

## VI. Academic Regulations



## Class Time Schedule

MONDAY	WEDNESDAY	FRIDAY
8:00-8:50	8:00-8:50	8:00-8:50
9:00-9:50	9:00-9:50	9:00-9:50
10:00-11:15	10:00-11:15 (University Activity Period)	10:00-11:15
11:30-12:20	11:30-12:20	11:30-12:20
12:30-1:20	12:30-1:20	12:30-1:20
1:30-2:20	1:30-2:20	1:30-2:20
2:30-3:20	2:30-3:20	2:30-3:20
3:30-4:20	3:30-4:20	3:30-4:20

**NOTE:** *Wednesdays from 10:00 until 11:15 are designated University Activity Period.*

Tuesday/Thursday, Monday/Wednesday, and Monday/Friday classes begin at 8:00, 9:30, 10:00, 11:00, 12:30, 2:00, 3:30, 4:00, and 5:00. They continue for seventy-five minutes.

Evening classes begin at 4:00, 5:00, 6:00, and 6:30 and meet one day a week Monday through Friday for three hours.

Abbreviations used to designate days are as follows: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday.

## Classification of Students

Regular students at The University of North Carolina at Pembroke are classified according to the number of semester hours they have earned in keeping with the following table:

- Less than 30 hours – Freshman
- 30 to 59 hours – Sophomore
- 60 to 89 hours – Junior
- 90 hours to graduation – Senior

## Academic Advisement

The University has an academic advising system to assist students in their respective academic programs. Each student is assigned to a faculty member who helps the student plan a program and maintains a record of progress during his or her college career. Although the advisor will guide the student in academic matters, the final responsibility for meeting all academic program requirements rests with the student.

The academic advisor may refer a student to other offices for further services in counseling, career planning and placement, tutoring and skills development.

## Grading and Academic Eligibility

### Grading System

Grade reports are viewed online by all students. A BraveWeb user ID and password must be maintained by all students.

A letter grade and plus-minus system for evaluating academic performance is used for evaluating all undergraduate students. Each letter grade has a quality point value for each semester hour it represents. The hours and quality points are used in determining a student's quality point average for a semester's work and in averaging

grades for all work completed to find a student's cumulative quality point average.

Academic eligibility for a student shall be determined by current regulations.

The letter grades and quality points represented by each, as of January 1, 1989, are as follows:

A = 4.0	B- = 2.7	D+ = 1.3	P = 0.0	AU = 0.0
A- = 3.7	C+ = 2.3	D = 1.0	I = 0.0	
B+ = 3.3	C = 2.0	D- = 0.7	T = 0.0	
B = 3.0	C- = 1.7	F = 0.0	W = 0.0	

The P grade is earned in designated courses and carries semester hours credit. However, the hours are not counted in quality hours. Quality hours are the hours used in figuring quality point averages.

The I, or incomplete grade, is given when a student is unable to complete required work because of an unavoidable circumstance such as illness. It is not to be given to enable a student to do additional work to improve a grade. An incomplete must be removed within one semester (excluding summer term) or it will automatically be converted to a grade of F by the University Registrar. In the determination of quality hours and quality point averages, an I is counted as an F until it is removed.

The T, grade pending, is given only for University Honors College courses until the thesis or project is completed.

The "W" grade is assigned when a student withdraws from a course during the designated drop period.

A student may withdraw from a course after the drop-add period but prior to and including the last day of the first week of classes after midterm grades are reported, with a grade of W.

Withdrawal without penalty from a course or courses, after the deadline for withdrawal but before the last two weeks of classes in the semester, may be approved only for appropriate cause such as serious illness. Appropriate documentation is required. Unsatisfactory academic performance does not by itself constitute sufficient reason to grant a late withdrawal.

The student should secure a course withdrawal form from the Registrar's office, obtain the instructor's signature and the advisor's signature, and return the form to the Academic Affairs Office for review. Approved requests receive W in the course. A copy of the completed form and any required documentation must be on file with the Academic Affairs Office before a late course withdrawal will be considered. A second copy of the completed withdrawal form will be forwarded to the Registrar's office for entry of the assigned grade.

Signatures are not needed to withdraw during the drop period. The only classes that need a signature are ENG 0104-1060 and require the instructor, advisor, and director or composition signature to drop.

Students who stop attending classes without completing the withdrawal procedure ordinarily receive an F in courses for which they are registered. When a student receives a W grade, the grade is recorded, but the semester hours attempted are not counted as quality hours.

Audited classes are listed on the permanent record. They are designated by the letters AU. The AUs and Ws will be listed as attempted hours, but not as quality hours for figuring quality point averages.

