

thematic clusters and eligible courses is included in the University Studies Program section of this Bulletin.

**Senior Year (Capstone Experience):**

During their senior year, all students must complete 3-6 credit hours of a senior capstone experience (typically specified by the student’s major department).

**Service/Experiential Learning Requirement:**

In addition to the 37 credit hour requirement outlined above, all students are required to complete 50 hours of service/experiential learning prior to the senior capstone experience.

**Mathematics and Freshman Proficiency:**

All Freshman students are required to demonstrate proficiency in mathematics and English composition by their performance on proficiency examinations completed prior to the start of the first semester of coursework. Freshman students who do not meet Freshman proficiency competency requirements in English composition and/or mathematics must successfully complete UNST 103 (Basic Writing) and/or MATH 099 (Intermediate Mathematics) with a passing grade before being allowed to enroll in any University Studies Foundation courses.

**COURSE CREDIT BY EXAMINATION**

Credit may be earned by examination for any undergraduate course for which a suitable examination has been adopted or prepared by the department granting the credit. The student receives the grade “CE” and regular credit for the number of hours involved. However, the credit hours are excluded in computing the student’s grade point average.

Credit may also be granted for the successful completion of standardized tests under the College Level Examination Program (CLEP) as approved for specific courses by University departments. There is no maximum amount of credit that a student may earn, but a student must complete a minimum of three semesters as a full-time student in residence at the University. Fees for CLEP and other standardized examinations are determined externally, rather than by the University. These credits are treated as transfer credits. Questions about the program may be addressed to the Director of Admissions or the Director of Counseling Services.

**(Grading System)**

Grades are assigned and recorded as follows:

<b>Grade</b>	<b>Description</b>	<b>Quality Points</b>
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average, but passing	1
F	Failure	0
I	Incomplete	
CE	Credit by examination	
AP	Advanced placement	
S	Satisfactory	
U	Unsatisfactory	
AU	Audit	
W	Withdrew	
P	Passing	

**Standards of Academic Standing**

Students are considered to be in good academic standing if they meet the following minimum cumulative grade point average (GPA) criteria:

Credit Hours Attempted at NC A&T SU plus Credit Hours Transferred	Minimum Grade Point Average
1 – 12	1.60

13 – 24	1.75
25 – 36	1.90
37 or more	2.00

The University, on the recommendation of a student's major academic area, reserves the right to deny enrollment to any student, even if the grade point average meets the minimum standards listed above, if it is apparent from the student's academic record that the student is not making satisfactory academic progress toward meeting the required graduation requirements for their major.

#### **ACADEMIC WARNING**

A student who earns a mid-term grade of D or F will be sent an **academic warning** notice from the Office of the Registrar. While being placed on **academic warning** does not become a part of the student's permanent record, the student is warned that failure to meet the minimum standards as defined above by the end of that semester may result in academic probation, suspension or dismissal.

#### **ACADEMIC PROBATION**

A student will be placed on academic probation when they fail to meet the cumulative grade point average listed above at the end of the academic semester.

Terms of Academic Probation:

- A. Students placed on academic probation are required to enroll in and pass the Academic Skills Course (0 credit, graded Pass/Fail) conducted by the Center for Academic Excellence. Failure to participate in this course will result in immediate academic suspension.
- B. Students on academic probation must earn a minimum 2.00 semester GPA each semester to be eligible to continue to enroll until good academic standing is restored.
- C. In consultation with their academic advisors, students on academic probation must develop an academic plan of action for each semester 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.
- D. Students on academic probation shall be limited to a maximum of 15 credit hours per semester in the fall and spring semesters. Students on academic probation may enroll in a maximum of 7 credit hours per session during the summer semesters. Students on academic probation must consult with their academic advisor in choosing classes and credit hour loads.

Students are expected to be aware of their academic standing at all times and are responsible for knowing whether or not they are on academic probation.

#### **ACADEMIC SUSPENSION**

A student will be placed on academic suspension for one semester if they fail to earn a 2.00 semester GPA each semester of the academic probationary period.

Students placed on academic suspension are denied permission to enroll for the next regular fall or spring semester, whichever comes first. Suspended students may enroll in the summer semester for a maximum of 7 credit hours per summer semester. After a one-semester suspension, students may apply for readmissions to the University. The student's academic department and college/school must approve the readmission. Students must be accepted into an academic department in order to be readmitted after academic suspension. During the readmission 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, 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 Suspension must develop an academic plan of action for each semester they are on academic probation after suspension. 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.

Suspended students wishing to appeal their academic suspension may appeal in writing to the Dean of their academic unit (for undecided students, the Director for the Center for Academic Excellence) by the appeals deadline in the academic calendar. Academic suspension appeals are considered where circumstances beyond a student's control interfered with the student's academic progress. An appeal of academic suspension should include: a) academic term of academic suspension for which the appeal is being made; b) an explanation of the circumstances that interfered with academic performance; c) supporting documentation of the circumstances that merit the appeal; d) how the circumstances that generated the poor academic performance have been resolved; and e) the student's plans for ensuring satisfactory academic progress in the coming academic semester should the appeal be approved. Academic suspension appeals will be reviewed by the Dean's Office (or, in the case of undecided students, the Director's Office for the Center for Academic Excellence). Students will be notified of the decision on the appeal in writing. If an appeal of academic suspension is approved, the student will return in an academic probation after suspension status, which will be maintained until the student achieves good academic standing.

An academically suspended 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**

Academic dismissal will occur when a student returns after a one semester suspension, or a successful appeal after suspension, and fails to achieve a minimum 2.00 semester GPA while on academic probation after suspension. Students who have been academically dismissed cannot enroll at North Carolina Agricultural and Technical State University.

One year after an academic dismissal, a student may apply for readmission to the University. The student's academic department and college/school must approve the readmission. Students must be accepted into an academic department in order to be readmitted after academic dismissal. During the readmission 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, 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**

Each course bears a distinguishing number which identifies it within the department and indicates, broadly, its level. The number 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 and graduate students

700-799, courses for graduate students and appropriate professional students' special programs

800-899, courses for doctoral students

**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](http://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, 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.