

however, alter the student's original academic record. If readmitted under this policy, the student will return under an academic probation status and must maintain a cumulative GPA average of 2.00 or greater.

Students who choose to seek readmissions under this policy may be recognized as graduating with honors at Commencement if a minimum of 60 percent of the credit hours required for the degree program are earned at North Carolina Agricultural and Technical State University after readmission under this policy.

All students readmitted under this policy, in consultation with their academic advisor, must develop an academic plan of action for the first semester that they are readmitted. 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.

The decision to seek readmission under the "Five-Year Readmission Policy" must be made by the student at the time they seek readmission to the University. Once made, that decision is irrevocable.

INCOMPLETES

Students are expected to complete all requirements of a particular course during the semester in which they are 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 head of the department the student's average grade and a written description of the work which 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.

SEMESTER EXAMINATIONS

A final examination will be required as a part of every course. An examination schedule showing the time and place of meeting of each course and section will be published each semester. Schedules so published will be followed without exception. Any changes in the examination schedule must be approved by the dean of the college/school.

DEAN'S LIST

To encourage academic excellence, the University publishes a Dean's List at the end of each semester. Regular undergraduate students whose semester grade point average is 3.00 or higher shall be eligible for the Dean's List. Students making the Dean's List must have completed a total of 12 or more semester hours.

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.

Instructor's Responsibility

- 1) Description of attendance requirements should be stated in the course syllabus and announced in class, particularly at the beginning of each term. If class attendance is to affect a student's course grade, then a statement to that effect must be a part of the course syllabus distributed to each student.
- 2) Instructors will keep attendance records in all classes. Each instructor has the right to prescribe procedures as to how and when attendance will be taken.

Student's Responsibility

It is the responsibility of each student to learn and comply with the requirements set by the instructor for each class in which he or she is registered. The student should:

- 1) have knowledge of each instructor's attendance and monitoring practices for class absences during the term,
- 2) become familiar with all materials covered in each course during absences and makeup any work required by the instructor, and
- 3) initiate the request to make-up work on the first day of class attendance after the absence.

POLICY ON MAKE - UP OF REQUIRED COURSE WORK

The administration, faculty and staff recognize that there are circumstances and events which require students to miss classes and any required course work which may be performed or due on the day of the absence. Also, they recognize that required course work is needed to give each student an adequate performance evaluation. Therefore, whenever reasonable (and more specifically described below), students should be allowed to make up required work.

The following definitions will apply with respect to this policy:

- a. Required course work – All work which will be used in the determination of final grades, e.g. examinations, announced quizzes, required papers and essays, required assignments.
- b. Instructor – Person responsible for the course and providing instruction and evaluation.
- c. Permissible reasons for requesting make up of required work – Sickness; death of relatives (immediate family); participation in approved University related activities; acting in the capacity of a representative of the University (band, choir, sports related travel, etc.); and extraordinary circumstances (court appearance, family emergency, etc.). NOTE: Other reasons for requesting make up of required course work are not acceptable.
- d. Documentation – Verification of sickness requires a signed statement of a physician or a duly authorized staff member of the Sebastian Health Center. Verification of death requires a signed statement from the Minister or Funeral Director. Verification of participation in University related activities requires a signed statement from the appropriate University official. Verification of other reasonable circumstances; for 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

GRADUATING WITH HONORS

Undergraduate candidates who complete all requirements for graduation in accordance with the following stipulations earn the following honors: (1) Those who maintain a general average within the range of 3.00 to 3.24