## Undergraduate Grade Appeal Process

Undergraduate students may appeal a final course grade. The appeal process must be initiated by the student within thirty (30) calendar days after the first day of class

of the regular semester following the award of the grade. The appeal process is summarized below.

### **Step 1**

An undergraduate student who wishes to appeal a final course grade must first attempt to resolve the matter by meeting with the instructor involved. The student must explain his or her position to the instructor and attempt to understand the justification for the grade assigned by the instructor. The purpose of the meeting is to reach a mutual understanding of the student's situation and the instructor's actions and to resolve differences in an informal and cooperative manner.

### **Step 2**

If a student fails to reach a satisfactory solution in consultation with the instructor, or if it is impractical to consult with the instructor, the student should seek the assistance of the Faculty Conciliator within fifteen (15) calendar days of the meeting with the instructor or within thirty (30) calendar days after the first day of class of the semester following the award of the grade. The Faculty Conciliator's role is to advise, guide, and document the student's progress through the Appeal Process.

### **Step 3**

Within five (5) calendar days of the initial meeting with the student, the Conciliator must arrange a meeting with the student, the instructor, and the chairperson of the department. The purpose of this meeting is to try to find an amicable solution. In the case of a grade appeal involving a department chairperson, the meeting will be with the student, the instructor (chairperson) and a Vice Chancellor of Academic Affairs (Provost or Associate). If the student is still dissatisfied after this meeting, such student may then elect to file a formal appeal within fifteen (15) calendar days of the meeting.

### **Step 4**

To file a formal appeal, the student must submit a written appeal statement to the Conciliator who will forward it to the Chairperson of the CJB. The written appeal must be specific, relevant, and concise, explaining precisely the student's justification for the grade appeal. The burden of proof will be on the student, to the extent reasonable, to clearly document pertinent evidence for the grade appeal (i.e., a copy of the syllabus; copies of graded exams and term papers as well as other substantiating evidence). The student should also provide a list requesting copies of items used for evaluation that cannot be directly documented (e.g., a professor may keep copies of old exams).

### **Step 5**

The CJB has authority to screen out frivolous or unsubstantiated claims. The Chairperson will notify the Conciliator, the faculty member, the student and the departmental chairperson (or Vice Chancellor) in writing, explaining why the committee found a student claim sufficient or insufficient and, in the event of a sufficient claim, of the date of the appeal hearing.

### **Step 6**

The Chairperson of the CJB shall convene a meeting of the board at least once a semester, unless no sufficient appeals are forthcoming. In a closed hearing, the student shall produce documents and other relevant evidence to substantiate his or her claims. The student may address only those issues that are described in the appeal statement. Claims the CJB has deemed frivolous or unsubstantiated may not be addressed. The instructor shall be given an opportunity to respond and discuss the concerns raised by the student. The CJB may ask questions of all parties and will deliberate after hearing the case. Two faculty members and two student members must vote in concurrence with the student's position in order for the appeal to be

supported. The Board shall issue its decision within seven (7) calendar days of the hearing.

### **Step 7**

Once the CJB reaches its decision, the following persons will be notified in writing about the findings of the Board: the Vice Chancellor for Academic Affairs, the chairperson in the appropriate department, the faculty member, the Conciliator, and the student.

If the Board finds the original course grade to be inappropriate, the Board will recommend that the faculty member recalculate the grade and make the appropriate change in the Registrar's Office within five (5) calendar days. Should the faculty member be unwilling or unable to do so, the Board will recalculate the grade and make the change in the Registrar's Office. The resulting grade is final and may not be further appealed.

### **Faculty Conciliator (Name & Term of Person)**

The Faculty Conciliator will be chosen by the Student Government Association from a list of four names of the full-time teaching faculty approved by the Faculty Senate and submitted by the Chair of the Faculty Senate. The S.G.A. will also select one of the nominees from a different department than the Conciliator to serve as an alternate should the circumstances of a specific situation make involvement of the primary Conciliator impractical. Both the Conciliator and the alternate will serve one-year terms. The Faculty Conciliator shall be an ex officio, nonvoting member of the CJB in final grade appeals deliberations.

### **Campus Judicial Board (CJB)**

The CJB is defined in the UNCP Student Handbook. CJB members are necessarily excluded from deliberations in which:

1. The board member is related to one of the two principals.
2. The board member is a departmental colleague of one of the principals.
3. The board member is currently enrolled in a course taught by one of the principals.
4. The board member is one of the two principals involved.

All questions of scheduling and satisfying deadlines shall be adjudicated by the Chairperson of the CJB.

All records of the Board's deliberations shall be kept in a file maintained by the Office of Academic Affairs in accordance with the University Records Retention and Disposition Schedule.

Nothing in this policy should be construed as a violation of academic freedom expressed in *The Code of The University of North Carolina*.

