

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

The University uses the department prefix to designate all course offerings. The first digit indicates the classification level of the course. The numbering 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 seniors and graduate students
- 700-799 – courses for graduate students and appropriate professional students' special programs
- 800-899 – courses for doctoral students
- 900-999 – courses for graduate students (999 continuation of thesis courses)

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,