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 will receive CUM LAUDE, (2) those who maintain a general average within the range from 3.25 to 3.49 will receive MAGNA CUM LAUDE, and (3) those who maintain a general average within the range of 3.50 to 4.00 will receive SUMMA CUM LAUDE.

For a transfer student a minimum of 60 percent of the credit hours required for a degree program must be earned at North Carolina Agricultural and Technical State University to be considered for honors. For example, if the program requires a total of 128 credit hours, 77 of those hours must be earned at North Carolina Agricultural and Technical State University. Publication of honors and scholarships is made at commencement.

COMMENCEMENT PARTICIPATION

Two commencement programs are scheduled each year, one in December for fall and summer graduates and one in May for spring graduates. Students must meet the following requirements to be eligible to participate in commencement:

- Have completed degree requirements the semester prior to the upcoming commencement ceremony for which they plan to participate; or
- Be enrolled in the final courses and/or academic activity necessary to complete degree requirements in the semester for which they plan to participate in the respective commencement.

In either scenario, all students must submit an application for graduation to the Registrar’s Office prior to the commencement deadline for either May or December. The student must be “cleared” by the Registrar’s Office to be approved to participate in the commencement activities.

Students who will complete degree requirements during the summer semester(s) will NOT be eligible to participate in the preceding May commencement activities. However, they will be eligible to participate in either the following December or May commencement provided they meet the respective requirements as stated above.

EFFECTIVE BULLETIN FOR GRADUATION

The University Bulletin is the official document that describes the policies, academic programs and requirements for students attending North Carolina Agricultural and Technical State University. Students are responsible for knowing and adhering to the policies and requirements that affect them. A student's effective bulletin for graduation requirements is the bulletin in effect when the student first entered the University. This is provided that the courses are being offered. Moreover, the student must complete these requirements within six years. In addition, he or she may graduate under a bulletin published while he or she is a student. If a student elects to meet the requirements of a bulletin other than the one in force at the time of his or her original admission, he or she must meet all requirements of the bulletin he or she elects.

SECOND BACCALAUREATE DEGREE

A student who has received a bachelor’s degree from North Carolina Agricultural and Technical State University or another accredited college or university may enroll in a program leading to a second degree at the same level providing (1) the major field is different from that of the first degree and (2) the appropriate application for admission or re-admission is filed and approved.

Students seeking a second baccalaureate degree and received the first degree must (1) complete a minimum of twenty-four (24) semester hours beyond those applied to the first or previous degree, excluding transfer credits or substitutions and dependent upon departmental require-
ments, (2) be in residence for a minimum of two (2) semesters as a full-time student if the first or previous degree was not earned at North Carolina Agricultural and Technical State University, and (3) achieve a cumulative minimum grade point average of 2.0 for all hours attempted for the degree.

GRADES

Grades are available on-line at www.ncat.edu, AGGIE ACCESS as soon as grades are determined at the end of each semester.

PRIVACY OF STUDENT RECORDS

The University ensures 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, E-mail address, telephone number, date and place of birth, school, major, sex, dates of attendance, degree(s) 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 prior to the end of the add/drop period for the semester 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 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.