## **Auditing**

All persons, whether regularly enrolled in the University or not, who desire to audit a course must secure the permission of the instructor and the Office for Academic Affairs. The fee charged for auditing a course will be the same as if the course were taken for credit. The decision to audit must be made by the late registration date. No audits may be added after this date.

For non-matriculating students, a copy of the receipt of payment from the Cashier's Office must be filed with the instructor at the beginning of the course. Students who are regularly enrolled at the University must file a copy of the permission letter from the Office for Academic Affairs with the instructor at the beginning of the course.

## Course Load

Students are expected to enroll in at least 15/16 semester hours credit per term so that it is possible for them to graduate in four years (eight semesters).

Full-time students must carry at least 12 semester hours each semester. The maximum load is 18 semester hours except as follows: students who are on the Honors List may take up to 19 semester hours; students who are on the Chancellor's List may take up to 21 semester hours; summer session students may carry no more than 7 semester hours each summer session term.

The number of semester hours required to graduate from UNCP is between 120 and 128 in accordance with specific program degree requirements. In order to graduate in 4 years (8 semesters), it is necessary to take (and pass) more than 15 semester hours for each of the 8 semesters. If a student's major requires more than 120 semester hours, the student must take (and pass) more than 15 semester hours for each of the 8 semesters. Students must work with their advisors and their major departments to ensure that they follow the scheduling sequence of required courses for their majors.

All course work counts toward a student's course load whether the student is enrolled for credit or as an auditor at this or another institution.

## Quality Point Average and Scholastic Standing

Scholastic standing at The University of North Carolina at Pembroke is based on the quality point average. To figure quality point average, multiply the number of quality hours (attempted hours minus P credits, AUs, and Ws) assigned to each course by the number of quality points received, add the quality points received for all courses, and divide by the number of quality hours.

Example:

Course	Final Course Grade	Quality Hours	times	Quality Points	equals	Quality Points Earned
Course A	C+	3	x	2.3	=	6.9
Course B	B-	3	x	2.7	=	8.1
Course C	A	1	x	4.0	=	4.0
Course D	P	0	x	0.0	=	0.0
Course E	F	1	x	0.0	=	0.0
Course F	B	3	x	3.0	=	9.0
Course G	A-	3	x	3.7	=	11.1
Course H	I	2	x	0.0	=	0.0
<b>Total Quality Hrs. = 16</b>				<b>Total Quality Pts. = 39.1</b>		

Quality Point Average =  $39.1 \div 16 = 2.44$

\*A grade of P counts as hours earned but not as quality hours and is computed as 0 hours in figuring quality point averages.

A cumulative quality point average is obtained by including in the quality point average calculation the quality hours and the quality points received from The University of North Carolina at Pembroke only.

## Minimum Scholastic Requirements

To indicate to a student his/her scholastic standing, four categories have been established: good standing, warning, probation, and suspension. Suspension means a one-semester separation from the University to allow more maturation in those attributes that enhance the student's academic ability.

Required levels of academic achievement increase progressively over the approximately four years leading to graduation. This is in recognition of the adjustment period of transition from high school to college level, which is sometimes difficult. The total semester hours from all colleges attended will be the basis for determining the required minimum cumulative Quality Point Average (QPA). However, only those grades earned at The University of North Carolina at Pembroke will be used to compute the student's cumulative quality point average. The cumulative quality point averages required are as follow:

Semester Hours	Minimum Overall Cumulative Quality Point Average
1-29	1.500
30-59	1.750
60-89	1.875
90 or more	2.000

## Academic Warning and Probation Policy

A student who falls below the specified cumulative grade point average for the number of quality hours attempted (including transfer hours) will be placed on warning (1-18 attempted hours) or probation (19 or more attempted hours) and restricted to enrollment of not more than 13 semester hours.

### The following policies will apply to students who are placed on warning/probation:

1. In order to be taken off warning/probation, the student with 1-18 attempted hours must reach the required grade point average in two (2) semesters; the student with 19 or more attempted hours must reach the required grade point average in one (1) semester.
2. If the required cumulative minimum grade point average is not reached in the specified time, the student may continue on warning/probation if a grade point average of 2.0 or higher is earned for the probationary semester[s].
3. If either of the above requirements is not satisfied, the student will be suspended for two (2) semesters.
4. Any new student (first -semester freshman and new transfer students) who receives all "Fs" in academic courses (>three-semester hour courses) will be placed on academic probation. In order to continue in the second semester, an academic contract must be completed in the Center for Academic Excellence, and the student must attend a series of workshops. One of the following conditions must be met to avoid a two (2) semester suspension at the conclusion of the second semester: (a) a second semester quality point average (QPA) of 2.0 or higher, and/or (b) an overall quality point average (QPA) above, or equal to, the University minimum for the number of earned semester hours.

