

## **North Carolina Central University Fostering Undergraduate Student Success Policies and Procedures**

### **Term Grade Point Average**

After the first full-time term at NCCU, all full-time undergraduates must maintain a 2.00 cumulative NCCU grade point average.

### **Cumulative Grade Point Average**

After the first academic year at NCCU (to include one fall, spring, and summer term), all undergraduate students must maintain a 2.00 cumulative NCCU grade point average.

Students who do not achieve a 2.0 semester GPA after the first full-time term at NCCU, or a 2.0 cumulative GPA after the first academic year at NCCU will be placed on academic probation for one semester. Academic probation is a one semester opportunity to return to good academic standing. If a 2.0 semester or cumulative GPA is not achieved at the end of the probation semester, the student will be suspended from NCCU for a period of two semesters, after which the student may apply to be readmitted to the University on probation. If the student again does not achieve the 2.0 semesters or cumulative GPA at the end of the probation semester after readmission, the student will be dismissed from NCCU. A dismissed student may appeal the dismissal to the Dean of his/her academic College.

### **Ratio of attempted to completed semester credit hours**

All students must complete 67% of all credit hours attempted including accepted transfer hours. Students who do not earn 67% of all credit hours attempted will be placed on financial aid warning as well as academic probation for the next semester.

### **NCCUs Drop/Add Policy**

Undergraduate students may add and drop courses using the registration system during the first 10 business days of the fall and spring semesters; however, they are responsible for insuring that any registration schedule changes do not result in less than a twelve-academic hour semester unless intending to be part-time.

### **Course Withdrawal with Extenuating Circumstances Policy**

Replace NCCU's current extenuating circumstance policy with the statements below. Courses will count as attempted hours but do not count in tuition surcharge or GPA calculations, and are subject to all financial aid and SAP rules and calculations. Students may submit an appeal to the Dean or the designee of their college/school for evaluation. After consultation and review, the Dean or the designee shall render a determination of whether the appeal shall be granted.

Appeals of negative decision are handled by the Office of the Provost.

Requests for **Withdrawal with extenuating circumstances may be** permitted for serious and compelling reasons, such as accident or serious illness, where the cause of withdrawal was due to circumstances clearly beyond the student's control. Extenuating circumstances and the suggested documentation that may merit an approved appeal include, but are not limited to, the following:

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<b>EXTENUATING CIRCUMSTANCE</b>	<b>SUGGESTED DOCUMENTATION</b>
Medical/Psychological Circumstances	<ul style="list-style-type: none"> <li>Statement from physician or therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the University</li> </ul>
Personal/Family Emergency	<ul style="list-style-type: none"> <li>Medical documentation or statement from physician on letterhead including dates of service</li> <li>Notarized statement from parent or family member</li> </ul>
Death of a Family Member	<ul style="list-style-type: none"> <li>Copy of an obituary, funeral program, or certified death certificate</li> <li>Statement of the relationship between the student and the deceased to accompany the obituary or funeral program</li> </ul>
Domestic Violence/Sexual Assault	<ul style="list-style-type: none"> <li>Copy of police report or court/legal documents</li> <li>Statement from physician or therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the University</li> </ul>
Serious Car Accident	<ul style="list-style-type: none"> <li>Copy of police report</li> <li>Medical documentation or statement from physician on letterhead including dates of service</li> <li>Documentation from repair company indicating seriousness of accident</li> </ul>
Changes in Employment/ Unexpected Financial Difficulty	<ul style="list-style-type: none"> <li>Statement from Employer indicating employment change/termination</li> <li>Financial/Bank statements</li> </ul>
Military Service/Deployment	<ul style="list-style-type: none"> <li>Military orders showing dates of deployment, training, or service</li> </ul>
<b>OTHER CIRCUMSTANCE</b>	<b>SUGGESTED DOCUMENTATION</b>
Reinstatement/Made up Deficit Hours	<ul style="list-style-type: none"> <li>Official academic transcript review and posting of transfer hours by the NCCU Registrar's Office (refer to Additional Information Regarding Financial Aid Appeals, on back of form)</li> </ul>
Unusual Enrollment History	<ul style="list-style-type: none"> <li>Documentation of academic or personal reasons which may explain the failure to earn credits</li> </ul>

**Course Withdrawal Without Extenuating Circumstances Policy**

Every student is allowed to withdraw from any class for any reason (and receive a grade of W) after the end of the add/drop period and until the published deadline for withdrawing from class (es), not to exceed 16 credit hours.

**Course Repeat Policy**

Beginning Fall 2014 students are allowed four course repeats without penalty. The lower grade is excluded from GPA calculation. After four courses, all grades will be in the GPA computation. If a student receives a C or better, the student may not repeat, but may audit without credit. Students who attended NCCU prior to fall 2014 are allowed five course repeats, with all grades included in the cumulative GPA calculation after the fifth course repeat taken. Transcripts will include all attempts to complete a course, and all attempts will be included in calculations of satisfactory academic progress and tuition surcharge.

**Forgiveness Policy**

Any student who applies for academic forgiveness must have: (a) completed a minimum of twelve (12) credit hours from NCCU during the first semester the student is readmitted; (b) a minimum GPA of 2.5; and (c) a 100% satisfactory completion rate (grade of C or better) for all course work taken at NCCU after being readmitted to the University.

**Full-time Undergraduate Course Load**

A minimum full-time course load for an undergraduate student during fall and spring semesters is 12 credit hours and 6 credit hours in the summer. The maximum course load for which a student may register during fall and spring semesters is 18 credit hours and 12 during the

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summer. Students may petition the Dean for permission to exceed the maximum course loads. It is recommended that students should enroll in at least 15 hours to graduate in a timely manner.

**Classification of Students**

Undergraduate students at North Carolina Central University are classified according to the number of semester hours they have earned, including hours transferred from other institutions, in keeping with the following table:

<b>Credit Hours</b>	<b>Classification</b>
Fewer than 30 hours	Freshman
30 – 59 hours	Sophomore
60 – 92 hours	Junior
93 or more hours	Senior

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