS OF ACADEMIC DISHONESTY**

A student who feels that he or she has been unfairly treated as a result of an academic dishonesty matter may appeal the action in writing to the University Judicial Tribunal. The written notice of appeal must be submitted within one week (seven calendar days) of the date of the incident. The student should refer to the section on Appellate Procedures in the *Student Handbook*.

#### **DISRUPTIVE BEHAVIOR IN THE CLASSROOM**

*(UNC-GA Policies for Students-Adopted by BOG October 26, 1970)*

The instructor may withdraw a student from a course for behavior he deems to be disruptive to the class. The grade assigned will be "W" if the behavior occurs before the deadline for dropping a course without academic penalty, and the instructor has the option of giving a "W" or a "F" if the behavior occurs after the deadline.

#### **1. BINDING PROCEDURES FOR INSTRUCTORS**

The instructor must provide an opportunity for the student to be heard. In providing this opportunity, the instructor must follow the procedure described below:

1. The student should be notified in writing at the next class attended that the instructor proposes to drop the student from the course for disruption of the class, and the instructor should provide the student with written instructions regarding the time and place for a meeting with the instructor. A copy of this written notification must be sent to the instructor's department head at the same time.
2. A time limit of five working days (M-F) from the time written notification is given for the student's opportunity to be heard by the instructor.
3. The date of notification establishes whether the withdrawn student will be given a "W" or "F." "W" is appropriate before the published withdrawal deadline and either "W" or "F" is appropriate after that date, at the instructor's discretion.
4. The instructor may suspend the student from class until the instructor takes final action to withdraw the student from class or to allow the student to continue in the class. The final decision to withdraw or continue the student is the instructor's.
5. Either party in the resolution of this dispute may invite one other person of the university community to be present as an observer.

## II. STUDENTS' RIGHT TO APPEAL

If the student wishes to appeal the instructor's decision to withdraw the student from class, he/she should follow the academic appeal procedures outlined in the section on grading in the *Undergraduate Bulletin*.

### CONSORTIUM STUDY AGREEMENT

The Greater Greensboro Consortium is a program designed to expand the course options available to degree seeking students from Bennett College, Elon University, Greensboro College, Guilford College, Guilford Technical Community College, High Point University, North Carolina A&T State University and the University of North Carolina at Greensboro (UNC-G).

North Carolina A&T students who wish to enroll in courses at one or more of the above named institutions may obtain the necessary forms from the Office of the Registrar. Approval of the department chairperson, Treasurer's Office and the Registrar's Office is required. North Carolina Agricultural and Technical State University's equivalent course must be listed on the consortium form for each course to be taken at the host institution. The student will then take the appropriate copies of the form to the host institution and adhere to their registration time line and course restrictions. Students who make changes in their schedules must satisfy the drop/add procedure at the host institution. Student from other institutions who wish to enroll at North Carolina Agricultural and Technical State University should present the approval forms to the Office of the Registrar, located on the first floor of the Dowdy Administration Building beginning on the date posted on the academic calendar for that corresponding semester.

#### Key Points for NC A&T Students to Remember:

1. You must be enrolled in more hours at NC A&T SU than the host institution.
2. All consortium credits apply towards your enrollment at NC A&T SU. This means the coursework effects your GPA and credits earned.
3. The Consortium Agreement operates the fall and spring semester for Bennett College, Elon University, Greensboro College, Guilford College, GTCC, High Point University and UNC-G\*. The summer sessions are with UNC-G ONLY.
4. All rules, regulations and dead-lines apply at the host institution.

*Students from other institutions who wish to enroll at A&T should present the approval forms at the Office of the Registrar located in the Dowdy Administration Building during registration.*

**\*\* Students taking classes at UNC-G must also fill out a UNC Inter-Institutional Approval Form \*\***

#### Directions for students taking consortium classes at the Host Institution.

1. Obtain a Consortium Form from the Office of the Registrar.
2. Obtain the signature of your academic chairperson on the consortium form.
3. *The form should also contain the equivalent course number at NC A&T SU to be added to the students' schedule. Your form will not be signed without the equivalent course listed.*
4. Bring the completed form to the Office of the Registrar for the signature of the Registrar. *(Please Note: Your bill must be validated to receive the Registrar's signature)*
5. Take 3 copies (yellow, pink and golden) of the approved form to the Office of the Registrar at the host campus during their add drop period.
6. If you are unable to register for the course, you must notify the Office of the Registrar at NC A&T SU.
7. If you drop a consortium course, you must adhere to the host institutions drop/add policy. You must also notify the Office of the Registrar at NC A&T SU.

#### Host Institution

Bennett College

#### Where to Register

Admissions Office, then to the Records Office located in 104 Black Hall