### a. Suspension and Readmission

After at least two semesters of academic suspension for failure to meet the Minimum Scholastic Requirements outlined above, a student may apply for readmission. Before registering for classes, the student must meet with the Director, Center for Academic Excellence, and complete an "Academic Success Contract" that specifies the actions the student will take to improve his/her academic standing. The Academic Success Contract will specify the following, all at the discretion of the Director, Center for Academic Excellence: 1) the number of semester hours (6-13) for which the student can register, 2) a schedule of regular meetings with the Director, Center for Academic Excellence, 3) class attendance policies, and 4) other appropriate intervention strategies.

Only after the Academic Success Contract is signed by the student and the Director, Center for Academic Excellence, will the student be allowed to register for courses. Copies of the Academic Success Contract will be kept on file in the Center of Academic Excellence

and the Academic Affairs Office. The student's advisor and the student will also receive copies.

## **b. Suspension and Early Readmission**

A student may appeal his or her two-semester suspension by complying with the following procedure:

1. Meet with the Director, Center of Academic Excellence, and complete an Academic Success contract, as defined above.
2. Enroll and attend a series of workshops through the Center for Academic Excellence.
3. Present a written appeal to the Readmission Appeals Committee at least four days prior to registration for classes that contain the following items:
  - A) justification for the student's early readmittance;
  - B) written proof of health, personal, or other problems that may have affected the student's academic performance in the past, with an explanation of how these problems will be remedied
  - C) a signed copy of the Academic Success Contract.

If the required cumulative minimum grade point average is not reached by the end of the semester, the student may continue on warning/probation if a grade point average of 2.3 or higher is earned for the probationary semester.

## **Esther G. Maynor Honors College**

The Esther G. Maynor Honors College (MHC) recognizes and promotes scholarly and personal growth of academically accomplished students. The MHC learning community includes interdisciplinary seminars within the General Education curriculum, a leadership program, cultural, service and social opportunities as well as faculty-led research opportunities. MHC students may elect to live in shared residential facilities. The MHC offers an intellectually stimulating environment with greater curricular flexibility and closer interaction with individual faculty. Honors students are encouraged to consider study abroad opportunities and to pursue graduate education. Students interested in the MHC should contact the Dean of the Honors College at [honors@uncp.edu](mailto:honors@uncp.edu).

## **Academic Honors**

### **Graduation with Honors**

Graduating seniors may be considered for honors if they have earned a Quality Point Average (QPA) of at least 3.4 for 45 semester hours of course work in residence at UNCP. All course work attempted (including quality hours from other institutions and repeated hours) will be included in the calculation of the cumulative QPA for determining the particular honors designation awarded. Students who attain a cumulative QPA of 3.85 or higher are graduated summa cum laude. Those who achieve a minimum cumulative QPA of 3.7 are graduated magna cum laude and students whose cumulative QPA is at least 3.4 are graduated cum laude.

Students who achieve the hours and the QPA requirement at the beginning of the last semester of their senior year will be recognized at commencement. The final assessment is done after graduation and honors are pending for all students until this is completed. The honors designation will appear on the student's diploma and transcript.

### **Honors/Chancellor's List**

Students are eligible for Honors List if they achieve a minimum semester quality point average of 3.2 while passing at least 12 semester hours of course work, of which none must be Pass/Fail.

Students are eligible for Chancellor's List if they achieve a minimum semester quality point average of 3.7 while passing at least 12 semester hours of course work, of which none must be Pass/Fail.

## Registration Procedures and Policies

### Advisement and Registration

Each student must complete registration online. No student is considered to be officially registered until the student has completed registration as outlined below. Students who fail to complete registration as prescribed will have their names dropped from all class rolls. If these students subsequently request to register, they must follow registration procedures just as if they had not started registration before.

The advisor's role is to assist the student in planning a suitable academic program. However, the students are responsible for following all academic regulations that are applicable to their course of study. This includes general education requirements, pre-requisites and major/minor requirements. Students are individually responsible for all course registrations and for completing the requirements for graduation. The Office of the Registrar will drop students who register for courses without following departmental or university regulations. Each student must register online prior to the first day of class. After classes begin, each student must register in person in the Office of the Registrar.

The University has a two-phase registration system: the early registration phase and the regular registration phase.

Students currently enrolled at The University of North Carolina at Pembroke may complete their registration by: (1) consulting with their advisor during the designated early registration period, (2) registering for the approved course work online, and (4) paying tuition and fees to the Cashier's Office or through the student's online account center on Braveweb.

Students entering UNCP for the first time or returning after an absence of one semester or more may complete their registration by: (1) consulting with their advisor during the designated registration period and preparing their class schedule for the semester, (2) registering for the approved course work online, and (3) paying tuition and fees at the Cashier's Office or through the student's online account center in Braveweb.

