

## **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.

### ***Instructor's Responsibility***

1. 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 work of 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 the 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 require 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 (verification needed) – 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.); extraordinary circumstances (court appearance, family emergency, etc.); require a signed statement. NOTE: Other reasons for requesting make up have required course work is not acceptable.
- d. Documentation – Verification of sickness requires signed statement of a physician or a duly authorized staff member of the Health Center. Verification of death requires signed statement from the Minister or Funeral Director. Verification of participation in University related activities requires signed statement from the Office of the Vice Chancellor for Academic Affairs. Verification of other reasonable circumstances; for example, court appearance, family emergency, etc. require 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 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.**

### **Grade Reports**

As soon as grades are determined, at the end of each semester or summer term, students may go to the website at <https://webfor1.ncat.edu/>, and retrieve their grades.

### **Privacy of Student Records**

The University insures students access to their official academic records but prohibits the release of personally identifiable information, other than "directory information," from these records without their permission, except as specified by public law 93-380. "Directory information" includes:

Student's name, address, telephone number, university email address, date and place of birth, school, major, sex, marital status, dates of attendance, degree received, honors received, institution(s) attended prior to admission to North Carolina Agricultural and Technical State University, past and present participation in officially recognized sports and activities, and physical factors. Public Law 93-380 further provides that any student may, upon written request, restrict the printing of such personal information relating to himself or herself as is usually included in campus directories.

A student who desires to have "directory information" withheld must submit a written request to the Office of the Registrar one week before the beginning of classes for the semester or session in which he or she is enrolled.

### **Access to Student Records**

1. The policy for the administration of student academic records is in accordance with the Family Educational Rights and Privacy Act of 1974 as amended.
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 insure 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 from his or her record 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.

Copies of the "University's Statement" concerning access to students 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. The student may also complete the change of address form online by visiting the website at <https://webfor1.ncat.edu/>. Failure to do so can cause serious delay in the handling of the student's records and in notification of emergencies at home. *A legal court document must accompany the request to change the student's name.*

### **Transcripts of Records**

Requests for official transcripts of students' records should be addressed to the University Registrar. The cost is \$4.00 per copy.

### **Indebtedness to the University**

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

## **Academic Dishonesty Policy**

North Carolina A&T State University is committed to a policy of academic honesty for all students. Examples of Academic Dishonesty include but are not limited to the following:

- 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 necessarily 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 reserved 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.
- 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 awarding 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 on Academic Dishonesty**

A student who feels 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.

### **I. 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 8-week drop date 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.

### Cell Phone Policy

The use of cell phones inside the classroom during the classroom period is prohibited. Please be advised that placing or receiving calls as well as conversing on cell phones during the conduct of a class shall be considered as disruptive behavior for students and unprofessional behavior for faculty and staff.

### Graduation

There are four official graduations (June, August, December and May) for graduate students per year, occurring at the end of the fall and spring semesters and at the end of the second summer session. Formal commencement exercises are held at the end of the spring and fall semesters, but any student who graduated during summer sessions is eligible to participate in the December Commencement. Any doctoral candidate wishing to have the degree conferred *in absentia* must notify the School of Graduate Studies in writing; master’s candidates should contact their departments or programs. **Students must be enrolled in the semester in which they apply for graduation.**

### TUITION AND FEES

The fee charged to a full-time student carrying nine or more semester hours of work is the same as that charged to a full-time graduate student. For one academic year, a state resident should expect to pay approximately \$4,112.74, which will cover tuition and required fees; this sum does not include room and board charges. Tuition and required fees for an out-of-state student carrying a full schedule will total \$13,697.74 for the academic year.

As student fees are subject to change without prior notice, it is advised that the Treasurer’s Office be contacted for complete information concerning charges for full-time and part-time students.

#### North Carolina A & T State University Tuition & Fees Rate

#### IN-STATE GRADUATE STUDENTS

No. of Hrs.	Tuition	Fees	Total
1-2	\$258.25	\$338.15	\$596.40
3-5	\$516.50	\$411.65	\$928.15
6-7	\$774.75	\$485.40	\$1,260.15
8	\$774.75	\$1,023.37	\$1,798.12
9 or more	\$1,033.00	\$1,023.37	\$2,056.37

#### GRADUATE STUDENTS

No. of Hrs.	Tuition	Fees	Total
1-2	\$1,456.50	\$338.15	\$1,794.65
3-5	\$2,912.75	\$411.65	\$3,324.40
6-7	\$4,369.00	\$485.40	\$4,854.40
8	\$4,369.00	\$1,023.37	\$5,392.37
9 or more	\$5,825.50	\$1,023.37	\$6,848.87