



James E. Shepard, Founder

Department of Criminal Justice

To: Distance Education Criminal Justice Students

From: Tracy Barley, Coordinator of Distance Education
Department of Criminal Justice

Date: March 2, 2018

RE: Academic Advisement Compliance Forms

To prepare for your academic advisement appointments, the attached forms must be completed each semester. Upon completion, you should scan and email the signed documents to your advisor or fax them to 919-530-5195 to the attention of your advisor in the Department of Criminal Justice. *They must be returned before your scheduled appointment time.*

1. The **Student Contact Form** is required to be updated each semester and the information is not shared with any student or outside agency; it is maintained in your permanent confidential file within the department.
2. The **Student Academic Progression Plan Form** is required to be updated each semester so that you are aware of your academic progression regarding tuition charges, student aid and progress to degree completion. You should use Banner SSB to obtain the required information from your unofficial NCCU transcript.

Criminal Justice Distance Education Advisors

Tracy Barley thicks15@ncu.edu
Online students with last names M-Z
Wake Technical Community College BS Degree in Criminal Justice Program Students

Art Beeler abeeler@ncu.edu
Online students with last names A-L
VG Community College Eagle Voyage BS Degree in Criminal Justice

Keana Williams kwill331@ncu.edu
VG Community College Eagle Voyage BS Degree in Criminal Justice



CONTACT FORM

PLEASE PRINT

NAME _____
 LAST FIRST MIDDLE

BANNER IDENTIFICATION NUMBER: **820** - _____ - _____ Career Objective: _____

Major: _____ Minor: _____ Concentration: _____

Local Address: _____
 Dormitory/Room#/Street City State ZipCode

Home Address: _____
 Street Address City State Zip Code

Phone Number: (____) _____ **NCCU Email Address:** _____ @eagles.nccu.edu

Cell: (____) _____ **Personal Email Address:** _____

Classification _____ Enrollment Status: Full-time _____ Part-time _____ Hrs. _____ Evening _____ Athlete _____

Student Signature: _____ Date: _____

ADVISOR'S USE ONLY

Comment/Notes:

GPA _____ Attempted Hrs. _____ Earned Hrs. _____ Major _____ Minor _____

Advisor's Signature _____ Date _____



North Carolina Central University
Student Academic Progression Plan Form

Note: This form should be completed each semester. This document is not complete without the attached Curriculum Plan, which identifies the academic requirements completed and the remaining academic requirements for program completion. All documents must be attached before the student signs the Student Academic Progression Plan.

Student Information:

Full Legal Name: Last First Middle Banner ID:

Academic Information

College/School: Major:

Term: Date of Advisement:

First Term of Matriculation: Projected Graduation Date:

Table with 5 columns: Cumulative Attempted Hours, Cumulative Earned Hours, GPA Hours, Quality Points, Cumulative GPA

Academic Policies: All of the academic policies listed below are located in the Undergraduate Catalog under Academic Regulations.

1. Academic Progression Policy

Effective Fall 2012, students must have a cumulative GPA of 2.000 or greater. If a students' cumulative GPA falls below a 2.000, the student will be dismissed. A student who is not maintaining a minimum 2.000 cumulative GPA is not making satisfactory academic progress. This policy has been established to enable students to complete his/her undergraduate work within a reasonable period of time. Students expecting to graduate in eight semesters (four years) must average 15 to 16 completed hours each semester.

2. Tuition Surcharge

In 1993, the North Carolina General Assembly (Senate Bill 27-Section 89b) enacted legislation directing the Board of Governors to impose a 25% tuition surcharge (currently the surcharge is 50%) on students who take more than 140 degree credit hours to complete the first undergraduate baccalaureate degree in a four year program or more than 110% of the credit hours necessary to complete the degree in eight regular term semesters (or the equivalent (or ten semester hours for five year programs).

3. Excessive Hours

Any student who has attempted more than 168 hours towards a single undergraduate degree will be dismissed from the university.

By signing below, the student has been informed of and understands the Academic Progression Policy, the Tuition Surcharge Policy, and the Excessive Hours Policy.

Signature of Student Date:

Signature of Advisor Date:

Signature of Department Chairperson Date:

Attachments: Student 4-Year Curriculum Plan GPA Calculator Worksheet