## Adding, Dropping, and Withdrawing from Courses

After a student has completed registration, the only way the student's schedule may be changed is through the drop-add procedure. To add a course, a student must obtain a Drop-Add Form from the Registrar's Office, Academic Department, or online, complete the form, obtain the signature of the gaining professor, and present the form to the Office of the Registrar. To drop a course, the instructor must indicate the student has never attended the class by contacting the Office of the Registrar.

A student may withdraw from a course after the drop-add period but prior to and including the last day of the first week of classes after mid-term grades are reported, with a grade of W.

Withdrawal without penalty from a course or courses after the deadline for withdrawal but before the last two weeks of classes in the semester, may be approved only for appropriate cause such as serious illness. Appropriate documentation is required. Unsatisfactory academic performance does not by itself constitute sufficient reason to grant a late withdrawal.

The student should secure a course withdrawal form from the Registrar's Office, obtain the instructor's signature and the advisor's signature, and return the form to the Academic Affairs Office for review. Approved requests receive W in the course. A copy of the completed form and any required documentation must be on file with the Academic Affairs Office before a late course withdrawal will be considered. A second copy of the completed withdrawal form

will be forwarded to the Registrar's Office for entry of the assigned grade.

Signatures are not needed to withdraw during the drop period. Only classes that need a signature are ENG 0104-1060 and require the instructor, advisor, and director of composition signature to drop.

### **Permission to Take a Course as a Visitor at Another University**

Students who wish to enroll in courses at other institutions to apply toward a degree at UNCP must adhere to the following policies:

1. Have written approval from their UNCP advisor.
2. Have written approval from their UNCP Department Chair if the course is part of their major curriculum.
3. Have written approval from the UNCP Registrar.
4. Have a minimum QPA of 2.0.
5. Be in good social standing.
6. Have an official transcript submitted to the UNCP Office of the Registrar immediately upon completion of the course.
7. After attaining junior standing (60 hours), no student may take or transfer courses from any two-year college.
8. After completing 75% of course work, no student may take or transfer courses from any other academic institution.
9. Courses accepted for transfer credit will be evaluated in terms of UNCP's academic policies, curriculum and the student's proposed program at UNCP. Fractional credit will not be granted for partial completion of any course.
10. Credit hours will transfer for courses in which the student earns a "C" or better. Grades earned at other institutions are not used to compute UNCP's quality point average.
11. Permission will not be granted to repeat a course at another institution. Students may elect to repeat any course if both the original course and the repeat course are taken at UNCP.

## **Repetition of Courses**

A student who wishes to repeat a course must adhere to the following policies:

1. The original course and the repeat course must be taken at UNCP.
2. The course being repeated must be the same course taken previously; no substitutions are allowed.
3. Students may repeat a course a maximum of three times. Exceptions to this limit require approval of the chair of the department offering the course and the appropriate dean.
4. All grades received in courses repeated will be used to compute the quality point average, unless the student elects to use a grade replacement (see "Grade Replacement Policy" below).
5. A student will receive credit (earned hours) for a course one time and the most recent grade will be used in meeting graduation requirements.
6. All entries remain a part of the student's permanent record.

## **Grade Replacement Policy**

### **Students Entering UNCP Prior to Fall 1994**

Undergraduate students who entered UNCP before the fall of 1994 and who follow

the repeat policy will automatically have the grade replaced for all eligible repeats. The semester hours and quality points in courses repeated are counted only once, and the most recent grade and the quality points corresponding to the most recent grade are used in computing the quality point average and meeting graduation requirements. However, all entries remain a part of the student's permanent record.

### Students Entering UNCP for Fall 1994 and Thereafter

Beginning with the fall semester of 1994, undergraduate students who enter UNCP and who wish to replace a course grade must adhere to the following policies:

1. A student must follow all regulations regarding repetition of course work.
2. Some courses may be taken more than once for full credit; these courses are not eligible for grade replacement.
3. The semester hours and quality points in courses repeated are counted only once, and the most recent grade and the quality points corresponding to the most recent grade are used in computing the quality point average and meeting graduation requirements.
4. *Students entering UNCP as freshmen* will have the option of replacing a **maximum of 15 credit hours** with improved grades earned by repeating courses. No student is eligible for more than 15 hours of replacement credit regardless of his/her entry date.
5. The credit hours associated with each repeated course will count toward the cumulative replacement hours.
6. *Students transferring or readmitted to UNCP* may replace grades for courses taken at UNCP for a maximum number of hours as determined by the scale below, which is based on the number of hours accepted for transfer or readmission.

