

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