<b>Transfer Hours Accepted as of Fall 1994</b>	<b>Maximum Hours for Replacement</b>
0-23 hours	15
24-51 hours	12
52-89 hours	9
90 or more hours	6
Candidate for Second Bachelor's Degree	6

7. The student must secure a form from the Registrar's Office and indicate in writing which course grades are to be replaced for computation of the quality point average. The form designating specific course grade replacements will be maintained on permanent file in the Registrar's Office.
8. Decisions for course grade replacement are irrevocable.
9. All entries remain a part of the student's permanent record.

### Class Attendance Policies

Regular class attendance is important to the educational experience of each student and to the academic integrity of the university curriculum. Students are expected to attend every class beginning with the first session. Regular class attendance is a student responsibility. A student is responsible for all the work, including tests and written work, of all class meetings. No right or privilege exists that permits a student to be absent from any given number of class meetings. The University reserves the right to administratively withdraw students who have never attended classes for the semester.

For all general education classes, instructors will keep attendance records. If a student misses three consecutive class meetings, or misses more classes than the instructor deems advisable, the instructor will notify the Center for Academic Excellence (administrator of the Early Alert program) for appropriate follow-up. Departments may also develop and distribute attendance policies and procedures to be followed for students who miss an excessive number of classes.

For all classes, instructors have the discretion to determine how the attendance policy will be implemented, the circumstances under which make-up work may be allowed, and whether attendance will be used as a criterion in determining the final grade. Excessive absences may result in failure. Faculty will distribute a written statement of their attendance policy as part of the course syllabus. Students should not enroll in a course if participation in University-sponsored activities will cause them to miss an excessive number of classes, as determined by the instructor.

## Withdrawal from the University

Up to the last day to receive a W in a course, a student may complete a “Request for Withdrawal” form, available online from the Office of the Registrar’s homepage. The student should take the I.D. card to the Student Accounts Office and return the signature page to the Office of the Registrar. The University makes applicable refunds only after the withdrawal procedure is completed.

After the last day to receive a W in the course, the Office for Academic Affairs approves withdrawal from the University without academic penalty only when unusual and documentable circumstances warrant. Unsatisfactory academic performance does not by itself meet the requirement for official withdrawal. As soon as possible, and no later than before the beginning of the last two weeks of classes in the semester, the student petitioning to withdraw from the University must meet with the Associate Vice Chancellor for Academic Affairs, present the required documentation, and complete the necessary forms. Approved requests receive W in all courses.

Any student who stops attending classes without completing the withdrawal procedure ordinarily receives an F in courses for which the student is registered.

## Requirements for Baccalaureate Graduation

When advising students, the department chairs, the registrar, and faculty advisors try to make certain that every student who intends to graduate from the University registers for those courses which are required for a degree. The student however, must assume the final responsibility for meeting graduation requirements set forth in this catalog. Each candidate for graduation must meet all of the following requirements:

1. Have a minimum of 120-128 semester hours of course work in accordance with specific degree requirements excluding ENG 0104, MAT 0104, EDN 0104; MUS 0106
2. Have successfully completed the General Education Program;
3. Earn a grade of “C” (2.0) or better in both English composition courses, ENG 0105 and ENG 0106;
4. Have successfully completed a program for an academic major;
5. Have a minimum overall cumulative quality point average of 2.0 in coursework attempted at The University of North Carolina at Pembroke;
6. Have a minimum overall cumulative quality point average of 2.0 in the major field of study;
7. Complete a minimum of 9 semester hours above the General Education Program level in the major field of study at UNC Pembroke if the student transferred here;
8. Be registered during the academic year in which the student’s graduation occurs;
9. Complete the last 25 percent of course work in residence at UNC Pembroke. An internship or study abroad program approved by the Dean and the Department Chair may be substituted unless it reduces the number of semester hours in residence to less than 30;
10. Count no more than 3 semester hours of activity courses toward the credit hours required for graduation. Activity courses are defined as having: no regularly scheduled

class meeting time, no well defined instructional format, and no graded (A, B, C, D) work required. Excluded from this definition are FRS 100 (Freshman Seminar) and supervised internship courses.

11. Count no more than 24 semester hours of correspondence and/or extension credit (with no more than 12 hours of correspondence) from regionally accredited institutions toward a degree, provided that such correspondence credit is approved by the Office of the Registrar and will not be applied to satisfy specifically stated course requirements in major programs (NOTE: Any student needing to take correspondence work after admission to study at UNC Pembroke may be permitted to do so only after obtaining formal approval from the student's academic advisor, from the Office of Academic Affairs, and from the Office of the Registrar.);
12. Meet the requirements of one catalog which were current at the time the student entered this institution or a subsequent catalog. Students will not be allowed to meet some of the requirements of one catalog and some of the requirements of another catalog;
13. Meet the requirements of the catalog in effect at time of readmission or those of a subsequent catalog if attendance is interrupted for more than one semester;
14. Have the recommendation of the faculty;
15. Complete an application for a degree no later than October 1st for the Spring or Summer Commencement and March 1st for the Winter Commencement when earned hours reach 75 (end of first semester of junior year);
  - a. The Degree Application Form can be obtained from the Office of the Registrar;
  - b. The form must be completed entirely and all signatures obtained;
  - c. Pay a non-refundable graduation fee of \$40 by the required date or an additional \$25 late filing fee will be charged;
  - d. If a candidate fails to qualify by the time of commencement, but does qualify at a later time, the student must submit another application and a \$25 diploma fee;
  - e. If the candidate fails to meet this requirement as specified, the student must wait until the next commencement to receive his or her degree;
16. Satisfy all financial obligations to the University.

All candidates are encouraged to complete a file in the Career Services Center.

## Commencement

A student may complete graduation requirements at the end of fall, spring or summer session. A student who completes requirements in fall or spring is required to attend commencement at that time. A student who completes graduation at the close of the summer sessions will have the option of returning to participate in the Winter Commencement or of receiving the diploma in absentia. If the student elects to receive the diploma in absentia, the student must submit to the Registrar one month prior to graduation a written request which indicates the address to which the diploma will be mailed. The diploma will be mailed after commencement.

A student may participate in commencement exercises if he or she has met all the requirements for graduation. When commencement takes place before final grades are processed, a student may participate in commencement if the Registrar has not been notified that the student will not meet all the requirements by the last day of exams.

## Disability Support Services

The Office of Disability Support Services is designed to assist students covered under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Anyone desiring assistance is requested to contact the Disability Support Services

Office located in the D.F. Lowry Building, Room 107. Operating hours are Monday-Friday, 8:00 am-5:00 pm. After-hour appointments may be made on an as-needed basis. Appointments during regular business hours are requested and can be made at 521-6695.

The primary function of Disability Support Services is to: (1) provide guidelines for documenting disabilities; (2) discern eligibility for services; (3) determine reasonable accommodations; (4) facilitate appropriate accommodations. Further information can be found on UNC Pembroke's home page at [www.uncp.edu/dss/](http://www.uncp.edu/dss/).

## Center for Adult Learners

The Center for Adult Learners is available to help meet the needs of the adult learner/nontraditional and commuter student at UNCP by providing resources and referral information. The Center is designed to be a comprehensive resource area for the nontraditional student.

The Center offers information for currently enrolled and prospective students. We provide:

- Academic advising
- Freshman Seminar course for nontraditional students
- Assistance with course registration
- Explanation and referral information regarding the campus and community
- Academic support services
- Orientation for nontraditional students
- Various support groups
- Nontraditional Student Association
- Extended office hours for the evening student

We encourage students to stop by the Center. Our goal is help students identify and access the various resources available at UNCP. Our office is located in the Jacobs Hall, Suite H and the Director can be reached at 521-6625.

## The Center for Academic Excellence

The Center for Academic Excellence is designed to provide a support system for students through numerous programs and activities: academic advisement, career/major counseling, major declaration, and Early Alert consultation for those in jeopardy because of poor attendance/performance. In addition, the FRS 1000 (Freshman Seminar) course is coordinated by this office.

## Policies Concerning Student Records

The policy of The University of North Carolina at Pembroke concerning the contents and confidentiality of student records has been developed around several administrative needs. The University is charged with administration functions which make it necessary to acquire, maintain, and have convenient access to certain information. These include decisions regarding admission, advancement, graduation, and other important steps in the academic process. In order to serve the students, adequate records must be available when students wish to apply for financial aid, transfer, employment, graduate school, and other University purposes. However, at the same time, the University must respect obligations of confidentiality toward the student.

## Students' Education Records at General Administration of UNC: Annual Notification of Rights

Certain personally identifiable information about students ("education records")

may be maintained at The University of North Carolina General Administration, which serves the Board of Governors of the University system. This student information may be the same as, or derivative of, information maintained by a constituent institution of the University or it may be additional information. Whatever their origins, education records maintained at General Administration are subject to the federal Family Education Rights and Privacy Act of 1974 (FERPA).

FERPA provides that a student may inspect his or her education records. If the student finds the records to be inaccurate, misleading, or otherwise in violation of the student's privacy rights, the student may request amendment to the record. FERPA also provides that a student's personally identifiable information may not be released to someone else unless (1) the student has given a proper consent for disclosure or (2) provisions of FERPA or federal regulations issued pursuant to FERPA permit the information to be released without the student's consent.

A student may file with the U.S. Department of Education a complaint concerning failure of General Administration or an institution to comply with FERPA.

The policies of The University of North Carolina General Administration concerning FERPA may be inspected in the office at each constituent institution designated to maintain the FERPA policies of the institution. Policies of General Administration may also be accessed in the Office of the Secretary of The University of North Carolina, General Administration, 910 Raleigh Road, Chapel Hill, NC.

Further details about FERPA and FERPA procedures at General Administration are to be found in the referenced policies. Questions about the policies may be directed to Legal Section, Office of the President, The University of North Carolina, General Administration, Annex Building, 910 Raleigh Road, Chapel Hill, NC (mailing address P.O. Box 2688, Chapel Hill, NC 27515-2688; tel: 919-962-4588).

## Inspection and Release of Student Records at UNCP

The University of North Carolina at Pembroke complies with all provisions of the Family Educational Rights and Privacy Act of 1974. The full statement of the University's policy is available in the Office of the Registrar located in Lumbee Hall.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

**1. The right to inspect and review the student's education records within a reasonable period of time after the University receives a written request for access.**

At UNCP, students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, then she or he shall advise the student of the correct official to whom the request should be addressed.

**2. The right to request the amendment of the student's education records that the student believes is inaccurate.** Students may ask the University to amend a record that they believe is inaccurate. They should write to the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the University of North Carolina at Pembroke or the University of North Carolina Office of the President in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Institutions can disclose student information to parents in certain situations, including the following: If a parent claims the student as a federal tax dependent, UNCP may, with confirmation of that status, disclose information about the student to both parents, regardless of the student's age or whether there is an emergency; if the student is under 21, UNCP may inform the student's parents of violations of its alcohol or drug policy, regardless of whether the student is a tax dependent or whether there is an emergency; and if UNCP reasonably believes that there is a health or safety emergency involving the student, UNCP may inform the student's parents, regardless of the student's age or whether the student is a tax dependent.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The University routinely releases to the public so-called Directory Information, as follows: the student's name, address(es), telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, electronic mail address, and previous educational agency or institution attended by the student. Any student who wishes to have the above Directory Information withheld must sign and file a request in the Registrar's Office within two weeks of the first day of class of each semester. This request must be renewed at the beginning of each semester. Directory information for every student who does not file a request to withhold disclosure within two weeks of the first day of class of the Fall Semester will be published in the student telephone directory and distributed to all students, faculty and staff. Even if a student files a request to block disclosure of Directory Information, it may still be inspected by those persons authorized by law to inspect education records without consent.

## Miscellaneous

**Academic eligibility** for a student shall be determined by current regulations. UNC Pembroke reserves the right to change without notice any fee, provision, offering, or requirement in this **Handbook**, and to determine whether a student has satisfactorily met the requirements for admission or graduation.

**Announcements:** All official notices will be published in **THIS WEEK**, a publication from the Student Affairs Office. **THIS WEEK** is distributed on Monday of each week during fall and spring semesters.

## Emergency University Closing Policy

Any decision to cancel classes at UNCP will be made by the Chancellor or, in his absence, the Provost/Vice Chancellor for Academic Affairs. The University has au-

thority to make its own decisions and announcements about the operation of the University during adverse weather and other emergency conditions.

The University will remain open for classes unless there is a clear and present danger to the safety and welfare of students, faculty, or staff. Public announcements about closings or late openings applicable to other State agencies, or to other State employees, do not apply to UNC Pembroke or its employees. Unless the University announces a closing, late opening, or cancellation of classes, all offices and service operations are expected to remain open, and personnel are expected to report to work.

The overriding concern of the University is to provide a quality, uninterrupted program of studies for its students without placing them or the staff in an unreasonably hazardous situation. Students, faculty, and staff commuting to the University are encouraged to evaluate conditions and use good judgment in determining whether to attempt the commute to the University under adverse weather conditions. The University does not expect students, faculty, or staff to place themselves at risk or in harm's way in order to attend class or report to work. Students and staff are asked to let their professor or supervisor know as quickly as possible what their particular circumstances are, as the administration of the University expects faculty and supervisors to be sensitive to inclement weather conditions that adversely affect class and work attendance.

On days when the University will delay or cancel classes due to inclement weather, that decision will be made, if practicable, by 6 a.m. The announcement will be placed on the UNCP BraveAlert Emergency Information Hotline at (910) 521-6888 and will appear on two UNCP Web pages ([www.uncp.edu](http://www.uncp.edu) and [www.uncpalert.com](http://www.uncpalert.com)). The announcement will also be communicated to regional radio and television stations.

It is the University's intention to ensure that students living on campus will have full access to the Chavis University Center, the Jones Athletic Complex, and the Livermore Library, at a minimum, until 10 p.m. When the campus is closed, staff personnel designated as "mission essential" are expected to report to work.

